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Southside Virginia Community College, as a member of the Virginia Community College System (VCCS), adheres to all policies and procedures outlined in the VCCS Policy Manual. The VCCS Policy Manual may be accessed at <https://go.boarddocs.com/va/vccs/Board.nsf/Public>



ACADEMIC HONESTY PROCEDURE

Review/Revision Date: Feb14, 2023

Academic Honesty Statement

Southside Virginia Community College recognizes that the core value of academic integrity is essential to all activities of an academic community and provides the cornerstone for teaching and learning. It is characterized by upholding the foundational principles of honesty, equity, mutual responsibility, respect, and personal integrity.

Observing academic integrity involves:

- Maintaining the standards of the college's degrees, certificates, and awards to preserve the academic credibility and reputation of the college;
- Communicating expectations, best practices, and procedures in order to promote the principles of academic integrity and ensure compliance;
- Providing environments, instruction, and access to resources necessary for maintaining integrity in learning;
- Taking responsibility and personal accountability for the merit and authenticity of one's work;
- Giving Proper acknowledgement and attribution to those who directly contribute to a project, or whose work is used in the completion of a project;
- Recognizing what comprises academic honesty and integrity, whether intentional or unintentional (Plagiarism cheating, uncivil behavior, etc.).

It is the shared duty of faculty, students and staff of the college to understand, abide by and endorse academic integrity.

Academic Honesty Procedure

Definitions:

Plagiarism. Intentionally representing the work, words, images, or ideas of another's as one's own. Plagiarism includes, but is not limited to:

- Copying written material, images, or data from a source without quotation marks and/or attribution;
- Failure to provide citation of works used;

- Paraphrasing material without proper citation for information that is not common knowledge;
- Self-plagiarism is often described in the context of several distinct practices in which some or all elements of a previous writing assignment or project (e.g., text, data, and images) are reused in a new assignment without specific acknowledgement or no acknowledgement at all as to the prior use of the content.

Fabrication. Intentional use of material invented with the intent to deceive in obtaining academic advantage. Fabrication includes, but is not limited to

- Submission of a paper, lab report or academic exercise with falsified, invented or fictitious data;
- Citation of information or data not actually in the source indicated;
- Listing sources in a bibliography not used in the submission;
- Submitting as one's own work that was prepared in part or total by another person (including on-line sources).

Cheating. The attempt to obtain credit for work or knowledge dishonestly or deceptively, or to aid another person in such an attempt. Cheating includes, but is not limited to:

- Copying from another's test, assignment, or homework;
- Taking or receiving unauthorized copies of examinations, quizzes, or other academic material;
- Using unauthorized study or reference aids (e.g., "crib notes," "cheat sheets," etc.), particularly with respect to a test, evaluation or practicum;
- Fraudulently allowing any person to represent a registered student in any class meeting, activity, test, evaluation or practicum.

Communication of the Act of Academic dishonesty to the Student by SVCC Faculty

1. If a faculty member has determined that a student has committed an act of academic dishonesty through any combination of firsthand observation, written or electronic information, and/or other verifiable sources, the faculty member shall make every reasonable effort to discuss this suspicion and the reasons privately with the student involved. If more than one student is involved, the faculty member must discuss the situation with each student individually. "Every reasonable effort to discuss" is defined as communication in person, by email, and/or by telephone. The instructor should consult the appropriate Student Judicial Officer to ascertain whether there are previous significant incidents of academic honesty in the student's record.
2. After the discussion, if the faculty member remains convinced by evidence that the student is guilty of academic dishonesty, the faculty member may impose one or more of the following sanctions

depending on the faculty member's judgment as to the seriousness of the offense and consistent with the faculty member's syllabus:

- a. Reprimand the student
 - b. Require that the work in question be done over
 - c. Assign a grade of zero on the work involved
 - d. Assign a grade of F for the course (An F earned because of academic dishonesty can only be altered through successful appeal of the charge (see procedures below). Withdrawing from a class will not alter a grade of F imposed for academic dishonesty.
 - e. Follow the guidelines set forth in the handbooks for individual cohort programs (e.g., the nursing program calls for dismissal from the program).
1. The faculty member must keep any documentation and evidence of the violation for reference in case of appeal.
 2. The student charged with academic dishonesty should be allowed to continue class, in the event the student appeals the penalty that the faculty member imposes (unless the student is a risk to the safety and security of SVCC).

Administrative Disposition of the Charge

1. The faculty member must complete an official [incident report](#), which will be automatically routed to the appropriate dean for the program or course that the student may be enrolled in.
2. The dean will inform the student in writing of the penalty imposed by the faculty member, that the student will be on disciplinary probation, and that future violations may result in more severe sanctions. The dean will also inform the student of the date by which he/she must appeal the penalty.
3. As with other grade appeals, a student may appeal the charge by submitting a written request to the dean who contacted them about the violation within five (5) business days following the receipt of the dean's official notification of the charges and penalty. The appropriate Academic Dean will meet (if requested) with the student and review all materials related to the instructor's determination and the student appeal. The Academic Dean may meet with or request additional materials from the instructor, student, or witnesses to facilitate the review. The dean's response to the appeal will be issued within 10 business days of receipt of the written appeal. The decision of the dean will be considered final and binding.
4. The Academic Dean must document the charge and administrative disposition specifics in Maxient for tracking purposes.
5. Instances of academic dishonesty that are so severe as to warrant consideration of suspension or expulsion are referred to the Student Judicial Officer for investigation under the SVCC Student Disciplinary Procedure.

Impact of Academic Dishonesty on Academic Honors

Students are advised that if they are found guilty of academic dishonesty, they will not graduate with any type of academic honors awarded by SVCC.



ACADEMIC INFORMATION

Review/Revision Date: May 2021

Academic Load

See SVCC Catalog, Enrollment Information

Academic Standing of Students

See SVCC Catalog, Academic Expectations and Academic Standing

Credit for Prior learning (CPL) formerly called Advanced Standing by Experiential Learning

Policy Statement

Southside Virginia Community College accepts the philosophy that its placement function includes aiding students who wish to move toward their goals in as efficient a rate as possible. For some students, the College may waive basic courses in their curriculum or award College credit to the student for demonstrating knowledge in a subject area gained by occupational experience, industry recognized credential attainment, current licenses and other life experiences. The CPL process begins with a student request to their faculty advisor or faculty member who will then begin the process.

Associate Degree, Diploma, and Certificate Requirement State

A student must have fulfilled all the course and credit hour requirements of the degree, diploma, or certificate curriculum with 25% of the credits acquired at the College.

At Southside Virginia Community College, advanced standing and credit for prior learning may be granted in approved areas upon successful completion of locally designed and administered tests or other nationally recognized assessments such as CLEP and AP.

Graduation

Beginning with graduation on May 15, 2008, students who are within eight (8) hours of meeting their requirements and plan on completing those requirements by the summer will be allowed to participate in the ceremony if they choose. The students will only receive their actual degrees or certificates after all course work is completed with a passing grade. Applications for graduation will still need to be completed. (Added 4/08)

College Level Examination Programs (CLEP), General AND Subject Exams Policy Statement

The College Level Examination Program from the Educational Testing Service has been approved for credit in certain areas. No credit will be given for scores below the fiftieth percentile for the General exams or for scores below ACE's credit recommendations for the Subject exams.

Advanced Placement Program (AP) Policy Statement

The Advanced Placement Program from the Educational Testing Service has been approved for credit in academic courses. No credit will be given for scores below three. Credit will be given upon approval by the Assistant Registrar.

Subject Standardized Tests (SST) Through DANTE/USAFI Policy Statement

The College will accept USAFI credits for College-level work. For evaluation of an individual's credits, the "Official Report of Educational Achievements," available from the United States Armed Forces Institute, Madison, Wisconsin 53173, should be requested by the student and sent to the Office of Admissions and Records at Southside Virginia Community College. SVCC uses ACE's credit recommendation for USAFI Courses and Tests and DANTE Subject Standardized Tests.

Transfer Credit from Other Post-Secondary Institutions Policy Statement

Each student transferring from another College should consult the Assistant Registrar's Office for an assessment of credits. Generally, no credit will be given for courses with grades lower than "C". A transfer student may be advised to repeat courses if it is clearly to the student's advantage to do so in order to make satisfactory progress in a curriculum. ACCRAO guidelines provide for the transfer of credits for grades of "C" or above if received from regionally accredited institutions. Generally, transfer credits are only accepted for courses judged to meet specified curricular requirements.

Equated Occupational Experience Policy Statement

Equated occupational experience is handled on an individual basis within division through the waiver of course requirements, credit by examination and the granting of credit for previous experience.

The student requesting experiential credit submits a written request for such credit to the appropriate Academic Dean, explaining why the credit is justified.

If the Academic Dean, in consultation with the appropriate faculty member(s), feels the request is justified, the student is asked to submit written documentation of the experience.

Typically, this includes

- Letter(s) from employer(s)
- Job titles and description and
- Samples of work accomplished

When the documentation is complete, the Academic Dean and faculty decide how much credit to award, if any, and for what course(s).

The "Petition for Advanced Standing or Waiver of Course" form is completed and submitted to the Vice President for Academic and Student Affairs, with accompanying documentation for approval. The form with signatures of approval and supporting documentation is kept on file with the student's transcripts.

Assessment of Coursework with external Agencies Policy Statement

Southside Virginia Community College will accept equivalent education and training programs. Most requests for the granting of credits under this category are included under the category of granting credit

for equated occupational experience. The Administration of Justice Program grants credits for coursework completed at the Virginia Police Academy and Virginia Department of Corrections.

Institutional Credit by Exam Policy Statement

In the absence of an articulation agreement, tests are constructed to confirm previously acquired competence. Credit-by-exam should be awarded if a person scores B or better on a comprehensive exam. Faculty should administer such an exam only when the student has valid previous training or experience to suggest competence in the subject area. There should be no coaching or “cramming” for such an exam. The student should expect to wait until exam week, and sit for the exam along with students completing the class.

Faculty must obtain prior permission from their academic Dean and Vice President for Academic and Workforce Services or designee before agreeing with students to give credit either by exam or for experience. The request must include information as to how evaluation will be done. In either case, faculty members will use prior approved appropriate tests for evaluation and enclose it with the petition for advanced standing or waiver of course form.

Assessment of Coursework in Vocational/Technical Schools Policy Statement

Students who have successfully completed a two-year high school vocational program or Tech Prep, students who have had other types of vocational training or who have occupational experience may qualify for advanced placement in the appropriate curriculum. Proficiency tests will be administered to aid in placement and to determine the amount of credit which can be awarded for previous occupational or educational experience.

ACE Recommendations for Military and Non-Traditional Learning Experiences

Credit may be allowed for military service school if this credit is recommended in a guide to the Evaluation of Educational Experiences in the Armed Services, and if the work is applicable to the program being pursued. Prior to completing the application for Credit by Examination, the student should review with the appropriate instructor and Academic Dean, the “Official Report of Educational Achievement.” The final determination on the awarding of USAFI credit will be made by the Vice President for Academic and Workforce Services or Designee.

Other non-traditional learning experiences as recognized by ACE will be accepted.

Students who plan to transfer to other institutions of higher education are cautioned that not all post-secondary institutions accept credits earned in this manner as transfer credits. IT IS THE STUDENT’S RESPONSIBILITY TO DETERMINE THE ACCEPTABILITY OF THESE CREDITS AT THE INSTITUTION BEING CONSIDERED FOR TRANSFER.

Administration of Advanced Standing through the Waiver of Curricular Requirements

Waiver of Physical Education Requirements for Veterans: The physical education requirements for the degree, the diploma and certificate programs may be waived for veterans and the College may substitute other credits to satisfy the total credit requirements of the veteran’s curriculum.

Policy Statement

Students who have successfully completed two years of foreign language in high school may petition for advance placement to the sophomore level course of this foreign language.

Examinations

See SVCC Catalog, Academic Expectations and Grading

Grading system – Developmental Courses

Grading in all developmental classes will be S, R, or U only.

Grading System – Information for Grading Policy in Courses Other Than Developmental

See SVCC Catalog, Academic Expectations and Grading

Registration

See SVCC Catalog, Registration and Course Information

Tuition Waivers

Children of Deceased Law Enforcement/Fire Fighter/Rescue Squad Personnel. Any child between the ages of 16 and 25 whose parent has been killed in the line of duty while employed or serving as a law-enforcement officer, firefighter, or rescue squad member in Virginia is entitled to free tuition and required fees if the deceased parent was domiciled in Virginia at the time of death and certification of employment is provided.

Children of Permanently Disabled or Deceased Veterans. Section 23-7.1 of the Code of Virginia says that free tuition and College fees shall be given to children of qualified permanently 100 percent disabled or deceased veterans of the armed forces of the United States who attend state-supported schools of secondary grade or College level. Eligibility for such children shall be proven by the Division of War Veterans' Claims, who shall state in writing to the admitting school that tuition should be waived according to the provisions of Section 23-7.1. For further information, contact the SVCC Veterans Affairs Office.

Senior Citizen Tuition Waiver. Under provisions of the Virginia Senior Citizens Higher Education Act of 1974 and subsequent amendments, a person who has been legally domiciled in Virginia for one year and has reached 60 years of age before the beginning of a semester may enroll in a state institution of higher learning at no cost (tuition and applicable required fees waived) provided all tuition-paying students are given first priority for class spaces. Senior Citizens whose taxable income for federal income tax purposes does not exceed \$23,850 for the year preceding the year in which enrollment is sought, may register and receive full credit for coursework successfully completed, tuition-and fee-free. The senior citizen whose income exceeds this figure may only audit, tuition and fee-free courses, offered for credit or enroll in non-credit courses. **The request for a senior citizen tuition waiver must be made at the time the senior citizen registers for the class.**

Continuous Learning Tuition Waiver. The VCCS has approved a tuition waiver policy for all full time employees, adjuncts and part time employees who work at least 20 hours per week. Wage employees whose primary status is as a student are not eligible.

Attendance Policy

In accordance with VCCS Policy accurate attendance records must be kept for all classes. **Students will be informed at the first class session** of the VCCS class attendance policy statement, Section 5.68 of the ***VCCS Policy on Educational Programs.***

Regular attendance is required. When absence from a class becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence whenever possible. Students are responsible for the subsequent completion of all study missed during an absence. Absences totaling more than 20% of a course's semester class meetings will result in dismissal from the course. Instructors may impose more stringent requirements as specified in their course outlines. Please see the College's ***attendance policy***



ACCIDENTS/EMPLOYEE ACCIDENTS & RETURN-TO-WORK POLICY**REVIEW/REVISION DATE: MAY 2021**

Accidents

A report of all accidents and injuries using the appropriate form as defined below should be submitted immediately to the Vice President of Finance and Administration.

- Incident Report Form – to be used for incidents, accidents involving students and visitors
- Employee Accident Report – to be used for any accidents or injuries involving an employee

The following actions should be taken in the event of an accident or injury involving a student(s), visitor(s) or employee(s):

Student/Visitor

Injury - Injured student or visitor should be assisted in obtaining needed medical attention. Obtain complete information of how, when, where. Obtain the name, address, and telephone number of witnesses. Do not commit the College or yourself as to cause, blame or paying of any bill. Visitors and students are not covered by the College insurance policy.

Insurance - Students are not covered by the College insurance policy unless they are driving a College vehicle. (A College employee should complete the "Employer's Accident Report" (See Exhibit 47 which may be obtained from the Physical Plant office or the Vice President of Finance and Administration office.) The Accident Report can also be found on the college website under Quicklinks/Faculty-Staff Intranet/Forms/Forms.

Employee Accident and Return to Work Policy

It is the policy of **Southside Virginia Community College** to retain our valued employees, achieve a safe and timely return of injured or ill employees to the workforce and reduce costs related to disability. Procedures have been established to effect this policy.

Definitions

Transitional Duty: A temporary situation when an employee returns from a personal or work-related injury or illness to medically restricted or modified duties. Duties assigned can be those identified in the employee's current job description with restrictions or another assignment.

Approved Job Modifications: Documentation of the duties the employee will perform during the transitional duty period.

Virginia Sickness and Disability Program (VSDP)- Program administered by the Virginia Retirement System which provides employees with income replacement during periods of short and long-term disabilities.

Workers' Compensation Program (WCP) - Program administered by the Department of Human Resource Management for state employees in accordance with § 65.2 Code of Virginia.

Procedures for reporting occupational injuries/illnesses:

- Employees must immediately notify their supervisor of work-related injuries.
- The injured employee will be given a listing of approved Panel Physicians and will complete a panel physician selection form to be submitted to Human Resources.
- Employee's immediate supervisor will complete the Employer's Accident Report (EAR) and submit this to Human Resources within 24 hours. The supervisor is also responsible for taking pictures of the accident site as soon after the accident as possible and sending to Human Resources for submission to the WCP.
- The employee, any witnesses and the employee's supervisor will each complete a SVCC Incident Report and submit to Human Resources within 24 hours.
- Human Resources will review the EAR and submit it and any supporting documentation to the WCP within 10 days of the incident.
- The employee is responsible for submitting ongoing documentation from the physician, any bills received and any additional loss time due to the incident to Human Resources for submission to the WCP.
- For incidents involving loss time, Human Resources will communicate with the attending physician to discuss return to work options, to include the ability to provide transitional duty.

In the case of a non-occupational injury/illness, the employee will contact the VSDP program (if a participant). The VSDP program will work with Human Resources, supervisor and employee to facilitate a return-to-work.

Employees in the traditional sick leave program under DHRM and/or VCCS policies who have a non-occupational injury/illness will work with Human Resources and supervisor to facilitate a return-to-work.

Return to Work

If the employee is released to return to work and can perform the essential functions of their pre-injury position, they will give the release to Human Resources who will coordinate a start date to report to work.

If the employee is released to work with restrictions, Human Resources in coordination with the supervisor will review the restrictions set forth by the attending physician and will make a decision if the agency is able to provide transitional duty for the employee. Transitional duty must meet the agency's staffing needs and accommodate the employee's medical restrictions while taking into consideration the welfare and safety of the employee and their co-workers and clients.

Human Resources in coordination with the supervisor may amend the transitional duty should the employee demonstrate improvement or regression. Any amendments must be resubmitted to the attending physician for approval and a copy forwarded to WCP and VSDP, if applicable.

Transitional duty shall be made available to those employees who are expected to return to their pre-injury position and may not normally exceed 90 days. At the conclusion of 90 days, the supervisor in consultation with Human Resources may terminate the transitional duty assignment. If it is determined that the employee has long-term restrictions that result in his/her inability to perform the essential functions of his/her primary position, the provisions of the Americans with Disabilities Act (ADA) and other applicable laws will be applied to determine suitability for employment.

Emergency Medical Service

For any life-threatening emergencies fire, or threat to safety, dial 911. As soon as possible, also alert college personnel immediately. According to the assistant attorney general for the State of Virginia, the Good Samaritan laws of the State of Virginia apply to people in Community Colleges who administer assistance to injured persons on an emergency basis only, but do not provide immunity from civil liability to those rendering assistance to persons who have suddenly become ill. If time permits, an injured person under eighteen (18) should not be taken to the hospital until permission is obtained from the parents. The Vice President of Finance and Administration appropriate administrator should be notified by the personnel responsible for the facility at that time.

First-Aid Kits are located on John H. Daniel Campus:

- Room 2 Administration Area/Mail Room
- Room 28 Biology Lab
- Room 31 Chemistry Lab
- Room 32A GSSV/Dual Enrollment Office Suite
- Room 53 Nursing Lab
- Room 68 Welding Lab
- Room 70 Buildings and Grounds Office
- Room 118 SSC Bldg Food Service Area

- Room 129 SSC Bldg Student Services Corridor
- Room 218 SSC Bldg Library Circulation Area
- Room 125 WDC Bldg Kitchen
- Room 100 Maintenance Bldg Shop Area
- Room 101 Pickett Park Receptionist Area
- Room 120 Pickett Park Diesel Shop
- Room 132 Pickett Park Automotive Shop

Automated External Defibrillators (AEDs) are located on John H. Daniel Campus:

- Room 32A GSSV/Dual Enrollment Office Suite
- Room 129 SSC Bldg Student Services Corridor
- Room 104 WDC Bldg Main Lobby
- Room 100 Maintenance Bldg Shop Area
- Room 100 Pickett Park Main Corridor
- Room 100 South Boston Truck Driving Classroom

First Aid Kits are located on Christanna Campus

- Room B01 Instructional Bldg/Security
- Room B38 Instructional Bldg/Nursing Hallway
- Room C12 & C13 Instructional Bldg/Biology Lab
- Room B12 Instructional Bldg/Nursing Lab
- Front-Desk Instructional Bldg/ODU
- C17 Instructional Bldg/Network Services
- Bldg A02 Tractor Shed
- Lobby Workforce Center/Lobby
- Room 114 Workforce Center/Electrical Room
- Room 100 Maintenance Building
- Mail Area Instructional Bldg/Mail Area
- Room 110 SSC Bldg/Snack Bar

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- Room 240 SSC Bldg/Library
- Navigation Area SSC Bldg/Upstairs Navigation Area
- Navigation Area SSC Bldg/Downstairs Navigation Area

Automated External Defibrillators (AEDs) are located on Christanna Campus

- Hallway Instructional Bldg/Hallway
- Room 114 Workforce Center Lobby
- Room 100 Maintenance Bldg
- Navigation Area SSC Bldg/Upstairs Navigation Area



ADJUNCT PAY SCALE

Review/Revision Date: May 2021

For Initial Placement

1.	Meets minimum VCCS-29 qualifications:	Minimum of rank
2.	VCCS minimum PLUS 3-4 years of experience*:	Minimum + \$10
3.	VCCS minimum PLUS 5-6 years of experience*:	Minimum + \$20
4.	VCCS minimum PLUS 7-8 years of experience*:	Minimum + \$30
5.	VCCS minimum PLUS 9-10+ years of experience*:	Minimum + \$40

*Experience includes full-time education, teaching, and/or related occupational experience.

Adjustments for Years of Service

- Semester following receipt of Teaching Peer Award Additional \$50 (Taught minimum 30 credit hours over a 5-year period with very good evaluations)
- Semester following receipt of Teaching Fellow Award Additional \$50 (Taught minimum 30 credit hours over a 5-year period with very good evaluations)

Notes: *Once initially placed, adjunct faculty members will receive the same annual percentage raise per credit hour as approved by the VCCS for part-time faculty. All rates will be rounded up to the nearest dollar amount.*

Deviations from this policy will only be permitted with adequate justification. Permission to deviate from the above policy must be obtained in writing and signed by the campus Vice President for Academic and Student Affairs.

If an adjunct faculty member is already being paid at a rate equal to or greater than these adjusted rates, there will be no adjustment.

This policy is subject to annual review. (Adopted October 2007)

Adjunct Faculty Academic Rank Promotion

In order to receive a promotion from one Adjunct Faculty Rank to another, additional educational and or experience requirements must be met according to the VCCS-29 specifications. (See Exhibit #46)

The procedure for considering adjunct faculty member promotions at Southside Virginia Community College will be as follows:

Any adjunct faculty member that believes he/she is eligible for a promotion must submit a request for consideration to the appropriate Academic Dean. The request should include at a minimum:

- A SVCC Adjunct Faculty Promotion Request,
- copies of any transcripts for review validating additional degrees and or credit hours received since hire or last promotion (official transcripts must be addressed to and received by Human Resources if approved for promotion) and
- any supporting documentation.

The deadline for submission of promotion requests will be March 31st or as specified in the Master Calendar if this date falls on a weekend.

The appropriate Dean will review the SVCC Adjunct Faculty Promotion Request and compare it to the VCCS-29 to determine if the adjunct faculty member is qualified and refer to the Vice President for Academic and Student Affairs for final approval.

Adjunct faculty members that are approved for promotion will receive:

- an additional \$25 for promotion to Adjunct III
- an additional \$50 for promotion to Adjunct IV
- an additional \$75 for promotion to Adjunct V

Notes: *Deviations from this policy will only be permitted with adequate justification. Permission to deviate from the above policy must be obtained in writing and signed by the campus Vice President for Academic and Student Affairs.*

If an adjunct faculty member is already being paid at a rate equal to or greater than these adjusted rates, there will be no adjustment.



BOOKSTORE POLICIES

Responsible Office: **Finance & Administration Office**

Effective Date: Prior to 2017

Review Revision Date: May 2021

The following policies have been adopted to enable the Bookstore to support students and faculty in an effective manner.

Faculty Textbook Orders

All textbook orders, including new adoption or reorder requests, must be submitted through the mySVCC Follett Discover application at least 45 days prior to the start of the term. For the fall semester, orders must be placed before the end of the spring semester, or within two weeks after the fall schedule is finalized. The bookstore will make every effort to obtain the books within this timeframe and will send reminders about deadlines to faculty, notifying them immediately if a book order cannot be filled to allow for the selection of an alternative.

For any newly adopted books, the request must first be approved by the Academic Dean and/or director. Once approved, the order is then submitted via the mySVCC Follett Discover application. To help reduce textbook costs, faculty are encouraged to limit textbook changes to a **minimum of every three years** (unless the edition changes), maximizing the availability of used books in the bookstore. Alike courses should use the same textbooks to maintain consistency.

Faculty or staff members may not charge a purchase to their instructional budget account without a properly approved purchase order.

Student Textbook Orders

Follett only operates an online bookstore for our campuses and centers

<https://www.bkstr.com/southsidevccstore/home>

Acceptable methods of payment for books are charge (Financial Aid, Visa, MasterCard, Amex, Discover) and some payment applications. Upon receipt of a proper authorization, charges may be made to third parties.

Textbooks and course materials, including digital, may be returned for a refund under Follett's refund policies, listed here: <https://www.bkstr.com/southsidevccstore/hel-faq/return-policy-fvs>.

Follett offers textbook rentals for some materials. Follett also purchases textbooks. Check their website for details: <https://www.bkstr.com/southsidevccstore/sell-textbooks>

SVCC Financial Aid Bookstore Policy

Students may use excess financial aid in the College Bookstore to purchase only required books and supplies for registered courses deemed eligible for financial aid for the term. A course would be deemed ineligible for financial aid if any of the following circumstances exist:

- The course does not apply to the student's academic program;
- The course has already been repeated once after having been successfully completed. Successful completion is defined as any grade other than an F, U, or W; and/or
- The course is developmental and the student has already attempted 30 or more developmental credits.

Items NOT approved for purchase with financial aid include but are not limited to apparel, food, cell phones, gift items, and gift/prepaid cards. Students may purchase computers, printers, graphing calculators, and other course-related electronics.

During the designated book purchase period, books and supplies purchased using financial aid cannot be returned or sold back to the College Bookstore for cash. Amounts for returned items must be credited back to the aid types that paid for the books and supplies on the student's account.

Auxiliary Profits

Bookstore commissions are invested and earmarked for student scholarships, student activities, or other College needs as designated by President's Council and/or the Local College Board.



BULLETIN BOARDS & ELECTRONIC MONITORS

Review/Revision Date: May 2021

While electronic monitors have generally replaced bulletin boards, the bulletin board is still in use on the Christanna Campus and at some off-campus centers. Monitors are especially used to promote college events and student and club activities while the bulletin boards display public service announcements and student want ads and for sale items. No posters or display items are allowed to be taped to the wall. The Website is also a valuable resource for college information.

Guidelines for Display or Distribution of Handbills, Posters, or Other Materials by Student Clubs, Community and non-Profit Organizations, and Individuals

The College would like to provide educational opportunities to its students and others in the college community and believes that public expression through displays or distribution of handbills, posters, or other materials can play an important role in accomplishing this goal. The College also believes firmly in its obligation to college employees and its students to provide an environment that is conducive to learning. Public expression that enhances this environment by affording students and others in the college community exposure to a variety of ideas is encouraged. Subject to the terms and conditions set forth in these procedures, to any rules or regulations established by the College pertaining to display or distribution, and to other applicable laws, rules, and regulations, an organization or individual may display or distribute handbills, posters, or other materials that are aimed at providing information to students.

The following guidelines apply to materials posted on campuses and sites at Southside Virginia Community College, regardless of the source of those materials. They include:

- Posted information shall not contain obscene or libelous information or other information that is not protected by law.
- Information will not be placed over existing notices. Outdated material will be removed to make room for timely information.
- All event items must be removed by the sponsoring organization immediately following the event.
- All notes to be posted in stairwells, at doorways, or in other college locations not otherwise permitted in these guidelines, require approval by the Vice President

Enrollment Management and Student Success five work days (Monday through Friday) in advance of the proposed posting.

Due to space limitations, information to be posted by student groups, community groups, or individuals in areas other than those reserved for Phi Theta Kappa and academically-oriented student clubs will be posted for a maximum of two weeks and must be no larger than 8.5" x 11".

Items not approved in the prescribed manner will be removed and discarded.

Placement of information on vehicles of others on campus is prohibited.

The College reserves exclusive rights to re-arrange materials to accommodate the display of additional materials, to establish limits on the amount of information organizations may display, and to deny additional requests when all designated space is being used.

Failure by any organization or individual to abide by SVCC guidelines will be grounds for denying additional requests from the same organization or individual.

The College will grant access by an eligible organization or individual to areas of College premises, designated for public expression on a neutral basis, in accordance with these procedures. A grant of access to any particular organization or individual does not mean that the College endorses the beliefs, practices, or views expressed by that organization or individual, and outside organizations and individuals are expressly prohibited from stating, implying, or suggesting in any manner that they are endorsed by or associated with the College or that any publication, announcement, or other form of expression provided by the organization or individual has been approved by or is associated with the College. Areas of college premises designated for public expression will not be denied to any organization or individual on the basis of the content of information sought to be provided by or the convictions or affiliations of that organization or individual. Any organization or individual who believes that the opportunity to display or distribute handbills, posters, or other materials has been denied improperly may appeal the denial by providing written notice of the appeal to the Vice President for Enrollment Management and Student Success within three business days of the date on which the organization or group has been advised of the denial.



**SOUTHSIDE VIRGINIA
COMMUNITY COLLEGE**

CAMPUS CONDUCT & WEAPONS POLICY

Responsible Office: **Human Resources, Finance & Administration, Enrollment**

Effective Date: Prior to May, 2021

Review/Revision Date: March 24, 2025

Student Code of Conduct

See *SVCC Catalog*

Code for Student Rights, Responsibilities and Conduct.

Weapons Policy

Possession or use of firearms, explosives, or any other dangerous or deadly weapons as defined by the Code of Virginia §18.2-308 are not appropriate to the college experience. Therefore, students, employees, and patrons are not permitted to possess these items on college property except when carried by bona fide law enforcement officials in their official capacities or persons who possess such weapons as part of the school's curriculum. This policy applies whether the weapon is functional or not. Any device designed to look like a weapon and/or is used by an individual to cause reasonable apprehension or harm is considered a weapon by this policy.

It is a condition of acceptance to the college that all students comply with the college's weapons policy. Employees agree to this policy and all other policies by accepting continuing employment. Students and patrons agree to this and all other policies by their continuing enrollment and participation in activities and events. The exemptions set out in Code of Virginia Section 18.2-308 <https://law.lis.virginia.gov/vacode/18.2-308/>

Individuals in violation of this College policy may be subject to criminal prosecution and/or disciplinary action. Students may be subject to disciplinary action up to and including suspension or expulsion, and employees may be subject to disciplinary action up to termination. Guests, visitors, and/or contractors found in violation of this policy may be permanently trespassed or prohibited from returning to campus.

Disruptive Classroom Behavior

Should a faculty member experience disruptive classroom behavior which necessitates assistance, this situation should be reported immediately to the administrator in charge or to campus security. The Vice President for Academic Affairs and Workforce, Vice President of Enrollment Management & Student Success, Academic Deans, Vice President of Finance and Administration, evening Administrators, and Campus Security Personnel all have the authority to act in these situations. Students' disciplinary action ultimately rests with the Vice President of Enrollment Management and Student Success. If an adjunct instructor takes disciplinary action concerning a student, the supervisor must be notified. When appropriate, the Threat Assessment Team will become involved. (Refer to the *Campus Safety & Security* page on our website for additional information and reporting mechanisms.)

Employee Conduct

Faculty and Administrators see VCCS Policy Manual, Chapter 3 and DHRM Policy Manual or:

<https://go.boarddocs.com/va/vccs/Board.nsf/goto?open&id=9RFKS275A9DA>

Classified employees refer to DHRM Policy 1.60, Standards of Conduct at:

<https://go.boarddocs.com/va/vccs/Board.nsf/goto?open&id=9RFKS275A9DA>

Code of Ethics

The Southside Virginia Community College Code of Ethics expresses the moral principles and guidelines for the conduct of all SVCC employees. The Code also informs the public of the standards of ethical conduct for which college employees are responsible.

Employees of SVCC should be familiar with the Code, understand its application to their position and conduct, and adhere to its principles. Employees should also be familiar with other sources of information that will assist them in making informed decisions. These include laws, policies, procedures, and regulations that are relevant to their work.

The Code of Ethics is not a substitute for the active process of ethical decision-making. In instances where a simple or direct application of this Code is not possible, employees should seek clarification and assistance from their supervisor or other appropriate college official.

Southside Virginia Community College subscribes to the following ethical principles:

FAIRNESS

We will be fair and just in our decisions and actions. In order to provide fair and just treatment, we will carefully weigh the circumstances and variables linked with any decision and make the best attempt to be consistent and equitable.

Practices deriving from this principle are that:

- Hiring and promotion are fair and just
- Student and employee evaluation is consistent and fair.
- Workload is appropriately assigned and equitable compensated.
- Rules and regulations are consistently applied.
- Decisions are based on facts and evidence and not on opinions and prejudices.
- Appropriate support is provided for students and clients.

HONESTY

We will maintain a learning and work environment in which we feel secure enough to provide honest commentary about the operation and management of the organization. From our work in the classroom to the delivery of administrative and support services, we will encourage an honest climate which serves the interests of the institution and protects the well-being of all individuals. We will not use affiliation with the college for personal gain.

Practices deriving from this principle are that:

- Truthfulness with other employees and students is demonstrated.
- Accurate accounts of the college are given.
- Internal controls are established and maintained.
- Distinction is made between official and private actions.
- Dishonesty is not tolerated.

PROFESSIONAL INTEGRITY

We will act in the best interest of our students and clients. We will demonstrate professional integrity and exemplary behavior in all that we do in and for the college.

Practices deriving from this principle are that:

- The Mission Statement of the college is understood and supported.
- Conflict of interest and/or the appearance thereof is avoided.
- The professional autonomy of fellow employees is respected.
- Professional best practices are ascertained and followed.
- Official position is not used to secure privileges or advantages.

RESPECT

We will demonstrate a high regard for the rights and opinions of others. It is our responsibility to establish a climate of mutual respect, to protect the rights and freedoms of others, and to be discreet in dealing with confidential matters.

Practices deriving from this principle are that:

- Students and fellow employees are treated with consideration.
- Collegiality and civility in all activities are observed.
- The privacy and confidentiality of students and employees are safeguarded.
- The diversity of all people and their uniqueness of culture, ethnicity, religion, race, and sexual orientation are respected.
- An environment free from discrimination and harassment is promoted.

TRUST

We believe that a healthy organization is built on trust. Trust assumes a community in which ethical principles are promoted and applied. The development of trust also depends on our ability to recognize threats to the psychological and /or physical safety of others and to eliminate these threats by treating others equitably, fairly, and in a non-exploitive manner.

Practices deriving from this principle are that:

- Outside influences are not allowed to interfere with commitment to the college.
- The power inherent in positions of authority is not exploited.
- The competence and integrity of fellow employees are assumed.
- A safe and secure learning and work environment is provided.
- Breaches of the Code of Ethics are not condoned.

Violations of the Code of Ethics should be reported to your supervisor and/or Human Resources.

Workplace Attire Policy

SVCC's employees are the College's representatives to the public, and appearance has an impact on the public's image of the college. SVCC does not maintain a detailed, written policy regarding workplace attire. We believe that every faculty and staff member has the maturity and personal responsibility to make the appropriate choices in workplace attire that will demonstrate professionalism and serve as a role model to our students. Employees' dress, grooming, and personal hygiene should be appropriate to the work situation. Supervisors have the responsibility of oversight in this area. [Workplace Attire Policy Guide](#)

Drug Free Workplace Act

Southside Virginia Community College is committed to protecting the health, safety, and welfare of the citizens it serves by assuring that a drug-free workplace is maintained and that employees perform their duties unimpaired by the effects of drugs or alcohol. In compliance with local, state and federal laws, the following is a summary of DHRM Policy 1.05 Alcohol and Other Drugs. For a complete copy please see <https://www.dhrm.virginia.gov/hrpolicies/policies-alpha-order> or request a copy from Human Resources.

Summary of the Commonwealth of Virginia's policy on alcohol and other drugs:

The Commonwealth of Virginia's Policy 1.05 on Alcohol and Other Drugs states that the following acts by employees are prohibited:

- the unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol and other drugs on the workplace;
- the impairment on the workplace from the use of alcohol or other drugs, (except the use of drugs for legitimate medical purposes);
- action which results in the criminal conviction for: a violation of any criminal drug law, based upon conduct occurring either on or off the workplace, or a violation of any

alcoholic beverage control law, or law which governs driving while intoxicated, based upon conduct occurring on the workplace;

- the failure to report to their supervisors that they have been convicted of any offense, as defined in III above, within five calendar days of the conviction.

Included under this policy are all employees in Executive Branch agencies, including the Governor's Office, Office of the Lieutenant Governor, and the Office of the Attorney General.

The workplace consists of any state-owned or leased property or any site where state employees are performing official duties.

Any employee who commits any prohibited act under this policy shall be subject to the full range of disciplinary actions, including discharge, and may be required to participate satisfactorily in an appropriate rehabilitation program.

Rehabilitation Programs

Employees with problems related to the use of alcohol or other drugs are encouraged to seek counseling or other treatment.

Assistance from management

- Management is encouraged to assist employees seeking counseling or other treatment.
- Management should consult with the EAP before referring an eligible employee to a rehabilitation program.

Assistance from EAP

- Eligible employees are encouraged to consult with the EAP to determine appropriate rehabilitation programs.
- The EAP can provide information regarding health insurance coverage for rehabilitation programs. Not all programs are licensed, accredited or covered under employees' health insurance coverage.

Assistance from other agencies

Employees may contact other agencies, such as the Department of Mental Health, Mental Retardation and Substance Abuse Services, the Department of Health, the Department of Rehabilitative Services, and/or Virginia Office for Protection and Advocacy.

Leaves of absence to seek rehabilitation

- At the discretion of management, employees may be granted leaves from work to participate in treatment programs for alcohol and/or other drug use problems.
- Employees covered under the Virginia Personnel Act (as defined in section II (A) of Policy 2.20, Types of Employment) may use their accrued sick leave for treatment programs, as appropriate, according to *DHRM Policy 4.55, Sick Leave*.



CLASSIFIED EMPLOYEES HOURS OF WORK, FAIR LABOR STANDARDS ACT & OVERTIME LEAVE

Review/Revision Date: May 2021

Fair Labor Standards Act

The **Fair Labor Standards Act** requires that employees, except those considered exempt from the law, be paid one and one-half times their usual hourly rates for any hours worked in excess of the standard 40-hour workweek or receive overtime leave at a rate of one and one-half hours for each overtime hour worked. Administrative, executive and professional employees, as defined by the law, are considered “exempt” and are not entitled to overtime compensation.

Non-exempt employees are typically in Bands 1, 2 and 3 and all wage employees. Employees in Bands 4 and above are typically exempt (however, position exemptions are determined on a case-by-case basis).

Workweek

The workweek at SVCC starts at 12:01 a.m. each Friday and continues through 12:00 midnight each Thursday of the following week. The normal work schedule is 8:00 a.m. to 4:30 p.m. with 30 minutes for lunch. Some positions have different work schedules. Check with your supervisor for the work schedule for your position. Your supervisor may adjust your work schedule to meet the needs of the agency. All full-time employees are expected to work a minimum of 40 hours within a workweek for full pay for that pay period.

Management has the right to reschedule an employee’s workdays if that employee has worked extra hours in the workweek. Employees will be given as much advance notice as possible of any schedule adjustments whether the adjustments are whole or partial days. To the extent possible, employee’s requests and needs will be taken into consideration when making schedule adjustments.

Employees who have taken leave in the workweek and worked extra hours may request to use these hours as compensation in lieu of approved sick, annual, family personal or compensatory leave.

Overtime Leave

It is Southside’s policy that hours physically worked (not leave taken) in excess of forty hours in a scheduled work week by a non-exempt employee will be compensated as **Overtime Leave** in accordance with DHRM policies. Overtime is compensated at a rate of time and a half when a non-exempt employee physically works more than 40 hours in the seven-day work period.

Employees are **not allowed** to determine the need to work overtime; **they must receive prior approval unless it is an emergency situation**. In very rare cases employees may be asked to work beyond the normal workweek. This is generally limited to graduation day and registration.

The maximum accrual of overtime leave hours is as follows: 50 overtime leave hours

For additional information, refer to DHRM Policy 3.15, Overtime Leave, on DHRM Website.

Classified Staff Work Breaks

For most jobs, an unpaid lunch break of 30 to 60 minutes (30 minutes is typical) is required. In addition two 15-minute breaks may be provided, one morning and one afternoon, which are part of the paid day. These breaks are optional and may not be used to cover missed time or to extend the lunch period.

Supervisors are responsible for the scheduling of paid and unpaid hours for their employees in a workday ensuring that services are provided to College constituencies with reasonable flexibility in the work schedules of employees. Employees who work at least six consecutive hours shall be afforded a lunch period. Supervisors of non-exempt employees must observe the Fair Labor Standards Act in the application of hours worked. Refer to DHRM Policy 1.25, Hours of Work

Time Sheets and Leave Approval

Timesheets

Classified employees who are designated as non-exempt are required to complete an electronic timesheet in PeopleSoft SIS-Human Resource each week which reflects scheduled hours, hours actually worked and leave approved in advance. Hours worked should be input into HRMS at the end of every workday. Hours worked may not be entered into HRMS until they have actually been worked.

Leave Approval (For All Full-time Employees)

The Commonwealth provides paid leave time to employees for a variety of reasons. The various types of leave are outlined in this handbook, in DHRM Policy and VCCS Policy. Refer to the specific policies for more detailed information. In general, all leave must be scheduled in advance and approved by the Supervisor. Ask your Supervisor about your department policies and procedures for scheduling and approval of leave. Leave taken by all full-time employees is reported in PeopleSoft SIS-Human Resource.



CLASSIFIED EMPLOYEE PERFORMANCE PLANNING & EVALUATIONS

Review/Revision Date: May 2021

According to the *Department of Human Resource Management (DHRM) Policy 1.40, Performance Planning and Evaluation*, it is the Commonwealth's objective to provide for the establishment and communication of performance expectations, for the evaluation of employees' work performance, and for an incentive pay program to reward employees according to their performance.

Employee Work Profile

An Employee Work Profile (EWP) describing the purpose and functions of the job, the duties and responsibilities and listing the core responsibilities of each position will be discussed with new hires within 30 days of the start of employment. The supervisor sets specific measures for each core responsibility. The supervisor will discuss factors that may influence the employee's performance and any developmental (training) activities that will help improve performance. In addition, Department or Unit objectives may be set. The employee and supervisor will sign the EWP to acknowledge it has been discussed.

If an employee's job duties, responsibilities or requirements change during employment, it may be necessary to update the EWP. The employee work plan will be reviewed and signed annually as part of the EWP.

The annual performance cycle is November 1 through October 31 of the next year.

Please refer to DHRM Policy 1.40, Performance Planning and Evaluation for additional information at:

<http://www.dhrm.virginia.gov/hrpolicies>

Probationary Period

According to the *Department of Human Resource Management, Policy 1.45, Probationary Period*, when a classified employee begins employment with the State, he or she must satisfactorily complete a probationary period as a prerequisite to continued employment in his or her position. Therefore, during the *Probationary Period*, continued employment is at the will of the appointing authority. Employees will be notified when the probationary period has been completed satisfactorily.

The probationary employee does not have access to the Employee Grievance Procedure. However, if at any time, the employee believes that he or she has been discriminated against in any condition of employment, he or she may file a discrimination complaint with the Office of Equal Employment Services in the Department of Human Resource Management.

Supervisors will meet with employees midway through the probationary period to advise him or her of progress toward meeting performance expectations. The supervisor will make comments and recommendations concerning work performance on the Probationary Progress Review form. A rating of "Contributor" indicates satisfactory performance. The supervisor will complete another Probationary Progress Review form and meet with the employee again before the end of the probationary period to further advise you on progress toward meeting performance expectations. Again, a rating of "Contributor" indicates satisfactory performance.

Please refer to DHRM Policy 1.45, Probationary Period for additional information at:

<http://www.dhrm.virginia.gov/hrpolicies>

For probationary progress review form, please see same website as above.

Performance Evaluations

The annual performance cycle is November 1 through October 31 of the next year. Supervisors should identify all the potential sources of evaluation information including observable employee behaviors. In addition to the observations of the immediate supervisor, performance evaluation information can come from other sources, including the employee, peers, customers, subordinates, supervisors, and work products. Employees should be informed of the potential sources at the beginning of the performance cycle, when they receive their performance plans.

Self-Evaluation: Each employee must be afforded an opportunity to provide the supervisor with a self-assessment of his or her job performance for the rating period. The employee should be asked to provide a self-evaluation at least two weeks prior to the evaluation meeting. A supervisor must review and consider the self-assessment when completing each employee's performance evaluation.

It is the policy of the state that each evaluation be discussed between the supervisor and the employee evaluated. The discussion should be kept on a constructive basis. The purpose is to achieve a constructive dialogue that will be supportive of the employee's development as well as reflective of the supervisor's perspective of the employee's performance. When combined with employee's input, this two-way communication should increase understanding and thereby serve as a stimulant to employee performance.

Please refer to DHRM Policy 1.40, Performance Planning and Evaluation for additional information at:

<https://www.dhrm.virginia.gov/hrpolicies>

Compensation for Classified Personnel

For DHRM Policy #3.05 on promotions, reallocations, etc., refer to DHRM Website:

<https://www.dhrm.virginia.gov/hrpolicies>

Classified in Band Adjustment Policy

All pay practice actions shall be approved by the College President or designee and in accordance with the VCCS Human Resource Delegated Agreement. In band adjustments are not guaranteed nor are they an entitlement. Amendments to the policy may be made by the College President. All actions are subject to post audit by the VCCS.

In accordance with DHRM policy, in band adjustments may be made for any of four purposes: Retention; Change in Duties; New Knowledge, Skills and Abilities; Internal Alignment. These pay practices are non-competitive. In order to be deemed eligible to receive an in band adjustment, an employee must receive a contributor rating or higher on their evaluation.

Retention/Competitive Offers – this prevents employees from seeking employment outside the agency in occupations that have high visibility in the labor market when salaries have not been as competitive as in the marketplace. If this is used for a department to avoid turnover, justification and documentation must be on file for department vacancies for the past three years; starting pay used to fill the vacancies; and College's efforts to fill these positions. Approval required by supervisor, reviewer and President's Staff. The addition increase will only be implemented once per employee. **Percentage of increase 0 – 10%**

Change in Duties – given for changes in duties for assuming new duties and responsibilities that are at a higher level and are critical to the operations of the agency. Additional duties should total at least 15% of the total job but would not be significant enough to warrant a new role change to a higher pay band. Normally, the employee should have successfully performed these new duties and responsibilities for at least 180 days. Approval required by supervisor, reviewer and President's Staff. **Percentage of increase 0 – 5%.**

KSA's Professional/Skill – for professional certifications, licensure, training, and degrees earned that benefit the agency and will enhance the knowledge and skills applied in their jobs at SVCC. Retroactive actions may not be made. Credentials that are requirements for a job by State Code, or are required for selection and taken into consideration at the time starting pay is negotiated cannot be used as a basis to support subsequent compensation adjustments. A plan must be developed in advance showing degree curriculum or practical application of certifications, licensure etc. Approval is required by the supervisor and President's staff prior to successful completion of the degree program. Initiated by employee.

Applicable Certificate, Certification or Licensure (Initial) One time \$500 bonus

(reviewed on a case by case basis)

GED	4%
Diplomas or Associate's Degree (Initial)	5%
Bachelor's Degree (Initial)	7%
Master's or Doctorate (Initial)	9%

Depending on the available budget, increases for degrees, certification or licensure will be awarded for the above amounts; however, amounts awarded may change if funds are not available. Requests for adjustments are reviewed annually during the personnel budget process and are due to Human Resources **no later than March 31**.

Internal Alignment –to align an employee’s salary more closely with those of other employee’s within the same agency who have comparable levels of training and experience, similar duties and responsibilities, similar performance and expertise, competencies, and/or knowledge and skills. Initiated by Human Resource Manager or Supervisor. Requires President’s Staff approval. **Percentage of increase 0 – 10%.**

Related policies can be found in DHRM Policy #3.05 Compensation; VCCS In Band Adjustment Policy and Pay Practices Chart.

Approval

Employees should request in writing through their supervisor to the President any requests for an in band adjustment prior to starting on their goal. A copy should be given to the Human Resource Office.

Related policies can be found in DHRM Policy #3.05 Compensation; VCCS In Band Adjustment Policy and Pay Practices Chart.

Timing – Effective on the 10th or 25th of the month.

Funding – The SVCC President and Vice President of Finance and Administration will certify funding during the budget process and approve funding available for non-budgeted adjustments.



CLASSIFIED PERSONNEL ASSOCIATION

Review/Revision Date: May 2021

The Classified Personnel Association on the Christanna Campus and the Daniel Campus Staff Organization on the Daniel Campus are organizations of non-contractual employees at the college. The purpose of these organizations is to provide a vehicle for those employees to present their views and suggestions to the administrative staff. Membership in these associations is voluntary. Purposes and operating procedures are described in respective association bylaws

Christanna Campus

Classified Personnel Association – Constitution & By-Laws

Constitution

Article I. Name

The name of this organization shall be the CP's, consisting of the classified employees of the Christanna Campus of Southside Virginia Community College.

Article II. Objectives

The objectives of the CP's shall be to promote better communication among classified employees and to make contributions to the Community.

Article III. Membership

Membership in CP's shall be open to any person engaged as a classified full time or permanent part-time employee of the Christanna Campus. They shall become members upon payment of the stated dues of the organization. No person shall be denied membership because of race, color, sex, handicap, creed or national origin.

Article IV. Officers

The elected officers of the Organization shall be President, Secretary, and Treasurer.

Article V. Meetings

Meetings shall be held on the second Thursday of every other month and called by the President as needed.

Article VI. Amendments to the Constitution

This constitution may be amended at any regular meeting of the organization by a majority vote, and a majority of the membership must be present in order for

voting to occur. Due notice of the proposed amendment must be given to the membership at least thirty (30) days before its presentation for adoption. Notice of the proposed amendment may be circulated by mail or by distribution.

By-Laws

Membership

Dues, Rights & Privilege: Monthly dues are to be set by vote of the majority and may be amended at any meeting. The Treasurer shall send out dues notices to members as needed. The Treasurer shall collect all dues, deposit the money to the organization's account, and keep accurate and up-to-date financial records.

Election of Officers

The officers of the organization shall be President, Vice-President, Secretary and Treasurer.

The officers shall be nominated and elected by Club members at the July meeting and have the installation of new officers at the September meeting.

Only members in good standing shall be eligible to run for office and to vote.

Duties of Officers

The President shall preside over meetings of the organization. The Vice-President shall preside over meetings in the absence of the President and assist the President.

The Secretary shall record the proceedings of all meetings. The Secretary shall post reminder notices about meetings two or three days prior to meeting.

The Treasurer shall maintain financial records and disburse the monies of the organization upon the approval of the President.

Committees

The president shall appoint all committees if there are no volunteers.

Dissolution of the Organization

In the event the organization is dissolved, all monies left in the Treasury after all bills are paid shall be donated to the College Foundation.

Amendments to the By-Laws

The By-Laws may be amended at any regular meeting by a majority of those present and voting, providing due notice of the proposal has been given at least thirty (30) days prior to the meeting at which it is presented.

Dues and other charges. Annual dues of the individual members shall be \$24.00. Dues may be paid at the rate of \$2.00 per month or \$24.00 per year.

Daniel Campus

Staff Organization – Constitution and By-Laws

Article I. Name

The name of this organization shall be Daniel Campus Staff Organization and it shall consist of the classified employees of the John H. Daniel Campus, Southside Virginia Community College.

Article II. Objectives

The objectives of the Daniel Campus Staff Organization shall be:

To promote better communications among the classified staff employees of the John H. Daniel Campus of Southside Virginia Community College, and

To serve as an instrument for the formulation and expression of staff personnel points of view on any subject germane to the interest of the John H. Daniel Campus of Southside Virginia Community College, and to make suggestions or recommendations thereon to the appropriate College committee or officer.

Article III. Membership

Membership in the Daniel Campus Staff Organization shall be open to any person who is employed in a classified staff position at the John H. Daniel Campus.

Annual dues of the individual members shall be \$5.00 per person per year and are collected in August.

Article IV. Officers

The officers shall be nominated and elected by the Club members at the July meeting and have the installation of new officers at the September meeting. Only members in good standing shall be eligible to run for office and to vote. Officers of the Daniel Campus Staff Organization shall be a President, Vice President, Secretary, and Treasurer. As established in the Governance Structure of Southside Virginia Community College, the Classified Staff Organization will annually select one representative to serve on each of the following committees: Campus Council, Operation Affairs Committee, and Faculty/Staff Development.

Article V. Meetings

Meetings shall be on the third Wednesday of every other month at 1:00 p.m. as needed

Article VI. Amendments to the Constitution

This constitution may be amended at any regular meeting of the organization by SVCC Faculty/Staff Handbook

By-Laws

Meetings

Meetings of the Daniel Campus Staff Organization shall be held the first Friday of January, March, May, July, September, and November. The time and place of the meeting shall be set by the President. Special meetings may be called by the President at the request of any member provided twenty-four (24) hour notice is given all members.

Officers

The offices of the Daniel Campus Staff Organization shall consist of a President and a Secretary.

Election of officers.

The officers shall be nominated by a committee consisting of at least three persons, appointed by the President.

The nominating committee shall present the names of one candidate for each office. Additional candidates for each office may be nominated from the floor.

In those instances, where there is more than one candidate for an office, election will be by secret ballot.

The officers shall be elected and will assume office in September of each year.

Vacancies in Office

Should a vacancy occur in any office, it will be filled at the first meeting after it occurs by nominations from the floor, and immediate voting shall follow.

Duties of Officers

The President shall preside over meetings. He shall call meetings as provided in Article I. He shall appoint committees; have the prerogative of attending meetings of appointed committees; and shall be on call for conclusion by committees.

The Secretary shall record and distribute the minutes of all meetings and perform such other duties as may be delegated by the President.

The Treasurer shall collect all funds and maintain financial records.

Committees

All committees shall be appointed by the president.

Amendments to the By-laws

These By-laws may be amended at any regular meeting by a majority of those present and voting, providing due notice of the proposal has been given at least ten (10) days before the meeting at which it is presented.

Support Staff Showcase

The Support Staff Commission each year honors outstanding support staff members at the annual VCCA Convention in October. Nominations for this prestigious honor are requested from each College. Nominees should meet the following **suggested** criteria:

- an active VCCA member for two (2) years
- significant contributions to the College Community
- significant contributions to the Community
- involved in personal/professional development opportunities
- length of service at College (to be used as a tie breaker)
- has not been the showcase representative in the last five (5) years



SOUTHSIDE VIRGINIA COMMUNITY COLLEGE

CODE OF ETHICS

The Southside Virginia Community College Code of Ethics expresses the moral principles and guidelines for the conduct of all SVCC employees. The Code also informs the public of the standards of ethical conduct for which college employees are responsible.

Employees of SVCC should be familiar with the Code, understand its application to their position and conduct, and adhere to its principles. Employees should also be familiar with other sources of information that will assist them in making informed decisions. These include laws, policies, procedures, and regulations that are relevant to their work.

The Code of Ethics is not a substitute for the active process of ethical decision-making. In instances where a simple or direct application of this Code is not possible, employees should seek clarification and assistance from their supervisor or other appropriate college official.

Southside Virginia Community College subscribes to the following ethical principles:

FAIRNESS

We will be fair and just in our decisions and actions. In order to provide fair and just treatment, we will carefully weigh the circumstances and variables linked with any decision and make the best attempt to be consistent and equitable.

Practices deriving from this principle are that:

- Hiring and promotion are fair and just.
- Student and employee evaluation is consistent and fair.
- Workload is appropriately assigned and equitable compensated.
- Rules and regulations are consistently applied.
- Decisions are based on facts and evidence and not on opinions and prejudices.
- Appropriate support is provided for students and clients.

HONESTY

We will maintain a learning and work environment in which we feel secure enough to provide honest commentary about the operation and management of the organization. From our work in the classroom to the delivery of administrative and support services, we will encourage an

honest climate which serves the interests of the institution and protects the well-being of all individuals. We will not use affiliation with the college for personal gain.

Practices deriving from this principle are that:

- Truthfulness with other employees and students is demonstrated.
- Accurate accounts of the college are given.
- Internal controls are established and maintained.
- Distinction is made between official and private actions.
- Dishonesty is not tolerated

PROFESSIONAL INTEGRITY

We will act in the best interests of our students and clients. We will demonstrate professional integrity and exemplary behavior in all that we do in and for the college.

Practices deriving from this principle are that:

- The Mission Statement of the college is understood and supported.
- Conflict of interest and/or the appearance thereof is avoided.
- The professional autonomy of fellow employees is respected.
- Professional best practices are ascertained and followed.
- Official position is not used to secure privileges or advantages.

RESPECT

We will demonstrate a high regard for the rights and opinions of others. It is our responsibility to establish a climate of mutual respect, to protect the rights and freedoms of others, and to be discreet in dealing with confidential matters.

Practices deriving from this principle are that:

- Students and fellow employees are treated with consideration.
- Collegiality and civility in all activities are observed.

- The privacy and confidentiality of students and employees are safeguarded.
- The diversity of all people and their uniqueness of culture, ethnicity, religion, race, and sexual orientation are respected.
- An environment free from discrimination and harassment is promoted.

TRUST

We believe that a healthy organization is built on trust. Trust assumes a community in which ethical principles are promoted and applied. The development of trust also depends on our ability to recognize threats to the psychological and/or physical safety of others and to eliminate these threats by treating others equitably, fairly, and in a non-exploitive manner.

Practices deriving from this principle are that:

- Outside influences are not allowed to interfere with commitment to the college.
- The power inherent in positions of authority is not exploited.
- The competence and integrity of fellow employees are assumed.
- A safe and secure learning and work environment is provided.
- Breaches of the Code of Ethics are not condoned.



COLLECTIONS & DEPOSIT OF RECEIPTS FOR SALE & SERVICES OF EDUCATIONAL DEPARTMENT

Revision: May 2021

Authority has been given for instructors and designated staff members to collect monies for sales and services of educational departments. Per state policy, all monies collected should be turned in to the campus Business Office cashier on the day of collection or the following day.

Collection of cash has not been authorized by anyone other than the campus Business Office cashiers. Therefore, all such monies collected for sales and services of educational departments must be accompanied by a written log of transactions signed and dated by the submitter.

Typically only select Workforce department staff members have a need to collect payments directly from students, as credit students may log in to their student account in the PeopleSoft Student Information System (SIS) to pay online after hours. If you feel you will need to collect payments please see the campus Business Office cashier for a transaction log specific to your needs before any collections are made.

Points of Contact for Business Office Processes***1098T Forms (tax statements for tuition payments)***

- Primary: Lisa Poff – lisa.poff@southside.edu – 434-736-2032
- Secondary: Patricia Watkins – patricia.watkins@southside.edu – 434-949-1009

1098T Forms (additional contacts)

- Primary: Tim White – timothy.white@southside.edu – 434-736-2018
- Secondary: Jennifer Myrick – jennifer.myrick@southside.edu – 434-949-1050

1099 Forms (tax statements for business payments)

- Primary: Shared Services Center – help@ssc.vccs.edu – 877-340-5570
- Secondary: Bradley Lambert – bradley.lambert@southside.edu – 434-949-1001

Accounts Receivable / Billing / Past Due Student Debts

- Primary: Patricia Watkins – patricia.watkins@southside.edu – 434-949-1009
- Secondary: Jennifer Myrick – jennifer.myrick@southside.edu – 434-949-1050

Student Accounts – Christanna Campus

- Primary: Patricia Watkins – patricia.watkins@southside.edu – 434-949-1009
- Secondary: Sheryl Thomason – sheryl.thomason@southside.edu – 434-949-1016

Student Accounts – John H. Daniel Campus

- Primary: Tim White – timothy.white@southside.edu – 434-736-2018
- Secondary: Lisa Barker (Mon & Tues) – lisa.barker@southside.edu – 434-736-2018

Student Accounts / Cashiering Supervisor

- Primary: Jennifer Myrick – jennifer.myrick@southside.edu – 434-949-1050

Third-Party Contracts for Student Tuition

- Primary: Tim White – timothy.white@southside.edu – 434-736-2018
- Secondary: Lisa Barker (Mon & Tues) – lisa.barker@southside.edu – 434-736-2018

Third-Party Authorizations – (WIA, Natl. Guard, etc.)-Christanna Campus

- Primary: Patricia Watkins – patricia.watkins@southside.edu – 434-949-1009
- Secondary: Tim White – timothy.white@southside.edu – 434-736-2018

Third-Party Authorizations – (WIA, Natl. Guard, etc.)-John H. Daniel Campus

- Primary: Tim White – timothy.white@southside.edu – 434-736-2018
- Secondary: Lisa Barker (Mon & Tues) – lisa.barker@southside.edu – 434-736-2018

Payment Plans for Student Tuition

- Nelnet Helpline – mycollegepaymentplan.com/southside – 800-609-8056
- SVCC Administrator: Misty Smiley – misty.smiley@southside.edu – 434-949-1059

- Backup: Jennifer Myrick – jennifer.myrick@southside.edu – 434-949-1050

Financial Aid & Tuition Refunds

- Primary: Sheryl Thomason – sheryl.thomason@southside.edu – 434-949-1016
- Secondary: Lisa Barker (Mon & Tues) – lisa.barker@southside.edu – 434-736-2018

Third-Party Scholarships

- Primary: Tim White – timothy.white@southside.edu – 434-736-2018
- Secondary: Lisa Barker (Mon & Tues) – lisa.barker@southside.edu – 434-736-2018

Local Funds Accounts / Club Accounts

- Primary: Tim White – timothy.white@southside.edu – 434-736-2018
- Secondary: Lisa Barker (Mon & Tues) – lisa.barker@southside.edu – 434-736-2018

Travel Loans

- Primary: Tim White – timothy.white@southside.edu – 434-736-2018
- Secondary: Lisa Barker (Mon & Tues) – lisa.barker@southside.edu – 434-736-2018

College Budget Assistance

- Primary: Bradley Lambert – bradley.lambert@southside.edu – 434-949-1001
- Secondary: Sheryl Thomason – sheryl.thomason@southside.edu – 434-949-1016

Inventory / Asset Management

- Primary: Bradley Lambert – bradley.lambert@southside.edu – 434-949-1001
- Secondary: Jennifer Myrick – jennifer.myrick@southside.edu – 434-949-1050

Grants Accounting

- Primary: Lisa Poff – lisa.poff@southside.edu – 434-736-2032
- Secondary: Jennifer Myrick – jennifer.myrick@southside.edu – 434-949-1050

Chrome River (travel assistance)

- Primary: Shared Services Center – help@ssc.vccs.edu – 877-340-5570
- Secondary: Bradley Lambert – bradley.lambert@southside.edu – 434-949-1001

Purchasing & Procurement Assistance

- Primary: Shared Services Center – help@ssc.vccs.edu – 877-340-5570
- Secondary: Bradley Lambert – bradley.lambert@southside.edu – 434-949-1001

Accounts Payable Assistance

- Primary: Shared Services Center – help@ssc.vccs.edu – 877-340-5570
- Secondary: Bradley Lambert – bradley.lambert@southside.edu – 434-949-1001

P-Card (SPCC) Assistance

- Primary: Corey Scott – cscott@ssc.vccs.edu
- Secondary: Lisa Poff – lisa.poff@southside.edu – 434-736-2032

VPFA (Vice President for Finance & Administration)

Contract Administration Assistance

- Primary: Shirley Genus – shirley.genus@southside.edu – 434-949-1025
- Secondary: Shannon Feinman – shannon.feinman@southside.edu – 434-949-1005

Lease Agreements Assistance

- Primary: : Shirley Genus – shirley.genus@southside.edu – 434-949-1025

- Secondary: Shannon Feinman – shannon.feinman@southside.edu – 434-949-1005

Records Destruction

- Primary: : Shirley Genus – shirley.genus@southside.edu – 434-949-1025
- Secondary: Shannon Feinman – shannon.feinman@southside.edu – 434-949-1005

Campus Safety / Security / COOP Plan

- Primary: Shannon Feinman – shannon.feinman@southside.edu – 434-949-1005
- Secondary: Shirley Genus – shirley.genus@southside.edu – 434-949-1025

Accident Reporting

Christanna Campus (and associated off-campus sites)

- Primary: Roger Wray – roger.wray@southside.edu – 434-949-1040
- Secondary: : Shirley Genus – shirley.genus@southside.edu – 434-949-1025
- Secondary: Shannon Feinman – shannon.feinman@southside.edu – 434-949-1005

John H. Daniel Campus (and associated off-campus sites)

- Primary: Eddie Bennett – eddie.bennett@southside.edu – 434-736-2055
- Secondary: : Shirley Genus – shirley.genus@southside.edu – 434-949-1025
- Secondary: Shannon Feinman – shannon.feinman@southside.edu – 434-949-1005

Room Reservations / Facilities Utilization

J.H. Daniel Campus – Workforce Rooms (WFD 103 & 127) and SSC Conference Room

- Primary: Cindy Mason – cindy.mason@southside.edu – 434-736-2006
- Secondary: Wanda Vaughan – wanda.vaughan@southside.edu – 434-736-2004

Christanna Campus – SSC Conference Room

- Primary: : Shirley Genus – shirley.genus@southside.edu – 434-949-1025
- Secondary: Holly Ashworth – holly.ashworth@southside.edu – 434-949-1004

Christanna Campus – SSC Room 220 and Library Spaces

- Primary: Marika Peterson – marika.peterson@southside.edu – 434-949-1064

Christanna Campus – Workforce Building

- Primary: Angela Rook – angela.rook@southside.edu – 434-949-1026
- Secondary: Dennis Smith – dennis.smith@southside.edu – 434-736-2008

J.H. Daniel & Christanna Campuses – Classrooms

- Primary: Sabrina Williams – sabrina.williams@southside.edu – 434-949-1047
- Secondary: Maki Malone – maki.malone@southside.edu – 434-949-1036

Human Resources (HR)

Payroll Issues – HR Department – HR@southside.edu

HRMS Time & Leave Assistance – HR Department – HR@southside.edu

Human Resources Issues – HR Department – HR@southside.edu

Recruitment & Classification – HR Department – HR@southside.edu



COLLEGE PROGRAM ADVISORY COMMITTEES

Review/Revision Date: May 2021

Local lay advisory committees are utilized in the development of career-technical curriculum programs. Specific functions and responsibilities of the committees may include:

- Serves as a communication channel between college and Community groups;
- Advises in the designing of courses and curriculum by defining specific skill requirements and by disseminating essential information and knowledge requirements related to the specific content area;
- Advises in the evaluating of the curriculum of instruction and recommends such changes as necessary to keep them vital and relevant;
- Advises in the formulating and evaluating of standards for entrance into the curriculum of study;
- Keeps the College informed on changes in labor market, specific needs, surpluses, etc.;
- Provides means for the College to inform the community of curriculum and suggest ways to improve public relations concerning the given curriculum;
- Assists with annual forma program assessment. Membership of these committees is recommended by faculty and administration and approved by President's Council and the local board.

CONTAGIOUS DISEASE POLICY

Review/Revision Date: November 2020

Scope

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

Policy Statement

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

An [**infectious disease**](#) (such as influenza, measles, tuberculosis, COVID) is transmitted by contact with an infected individual or infected bodily discharges or fluids (such as respiratory droplets), by contact with a contaminated surface or object, or by ingestion of contaminated food or water.

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

Definitions

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

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

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

Procedures

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

Students

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

Faculty or staff who suspect a student is exhibiting symptoms of a contagious disease shall report what they have observed to Vice-President of Finance and Administration or designee but may not take any other direct measures with respect to the student. The Vice-President of Finance and Administration or designee may send students home if they exhibit or report experiencing symptoms of the contagious disease. Failure to follow instructions from the Vice-President of Finance and Administration or designee will be considered a violation of the student code of conduct and may result in disciplinary action.

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

Students have a responsibility to stay in contact with faculty/instructors regarding their absence and missed class assignments and should contact the Vice-President Academic and Workforce Programs if they have any difficulties or concerns. The College will provide reasonable accommodations as requested and required by law.

Employees

Employees who know or have reason to believe they are infected with a contagious disease that poses a direct threat to the health or safety of others must notify their immediate supervisor and the Director of Human Resources that they have symptoms associated with the disease. Employees should stay home or leave the workplace if symptoms occur while already present at work. Supervisors have the authority to send employees home if they exhibit symptoms of a contagious disease while at the workplace. If an employee is sent home, supervisors will immediately advise Human Resources in order to coordinate follow-up communications and actions. Employees will be charged sick or other appropriate, available leave if sent home.

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

Employees must comply with all policies and procedures related to sick leave and/or Virginia Sickness and Disability Program, as well as supervisor notification regarding their ability to return to work. The College will provide reasonable accommodations as requested and required by law.

An employee's failure to follow a supervisor's instruction or comply with written policy is subject to formal disciplinary action for misconduct under the Department of Human Resource Management's ("DHRM") Standards of Conduct or faculty human resource policy.

When the State Health Commissioner and the Governor of the Commonwealth of Virginia declare a Communicable Disease of Public Health Threat as defined in Section 32.1-48.06 of the *Code of Virginia*, employees, pursuant to DHRM Public Health Emergency Leave Policy (Policy No. 4.52), are permitted or required to attend to the medical needs of themselves and immediate family members and will be afforded up to the maximum hours of paid leave per leave year as established by DHRM for this purpose.

College

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

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

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

Visitors, Guests, Contractors, and other Third Parties

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

Confidentiality

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

Non-Discrimination/Harassment

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

Sanctions

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

Employees who fail to comply with all applicable Southside Virginia Community College, VCCS, and DHRM policies and procedures, and applicable state and federal laws are subject to formal disciplinary action.

Authority

[**DHRM Policy 4.52, Public Health Emergency Leave**](#)

[**VCCS Policy 6.0.8.1, Contagious Diseases**](#)



CONTROVERSIAL ISSUES POLICY

Review/Revision Date:

Policy Statement

Southside Virginia Community College (SVCC) upholds the freedoms of speech and expression guaranteed by the First Amendment of the College community. The College is a place where all ideas and opinions may be expressed freely. The right to free speech and expression do endangers the safety or well-being of any member of the College community. Further, it does not include any activity that interferes with the institution.

In accordance with Va. Code § 23.1-401.1, Southside Virginia Community College certifies that it has published current and accurate inform procedures and has provided them to the Vice President of Enrollment Management and Student Success, the individual at the College respo and related disciplinary actions.

Certification letter sent to the Governor and Committee Chairs from VCCS System Counsel, December 18, 2024

[Policy on Expressive Activity](#)

[Frequently Asked Questions for Students](#) [Frequently Asked Questions for Administrators](#)

[Reporting Violations](#)

POLICY ON EXPRESSIVE ACTIVITY

6.5.1 Policy on Expressive Activity

This policy applies to all buildings, grounds, and other spaces owned or controlled by a college. The term “expressive activity” includes:

- Meetings and other group activities of students and student organizations;
- Speeches, performances, demonstrations, rallies, vigils, and other events by students, student organizations, and outside groups invited by student organizations;
- Distributions of literature, such as leafleting and pamphleting; and
- Any other expression protected by the First Amendment to the U.S. Constitution.

6.5.2 Policy Statement

College property is primarily dedicated to academic, student life and administrative functions. But it also represents the “marketplace of ideas,” and especially for students, many areas of campus represent a public forum for speech and other expressive activities. Colleges

may place restrictions on expressive activities occurring indoors, but especially for students and student organizations, the outdoor areas of campus remain venues for free expression, including speeches, demonstrations, and the distribution of literature.

Indoors or outdoors, colleges shall not interfere with the rights of individuals and groups to the free expression of their views or impermissibly regulate their speech based on its content or viewpoint. Nevertheless, colleges may establish reasonable time, place, and manner

restrictions on expressive activity. Such restrictions must be content-neutral, narrowly tailored to serve a significant governmental interest, and allow ample alternative channels for communication of the information.

No event or expressive activity shall be permitted to violate or hinder the rights of others within the campus community or substantially disrupt normal college operations.6.5.2.0

Procedures

a. Reserving Campus Facilities:

1. If students, student organizations, or college employees desire to reserve campus facilities, they shall submit their requests to the appropriate college administrator. Colleges normally may not require more than twenty-four hours

advance notice for reservation requests. More notice may be required to allow for sufficient logistical support and to ensure the safety and security of the campus.

2. If individuals or organizations who are not members of the college community (i.e., not students, student organizations, or college employees) desire to reserve campus facilities, they must be sponsored by a recognized student organization or the college to conduct expressive activities or events on campus.
3. Colleges may designate certain indoor facilities as not available for expressive activity, such as administration offices, libraries, and (during instructional hours) classrooms. Colleges shall make the campus community aware of such areas. Any other restrictions on expressive activities occurring in indoor facilities must (a) apply equally to all individuals and organizations and (b) not depend upon the content or viewpoint of the expression or the possible reaction to that expression.

4. Students, student organizations, and college employees may request to reserve campus facilities on a first-come, first-served basis. These requests may be denied for the following reasons only:
 - a. The requested venue is an indoor facility that the college has designated as not available for expressive activity under section 6.5.2.0(a)(3) of this policy;
 - b. The requested venue is an indoor facility and the request conflicts with restrictions enacted pursuant to section 6.5.2.0(a)(3) of this policy;
 - c. The venue is already reserved for another event;¹
 - d. The activity will attract a crowd larger than the venue can safely contain;
 - e. The activity will substantially disrupt another event being held at a neighboring venue;²
 - f. The activity will substantially disrupt college operations (including classes);
 - g. The activity is a clear and present threat to public safety, according to the college's police or security department;
 - h. The activity will occur during college examination periods; or
 - i. The activity is unlawful.
5. During an event, the student, student organization, or college employee requesting the reservation is responsible for preserving and maintaining

the facility it reserved. If it causes any damage to those facilities, the person(s) or organization (and its officers, if applicable) shall assume responsibility.

6. When assessing a request to reserve campus facilities, colleges and their administrators must not consider the content or viewpoint of the expression or the possible reaction to that expression. Colleges and their administrators may not impose restrictions on students, student organizations, or college employees due to the content or viewpoint of their expression or the possible reaction to that expression. In the event that other persons react negatively to a student's, student organizations, or college employee's expression, college officials (including college police or security) shall take all necessary steps to ensure public safety while allowing the expressive activity to continue.

¹ In the event that multiple individuals or organizations submit conflicting reservation requests, the following order of precedence shall govern: (1) official college sponsored activities and events; (2) recognized student organization activities and events; (3) student activities and events; and (4) all other activities and events.

² The expression of competing viewpoints or multiple speakers in proximity to each other does not, without more, constitute a substantial disruption.

Spontaneous Expressive Activity

1. Colleges are not required to designate any indoor area as available for spontaneous expressive activities. In the event that colleges elect to do so, college officials shall prominently post the areas in which students, student organizations, and their sponsored guests may engage in spontaneous expressive activities. Any areas so designated must (a) apply equally to all students and student organizations and (b) not depend upon the content or viewpoint of the expression or the possible reaction to that expression.
2. For outdoor campus facilities and areas, students, student organizations, and their sponsored guests may freely engage in spontaneous expressive activities as long as they do not (a) block access to campus buildings, (b)

obstruct vehicular or pedestrian traffic, (c) substantially disrupt previously scheduled campus events,³ (d) substantially disrupt college operations, (e) constitute unlawful activity; or (f) create a clear and present threat to public safety, according to the college's police or security department.

3. No college personnel may impose restrictions on students, student organizations, or their sponsored guests who are engaging in spontaneous expressive activities due to the content or viewpoint of their expression or the possible reaction to that expression. In the event that other persons react negatively to these activities, college officials (including college police or security) shall take all necessary steps to ensure public safety while allowing the expressive activity to continue.

³ The expression of competing viewpoints or multiple speakers in proximity to each other does not, without more, constitute a substantial disruption.

c. Implementation Report:

1. Each college must include this policy in its student handbook, on its website in and in its student orientation programs.
2. Each college must develop a process for members of the campus community and invited guests to report incidents of disruption of constitutionally protected speech. Such a process may include, but is not limited to, providing online incident reporting, providing contact information for a designated college official, and in cases of emergency, contact information for campus or local police or campus security.
3. All colleges must maintain materials on the policy and provide such materials to any employee responsible for the discipline or education of enrolled students. Colleges may provide such materials to other employees if so desired.
4. All college policies and materials on expressive activities must have prior approval from the Office of System Counsel.
5. Colleges must develop policies and procedures to comply with the requirements of Va. Code 23.1-401.1, and notify the Office System Counsel as soon as practicable, but no later than 20 days after being served with a complaint that alleges a violation of the First Amendment.



DELEGATION OF SIGNATURE AUTHORITY

Review/Revision Date: May 2021

Local Funds Delegation of Signature Authority

Budget Areas, Typical Expenditures, and Authorization

General Fund

- College Administration
 - Purpose: Contingency expenses, meals, travel, refreshments, entertainment, workshop fees, awards and recognition activities, equipment, college memberships, office accessories, public relations
 - Expenditure Authorization: President; Vice President of Finance & Administration
- Financial Services
 - Purpose: Same as above
 - Expenditure Authorization: Vice President of Finance & Administration
- Local College Board
 - Purpose: Costs necessary for the board to perform its duties
 - Expenditure Authorization: Vice President of Finance & Administration
- Advisory Committees
 - Purpose: Meals, travel, materials, publications, refreshments
 - Expenditure Authorization: Vice President of Finance & Administration
- Public Information
 - Purpose: Publications, materials, advertisements
 - Expenditure Authorization: Director of Communications

Additional Budget Areas, Typical Expenditures, and Authorization

Public Information – Photography and Design

- Purpose: Photographs, design, equipment
- Expenditure Authorization: Assistant Advancement Officer

Graduation

- Purpose: Rentals, decorations, honoraria, travel, meals
- Expenditure Authorization: Vice President for Academic and Workforce Programs; Vice President of Finance & Administration

Honors Program

- Purpose: Food and supplies for receptions
- Expenditure Authorization: Vice President of Finance & Administration

Community Service

- Purpose: Performances, rental and production fees, activities and cultural materials, honoraria, promotional programs, activities, printing, travel, meals
- Expenditure Authorization: President; Vice President of Finance & Administration

Student–Faculty–Staff Functions

- Purpose: Meals, presentation activities, refreshments, receptions, honoraria, travel
- Expenditure Authorization: Vice President of Finance & Administration

Parking Fund

- Purpose: Contingency fund for parking lot repairs
- Expenditure Authorization: Vice President of Finance & Administration

Community & College Development

- Purpose: Honoraria, consultant fees, travel, meals, educational aid, workshop fees
- Expenditure Authorization: Vice President of Finance & Administration

Student Recruitment

- Purpose: Recruiting supplies and events
- Expenditure Authorization: Vice President of Enrollment Management & Student Services

Signature Authority

GRANTS AND CONTRACTS

The President retains the general signature authority for the College's grants but may designate the Vice President of Finance and Administration to sign contracts for the College. Only the President or Vice President of Finance and Administration has legal authority to sign contracts for the College.

PURCHASING

The Vice President of Finance and Administration and the Business Manager have been delegated signature authority up to \$50,000 on maintenance and service contracts as well as on all payment documents.

PERSONNEL/PAYROLL

The Vice President of Finance and Administration has been delegated signature authority on all personnel documents. The Vice President of Finance and Administration, the Business Manager, and the Accountant have been delegated signature authority on all payroll documents.

FINANCE/ACCOUNTING

The President has delegated signature authority to the Vice President of Finance and Administration and the Business Manager on all financial reporting documents except as designated in certain grants. The Vice President of Finance and Administration acts as the College's contract officer. The President will review and approve this signature authority by January 31 of each year.



DUPLICATING AND OR PRINTING

Review/Revision Date: May 2021

Centralized duplicating and copying facilities are available on each campus and at the off campus sites. These facilities are for printing or copying of materials to be used for instructional purposes or College business only; personal use is discouraged. Copyright laws must be followed when reproducing materials. Faculty and staff are asked to be sensitive to the need to conserve paper and help contain copying and duplicating costs. Personal copying is allowed only if the employee reimburses the College at \$.10 per copy at the cashier's office.



EDUCATIONAL LEAVE, EDUCATIONAL AID & CONTINUOUS LEARNING WAIVER

Review/Revision Date: July 1, 2024

Faculty and Administrators

Educational Leave:

Absences granted must be for a specific course of study related to the mission of the College.

The period of absence will be regarded as active service for merit consideration. Neither sick nor annual leave will be earned during the period of the absence, but the period will be counted in determining the rate of annual leave accrual. Changes in salary scale of increase for merit may be affected during the period of absence. Employee contributions to the Virginia Supplemental Retirement System and Virginia Public Employees group life insurance will be based upon full-time salary and full credit will be allowed for the period of absence, provided at least half salary is paid. (Summer school aid for employees not regularly employed during the summer is not considered for either the retirement or the group life insurance).

Educational Leave Without Pay:

Educational leave without pay may be granted at the discretion of the President for reasons such as but not limited to: Professional development related to one's discipline or occupational field.

Educational leave in excess of such leave allowable with pay (not to exceed two years when combined with educational leave without pay).

Full-time study.

Foreign teaching assignments or exchange teaching.

A faculty member who is granted educational leave without pay shall receive any salary scales increases which occur during the period of the leave. A faculty member returning from educational leave without pay shall normally be reinstated to their former positions unless they sign an agreement releasing the College from this commitment or unless College organizational changes require the reassignment of faculty members.

Sabbatical Leave:

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

Description and Purpose:

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

Eligibility:

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

- Hold a full-time, nine-month teaching faculty contract; a twelve-month teaching, professional, or administrative contract.
- Have a completed six years of creditable service at the time of application for sabbatical leave
- Have completed six years of creditable service since a previously awarded sabbatical leave.

That despite the applicant's meeting the above qualifications, his/her acceptance shall be further limited by the criteria enunciated in the College's Professional Development Plan.

Faculty members who are awarded sabbatical leave shall serve twice the time of approved leave with pay at the College after return from leave with pay. The number of sabbatical leave awards in any year will depend upon the availability of funds.

Application:

Faculty members who wish to request a sabbatical leave must submit the request in writing to the President at least one year prior to the anticipated date of the sabbatical. The request should address (1) the dates of the requested sabbatical, (2) the purpose of the sabbatical, and (3) how the sabbatical will be beneficial to the professional development of the faculty member, to the College, and to the student body.

Monetary Compensation and Benefits:

The rate of pay while on leave with pay will be no less than 50 percent of the (current) salary in effect on the last contractual workday prior to the effective date of sabbatical leave.

A written report summarizing project accomplishments must be submitted to appropriate College officials.

The individual must execute a promissory note agreeing to repay the gross salary received while on leave if that individual does not return to the College which granted the leave with pay, or to another VCCS College, or to the System Office upon completion of the sabbatical leave. If the faculty member resigns prior to the completion of his or her obligation, the outstanding pro rata portion of the note shall be paid in full within one year following termination of employment. The individual who fails to complete successfully any portion of the sabbatical may be required by the president (or chancellor in the case of the president) to reimburse the College a proportional amount of the salary received while on leave.

Resident Study:

The agency shall not pay more than half salary and registration, laboratory and tuition fees. Books and other study materials charged, or purchased, separately as the property of the employee are not to be included in the cost paid by the State. Payment for the expenses noted may be made directly to the institution or as reimbursement to the employee. No program of resident study which requires more than twelve months, in the aggregate, for completion may be initiated without prior justification to and approval by the Director of Personnel. The justification statement should describe the program generally, citing its anticipated length, the objective and its benefit for the agency.

The employee will execute a promissory note with 3% interest compounded annually for the amount of all salary and expenses paid by the State. The note and interest will be canceled in their entirety by the return of the employee to State service for a period equal to at least twice that of the period of absence; if the employee returns to State service for a lesser period, he must repay on a pro-rata basis the portion of the note and interest which has not been fulfilled by the employment.

The note will be executed at the date of the initial payment, with interest to accrue at the date study is terminated; the principal will be listed at the full estimated State expenditure, later to be adjusted to the amount actually paid by the State as of the termination of the study.

Educational Aid:

Educational aid is contingent upon local and/or state appropriation of funds. Normally educational aid is awarded to enable qualified full-time faculty to attain advanced degrees from one of these six regionally accredited associations (see below) when such degrees are essential to maintenance of established standards of the institution or to enable faculty to undertake advanced degrees or study necessary to meet specific needs of the institution. **Six associations – New England, North Central, Northwest, Middle States, Western and the Southern Association of Colleges and Schools.**

If the College requests that a faculty member obtain specific skills outside that individual's subject area, then the College will pay the full cost of tuition unless completing course deficiencies was a condition of employment.

If courses are taken for the individual's benefit, but were not requested by the College, then the College may pay up to \$1,000 per semester, not exceeding half of the actual cost of tuition, pending approval of the President's Council. Books and other study materials charged or purchased separately are not covered. The College will reimburse its portion of no more than two doctoral dissertation classes. The College encourages faculty involvement in professional organizations and attendance at professional meetings or workshops. Money will be made available for meeting and workshop travel as the budget permits.

Original appointment faculty employees should normally complete one full semester of employment in order to be eligible for Educational Aid. This provision shall also apply to faculty employees re-employed within the VCCS after a break in service. Teaching faculty should normally be eligible for or have received a multi-year appointment in order to be eligible for Educational Aid which consists of educational expenses and educational leave with partial pay or educational expenses and educational leave without pay. Administrative faculty should normally have completed a minimum of three years of service in the VCCS in order to be eligible for Educational Aid which consists of educational expenses and educational leave with partial pay or educational expenses and educational leave without pay.

VCCS Professional Development Initiative:

Professional development is defined as a comprehensive, systematic, and purposeful initiative designed to maintain professional competence, to serve career and personal needs, and to respond to institutional objectives while remaining attentive to faculty career stages. The responsibility for faculty professional development is shared by the individual, the College, and the Virginia Community College System. (See [Professional Development Workshop Evaluation – Exhibit 42](#)) The objective of the VCCS Professional Development Initiative is to support the commitment to quality education for Community College students in Virginia by investing in the professional development needs of the faculty that ably serve them. The term "faculty" is broadly defined to include teaching, professional, and administrative faculty.

The VCCS Professional Development Initiative includes the following components:

Minority Faculty Recruitment Project

Faculty Exchange Program

Teleconferences: Satellite Broadcast Support

Faculty Professional Development Research Grants

Peer Group Meetings.

SVCC's Professional Development in conjunction with the VCCS Professional Development Initiative provides for a comprehensive package of options and faculty and administrators are encouraged to participate in both. (See *Recipient Evaluation Form – Exhibit 41*)

Adjunct Faculty:

Educational aid may also be awarded to adjunct faculty upon the recommendation of the appropriate Dean when additional courses are essential to maintenance of established standards of the College or to meet specific needs of the College. Educational aid for adjuncts will be awarded at the same level and following the same guidelines and limitations as aid awarded to full-time faculty.

Classified Staff

Educational Aid:

Educational aid is contingent upon local and/or state appropriation of funds. Normally educational aid is given to classified employees for the following:

- Training of employees in the use of new or modified methods and equipment.
- Training employees in skills and knowledge required by changes in the employee's current position.
- Training of employees for advancement to positions for which qualified applicants are not otherwise available.
- Training of employees appointed with below-minimum qualifications because qualified applicants were not available.

In accordance with the state policy on educational aid, the President's Council has made the following interpretations:

All educational aid requests (See [Exhibit 43 Educational Aid Request](#)) must be submitted at the beginning of the semester with reimbursement to be made at the completion of the course and upon appropriate documentation of successful completion - i.e. official copy of the grade report (EXCEPTION: **). The College educational aid policy covers only tuition and release time when appropriate. It does not cover the cost of books.

A classified employee may take a class during working hours with pay if the following conditions are met:

- The course or programs are work related
- The class does not exceed three credit hours per semester
- The Employee has his/her supervisor's approval.
- The employee puts job responsibilities first before classes during work time.

If the College requests that an employee take a class, tuition will be paid by the College and the employee will be given release time with pay.

*If the employee requests to take a work related course, the employee may pay the tuition; and the College, pending supervisor's approval, will give release time with pay

**The employee wishes to take a non-work related course during work hours, the employee may pay for the tuition and make the time up either before or after his/her normal work schedule. Time cannot be made up during breaks.

Part-time employees may be eligible for educational aid at the discretion of the President's Council. Each request is considered on an individual basis and is dependent upon the availability of funds, the employee's length of service to the College, and the benefit to the College.

Full-time Classified staff wishing to take classes beyond the associate degree level are reimbursed at the rate of up to half the actual cost up to \$1,000 per semester.

The only time the College will pay tuition for a course before the course is taken rather than reimbursing an employee upon satisfactory completion of such a course is when the College sets up an in-house training course for employees and designates which students are authorized to charge. If the College does pay tuition beforehand and the employee does not complete the course, then the employee will be liable for payment of the course.

In cases when the employee is required to attend meetings and travel during non-routine work hours, no payment of overtime is authorized. Attendance is for the employee's benefit; therefore, the time involved should be treated as educational leave with no transaction required.

Continuous Learning Tuition Waiver

The VCCS has approved a tuition waiver policy for all full time employees, adjuncts and part time employees who work at least 20 hours per week. Wage employees whose primary status is as a student are not eligible. Courses included in this program must be for credit offered by SVCC and may be part of a degree program or just a class taken for professional development. Eligible employees may take up to six (6) credits a semester but can only take one three (3) credit class during working hours provided it is work related and has been approved in advance by their supervisor and the appropriate Vice President. If a class is not allowed to be counted towards work time, an employee may take leave time to take the class pending approval of their supervisor and the appropriate Vice President. A passing grade is not required for the tuition waiver but the employee is expected to attend the classes. In the case of a class which might be filled, paying students will take priority over those who have registered with a tuition waiver. The Continuous Learning Tuition Waiver form must be completed for payment. (See [Exhibit 5 - Request for Continuous Learning Tuition](#))



EMAIL SIGNATURES

Review/Revision Date: Sept, 2025

EMAIL SIGNATURES

As a general best practice, it is prudent for email signatures to be viewed as official Southside Virginia Community College digital letterhead. In order to present a consistent and professional College-wide email identity, this policy ensures that email signatures display properly, and without unnecessary and problematic adornment, on desktop and mobile devices.

Additionally, the General Assembly has mandated that all employees with state email addresses include contact information in their email signature, which shall include, at a minimum, an office phone number and/or state cell phone number. The minimum requirements must be included for new emails and for reply/forward responses. Email signatures should provide consistently branded information that is helpful in conveying crucial information, including:

Required Fields:

- Employee name and SVCC work title
- Southside Virginia Community College
- Office/College phone number (Employees without an assigned number should use (434) 949-1000)

Optional Fields:

- Earned degree acronym(s)
- State cell phone
- College fax number
- Approved College logos (see exhibit)
- Address and office location *If used, use the official name and address
- Approved links to College website and institutional social media channels
- Preferred pronouns

By including excess information, an email signature can appear bulky and long, which will deter a majority of people from looking at it, let alone reading it or clicking links.

Requests to add additional language or links to email signatures may be better addressed through marketing solutions, rather than changes to email guidelines. Please contact the Office of Communications with any questions.

ELEMENTS THAT ARE APPROVED FOR USE IN EMAIL SIGNATURES

- The use of common fonts and font sizes that display correctly. Use the default Sans Serif font for your signature at normal size.
- The text color black should be used for all emails.
- The use of plain text links to Southside Virginia Community College social media channels

ELEMENTS THAT ARE NOT APPROVED FOR USE IN EMAIL SIGNATURES

- Unapproved logos, videos and other graphics, as they increase file size and load times, and can appear as attachments in some email clients.
- Any quotes, taglines or superfluous text. This includes the mention of any ad hoc initiatives not approved by the Office of Communications.
- Icons or other images with embedded links.
- The use of any plain text links that do not link to Southside Virginia Community College social media channels.

EXAMPLES OF SIGNATURES

Option 1:

Jamie Jones

Director of Communications

Assistant Advancement Officer

Southside Virginia Community College

Christanna Campus

109 Campus Drive

Alberta, VA 23821

(434) 949-1068

southside.edu

Facebook • Instagram • Twitter

Option 2:

Jamie Jones, MSN, RN, NP-C, CNE

Director of Communications

Assistant Advancement Officer

Pronouns: She/Her/Hers

Southside Virginia Community College

John H. Daniel Campus

Office 0003A

200 Daniel Road

Keysville, VA 23947

434-736-5555 Office Phone

434-736-5556 Department Fax

southside.edu

Facebook • Instagram • Twitter

Option: 3

Jamie Jones

Director of Communications

Assistant Advancement Officer

Southside Virginia Community College

Christanna Campus

109 Campus Drive

Alberta, VA 23821

(434) 949-1068

southside.edu

Facebook • Instagram • Twitter

CONFIDENTIALITY STATEMENT

Some offices, departments, colleges, and clinical practices require a confidentiality statement be included with email signatures. The following is approved for Southside:

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information or otherwise be protected by law. Any access, use, disclosure or distribution of this email message by anyone other than the intended recipient(s) is unauthorized and prohibited. If you are not an intended recipient (or an agent acting on an intended recipient's behalf), please contact the sender by reply e-mail and immediately destroy all copies of the original message. Virus scanning is recommended on all email attachments.

This confidentiality statement may not be altered. If you are currently using a different statement in your email signature, replace it with the approved notice.

INSTRUCTIONS FOR SETTING UP AN EMAIL SIGNATURE

Assistance with signature setup may be obtained by using the following instructions: Create a Gmail signature -Computer - Gmail Help or emailing helpdesk@southside.edu.



EMERGENCIES

Review/Revision Date: May, 2021

For any life-threatening emergencies, fire, or threats to safety, dial 911. Also, alert college personnel immediately. According to the Assistant Attorney General for the State of Virginia, the [Good Samaritan Laws](#) of the State of Virginia apply to people in Virginia Community Colleges who administer assistance to injured persons on an emergency basis only, but do not provide immunity from civil liability to those rendering assistance to persons who have suddenly become ill. If time permits, an injured person under eighteen (18) should not be taken to the hospital until permission is obtained from the parents. The Vice President of Finance and Administration or other appropriate administrators should be notified by the personnel responsible for the facility at that time.

Emergency first aid kits and locations – John H. Daniel Campus

● Room 2	Administration Area/Mail Room
● Room 28	Biology Lab
● Room 31	Chemistry Lab
● Room 32A	GSSV/Dual Enrollment Office Suite
● Room 53	Nursing Lab
● Room 66	Automotive Lab
● Room 68	Welding Lab
● Room 70	Buildings and Grounds Office
● Room 118	SSC Bldg Food Service Area
● Room 129	SSC Bldg Student Services Corridor
● Room 218	SSC Bldg Library Circulation Area
● Room 125	WDC Bldg Kitchen
● Room 100	Maintenance Bldg Shop Area
● Room 101	Pickett Park Receptionist Area
● Room 120	Pickett Park Diesel Shop
● Room 132	Pickett Park Automotive Shop

Location of Automated External Defibrillators (AED) – John H. Daniel Campus

- Room 32A GSSV/Dual Enrollment Office Suite
- Room 129 SSC Bldg Student Services Corridor
- Room 104 WDC Bldg Main Lobby
- Room 100 Maintenance Bldg Shop Area
- Room 100 Pickett Park Main Corridor
- Room 100 South Boston Truck Driving Classroom

Emergency first aid kits and locations – Christanna Campus

- Room B01 Instructional Bldg/Security
- Room B38 Instructional Bldg/Nursing Hallway
- Room C12 & C13 Instructional Bldg/Biology Lab
- Room B12 Instructional Bldg/Nursing Lab
- Front Desk Instructional Bldg/ODU
- IT Help Desk C17 Instructional Bldg/Network Services
- Bldg A02 Tractor Shed
- Lobby Workforce Center/Lobby
- Room 114 Workforce Center/Electrical Room
- Room 100 Maintenance Building
- Mail Area Administration Bldg/Mail Area
- Room 110 SSC Bldg/Snack Bar
- Room 240 SSC Bldg/Library
- Navigation Area SSC Bldg/Upstairs Navigation Area
- Navigation Area SSC Bldg/Downstairs Navigation Area

Location of Automated External Defibrillators (AED) – Christanna Campus

- Hallway Instructional Bldg/Hallway
- Room 114 Workforce Center Lobby
- Room 100 Maintenance Bldg
- Navigation Area SSC Bldg/Upstairs Navigation Area

Plan for Orderly Evacuation of State Buildings

The Building and Grounds Superintendent will be designated as Building Warden for each campus during the day, and security will assist in evacuation during the evening.

In the event of an emergency necessitating the evacuation of a building, the Vice President of Finance and Administration/Vice President for Academic and Workforce Programs will notify the Building Wardens by the most expeditious means. The Building Warden will in turn notify the Staff and Instructors starting with the level closest to the source of danger, if known. The Staff and Instructors will supervise the evacuation of their individual areas with particular emphasis on assistance to disabled persons. Each faculty member is responsible for assisting disabled students in their classes to a safe area outside the building.

The Building Warden will assume a station in the vicinity of the main entrance to the building and will receive the reports of the Staff and Instructors who will report as their sections are cleared. After receiving reports from all sections, the Building Warden will report to the Vice President of Finance and Administration/Vice President for Academic and Workforce Programs that the building has been evacuated.

It shall be the duty of the Vice President of Finance and Administration/Vice President for Academic and Workforce Programs to station staff at the entrances to the building on being notified of an emergency necessitating evacuation and to assist in the evacuation. The staff is to prohibit entrance to the building by anyone other than emergency personnel until notified otherwise by the Vice President of Finance and Administration/Vice President for Academic and Workforce Programs and to assist in evacuation by keeping the area adjacent to the entrance clear.

The Building and Grounds Superintendent shall also assist by providing personnel to augment the evacuation and shall assist in any other way upon request.

On notification that evacuation from the facility is necessary, faculty members and/or other designated person(s) will assist disabled students to get to the nearest exit.

When a disabled person is in conference with an administrator, he or she will be escorted from the building by that official and/or his designee. Faculty and administrators will utilize the fire escape diagram located in the corridors of the building as a guide when leaving the facility.

Tornado Procedures Keysville & Off campus

Fire Procedures Alberta

Fire Procedures Keysville

Emergency medical service may be obtained at the following facilities:

Virginia Health Services Contact Information

Facility Name	Location	Phone Number
Alberta Family Health Services	Alberta, Virginia	434-949-7211
VCU Health Community Memorial Hospital	South Hill, Virginia	434-447-3151
Southern VA Regional Medical Center	Emporia, Virginia	434-348-4400
Centra Southside Community Hospital	Farmville, Virginia	434-392-8811
Halifax-Regional Hospital	South Boston, Virginia	434-517-3100

All local emergency responders may be called by dialing 911.



EMOTIONAL SUPPORT ANIMAL POLICY

Review/Revision Date: May, 2021

Background Guidance from the VCCS

Emotional support animals (“ESA”) are not service animals under the ADA, and the colleges may deny pets on campus. To date, known requests for such animals have been minimal at VCCS colleges. However, the Office of Civil Rights (OCR) is now taking a closer look at such requests and the process used to evaluate them.

Previous guidance from legal counsel has recommended not accommodating these requests. The recent focus from OCR suggests that colleges should treat any ESA request as an accommodation request under ADA guidelines and determine whether it is reasonable. OCR will be looking for an interactive process between student and college that should be present in any accommodation request.

Interactive Process

An "Emotional Support Animal" (ESA) is an animal that provides emotional or other support that mitigates one or more identified symptoms or effects of a person’s disability. An Emotional Support Animal is not a Service Animal and thus not entitled to the same privileges as Service Animals.

Southside Virginia Community College (SVCC) has designated the Office of Disability Services to determine whether a request for an accommodation due to a disability is reasonable and necessary. An individual may request to keep a Support Animal on campus as an accommodation if the criterion set forth in this policy and accompanying agreement is met.

The following tasks will comprise the process for seeking approval under this policy:

- Registration with the Office of Disability Services
- Meet with a Disability Services Counselor (or appropriate designee) to review the request for an Emotional Support Animal:
 1. The nature of the disabling condition or impairment that substantially limits one or more major life activities; and
 2. The animal is necessary to afford the individual an equal opportunity to access the College’s educational programs, services, and facilities; and
 3. The identifiable support that the animal provides that alleviates at least one of the identified symptoms or effects of the disability.
- If approved, review and sign the College’s Emotional Support Animal Agreement.

- Additionally, the student must provide evidence that the animal is in good health and has been vaccinated against diseases common to that breed of animal as recommended by the American Veterinary Medical Association. Veterinary records attesting to that fact must be submitted.

The college may require removal of the ESA if:

1. poses a direct or potential threat to the health and safety of others;
2. causes substantial physical damage to the property of others;
3. poses an undue financial or administrative burden for SVCC;
4. fundamentally alters the nature of College operations and services: or
5. the owner does not comply with the Emotional Support Animal Agreement.

Student Responsibility

Be in full control of the emotional support animal at all times.

Cover the costs of care necessary for the emotional support animal's well-being. The arrangements and responsibilities for the care of an emotional support animal are the sole responsibility of the owner at all times, including regular bathing and grooming, as needed.

Ensure that the emotional support animal is attended at all times.

Removal of the emotional support animal waste.

Ensure that the Support Animal is housebroken.

Comply with local and state licensing laws for animal rights and owner responsibilities.

Provide documentation that the animal is current with immunizations. If appropriate, ensure dog wears a rabies vaccination tag.

Cover any damage to College property (pest treatments, etc.) caused by the animal and is required to reimburse the College for such damage.

Notify the Office of Disability Services if the emotional support animal is no longer needed.

Students will adhere to the Emotional Support Animal Policy and Agreement. The agreement will be reviewed and signed by the student after the accommodation has been approved and prior to the Support Animal entering campus. **(Exhibit #50)**

Emotional Support Animal Agreement

First Name: _____ Last Name: _____

Student ID Number: _____ Cell Phone: _____

Animal Name: _____ Animal Type: _____

Animal Breed: _____ Hair Length: _____

Veterinarian Name: _____ Veterinarian Phone: _____

In the event that the student experiences a personal emergency or is unable to care for the animal for any reason, an emergency contact must be identified. This contact must be someone who would arrive to retrieve the animal from campus within 3 hours of notification from the College:

Emergency Contact Name:

.

Emergency Contact Relationship to Student:

Emergency Contact Phone Number and Address:

.

Please review each area and initial next to each paragraph. The student requesting the accommodation must complete this form. If the student is under the age of 18, the parent will also sign the agreement.

Guidelines for Animal Care

_____ Animals must be housebroken. The student is responsible for properly containing and disposing of all animal waste. Animal waste, such as dog feces, must be immediately retrieved by owner, placed in a plastic bag and securely tied before being disposed of in outside trash dumpsters.

_____The student must effectively control the animal at all times. The animal cannot pose a direct threat to the health and safety of others. If the owner cannot effectively control the animal or if it poses a direct threat to the health or safety of others, the permission to have that particular animal on College grounds will be rescinded until such a time that the problem is resolved.

_____Routine maintenance of the animal is expected and includes flea and tick prevention, deworming, and annual examinations. The College has the right to request updated veterinary verification at any time during the animal's residency.

_____All animals should have a tag that identifies the owner and contact information.

_____Dogs should wear a rabies tag.

Guidelines for Interaction with the College Community

_____The student is responsible at all times for the actions of his or her animal. The student is responsible for any odors, noise, damage, or other conduct of his or her animal that disturbs others or damages the premises.

_____The student is responsible for assuring that the animal does not fundamentally alter the nature of College operations and services or cause difficulties for other members of the College community.

_____The student is responsible for instructing others on appropriate interactions with the animal and setting clear expectations.

Additional Agreements

_____The student is financially responsible for the actions of the animal including bodily injury and property damage.

_____I give permission to the College to contact my animal's veterinarian to request additional medical documentation if needed.

_____If the student violates any provision of this document, he or she may be required to remove the animal immediately from College premises.

I have read and agree to all of the terms identified above.

Student's Signature

Date

Parent's Signature (for students under 18)

Date



EMPLOYEE BENEFITS

Review/Revision Date: May, 2021

Annual Leave, Classified Employees

Annual leave for classified personnel shall be provided and used in accordance with [DHRM Policy 4.10](#), Annual Leave.

Employees may earn annual leave each pay period. Employees must work the entire pay period in order to accrue that leave. Leave cannot be anticipated. In other words, an employee cannot take leave until after it has been earned.

New employees earn Annual Leave at the rate of four hours each pay period. This equals one day per month or 12 days per year. As the chart below illustrates, the amount of leave you accrue each pay period increases with years of service. There are limits as to how much annual leave you may carry over into the next calendar year.

All prior **State (Virginia)** classified service will be credited for purposes of annual leave accrual. If you have prior service, you must fill out a request form to verify that service. Please see Human Resources if you have any questions.

Annual Leave must be approved by your supervisor in advance.

Annual Leave Accrual, Carryover, and Payout

- **Less than 5 years of service**
 - Hours earned per pay period: **4**
 - Days earned per year: **12**
 - Maximum carryover: **192 hours (24 days)**
 - Maximum payout at separation: **192 hours (24 days)**
- **5 to 9 years of service**
 - Hours earned per pay period: **5**
 - Days earned per year: **15**
 - Maximum carryover: **240 hours (30 days)**
 - Maximum payout at separation: **240 hours (30 days)**
- **10 to 14 years of service**
 - Hours earned per pay period: **6**
 - Days earned per year: **18**
 - Maximum carryover: **288 hours (36 days)**
 - Maximum payout at separation: **288 hours (36 days)**
- **15 to 19 years of service**
 - Hours earned per pay period: **7**
 - Days earned per year: **21**
 - Maximum carryover: **336 hours (42 days)**

- Maximum payout at separation: **288 hours (36 days)**
- **20 to 24 years of service**
 - Hours earned per pay period: **8**
 - Days earned per year: **24**
 - Maximum carryover: **384 hours (48 days)**
 - Maximum payout at separation: **336 hours (42 days)**
- **25 or more years of service**
 - Hours earned per pay period: **9**
 - Days earned per year: **27**
 - Maximum carryover: **432 hours (54 days)**
 - Maximum payout at separation: **336 hours (42 days)**

Notes:

“Carryover” is the maximum leave balance that can be carried from one calendar year into the next

“Payout” is the maximum amount of annual leave that can be paid out at separation.

Please visit <http://www.dhrm.virginia.gov/hrpolicies> and select policy 4.10, Annual leave for the complete policy.

Annual Leave, Administrative & Professional Faculty and 12 month Faculty

Annual leave for administrative and professional faculty and 12-month faculty is provided in accordance with VCCS Policy 3.9.3, Annual Leave.

Presidents, administrative/professional faculty, and twelve-month teaching faculty hired after January 1, 2007 will receive leave in accordance with the following.

For this policy, Administrative/professional faculty positions are categorized as follows:

Executives: Executive Vice President, Vice President, Provost, Executive Vice Chancellor, Vice Chancellor, faculty rank members of the Chancellor’s Cabinet, and Associate Vice Chancellors with State Board Responsibility.

Senior Administrators: Assistant Vice President, Associate Vice President, Assistant Vice Chancellor, Dean, Campus Dean, Director

Administrators: Assistant Director, Associate Director, Coordinator, Assistant Coordinator, Administrative Officer, Counselor, Librarian, twelve-month teaching faculty.

“Up-front” leave will be granted on the effective date of employment.

Leave accruals continue to increase per pay period, however, the total accrual is reduced to the maximum annual accrual each January 10th.

Upon termination, the compensation of unused annual leave shall be the current annual leave balance which may not exceed the person’s maximum payment limit. The payment rate will be calculated by converting the annual salary to an hourly rate. Grant funded positions will be compensated for unused annual leave only if grant funds are available for this purpose.

Leave Accrual, Carryover, and Payout

Executives and Senior Administrators

- Up-front leave upon hire: 96 hours (12 days)
- Accrual per pay period worked: 8 hours
- Maximum accrual per year: 192 hours (24 days)
- Maximum carry-forward limit: 192 hours (24 days)
- Maximum payment at separation: 192 hours (24 days)

Administrators and 12-month Teaching Faculty

- Up-front leave upon hire: 84 hours (10.5 days)
- Accrual per pay period worked: 7 hours
- Maximum accrual per year: 168 hours (21 days)
- Maximum carry-forward limit: 168 hours (21 days)
- Maximum payment at separation: 168 hours (21 days)

Twelve-month faculty who are employed in the VCCS prior to January 1, 2007 shall accrue annual leave at the following rate based on years of service:

Annual Leave Accrual, Carryover, and Payment

Up to 5 years of service

- Semi-monthly accrual rate: **4 hours**
- Maximum carryover: **192 hours (24 days)**
- Maximum payment at separation: **192 hours (24 days)**

5 years of service

- Semi-monthly accrual rate: **5 hours**
- Maximum carryover: **240 hours (30 days)**
- Maximum payment at separation: **240 hours (30 days)**

10 years of service

- Semi-monthly accrual rate: **6 hours**
- Maximum carryover: **288 hours (36 days)**
- Maximum payment at separation: **288 hours (36 days)**

15 years of service

- Semi-monthly accrual rate: **7 hours**
- Maximum carryover: **336 hours (42 days)**
- Maximum payment at separation: **288 hours (36 days)**

20 years of service

- Semi-monthly accrual rate: **8 hours**
- Maximum carryover: **384 hours (48 days)**
- Maximum payment at separation: **336 hours (42 days)**

25 years of service

- Semi-monthly accrual rate: **9 hours**
- Maximum carryover: **432 hours (54 days)**
- Maximum payment at separation: **336 hours (42 days)**

Presidents, Executive Vice Presidents, Vice Presidents, Provosts, and faculty- rank members of the Chancellor's Cabinet shall be given 160 hours (20 days) of annual leave on January 10. When they have 15 years of service, the amount of annual leave given will be as indicated in a. above. For executive-level employees who start employment any time other than January, the amount of annual leave given will be prorated on a per pay-period basis. Termination dates before December will result in a proration of leave eligible for payment. The maximum carryover amounts and the maximum payment limits in a. shall apply.

All annual leave in excess of the maximum allowed shall be carried over beyond January 1 of each year. However, the excess leave must be used by July 9th of the same calendar year. The remaining excess hours will be converted to sick leave on an hour-for-hour basis as of July 10, except for participants in the Virginia Sickness and Disability Program (VSDP).

As annual leave is used during the first six months of the calendar year, the hours used shall be deducted from the excess hours balance. When all excess hours have been used, annual leave taken shall be deducted from the current calendar year balance.

Annual leave shall not be provided for nine-month faculty.

Please visit <http://www.boarddocs.com/va/vccs/Board.nsf/Public#> and select VCCS Policy 3.9.3, Annual Leave, for additional information.

Sick Leave

Please note that new faculty members sick leave plan is determined by the retirement vehicle that they choose. For those electing VRS, they will be placed in the Virginia Sickness and Disability Program (VSDP).

All new classified employees will be placed in the VSDP program.

VRS employees under the VSDP-Program will receive the following benefits:

Sick Leave: VSDP Participants

New employees will receive an annual amount of sick leave based on their first date of employment, as shown in the table below

Sick Leave Entitlement Based on Employment Begin Date

- If your employment begins **January 1 through June 30**
→ You receive **64 hours (8 workdays)** of sick leave.
- If your employment begins **July 1 through December 31**
→ You receive **40 hours (5 workdays)** of sick leave.

In subsequent years, the amount of leave you are granted depends on the number of months of state service you have, as shown in the following table on this page. The leave will be granted on January 10 of each year.

Sick Leave Based on Months of State Service

- **Less than 60 months of service**
→ **64 hours (8 workdays)** of sick leave per year
- **60 to 119 months of service**
→ **72 hours (9 workdays)** of sick leave per year
- **120 months or more of service**
→ **80 hours (10 workdays)** of sick leave per year

You may use your sick leave throughout the year for absences due to personal illnesses, injuries and preventive, well-patient doctor visits. You may also use up to 33% of your credited sick leave for immediate family illness as provided under the Family Medical Leave Act.

A Doctor's note is required for any absence due to personal or family illness/injury which is in excess of 3 workdays.

Unused sick leave may not be carried over to the next year and will not be paid out upon termination of employment.

Family Personal (FP) Leave: VSDP Participants

In addition to sick leave, eligible employees receive up to five days of family and personal leave new employees will be credited leave based on their first date of employment, as shown in the table below:

Family Leave Entitlement Based on Employment Begin Date

- If your employment begins **January 1 through June 30**
→ You receive **32 hours (4 workdays)** of family leave.
- If your employment begins **July 1 through December 31**
→ You receive **16 hours (2 workdays)** of family leave.

In subsequent years, the amount of leave you are granted depends on the number of months of state service you have, as shown in the following table. The leave will be granted on January 10 of each year.

Family Leave Based on Months of State Service

- **Less than 60 months of service**
→ **32 hours (4 workdays)** of family leave per year
- **60 to 119 months of service**
→ **32 hours (4 workdays)** of family leave per year
- **120 months or more of service**
→ **40 hours (5 workdays)** of family leave per year

You may use family and personal leave for absences due to personal and family reasons as well as for personal illnesses or injuries. You must give reasonable notice to your supervisor, and your absence must not impede the ability of the agency to perform essential services.

A Doctor's note is required for any absence due to personal or family illness/injury which is in excess of 3 workdays.

Unused FP leave may not be carried over to the next year and will not be paid out upon termination of employment.

Short Term Disability: new VSDP Plan Participants

Short-term disability benefits provide you with income protection if you become ill or are injured and you cannot work. You are eligible for benefits after one year of continuous state service.

Your short-term benefits begin after a seven-calendar-day waiting period beginning the day following the commencement of your disability. If you return to work for one day or less during the waiting period, but you cannot continue to work, the day you worked will be counted toward the waiting period.

The amount of income replacement is based on months of service.

Income Replacement Based on Months of State Service

Less than 12 months of service

- 100% income replacement: **0 workdays**
- 80% income replacement: **0 workdays**
- 60% income replacement: **0 workdays**

Fewer than 60 months of service

- 100% income replacement: **0 workdays**
- 80% income replacement: **0 workdays**
- 60% income replacement: **125 workdays**

60 to 119 months of service

- 100% income replacement: **25 workdays**
- 80% income replacement: **25 workdays**
- 60% income replacement: **75 workdays**

120 to 179 months of service

- 100% income replacement: **25 workdays**
- 80% income replacement: **50 workdays**
- 60% income replacement: **50 workdays**

180 months or more of service

- 100% income replacement: **25 workdays**
- 80% income replacement: **75 workdays**
- 60% income replacement: **25 workdays**

In order to utilize this benefit under VSDP, you must call VSDP. If you become ill or injured, and you expect to be unable to work for more than seven calendar days call 1-800-652-5602.

Details on the VSDP and Short Term Disability are in the VSDP handbook and the Addendum effective July 1, 2009. It is very important that employees review and understand his/her responsibilities under this plan.

Long-Term Disability: VSDP Participants

****May be purchased by ORP Plan Participants***

Long term disability benefits provide employees with income replacement if they are unable to work for a long period of time due to an illness or injury. In most cases, long term disability benefits begin at the conclusion of the 125 scheduled work days of short term disability benefits.

Long term disability benefits provide you with an income replacement of 60% of your

pre-disability income for the first 5 years. After the first 5 years, the benefit may be 80% for catastrophic conditions for approved claims

.Again, details on the VSDP and Short Term Disability are in the VSDP handbook and the Addendum effective July 1, 2009. It is very important that employees review and understand his/her responsibilities under this plan.

Long-Term Care: VSDP Participants

****May be purchased by ORP Plan Participants***

Employees unable to perform at least two of the Activities of Daily Living or who have a severe cognitive impairment and who are receiving STD benefits may be eligible to receive a daily benefit to assist with the cost of long term care. Employees may be eligible to receive a daily benefit of up to \$96 if approved.

ORP Faculty Members will receive the following leave:

For faculty not eligible for, or not electing VSDP, the VCCS sick leave policies for 12-month and 9-month faculty and presidents discussed in this section shall apply. In all cases, for 9-month faculty, the smallest unit of leave charged shall be a half day.

(12-month administrative, professional, and teaching faculty, 9-month administrative faculty, and presidents)

Accrual and Use of Sick Leave

Sick leave credits shall be accrued and used in accordance with Department of Human Resource Management policies and procedures. Sick leave credits may transfer from another state agency or state institution of higher education if the accrual rate is the same as that provided for in this section.

Nine-Month Teaching Faculty

Accrual

Sick leave for full-time 9-month teaching faculty members shall accrue at the rate of four and one-half (4 1/2) days per academic semester, awarded on the first day of each semester. There shall be no limit on the amount of sick leave that can be accrued.

Use

The absence of faculty members for the reasons stated below shall be a charge against earned sick leave credits:

- (1) Illnesses or injuries incapacitating the member to perform his duties;
- (2) Exposure to contagious disease such that presence on duty would jeopardize the health of fellow employees or the public;
- (3) Appointment for examination and treatment related to health when such appointment cannot reasonably be scheduled during non-work hours; and

(4) Illness or death in the immediate family. The immediate family includes parents, including step-parents; spouse; children including step-children and foster children; siblings including step-siblings; any relative either by blood or marriage, living in the employee's household. The period of absence which may be charged against earned sick leave in this application may not

exceed a total of ten (10) work days in a calendar year because of an illness, injuries, or deaths in the immediate family.

(5) The smallest unit of leave shall be a half-day. For example, an absence of two hours will be charged as 4 hours of sick leave. Absences of more than one-half day shall be charged on a day-for-day basis (5 days, 40 hours per week) regardless of the faculty member's schedule.

Faculty members on approved Family and Medical Leave will have the first eight hours of leave charged on an hour-for-hour basis. Longer absences will be charged on a day-for-day basis (5 days, 40 hours, per week) regardless of the faculty member's schedule. Those on Family and Medical Leave with approved intermittent leave or a reduced schedule will have all absences charged on an hour-by-hour basis counting class hours and designated office hours, etc.

(6) Absences may be charged against earned sick leave credit during the summer employment in direct relation to the percentage of weekly workload. However, sick leave shall not accrue during summer employment.

Disposition of Sick Leave Balance

Coverage and Eligibility

Upon separation from state service, faculty and presidents shall be eligible for a single sum payment of sick leave balances in accordance with the following provisions.

- Separation from state service is defined as resignation, non-reappointment, retirement, death, dismissal, or layoff.
- Sick leave balances for faculty with less than five years of continuous service with the Virginia Community College System, shall lapse upon separation and are not eligible for payment. Continuous service is defined as salaried state service computed from the last employment or re-employment date, including approved leaves without pay.
- Sick leave balances for faculty with five years or more of continuous service with the Virginia Community College System shall be paid in one sum for twenty-five percent of their sick leave balances, provided that the total amount paid for sick leave shall not exceed \$5,000. The remaining balances shall lapse. The hourly rate is determined based on 2,080 hours for twelve-month employees and 1,560 hours for nine-month faculty.

Exceptions:

- Faculty shall have their sick leave balances transferred when they transfer, without a break in service, to other faculty positions within the Virginia Community College System. However, faculty who separate from the VCCS and are reemployed with another state agency may have their sick leave balances transferred, in

lieu of payment, if the receiving agency agrees to accept the balance. Nine-month teaching faculty who separate and accept a classified position shall be authorized payment for sick leave if they meet the eligibility criteria.

- Faculty who are reinstated within 12 calendar months following layoff may be credited with the sick leave balances held when placed on layoff, provided that payments for sick leave balances were not made upon layoff.
- Faculty who are reemployed no later than 180 days after the date of separation from service may be credited with sick leave balances held upon separation provided that payments for sick leave balances were not made upon separation from service.
- Faculty who are granted educational leave with or without pay are not eligible for sick leave balance payments during the educational leave period.
- Faculty, with five or more years of continuous service, who are on leave-without-pay for more than three calendar months during the terms of their academic year contracts, are eligible for payment of 25 percent of accrued sick leave not to exceed \$5,000. (For continuing 9-month faculty, the period between the conclusion of the spring semester and the commencement of the fall semester is continuous employment and not defined as leave or separation.)

Personal Leave

Faculty electing the Virginia Sickness and Disability Program (VSDP) shall have personal leave as specified in VSDP policy. For faculty not eligible for, or not electing VSDP, personal leave of three (3) days shall be granted at the beginning of the academic year to all full-time 9-month teaching faculty members. In all cases, the smallest unit of leave shall be a half-day. For example, an absence of two hours will be charged as 4 hours of leave. Absences of more than one-half day shall be charged on a day-for-day basis (5 days, 40 hours, per week) regardless of the faculty member's schedule (See sick leave for exception for faculty on Family Medical leave). This leave may be taken by faculty members at their discretion, provided satisfactory prior arrangements have been made with the faculty members' supervisors. Personal leave is not intended for recreational purposes. Unused personal leave shall be converted to sick leave accrual at the end of the summer term following the academic year for which it was granted. The personal leave policy shall not apply to participants in the Virginia Sickness and Disability Program (VSDP) with the following exception: the smallest unit of leave charged shall be a half day.

Refer to VCCS Website: www.boarddocs.com/va/vccs/Board.nsf/Public# Policy 3.09 for additional information.

Family and Medical Leave

It is the policy of the Commonwealth to fully comply with the FMLA and provide eligible employees with up to 12 weeks of unpaid family and medical leave per leave year because of their own serious health condition or the serious health condition of an eligible family member, or up to 26 weeks of unpaid leave to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the service member.

Please refer to DHRM policy 4.20, Family and Medical Leave, for policy requirements and details: <http://www.dhrm.virginia.gov/hrpolicies>

Compensatory Leave

Compensatory leave is paid time off for an eligible employee having worked additional hours in a workweek; having worked on an official office closing day, a holiday, or a scheduled day off; or when a holiday falls on an employee's scheduled day off.

A non-exempt employee is eligible to earn compensatory leave only when the hours worked in a workweek are 40 hours or less. If a non-exempt employee works more than 40 hours, the DHRM Overtime Leave policy (Policy 3.15) applies.

EXAMPLE:

A non-exempt employee who works ten hours on Monday, calls in sick on Tuesday, and works eight hours on Wednesday, Thursday, and Friday will receive two hours of compensatory leave for the extra hours worked on Monday, rather than overtime leave, because the employee did not actually work over 40 hours during the workweek.

Required by management

To earn compensatory leave, a non-exempt employee must be required by the agency head or his/her designee to work:

- additional hours in a workweek in which the employee has taken a holiday or leave, but has worked no more than 40 hours;
- on an official office closing day if he or she is designated as an "essential employee";
- on a holiday; or
- on a scheduled day off.

NOTE: Non-exempt employees also will be credited with compensatory leave when a holiday falls on a scheduled rest day.

Accrued compensatory leave lapses within 12 months from the date it is earned. Thus, once lapsed, accrued compensatory leave may not be used or paid off upon an employee's change of status

As far as practicable, compensatory leave may be granted at the times desired by the employees; appointing authorities, however, may assign the time for taking compensatory leave based on the needs of the agency.

For additional information, refer to DHRM Policy #3.10 on DHRM Website: <http://www.dhrm.virginia.gov/hrpolicies>

School Assistance and Volunteer Service Leave

It is the policy of the Commonwealth to grant employees up to 16 hours of paid leave in any leave year to provide volunteer services through eligible non-profit organizations within or outside their communities. Such service may be provided as a member of a service organization or through authorized school assistance.

§2.2-2821.2 of the Code of Virginia increases from 16 to 24 the number of hours of paid leave in any leave year (in addition to other paid leave) that may be allowed to state employees to serve with a volunteer fire department and rescue squad or auxiliary unit thereof.

Note: This time is not in addition to the 16 hours of paid volunteer service leave to provide other volunteer services or school assistance.

For additional information, please refer to DHRM Policy #4.40 on DHRM Website: <http://www.dhrm.virginia.gov/hrpolicies>.

Civil and Work Related Leave

Civil and Work-Related Leave is granted to the employee to fulfill the civic duties and functions listed below. Employees will be permitted to be away from work for these purposes:

- As required by a summons to jury duty.
- To appear as a crime victim or as a witness in a court proceeding or deposition as compelled by a subpoena or summons.
- To accompany the employee's minor child when the child is legally required to appear in court.
- To serve as an officer of election.
- To serve as a member of a state council or board.
- To attend his or her own naturalization ceremony.

Civil and Work-Related Leave is not granted for use by an employee:

- who is a defendant in a criminal matter, where criminal matter means either an alleged misdemeanor or felony,

- who has received a summons to appear in traffic court (except as a witness), or
- who is a party to a civil case, either as plaintiff or defendant, or who has any personal or familial interest in the proceedings.

Leave with pay under this rule shall not exceed the time actually required for the purpose for which the leave is taken.

Refer to DHRM Policy #4.05: <http://www.dhrm.virginia.gov/hrpolicies>.

Additional Leave Types

Leave is also available for these categories:

- Emergency/Disaster Leave
- Leave Sharing
- Leave to Donate Bone Marrow or Organs
- Leave Without Pay- Conditional/Unconditional
- Military Leave
- Public Health Emergency Leave

Please refer to the DHRM policies page and select Benefits Management for policy requirements and details.: <http://www.dhrm.virginia.gov/hrpolicies>.

Leave Requests and Approval

An absence leave request must be submitted in PeopleSoft/HRMS by the employee and approved by the appropriate supervisor, prior to the taking of leave. Absence leave requests must be submitted immediately upon return from unexpected sick leave and submitted to the appropriate individual for his/her signature.

Holidays

All salaried SVCC state employees receive twelve paid holidays annually.

DHRM Website: <https://www.dhrm.virginia.gov/employeebenefits>

SVCC observes some state holidays at alternate times, usually surrounding winter break. This information is released from the Human Resources Department annually.

A holiday falling on a Saturday will be observed the preceding Friday. One falling on a Sunday will be observed the following Monday.

Life Insurance

The State holds a group term life insurance policy in which employees must participate. Costs are paid by the State. Coverage is equal to twice the amount of annual salary rounded to the next

highest \$1,000. Additional Optional Life Insurance may be purchased at full cost to the employee. A medical review may be required.

Medical Insurance and Flexible Reimbursement Accounts

Medical benefits are provided through the State for all full-time employees and any eligible dependents. Available plans change annually, please visit Human Resources for the current plan availability and cost of plans.

Retirement

Upon hire, the college president, administrative faculty, 12-month and 9-month teaching faculty, whose services are required 40 hours a week in a combination of teaching and administrative duties, may have two retirement plans from which to choose: The Optional Retirement Plan (ORP) Plan 2 or the Hybrid Plan, provided that the employee does not have a prior ORP or grandfathered Virginia Retirement System (VRS) member account. Re-hired faculty may have other options provided certain eligibility requirements exist. Full-time classified employees are automatically enrolled into the Hybrid Plan provided that the employee does not have an active or deferred VRS member account. Classified employees returning into a VRS covered position with an active or deferred VRS member account will resume in VRS as either a Plan 1 or Plan 2 member.

Effective July 1, 2010, new hires or rehires that had a refund from their VRS, VaLORS, or ORP account will be placed into Plan 2. Effective January 1, 2013, non-vested Plan 1 members will be placed into Plan 2. Rehires that maintained their membership with VRS, VaLORS or ORP will be placed into Plan 1. Effective January 1, 2014, the new Hybrid plan came into effect.

- **VRS Plan 1** is a defined benefit plan. Retirement benefits are guaranteed for eligible members and are determined by a formula and are not based on the accumulated contributions in the account. The formula uses the member's age at retirement, average final compensation (average of the member's highest 3 consecutive years of base salary), and total number years of VRS service. The vesting period in VRS is 5 years. Normal retirement age is 65; however, employees may retire with *full benefits* at age 50 with 30 years of service. Employees may also retire with *reduced benefits* at age 50 with 10 years of service and at age 55 with 5 years of service. There is no mandatory retirement age. Effective July 1, 2011, VRS retirement contributions are paid both by the member and employer. The member will have 5% of their salary deducted on a pre-tax basis. If an employee leaves a VRS covered position prior to retirement, the total contributions in the member account may be withdrawn or rolled over into another qualified plan; unless the member was not vested by July 1, 2010. If accrued service totals 5 or more years and contributions are not withdrawn, membership in the retirement system is retained and retirement benefits may be accessed when the member becomes eligible to receive retirement benefits.

- **VRS Plan 2** is a *defined benefit* plan. Retirement benefits are guaranteed for eligible members and are determined by a formula and are not based on the accumulated contributions in the account. The formula uses the member's age at retirement, average final compensation (average of the member's highest 5 consecutive months of base salary) and total number of VRS service. The vesting period in VRS is 5 years. Normal retirement age is consistent with the normal Social Security retirement age; however, employees may retire with full benefits when their age and years of service equals 90. Employees may also retire with reduced benefits at age 60 with at least 5 years of service credit. There is no mandatory retirement age. VRS retirement contributions are paid by both the member and employer. The member will have 5% of their salary deducted on a pre-tax basis. If an employee leaves a VRS covered position prior to retirement, the contributions made by the member may be withdrawn or rolled over into another qualified plan. If accrued service totals 5 or more years and contributions are not withdrawn, membership in the retirement system is retained and retirement benefits may be accessed when the member becomes eligible to receive retirement benefits.
- **Optional Retirement Plan (ORP) Plan 1** is a *defined contribution* plan, which has immediate vesting of contributions. The amount or percentage of contribution is fully paid by the college and set by the General Assembly. The employer contribution is comparable to the amount the college would normally contribute to the state's retirement system (VRS). The benefit at retirement is based on the amount in the member's account as a result of contributions paid into the plan and the gains and losses on the contributions and allocation(s) elected. The member makes the investment choices and assumes all risks associated with their choices. The current providers under the ORP Plan 1 are Fidelity Investments and TIAA-CREF. In general, an ORP Plan 1 works best for those persons who will have multiple employers during their careers that will not be a part of Virginia state government or a VRS employer.
- **Optional Retirement Plan (ORP) Plan 2** is a *defined contribution* plan, which has immediate vesting of contributions. The contribution amount is paid both by the college and by the member. The member will have 5% of their salary deducted, on a pre-tax basis. The employer contribution is comparable to the amount the college would normally contribute to the state's retirement system (VRS). The benefit at retirement is based on the amount in the member's account as a result of contributions paid into the plan and the gains or losses on those contributions. The member makes the investment choices and assumes all risks associated with those choices. The current providers under the ORP Plan 2 are Fidelity Investments and TIAA-CREF. In general, ORP Plan 2 works best for those persons who will have multiple employers during their careers that will not be a part of Virginia state government or a VRS employer.
- **Hybrid** is both a defined benefit plan and a defined contribution plan. Under the defined benefit plan, retirement benefits are guaranteed for eligible members and

are determined by a formula and are not based on the accumulated contributions in the account. The member pays 4% of their creditable compensation into the defined benefit component. The vesting period in the defined benefit component is 5 years. Under the defined contribution plan, the member contributes a mandatory 1% with a voluntary contribution limit up to 5%. The full vesting period is 4 years. The member chooses how to invest their money from a line-up of allocations through the 457b plan. The benefit at retirement is based on the amount in the member's defined contribution account as a result of contributions paid into the plan and the gains or losses on those contributions with the associated investment allocation. The member makes the investment choices and assumes all risks associated with those choices

- Refer to VRS Website: <http://www.varetire.org>.

Credit Union

Upon employment, membership in the State Employee Credit Union is available. Loans may be arranged at special interest rates, and savings accounts, checking accounts, Christmas and Vacation Clubs, IRA's etc., may be maintained through payroll deduction. Savings accounts earn interest based on Credit Union earnings. Additional information regarding other services may be obtained by calling 1-800-285-6609 or checking on the Virginia Credit Union's Website: <http://www.vacu.com>.

Optional Benefits

Insurance policies providing accident and salary continuation protection and Savings Bonds are also available. While these may be arranged through payroll deduction, they are personal, individual policies whose costs are borne entirely by the employee.

403B Tax Sheltered Annuities

403B Tax Sheltered Annuities are available through payroll deduction for full-time employees, adjunct faculty and wage employees working 20 hours or more per week. The SVCC Tax Sheltered Annuity Guidelines and a list of 403B Vendors are available in the Human Resource office.

Deferred Comp

Full-time employees may also tax defer contributions to a supplemental 457 plan administered by VRS.

Cash Match

The Commonwealth of Virginia will match up to 50% of employee contributions to a deferred comp (457) or 403B plan, up to a maximum of \$20 per pay period. **Note VRS Hybrid employees have additional requirements to meet. Please visit Human Resources for details.*



EMPLOYMENT OUTSIDE OF COLLEGE

Review/Revision Date: May, 2021

Employees may engage in outside employment, including consulting, when it does not conflict with their regularly assigned or implied professional responsibilities to the College. College employees shall not engage in any employment at any time that prejudices their usefulness as members of the faculty or staff of the College or which would create a conflict of interest. **Faculty and staff who hold additional jobs are asked to notify his or her supervisor of their other work obligations.** This includes, but is not limited to, teaching for other institutions (traditional or distance classes).



EQUAL EMPLOYMENT OPPORTUNITY AND DISCRIMINATION STATEMENT

Responsible Office: Human Resources

Effective Date: Prior to May 2021

Review/Revision Date: February 28, 2025

EQUAL OPPORTUNITY STATEMENT

Southside Virginia Community College is committed to providing equal employment and educational opportunity for all employees, job applicants and students without regard to race, color, religion, age, sex, national origin, disability status, genetics, political affiliation, veteran status, sexual orientation, gender identity or other non-merit factors in accordance with the Equal Opportunity and state and federal laws. *(For the purpose of this policy, “disability” is defined in accordance with the “Americans with Disabilities Amendments Act” and “genetics” in accordance with Title II of the Genetic Information Non-Discrimination Act.)* Equal opportunity extends to all aspects of employment including hiring, transfers, promotions, training, terminations, working conditions, compensation, benefits, and other terms and conditions of employment. Southside complies with federal and state equal employment opportunity laws and strives to keep the workplace free from all forms of unlawful discrimination, including harassment and retaliation

Harassment is any unwelcome verbal, written or physical conduct that either denigrates or shows hostility or aversion towards a person on the basis of race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation or disability that (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an employee’s work performance; or (3) affects an employee’s employment opportunities or compensation.

Retaliation is any overt or covert act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against one or more individuals for exercising their rights (or supporting others for exercising their rights) under the Commonwealth’s EEO policies.)

Access & Opportunity Committee

The Access & Opportunity Committee operates as an educational resource in terms of EEO goals, objectives, policies, training, and guidance.

SVCC's Non Discrimination Policy

Southside Virginia Community College does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetics, political affiliation, veteran status, sexual orientation, gender identity or other non-merit factors in its programs and activities and provides equal access to the services and other programs at the College. The following person has been designated to handle inquiries regarding the non-discrimination policy: Shannon V. Feinman, Vice President for Finance and Administration, Southside Virginia Community College 109 Campus Drive, Alberta, VA 23821; office: 434-949-1005; email: shannon.feinman@southside.edu

Gender-based or Sex-based Discrimination

Please note that any gender-based discrimination or sex-based discrimination to include sexual misconduct, should be directed to any of the following:

Title IX Coordinator: Robin Daniel, Christanna Campus, LRC/Student Services Building, Room 248, 434-949-1012, robin.daniel@southside.edu

Deputy Title IX Coordinator: John Hicks, Christanna Campus, LRC/Student Services Building, Room 213, 434-949-1070, john.hicks@southside.edu

Deputy Title IX Coordinator: Marika Peterson, Christanna Campus, LRC/Student Services Building, Room 247, 434-949-1064, marika.peterson@southside.edu

Please refer to the *SVCC Title IX Policy* for policies and procedures related to Title IX, including contact information for the Title IX Coordinator and Title IX Deputy Coordinators.

Violations and Enforcement

Unlawful discrimination in any form is a serious offense that will not be tolerated in state employment. The Department of Human Resource Management's *Policies and Procedures Manual* sets forth the relevant policies of the Commonwealth. If you believe you are a victim of unlawful discrimination, several avenues of redress are available to you, including filing a complaint with SVCC's EEO Coordinator, Vice President of Finance and Administration at 434-949-1005, the grievance procedure, and the state and federal discrimination complaint processes.

Special Provisions for Disabled Students

It is the intent of the College that all courses of study be fully accessible to all students. In order to accomplish this, the College would appreciate an advance notice of approximately one semester from disabled persons planning to attend the institution. This will allow the College to identify and effect any necessary adjustments or special equipment in programs and facilities. For further information, contact the Vice President of Finance and Administration at 434-949-1005



EQUIPMENT INVENTORY/FIXED ASSETS POLICIES AND PROCEDURES

Review/Revision Date: May, 2021

Identifying

Southside VA Community College's Controllable Property Threshold is defined as all property (including software) purchases of \$2,000 or more with the exception of foundation owned property, property purchased with federal funds, property purchased with Equipment Trust Funds (ETF), and property owned by other entities (e.g. other state agencies).

Foundation owned property, property purchased with federal funds, and property purchased with Equipment Trust Funds (ETF) are also considered SVCC's Controllable Property regardless of the cost.

Tagging/Recording

The Fixed Asset Coordinator (FAC), or The IT Designee will assign a tag number based on information provided. Each will coordinate with the Business Office Designee handling the AMS (Asset Management System) entry to provide documentation needed so the tag number will be assigned to the property.

Tag Numbers will be issued for Non-IT purchases by the FAC for both campuses and outlying locations. Before tags are to be issued, the responsible person must advise the issuer of where the tag is going to be affixed so this location can be recorded into AMS. For items that are incapable of having a tag affixed, they must let the issuer know where the tags will be kept or how it will be attached to the item.

The purchasing party for new purchases will be responsible for notifying, giving copies of the order, invoice, packing slips, and any other paperwork deemed helpful to the FAC (non-IT purchases), or the IT department designees (IT purchases) for any property described above.

Property that has been identified as controllable property is recorded on the VCCS AMS within the Administrative Information System (AIS). The Business Office Designee completes the AMS Input Documentation Requirements and enters the information into AMS on a monthly basis.

Various reports and queries can be run in AIS to show asset information, depreciation, etc. Detailed information for input procedures can be found in the AMS Training Manual located in the Accountant's office and in the VCCS Capital Assets Policies and Procedures Manual.

The Business office designee is responsible for running applicable reports monthly to extract any recordable items that may not have been reported, and follow up to obtain paperwork needed for entry into the AMS system.

Relocation

The FAC must be notified via the **Google Inventory Change Form** #SVCCFA1 (shared via email by the FAC) and the FAC must approve the request before any movement of non-IT property is to take place. The form is to be completed by the person requesting the move. The FAC will notify B&G to request assistance for moving items that have been approved. Neither the requestor nor B&G should move any property unless approved by the FAC.

The IT designee must be notified of any request to move any IT property. The IT Designee will notify the FAC of property movements via the Google form or an emailed spreadsheet for large quantities.

Physical Inventory

The objective of a physical inventory is to ensure that the property recorded in AMS physically exists, to determine if unrecorded or improperly recorded transactions have occurred, and to identify any defective or obsolete assets on hand.

The FAC oversees staff who conduct the physical inventory count at least once every two years in order to properly safeguard assets and maintain appropriate fiscal accountability. Changes as a result of this physical inventory count are then given to the Business Office Designee to update records in AMS accordingly.

Any discrepancies are reviewed with the responsible persons and adjustments made accordingly. Upon agreement, the responsible person signs and dates the updated AMS inventory listing. A list of missing inventory items is forwarded to the Vice President of Finance for review. The Vice President of Finance distributes an updated listing of all missing inventory items on an as-needed basis.

Any equipment items determined to be surplus or entered in error are removed from AMS Inventory system via the Business Office Designee. Removal of items from inventory are approved by the Business Manager and/or the Vice President of Finance.

In addition to the bi-annual physical inventory count, the FAC will periodically select random samples of fixed assets to be verified for accuracy.

Physical Security of Assets

Controllable property primarily consists of computer equipment, cameras, and audio/visual equipment. Property is primarily located in the classrooms and libraries. Security measures are provided by security cameras in the hallways and outdoor entrances, and the majority of controllable equipment is located in windowless classrooms.

Surplus Property

The most common method of disposal for property is to surplus the property through the State's Surplus Property Management section of the Division of General Services (Section 2.2-1124 of the Code of Virginia). When property is determined to be surplus it must adhere to the guidelines in Chapter 12 of the APSPM Manual (State and Federal Surplus Property).

Non-IT Property:

When property needs to be surplussed, the FAC must be notified via the Google Inventory Change Form #SVCCFA1 by selecting “surplus” under the appropriate change space.

Please be sure you have approval from your supervisor prior to submitting the form. The request must contain all available identifying information (name of item, location, serial number, tag number, etc) for the property to be surplussed. The FAC must approve the request prior to B&G starting the surplus process. B&G must give a list of any inventoried items found to the FAC for reconciliation purposes after obtaining the property and placing into designated surplus storage area. B&G will then complete the surplus process as defined in DGS APSPM Manual Chapter 12.

IT-Property:

The IT help desk team will obtain IT items that are deemed to be surplus property. They will give the IT designee the listing of tag numbers and the designee will fill out the forms for the Business Office Designee to enter in AMS for removal from the system. IT will then complete the surplus process as defined in DGS APSPM Manual Chapter 12.

Inventory Reconciliation

The college’s inventory records are reconciled by business office personnel yearly to ensure accurate recording of all equipment purchased, sold, etc. Business office personnel also reconcile ETF items in AMS to the ETF Coordinator’s ETF submission list. Any discrepancies are researched and adjustments are made as required. For other items, Cardinal Potential Fixed Asset reports or AIS Daily Diagnostic Reports are reviewed by the Accountant or Business Office Support Tech. A listing of all equipment purchased in the applicable fiscal year of expenditures over \$2000 charged to equipment object codes in AIS is compared to what is actually inventoried in AMS by the Accountant or Business Office Support Tech. Any discrepancies are reviewed and explained. All items listed as inactive are reviewed to ensure the disposal of all equipment has been recorded in AMS.



EXIT INTERVIEWS

Review/Revision Date: May, 2021

Each supervisor is responsible for initiating the exit process via an Exit Ticket submission in IssueTrak as soon as possible upon learning of an employee's exit.

The College requests that an exit interview sheet be filled out whenever an employee resigns, transfers, or retires. Exit interview results do not become a part of the employee's personnel record or are they to be used in making any recommendations or be used in any manner which would affect the exiting employee's employment opportunities or benefits. Completion of the form is voluntary. Exiting employees are also encouraged to have an exit interview conference with his/her supervisor. The exiting employee turn in keys/electronic access card and any College issued items (example laptops, iPads, uniforms, cell phones etc.). If all College property is not returned by the last day of work, the pay check will be held. Checks will be released when the College is satisfied that all College property and materials have been returned. In addition, a letter of resignation must be sent to the immediate supervisor with a copy to the Human Resource Office (for faculty and administrators an additional copy is sent to the President).



FACULTY ACADEMIC RANK PROMOTION

Responsible Office: Human Resources

Effective Date: Prior to 2013

Review/Revision Date: February 13, 2025

Refer to the VCCS Policy Manual Section 3.7 on their website at <https://go.boarddocs.com/va/vccs/Board.nsf/Public#>.)

VCCS Policy Section 3.7 will be utilized to determine eligibility for the academic rank promotion of faculty members, using the VCCS-29, Normal Minimum Criteria for Each Faculty Rank. The procedure for considering faculty member promotions at Southside Virginia Community College will be as follows:

Any faculty member that believes he/she is eligible for a promotion must submit a request for consideration to the appropriate Academic Dean. The request should include at a minimum:

- A SVCC Faculty/Administrator Promotion Review/Determination, (see [Exhibit 45 Faculty & Administrator Promotion Request](#))
- copies of any transcripts for review validating additional degrees and or credit hours received since hire or last promotion (official transcripts must be addressed to and received by Human Resources if approved for Promotion) and,
- any supporting documentation.

The deadline for submission of promotion requests will be March 31st or as specified in the Master Calendar if this date falls on a weekend.

The appropriate Dean will review the Faculty/Administrator Promotion Review/Determination and compare it to the VCCS-29 to determine if the faculty member is qualified. If the member is deemed qualified, the Determination is certified as correct by the Dean and he/she is recommended for approval to the Vice President for Academic & Workforce Programs and President.

Faculty members that are approved for promotion will receive either the minimum salary for the new rank or \$1,000 added to their base salary, whichever is more. Administrators that are approved for promotion will receive either the minimum salary for the new rank or \$1,500 added to their base salary, whichever is more.



FACULTY APPOINTMENT POLICY

Review/Revision Date: May 2021

Southside Virginia Community College's faculty appointment policy is the Faculty Appointment Policy adopted by the State Board of Community Colleges (Section 3.4 of VCCS Policy Manual) at <http://www.boarddocs.com/va/vccs/Board.nsf/Public#>

All appointments are granted by the State Board for Community Colleges upon recommendation of the President of the College and the Chancellor of the Virginia Community College System.

Appointment of New Full-Time Faculty Personnel

All regular full-time teaching faculty shall be on nine-month appointments usually beginning on August 16 and ending on May 15. The College has some 12-month faculty who are in the field of truck driving, and business and industry. All departmental heads with classroom teaching responsibilities also shall be appointed on a nine-month basis on the qualifications of the faculty member at the time of the appointment. It is the policy of Southside Virginia Community College to hire full time faculty who are qualified to teach in multiple disciplines whenever possible.

Twelve-Month Non-teaching Faculty Appointments

All non-teaching faculty not to be placed in classified positions must be assigned a faculty rank for which they would qualify. The salary for a non-teaching faculty member depends upon faculty rank earned by the administrators, librarian, or counselor. The salary for twelve-month faculty rank appointment is computed by appropriate placement in the salary range for the faculty rank earned and taking into consideration previous occupational and educational experiences and training, job performance, and the size of the College or division in which employed as long as the salary ranges for such positions.

Professional faculty are individuals holding non-teaching positions with continuing responsibilities, employed on a twelve-month basis beginning July 1 and ending on June 30. All professional faculty are assigned a faculty rank for which they qualify. Librarians and counselors are professional faculty.

Administrative faculty performs work related to the management of the educational and general activities of the College, department, or division. All administrative faculty are normally

employed on a twelve-month basis beginning on July 1 and ending on June 30. Twelve-month administrative faculty personnel are assigned a faculty rank for which they qualify.

Restricted faculty is individuals holding a restricted appointment to instructional, administrative or professional faculty positions. A restricted appointment is an appointment to a position that is funded in whole or in part by non-state revenues, or has been accepted under special conditions, or that is identifiable as non-continuing in nature

Summer Semester Appointments

Nine-month faculty employed during the previous academic year shall be paid during the summer term according to the credit-hour/contact-hour-equivalent fraction of a full teaching load during the academic year and based upon the weekly equivalent of one thirty-ninth (1/39th) of the previous year's salary. The normal maximum full-time teaching load during the summer term is ten (10) credit hours or the equivalent. Operationally, the normal full-time faculty summer term salary rate translates to the formula: 1 credit hour or equivalent = $1/15 \times 16.5/39$ previous year's salary with a normal maximum full-time summer teaching load of 10 credit hours or equivalent. Generally, non-sequence courses with fewer than 10 students should not be taught. Sequence courses should have a minimum of 13 students to be started. Classes are prorated based on 18 students. If faculty agreed to teach the first course of a sequence, they also agreed to teach the second course, unless prior agreements have been made. The rate of pay for new faculty during the summer term shall be five (5) percent less than the permanent annual salary proposed for the coming academic year.

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

The College president has authority to develop optional summer pay plans which 1) compensate faculty at a prorating of the normal summer salary rate when a given course does not meet minimum enrollment standards as defined by the College and 2) limit to less than ten (10) the maximum credit hour or equivalent assignment to be paid at the full-time faculty summer term salary rate. Optional plans shall specify any prorating calculations to be used and any limitations to the maximum teaching assignment to be paid at the full-time faculty summer term rate. Credit hours or equivalent taught beyond the limitations specified in the institutional plan shall be compensated at the lecturer rate. Optional summer pay plans shall be developed in consultation with the faculty. As a guideline, not more than seventy-five (75) percent of the credit hours taught at a College during the summer term should be paid at the full-time faculty summer term salary rate.

Appointment of Part-Time Teaching Faculty

Part-time teaching faculty may be appointed. Part-time teaching faculty who teach in the day/or evening shall be employed on a temporary basis and shall be granted the title of lecturer.

Adjunct faculty are employed to teach less than a normal faculty load or to teach less than a full session on a semester by semester or summer term basis. The adjunct faculty contract contains no guarantee of continued employment.

Procedure to Determine Faculty Entry Level Salaries

Refer to the VCCS Policy Manual or check the Website:

<https://go.boarddocs.com/va/vccs/Board.nsf/Public#>

Multi-Year Appointment Advisory Committee

The President shall establish a Multi-Year Appointment Advisory Committee to provide information and advice for his consideration on all faculty members eligible for three- and five-year appointments.

The distribution of the membership of this Committee shall be determined by the President and shall be from the various segments of the College faculty (teaching faculty, counselors, and librarians) and administrators. The Committee shall consist of from five to seven members, comprised of a minimum of: two teaching faculty per campus and one administrator, and/or one librarian or counselor in addition to the Vice President for Academic and Student Affairs as convener. The various segments of the College faculty shall elect from their members their representatives on this committee. The President shall appoint administrators to this committee, but in no case shall administrative representatives exceed one-third (1/3) of the committee membership. To provide for continuity from one year to the next, at least two committee members should be elected or appointed for a second year.

The Committee shall elect a chair from the membership and operate within the procedures outlined in the VCCS Faculty Appointment Policy in accordance with guidelines established by the President. Among these guidelines shall be provisions (a) that a faculty member eligible for a three- or five-year appointment may appear before the Committee to present such information as the Committee deems appropriate; and (b) in the event that an administrator has participated in any preliminary decision regarding the current evaluation of the faculty member in question, the administrator shall be replaced by another administrator appointed by the President for the consideration of that faculty member.

The Committee shall consider all eligible faculty for three- or five-year appointments and any other faculty who have been recommended for special consideration by the President.

The criteria to be considered by the Committee as it considers faculty for three- and five-year appointments shall include, but not be limited to, the following:

- competence of the faculty member as a teacher in his/her assigned function;
- effectiveness of the faculty member in carrying out his/her functions and duties as prescribed in the College Faculty/Staff Handbook;
- ability to establish and maintain positive professional relationships with colleagues, supervisors, students, and the Community;
- extent and currency of professional qualifications;
- adherence to all policies, procedures, and regulations as outlined in the College Faculty/Staff Handbook, the Policy Manual of the Virginia Community College System, any policy, procedure, and regulation adopted by the College or the Virginia Community College System, and the laws of the Commonwealth of Virginia; and
- evaluations.

Where additional criteria are considered, they shall be stated in the report of the Committee. In order for the Committee to consider appropriately the above criteria, the committee shall have access to all available information regarding each faculty member under consideration. Such information shall be retained in the strictest confidence by the Committee.

The multi-year appointment is an indicator of merit as is merit pay and promotion. The judgment of the Committee concerning appointments is acknowledged to be subjective and is focused upon the quality and nature of the relationship between the eligible faculty member and the College. The central components of this relationship are performance and competency. The length of the appointment should reflect the quality of this relationship and the desire of the College to continue the relationship for a given period. The normal sequence for faculty appointments is three one-year appointments and one three-year appointment before moving into a five-year appointment.

One-year appointments should be recommended for eligible faculty whose performance is satisfactory and who are judged to be competent and there are indications that the desired level of performance will be sustained during the next year. In some cases, faculty eligible for a three-year appointment will be recommended for a one-year appointment because it is judged that improvement is needed to warrant a three-year appointment. In some cases, faculty who are completing a five- or three-year appointment will be recommended for a one-year appointment because of serious performance competency issues. Such a recommendation is intended to indicate that the faculty member should make significant improvement within the next year.

Three-year appointments should be recommended for eligible faculty in those instances in which performance has been most satisfactory and the faculty member is judged to be competent and there are strong indications that the desired level of performance will be sustained during the new appointment period. In some cases, faculty members eligible for a five-year appointment will be recommended for a three-year contract because the performance/competency level is not

sufficient to warrant a recommendation of five-year appointment. Those recommended for a three-year appointment should interpret the three-year recommendation as an indication that their performance/competency was judged to have declined but not to the extent to warrant a recommendation for a one-year appointment.

Five-year appointments should be recommended for eligible faculty in those instances in which a faculty member is fully competent and the desired performance level was sustained during the prior appointment period, and there is every indication that this level will be sustained or improved during the new appointment period. Five-year appointments should be recommended only when there is absolutely no question or reservation about competency or performance. Recipients of five-year appointments should represent the faculty model for College desires.

Committee Procedures

Inform the College Community that the Committee is active, listing membership, general meeting schedule, and general procedures.

Provide all faculty eligible for a multi-year appointment with an opportunity to schedule a meeting with the Committee.

Provide for the appointment information pertaining to each faculty member to be reviewed by each member of the Committee.

Discuss, as a committee, the appointment information pertaining to each faculty member to determine the extent to which the criteria for appointment have been met.

Reach decisions by consensus; e.g., continue problem solving until a solution or recommendation emerges which each Committee member can accept as workable or appropriate.

Maintain appropriate confidentiality of matters considered by the Committee. Organize the Committee to accomplish its task.

Provide the President with a written rationale or justification explaining all recommendations, a copy to be retained by the Committee.

Appointment Information Needed

The appropriate administrator(s) should provide the Committee with the following information in a timely manner:

- A listing of faculty eligible for appointment, by eligibility category.
- A summary of each faculty member's evaluations for the appropriate number of years preceding the proposed appointment.
- Evaluation materials from peers, students, supervisor and self for the time period since the last appointment.
- The appointment recommendation of the supervisor. A written indication that the supervisor's written recommendation has been reviewed by the faculty member involved. (The evaluation signed by the faculty member will satisfy this need.)

Faculty Conditions of Employment

Appointment contracts shall be offered by the President and shall include the beginning and ending dates. The faculty member shall submit his acceptance of the appointment contracts in writing to the president prior to submission of the recommendation to the State Board for Community Colleges for action. Acceptance of the appointment contracts by the faculty member includes acceptance of the general conditions of employment set forth in the College Faculty/Staff Handbook and the Policy Manual of the Virginia Community College System. Additionally, each appointment is made expressly subject to the terms and conditions of the Appropriations Act of the Virginia General Assembly and the applicable laws of the Commonwealth of Virginia. The faculty member shall be notified in writing by the President of the final action taken on the contract proposal.

Faculty Sanctions and Dismissal

Faculty members may be dismissed only for just cause. Permissible grounds for dismissal shall include but are not limited to incompetence, unsatisfactory performance of duties, insubordination, unlawful discrimination, sexual harassment, and misconduct. Procedures for dismissal shall be as prescribed in Section 3.12, Faculty Sanctions, VCCS Policy Manual. See: <https://go.boarddocs.com/va/vccs/Board.nsf/Public#>



FACULTY RANK & GUIDELINES

Review/Revision Date: May 2021

Faculty employees are those employees who hold faculty rank and each or occupy an administrative, counselor or librarian position which is exempt from the classified service.

Faculty Rank and Salary

The titles authorized for the four standard levels of faculty rank are Professor, Associate Professor, Assistant Professor, and Instructor. The qualifications for these are on the VCCS-29.

Special Rank

- The Assistant Instructor classification may be used for individuals who are appointed on a temporary or emergency basis for one year. These individuals meet most, but not all, of the minimum requirements for the instructor rank and show supporting written evidence of being able to complete such requirements within one year. A one-year renewal may be requested by a college administrator and approved by the president for a person who is actively pursuing completion of the necessary requirements.
- Teaching faculty members who are restricted hold the rank for which they qualify according to the VCCS-29. The Lecturer rank may be used for restricted positions in exceptional cases upon the approval of the president.
- Associate instructors hold the rank of lecturer.
- The Lecturer rank is used for restricted administrative and professional faculty.

Please refer to VCCS Policy 3.1 and the VCCS-29: www.boarddocs.com/va/vccs/Board.nsf/Public# for guidelines for the academic preparation of faculty to be eligible to teach and determine rank.

Guidelines for Academic Preparation of Faculty for Associate in Arts and Associate in Science degree courses

To teach courses that are usually applicable to Associate in Arts and Associate in Science degrees (usually the College transfer programs), a person must possess a Master's Degree, including a minimum of 18 semester hours (or 27 quarter hours) of graduate work in the field of specialization for which courses are taught. Faculty teaching courses in more than one field of specialization would be expected to possess a minimum of 18 graduate semester hours (or 27 quarter hours) in each field of specialization for which courses are taught.

Guidelines for Academic Preparation of Faculty for Associate in Applied Science degree courses

To teach courses that are usually applicable to Associate in Applied Science degrees (usually the technical and semi-professional programs), a person is usually expected to possess a master's degree, including a minimum of 18 semester hours (or 27 quarter hours) of graduate work in each field of specialization for which courses are taught or possess a baccalaureate and professional competency in the area of specialization in lieu of the master's degree. Such professional competency may include certificates, licenses, apprenticeships, and training in trade schools or special schools. Persons holding only the baccalaureate degree, who are given initial appointments due to professional competency, are expected to actively seek the master's degree in their fields of specialization.

Guidelines for Academic Preparation of Faculty for occupational certificate and diploma programs

To teach occupational courses that are applicable to certificate and diploma programs (but may not be counted toward associate degree programs), a person must possess a baccalaureate degree or appropriate related occupational training and experiences in lieu of the baccalaureate degree. This may include certificates, licenses, apprenticeships, and training in trade schools and special schools. To teach the related academic subjects for students majoring in non-degree occupational programs, a person must possess (a) a master's degree, or (b) a minimum of a baccalaureate degree with a major in the teaching field and appropriate experiences in the occupational field (such persons are expected to be working on their master's degree.)

Guidelines for Academic Preparation of Faculty for foundations and developmental preparatory programs

To teach courses in the foundations and developmental preparatory programs, a person is (a) usually expected to possess a Master's degree with a major in the teaching field, or (b) in special cases a person may teach in the foundations and developmental programs with a baccalaureate degree with a major in the teaching field and related occupational and/or teaching experiences, but such persons are expected to be working on their master's degree.

Guidelines for Emeritus Selection

The establishment of the status of Professor Emeritus is authorized in section 3.1.2 of the VCCS Policy Manual. It is intended to be granted to a retired person of faculty rank (usually Associate Professor or Professor) who has a minimum of ten years VCCS service. The purpose of the award is to honor meritorious and significant contributions to the college.

Procedures

- Faculty can recommend retired colleagues at any time to the Faculty Senate on either campus. Nominees must have been full time faculty members for at least ten years. At least one full semester must have lapsed since the potential nominee held a full time teaching position at the institution. If the Spring Commencement ceremonies are the desired recognition time, the Faculty Senate on both campuses will vote on the potential nominee(s) and make written recommendation no later than the Senate's January meeting.
- The Faculty Senate will forward the recommendation with appropriate comments to the appropriate Dean or Vice President for Academic and Student Affairs who will review the recommendation and, if appropriate, forward to the President of the College.
- The president will review the recommendation and, if favorable, forward them to the College Board for its action. The president can ask a nominator or a Faculty Senate member to present the nomination(s) to the Board.
- The number of nominations per year will not exceed two persons or 2% of the faculty strength whichever is greater.
- If the College Board approves the nomination, public acknowledgement will be made at the next scheduled commencement. If the Board disapproves, the nomination will be returned to the president and the Faculty Senate and nominator will be advised and no further action taken.

Benefits

All persons granted Professor Emeritus shall be extended the following considerations:

- Listing in the college catalog and other appropriate publications as professor emeriti.
- March at the head of faculty line in academic processions.
- Be included in all social and professional activities of the active faculty.



FULL-TIME TEACHING FACULTY DEVELOPMENT, EVALUATION AND RECOGNITION PLAN

**FULL-TIME TEACHING
FACULTY DEVELOPMENT,
EVALUATION
AND
RECOGNITION PLAN**

Updated September 2025

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Background and Purpose

In 2013, a new Full-time Teaching Faculty Development and Evaluation Plan was implemented across the Virginia Community College System (VCCS). At that time, this model plan was developed at the system level, and colleges were given the option to adopt the model plan as written or implement a modified version with approval from a majority of their teaching faculty and the VCCS. This guided faculty development and evaluation efforts for many years.

In Fall 2023, then-Senior Vice Chancellor for Academic and Workforce Programs, Dr. Sharon Morrissey, asked a group of academic leaders to address one of the key objectives in the VCCS Strategic Plan, *Opportunity 2027*:

“Review and revise the faculty evaluation process so that it incorporates measurable SMART goals, encourages faculty ownership and accountability, inspires high performance, and includes feedback that supports faculty development and growth.”

In response to this charge, a workgroup convened in January 2024 to revisit and revise the system. (See Appendix A for membership.) Two subgroups were formed to focus specifically on: (1) clarifying the faculty performance domains and (2) enhancing reward and recognition mechanisms.

The workgroup did not recommend major structural changes to the foundational components of the original model plan. Instead, the revisions focused on clarifying expectations, strengthening alignment with current strategic priorities, and improving consistency across the system. These refinements are reflected in this revised system Faculty Development, Evaluation, and Recognition Plan.

One significant change deserves particular attention: while the prior plan permitted individual colleges to implement approved modifications to the model, the new system aligns with a “one VCCS” approach. In accordance with **VCCS Policy 3.6.0: Teaching Faculty Development, Evaluation and Recognition Policy**, this revised plan is now required for implementation at all colleges. This change promotes greater transparency, fairness, and consistency in faculty evaluation and recognition practices across the VCCS.

It is important to note that the guiding principles that shaped the original system remain firmly in place. As stated in the original plan:

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

Guiding Principles

Several inherent principles guide the Faculty Development, Evaluation, and Recognition Plan:

- Virginia's Community Colleges intend to foster a culture of high performance and a shared commitment to the mission of the VCCS and the individual colleges.
- A commitment to excellence with a focus on student success should be evident in all that we do.
- Faculty efforts should encompass effective performance in Teaching, Scholarly and Creative Engagement, Institutional Responsibility, and Service.
- Faculty should take ownership of their performance and professional development as both an ongoing job responsibility and a responsibility of being a member of the college community.
- Professional development, evaluation, and recognition should be purposefully designed to be mutually reinforcing.
- Evidence should inform evaluation and professional development decisions.
- Achievement should be recognized.
- Exemplary performance should be rewarded.
- Peer involvement and collaboration should be encouraged.
- Stakeholders involved in the Faculty Development and Evaluation process should be well-trained in its purpose and effective implementation.

DEFINITIONS

Annual Professional Development Objectives (APDO): Annual goals, aligned with evaluation domains, required of all teaching faculty, regardless of the length of their appointments.

Data Sources: Information used for evaluative purposes, typically gathered from students, self, supervisors, and peers, in accordance with college policy.

De Minimis: A small, non-monetary gift or token of appreciation. Such items are not taxable under IRS regulations due to their minimal value.

Development: Structured or formal learning experiences intended to enhance an individual's performance or support the acquisition of new knowledge and skills.

Domains (or Performance Domains): The four key areas of faculty responsibility on which each faculty member is evaluated: Teaching, Service, Scholarly and Creative Engagement, and Institutional Responsibility.

Evaluation: The periodic assessment of a faculty member's performance, facilitated by the dean or supervisor.

Evaluation Cycle: The annual performance review period for all teaching faculty within the VCCS, which runs from January through December.

Faculty/Faculty Member/Full-time Faculty/Teaching Faculty: For the purposes of the Faculty Development, Evaluation and Recognition Plan, these terms refer to full-time (nine-month, ten-month, and twelve-month) teaching faculty, excluding those in the associate instructor employment category.

Forms/Instruments/Devices: Documents or templates used to conduct evaluation sessions, set goals and objectives, nominate faculty for recognition or awards, or otherwise carry out the processes of the faculty development, evaluation, and recognition system.

Goals: See *Annual Professional Development Objectives*.

Institutional Responsibility: Fulfilling assigned and expected responsibilities in accordance with applicable laws, policies, and institutional procedures. This includes, but is not limited to, adherence to college and VCCS policies, demonstrating collegiality, advising students, mentoring adjuncts, completing administrative tasks, engaging in required departmental or institutional leadership, serving on assigned internal committees, and carrying out other assigned duties. (See *Evaluation* section for additional details and examples.)

Policy: VCCS policies that provide the principles and guidelines for the faculty development, evaluation, and recognition system. This includes, but is not limited to, VCCS Policies 3.4, 3.6, and 3.12.

Probationary Faculty: Faculty members in their first year of appointment, typically serving during both the fall and spring semesters.

Recognition: A non-monetary or de minimis acknowledgment of faculty achievements. Recognition may include certificates of appreciation, letters of commendation, reserved parking privileges, mentions in newsletters or on websites, or other public accolades. These awards are intended to affirm faculty performance and foster motivation without involving significant financial value.

Reward: A significant, performance-based monetary award granted on a competitive basis to a limited number of faculty each year. Rewards may include bonuses or funding for professional development activities and are intended to recognize exceptional performance in teaching, service, or overall contributions.

Scholarly and Creative Engagement: Involvement in activities related to the faculty member's recognized area of expertise or the broader field of higher education. These efforts demonstrate intellectual development, contribute to the faculty member's discipline or educational practice, and support the academic mission of the institution. Activities may include research, publication, presentations, or creative works. (See *Evaluation* section for additional details and examples.)

Senior Faculty: Faculty members who have completed at least three consecutive one-year appointments and are currently serving under a three-year or five-year faculty appointment contract.

Service: Participation in activities that support students, the college, and/or the broader community, chosen by the faculty member based on personal interest, expertise, or other reasons, rather than being explicitly required by a supervisor. Service may include engagement in college governance, committee work, and community outreach. These contributions reflect the faculty member's commitment to institutional citizenship, to representing the college in various capacities, or engaging with their local community. (See *Evaluation* section for additional details and examples.)

Teaching: Creating and maintaining a learning environment that supports students' acquisition of knowledge and skills within a subject area. This includes instructional design, delivery, effectiveness, and subject-matter expertise. The teaching domain also encompasses activities that enhance the faculty member's ability to facilitate student learning, engage diverse learners, and contribute meaningfully to the institution's educational mission. (See *Evaluation* section for additional details and examples.)

OVERVIEW OF THE FULL-TIME FACULTY DEVELOPMENT, EVALUATION AND RECOGNITION PLAN

Purpose

To foster a culture of high performance, professional growth, and continuous improvement among teaching faculty, the Virginia Community College System (VCCS) has adopted a revised Full-Time Teaching Faculty Development, Evaluation, and Recognition Plan. This system is designed to support world-class instruction and enhance student success.

Faculty Development and Evaluation Plan Summary

The Full-time Teaching Faculty Development, Evaluation and Recognition Plan includes three integrated components:

1. **Annual Professional Development Objectives (APDOs):**

Each faculty member will develop three to five professional development objectives annually, each aligned with at least one of the four domains of faculty responsibility: Teaching, Scholarly and Creative Engagement, Institutional Responsibility, and Service. These objectives are created in consultation with and approved by the faculty member's dean or supervisor and are intended to guide continuous professional improvement over the course of the evaluation cycle.

2. **Evaluation:**

Faculty performance is assessed using a two-level rating system: *Meets Expectations* or *Does Not Meet Expectations*. Evaluations focus on performance and growth across all four domains, with an emphasis on maintaining high standards and supporting professional development.

3. **Reward and Recognition:**

Each college shall establish a plan for recognizing and rewarding faculty whose performance exemplifies excellence in one or more of the four domains. Faculty who receive a rating of *Meets Expectations* are eligible to participate in their college's Reward and Recognition program. Non-monetary, de minimis, or monetary recognition (as outlined in each college's plan) is intended to celebrate outstanding contributions to teaching, scholarship, service, and institutional responsibility.

INTRODUCTION TO THE PLAN

The VCCS Full-time Teaching Faculty Development, Evaluation and Recognition Plan reflects the highest aspirations of the Virginia Community College System in promoting teaching excellence and faculty growth. From its initial design through subsequent revisions, the plan has been informed by the expertise of award-winning VCCS faculty and input from internal and external experts in teaching and faculty evaluation.

This system-wide plan is organized around three integrated components:

1. ***Faculty Development*** – through the creation of Annual Professional Development Objectives (APDOs)
2. ***Faculty Evaluation*** – assessment of performance across key domains
3. ***Recognition of Faculty Excellence*** – acknowledgement of outstanding contributions in teaching and service

Implementation

The VCCS Full-Time Teaching Faculty Development, Evaluation, and Recognition Plan will be implemented across all VCCS colleges beginning in **Fall 2025**.

Review Process

The VCCS System Office will facilitate a system-level review of the plan at least once within the first two years following implementation. Additional reviews will be conducted periodically in conjunction with relevant governance and advisory groups to ensure continued relevance, effectiveness, and alignment with institutional and system-wide goals.

ANNUAL PROFESSIONAL DEVELOPMENT OBJECTIVES

Purpose

The Annual Professional Development Objectives (APDOs) component of the Faculty Development, Evaluation, and Recognition Plan focuses on the professional growth and continuous improvement of full-time teaching faculty. It is designed to provide structure and institutional support that encourages faculty to set meaningful goals, engage in reflective practice, and enhance their performance over time.

Key elements of APDOs include setting objectives, consulting with the dean or supervisor, identifying resources, establishing timelines, and assessing progress. The process should be collaborative, growth-minded, and forward-looking. Faculty are encouraged to develop objectives that are ambitious, innovative, and occasionally long-term in nature. It is therefore understood that not all objectives may be fully achieved within a given evaluation cycle.

Setting Annual Professional Development Objectives

APDOs are aligned with the Academic Year (fall and spring semesters). Note: Previously, objectives were set on a calendar-year basis. For the first year of implementation (2025), continuing faculty will develop APDOs that span 18 months to accommodate the transition.

Near the end of the spring semester, each continuing full-time teaching faculty member will meet with their supervisor to:

- Develop 3–5 professional development objectives for the upcoming academic year;
- Identify supporting resources and establish timelines; and
- Agree on measures for evaluating success.

Objectives should align with one or more of the four domains of faculty activity as outlined in VCCS policy:

1. Teaching
2. Scholarly and Creative Engagement
3. Institutional Responsibility
4. Service

While it is not required to have an objective in every domain each year, objectives must address all four domains over the course of their evaluation cycle. The supervisor has final approval over the objectives.

Objectives must be documented on the *Annual Professional Development Objectives – Faculty/Supervisor Agreement Form* (Appendix B), signed by both the faculty member and supervisor. Objectives should align with the faculty member's professional interests as well as the strategic goals of their department, division, college, and the VCCS. Faculty and supervisors should regularly include an objective related to evolving technologies, particularly when faculty are teaching across modalities

College Support for APDOs

The college affirms its commitment to faculty development by providing financial and strategic support to help faculty achieve their APDOs. Each year, through the budget planning process, colleges will allocate funds, within state and system budgetary guidelines, to support professional development. A specified dollar amount per faculty member will be designated, pooled, and made available through a formal request and approval process as outlined in college procedures.

Additional support may include:

- Free internal training opportunities
- Reassigned time
- Grant-writing assistance
- Sabbatical and educational leave
- Other faculty-endorsed resources that support institutional and student success

Resources needed to accomplish APDOs must be documented on the *Faculty/Supervisor Agreement Form* (Appendix B). By signing the form, both parties acknowledge the required resources and understand that if resources are unavailable, the faculty member may be unable to fulfill certain objectives.

Review and Revision of APDOs

A mid-year check-in will occur in December, during which the faculty member and supervisor will review progress. Additional check-ins may occur at the request of either party. APDOs may be modified at any point during the cycle due to evolving responsibilities, institutional priorities, or unforeseen circumstances. Revisions must be documented on an updated agreement form (Appendix B).

Assessment of APDOs

At the end of the academic year, the faculty member and supervisor will meet to assess progress. The assessment should note:

- Objectives met
- Objectives partially met
- Objectives not met
- Relevant context impacting progress

This final assessment will be recorded on the *Faculty/Supervisor Agreement Form* (Appendix B). Unmet objectives should be reviewed and considered when setting goals for the following academic year.

First-Year Probationary Faculty

For newly hired full-time teaching faculty, APDOs are pre-established for the first year (Appendix C). Early in the first semester, the faculty member and supervisor will meet to review these objectives and agree on any appropriate modifications. Faculty and supervisors are encouraged to include at least one objective related to emerging technologies.

At the end of the first semester, they will assess performance against the established objectives. Results are documented on the Agreement Form (Appendix B) and will inform the first of two required evaluations in the first year with support from their supervisor.

Before the third week of the second semester, the faculty member and supervisor will review second-semester objectives (Appendix C) and make any necessary modifications. By the end of the semester, they will meet again to assess and document achievement of those objectives. This assessment informs the second required evaluation during the first year.

If the faculty member receives a *Meets Expectations* rating after the second evaluation, they will proceed with the APDO process outlined for continuing faculty. All applicable policies and procedures in this section will then apply.

EVALUATION SYSTEM

Evaluation Schedule

The evaluation cycles for faculty differ based on their appointment status (first-year probationary, second-/third-year, and senior appointments). A detailed timeline of annual evaluation activities can be found in Appendix D.

To support the evaluation process and provide clarity for both faculty and supervisors, Human Resources will provide a list each June identifying faculty by appointment status. This list will be shared with supervisors, who will then notify faculty scheduled for evaluation by July 1 of that year.

Formal Evaluation

- **First-Year Probationary Faculty:**
Probationary faculty will be formally evaluated in both the fall and spring semesters of their first one-year appointment. A summative rating will be issued for each semester, with the spring semester evaluation and rating due before March 15 of the first year.
- **Second-/Third-Year Appointments:**
Faculty on second- or third-year one-year appointments will receive a summative evaluation rating before March 15, based on performance during the previous calendar year (January–December).
- **Senior Faculty Appointments:**
Faculty in senior status (those who have completed three consecutive one-year appointments and are serving under a one- or multi-year contract) will receive their summative rating by December 15 of the final year of the appointment cycle. The evaluation will reflect performance over each calendar year within the full term of the appointment.

In all appointment years, including the final year of a multi-year appointment, the faculty member will work with their dean/supervisor to establish individual Annual Professional Development Objectives (APDOs).

During the intervening years of a multi-year appointment, faculty members will be presumed to have met expectations if they received a “Meets Expectations” rating in their most recent evaluation, provided they continue to uphold institutional standards and make satisfactory progress on APDOs. Exceptions may occur if a faculty member fails to meet professional expectations (see Policy 3.12).

Mid-Year Check-In

All full-time faculty members who are not in an evaluation year will participate in a mid-year check-in, either in person or via video conferencing, with their dean or supervisor. This meeting serves as an opportunity to:

- Reflect on performance across the four evaluation domains
- Assess progress toward APDOs
- Celebrate achievements
- Identify and address any emerging concerns
- Explore opportunities for additional support

During the check-in, the supervisor will document progress on the *Annual Professional Development Objectives – Faculty/Supervisor Agreement Form* (Appendix B) and complete the *Mid-Year Domain Check-In Form* (Appendix E) to note progress in each of the four domains. In most cases, faculty will not be asked to submit a self-evaluation for these mid-year check-in meetings; however, self-evaluations can be requested by the supervisor as part of the process of addressing performance concerns. Supervisors will address and document performance concerns as they arise (VCCS Policy 3.12).

Timing of Check-Ins for Faculty in their second/third year or senior faculty:

Note: The timing is slightly different for probationary faculty (See Appendix D).

- Faculty scheduled for evaluation will have a mid-year check-in near the end of the fall semester.
- Faculty not scheduled for a formal evaluation (i.e., senior faculty in non-evaluation years) will meet with their dean/supervisor for a check-in at the beginning of the spring semester.

Summary of Required Meetings:

All faculty will meet with their dean/supervisor at least twice annually, as follows:

For faculty not in an evaluation year: (i.e., senior faculty in non-evaluation years):

- December/January – Mid-year check-in on APDOs and the four domains
- April/May – Review and assess current APDOs and set APDOs for the next academic year (Summer, Fall and Spring)

For faculty in an evaluation year:

- April/May – Review and assess current APDOs and set APDOs for the next academic year
- November/December (for multi-year appointments) or March (for one-year appointments) – Formal evaluation of performance across the four domains

Evaluation Ratings

The summative rating is based on performance in all four domains, as appropriate to the faculty member's appointment and documented responsibilities. At the conclusion of each evaluation cycle, teaching faculty will receive a rating of either:

- Meets Expectations
- Does Not Meet Expectations

Evaluation Domains and Rating

The four evaluation domains are:

1. Teaching
2. Scholarly and Creative Engagement
3. Institutional Responsibility
4. Service

To earn a summative rating of Meets Expectations, faculty must demonstrate:

- Mastery of a **significant** majority of the criteria within each of the four domains, and
- Satisfactory progress toward mastery in areas identified for improvement.

The evaluation covers all job responsibilities in the faculty member's job description and appointment contract, including any assigned administrative or professional duties - even when release time has been granted.

While faculty are expected to contribute meaningfully across all four domains over the course of their evaluation cycle, the Teaching domain must remain the primary focus of both the faculty role and the evaluation process. Recognizing that priorities may shift over time, deans and faculty are encouraged to work collaboratively to ensure that all domains are addressed, even if emphasis varies from year to year.

Table 1: Domain definitions used for establishing college standard criteria

Domain	Definition
Teaching	This domain is characterized by creating and maintaining a learning environment that supports students' acquisition of knowledge and skills within a subject area. This includes instructional design, delivery, effectiveness, and subject-matter expertise. The teaching domain also encompasses activities that enhance the faculty member's ability to facilitate student learning, engage diverse learners, and contribute meaningfully to the institution's educational mission.
Scholarly and Creative Engagement	This domain is characterized by involvement in activities related to the faculty member's recognized area of expertise or the broader field of higher education. These efforts demonstrate intellectual development, contribute to the faculty member's discipline or educational practice, and support the academic mission of the institution. The Scholarly and Creative Engagement Domain recognizes the importance of continuous intellectual growth, innovation, and the creation and dissemination of new knowledge or artistic works. Activities can focus on applied, practical, and innovative contributions and may include research, publication, presentations, or creative works. Examples of scholarly and creative engagement can include any professional development offered through the college and state-wide that are not mandatory, or attending and participating in workshops, seminars, or professional conferences in one's field, publishing peer-reviewed articles, books, or book chapters, presenting findings at academic conferences or symposia, creating artistic works (e.g., visual art, music compositions, literary works), performing or exhibiting creative works, receiving recognition for artistic or academic contributions, securing external funding for research or creative projects, developing and submitting grant proposals, , engaging in continuing education or skill development, obtaining relevant certifications or credentials, and participating in cross-disciplinary research or creative project, keeping current regarding developments in education and one's field, engaging in classroom-based research to improve teaching or discipline-based research that may lead to publication
Service	The service domain can be characterized by participation in activities that support students, the college, and/or the broader community, chosen by the faculty member based on personal interest, expertise, or other reasons, rather than being explicitly required by a supervisor. Service may include but is not limited to engagement in college governance, committee work, and community outreach. These contributions reflect the faculty member's commitment to institutional citizenship and to representing the college in various capacities.

It is important to note that faculty are not expected to satisfy every type of service in any given year. However, across the evaluation cycle faculty are required to have some level of service in either college citizenship or college representation.

Service activities are divided into three categories:

- 1) **College Citizenship:** Service activities that are in support of college or VCCS Initiatives and that involve a direct connection between the faculty member who engages in the specific activity and the faculty member's position at the college connecting with students or community members. Examples of college citizenship include student club sponsorship, volunteering at new student orientations or welcome tables, and volunteering and/or attending optional student or college events
- 2) **College Representation:** Service activities that involve a direct connection between the faculty member who engages in the specific activity and the faculty member's position at the college. College representation service activities can include activities, events, and meetings in which the faculty member's position at the college is a critical component of their engagement in the activity such as representing the college at system level events and workgroups, having an active role with local, regional, or national professional organizations directly tied either to higher education instruction or the faculty member's field of expertise, the development and maintenance of partnerships or activities with community stakeholders, participating in the community service program at the college or community activities that reflect the faculty's role at the college (e.g. science fair judge), and sharing innovations with colleagues at other colleges.
- 3) **Community Citizenship:** Service activities that involve an indirect connection between the faculty member their position at the college, such that the faculty member, acting as a community resident who also happens to be a college employee, engages in contributing to community welfare and community development that are consistent with the mission of the college. Activities supporting community service are not bound by the college or VCCS service regions but are instead conducted where the faculty member can help foster community in a manner that is reflective of the college's or VCCS' mission, vision, and values. Examples of the community service domain include participation in community events and programs that support the college's mission while not acting as a representative of the college or membership and activity in a civic organization as a community member.

Institutional Responsibility	This domain is defined by fulfilling assigned and expected responsibilities in accordance with applicable laws, policies, and institutional procedures. This includes, but is not limited to: ● Adherence to college and VCCS policies, demonstrating collegiality, advising students, mentoring adjuncts, completing administrative tasks, engaging in required departmental or institutional leadership, serving on assigned internal committees, and carrying out other assigned duties. Many of these duties reflect the need for faculty discipline expertise (e.g. curriculum development, adjunct mentoring). Activities that do not otherwise fit into Teaching, Scholarly and Creative Engagement, or Service, but which are job related, should be counted in the Institutional Responsibility domain. Additionally, any responsibility in which a faculty member receives release time or other form of compensation should be considered as Institutional Responsibility.

Criteria for Achieving the “Meets Expectations” Standard

The criteria used to determine whether a faculty member has achieved the “Meets Expectations” rating in each of the four evaluation domains are outlined in the Faculty Evaluation Forms (see Appendix F).

Data Sources

Three required categories of data will be used to inform the summative evaluation for each domain:

1. Self-Evaluation
2. Student Surveys of Instruction
3. Supervisor Evaluation, which includes at least one observation

These sources, as detailed in Table 2, provide the foundation for assessing faculty performance. The dean/supervisor will review all relevant evidence from these data sources to prepare a narrative evaluation report that supports the individual domain ratings. These domain ratings are then used to determine the overall summative rating of either “Meets Expectations” or “Does Not Meet Expectations.”

Table 2: Required Data Sources that Contribute to Domain Summative Ratings

DOMAIN	DATA SOURCE
Teaching	Self-Evaluation Student Surveys of Instruction Supervisor Evaluation
Scholarly and Creative Engagement	Self-Evaluation Supervisor Evaluation
Service	Self-Evaluation Supervisor Evaluation
Institutional Responsibility	Self-Evaluation Supervisor Evaluation

Self-Evaluation

Faculty members will submit a written self-evaluation that includes a personal assessment of their performance in each of the four evaluation domains (Teaching, Scholarly and Creative Engagement, Institutional Responsibility, and Service), as outlined in Table 1. This report should align with the expectations detailed in the *Faculty Evaluation Form* (Appendix F) and include:

- A professional and college activities report detailed enough to support the faculty member's self-assigned rating of either "Meets Expectations" or "Does Not Meet Expectations" for each domain.
- A review of goals met or unmet from the *Annual Professional Development Objectives* (APDOs) for the current evaluation cycle.
- Additional relevant information (e.g., reassigned time, temporary duties, or administrative/professional responsibilities).

Student Surveys of Instruction

Students in all course sections each semester will have the opportunity to complete the *Student Survey of Instruction* (Appendix G). These responses will be summarized by the supervisor in a report, with attachments as needed, and will serve as a tool to help the faculty member and supervisor to explore strengths and weaknesses in course design and course delivery.

Written comments from students submitted directly to the faculty member, the supervisor, or provided through other formats (e.g., LMS) may also be included in either the self-evaluation or supervisor's assessment, where appropriate.

Supervisor Evaluation

The supervisor will evaluate faculty performance using:

- The faculty member's self-evaluation
- Student ratings and feedback
- Classroom observations
- Performance in assigned duties
- Independent assessment of adherence to college policies
- Any additional assigned duties, including reassigned or temporary responsibilities, which may require commentary from other departments or divisions in which additional duties may have taken place

In addition, the supervisor will:

- Assess progress toward APDOs for the current evaluation cycle. While faculty are encouraged to set ambitious and growth-oriented objectives, it is acceptable if some objectives are not fully achieved.
- Conduct classroom observations and complete the *Class Observation Assessment Form* (Appendix H) at a minimum frequency of:
 - Each semester for faculty in a probationary, first-year appointment
 - Annually for faculty in non-probationary, one-year appointments
 - Once during the final three semesters of a multi-year appointment

If a faculty member teaches in multiple modalities (e.g., in-person and asynchronous), documentation of an observation in each modality is expected over time. However, not all modalities must be observed during every evaluation cycle.

The Role of APDOs in the Formal Evaluation

APDOs align with the four evaluation domains and therefore contribute to the formal evaluation by providing examples of engagement in the domains. However, the annual APDO review is in addition to and not a substitute for the comprehensive evaluation. The formal evaluation must reflect a broader and more holistic review of performance.

Supervisor's Summative Evaluation Rating

The supervisor will assign a summative rating of either “Meets Expectations” or “Does Not Meet Expectations” based on the preponderance of evidence from all data sources. To receive a “Meets Expectations” rating, a faculty member must:

- Demonstrate mastery of a significant majority of individual criteria in each domain
- Show satisfactory progress toward areas requiring improvement
- Receive a “Meets Expectations” rating in each of the four domains

Performance concerns must be addressed promptly and documented per Policy 3.12. A faculty member shall not receive a “Does Not Meet Expectations” rating without appropriate documentation, as outlined in Policy 3.6.

Faculty–Supervisor Evaluation Conference

After the summative evaluation is completed, the supervisor will meet with the faculty member—either in person or via video conferencing—to discuss the evaluation and its implications for continued employment as defined in VCCS Policy 3.6.

- For faculty in their first three appointment contract years, the meeting must occur before March 15, the deadline to provide written notice of non-reappointment under VCCS Policy 3.04.
- For senior faculty (beyond the third year of continuous appointment contract years), the meeting must occur before February 15, the deadline to provide written notice of non-reappointment under VCCS Policy 3.04.

Implications of Summative Ratings

Meets Expectations

Faculty receiving a summative “Meets Expectations” rating:

- Are eligible for one-year or multi-year appointments, subject to provisions in VCCS Policy 3.4 and 3.6
- Will work with their supervisor to establish new APDOs for the next year
- Are eligible for promotion consideration (per VCCS Policy 3.7), assuming all other eligibility requirements are met
- Are eligible to participate in the college’s *Reward and Recognition Plan*

- *Note: First-year probationary faculty are eligible only for recognition, not monetary rewards.*

Does Not Meet Expectations

The consequences of a “**Does Not Meet Expectations**” rating vary depending on faculty appointment status:

- **First-Year Probationary Faculty**
 - Not reappointed if they receive a “Does Not Meet Expectations” rating in either semester
 - May continue to teach or be reassigned at the president’s discretion for the remainder of the academic year
 - Must be notified of non-reappointment before March 15
- **Second- and Third-Year Faculty**
 - Not reappointed if they receive a “Does Not Meet Expectations” rating
 - Must be notified of non-reappointment before March 15
- **Senior Faculty (Beyond Year Three)**
 - May appeal a “Does Not Meet Expectations” rating to the college president or a peer review committee through the *Faculty Grievance Procedure (Policy 3.13)*
 - Throughout the appeals process, the supervisor must provide documentary evidence to support the evaluation
 - The president or committee will consider:
 - Input from the dean/supervisor
 - Input from the supervising vice president
 - Additional performance documentation

If the appeal is successful and the faculty member is reappointed, they will participate in the development of a Performance Improvement Plan (PIP). The supervisor will lead the creation of the PIP, focusing on areas of performance deficiency.

Training and Onboarding

To ensure transparent and consistent implementation of the *VCCS Full-Time Teaching Faculty Development, Evaluation, and Recognition Plan*, the following training requirements apply:

Training for Deans/Supervisors

Training includes:

- Overview of roles and responsibilities
- Understanding the four domains and the APDO process
- Timelines and evaluation cycles
- Guidelines for managing workload across domains
- Addressing performance concerns in a timely manner (Policy 3.12)
- Observing courses across modalities
- Recognizing faculty excellence
- Sample documentation (e.g. self-evaluations, narratives)
- Provided for all newly hired supervisors during their first semester
- Required refresher training every three years
- Resources will be housed in a dedicated Canvas site and facilitated by the VCCS System Office

Training for Supervisors' Supervisors (e.g., CAO, VP, Provost)

This training includes:

- Overview of the faculty evaluation process
- Domains, APDOs, and timelines
- Clarifying standards for a “Meets Expectations” rating
- Required for all newly hired administrators during their first semester
- Refresher training required every three years
- Training will be facilitated by the VCCS System Office

Training for Faculty

Deans will provide orientation for new full-time faculty, including:

- Overview of faculty roles and responsibilities in the system
- Understanding the domains, APDOs, and timelines
- Examples of documentation and SMART APDO writing guidance
- Required for all newly hired full-time faculty during their first semester
- Refresher sessions will be provided as new topics arise for continuing faculty

REWARD AND RECOGNITION PROGRAM

Purpose and Philosophy

The *Reward and Recognition Program* is designed to honor the full-time teaching faculty whose exceptional professional accomplishments and contributions support the mission of their college and the Virginia Community College System (VCCS). This program promotes a vibrant learning environment and celebrates extraordinary performance in one or more of the four domains of faculty activity: Teaching, Scholarly and Creative Engagement, Institutional Responsibility, and Service.

The VCCS recognizes that attracting, retaining, and inspiring high-quality faculty requires fair, transparent, and inclusive practices. While all full-time teaching faculty are expected to meet high standards of performance, the Reward and Recognition Program specifically acknowledges those who substantially exceed expectations in one or more domains. Each college within the VCCS is responsible for designing a program that provides meaningful and timely recognition of professional excellence.

Faculty Excellence Framework

The Chancellor's Faculty Advisory Committee (CFAC) has developed the Virginia Community College Statement of Faculty Excellence (Appendix I), which may serve as a guiding framework for organizing and assessing faculty accomplishments for reward and organizing a recognition program.

Evidence-Based Recognition

This program is grounded in a culture of evidence. A faculty member's documented record of exceptional performance should sufficiently demonstrate the nature, extent, and impact of their professional contributions for which reward or recognition is being considered.

As defined in this plan:

- Rewards are monetary awards, such as one-time bonuses, granted in recognition of significant achievements.
- Recognition is non-monetary, such as certificates, letters of commendation, public acknowledgments, or symbolic tokens of appreciation.

Balancing both reward and recognition is essential to creating an equitable and robust program that values a wide range of faculty accomplishments.

College Reward and Recognition Plans

While system-wide consistency in evaluation standards is essential, individual colleges may customize how they celebrate excellence to reflect their unique campus culture and values.

Program Requirements

Each college must establish and publish a *Reward and Recognition Program* that meets the following minimum requirements:

1. A formal program must be established and documented.
2. Annual funding must be allocated and available to support the program.
3. Clearly defined eligibility criteria must be in place (e.g., whether faculty may receive both a reward and recognition in the same year, or receive rewards in consecutive years).

4. A simple, accessible nomination process (e.g., brief narrative submissions).
5. A published timeline for the nomination and selection process.
6. A faculty-led review process (e.g., a committee to review nominations).
7. A published evaluation rubric, with training provided for all individuals involved in the selection process.

Implementation Timeline:

During Academic Year (AY) 2025–26, colleges will continue using their current reward and recognition programs. Each college must convene a faculty-majority workgroup during this year to develop or revise its program to meet the above requirements. Updated college Reward and Recognition Programs must be in place and implemented system-wide by AY 2026–27.

Assessment of Program Effectiveness

To ensure ongoing relevance and impact, each college will conduct a biannual assessment of its Reward and Recognition Program. This assessment should evaluate:

- Faculty awareness and understanding of the program
- Clarity and communication of procedures, eligibility criteria, and deadlines
- Effectiveness of program administration and implementation
- Equity and distribution of rewards and recognition across departments and faculty groups
- Impact on faculty motivation, engagement, and pursuit of professional excellence
- Alignment of the program with the college's mission and values

Findings from this assessment should inform continuous improvement of the program and be shared with college leadership and relevant faculty bodies.

APPENDIX A: COMMITTEE MEMBERS

Table 3: Faculty Evaluation Workgroup

Name	College	Role
Paula Pando	JSRCC	President, Chair
Kim Blosser	LRCC	President, Co-Chair
Charlotte Calobrisi	NOVA	CHRO
Randall Franklin	CVCC	CHRO
Joey Walter	ESCC	ASAC rep: VP
Dave Urso	BRCC	ASAC rep: VP
Molly Lynch	NOVA	ASAC rep: Provost
Debra Dart	TCC	Dean
Leonda Keniston	PVCC	Dean
Amy White	VWCC	Dean
Isaac Sharrett	MECC	Teaching Faculty
Tracy McAfee	WCC	Teaching Faculty
Mirela Fetea	GCC	Teaching Faculty

Table 4: Defining Domain Subgroup

Name	College	Role
Chris Pantazis	BCC	Teaching Faculty, Chair
John “Scott” Stauble	VPCC	Dean
Nicole Winkler	PVCC	Dean
Debra Dart	TCC	Dean
Beth Shelton	CVCC	Teaching Faculty
David Balfour	DCC	Teaching Faculty
Ivan Guajardo	VWCC	Teaching Faculty
Janet Hanks	NRCC	Teaching Faculty
Rachel Dodson	LRCC	Teaching Faculty
Tracy McAfee	WCC	Teaching Faculty
Mirela Fetea	GCC	Teaching Faculty

Table 5: Reward and Recognition Subgroup

Name	College	Role
Dirk Burruss	JSRCC	Teaching Faculty, Co-Chair
Derek Bryant	MECC	Teaching Faculty, Co-Chair
Michelle Alexander	VPCC	Dean
Lee Hunt	VHCC	Dean
Cheri Maea	GCC	Dean
Tiffany Randall	BCC	Dean
Aranda Vance	SWCC	Teaching Faculty
Donna Levy	JSRCC	Teaching Faculty
Jamie Stock	SVCC	Teaching Faculty
Kim Hoosier	PVCC	Teaching Faculty
Tiffany Sledge	TCC	Teaching Faculty
Winona Fleenor	VHCC	Teaching Faculty
Rachel Dodson	LRCC	Teaching Faculty
Tracy McAfee	WCC	Teaching Faculty
Mirela Fetea	GCC	Teaching Faculty

APPENDIX B: ANNUAL DEVELOPMENT OBJECTIVES FACULTY/SUPERVISOR AGREEMENT FORM

Guidelines and Instructions

Purpose: To promote high performance and continuous improvement in the areas of Teaching, Service, Scholarly and Creative Engagement, and Institutional Responsibility with the goal of enhancing student success.

Guiding Principles:

- Annual Professional Development Objectives (APDO) are integrated with Evaluation and with Reward and Recognition programs. They each provide input into one another.
- APDOs are established each year for all faculty members regardless of the length of their appointment.

Each faculty member should establish three to five objectives in one or more of the four performance domains: Teaching, Service, Scholarly and Creative Engagement, and Institutional Responsibility in consultation with their supervisor.

- The supervisor may add, cut, or modify APDOs for the faculty member. In instances where the faculty member and supervisor disagree, they should work to resolve that disagreement, but the supervisor will make the final determination about which APDOs will be assigned to the faculty member for the semester/calendar year.
- All four performance domain areas are not required each year, but it is expected that each one will appear at least once over a multi-year appointment period.
- All APDOs should be clearly stated in one or two sentences.
- **All APDOs should specify a measurable or observable outcome**, not describe an activity. Examples include “Incorporate service-learning activities into my instruction” or “complete the redesign of my psychology course,” instead of “attend service-learning conference” and “evaluate different ways of designing my course for distance learning.”
- APDO statements should also include a list of appropriate activities that support the achievement of the objective as well as those activities that can be used to measure its progress or completion (e.g. Objective = Redesign X Course; supporting activities include reviewing the literature on information literacy, evaluating instructional software, redesigning syllabi, etc.).
- APDOs should focus on professional growth and not just setting easy goals to “check a box.” As faculty members are encouraged to establish objectives that are challenging, growth-minded, ambitious, innovative, and/or long-term in nature, it is expected and acceptable that some objectives may not be achieved.

Annual Professional Development Objectives Faculty/Supervisor Agreement Form

Section I: Faculty Information

Position Title: _____ Name: _____ Academic Year: _____

Faculty Member: _____

Supervisor: _____

Section II: Objective #1

FACULTY SECTION

Objective Statement: _____

Domain: ☐ Teaching ☐ Service ☐ Scholarly and Creative Engagement ☐ Institutional Responsibility

Completion Date: ☐ Fall Semester ☐ Spring Semester ☐ Other: ____

Supporting Activities, Resources Required, & Target Dates: _____

Measures of Success: _____

SUPERVISOR SECTION

Approval: ☐ Yes ☐ No ☐ Revise

Schedule meeting to discuss goal: ☐ Yes ☐ No

Supervisor Comments: _____

MID-YEAR CHECK IN

Faculty Mid-Year Assessment/Revision of Objective (if applicable): _____

FINAL ASSESSMENT

Faculty Member's Assessment: _____

Supervisor's Assessment: _____

Section III: Objective #2

FACULTY SECTION

Objective Statement: _____

Domain: ☐ Teaching ☐ Service ☐ Scholarly and Creative Engagement ☐ Institutional Responsibility

Completion Date: ☐ Fall Semester ☐ Spring Semester ☐ Other: _____

Supporting Activities, Resources Required, & Target Dates: _____

Measures of Success: _____

SUPERVISOR SECTION

Approval: ☐ Yes ☐ No ☐ Revise

Schedule meeting to discuss goal: ☐ Yes ☐ No

Supervisor Comments: _____

MID-YEAR CHECK IN

Faculty Mid-Year Assessment/Revision of Objective (if applicable): _____

FINAL ASSESSMENT

Faculty Member's Assessment: _____

Supervisor's Assessment: _____

Section IV: Objective #3

FACULTY SECTION

Objective Statement: _____

Domain: ☐ Teaching ☐ Service ☐ Scholarly and Creative Engagement ☐ Institutional Responsibility

Completion Date: ☐ Fall Semester ☐ Spring Semester ☐ Other: _____

Supporting Activities, Resources Required, & Target Dates: _____

Measures of Success: _____

SUPERVISOR SECTION

Approval: ☐ Yes ☐ No ☐ Revise

Schedule meeting to discuss goal: ☐ Yes ☐ No

Supervisor Comments: _____

MID-YEAR CHECK IN

Faculty Mid-Year Assessment/Revision of Objective (if applicable): _____

FINAL ASSESSMENT

Faculty Member's Assessment: _____

Supervisor's Assessment: _____

Section V: Objective #4

FACULTY SECTION

Objective Statement: _____

Domain: ☐ Teaching ☐ Service ☐ Scholarly and Creative Engagement ☐ Institutional Responsibility

Completion Date: ☐ Fall Semester ☐ Spring Semester ☐ Other: _____

Supporting Activities, Resources Required, & Target Dates: _____

Measures of Success: _____

SUPERVISOR SECTION

Approval: ☐ Yes ☐ No ☐ Revise

Schedule meeting to discuss goal: ☐ Yes ☐ No

Supervisor Comments: _____

MID-YEAR CHECK IN

Faculty Mid-Year Assessment/Revision of Objective (if applicable): _____

FINAL ASSESSMENT

Faculty Member's Assessment: _____

Supervisor's Assessment: _____

Section VI: Signatures

Objective Approval Signatures	Date
X Faculty	
X Supervisor	

Interim Assessment/Objective Revision Signatures	Date
X Faculty	
X Supervisor	

Final Assessment Signatures	Date
X Faculty	
X Supervisor	

APPENDIX C: FIRST-YEAR PROBATIONARY FACULTY PROFESSIONAL DEVELOPMENT OBJECTIVES

INTRODUCTION

The following Professional Development Objectives will be used by all teaching faculty in their first two semesters of employment at the college. The objectives are designed as a developmental process to acculturate new faculty to the full-time teaching faculty position at the college and in the Virginia Community College System. The objectives reflect the commitment of VCCS faculty to high standards of performance and to continuous improvement.

The supervisor and the faculty member may agree to modify the prescribed objectives where appropriate.

The Professional Development Objectives for the third and later semesters of teaching will be developed by the faculty member in consultation with the dean/supervisor.

FIRST SEMESTER

Teaching

- Implement and document at least one strategy for student engagement and learning outcomes. The strategy must include learning objectives, andragogical approach, faculty-student interaction, one or more student activities, assessment of teaching, assessment of student engagement and learning, and reflections on/revision of the strategy.

Scholarly and Creative Engagement

- Attend a college or VCCS new faculty seminar, a VCCS Peer Conference, or another teaching related conference, seminar, workshop, or course approved by the supervisor; or work with a mentor to become acclimated to the college mission, vision, and goals and/or to develop one's instructional effectiveness.

Institutional Responsibility

- Initiate collaboration with one or more colleagues, mentors, and/or counseling staff members to develop and apply knowledge of the college's educational programs and student advising processes.

Service

- Participate in a college or community service organization or activity.

SECOND SEMESTER

Teaching

- Reflect on the first semester of teaching to identify from within the general areas of instructional design, instructional delivery, instructional effectiveness, or instructional expertise one specific target for improvement. Develop, implement, and document a strategy to address the target for improvement. The strategy must include objectives, activities, assessments, and reflections on/revision of the strategy.

Scholarly and Creative Engagement

- For faculty currently teaching or anticipated to teach at least one online or hybrid course: Complete a certification or course approved by the supervisor in online instruction.
- For faculty anticipated to teach only on-campus courses: Complete a certification, training, or course approved by the supervisor in teaching with technology.

Institutional Responsibility

- Participate in an activity in support of the strategic goals of the college/VCCS. Documentation of this must specifically identify the strategic goal, the activity, and reflections and plans for further action.

Service

- Participate in a college or community service organization or activity.

THIRD SEMESTER

As part of the evaluation process during the second semester of employment, the faculty member will develop a total of 3-5 Professional Development Objectives in one or more of the four domains of Teaching, Scholarly and Creative Engagement, Institutional Responsibility, and Service. The objectives will be developed in consultation with and approved by the dean/supervisor.

APPENDIX D: EVALUATION TIMELINES

TIMELINE - TEACHING FACULTY EVALUATION PROCESS

1. Probationary Faculty Appointment

- August- Required Check-In
 - Supervisor meets with faculty member to discuss performance expectations and reviews pre-established professional development objectives for the fall semester (Form: Annual Professional Development Objectives Faculty/Supervisor Agreement Form)
- October
 - Dean/Supervisor completes class observation and meets to discuss with faculty member.
- November
 - Dean/Supervisor asks faculty member to submit self-assessment of criteria in each of the four evaluation domains: Teaching, Scholarly and Creative Engagement, Institutional Responsibility, and Service (Form: Faculty Evaluation Form)
- December- Required Check-in
 - Dean/Supervisor meets with faculty member to assess and document attainment of established semester professional development objectives, noting objectives met, objectives not met, objectives partially met, and any circumstances or information that provides relevant context for the assessment of the objectives. (Form: Annual Professional Development Objectives Faculty/Supervisor Agreement Form)
 - Dean/Supervisor reviews the pre-established, second semester professional development objectives with faculty member. (Form: Annual Professional Development Objectives Faculty/Supervisor Agreement Form)
 - Dean/Supervisor completes first semester evaluation of faculty member. (Form: Faculty Evaluation Form)
- February
 - Dean/Supervisor completes class observation and meets to discuss with faculty member.
 - Dean/Supervisor asks faculty member to submit self-assessment of criteria in each of the four evaluation domains: Teaching, Scholarly and Creative Engagement, Institutional Responsibility, and Service. (Form: Faculty Evaluation Form)
- Before March 15 – Required Check-in
 - Dean/Supervisor meets with faculty member to assess and document attainment of established semester professional development objectives, noting objectives met, objectives not met, objectives partially met, and any circumstances or information that provides relevant context for the assessment of the objectives. (Form: Annual Professional Development Objectives Faculty/Supervisor Agreement Form)
 - Dean/Supervisor and faculty member establish annual professional development objectives (APDOs) for next academic year (second 1-year appointment). (Form: Annual Professional Development Objectives Faculty/Supervisor Agreement Form)
 - Dean/Supervisor completes second semester evaluation of faculty member. (Form: Faculty Evaluation Form)
- April/May- Required Check-in

- Dean/Supervisor and faculty member meet to establish APDOs for next academic year (second 1-year appointment) (Form: Annual Professional Development Objectives Faculty/Supervisor Agreement Form)

Second 1-Year Faculty Appointment

- July
 - Dean/supervisor notifies faculty members who will be evaluated in the upcoming fall semester
- October to February
 - Dean/Supervisor completes class observation and meets to discuss with faculty member
- January
 - Dean/Supervisor asks faculty member to submit self-assessment of criteria in each of the four evaluation domains: Teaching, Scholarly and Creative Engagement, Institutional Responsibility, and Service. (Form: Faculty Evaluation Form)
- Before March 15 - Required Check-in
 - Dean/Supervisor meets with faculty member to assess and document attainment of established semester professional development objectives, noting objectives met, objectives not met, objectives partially met, and any circumstances or information that provides relevant context for the assessment of the objectives. (Form: Annual Professional Development Objectives Faculty/Supervisor Agreement Form)
 - Dean/Supervisor completes second 1-year evaluation of faculty member. (Form: Faculty Evaluation Form)
- April/May- Required Check-in
 - Dean/Supervisor to establish APDOs for next academic year (third 1-year appointment) (Form: Annual Professional Development Objectives Faculty/Supervisor Agreement Form)

Third 1-Year Faculty Appointment

- July
 - Dean/supervisor notifies faculty members who will be evaluated in the upcoming fall semester
- October to February
 - Dean/Supervisor completes class observation and meets to discuss with faculty member.
- January
 - Dean/Supervisor asks faculty member to submit self-assessment of criteria in each of the four evaluation domains: Teaching, Scholarly and Creative Engagement, Institutional Responsibility, and Service. (Form: Faculty Evaluation Form)
- Before March 15 - Required Check-in
 - Dean/Supervisor meets with faculty member to assess and document attainment of established semester professional development objectives, noting objectives met, objectives not met, objectives partially met, and any circumstances or information that provides relevant context for the assessment of the objectives. (Forms: Annual Professional Development Objectives Faculty/Supervisor Agreement Form)
 - Dean/Supervisor completes third 1-year evaluation of faculty member. (Form: Faculty Evaluation Form)
- April/May- Required Check-in

- Dean/Supervisor and faculty member establish APDOs for next academic year (multi-year appointment) (Form: Annual Professional Development Objectives Faculty/Supervisor Agreement Form)

Senior Faculty in Last Year of Multi-Year Appointment

- July
 - Dean/supervisor notifies faculty members who will be evaluated in the upcoming fall semester
- August
 - Dean/Supervisor communicates to faculty members in last year of multi-year appointment information needed to submit for self-assessment of criteria in each of the four evaluation domains: Teaching, Scholarly and Creative Engagement, Institutional Responsibility, and Service. This will include documentation of attainment of APDOs from previous 3-5 academic years. (Form: Faculty Evaluation Form)
- September to November
 - Dean/Supervisor completes class observation of faculty members in last year of multi-year appointment and meets to discuss with faculty member.
- December- - Required Check-in
 - Dean/Supervisor completes evaluation of faculty in last year of a multi-year appointment and makes recommendation for next multi-year faculty appointment (Form: Faculty Evaluation Form)
- Before February 15
 - Faculty are notified of any change in appointment status.
- April/May- Required Check-in
 - Dean/Supervisor and faculty member formally review and assess current year's APDOs and establish APDOs for next academic year. (Forms: Annual Professional Development Objectives Faculty/Supervisor Agreement Form and Domain Mid-Year Check-in Form)

Senior Faculty in Middle of Multi-Year Appointment

- December/January - Required mid-Year Check-in
 - Dean/Supervisor and faculty member meet to discuss progress in four domains and toward attainment of the faculty member's APDOs. (Forms: Annual Professional Development Objectives Faculty/Supervisor Agreement Form and Domain Mid-Year Check-in Form)
- April/May- Required Check-in
 - Dean/Supervisor and faculty member formally review and assess current year's APDOs and establish APDOs for next academic year. (Form: Annual Professional Development Objectives Faculty/Supervisor Agreement Form)

APPENDIX E: DOMAIN MID-YEAR CHECK-IN FORM

Position Title	Name	Academic Year
Faculty Member		
Supervisor		

Teaching Domain
Progressing as Expected ☐ Not Progressing as Expected ☐
Successes/Pride Points
Areas of Challenge/Support Needed
Institutional Responsibility Domain
Progressing as Expected ☐ Not Progressing as Expected ☐
Successes/Pride Points
Areas of Challenge/Support Needed
Creative and Scholarly Engagement Domain
Progressing as Expected ☐ Not Progressing as Expected ☐
Successes/Pride Points
Areas of Challenge/Support Needed
Service Domain
Progressing as Expected ☐ Not Progressing as Expected ☐
Successes/Pride Points
Areas of Challenge/Support Needed

Mid-year Check-In Signatures	Date
X Faculty	
X Supervisor	

APPENDIX F: FACULTY EVALUATION FORM

Part 1 – Faculty Information

Faculty Name:
Employee ID #:
Department or Division:
Period Covered by this Evaluation:
Evaluation Type: ☐ First Year Probationary – Fall ☐ First Year Probationary – Spring ☐ Second Year ☐ Third Year ☐ Senior Faculty

Part 2 –Supervisor Name

Part 3 – Performance Evaluation

Section 1

TEACHING DOMAIN COMPONENTS
<i>Definition:</i> Creating and maintaining a learning environment that supports students’ acquisition of knowledge and skills within a subject area. This includes instructional design, delivery, effectiveness, and subject-matter expertise. The teaching domain also encompasses activities that enhance the faculty member’s ability to facilitate student learning, engage diverse learners, and contribute meaningfully to the institution’s educational mission. Faculty should also include a reflection on the previous semester’s student ratings of instruction (if available) and other student feedback about instructional design delivery, effectiveness, and expertise to identify areas for improvement, and implement an action plan to accomplish that improvement. <i>Standard:</i> For each component of the teaching domain (instructional design, instructional delivery, instructional effectiveness, and instructional expertise) the faculty member must demonstrate mastery of domain through a written narrative giving concrete examples of their contributions to the domain. See the appendix for examples that could satisfy each component of this domain.
<i>Instructional Design:</i> A written narrative showing mastery of this sub-domain will be completed after review of the appendix with examples that might satisfy this domain will be reviewed and discussed with the faculty member’s supervisor.
Faculty Self-Evaluation ☐ Narrative is attached

TEACHING DOMAIN COMPONENTS
Supervisor Comments ☐ Narrative is attached
<i>Instructional Delivery.</i> A written narrative showing mastery of this sub-domain will be completed after review of the appendix with examples that might satisfy this domain will be reviewed and discussed with the faculty member's supervisor.
Faculty Self-Evaluation ☐ Narrative is attached
Supervisor Comments ☐ Narrative is attached
<i>Instructional Effectiveness.</i> A written narrative showing mastery of this sub-domain will be completed after review of the appendix with examples that might satisfy this domain will be reviewed and discussed with the faculty member's supervisor.
Faculty Self-Evaluation ☐ Narrative is attached
Supervisor Comments ☐ Narrative is attached
<i>Instructional Expertise.</i> A written narrative showing mastery of this sub-domain will be completed after review of the appendix with examples that might satisfy this domain will be reviewed and discussed with the faculty member's supervisor.
Faculty Self-Evaluation ☐ Narrative is attached
Supervisor Comments ☐ Narrative is attached

Section 2

SCHOLARLY AND CREATIVE ENGAGEMENT EVALUATION
<i>Definition:</i> Involvement in activities related to the faculty member's recognized area of expertise or the broader field of higher education. These efforts demonstrate intellectual development, contribute to the faculty member's discipline or educational practice, and support the academic mission of the institution. Activities may include research, publication, presentations, or creative works.

SCHOLARLY AND CREATIVE ENGAGEMENT EVALUATION

The activities can focus on applied, practical, and innovative contributions. The Scholarly and Creative Engagement Domain recognizes the importance of continuous intellectual growth, innovation, and the creation and dissemination of new knowledge or artistic works.

Standard: A written narrative showing mastery of this domain will be completed after review of the appendix with examples that might satisfy this domain will be reviewed and discussed with the faculty member's supervisor.

Faculty Self-Evaluation

☐ Narrative is attached

Supervisor Comments

☐ Narrative is attached

Section 3

INSTITUTIONAL RESPONSIBILITY EVALUATION

Definition: Fulfilling assigned and expected responsibilities in accordance with applicable laws, policies, and institutional procedures. This includes, but is not limited to, adherence to college and VCCS policies, demonstrating collegiality, advising students, mentoring adjuncts, completing administrative tasks, engaging in required departmental or institutional leadership, serving on assigned internal committees, and carrying out other assigned duties.

Many of these duties reflect the need for faculty discipline expertise (e.g. curriculum development, adjunct mentoring). Activities that do not otherwise fit into Teaching, Scholarly and Creative Engagement, or Service, but which are job related, should be counted in the Institutional Responsibility domain. Additionally, any responsibility in which a faculty member receives release time or other form of compensation should be considered as Institutional Responsibility.

Standard: A written narrative showing mastery of this domain will be completed after review of the appendix with examples that might satisfy this domain will be reviewed and discussed with the faculty member's supervisor. Additionally, the faculty member must acknowledge they have completed the core responsibilities listed below.

Core Institutional Responsibilities

- ☐ For each course section taught, develop and/or utilize a course syllabus (course policies and course calendar) that is complete, accurate, and compliant with college standards.
- ☐ Distribute the syllabus to students by the last day of the drop/add period for each course in the first semester of employment and distribute the syllabus to students on or before the start date for each course in the second semester of employment.

INSTITUTIONAL RESPONSIBILITY EVALUATION

- ☐ Follow college policies and procedures for administering and encouraging participation in student surveys of instruction in all course sections taught for the purpose of receiving feedback to inform revisions to instructional design, delivery, effectiveness, and expertise.
- ☐ Make oneself available for consultation with students during published student engagement hours throughout the semester.
- ☐ Demonstrate knowledge of and adherence to college and VCCS policies
- ☐ Submit accurate and punctual attendance reports, grade reports, and other required department, division, and college documentation.
- ☐ Satisfactorily participate in required department, division, campus, committee, and college meetings.

Faculty Self-Evaluation

- ☐ Narrative is attached

Supervisor Comments

- ☐ Narrative is attached

Section 4

SERVICE EVALUATION

Definition: Participation in activities that support students, the college, and/or the broader community, chosen by the faculty member based on personal interest, expertise, or other reasons, rather than being explicitly required by a supervisor. Service may include engagement in college governance, committee work, and community outreach. These contributions reflect the faculty member's commitment to institutional citizenship and to representing the college in various capacities.

College Citizenship: Service activities that are in support of college or VCCS Initiatives and that involve a direct connection between the faculty member who engages in the specific activity and the faculty member's position at the college connecting with students or community members

College Representation: Service activities that involve a direct connection between the faculty member who engages in the specific activity and the faculty member's position at the college.

Community Citizenship: Service activities that are indirect in which the faculty member, acting as a community resident who also happens to be a college employee, engages in contributing to community welfare and community development and are consistent with the mission of the college. Activities supporting community service are not bound by the college or VCCS service regions but are instead conducted where the faculty member can help foster community.

Standard: The faculty member must demonstrate mastery of the service domain through a written narrative giving concrete examples of their contributions to the domain. See the appendix for examples that could satisfy each component of this domain.

SERVICE EVALUATION
<i>It is important to note that faculty are not expected to satisfy every type of service in any given year. However, across the evaluation cycle faculty are required to have some level of service in either college citizenship or college representation.</i>
Faculty Self-Evaluation ☐ Narrative is attached
Supervisor Comments ☐ Narrative is attached

Section 5

Overall Evaluation of Performance
During the evaluation cycle the faculty member must • Demonstrate mastery of a significant majority of the individual criteria in each domain • Demonstrate satisfactory progress toward mastery of those criteria where improvement is needed • Demonstrate, through mastery and satisfactory progress as noted above, that <u>expectations have been met in each of the four domains</u> of Teaching, Scholarly and Creative Engagement, Institutional Responsibility, and Service. ○ ☐ Meets Expectations ○ ☐ Does <u>Not</u> Meet Expectations
Supervisor Comments:
Faculty Response:

Section 6

Evaluation Signatures	Date
 Faculty	

Evaluation Signatures	Date
X Supervisor	

Appendix to Faculty Evaluation Form: Examples for Each Domain and Sub-Domain

Each domain and subdomain listed below contains a non-exhaustive list of examples that could be used to show mastery of the different domains of the faculty evaluation that could be included in a narrative. *Note: It is not required or expected that every faculty member shows completion of every example on these lists.*

Teaching Domain

Teaching (Instructional Design)

- Design learning activities and materials that facilitate student engagement, active learning, critical thinking, and achievement of prescribed course outcomes.
- Design assessment strategies that effectively measure student achievement of prescribed course outcomes.

Faculty in their second/third year appointment could:

- Select high-quality learning resources, such as textbooks, bearing in mind appropriateness, necessity, accessibility, and cost.

Senior faculty may be expected to:

- Design new courses which may include teaching a course not previously offered at the college and/or in the VCCS
- Teach a course in a new delivery mode (e.g. online) that the instructor has not used to teach the course in the previous three years
- Teach a course not taught by the instructor in the previous three years, or
- Substantially redesigning a course that the instructor has taught in the previous three years.

Teaching (Instructional Delivery)

- Align course activities with target learning outcomes
- Employ activities that foster faculty-student interaction
- Employ activities that foster cooperative learning among students
- Employ methods that facilitate active learning
- Employ methods that develop students' high order cognitive skills, such as analyzing, evaluating, and creating
- Employ required texts and other resources, including resources designated as required by the department or division, to achieve instructional objectives
- Employ technology and other supporting materials to achieve instructional objectives
- Respond constructively and respectfully to student comments and questions.
- Respond promptly (usually by the end of the next business day) to student phone, email, or other communications
- Foster communication with students outside of class meeting times
- Provide students with prompt feedback (usually within one week) on activities and assignments

Senior faculty may be expected to:

- Update instructional delivery which may include changing textbook or other core learning resource

for at least one class

- Substantially alter a major test, written assignment or other assignment
- Substantially alter activities or introducing new activities that are substantially different from previous activities in one or more courses; or
- Implement a substantially different andragogy in one or more courses.

Teaching (Instructional Effectiveness)

- Conduct timely assessments of student learning, including at least one assessment within the first 15% of the class
- Deliver effective instruction by making improvements to teaching methodology to improve student learning outcomes measured by learning outcome assessments
- Deliver instruction effectively to foster student success as measured by student performance in related subsequent coursework and/or external tests or certifications (if applicable)

Senior faculty may be expected to:

- Ensure instructional effectiveness, which may include instituting a new activity to assess instructional effectiveness in a course
- Implement a new activity to assess instructional effectiveness for students after they exit a course, or utilize an existing assessment of instructional effectiveness in a substantially new way.
- *Note -: For any of these activities, faculty should demonstrate modifications to instructional design and delivery based on the results of the assessment.*

Teaching (Instructional Expertise)

- Demonstrate currency in academic discipline.
- Demonstrate currency in methods of teaching and learning.
- Demonstrate currency in instructional technology.

Senior faculty expectations may include:

- Engage in activities to advance one's instructional expertise in the instructor's academic discipline and activities around teaching effectiveness, and
- Provide evidence for how the instructional expertise activities changed instructional design, instructional delivery, and/or instructional effectiveness.

Scholarly and Creative Engagement Domain

- Complete professional development offered through the college that is not mandatory
- Conduct original research in one's field or higher education
- Publish peer-reviewed articles, books, or book chapters in one's academic discipline or higher education/andragogy
- Present findings at academic conferences or symposia
- Create artistic works (e.g., visual art, music compositions, literary works)
- Perform or exhibit creative works
- Receive recognition for artistic or academic contributions
- Earn graduate credits of a degree
- Secure external funding for research or creative projects

- Develop and submit grant proposals
- Serve as a reviewer for publications, grants, or textbooks
- Attend workshops, seminars, or conferences in one's field or in higher education/pedagogy
- Engage in continuing education or skill development
- Earn a professional or industry certification
- Participate in cross-disciplinary research or creative projects
- Demonstrate satisfactory progress in developing the knowledge, skills, abilities, and behaviors representative of teaching faculty excellence at the college and in the VCCS

Institutional Responsibility Domain

- Fulfill required duties outlined in the 9-month Teaching Faculty Employee Work Profile (EWP)
- Satisfactorily perform assigned administrative, supervisory, leadership, or other non-teaching duties to include curricular and program review and assessment as required by SACSCOC, other regulatory agencies, and/or ongoing best institutional practice
- Satisfactorily participate in the development and execution of Annual Professional Development Objectives
- Serve on assigned internal committees
- Serve as a Faculty mentor (if assigned)
- Fulfill responsibilities as an academic advisor to students (if applicable)
- Support the delivery of quality instruction in dual enrollment classes in the faculty member's discipline through activities such as mentoring of dual enrollment faculty, course content review, assessment activities, and classroom observation

Second/Third Year Faculty and Senior Faculty may be expected to (if assigned):

- Contribute to one's peer teaching community at the college
- Implement and facilitate the adoption by others of an innovative advising best practice
- Take a leadership role in one's academic discipline or academic department/division at the college to include chairing a committee or leading a special project
- Actively participate on ad hoc college or VCCS committees/projects
- Take a leadership role in an activity or initiative that reaches out to staff, administrators, or faculty outside one's department/division to advance a cross- functional area approach to student service/success
- Mentor a new full-time or new or returning part-time faculty member in one's department/division.
- Engage in activities that strengthen relationships with K-12 or four-year school partners

Service Domain

Service (College Citizenship):

- Student club (co) sponsorship
- Volunteer for college committees or workgroups
- Volunteer at new student orientations or welcome tables
- Attend or volunteer at college activities for which participation is voluntary
- Organize or lead workshops, seminars or other training activities for one's peers

Service (College Representation):

- Represent the college at system level events and workgroups
- Have an active role with local, regional, or national professional organizations directly tied either the field of higher education instruction or the faculty member's field of expertise
- Develop and maintain partnerships with community stakeholders
- Participate in a college community service program
- Participate in community activities that reflect the faculty's role at the college (e.g. science fair judge)
- Share innovations with colleagues at other colleges (e.g. peer groups events or platforms)
- Take a leadership role in a college or VCCS Foundation activity or participate in activities sponsored by the college or VCCS Foundation

Service (Community Citizenship)

- Participate in community events that support the college's mission while not acting as a representative of the college
- Member or active role in a civic organization as a community member

APPENDIX G: STUDENT SURVEY OF INSTRUCTION

Note: During the AY '25-'26 VCCS colleges will continue to use their currently adopted student survey of instruction. A workgroup will be formed to develop shared student survey criteria to be implemented system-wide in AY'26-27.

APPENDIX H: CLASS OBSERVATION ASSESSMENT FORM

Note: During the AY '25-'26 VCCS colleges will continue to use their currently adopted class observation form. A workgroup will be formed to develop shared class observation criteria for each modality to be implemented system-wide in AY'26-27.

APPENDIX I: CHANCELLOR’S FACULTY ADVISORY COMMITTEE (CFAC) VCCS STATEMENT OF FACULTY EXCELLENCE

VIRGINIA COMMUNITY COLLEGE SYSTEM STATEMENT OF FACULTY EXCELLENCE

INTRODUCTION

Faculty members in the Virginia Community College System (VCCS) are at the heart of student achievement and institutional success. Their commitment to teaching, service, and scholarship creates an environment in which all students across diverse backgrounds and life experiences can thrive.

This Statement of Faculty Excellence clarifies the ideals and aspirations that guide faculty in delivering on the VCCS mission of accessibility, affordability, and high-quality education. It is founded on four essential categories of excellence: Motivation, Interpersonal Skills, Discipline Expertise, and Teaching Expertise.

ASSUMPTIONS

1. All faculty in the VCCS are dedicated to fostering student success and academic achievement. They design and deliver instruction that encourages students’ intellectual and personal development, aligned with the VCCS mission.
2. The four qualities of excellence described here apply broadly across all disciplines, while acknowledging that each discipline may apply these principles in unique ways.
3. The document is not intended as an exhaustive job description nor as a prescriptive evaluation rubric; rather, it is an aspirational guide that supports ongoing professional development and continuous improvement.
4. The framework assumes that all students, regardless of background, benefit from a supportive learning environment characterized by inclusion, equity, and evidence-based teaching practices.

MOTIVATION

DEFINITION

Motivated faculty in the VCCS demonstrate a deep commitment to teaching, service, and scholarship. They inspire students to persist, support students’ growth as lifelong learners, and actively seek opportunities to improve the learning experience for all.

KEY DIMENSIONS

Passion and Dedication

- Faculty bring energy and enthusiasm to the classroom, using active-learning strategies and flexible pedagogical approaches to engage students of varied backgrounds and learning styles.
- They nurture students’ intellectual curiosity and highlight the real-world value of academic pursuits.

Challenging Goals and Commitment to Growth

- Excellent faculty set high yet attainable expectations for students, balancing rigor with support through timely feedback, supplemental resources, and clear guidance.
- They hold themselves to high standards for professional development, continually seeking to refine their teaching methods and disciplinary knowledge.

Concern for the Whole Student

- Aware that students often juggle multiple responsibilities (e.g., work and family), motivated faculty remain empathetic and responsive, connecting students to institutional and community resources as needed.
- They embrace inclusive teaching techniques that meet students where they are and guide them toward academic and personal success.

INTERPERSONAL SKILLS

DEFINITION

Faculty with strong interpersonal skills communicate effectively and respectfully with students, colleagues, and community partners. They build relationships based on trust, empathy, and mutual respect essential components for a vibrant learning environment and collegial workplace.

KEY DIMENSIONS

Supportive Learning Environments

- Excellent faculty establish inclusive settings where students feel safe, valued, and encouraged to explore, collaborate, and learn from missteps.
- They use various strategies (small-group work, open dialogue, peer review, etc.) that emphasize active student engagement.

Respectful and Diplomatic Interactions

- Faculty demonstrate respect and professionalism in all interactions, addressing questions and feedback constructively and resolving conflicts with sensitivity and fairness.
- They treat students and colleagues with courtesy, empathy, and fairness, acknowledging diverse viewpoints as opportunities for learning.

Collaborative Participation

- In working groups or committees, faculty share insights and disciplinary expertise to strengthen curricula, policies, and broader institutional initiatives.
- They remain open to new ideas and methods, recognizing that diverse perspectives drive innovation.

DISCIPLINE EXPERTISE

DEFINITION

Faculty in the VCCS are well-grounded in their respective fields and the field of higher education, maintaining up-to-date knowledge of their discipline's content, methods, and tools. They cultivate scholarly and creative practice that informs teaching, engages students, and contributes to the broader academic and professional community.

KEY DIMENSIONS

Discipline Knowledge

- Faculty stay current in their fields, integrating research and technological advancements into their teaching.
- They demonstrate the ability to adapt disciplinary content by transforming complex concepts into accessible and engaging learning experiences.

Broader Collaboration and Professionalism

- Excellent faculty contribute to discipline-specific forums, conferences, or publications, while also sharing insights with colleagues from other fields.
 - They engage in curriculum revision, program assessment, and cross-departmental projects that reflect institutional goals and the diversity of student needs.
-

TEACHING EXPERTISE

DEFINITION

Expert teachers in the VCCS effectively plan, execute, and assess learning experiences in ways that transform student engagement and achievement. They demonstrate continuous improvement of pedagogical strategies, effectively use assessment data, and share successful practices with colleagues for the collective benefit of the institution.

KEY DIMENSIONS

Tools for Effective Teaching

- They draw on a wide range of instructional methods including case studies, collaborative projects, formative assessments, and technology enhanced activities to meet diverse learning styles and foster critical thinking.
- They continuously adjust instruction in response to student feedback and performance, demonstrating a mastery-based, student-centered approach.

Career-Long Improvement

- Excellent faculty engage in reflective practice by analyzing student outcomes, seeking collegial input, and participating in professional development.
- They remain open to new ideas and commit to refining their approaches for a continually evolving educational landscape.

Assessment of Learning Progress

- Faculty design fair, transparent, and meaningful assessments that align with learning objectives, provide actionable feedback, and promote student accountability.
 - They collaborate with peers to ensure consistency and rigor in evaluating student performance.
-

SERVICE TO THE INSTITUTION AND COMMUNITY

Although the four domains above center on teaching and learning, the VCCS recognizes the broader scope of faculty excellence involves service to the institution and community. Faculty leadership can manifest in program coordination, committee work, student support initiatives, or community outreach, all of which strengthen the college's capacity to serve diverse constituencies. By actively participating in institutional governance, community engagement, and industry partnerships, faculty expand their impact beyond the classroom, advancing growth and success throughout the institution and the broader community.

CONCLUSION

This Statement of Faculty Excellence reaffirms the Virginia Community College System's unwavering commitment to inclusive, high-quality education. By emphasizing Motivation, Interpersonal Skills, Discipline Expertise, and Teaching Expertise and integrating the system's guiding principles of trust, diversity, high expectations, confidence-building, reflective practice, and community engagement VCCS faculty position students for success in their educational journeys and beyond.

When faculty consistently practice these domains of excellence, they create a classroom environment where students thrive. They cultivate academic curiosity, skill mastery, and civic responsibility in our students. As faculty continually refine their methods through reflective practice and collaboration, they also reflect the VCCS's shared vision to open doors of opportunity for all learners, ensuring their growth as engaged citizens and lifelong learners.



FACULTY LOADS

Review/Revision Date: May, 2021

The primary responsibility of a faculty member in the Virginia Community College System shall be to provide quality instruction for the students. The major emphasis shall be on teaching, by working with students in classrooms, laboratories, individual conferences, and related activities to help the students develop their interests and abilities to the fullest capacity to become better persons, better workers, and better citizens. To accomplish this goal, the following workloads are expected of faculty. Members of the President's Council can teach only one course per semester with the approval of their supervisor.

Classes

Faculty teaching loads during the academic year shall include such combinations of day, evening, and weekend classes as the needs of the College require. Twelve-fifteen (12 - 15) credit hours and fifteen-twenty (15 - 20) contact hours per semester are required for all full-time faculty. When the number of credit hours falls below twelve (12) because of the number of laboratory hours involved, the number of contact hours should be increased to bring the teaching load to the minimum of twelve (12) credit hours (utilizing the standard of three (3) laboratory hours equal one (1) credit hour or two (2) laboratory hours equal one (1) credit hour, depending upon the nature of the course taught) or to a maximum of twenty-four (24) contact hours. Faculty teaching loads shall be calculated for the academic year, with a teaching load less than or in excess of normal for the fall semester being compensated for with adjustments in teaching load in the spring semester.

A faculty teaching load may also be adjusted by the College to take into consideration such factors as the use of instructional assistance, team teaching, the use of non-traditional instructional delivery systems, special assignments, and curriculum development. Curriculum development should be primarily for the development of a new program and/or new course in a program or the complete revision of an existing course or program. Teaching-load adjustments shall be expressed in terms of an equivalent teaching load for the purpose of computing a faculty member's total teaching load.

Office Hours

To promote availability of faculty to work with individual students, all full-time faculty members are required to post on or near their office doors a minimum of 10 hours per week as office hours to be available to work with students. Part-time faculty are required to provide adequate time for student advising and related activities. Each adjunct faculty member shall ensure that all students have been informed of the contact details including location and time.

Faculty Responsibilities

Faculty responsibilities may include work on and/or off campus during the day and/or evening programs of the College. Continued acceptance of employment includes acceptance of the general conditions of employment set forth in the Policy Manual of the VCCS and the Faculty-Staff Handbook of SVCC. Faculty members are also expected to keep current course syllabi on file in the appropriate Academic Dean's office.

Additional Activities

Faculty responsibilities include committee work, student activities, Community activities, student advising, and professional activities.

Teaching Overloads

A faculty member may be offered a teaching overload of not more than five (5) credit hours per semester, not exceeding ten (10) credit hours per academic year (fall and spring semesters).

Faculty members shall be considered as working an overload when they teach greater than thirty

(30) credit hours or greater than forty (40) contact hours in a combination of fall and spring semesters; in cases where the number of credit hours for a full teaching load falls below twenty-four (24) credit hours, a faculty member shall be considered as working an overload when he/she teaches greater than forty-eight (48) contact hours.

Contact hours will be based upon course descriptions, with adjustments for team teaching, collapsed courses, etc. Loads will be mutually determined by the Academic Dean and faculty when the semester schedule is drawn up, and adjusted as classes are added or deleted. Fractional hours would only occur in cases of team teaching or proration due to enrollment and would be rounded to the nearest tenth. The amount of overload pay to be awarded is determined by calculating (a) and (b) below and selecting the larger of the two:

When credit hours > 30, credit hours - 30 = overload credits.

OR

Contact hours will be converted to credit hours, using the following conversion ratio: Total annual (fall-spring) contact hours will be divided by total annual (fall-spring) credit hours. Each contact hour beyond the minimum will be divided by this ratio to determine number of hours of overload.

When credit hours > or = 24,

Total Contact Hours - 40 = Overload Credits

Total Contact Hours/Total Credit Hours

When credit hours < 24, Total Contact Hours - 48 = Overload Credits

Total Contact Hours/Total Credit Hours

Extra pay for an overload shall be at the rate of the faculty member's nine-month salary multiplied by .015 for each overload credit hour credit hours, using calculation (a), are rounded to the nearest tenth: .0 to .4, rounded down; .5 to .9, rounded up. Contact-to-credit conversions

(b) are rounded to the nearest thousandth and then multiplied by .015.

Overload shall be paid in the semester following the qualified overload. If separation occurs after only one semester in that academic year, and an overload was taught in that semester, payment for the overload shall be at the end of that semester.

Internships: Contact overloads which result from Internship, On-Site Training, and Cooperative Education courses are not normally included in calculations for overload pay. These courses, which list 3.a 1:5 credit to contact ratio, usually rely upon an on-site supervisor, not the supervising faculty, for the additional contact.

Substitute Instructors

Should a faculty member be absent because of illness or imperative personal reasons, such absence being no longer than one week, the Academic Dean shall arrange for other members in the division to substitute for the absent faculty member. In cases of extended illness or extended absence because of imperative personal reasons beyond one week, procedures will be worked out by the Academic Dean, Vice President for Academic and Workforce Services or designee, and the President in consultation with appropriate faculty member or members.

Reassigned or Release Time for Faculty

For special projects or institutional needs outside the scope of regular faculty duties, regular nine and twelve month teaching faculty may be temporarily assigned non-teaching duties (released time) for administrative/professional activities of more than 50% of an individual's full-time teaching load for a maximum of two academic years by the college president. Faculty assigned more than 50% released time for non-teaching duties for more than two years must be classified as administrative faculty unless an extension beyond two years is approved by the Chancellor. The college shall maintain a record of all released time for audit purposes. The calculation of a faculty member's total workload expressed in workload credits and measured in clock hours that represents such a temporary assignment as one credit hour of reassigned time equals one workload credit and a total of 40 clock hours devoted to the assigned duties. ([See VCCS Policy 3.5.2](#))

Classified Employee Teaching Assignments

Exempt classified staff may be eligible to teach as adjunct when programmatic needs exist that could not be met otherwise. Adjunct teaching, however, is a secondary assignment for most staff and not intended to substitute for their regularly scheduled work assignments or hours.

Non-exempt staff are generally ineligible to teach as adjunct faculty because of the overtime requirements of the Fair Labor Standards Act (FLSA). Exceptions to this general rule are rare and must be approved by the Vice President for Academic and Workforce Services or designee, in consultation with Human Resources. The process for the exception includes a written justification from the appropriate Dean and a completed Non-Exempt Employee Teaching Agreement. Where an exception is granted, overtime compensation is paid from the department's budget in which the employee is an adjunct faculty member using the prescribed blended overtime rate.



FACULTY ORGANIZATIONS

Review/Revision Date: May, 2021

The Faculty Senate organizations of the College purposes, members and general operating procedures of the organizations are included in the College constitutions:

Constitution, Southside Virginia Community College faculty Senate PREAMBLE

Believing that the fundamental goals of the Community College are to be a dynamic force in extending education and to serve society by providing a reservoir of knowledge and a stimulating academic atmosphere for the transmittal and application of knowledge, the discovery of new principles and truths, and the fostering of an appreciation of human values; and Believing that the attainment of these objectives require mutual understanding and joint effort of the State Board for Community Colleges, Virginia Community College System, College boards, administration, faculty and students; and Believing a College functions most effectively under orderly but flexible and adaptive processes of administration and Government:

We, the members of the Faculty Senate of Southside Virginia Community College, do hereby enact a constitution and bylaws for a Faculty Senate.

CONSTITUTION

This representative body shall be known as the FACULTY SENATE of Southside Virginia Community College.

The purpose of the Faculty Senate is to create an effective means by which the faculty can enter into a partnership of shared responsibility and cooperative action with the administration and students to promote the general welfare of the College and to formulate and transmit to the administration the faculty views and concerns on faculty matters.

Functions

The functions of the Faculty Senate are:

To establish within the laws applicable to the Virginia Community College System an effective means for advising and responding to the College boards, Administrative Council, and administration.

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

To participate in the formulation of academic and educational policies which concern more than one campus or division.

To consider policies, programs, and other matters as the administration, faculties, student organization, and individuals of the faculty may propose.

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

To help create, maintain, and protect a College environment conducive to the richest growth of scholarship, learning, teaching, research, service, and respect for human dignity and rights.

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

Membership

Membership shall be open only to full-time teaching faculty.

Chapter Officers

The Faculty Senate shall have the following officers: president, vice-president, and secretary.

Election of Officers

All officers shall be elected annually at the first spring semester meeting of the Faculty Senate. Should an office become vacant during the academic year, the nominating committee shall nominate a candidate for the office and present this to the members at the next Faculty Senate meeting for a vote.

Installation of Officers

The newly elected officers shall be installed by the out-going president of the Faculty Senate immediately after their election.

Duties of Officers

President

It shall be the duty of the President to preside at all regular meetings of the Faculty Senate. He or she shall be the chair of the executive committee, and shall appoint or approve members of committees required by the constitution and all committees deemed necessary by the members. He or she shall represent the Faculty Senate to administration on matters of concern.

Vice-President

It shall be the duty of the Vice-President to serve in the absence or the disability of the president of the Faculty Senate and to perform such duties as may be assigned to him or her by the president of the Faculty Senate.

Secretary-Treasurer

As Secretary, it shall be the duty of this officer to keep an exact record of the minutes of each meeting of the Faculty Senate and each executive committee meeting and present the minutes to the Faculty Senate. and is to perform all other duties assigned by the President of the Faculty Senate.

Committees

The Faculty Senate shall have the following committees: executive committee, social committee, nominating committee, and such other committees recommended by the faculty and appointed by the President of the Faculty Senate.

Executive Committee

The executive committee of the Faculty Senate shall be composed of all faculty officers and the immediate past president of the Faculty Senate. It shall be the duty of the executive committee to conduct the business of the Faculty Senate between meetings, including matters that arise during the summer session. The executive committee may hold such meetings as it deems necessary and at such times and places it may determine.

Social Committee

The social committee shall be composed of a chair and two other Faculty Senate members appointed by the President of the Faculty Senate. It shall be the duty of the social committee to provide programs or social activities for the Faculty Senate when called upon to do so by the Faculty Senate.

Nominating Committee

The nominating committee shall be composed of three members appointed by the President of the Faculty Senate. It shall be the duty of the nominating committee to present a slate of officers to the faculty as prescribed in the constitution. The slate of officers shall be presented at the time designated by the executive committee providing the slate of officers is received by the first meeting of the Faculty Senate in a calendar year. The nominating committee shall nominate at least one member of the faculty for each office to be filled. At the time the nominating committee makes its report to the Faculty Senate, nominations may be accepted from the floor. The balloting for the officers shall be conducted by the nominating committee in a manner prescribed by its members.

Meetings of the Faculty Senate

The Faculty Senate shall hold at least two scheduled meetings during the academic year. One-half of the membership being present constitutes a quorum. When a quorum is not present at a regularly scheduled meeting, or when a quorum that is present chooses to delay voting, votes on matters that are presented at the meeting may be taken via email or other means in order to represent a quorum for voting purposes. A majority of members must vote for any such action to be deemed valid.

The meetings of the Faculty Senate will in no way interfere with the on-going administrative faculty meetings at the College.

Amendments

Amendments to this constitution may be proposed by any Faculty Senate member at any regular meeting. Such amendments will be adopted when ratified by a two-thirds vote of those voting at the next regularly scheduled meeting of the Faculty Senate providing the secretary notified all members in writing of the proposed amendments. Amendments to the constitution may be made only during the academic school year.



FACULTY RANK & GUIDELINES

Review/Revision Date: May, 2021

Faculty employees are those employees who hold faculty rank and each or occupy an administrative, counselor or librarian position which is exempt from the classified service.

Faculty Rank and Salary

The titles authorized for the four standard levels of faculty rank are Professor, Associate Professor, Assistant Professor, and Instructor. The qualifications for these are on the VCCS-29.

Special Rank

- The Assistant Instructor classification may be used for individuals who are appointed on a temporary or emergency basis for one year. These individuals meet most, but not all, of the minimum requirements for the instructor rank and show supporting written evidence of being able to complete such requirements within one year. A one-year renewal may be requested by a college administrator and approved by the president for a person who is actively pursuing completion of the necessary requirements.
- Teaching faculty members who are restricted hold the rank for which they qualify according to the VCCS-29. The Lecturer rank may be used for restricted positions in exceptional cases upon the approval of the president.
- Associate instructors hold the rank of lecturer.
- The Lecturer rank is used for restricted administrative and professional faculty.

Please refer to VCCS Policy 3.1 and the VCCS-29:

www.boarddocs.com/va/vccs/Board.nsf/Public# for guidelines for the academic preparation of faculty to be eligible to teach and determine rank.

Guidelines for Academic Preparation of Faculty for Associate in Arts and Associate in Science degree courses

To teach courses that are usually applicable to Associate in Arts and Associate in Science degrees (usually the College transfer programs), a person must possess a Master's Degree, including a minimum of 18 semester hours (or 27 quarter hours) of graduate work in the field of specialization for which courses are taught. Faculty teaching courses in more than one field of specialization would be expected to possess a minimum of 18 graduate semester hours (or 27 quarter hours) in each field of specialization for which courses are taught.

Guidelines for Academic preparation of Faculty for Associate in Applied Science degree courses

To teach courses that are usually applicable to Associate in Applied Science degrees (usually the technical and semi-professional programs), a person is usually expected to possess a master's degree, including a minimum of 18 semester hours (or 27 quarter hours) of graduate work in each field of specialization for which courses are taught or possess a baccalaureate and professional competency in the area of specialization in lieu of the master's degree. Such professional competency may include certificates, licenses, apprenticeships, and training in trade schools or special schools. Persons holding only the baccalaureate degree, who are given initial appointments due to professional competency, are expected to actively seek the master's degree in their fields of specialization.

Guidelines for Academic Preparation of Faculty for occupational certificate and diploma programs

To teach occupational courses that are applicable to certificate and diploma programs (but may not be counted toward associate degree programs), a person must possess a baccalaureate degree or appropriate related occupational training and experiences in lieu of the baccalaureate degree. This may include certificates, licenses, apprenticeships, and training in trade schools and special schools. To teach the related academic subjects for students majoring in non-degree occupational programs, a person must possess (a) a master's degree, or (b) a minimum of a baccalaureate degree with a major in the teaching field and appropriate experiences in the occupational field (such persons are expected to be working on their master's degree.)

Guidelines for Academic Preparation of Faculty for foundations and developmental preparatory programs

To teach courses in the foundations and developmental preparatory programs, a person is (a) usually expected to possess a Master's degree with a major in the teaching field, or (b) in special cases a person may teach in the foundations and developmental programs with a baccalaureate degree with a major in the teaching field and related occupational and/or teaching experiences, but such persons are expected to be working on their master's degree.

Guidelines for Emeritus Selection

The establishment of the status of Professor Emeritus is authorized in section 3.1.2 of the VCCS Policy Manual. It is intended to be granted to a retired person of faculty rank (usually Associate Professor or Professor) who has a minimum of ten years VCCS service. The purpose of the award is to honor meritorious and significant contributions to the college.

Procedures

- Faculty can recommend retired colleagues at any time to the Faculty Senate on either campus. Nominees must have been full time faculty members for at least ten years. At least one full semester must have lapsed since the potential nominee held a full time teaching position at the institution. If the Spring Commencement ceremonies are the desired recognition time, the Faculty Senate on both campuses will vote on the potential nominee(s) and make written recommendation no later than the Senate's January meeting.
- The Faculty Senate will forward the recommendation with appropriate comments to the appropriate Dean or Vice President for Academic and Student Affairs who will review the recommendation and, if appropriate, forward to the President of the College.
- The president will review the recommendation and, if favorable, forward them to the College Board for its action. The president can ask a nominator or a Faculty Senate member to present the nomination(s) to the Board.
- The number of nominations per year will not exceed two persons or 2% of the faculty strength whichever is greater.

If the College Board approves the nomination, public acknowledgement will be made at the next scheduled commencement. If the Board disapproves, the nomination will be returned to the president and the Faculty Senate and nominator will be advised and no further action taken.

Benefits

All persons granted Professor Emeritus shall be extended the following considerations:

- Listing in the college catalog and other appropriate publications as professor emeriti.
- March at the head of faculty line in academic processions.
- Be included in all social and professional activities of the active faculty.



FACULTY RESPONSIBILITIES

Review/Revision Date: May, 2021

From the [VCCS Policy Manual Section 3](#)

Faculty Responsibilities

The major emphasis shall be on teaching, by working with students in classrooms, distance learning, laboratories, individual conferences, and related activities to help the students develop their interests and abilities to the fullest capacity to become better persons, better workers, and better citizens. To accomplish this goal, the following workloads are expected of faculty.

Classes

Faculty teaching loads during the academic year shall include such combinations of on- and off- campus, day, evening, distance learning, and weekend classes as the needs of the college require. Twelve-fifteen (12-15) credit hours and fifteen-twenty (15-20) contact hours per semester are required for all full-time faculty. For the purpose of workload calculations, every lecture hour shall equate to one (1) credit hour and one (1) contact hour; and every laboratory hour shall equate to one-half (1/2) credit hour and one (1) contact hour. When the number of credit hours falls below twelve (12) because of the number of laboratory hours involved, the number of contact hours should be increased to bring the teaching load to the minimum of twelve (12) credit hours (utilizing the standard of two (2) laboratory hours equal one (1) credit hour) or to a maximum of twenty-four (24) contact hours.

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

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

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

Office Hours

To promote the availability of faculty to work with individual students, all full-time faculty members are required to post on or near their office doors a minimum of 10 hours per week as office hours to be available to work with students on their individual academic and occupational problems. All adjunct faculty are required to provide for student advising and related activities. Each adjunct faculty member shall ensure that all students have been informed of the contact details including location and time. Exception due to distance learning, off-campus assignments, or use of technology to serve students may be approved by the Academic Vice President or designee.

Teaching Faculty Assigned Temporary Administrative /Professional Duties

Regular nine and twelve-month teaching faculty may be temporarily assigned non-teaching duties (released time) for administrative/professional activities of more than 50% of an individual's full-time teaching load for a maximum of two academic years by the college president. Faculty assigned more than 50% released time for non-teaching duties for more than two years must be classified as administrative faculty unless an extension beyond two years is approved by the Chancellor. The college shall maintain a record of all released time for audit purposes.

Additional Activities

Faculty responsibilities include committee work, student activities, community activities, student advising, and professional activities.

Professional Activities and Contributions

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

- Membership and activity in professional and civic organizations (general and/or specialized organizations at the local, state, and/or national levels);
- The accomplishment of important professional development activities that may or may not be part of an individual professional development plan;
- Attending and participating in professional conferences; workshops, and meetings;
- Keeping current regarding developments in education and industry;
- Participating in business or industrial activities related to professional field;

- Participating in college and state-level professional development activities;
- Being active in college and Systemwide committees;
- Engaging in writing speeches and reports and in consulting;
- Engaging in classroom-based research to improve teaching or in discipline-based research that may lead to publication;
- Sharing innovations in using instructional technology with colleagues in other colleges
- Participating in the community service program at the colleges;
- Participating in local colleges advisory committees; and
- Contributing to community welfare and community development.

Academic Freedom and Responsibility

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

Faculty members are entitled to freedom in the classroom in discussing their subjects, but should be careful not to introduce teaching matters which have no relation to their fields. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs.

The System also recognizes that commitment to every freedom carries with it attendant responsibilities. Faculty members must fulfill responsibility to society and to their profession by manifesting academic competence, professional discretion, and good citizenship. When they speak or write as a citizen, they will be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As professional educators, they must remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not an institutional spokesperson.

<https://go.boarddocs.com/va/vccs/Board.nsf/Public>



FACULTY ROLES AND RESPONSIBILITIES

Review/Revision Date: May, 2021

Notification of Rights under FERPA

The [Family Educational Rights and Privacy Act](#) (FERPA) affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit, to the Dean of Enrollment Management and the Vice President for Academic and Workforce Programs, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. ([§99.31 of the FERPA regulations](#)) One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the College Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Southside Virginia Community College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

600 Independence Avenue, SW

Washington, DC 20202-4605

Directory Information

Southside Virginia Community College hereby designates the following student information as public or “Directory Information.” Such information may be disclosed by the institution for any purpose at its discretion.

1. Student’s Name
2. Participation in officially recognized activities and sports
3. Address
4. Telephone Listing
5. Weight and height of members of athletic teams
6. Degrees, honors, and awards received
7. Date and place of birth
8. Major field of study
9. Dates of attendance
10. Grade level
11. The most recent educational agency or institution attended
12. Course credit load

Currently enrolled students may withhold disclosure of information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received prior to October 15 in the Office of Admissions and Records at Southside Virginia Community College, Albemarle, Virginia, or Southside Virginia Community College, Keysville, Virginia. Forms requesting withholding of “Directory Information” are available in the Admissions and Records Office (“Request to Prevent of Disclosure of Directory Information”).

Southside Virginia Community College assumes that failure on the part of any student to specifically request the withholding of categories of “Directory Information” indicates individual approval for disclosure.

Release of Information on Students

All requests for official information on students should be referred to the Admissions and Records Office. Student records are treated as confidential information available for the student’s inspection and the student’s personally authorized release, with very limited lawful exceptions. The college reserves the right to arrange mutually convenient appointments for student inspection of records and to impose reasonable charges for copies, should they be requested. Emergency requests for information will be handled by the Dean of Enrollment Management and Student Success or designee.

FERPA protects personally identifiable information (PII) found in the student's education records. PII may be disclosed without consent in the following cases ([see §99.31 of the FERPA regulations](#)).

“FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in [§99.31 of the FERPA regulations](#). Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student -

- To other school officials, including teachers, within the [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to:
 - (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. §99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))"

(Source:

<https://www.govinfo.gov/content/pkg/CFR-2017-title34-vol1/pdf/CFR-2017-title34-vol1-sec99-31.pdf>,
accessed 04/07/2022)

SVCC faculty and staff must remain diligent in protecting students' privacy. See the appendix for a summary document on "What Faculty and Staff Should Know about FERPA".

Faculty Retention of Assessment Documentation

Student Learning Outcomes are documented through SVCC's Program Assessment website. After submission of the annual assessment of Student Learning Outcomes is completed in May, all related assessment documentation should be stored electronically in shared Google folders managed by the appropriate academic dean for a period of two years.

Documentation includes:

- The synopsis would document how the faculty evaluated this learning outcome college-wide, including a listing of courses and instructors from which the data were drawn. Example: SLO #4 states, "Students are able to write an effective persuasive essay." English faculty would document how they evaluated this learning outcome college-wide.
- Any rubric used for assessment.
- Any tool or standard of measure used.
- Scanned copies of students' assessment. These can include tests, exams, research papers, capstone submissions, lab reports, projects, skills lab reports, quizzes, etc.



FIELD TRIPS AND STUDENT'S TRANSPORTATION

Review/Revision Date: Nov, 2023

Field trips related to classroom instruction or student experience may be used to provide a more enriching experience than the normal classroom activity can provide. Trips for such purposes involving students and/or faculty/staff shall be approved by the appropriate Vice President upon recommendation of the Academic Dean, Director, or appropriate personnel. Requests for approval should be made on the Field Trip Approval Form (See [Exhibit 6 Field Trip Approval Form](#)).

Participants going on a College-sponsored trip must sign an Assumption of the Risk Form (See [Exhibit 7 Assumption of Risk Form](#)). This form should be turned in to the appropriate Vice President's office prior to the trip.



FOOD SALES ON CAMPUS

Responsible Office: Student Services

Effective Date: September 23, 2024

Review/Revision Date: October 30, 2024 (Minor revision)

1. Purpose and Scope

To clarify the guidelines for food sales on campuses by student clubs or classes. This policy applies to all student clubs and organizations on all Southside Virginia Community College campuses. Non-student groups will not be permitted to have any food sales on campus unless contracted, health department approved vendor, such as a food truck.

2. Policy and Statement

Student clubs and organizations may conduct food sales on campus, subject to the following conditions:

- There can be no more than two food sales on each campus per semester, on days when contracted food services is open.
- Food sales must not compete with the contracted food service.
- All food sales must adhere to the procedures outlined below.

Additionally, the food must be:

- prepared by a health department approved vendor (Pizza Hut, Krispy Kreme, etc)
- prepared at home and brought in, as long as they post signage that we will provide (a sign stating that the food was not prepared in a health department inspected kitchen must be displayed, and an allergy warning sign).
- prepared on campus, but not in the commercial kitchen (outdoor grill, breakroom), this will need the same signs as food prepared at home.

No club, individual, or group will be allowed to prepare food in the SVCC commercial kitchens unless the group asking has a license from the health department, this may also require a health inspection. The kitchen window/counter may be used as a serving space, but not for food prep, only when a contracted food service provider is not in place.

3. Definitions

- **Contracted Food Service Provider:** a vendor with an agreement, signed by an authorized representative of SVCC
- **Food Sales:** any sale of food, whether prepared on campus, at home, or prepackaged
- **Health Department Approved:** having official documentation of approval from the Virginia Department of Health

4. Procedures

1. Complete the Request Form in advance, allow at least a week for review and response, it is recommended to plan ahead at least two weeks. The SVCC advisor for the student organization should be the person completing the form, or at least authorize it, that is the person who will be contacted about approval.
2. The Student Services Office will review the request and respond to the sponsor.
3. If approved, the Student Services Office will notify the requestor and the Vice President of Finance & Administration Office, and will provide the required signage (allergy & not health department approved) if needed.
4. No food sales are authorized without express written approval from the Student Services Office.

5. Forms

The “[SVCC Club Fundraiser Request](#)” Google Form, must be completed for review and approval. This should be done several weeks in advance as approval may require additional information.



GENERAL PRINCIPLES OF GOVERNANCE AND COMMITTEE STRUCTURE

Review/Revision Date: May 2021

The concept of governance implies the exercise of authority in directing and controlling the activities of an organization.

The Governance Structure represents all elements of the College including administration, faculty, classified staff, and students. In the role, it exists as part of the administration and serves to offer recommendations from the base of professional expertise rather than the authority inherent in an official position. It can thus make recommendations on any matter concerning the College. It is the function of successful governance to provide a framework whereby differences can be effectively resolved to the benefit of the organization.

Committees of the College exist to serve the needs of the organization and as such do not implicitly "belong" to anyone or any part of the system. As committees of the College, they are charged and maintained by actions of the President's Council. Their function is to make recommendations covering a wide variety of issues related to the general welfare of the College. Under this arrangement, reporting lines do not imply ownership but recognition of the most effective means of communication. See [Committee Structure](#) and [SVCC Committees](#)



INCLEMENT WEATHER POLICY

Review/Revision Date: May 2021

Decision to Close

Decisions on weather closings and late openings are made by the Vice President of Finance and Administration. While every effort is made to maintain uniformity college-wide, weather conditions at times dictate a different schedule for the two campuses and associated centers. In the case of early morning inclement weather, the goal is to make the decision by 5:45 a.m. However, there will be situations which prevent this goal from being met.

Once the decision is made by the Vice President of Finance and Administration or designees, it is communicated to the President, administrative support team, and Server Engineer or designee for media notification, switchboard message, alert system and website messages.

Announcements

In the event it is deemed necessary to alter the regular schedule, the decision will be placed on a recording at each campus's main telephone number and announced over radio/TV stations serving the College region as well as through the alert system and [college website](#). The announcement will be called to the following radio/TV stations as soon as a decision is made if we can reach them in a timely manner.

<u>Radio Station</u>	<u>AM</u>	<u>FM</u>

WHLF - South Boston	1400	95.3 (WAJL)

WSHV - South Hill	1370	101.9 (WKSK)

TV Station

WWBT	Channel 12	NBC Richmond

WTVR	Channel 6	CBS Richmond

WRIC	Channel 8	ABC Richmond

WSET	Channel 13	ABC	Lynchburg

NOTE: Radio and TV Stations WILL NOT announce that Classes are meeting as scheduled; they will only announce cancellations or late openings

Transportation Difficulties

Students and employees should exercise personal judgment in determining if weather conditions are unsafe for traveling to class or work. In the event the College does not close, employees should use accumulated leave and should make up missed work.

All Day Closings

A non-designated full-time employee will be paid for the hours that they were scheduled to work during an authorized closing, if they worked or took paid leave the workday before and the workday after the authorized closing.

Designated employees are exempt and nonexempt employees who are required to work during an authorized closing because their positions have been designated as essential to agency operations during emergencies.

- Designated exempt and nonexempt employees are paid their regular rate of pay for hours worked.
- Designated employees are granted compensatory time for hours worked during authorized closings up to the maximum number of hours of their normal work shifts whether or not the authorized closing occurs during the employee's regularly scheduled work shift and whether or not the authorized closing is for an entire or partial work shift. (See [DHRM Policy 3.10, Compensatory Leave](#).)

All hours worked in a work week, including hours worked during an authorized closing, will be counted for purposes of determining if overtime pay is warranted for non-exempt employees.

Designated employees that are expected to report during inclement weather closings are as follows:

Building and Grounds staff members

Employees other than designated personnel who report to work during periods of authorized closings as a result of not having heard the closing announcement shall not normally be credited with compensatory leave except in extenuating circumstances and upon approval of the President.

Partial Closings

When inclement weather conditions result in AUTHORIZED changes in the work schedule, such as late openings, or early closing, full-time employees will be paid for such AUTHORIZED absences or delays. To qualify for such payment a full-time non-designated employee will be

paid for the hours that they were scheduled to work during an authorized closing if they worked or took paid leave the workday before and the workday after the authorized closing.

Any scheduled hours not worked by a non-designated employee while the agency was open must be charged to personal leave or leave without pay.

Designated personnel required to work during such periods of authorized closings will be credited with compensatory leave or overtime leave (whichever appropriate) for hours worked during such periods. For additional information please refer to [DHRM Policy 1.35, Emergency Closings](#)

Designated personnel required to work during such periods of authorized closings will be credited with compensatory leave or overtime leave (whichever appropriate) for hours worked during such periods.

Closings on Employee's Day Off

Employees whose scheduled "day off" falls on a day when their College or Campus is closed will not be credited with compensatory leave.



INDEPENDENT STUDY

Review/Revision Date: May 2021

Independent study is generally discouraged. If faculty feel that independent study is warranted, prior approval and procedures for such must be obtained from the Academic Dean and Vice-President for Academics and Workforce or designee.

Independent study agreements that are approved should be clearly defined to include time and types of instructional activities and delivery methods. A schedule of activities, assessments and dates assignments are due will be necessary in order to evaluate the independent study request.



INTELLECTUAL PROPERTY

Review/Revision Date: May 2021

Southside Virginia Community College adheres to the policies of the Virginia Community College System (VCCS) relative to intellectual property, copyright issues, and revenue derived from the creation of intellectual property. SVCC policy incorporates all aspects of the VCCS policy found in Section 12 <http://www.boarddocs.com/va/vccs/Board.nsf/Public#> of the VCCS Policy Manual and the Intellectual Property Guidelines established by the State Council of Higher Education for Virginia (SCHEV) as mandated by the Code of Virginia Sections 23-4.3, 23-4.4., 23-9.10.4.

Materials developed or created while a student and/or an employee of the Commonwealth of Virginia are subject to Section 12, Intellectual Property of the VCCS Manual. Any materials developed or created in full or part through SVCC's Distance Learning Program should acknowledge the contribution of the college and the VCCS.

In accordance with VCCS policy, the president, or his designee, is responsible for administration of this policy at the college level. The college intellectual property policy administrator, as appointed by the president, shall be assisted by an appropriate college committee in implementing the provisions of this policy. The college president, or his designee, will have responsibility for implementing the provisions of SVCC and VCCS policies.



KEYS/ELECTRONIC ACCESS CARDS

Review/Revision Date: May 2021

All keys/electronic access cards will be issued to employees upon the written approval of their supervisor and the appropriate administrator (Vice President for Academic and Workforce Programs, President, Vice President of Enrollment Management & Student Success, or Vice President of Finance and Administration). All keys/electronic access cards shall be issued directly to the employee by the Buildings and Grounds Superintendent or designee on each campus, which are responsible for maintaining a record of keys/electronic access cards that have been issued. (See [Exhibit 9 Issuance of Keys](#)) Employees will sign for all keys/electronic access cards issued to them. Grand Master keys/electronic access card will only be issued based on the approval of the President or appropriate Vice President.

Security of the building, materials, and equipment is a responsibility of all who are issued a key. Keys/electronic access cards are not to be duplicated or altered under any circumstances. If a duplicate key or access card is needed, it will be issued in the same way as the original. Keys/electronic access cards that are lost or stolen should be reported in writing immediately to the Building and Grounds Superintendent/Vice President of Finance and Administration through the supervisor. Students will not be issued master keys/electronic access cards.

Upon termination of employment with the College, the employee is responsible for returning all keys to the Buildings and Grounds Superintendent prior to his/her departure. The final salary check will be encumbered until keys and other College property have been returned or are accounted for.



LIBRARIES

Review/Revision Date: May 2021

Vision Statement

We believe that the Libraries of Southside Virginia Community College are the intellectual crossroads for the community college. Therefore, it is the vision of the college Libraries to provide a comprehensive array of information services in a friendly atmosphere. Through the cooperation and teamwork of faculty, staff, students and the community, our goal of success for all will be realized.

Mission Statement

The mission of the libraries is to collect, preserve, and provide access to information resources which support the instructional, educational, outreach programs, and mission of Southside Virginia Community College, as well as enhancing the student's skills in locating, evaluating and using all types of information including print, audiovisual, online databases and the Internet.

With these skills, students will be successful in the programs of their choice: academic, technical, and vocational and workforce development, as well as becoming lifelong learners.

Description

The SVCC Libraries support college instruction and the learning community with a skilled and professional staff that:

- provides materials (books, videos, digital information, computers, etc.) which enhance and enrich coursework and help students gain core competencies;
- promotes effective use of information resources and instructional technology;
- cooperates and collaborates with groups inside and outside of SVCC to maximize access to instructional resources for students, staff and community patrons.

Governance

While the library staff makes day-to-day decisions, other concerns shall be referred to the Library Advisory Committee. This is a committee consisting of the two college librarians, two faculty members, and two staff members. The committee meets quarterly unless other meetings are necessary.

Circulation Policies

General

All patrons must have an SVCC library card or student ID with library barcode attached. Library cards are free, but the college charges \$15.00 to replace a lost student ID card. All library materials must be checked out before removal from the library. Patrons must have their library card to check out or renew items. Patrons may have up to twenty-five items checked out at any time. Patrons are responsible for all items checked out on their card. Patrons with overdue items or fines cannot check out items until their account is cleared. Reserve materials, periodicals and newspapers cannot be checked out.

Patron Definition

The libraries primarily serve SVCC students. All SVCC students (full-time, part-time, and dual enrolled) are eligible for a library card. All others must be residents of Virginia who are at least sixteen years old and have valid picture identification. The libraries serve the following patron categories: SVCC student, SVCC faculty/staff, Governor's School student, Old Dominion University student, High School Summer School student, Summer Youth, and community member. Each category has unique library privileges.

Borrowing Privileges

SVCC students, ODU students, Governor's School students, and community patrons have the following loan periods:

Circulating books:	4 weeks
Audios/Videos:	1 week One renewal is allowed.

SVCC faculty/staff have the following loan periods:

Circulating books:	8 weeks
Bestseller books:	4 weeks
Audios/Videos:	10 days

SVCC faculty/staff may renew items with no limit. Exceptions to the above loan periods can be made for special circumstances.

High School Summer School students and Summer Youth participants have the following loan periods:

Circulating books: 7 days

Audios/Videos: 2 days

One renewal is allowed.

Fines

The libraries at Southside Virginia Community College no longer charge fines for overdue materials; however, you will be charged a \$50.00 replacement fee if the overdue item is not returned after two overdue notices. If you lost part of a set of books or part of a set of audiovisual materials, you are responsible for the replacement cost of the entire set. Once an item is overdue for six months from the original due date, the patron is responsible for the replacement cost of the item(s). If items are returned within six months of the due date, there is no fine. However, the library reserves the right to inspect overdue items for damage. Damaged items will not be accepted and the patron is responsible for the replacement cost of the item. Interlibrary Loan (ILL) materials borrowed from other institutions are subject to the fine policies of that institution. SVCC students may have their academic records encumbered until items are returned or the replacement fee is paid in full. In addition, the Virginia Tax Loss Act requires the libraries to report replacement fees not paid to the state. Patrons put on the tax loss list will have the amount owed taken out of their state taxes or lottery winnings until all fines are paid.

Reserve Materials

Books or audio/visual materials may be placed on reserve at either campus library by a faculty member for a class. Faculty should submit all reserve requests at least one week before students need to use them. Reserve requests should include the following information: name of instructor, the course number and name, the begin and end date the item should be on reserve for, and how long the instructor wants students to be able to check them out. Check out options include: library use only, overnight, two days, and seven days. Reserve materials are requested on a semester-by-semester basis. Any materials on reserve at the end of the semester will be removed from reserve and integrated back into the collection. All reserve materials must be entered into the library's automated system, barcoded and labeled.

SVCC has written agreements with both public libraries and public school libraries to store SVCC materials for off-campus classes. Off-campus faculty should give items to the off-campus library at least one week before students need to use them. It is the responsibility of the faculty to deliver materials to off-campus libraries and to return them to the libraries when the reserve period is complete.

Audio/Visual Equipment

The SVCC Network Services Department is responsible for maintaining audio/visual equipment sufficient for classroom use at all times. Computers or listening stations are provided in the libraries for audio and video media. Some equipment may be checked out to students, faculty and staff on a case-by-case basis. Borrowers are responsible for lost or broken equipment.

Interlibrary Loan

Purpose

Interlibrary Loan (ILL) is a service that enables a library to borrow and lend materials to other libraries. The libraries provide ILL services to patrons who have a valid library card and are in good standing with the library. ILL materials can be requested by speaking with the Library Specialist and completing the ILL request form available at the circulation desk. The libraries' ILL policies are based on the American Library Association's [National ILL Code for the United States](#).

Borrowing Policies

Materials requested through ILL must not be available at either campus library or through any of the libraries electronic databases. ILL requests for textbooks or for faculty reserve materials will not be honored. ILL materials usually arrive within a week to four weeks, depending on many uncontrollable circumstances. The loan period and fees for lost or damaged items are set by the lending library. The cost to obtain ILL materials is usually free. In some cases, the lending institution may charge a fee. It is the responsibility of the patron to indicate the amount that they are willing to pay (if any) for the item on the ILL request form. When the requested material arrives, the patron will be notified and must pay any fees at that time. Borrowed ILL materials must be returned on time to the circulation desk. The libraries charge \$1.00 per day for overdue ILL materials.

Copyright Compliance

All materials lent and borrowed through ILL are subject to Copyright Law, [Title 17 of the United States Code](#).

Lending Policies

The libraries usually do not lend reserve materials, or new acquisitions. The libraries do lend audio/visual materials. The lending period is eight weeks for VIVA members, and three weeks for non-VIVA members. Renewals will be considered. Borrowing libraries that lose or damage ILL materials lent from the LRS will be charged a \$50.00 replacement fee. The libraries never charge borrowing libraries for ILL services. The libraries lend to fellow Virtual Library of Virginia (VIVA) members according to VIVA's [Interlibrary Loan Guidelines](#).

Electronic Resources Policies

The libraries provide full access to the Internet without filtering its content for academic and research purposes. Children are not permitted to access the Internet without parental supervision. **No child can be left unattended by a parent or guardian in the library.** The libraries do not monitor or control information accessible through the Internet and is not responsible for its content. Patrons are encouraged to critically

evaluate information found on the Internet. At times when Internet usage is heavy, the libraries reserve the right to limit the time a patron may take for a single session. The libraries may also close the computer labs for bibliographic instruction, equipment failure, or other reasons without notice.

Patrons must comply with SVCC's Computer Ethics Guidelines as found in the College Catalog. In addition, the libraries prohibit:

- Recreational pursuits including chatting, playing games, and other interactive activities
- Downloading of software including instant messenger services
- Distributing unsolicited advertising
- Damaging hardware or software including propagating viruses
- Violating another person's privacy including slandering or harassing
- Violating copyright
- Any illegal activity

Collection Development Policy

Purpose

The purpose of a collection development policy is to state the guidelines under which selecting, maintaining, and deselecting library materials are to proceed. Collection development is the process of meeting the information needs of a service community. The policy will insure consistency among library staff responsible for the collection, and will communicate the guidelines to faculty, administrators, and patrons. The collection development policy will be reviewed annually and will be updated as changes occur within the College or the service community.

Responsibility

The Christanna Campus College Librarian is responsible for making collection-related decisions for the libraries. Teaching faculty and staff are strongly encouraged to recommend materials in their subject area. Due to the small size of the College, the Library does not have faculty liaisons. The college librarian is responsible for communicating and corresponding with faculty and staff members on both campuses.

Service Community

Southside Virginia Community College serves ten counties and one city, with a total service area of 4,200 square miles. The service area includes the city of Emporia, and the counties of Brunswick, Buckingham, Charlotte, Cumberland, Greenville, Halifax, Lunenburg, Mecklenburg, Nottoway, and Prince Edward. The College is made up of two campuses: The Christanna Campus in Alberta, and the Daniel campus in Keysville. In addition, the College has several centers throughout the service community such as the Campus Without Walls in Emporia, and many others. The SVCC libraries are composed of two libraries: The Julian M. Howell Library in Alberta, and the John H. Daniel Campus Library in Keysville. The libraries primarily serve SVCC students. SVCC has approximately 7,000 students including a large proportion of African American students, female students, and adult learners. SVCC students take courses in general

education, occupational-technical education, apprenticeship training, continuing education, and special regional and community services. The libraries also serve SVCC faculty and staff, Governor's School students, High School Summer School students, Summer Youth students, Old Dominion University students, and community patrons who live in our service area.

Intellectual Freedom Statement

The library fully supports the American Library Association's [Library Bill of Rights](#), and [Freedom to Read statement](#). It is the responsibility of the College Librarian to include materials representing all points of view in the collection. The libraries do not necessarily endorse the ideas found in the collection. Patrons may request the Library consider a material for withdrawal from the collection by completing a request form. The Library staff will promptly review any requests. If the staff cannot reach a resolution, the Library Advisory Committee will meet to reach a decision. The libraries follow the procedure of the Virginia Library Association's *Intellectual Freedom Manual*.

Collection Overview

The libraries collect introductory materials in most academic fields, and more advanced, specific materials in the fields of art, business, education, history, literature, mathematics, medicine, physical and life sciences, philosophy and religion, social sciences, library science, and others.

Each library has a general circulating collection, reference collection, audio collection, video collection, CD collection, and bestseller collection. The Libraries collect the following formats: books, periodicals, newspapers, compact discs(CD's) and DVD's. The libraries do not collect: microforms, maps, pamphlets, musical scores, computer software, government publications, textbooks, dissertations, theses, children's literature, or artwork. The libraries collect some materials about the College such as Master Plans, Faculty/Staff Handbook, and yearbooks but does not attempt to serve as a comprehensive archive for the College. The libraries generally do not purchase duplicate copies except for some reference works and materials that circulate

frequently. The libraries generally do not purchase contracts or rights to electronic materials other than those received as a member of the Virtual Library of Virginia(VIVA).

Collection Levels

A collection level is established for each item purchased for the libraries by the Christanna Campus College Librarian. The libraries have adopted the following levels, and percentages of the annual budget each level will receive. These definitions and ratios pertain to all formats collected, including periodicals. The Christanna Campus College Librarian maintains the amount spent on each level in a spreadsheet so that these allocations will not be exceeded.

Minimal (1) – This level includes recreational materials that do not directly support the curriculum of the College. **15%**

Basic (2) – This level encompasses standard, introductory works containing general information or overviews of a topic. **25%**

Strong (3) – This level includes broad coverage of a topic that would satisfy most patrons’ needs and directly supports the College’s curriculum. **60%**

Comprehensive (4) – This level is complete coverage of a topic including primary and secondary sources in all formats. Because SVCC is a community college and not a research university, this level is not supported at all by the libraries. **0%**

Examples of subject areas belonging to each of the collection levels:

Minimal

Crafts	Household Maintenance
Cookery	Popular Fiction
Gardening	Self-help
Genealogy	Sports
Hobbies	Travel

Basic

Astronomy	Photography
Chemistry	Physics
Dance	Speech
Earth Science	Statistics
Foreign Language	Theatre Arts
Library Science	Transportation
Mass Media	Women’s Studies
Medicine	World History

Military Science	Law Enforcement/Corrections
Electricity	Office Skills/Word Processing
Phlebotomy	Drafting
Truck Driving	Automotive Repair
Air Conditioning, Heating & Ref.	Heavy Equipment Operation Real Estate Substance Abuse
Respiratory Therapy	Cultural Studies
<i>Strong</i>	
Accounting	Mathematics
American History	Music
American Literature	Nursing
African American Studies	Philosophy
Art	Religion
Biology	Electronics Technology
Business	Information Systems Technology
Computer Science	Psychology Criminology/Criminal Justice Study
Skills/Career Guidance Counseling	Sociology
Economics	World Literature
Education	Health Science
English Literature	Physical Science Human Services

Guidelines for Material Selection

Upper division or graduate level materials will not be purchased. Some materials at the high school level are appropriate for academically challenged students. Expensive items must be evaluated carefully to justify their purchase. Publisher's catalogs, reviews, flyers, and brochures should be reviewed for possible purchases. However, these should not be the sole point of reference for acquisitions. The Christanna Campus College Librarian must be active in locating materials on subjects that the library needs. Subject searches can be conducted on *CHOICE:Current Reviews for Academic Libraries*, *WorldCat*, and online resources to discover materials that may not be widely marketed by a publisher. The Christanna Campus College Librarian is responsible for selecting materials that support the mission and goals of the College, the content of courses offered in the curriculum of the campuses, the certifications offered by the College, the teaching aims of faculty members, and the special needs of SVCC students.

Donations

The libraries welcome donations. Donations are accepted with the understanding that the Library reserves the right to make use of donated materials as deemed appropriate. Materials may be added to the collection if they meet the criteria of the Collection Development Policy and support the mission and goals of the College. Lack of interest, duplication, processing costs, or inadequate space may prevent donations from being retained. Donations that are not accepted for the collection will be discarded. The staff member accepting the materials should have the donor fill out a Donation Form. A thank you note will be sent to all donors.

Deselection

Systematic deselection of materials is essential to maintaining a useful collection. An item can be removed for one or more of the following reasons:

- Poor physical condition – the item is beyond repair
- Age – the item contains outdated information and is not useful for current or historical purposes, the item has been superseded by a newer edition or a more current item on the subject
- Infrequent use – the item has not circulated for at least 5 years
- Outside the realm of the collection development policy – the item does not meet the selection criteria outlined in this policy

Deselected materials are discarded from the collection using the following process:

- After deletion from the circulation system, materials are temporarily housed until a sufficient amount of materials accrues
- Once a significant amount of deleted materials accrues, materials will be made available for free to faculty, staff, students, and other patrons
- Any leftover materials are then offered to local prison libraries, school libraries, or public libraries
- Any leftover materials not taken by the above methods are offered to other Virginia Community College Libraries
- Any leftover materials are then trashed

Exhibition Policy

The libraries feature art shows and displays from time to time. The college is not responsible for purchase or replacement in case of damage, however every effort is made to protect art on display.

Library Use for College Functions

The libraries exist for patron use. Therefore, the libraries shall not be used for College functions unless all other meeting areas are booked. The college librarians shall have final approval of any functions scheduled in the libraries.

After Hours Use

Faculty may bring their classes into the libraries after normal hours to use reference materials, however, the computers will be available and no materials may be checked out after normal hours. Faculty is asked to give two days' notice when expecting to use the libraries after hours.

Facsimile Machine Use

The fax machine in each library is for library use only. In times when other fax machines in the building are not available or out of order, school personnel may use the fax machine. Patrons may use the fax machine by signing in on the fax log and paying \$1.00 per page for fax use.

Patron Behavior

The libraries are open to all with the understanding that an atmosphere conducive to research and study is maintained. Therefore:

- Food and drinks are allowed in the libraries in designated areas.
- Cell phone conversations are not allowed within the library. All cell phones must be placed on vibrate/silence before entering the library.
- Activity or behavior that is considered distracting or disturbing to other patrons is not permitted. Threatening or dangerous behavior will immediately be reported to security.
- Smoking, chewing, dipping, and other uses of tobacco products are not permitted in the Library. The College does not permit smoking in any campus building.
- Damaging any Library material or resource in any way is not allowed.
- Violations of the libraries policies may result in the suspension of library privileges and expulsion from the College.
- SVCC's policy states that children on campus must be under parental control or under adult supervision. Unattended children are not allowed in any area of the College. The Library abides by this policy.

Testing

Emergency Cases Only!! Tests for seated as well will be distributed in the library when a SVCC faculty member is not able to administer the test. Tests will be given on the day and time the class usually meets. The entire class will take the test at the same time. Faculty is required to provide 24 hour notice and to complete the Test Instructor Form.

Tests are given for Internet Classes with the same provisions: 24 hour notice and completion of the Test Instruction Form.

If a student misses a regularly scheduled test and needs to make it up, the instructor will assign a date and time for the test. The library **will not** accept any tests with the following instructions: *the student can take the test anytime next week*. The instructor must complete the Test Instructor Form.

The library distributes and collects tests. If the faculty member needs a test to be distributed, he/she needs to make arrangements along with the completion of the Test Instruction Form.

Non SVCC faculty members are required to provide 24-hour notice with instructions for the students. The library is not a proctoring center.



LEGAL BASIS

Review/Revision Date: May 2021

The 1966 General Assembly of Virginia passed legislation, which created the Virginia Community College System ([See State Policy Manual, Section 1 for enabling legislation](#)). The State Board for Community Colleges is responsible for the establishment, control, administration, and supervision of the 23 Community Colleges in Virginia. The Chancellor of the Virginia Community College System serves as chief administrative officer for the system and secretary to the board. Each local institution has a local advisory board. Information concerning the responsibility and authority of these various groups may be located in the [State Policy Manual, Section 2](#) and the Southside Virginia Community College Local Advisory Board Policies and Procedures Manual.



LOCAL FUNDS FISCAL POLICIES

Review/Revision Date: May 2021

All Local Funds shall be administered, accounted for, and audited in accordance with relevant fiscal policies established by the State Board for Community Colleges, the Virginia Community College System, and the Commonwealth of Virginia. These funds include, but are not limited to general, construction, student services, student activities, vending, bookstore, and financial aid. Local Funds accounting transactions are recorded on the PeopleSoft Automated Information System (AIS).

Request to Political Subdivisions for Financial Support

As authorized by State Board Policy, the College Board shall request financial support from service area political subdivisions. The amount requested from each political subdivision shall be based on the following formula:

(Formula based on population, enrollment and true tax value as follows):

$$\underline{A + B + 2C} = \% \text{ of Total Budget 4}$$

Where: A = % of headcount enrollment

B = % of total population

C = % of true tax value

Report to Political Subdivisions

The disposition of Local Funds shall be reported annually to the local board that represents the various political jurisdictions.

Need Identification and Local funds Budget Development

The needs of the College to be supported by Local Funds shall be identified administratively. Prior to February each year, the President shall present to the Finance Committee a tentative Local Funds Budget for the next fiscal year which reflects identified needs and a proposed

amount of funds to be requested from the political subdivisions. The Finance Committee shall review the proposal and recommend a tentative budget and total amount to be requested to the College Board. The Board shall review the tentative budget and determine the total amount to be requested from the political subdivisions by February each year. Since final budget needs may be influenced by the amount of prior

year carry-over, changing needs, and extenuating circumstances, the tentative budget will be reviewed at an appropriate time near the end of the fiscal year. Any needed adjustments identified will be incorporated in a revised budget for consideration by the Finance Committee. The College Board shall make final approval of the Local Funds Budget no later than January of each year for the following year.

Expenditure of Local Funds

It is intended that local funds be used for non-personal services purposes not normally provided through State appropriations, or for which State appropriations are insufficient. Generally, expenditures shall be made in accordance with sound accounting practices. The expenditures of local funds shall be made with the understanding that they be judged appropriate over time and withstand the test of public scrutiny.

Expenditures shall be authorized by a designated person and supported by forms and documents, which are necessary to maintain an appropriate audit trail. The Expenditure Authorization/Voucher Form must be used for every expenditure (See [Local Funds Voucher](#)). A memo should accomplish transfers of funds from one account to another. The Expenditure Authorization/Voucher Form must be properly filled out and must include proper signatures before being submitted to the Daniel Campus Business Office. Five (5) working days should be allowed for processing by the Business Office. Checks will typically be disbursed once per week. Expenditures of local funds must comply with State Purchasing regulations, policies, and the VPPA. Expenditure records should designate the initiator of the purchase, the authorizing signature, and approval of payment. See State Procurement Manual for procedures (<https://dgs.virginia.gov/procurement/policy-consulting--review/policy/>). Purchases made with local funds are not exempt from being placed on the state's purchasing system, eVA. A copy of the purchase order is required with the local funds voucher for payment.

Out-of-pocket expenses should not be used in place of the small purchase charge card program and accompanying rules and regulations.

The College adheres to CAPP topic No. 20310 for general expenditure processing for advance payment and CAPP topic No 20366 for travel loans. Emergency purchases should follow the APSPM section 9.1.

Each person authorized to expend Local Funds shall be responsible for not exceeding the funds in the accounts he/she supervises unless appropriately provided for by a budget transfer approved by the President.

Depository of Local Funds

The College Board, upon recommendation of the Finance Committee, shall select the bank(s) to be utilized in administering Local Funds. The investment of Local Funds for the purpose of earning interest shall be administered administratively and the selection of a financial agency shall be based on maximizing investment returns.

Report to Local Board

The disposition of Local Funds shall be reported to the Finance Committee and the College Board quarterly and at other intervals as appropriate.

Clearing Accounts

Local Funds may be used as clearing accounts to facilitate effective College fiscal services for various receivable purposes provided such causes are not intended as an expenditure of Local Funds. Such uses include travel loans, salary advances, tuition refunds and receivables associated with payroll deductions. All such uses shall be in accordance with appropriate state and local policies and general operating procedures.

Chart of Accounts

The Chart of Accounts for Local Funds shall be determined administratively and shall reflect the budget as approved by the College Board, and shall be reviewed by the Finance Committee and the College Board. The College Board, upon recommendation of the Finance Committee, may develop guidelines, which identify purposes for which Local Funds may be expended from specific accounts.

Purposes and Authorization of Expenditures

Local Funds may be expended from the various accounts when appropriately authorized and in accordance with guidelines approved by the Board.

Local Funds Bank Service Contract

Southside Virginia Community College periodically puts out a request for bids for a bank service contract for local funds. The bank service contract is awarded to the bank that gives the best terms and conditions to meet the college's needs



LOST AND FOUND

Review/Revision Date: October 2022

Found Items

Personal articles found should be turned in to the Information Triage Desk in the Student Services Center (SSC) on the Christanna Campus or the John H Daniel Campus accordingly. Found articles at off-campus locations should be turned in to the appropriate coordinator. The College does not assume responsibility for lost personal property.

Lost and Found Record

Lost and Found is managed by the supervisors of the Information Triage Desk in the Student Services Center, or the appropriate coordinator for each campus or center. All items turned in are to be entered on the log sheet. Lost items are stored for 30 days. Unclaimed items beyond that time frame are disposed of according to Virginia Law.

Campus Security Officers will review and reconcile the log sheet and Lost and Found bin at the start of each month. Any discrepancies will be reported to the Buildings and Grounds Superintendent for that campus. Off-campus locations will be monitored by the appropriate coordinator.

Inquiries and Claiming Items

Inquiries about lost items should be directed to the Information Triage Desk in the Student Services Center, or the appropriate coordinator for each campus or center where the item was lost. Found items are recorded on a log kept at each SSC. If a documented item is similar to the item described, directions are given as to how and where the lost item may be identified and claimed. To claim a lost item a person must identify the item and provide their name and phone number on the log sheet.



MAIL SERVICE

Review/Revision Date: May 2021

The incoming mail is sorted and distributed on each main campus by designated personnel. Mailboxes are currently located in the lobby area of the Administration Building on the Christanna Campus and in the mail room on John H. Daniel Campus. Adjunct faculty communication and materials are handled through the offices of the academic deans. Outgoing mail needs to be in designated locations by 1:30 p.m. daily and must have postage applied prior to placing in the appropriate outgoing mailbox. Personal mail can be mailed if correct postage is affixed and the mail is placed in the appropriate outgoing mailbox. SVCC will not accept delivery of personal packages for employees.



MAINTENANCE REQUESTS

Review/Revision Date: October 2022

Maintenance requests and custodial services are under the supervision of the Buildings and Grounds Superintendents and the Vice President of Finance and Administration. The buildings are on regular cleaning and maintenance schedules.

If special attention is required for a particular area or classroom, notice to this effect should be made through the SVCC Helpdesk system by emailing dan.bandg@southside.edu for the John

H. Daniel Campus, or chr.bandg@southside.edu for the Christanna Campus. Any emergency requiring maintenance such as faulty plumbing, lack of heat, air conditioning malfunction, or electrical failure should be reported to the Buildings and Grounds Superintendents for immediate action.



SOUTHSIDE VIRGINIA
COMMUNITY COLLEGE

MISSION STATEMENT

Review/Revision Date: July 2022

Southside Virginia Community College serves as a gateway to education, training, and employment opportunities by providing relevant and innovative programs responsive to the diverse communities we serve in a student-centered, inclusive learning environment.



NEWS RELEASES & ADVERTISING

Review/Revision Date: May 2021

All news releases, flyers, posters, letters for mass mailing, brochures, ads (including digital ads), photographs, social media posts representing the college, stickers, etc. need to be approved by the Office of Communications before released to the public. A finished copy of all the above should be given to the Office of Communications. All inquiries from the media should be directed to the Office of Communications which will then be responsible for making sure that the proper person provides the correct information. All drafts of news releases should be submitted to the Office of Communications for editing and additions. Deadlines and guidelines have been established to ensure that news releases are issued at the best time.

Departments should collaborate with the Office of Communications and Office of Enrollment Management to plan for program specific recruitment materials to include budgetary responsibility.



ONLINE ATTENDANCE POLICY

Responsible Office: Office of the Vice President of Academic and Workforce Programs

Effective Date: January 1, 2025 (Spring 2025 semester)

Review/Revision Date: October 21, 2024

1. Purpose and Scope

This policy provides guidance on college attendance standards for online (distance learning) students and reporting requirements by instructors. It clarifies the regulation related to online class attendance beyond SVCC's Attendance Policy.

2. Policy Statement

In 16-week courses, students who fail to submit any assignments for 14 consecutive days will receive a grade of W, F, or delete, depending on the last day of class participation. In courses that are less than 16 weeks, students who fail to submit any assignments for 14 consecutive days will receive a grade of W, F, or delete, depending on the last day of class participation.

3. Definitions

- Last date of attendance: the last date documented by the instructor of an academically-related activity such as attendance in class or completion and submission of a class assignment, exam, tutorial, or computer-assisted instruction.
- Last day to drop with a refund: the fifteen percent (15%) point in the semester or session. The specific dates are published in the academic calendar for a given semester.
- Never-attended student: student who enrolls in a class and does not attend at least one class or actively participate at least once in a distance education class within the first fifteen percent (15%) of the course.

4. Procedures

- Delete (Drop with Refund) Date – Complete Navigate Faculty Roster prompt and identify students who have not attended. These students will be deleted from the instructor's course.
 - Faculty must complete a never-attendance roster (Enrollment Census Roster). These rosters will be sent to faculty via email for 16, 12, 10, first 8 and second 8 week sessions.
 - For any special sessions or dynamically dated courses, faculty must submit drop forms with the last date of attendance.
- Attendance should be monitored throughout the semester to ensure students are in compliance with the attendance policy. If students become non-compliant with the attendance policy after the never-attended submission, faculty must submit the appropriate drop form to the Admissions and Records office with the last date of attendance.
 - 60% Withdrawal (Withdraw without Academic Penalty) Date – In 16 week courses, withdraw students who have failed to submit any assignments for 14 consecutive days. In courses that have fewer than 16 weeks, withdraw students who have failed to submit any assignments for 14 consecutive days. Submit

- withdrawal forms (or Navigate survey) for these students by/on the 60% withdrawal deadline (the Withdraw without Academic Penalty date).
- If a student has NOT been withdrawn by the 60% date (the Withdraw without Academic Penalty) date, then the “Date of Last Attendance” should be entered as the LAST day of class.
 - The last date of attendance will determine whether the students receive a W, F, or be deleted from the course.

5. Other Information

- *Attendance Policy*
- *Financial Aid - Date of Attendance*
- VCCS Policies: 5.68, 6.22, 6.23



OPERATING PROCEDURES FOR COLLEGE COMMITTEES

Review/Revision Date: Feb 2025

NOTE REGARDING CONVENERS OF COMMITTEES: The convener schedules the first meeting of a committee. The committee elects a chair who convenes the rest of the meetings.

PRESIDENT'S COUNCIL

Membership: President, all direct reports, and selected administrators including the VP for Academic and Workforce Programs, VP for Finance and Administration, AVP for Finance and Administration, VP for Enrollment Management and Student Services, Executive Director of Institutional Advancement, Director of Institutional Effectiveness and Strategic Initiatives, Director of Communications/Assistant Advancement Officer, and Human Resource Director.

Recorder: Administrative Assistant to the President

Function: President's Council serves as an executive committee to facilitate administrative efforts and decision-making on issues that affect the entire College. It is charged with framing policy and procedures, making recommendations to the president, and with ensuring that decisions reached are effectively implemented. The President's Council is also charged with aligning the College's strategic plans and available resources to ensure that the College fulfills its mission.

Meeting Schedule: President's Council meets every other week, generally at 9:30 on Mondays. A specific schedule of meetings will be distributed by the President's Office at the beginning of each semester/session. Virtual, with in-person meetings as needed.

ACADEMIC REVIEW COMMITTEE

Membership: VP of Enrollment Management and Student Success, Director of Financial Aid, Veterans, and Records, Connect4Success Team member, seven faculty members across divisions and locations.

Chair/Recorder: VP of EMSS or Director of FA, Veterans & Records/Registrar

Function: The review and make recommendations on student appeals of academic suspension and dismissal from SVCC and from other colleges and universities if the student wishes to attend SVCC.

Meeting Schedule: Multiple times as needed each semester to review appeals in a timely manner. This is usually handled using technology for review of records.

ACCESS AND OPPORTUNITY COMMITTEE

Membership: Minimum of two members of the President's Council, the HR Director, the Director of Institutional Effectiveness, two full-time faculty members, and two classified staff members.

Function: The Access and Opportunity Committee is charged with providing recommendations and proposals to SVCC's President and the President's Council on initiatives that promote student access, equal opportunity, and success for all members of the college community.

Meeting schedule: The Access and Opportunity Committee meets a minimum of four times per year—in October, December, February, and May

ADMINISTRATIVE COUNCIL

Membership: President's Council, Academic Deans, Workforce Development Director, Financial Aid Director, College-Wide Librarian, Chief Information Officer, Registrar, Coordinators of Student Experience, Connect4Success, Campus Within Walls, Dual Enrollment, ADN Program, and Off-Campus Sites, Chief of Police, Recruiter, Faculty Senate President, Classified Staff President

Chair/Recorder: The Council Chair is the President and the Recorder is the Administrative Assistant to the President

Function: Administrative Council serves in an advisory capacity to the President and President's Staff, and provides a forum for exchange of information among the administrative staff members and departments and with other College constituencies. The Council provides a venue to discuss major policy and operational issues affecting the College; to offer recommendations and perspectives on college-wide policies and practices; and to serve as a sounding board for ideas and new initiatives.

Meeting Schedule: Administrative Council meets on the third Tuesday of September - May, at 3:00 p.m. Virtual, with in-person meetings as needed.

ASSESSMENT COMMITTEE

Membership: Director of Institutional Effectiveness, Coordinator of Institutional Research, all departmental leads, and all faculty leads.

Chair/Recorder: The Council Chair is the Director of Institutional Effectiveness and the Recorder is the Coordinator of Institutional Research

Function: The Assessment Standing Committee, led by the Director of Institutional Effectiveness & Strategic Initiatives, will meet quarterly to facilitate continuous improvement and ensure compliance with accreditation standards. The Committee, comprised of department leads, lead faculty, and other key stakeholders, will monitor progress on goals, streamline documentation, address emerging issues, and foster cross-departmental collaboration. The Assessment Committee will create a culture of continuous assessment and improvement, ensuring that the college remains on track for accreditation and maintains high standards of educational quality.

Meeting Schedule: Once a quarter (September, December, March, May)

BOOKSTORE ADVISORY COMMITTEE

Membership: Four faculty, two students (one from each campus), two student service reps (one from each campus), academic dean, Follett bookstore representatives, two staff, Business Manager, Director of Financial Aid, Veterans, and Records, Director of Institutional Effectiveness & Strategic Initiatives, Application Support Team Member, and the VP of Finance & Administration.

Chair/Recorder: VP of Finance & Administration/F&A Operations Manager.

Function: The Bookstore Advisory Committee serves as a forum for faculty, students, and the bookstore managers and the contractor to discuss issues and concerns and determine solutions to help enable faculty and students to get the texts they need at a reasonable cost. It also provides an opportunity for the bookstore contractor to inform and educate faculty, students, and staff on new initiatives that are being offered.

Meeting times: Once a semester as coordinated by the VP of Finance & Administration and the contractor

COLLEGE WELLNESS COMMITTEE

Membership: President, VP of Finance & Administration, VP of Academic and Workforce Programs, VP of Enrollment Management and Student Success, Executive Director of Institutional Advancement, Director of Institutional Effectiveness, Human Resources Director, Academic Dean(s), Director of Workforce Programs, Chief Information Officer, Faculty Senate President, Dual Enrollment Coordinators, Buildings and Ground Supervisors, Governor's School Director, and Finance & Administration Operations Manager.

Chair/Recorder: VP of Finance & Administration/Finance & Administration Operations Manager.

Function: The College Wellness Committee is dedicated to promoting the health, safety, and overall well-being of the SVCC community. Originally established as the COVID-19 Committee, its role has evolved to address a broader range of wellness initiatives, including

physical and mental health, campus safety, and emergency preparedness. The committee provides recommendations and guidance to support a healthy learning and working environment for students, faculty, and staff.

Meeting times: Once a semester as coordinated by the V.P. of Finance and the contractor District Manager

CURRICULUM COMMITTEE

Membership: 3 Faculty Members From the Division of Humanities, Social Science, and Business; 3 Faculty Members From the Division of Career and Occupational Technology; 3 Faculty Members from the Division of Nursing, Allied Health, and Natural Sciences; Dean of Humanities, Social Science, and Business; Dean of Career and Occupational Technology; Dean of Nursing, Allied Health, and Natural Sciences; Coordinators for Dual Enrollment and Campus Within Walls, Local Board Member; Application Support Team Member (Ex-Officio); Director of Financial Aid (Ex-Officio); Director of Institutional Effectiveness (Ex-Officio); Vice President for Academic and Workforce Programs (Ex-Officio)

Chair/Recorder: Vice President for Academic and Workforce Programs or designee - Dean of Nursing, Allied Health, and Natural Sciences/Admin assistant to Dean of Nursing, Allied Health, and Natural Sciences

Function: The Curriculum Committee reviews academic programs, policies, and curriculum, and makes recommendations to the faculty and administration regarding program development, revision, and discontinuation. Changes recommended by the committee will be considered by the VP for Academic and Workforce Programs, President's Council, Local Board, and VCCS as appropriate.

Meeting Schedule: 3rd Thursday of the month

EMPLOYEE GRIEVANCE COMMITTEE

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

Chair/Recorder: VP of Finance & Administration/To be appointed

Function: The purpose of this committee is to provide for a fair and equitable hearing for a grievant who has gone through the Level One and Level Two grievance process. The role and function of this committee is to determine whether the challenged action is within policy and the authority of the person taking the action, and to provide a written report of findings of fact and the decision. The ad hoc hearing committee shall arrive at its report by simple majority vote and shall communicate its findings and decision in writing to the grievant, the grievant's supervisor, the vice president and the president. Refer to VCCS policy 3.13.1 for further detail.

Meeting Schedule: Only meets as needed.

GRADUATION COMMITTEE

Membership: VPASA (convener, ex-officio), Assistant to VPASA, Dean of Enrollment, Marketing and PR, Directors of Counseling, 1 academic dean, Building and Grounds Directors, representation from division assistant pool (at least 2), Dual Enrollment Coordinator, and 1 faculty from each academic division.

Function: Facilitate logistical details for graduation ceremony.

Meeting Times: In the spring semester TBD

GRANTS COUNCIL

Membership: Academic Deans, VP of Academic and Workforce Programs (or designee), VP of Enrollment Management and Student Success (or designee), VP of Finance and Administration (or designee), Grant Writer, Director of Institutional Advancement, Director of Institutional Effectiveness and Strategic Initiatives, and Dual Enrollment Coordinator(s).

Convener/Recorder: Director of Institutional Advancement/Grant Writer

Function: The Grants Committee works with the Grant's Office to develop an annual grant agenda and calendar, driven by the SVCC's strategic priorities, to seek and obtain external funding support that will enhance the work done at the college in expansion and development of programs, faculty and student development, access to teaching and student resources, promoting and enhancing diversity and enhancing the development of community and economic development resources.

Meeting Schedule: Quarterly to be determined at first meeting (late September)

MARKETING COMMITTEE

Membership: Executive Director of Institutional Advancement, Director of Communications, Director of Financial Aid, Veterans, and Records, Student Experience Coordinator, Webmaster, Dual Enrollment Coordinator, Coordinator of Off-Campus Sites, Academic Dean, Vice-President of Academic and Workforce Programs, Recruiters, College-wide Librarian,

Recorder: Executive Director of Institutional Advancement or Designee/To be determined

Function: This committee will provide collaboration and discussion of marketing efforts to promote the college's programs, workforce training, facilities and other resources to the service area. It will provide input on the marketing plan, budget planning and will make recommendations to the Communications department.

Meeting Schedule: Once per quarter: September, December, March, June

MULTI-YEAR APPOINTMENT COMMITTEE

Membership: To be determined by the president and shall be from various segments of the faculty, including teaching faculty, counselors, librarians, and administrators. Five to seven members comprised of a minimum of two teaching faculty and one administrator and/or one librarian or counselor in addition to the Vice President for Academic and Workforce Programs. The Human Resources Director will serve as ex-officio.

Chair: To be appointed by committee. Vice President for Academic and Workforce Programs convenes the committee.

Function: The Multi-Year Appointment Committee makes recommendations to the president on all faculty eligible for three and five-year appointments.

Meeting Schedule: Once a year in December

RECOGNITION COMMITTEE

Membership: 2 faculty from each academic division and 1 professional faculty member, 1 academic dean (nonvoting), and Vice President of Academic and Student Affairs (nonvoting).

Chair: faculty member

Function: Faculty Rewards and Recognition Committee will implement the rewards and recognition part of the Faculty Evaluation and Professional Development Plan.

Meeting Times: Spring semester of each academic year TBD

SAFETY/COOP COMMITTEE

Membership: 10 to 12 members including faculty, staff administrators and students. Members are appointed by the Administration and should include representation both on and off campus.

Chair/Recorder: VP of Finance and Administration or designee/F&A Operations Manager.

Function: Do an annual review and update of the college's safety plan and to develop an annual COOP exercise as required by the state. The committee will also discuss any safety issues.

Meeting Schedule: Wednesday afternoon in September and March.

STRATEGIC PLANNING COMMITTEE

Membership: President, Director of Institutional Effectiveness (convener), Vice President of Finance & Administration, Vice President for Academic and Academic Programs, Vice President of Enrollment Management and Student Success, presidents of the faculty and staff organizations, Chief Information

Officer, Executive Director of Institutional Advancement, one academic dean, and the Coordinator of Institutional Research. In addition, the committee will include at least one representative of each of the following groups: faculty, students, student services, off-campus center directors, workforce development, Local Board, SVCC Foundation Board.

Chair/Recorder: Director of Institutional Effectiveness/Coordinator of Institutional Research

Function: The Strategic Planning Committee advises and assists in the development, coordination, monitoring, and assessment of the strategic and annual planning process.

Meeting schedule: Minimum of two times annually in October and April and as needed.

THREAT ASSESSMENT COMMITTEE/VIOLENCE PREVENTION COMMITTEE

Membership: Administrators, counselors, faculty, buildings and grounds staff, Chief of Police and/or part-time security staff, and a member of the sheriff's office. Chosen by administration and membership is not rotated often.

Chair: To be determined

Function: Threat Assessment Committee/Violence Prevention Committee reviews and investigates all reported threats to students/staff. Reviews offender's criminal background history, talks with parties involved, and decides a course of action. If students are involved, the committee makes a recommendation to the VP of Academic and Student Affairs. If a staff member is involved, committee makes a recommendation to the president. This committee serves as an appeals panel for convicted sexual offenders who want to take classes.

Meeting Schedule: As needed

TITLE IX

Membership: Title IX Coordinator, at least 1 Student Affairs representative from each side of the service area, Law Enforcement representative, Human Resources representative

Function: Monitor overall implementation of and coordinate compliance with Title IX per policy. Implementation of grievance procedures, including notification, investigation, and

disposition of complaints; provision of educational materials and training for the campus community; coordinate and/or conduct investigations of complaints received pursuant to Title IX; ensure a fair and neutral process for all parties; and monitor all other aspects of the College's Title IX compliance.

Meeting Schedule: As needed and at least two times per semester.



SOUTHSIDE VIRGINIA
COMMUNITY COLLEGE

ORGANIZATIONAL CHARTS

Revised monthly

Organizational Chart

PARKING OF MOTOR VEHICLES

Review/Revision Date: June 2025

Parking zones are clearly marked on each campus for visitors, disabled persons and state vehicles. Employees are expected to observe all parking regulations and traffic safety rules and place a parking sticker on the rear window on the driver's side of the vehicle. These stickers are available in the admissions office for students and in Human Resources for employees. Students and staff are not to park in disabled parking spaces unless they have disabled license plates or mirror tags displayed on their vehicles. College security personnel are authorized to ticket offenders.

Parking/Vehicles

Everyone on campus is expected to follow basic motor vehicle and parking regulations that promote a more safe and orderly campus, including:

- No person shall stop, stand, or park any vehicle upon a roadway in such a manner or under such conditions as to block the movement of vehicular traffic.
- No person shall park a vehicle at any time on the campus except in spaces marked or designated for parking and for which he/she holds a permit. No person shall park in a space so as to occupy more than one parking space.
- All parking is designated by white lined spaces or gravel parking lots. Parking is on a first-come, first-served basis except spaces designated for handicapped, authorized vehicles, reserved or visitor parking. All parking should be head-in parking.
- Finding a legal parking space is the responsibility of the vehicle operator.
- All bicycles must be parked in a College-provided bicycle rack.
- Enforcement is the responsibility of the Southside Community College Police Department. Sanctions for violations may include campus tickets and having the vehicle towed at the owner's expense. Cars illegally parked in handicapped spaces may also be subject to fines.
- Parking sticker registrations are available in Police or Security Office. Parking stickers may also be requested by emailing Police@southside.edu.

PAYROLL

Responsible Office: Human Resources

Effective Date: Prior to 2017

Review/Revision Date: October 25, 2024

Permanent Employees

Payrolls for permanent employees are processed through the automated Cardinal HCM (Human Capital Management) System. Paychecks are received from the Department of Accounts by the Payroll Office and are disbursed through the Christanna Campus Cashier/Business Office. Non-exempt classified staff are required to submit an electronic Timesheet which is approved by their immediate supervisor before their paycheck can be disbursed. Full-time employees receive their paychecks on a semi-monthly basis.

Pay Periods

Classified, 12-month faculty, administrators and Presidents pay periods are as follows:

25 th - 9 th	Payday - 16 th
10 th - 24 th	Payday - 1 st

Nine-month faculty pay periods are:

1 st - 15 th	Payday - 16 th
16 th - last day of month	Payday - 1 st

Direct Deposit

Payroll direct deposit is mandatory for all new full-time employees. (See [Direct Deposit Authorization – Exhibit 44](#), internal only).

Part-Time Employees

Payrolls for part-time employees are disbursed by the Christanna Campus Payroll Office on a bi-weekly basis. Work-study students and instructional assistants are also on the bi-weekly payroll. The bi-weekly pay period is every two weeks on a Friday through Thursday basis. Bi-weekly pay dates occur on the Friday, two weeks following the end of the two-week pay period adjusted for holiday schedules. Part-time payrolls are also processed through Cardinal HCM. Timesheets MUST be properly completed and submitted in the VCCS HCM Peoplesoft

System no later than the Monday following the end of the pay period. Incorrect or late timesheets will cause the employee to miss a pay period. Because it is the responsibility of all supervisors to see that their employees do not miss pay dates, it is essential that supervisors pay special attention to the following requirements when reviewing and approving Timesheets:

- Timesheets must be submitted and approved through the VCCS HCM System.
- Hours must be added for a week's period with the correct total showing for the entire pay period.
- If a holiday falls during a pay period, hourly employees are not paid for the time unless they actually worked.

Wage (hourly part-time) Employee Break Policy

Wage (hourly part-time) employees are paid only for the number of hours worked and as such do not receive any benefits. Wage employees must take a lunch break (or dinner break if working evening hours). They are not paid for the time taken for meal breaks. Mid-morning and/or mid-afternoon 15-minute breaks are allowed when a wage employee works the number of hours as listed below:

Work 4 hours or more in one day - allowed one 15-minute break
Work 7 or more hours in one day - allowed two 15-minute breaks

Mid-morning and/or midafternoon breaks may be included as work time and wage employees will be paid for these breaks as long as the workday hours meet the above limits. Supervisors should carefully review timesheets of wage employees before signing to ensure that hours recorded are the actual hours worked.

Wage (hourly part-time) Hours

Wage employees normally work up to 29 hours per week depending on the number of hours needed and funded for. State law prohibits wage employees from working over 1,500 hours per year beginning May 1st and ending April 30th of the following year (not calendar year). This is a mandatory policy.

PERSONAL USE OF FACILITIES AND SERVICE

Review/Revision Date: May 2021

Employee Use

College facilities and services exist ultimately for instructional purposes. Thus, College employees (faculty, administration, and classified staff) may use these facilities and services on a personal basis only if they have the prior approval of their supervisor and the appropriate Vice President and if the facility or service is available on the same basis to the general public.

Public Availability

Questions about public access to services and facilities should be directed, first, to the supervisor responsible for them, and if no policy exists, to the appropriate Vice President. Public access to facilities is determined by consideration such as amount and type of supervision necessary, safety, fragility, use on or off campus, potential for abuse and wear, whether commercial profit will be gained, and whether it is heavily used in instruction.

Offices

Normal office furnishings and offices are excluded from this provision.

Shops and Labs

Employees may use shops and labs for which they are directly responsible provided such use is intended to improve professional skill and knowledge related to their work assignments (job descriptions) or to satisfy the criteria by which they are evaluated. Students should not use the labs without the expressed consent of their instructor and without proper supervision.

POLICIES REGARDING INTERNAL BUDGETING FISCAL CONTROL AND ACCOUNT SYSTEM

Review/Revision Date: May 2021

Budget Preparation

The College operates on an annual budget with the fiscal year of July 1 through June 30. Responsibility for preparation and implementation of the budget is vested in the President. Each year the Virginia Community College System prepares the budget guidelines which regulate the preparation of the maintenance and operating budget. The Vice President of Finance and Administration is responsible for the preparation and implementation of the total budget for the College.

The College receives a target, based on projected enrollment, for funding and positions from the VCCS. The College also receives guidelines for promotions and salary increases for personnel. Since personnel comprises more than 80% of the total budget, the Vice President of Finance and Administration does these calculations first and projects the College's fixed costs from the current year's expenditures plus or minus any expected variations.

The Vice President of Finance and Administration sends out budget request forms to all full-time faculty and staff in January along with a schedule of deadlines for the budget preparation. These forms ask for itemized requests for equipment, supplies, and services. These requests are to be approved and submitted through the individual's department head/supervisor and must be linked to the mission and strategic plan of the College before requests are accepted.

Department heads may schedule meetings in March to discuss new positions and/or major equipment requests. Supervisors and department heads then submit budget requests which the President's Council reviews. The President's Council makes allocations on the basis of strategic planning, mission objectives, institutional priorities, enrollment, and other justifications. The Vice President of Finance and Administration also sets up a contingency fund to cover unbudgeted items which may arise during the year. The Vice President's Office monitors the budget on a weekly basis and starts making expenditure projections in January for the remainder of the fiscal year. SVCC uses this, along with the enrollment projection, to modify the budget as needed for the remainder of the year. The local funds budget includes the small amount of funding received from counties and municipalities within SVCC's service area. These funds cover certain expenditures for public information, recruitment, local board expenses, community events/service, faculty/staff development, and other items.

Fiscal Control and Accounting

The Chart of Accounts was developed for the VCCS by SCHEV and is compatible with the system recommended by NACUBO. The College's financial transactions are accounted for on the automated PeopleSoft System which interfaces with the Commonwealth Accounting and Reporting System (CARS). The accounting system of record for the Commonwealth of Virginia is [Cardinal Financials](#). The College's expenditures, revenues, cash, appropriations and allotments as reported on PeopleSoft are reconciled monthly to Cardinal. Payments to vendors are processed through the Treasurer of VA while transactions between State agencies are processed via Interagency Transfer Invoices (IAT's). Transactions within the College from one department to another are processed on Agency Transaction Vouchers (ATV's).

Cash to state or federal accounts set up on the automated accounting system are deposited to the Treasurer of Virginia on a Deposit Certificate and coded to appropriate revenue sources. Revenue from other state agencies is transferred via IAT. All requests for expenditures must be submitted via the [eVA procurement system](#). Approvals are set within the eVA system as well as compliance parameters which are approved by the [Shared Service Center](#). This is covered under the VCCS Shared Services-[Procure to Pay Business rules](#).

The Business Office shall provide online expenditure access to each department head. All department heads should regularly monitor budget activity and transactions which affect their areas of supervision. Department heads are asked to contact the Business Office within five days after reviewing reports if there are any questions or discrepancies regarding their accounts. Department heads can request that online access be given to them or their designated staff for PeopleSoft System access for inquiry only to their accounts.

POLICY AND PROCEDURE FOR EVALUATION OF COLLEGE PERSONNEL HOLDING FACULTY RANK

Review/Revision Date: May 2021

Full-Time Teaching Faculty Development & Evaluation Plan

Please refer to SVCC Full-time Teaching Faculty Development and Evaluation System Plan link.
<https://drive.google.com/file/d/1-fzG4gH8Suj4xL-jLKIWleKTI-cCp2yh/view?usp=sharing>

Administrative and Professional Faculty Evaluations

Please refer to SVCC Administrative and Professional Faculty Evaluation Plan link:
https://drive.google.com/file/d/1LER9LSHyOuj6NeZvldl0YMP_G-iQK_d/view?usp=sharing

Presidential Evaluation

Southside Virginia Community College presidential evaluation policy is the same as that adopted by the State Board of Community Colleges (Section 3.10.1 of [VCCS Policy Manual](#)).

POLICY DEVELOPMENT, REVIEW, AND REVISION

Responsible Office: Office of the President

Effective Date: September 23, 2024

Review/Revision Date:

1. Purpose and Scope

This policy establishes the procedures for creating, reviewing, revising, removing, and approving all official policies at Southside Virginia Community College (SVCC). It ensures consistency, transparency, and alignment with SVCC's mission, values, and applicable regulations. This policy applies to all college departments, faculty, staff, and administrators. This policy on creating and changing policies is intended to streamline and clarify the process, ensuring that SVCC policies are comprehensive, consistent, and aligned with the college's goals and regulatory requirements.

2. Policy Statement

All SVCC policies must be developed, reviewed, and revised systematically and transparently to ensure they support the college's mission and comply with relevant legal, regulatory, and accreditation requirements. This policy outlines the standards and procedures for policy development, review, and revision, ensuring consistency and accessibility.

3. Definitions

- **Policy:** A statement of principles and direction that guides the college's decisions and actions. Policies are broad and apply college-wide.
- **Procedure:** Specific steps to implement policies, detailing the "how" aspect of policy enforcement.
- **Responsible Office:** The department or administrative unit accountable for the area covered by the policy. If not specific to a department or unit, then the Vice President of Finance and Administration will serve as the Responsible Office.
- **Stakeholder:** Any individual or group affected by or with a vested interest in the policy.
- **Minor Edits:** Minor edits are non-substantive changes, including:
 - Typographical fixes (spelling, grammar).
 - Formatting adjustments.
 - Updates to titles, office names, or references that don't alter policy intent.

4. Policy Development and Review Procedures

1. Proposal Submission:

1. New, revised, or deleted policies are proposed by any SVCC faculty, staff, or administrator using the *Policy Revision/Creation Form* (see attached form Exhibit #52).
2. Proposals are submitted to the Responsible Office for initial evaluation.
3. Minor edits or corrections, as defined above, do not require full policy review and will be handled through the Office of the Vice President of Finance and Administration in coordination with the Responsible Office. These edits will be documented and revision dates will be noted on the policy.

2. Initial Assessment:

1. The Responsible Office conducts a preliminary review to assess the necessity and alignment with SVCC's mission and strategic goals.
2. If the proposal is supported, the Responsible Office drafts or revises the policy.

3. Policy Drafting:

1. Policies must follow the standard SVCC policy format, which includes:
 - Header with policy title, responsible office, and effective/review dates.
 - Relevant Sections may include, in this order: Scope, Policy Statement, Definitions, Procedures, and Authority.

4. Review and Compliance:

1. The Vice President of Finance & Administration will do a preliminary review and determine if a legal & compliance review is required. If required, the final draft is reviewed by the Office of System Counsel to ensure legal and regulatory compliance.

5. Approval Process:

1. The Vice President of Finance & Administration will present the final policy draft to President's Council for approval.
2. President's Council will vote. If approved, the form will be given to the Executive Assistant to the President and the Finance & Administration Operations Manager to record and update the website and Faculty & Staff Handbook. If not approved,
3. President's Council will provide feedback to the Responsible Office.

5. Policy Approval and Communication

- Approved policies are published on the SVCC website within two weeks.

- The Responsible Office will communicate new or revised policies to the SVCC community via official channels.

6. Policy Review Cycle

- Policies are reviewed every five years or as needed based on changes in regulations, college operations, or strategic direction.
- The Responsible Office must ensure timely reviews and updates to maintain policy relevance and compliance.

7. Documentation and Record Keeping

- The Vice President of Finance & Administration maintains the official records of all policies, including drafts, feedback, and approvals.
- All policy-related documents are stored in a central repository accessible to the SVCC community.

8. Forms

- **Policy Revision/Creation Form:** To be used for all proposals related to policy creation, revision, or deletion. [Exhibit #52](#)

9. Authority

- [Operating Procedures for College Committees](#)

President's Staff (renamed President's Council) serves as an executive committee to facilitate administrative efforts and decision making on issue that affect the entire College. It is charged with framing policy and procedures, making recommendations to the president and with ensuring that decisions reached are effectively implemented. The President's Staff is also charged with aligning the College's strategic plans and available resources to ensure that the College fulfills its mission.

POLITICAL ACTIVITIES AND PUBLIC OFFICE

Review/Revision Date: May 2021

Southside Virginia Community College will follow the VCCS guidelines on our employees' political activity and holding public office. Faculty and staff may campaign for a public office but must give assurances to the president that this will not cause diminution of their duties. College presidents should maintain a non-partisan positive and must refrain from seeking a public office. (See [VCCS Policy 3.14.6](#) for more detail).

Political Activities and Public Office

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

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

Faculty or staff members should, as a matter of courtesy, notify the president (or Chancellor) of their intention to seek public office or to accept an appointment to public office prior to the time, such information is made public through notices of the press or other media.

Should faculty or staff members be elected or appointed to local, state, or national office, their first and primary responsibility is to their positions with the institution.

Should faculty or staff members choose to seek public office, the campaigning must be done on their own time and without taking advantage of any resources or settings directly involving the institution. Employees who are candidates or who promote a public cause or support a candidate must ensure that their activities are not subsidized by public funds.

When faculty or staff members are elected or appointed and assignments conflict with institutional duties, except for state appointments or offices that are covered by administrative leave, the member is required to take first available annual leave or personal leave.

Political Activities and Public Office for Presidents:

It is imperative that college presidents maintain a non-partisan posture due to the nature of the duties of their position. Therefore, as a condition of employment as a president within the VCCS, presidents must refrain from seeking any public office, or serving in any elected public office during the term for their presidential appointment. A president must resign, or their position will be terminated, if he or she takes an overt, public action in an effort to formally announce his or her candidacy, seek the nomination of any political party, or seek to have his or her name placed on the ballot for a primary or general election.

POSITION DESCRIPTIONS

Review/Revision Date: May 2021

President

The President is the chief executive of the College and is directly responsible to the Chancellor of the Virginia Community College System. Responsibilities include organizing and operating the Community College in accordance with the policies, procedures, and regulations of the State Board for Community Colleges, the Virginia Community College System, and the local Community College Board. The responsibilities of the President shall include the following:

- Organizing and operating the Community College in accordance with the policies, procedures, and regulations of the State Board for the Community Colleges, the Virginia Community College System, and the local Community College Board.
- Serving as secretary to the local Community College Board.
- Providing leadership and supervision for the total Community College program including the following:
 - Instructional program of occupation/technical education, liberal arts and sciences, general education, adult education, preparatory foundations program, special training programs, and community services
 - Student services, including guidance and counseling
 - Budgeting and other financial operations
 - Campus development, including site and facilities
 - Research and reports
 - Staff recruitment and development
- Representing the College at appropriate local, state, and national events.
- Developing effective regional and community relations with other organizations and individuals.
- Maintaining professional activities for self-development and for educational leadership of the College staff.
- Serving as ex-officio member of all local Community College Board activities

The College President is responsible for the college's IT systems and data as described in the VCCS Contingency Planning and Business Recovery Program "IT Security Roles and Responsibilities" standard, version 1.0

Vice President for Academic and Student Affairs

Vice President for Academic and Student Affairs is responsible to the President for the management and coordination of the academic affairs of the College, including instructional and student services. The responsibilities of the Vice President for Academic and Student Affairs shall include the following:

- Provides supervision, evaluation, and leadership of the instructional program.
- Provides supervision and leadership of the student services program.
- Provides supervision and leadership for the learning resources.
- Serves on appropriate College committees.
- Assists in the identification of alternate sources of funds.
- Assists in selection, evaluation, promotion, and dismissal of appropriate College personnel.
- Assists in the identification and implementation of appropriate staff development activities.
- Assists in implementing a College-wide student recruitment program.
- Develops, supervises, and evaluates academic advisement services.
- Prepares, or causes to be prepared, reports, studies, and evaluations of College programs or activities.
- Assists the President in relating the instructional and student services programs of the College to business, industry and public agencies of the area.
- Provides for compliance with College and state policies, regulations, procedures, and guidelines which relate to the operation of the College.
- Provides leadership in the development of long-range goals and objectives for instructional and student services program.
- Handles student disciplinary matters.
- Maintains high quality, accessible instructional programs consistent with the mission of the College and the needs of the College region.
- Insures academic competence and integrity and provides for faculty welfare with provisions for collegiate governance, professional development, and adequate physical resources.
- Along with the President and Director of Institutional Effectiveness insures effective management of academic affairs, including assessment, curricula, learning resources, accreditation criteria, and related support services.
- Along with the Vice President of Finance and Administration insures appropriate development and management of academic budgets and maximizes effective utilization of available resources and facilities.
- Performs other duties as assigned by the President.

The Vice President is expected to be an active participant in professional organizations, participate on committees and teams within the Virginia Community College System, and actively serve the service region community in civic organizations.

The Vice President for Academic and Student Affairs is responsible for the IT Security Role of System Owner as specified in the COV ITRM SEC 501-01 Security Standard

Vice President of Finance and Administration

The Vice President of Finance and Administration reports to the President and serves as the chief business officer for the College. The responsibilities of the Vice President of Finance and Administration shall include the following:

- Prepares capital, maintenance and operating, and local funds budgets.
- Provides timely budget status reports to appropriate College personnel.
- Oversees the accounting records in conformance with state and department accounting procedures.
- Oversees the disbursement of all grant funds.
- Assists in the coordination of institutional compliance with pertinent state and federal regulations, such as those governing employee health and safety and equal employment opportunities; serves as the College's Americans with Disabilities Act and Affirmative Action coordinator.
- Serves as the College liaison to the VCCS office Attorney General's office.
- Serves as the College's Emergency Services Coordinator and oversees the College's Continuity of Operations Plan along with other safety and security activities.
- Contracts for services to the college, enforces provisions of service contracts, and oversees and administers the College's leases and MOUs.
- Provides for the purchase of College supplies and equipment.
- Oversees the maintenance inventory of all facilities and equipment and provides means for controlling and recording all transfers of inventory items.
- Maintains a system of records management and retirement according to State Library guidelines and supervises the duplication and/or destruction of outdated records.
- Coordinates and monitors construction projects.
- Serves as the liaison between the College and the auxiliary service contracts.
- Provides for the maintenance of College grounds, physical plant and equipment.
- Serves as the College's emergency services coordinator.
- Oversees the Information Technology functions of the College.
- Serves as the College's Deputy Title IX Coordinator.
- Acts as a member and Treasurer to the college Foundation.
- Performs other duties as may be assigned by the President.

The Vice President of Finance and Administration is responsible for the IT Security Role of System Owner as specified in the COV ITRM SEC 501-01 Security Standard.

Vice President for Workforce Development and Continuing Education

The Vice President for Workforce Development and Continuing Education reports directly to the President and is a highly visible and responsible administrative position, providing college-wide leadership, direction, and management of the College's workforce training and continuing education efforts. The Vice President serves as the College's primary business and industry contact, and is key to the growth and economic well-being of the College's service area. Duties of the Vice President include, but are not limited to:

- Serving on the President's Staff and other appropriate committees, providing input on the strategic direction of the College;
- Assessing the instructional and training needs of area businesses, industries, and government agencies through personal contact, formal needs assessment and other appropriate means;
- Developing and delivering credit and non-credit instructional and training programs to meet identified needs;
- Collaborating with other offices of the College to meet area demands for workforce training and continuing education services;
- Promoting the College and the use of its facilities and services within the service region;
- Directing procedures for student registration appropriate to the various workforce and continuing education programs and activities;
- Representing the College on matters of regional economic development activities, including establishing and maintaining working relationships with regional and state economic development offices and personnel;
- Working with the Virginia Community College System Office of Workforce Development Services in advancing the economic development vision of the Commonwealth of Virginia;
- Responding to the cultural and historical interests of the College's region through appropriate courses, programs, workshops, and other activities as may be appropriate;
- Assigning and directing workforce development and continuing education administrators, faculty, and staff, and evaluating the effectiveness of personnel, programs, and operations, including those related to off-campus centers, inmate education, and Career Pathways programs;
- Conducting recruitment, selection, and orientation of workforce development and continuing education administrators, faculty, and staff;
- Managing appropriate budgets and state reporting responsibilities;

- Demonstrating effective management and leadership abilities in carrying out assigned requirements; and

Assuming other duties as assigned by the President.

The Vice President of Workforce Development and Continuing Education is responsible for the IT Security Role of System Owner as specified in the COV ITRM SEC 501-01 Security Standard.

Dean of Enrollment Management

The Dean of Enrollment Management reports to the President and his/her responsibilities include the following:

- Develops and coordinates a College-wide student marketing plan and enrollment management program.
- Coordinates the development and implementation of admissions and records policies, procedures and programs.
- Develops and supervises the college's financial aid personnel.
- Coordinates the maintenance of appropriate financial aid records with the Vice President of Finance and Administration.
- Assists in preparing catalog information, enrollment management material on the SVCC website and other material including publications relating to counseling, placement and admissions.
- Serves on appropriate College committees.
- Ensures that there is compliance with campus, College, and state policies, regulations procedures and guidelines which relate to the student enrollment operation of the campuses and the College.
- Maintains inventory of all College publications (catalogues, brochures, etc.) and coordinates a timely update and reprint schedule with the Public Relations Coordinator.
- Provides College-wide supervision of the admissions and records operation and for admissions and records staff on campuses as well as the Institutional Research Coordinator and the PeopleSoft Administrator.
- Approves admission to the College and its programs
- Disseminates pre-College information, including mailings and it responsible for all admissions correspondence.
- Coordinates and supervises day and evening registration for classes on-campus and assist other departments with off campus registration.
- Provides information on academic regulations and chairs Academic Review Committee.
- Evaluates College transcripts in consultation with appropriate instructional personnel.

- Responsible for validation of faculty and Vice President for Academic and Student Affairs graduation certification.
- Decides Virginia Domiciliary questions at Level 2.
- Coordinates the scheduling of registration and grade reporting with the Vice President for Academic and Student Affairs.

- Responsible for budget request, budget administration, and inventory for Admissions and Records, Financial Aid, and Institutional Research.
- Supervises the storage, maintenance, and security of student records of credit and noncredit work and implements the State records management system with respect to student records.
- Maintains permanent student records and forwards official transcripts.
- Coordinates College Day/Night activities sponsored by the College.
- Completes attendance reports, writes requested recommendations for transfer students, and handles student certification requests, Senior Citizens Act Applicants, Insurance forms, Issuance of I-20's, etc.
- Designs and conducts need assessment studies and community impact studies for use in evaluation and planning.
- Maintains data needed to assist in curriculum evaluation and planning efforts.
- Conducts student follow-up studies, retention studies, and other research for use in evaluation and planning.
- Performs other duties as assigned by the President.

The Dean of Enrollment Management is responsible for the IT Security Roles of System Owner and Data Owner as specified in the COV ITRM SEC 501-01 Security Standard.

Director of Institutional Effectiveness

The Director of Institutional Effectiveness leads all college strategic planning, institutional effectiveness, and research activities. The position develops data systems to collect, analyze, and share information for the purposes of supporting evaluation, planning, accountability, and management decisions. This position reports to the President and serves on the President's staff.

Strategic Planning:

- Oversees college-wide planning efforts
- With the College Planning Committee as staff, directs the development of the long-range and annual college plan ensuring that goals and evaluation criteria that result from a culture of evidence
- Monitors the implementation of the long-range and annual plans. Maintains up-to-date records of the progress made in meeting each of the goals of the plan.

Institutional Effectiveness:

- Responsible for the development and implementation of an effective college assessment program. Works collaboratively with department heads/program heads in developing continuous improvement based upon data collected in the program.

- Provides leadership in the development of an assessment protocol by directing the assessment process, ensuring that all college personnel involved are aware of requirements and timetables for institutional and program outcomes.
- Provides in-service training to individuals with responsibility for any aspect of the process.
- Provides technical assistance to faculty and staff in identifying, planning and initiating surveys and studies relevant to instruction and college operations.
- Acts as SACS COC Liaison.

Research:

- Establishes and directs the operation of a research function ensuring data quality and accuracy for reporting and analysis. This would include but not be limited to:
 1. A fact-book containing college data in support of planning and grants development. Collect (and/or pursue) statistical information concerning demographics and college programs as needed.
 2. College re-accreditation reports, data and files
 3. Information about manpower, demographic, and economic trends about the Southside Virginia Planning Region
- Directs and/or completes all VCCS, State Council of Higher Education, and state and federal reporting requests.
- Ensures compliance with state and federal reporting requirements.
- Prepares research findings in the form of reports, research briefs, newsletter memoranda, and other communications.
- Other duties as assigned by the President.

Special Projects

- Works with Foundation and Grant Offices to secure funding for special programs.
- Attends state and regional planning meetings with agencies to develop and maintain such programs.
- Develops Memorandums of Understanding and Agreements with various agencies during the planning process of special project creation.
- Assists with the locating and hiring of personnel to operate special programs and projects.
- Identifies and meets with donors to support college initiatives related to special projects.
- Works with Academic Deans and Directors of Workforce Development to create schedules for the Campus Within Walls Program each semester.

The Director of Institutional Effectiveness is responsible for the IT Security Role of System Owner as specified in the COV ITRM SEC 501-01 Security Standard.

Director of Institutional Advancement

The Director of Institutional Advancement serves as the Chief Development Officer and oversees the areas of Public Relations and Grants. This position reports to the President. The following are duties of each area of responsibility:

Development

- Serves as Chief Staff Officer of the Bboard of Directors of Southside Virginia Community College Foundation, Inc.
- Solicits resources as deemed appropriate by the Southside Virginia Community College Foundation Board of Directors. Major duties would be solicitation of funds from individuals and corporations.
- Fosters good relations internally and externally using good interpersonal skills.
- Plans and implements meetings and agenda for the Board and its committees.
- Plans, coordinates, and manages fund-raising campaigns to include annual, special, and capital programs.
- Conducts prospect research and maintaining a library of resource materials.
- Trains staff and volunteers.
- Prepares case statements.
- Prepares and implements the budget.
- Establishes and maintains a positive working relationship with the College accounting office.
- Solicits scholarship support from non-public sources.
- Maintains comprehensive records of contributions received from non-public sources.
- Coordinates special projects as assigned by the President, develop presentations, speeches, etc.
- Performs other duties as assigned by the President

Public Relations

- Ensures appropriate materials are provided to newspapers and other media designed to provide constituents information about the College.
- Ensures development and implementation of a comprehensive Marketing Plan for the college develops a yearly plan for maintaining appropriate media relations.
- Develops and implements plans to better inform constituents about the College.
- Prepares and has published brochures and other printed materials about the College.

- Develops and revises College publications which includes, but may not be limited to, the College catalog, annual report, faculty/staff handbook, College directory, and College newspaper.
- Develops and maintains current videos for recruiting
- Establishes and maintains a current journal of all news publications about the College.
- Works with others to maintain social media

Grants

- Identifies potential sources of federal, state and other such funds
- Writes grant applications for various state and federal funding grants and assists faculty and administrators in preparing grant applications
- Assists in the administration of various federal and state funded projects
- Interprets federal application requirements and procedures to faculty and administrators
- Coordinates grants fiscal records maintenance and reporting with the business office
- Prepares proposals, rough drafts and/or background information for use by administrators

The Director of Institutional Advancement is responsible for the IT Security Roles of System Owner and Data Owner as specified in the COV ITRM SEC 501-01 Security Standard.

Academic Deans

Characteristics, Duties, and Responsibilities of the Academic Dean

Teaching, Learning and Technology

- Support pedagogy that promotes student engagement and learning.
- Encourage the use of technology in the curriculum.
- Support professional development among Division faculty.
- Plan and coordinate division meetings and events.
- Support faculty in meeting the academic needs of students.
- Respond to student questions and concerns and encourage faculty to reach out to students.
- Plan and assist in the development and maintenance of Division websites.

Curriculum Development and Assessment

- Promote and support faculty in the design and development of new courses/programs of instruction, deletion of courses/programs and major course/program revision and insure that all programs provide clear academic pathways.
- Oversee all assessment activities and insure that all programs implement their Program Assessment Plan.
- Develop the master schedule in collaboration with the Directors of Counseling and the Vice President for Academic and Student Affairs.
- Monitor enrollment of all courses within the Division.
- Approve the addition/deletion of courses during registration periods.
- Provide the Vice President for Academic and Student Affairs with regular reports including: Annual Reports; Assessment Plans; Academic Discipline Plans; Professional Development Plans; Advisory Committees; and Specialized Accreditation Reports.

Division Administration

- Supervise and evaluate all faculty (full-time, adjunct, dual enrollment) in the Division.
- Supervise all staff in the Division.
- Serve as an advocate for issues, initiatives, goals, and needs of the Division.
- Implement College policies and regulations within the Division.
- Approve faculty schedules.
- Participate in the recruitment and hiring of faculty and facilitate the search process.
- Interview and recommend final candidates for full time faculty and staff positions.
- Recommend the employment of adjunct faculty to the Vice President for Academic and Student Affairs.
- Supervise the advisory committee process for all career programs within the Division.
- Conduct Division meetings.
- Develop budget requests and allocate and manage resources (budgetary, personnel and facilities) within the Division.
- Coordinate all Division activities with other Deans.
- Facilitate clear communication between the Division and the College community.
- Work with the Office of Student Development to address student concerns related to the Division.
- Serve on Committees as assigned.

Education Requirements

Master's Degree in an academic discipline or in Higher Education Administration

Preferred Education

Earned Doctorate

Required Experience

- Full-time or significant adjunct community college teaching
- Two to four years of progressive administrative/leadership experience in higher education.
- Experience in planning, coordination and on-going improvement of curriculum and instruction.
- Experience in outcomes assessment.

Competencies and Skills Required

- Understanding of a commitment to the mission of a comprehensive community college
- Commitment to student success
- Participatory leadership style; demonstrated creativity and flexibility in problem solving
- Demonstrated commitment to academic excellence
- Sensitivity to the educational and personal goals of a diverse student population.
- Ability to communicate effectively, both orally and in writing.
- Strong interpersonal, administrative, and organization skills.

Academic Structure

(Humanities, Social Sciences, and Business)

English

History

Communications Religion Sociology/Psychology Human Services Spanish

Political Science

Music Geography

Mathematics

Marketing

ESL

Humanities

Business/Agri Business/Economics Accounting

(Career and Occupational Technology)

Administration of Justice

Administrative Support Technology

Welding

Air Conditioning, Heating and Refrigeration

Diesel/Auto

Truck Driving

Electricity

Electronics

Cosmetology

Precision Machining

Fire Science

Industrial Service Technology

Information Systems Technology

(Nursing, Allied Health and Natural Sciences)

Nursing

Practical Nursing

Physical Therapy Assisting

Massage Therapy

EMS

Physics

Chemistry

Biology

Geology

Health

Physical Education

Allied Health (Nurse Aide, Medication Aide, Phlebotomy, Personal Care Aide)

The Academic Deans are responsible for the IT Security Roles of System Owner and Data Owner as specified in the COV ITRM SEC 501-01 Security Standard.

Director for Workforce Development & Continuing Education

Under the general supervision of the *Vice President of Workforce Development and Continuing Education*, the Director for Workforce Development & Continuing Education is responsible for developing and administering instructional programs and services in the community served by the College. The duties of the Director for Workforce Development & Continuing Education shall include the following:

- Assesses community needs in terms of potential success of College outreach services in cooperation with the Office of Institutional Research.
- Develops, implements, and evaluates the delivery of workforce development and continuing education services.
- Organizes and implements workforce training and continuing education services including arranging for facilities, publicity, staffing, supervision, funding and registration for a defined segment of the college service area.
- Coordinates planning, scheduling, and registration with other workforce development and continuing education personnel and college administrators.
- Assists in the employment, assignment, and evaluation of faculty and staff for workforce development and continuing education services.
- Coordinates non-credit instruction with the college's credit programs.
- Prepares reports concerning workforce development and continuing Education programs and services.
- Assists in the development and distribution of a schedule of workforce development and continuing education activities.
- Serves as a liaison for the college with agencies and groups providing facilities for workforce development and continuing education services.
- Coordinates with Vice President of Finance and Administration those functions which involve business affairs.
- Assists in relating the instructional and community services programs of the College to business, industry and public agencies of the area.
- Assists in the recruitment program, especially with adult students.
- Assists in providing for compliance with college and state policies, regulations, procedures and guidelines that relate to the operation of the campus and the College.
- Assists in the development and implementation of cultural activities, recreational activities and lecture series as a part of the college community service efforts.
- Develops and implements community contacts designed to help the college relate effectively to business and industry training needs.
- Participates in the design, development and presentation of credit and non-credit training programs for business and industry.
- Maintains ongoing contacts with area employers to ascertain and address educational training needs.

- Serves on appropriate College committees.
- Performs other duties as assigned by the Vice President for Academic and Student Affairs and/or Vice President of Workforce Development and Continuing Education.

The Director for Workforce Development & Continuing Education is responsible for the IT Security Role of Data Owner as specified in the COV ITRM SEC 501-01 Security Standard.

Dean of Student Success

The Dean of Student Success is in charge of Student Development Services and is responsible to the Vice President for Academic and Student Affairs. The Dean of Student Success has the following responsibilities:

- Administers the counseling services and coordinates the program with the other functions of the College.
- Assumes responsibility for hiring, assigning, orienting, supervising, and evaluating members of the counseling staff. Provide in-service training and professional development opportunities as appropriate.
- Keeps the Vice President for Academic and Student Affairs informed on all matters pertinent to the area of student development.
- Provides leadership, assistance, and supervision to the regular and innovative programs of the area of student services (i.e., personal, educational, transfer, and vocational counseling; test administration including placement testing, dual enrollment testing and graduate assessment testing, admission, student activities, early academic alert; and New Student Orientation).
- Develops the goals and objectives of Student Development. Meets and works with committees, faculty, and administration in order to carry out the goals and objectives of Student Development and the College.
- Develops and manages the Student Development budget.
- Attends pertinent local, state, and national conferences including VCCS peer conferences to learn about innovations within the area of counseling and to keep abreast of developments within the state and the profession.
- Coordinates the placement of students in appropriate courses and curricula.
- Coordinates counseling with the system of academic advising.
- Evaluates the counseling services provided and making recommendations for improvement.
- Prepares studies, research, and evaluations that provide data on student behavior.
- Coordinates, schedules, and supervises, and provides periodic instruction of SDV 100 and other student services related courses.
- Provides input to the development of policies and procedures which may affect students.
- Maintains a liaison with student development staff on both campuses to provide continuity in student development services at the College level.

- Interfacing with the College recruitment program.
- Maintains current occupational, educational, career planning and related resources.
- Performs other duties as assigned by the Vice President for Academic and Student Affairs.

The Dean of Student Success is responsible for the IT Security Role of Data Owner as specified in the COV ITRM SEC 501-01 Security Standard.

Director of Financial Aid

The Director of Financial Aid reports directly to the Dean of Enrollment Management. The Director of Financial Aid shall have the following responsibilities:

- Prepares College-wide institutional applications and reports for federal and state programs which include the Application for Funds and Fiscal Operations Report, the Financial Aid Reporting System Data Report, College Scholarship Assistance Program Reports, and any other reports related to the programs administered.
- Supervises and delegates work and duties to financial aid specialists in Financial Aid Office on both the Christanna and John H. Daniel Campuses.
- Reviews, evaluates, and awards student financial aid applications for federally funded programs: Pell Grant, Federal Supplemental Educational Opportunity Grant, and Federal Work-Study Program; reviews, evaluates, and awards student financial aid applications for state and local funded programs VGAP/COMA/PTAP/VCCS Grants, SVCC Book Scholarships and Foundation scholarships.
- Maintains financial aid records for students applying for federal, state, institutional, and private funds which include files, satisfactory progress records, and certifies this file information to other agencies at the student's requests.
- Disseminates information on all financial aid programs to individuals, students, Community groups, area high schools and prospective Students through workshops, news releases, radio spots, consumer bulletins and brochures, personal visits, telephone contacts and mail correspondence.
- Prepares budgets, assesses needs, and makes awards to students upon reviewing applications and completing verification requirements.
- Supervises Work-Study students.
- Attends various systems, regional, and state financial aid meetings.
- Performs other duties as assigned by the Dean of Enrollment Management.

The Director of Financial Aid is responsible for the IT Security Role of Data Owner as specified in the COV ITRM SEC 501-01 Security Standard.

Director of Transitional Programs

The Director of Transitional Programs reports directly to the Vice-President of Workforce and Continuing Education, providing college-wide leadership, direction, and management of the College's transitional

programs and career pathway programs. Transitional Programs are designed to improve access to higher education for nontraditional students through community outreach and flexible delivery of programs and services. The Director will develop new partnerships and implement existing programs and services for nontraditional student

populations. The position will be responsible for preparing students for entry to a certificate or degree program, coordinating academic supports, coaching, advising, financial aid and all other college services. The Director will work collaboratively with other units (including Advising, Enrollment, Institutional Research and Academic Departments) to build such programs and services.

Duties of the Director include, but are not limited to:

- Develop and maintain a collaborative relationship with area community public service agencies such as Social Services Department, area Literacy groups and Workforce Investment Board.
- Review and evaluate the delivery of instruction; review and approve instructional material to meet the standards and objectives of programs;
- Collaborating with other offices of the College to meet student needs for workforce training and continuing education services;
- Report and work with the Virginia Community College System Office of Workforce Development Services in advancing existing transitional programs and implementation of new career pathway programs and grants;
- Conducting recruitment, selection, and orientation of administrators, instructors, and staff;
- Other duties as assigned.

College Librarian

The College Librarians report directly to the VP for Academic and Student Affairs and performs, or causes to be performed, the following functions:

- Maintains the collection of both print and non-print materials available in the Julian M. Howell Library and in the John H. Daniel Campus Library that: (1) support the programs of study at Southside Virginia Community College, (2) support the professional development of the faculty, and (3) provide some entertainment/recreational material for all of our adult patrons. This includes:
 1. Collection Development Policy that determines where and how the library collection budget is spent.
 2. Weeding the collection on a regular basis to eliminate outdated materials.
 3. Consulting professional guides/journals for reviews as well as publisher catalogs.
 4. Soliciting requests from the faculty for new material.
 5. Evaluating gifts or donations according to the Collection Development Policy.

6. Catalog all items with the most current cataloging standards set by the Library of Congress and in the Library of Congress Classification System.
 7. Stack maintenance to ensure that materials can be easily found.
- Provides reference service to the students, faculty, administrators, as well as the community patrons in our service area.
 - Provides Bibliographic Instruction to College Success Skills (SDV 100) and to other classes by request. Includes both face-to-face instruction as well as online instruction.
 - Provides Intercampus and Interlibrary Loan services to students, faculty, administrators, as well as the community patrons in our service area.
 - Maintains appropriate statistics for the VP for Academic and Student Affairs for state and national reports.
 - Participates and promotes the Virginia Community College's information Literacy Program, "Connect for Success".
 - Maintains the content on the Library's webpages.
 - Maintains a collection of audiovisual equipment to assist the faculty for college related purposes.
 - Participates in regional, state and national professional library organizations.
 - Presents workshops on copyright, new library services/products, new databases as requested.
 - Serves on college and campus committees as assigned by the President and the Vice President for Academic and Student Affairs.
 - Performs other duties as assigned by the Vice President for Academic and Student Affairs

Coordinator of Nursing Simulation Laboratory

The Nursing Lab Coordinator - Simulation collaborates with other nursing department members in performing duties essential to the achievement of the departmental goals for simulation. The main purpose of this position is to function as a planner, developer, consultant, coordinator, resource person and instructor to both faculty and students in the Simulation lab. This position reports to the Program Director and/or Dean of Nursing and Health Technologies and works closely with full-time faculty, students and staff at Southside Virginia Community College. Major responsibilities include:

MAJOR RESPONSIBILITIES/DUTIES:

Manage and administer the Nursing Simulation Laboratory by:

- Advising and consulting with the nursing faculty, the program director and the Dean of Nursing,
- Establishing and updating policies and standard practices related to the use of simulation technology,

- Developing, presenting, evaluating and refining scenarios utilized for simulation experiences utilizing role playing, props and dialogue to create a realistic learning environment
- Developing new simulation experiences based on student or faculty identified needs and serving as a resource for faculty utilizing simulation in classroom/lab activities.

Maintain the Simulation Inventory System by:

- Ensuring the completion of an annual inventory of the Nursing Simulation and campus Laboratories,
- Preparing tenders and ordering supplies as needed into the Nursing Simulation and campus Laboratories inventory,
- Ensuring the safe storage of hazardous materials, including medications,
- Overseeing the collection and disposal of waste materials according to regulations
- Determining the inventory needs for the Nursing Simulation Laboratory and campus laboratory
- Scheduling use of the lab/equipment

Participates in and contributes to the upkeep of Nursing Simulation Laboratory by:

- Providing advice & orientation to instructors regarding simulation laboratory procedures, location and use of materials, and the operation of equipment,
- Recommending and/or performing general cleaning in the nursing simulation laboratory,
- Recommending and/or performing maintenance or repairs of equipment in the nursing simulation laboratory, initiating and coordinating approved simulation laboratory renovations and repairs.

Participates in and contributes to a safe environment in the Nursing Simulation and Laboratories by:

- Keeping current with safety regulations,
- Establishing, updating and maintaining safety policy within the Nursing Simulation and campus Laboratories,
- Checking and maintaining safety equipment,
- Provide training and enforcement of safety procedures to individuals, including faculty, students and staff using the simulation laboratory.

Participates in and contributes to the learning needs of students in nursing programs by:

- Serving as a resource for faculty utilizing simulation in classroom/lab activities
- Independently, or in conjunction with other faculty/college personnel, assists students in realizing course objectives through utilization of the Human Patient Simulation (HPS)
- Provides student progress feedback to instructors.

- Tutors students who require remedial assistance or additional assistance with learning.
- Utilizing instructional methods that promote student development of critical thinking, problem solving, decision-making, clinical competency and life-long learning

Provides remediation services to services as necessary

Conducts tours and simulation sessions for internal/external groups and/or individuals

REQUIREMENTS/QUALIFICATIONS:

- Master of Science in Nursing
- Minimum of 1 year of teaching experience; preferred in simulation
- Ability to prepare and organize simulation laboratory and demonstration materials
- Ability to set priorities on own initiative
- Ability to work in a team environment
- Computer skills
- Good communication skills
- Good general subject knowledge
- Ability to work a flexible schedule
- Ability to accommodate change
- Ensures a safe and healthy work environment by complying with college health and safety policies, standard practices, and programs in keeping with occupational health & safety legislation and regulations

Coordinator of Off Campus Center

The Coordinators report to the Vice President for Academic and Student Affairs and responsibilities include:

- Developing and administering instructional programs and services at one or more of the off-campus centers operated by the College.
- Oversee the employment, assignment, and evaluation of appropriate faculty and staff.
- Coordinate off-campus planning, scheduling, and registration activities.
- Ensure compliance with College and state policies and regulations.
- Assesses community needs;
- Represent the College on various committees, boards, and at community events and programs.
- Performs other duties as assigned by the Vice President for Academic and Student Affairs.

Dual Campus Coordinator of Dual Enrollment

The Coordinator reports to the Vice President for Academic and Student Affairs and responsibilities include:

- Provides vision and leadership in planning, development, implementation, management, supervision, and evaluation of the SVCC Dual Enrollment program
- Participates in assigned duties as directed by the Vice President for Academic and Student Affairs
- Develops and monitors implementation of SVCC DE program goals
- Develops and manages program budget
- Attends VCCS meetings/trainings & professional development workshops
- Ensures the SVCC DE program meets all VCCS & SACS guidelines as well as the "Governing Principles for Dual Enrollment between Virginia's Public Schools and Community Colleges" as mandated by the VCCS and VDO.
- Works with the Director of Institutional Effectiveness to ensure
- Compliance with SACS and to provide necessary information for reporting purposes
- Partners with Director of Institutional Effectiveness to generate statistical data as it relates to transfer success, student/parent satisfaction, student work placement etc.
- Supervises Assistant Coordinators (2), Specialists (4), and Administrative Assistant (1)
- Liaison between school division Superintendents, School Boards, other stakeholders and SVCC
- Coordinates classroom observation visits & course syllabi reviews
- Oversees graduation process as it pertains to DE
- Provides up-to-date information to SVCC's Webmaster for placement on the website
- Ensures DE courses are using college texts, meeting contact hours, maintaining rigor and meeting course content requirements
- Prepares bills for school divisions (15)
- Manages formal Dual Enrollment contracts for divisions and submits to VCCS and VDOE when complete
- Prepares overload appeals for the VP of Academic & Student Affairs
- Coordinates the development of DE Adjunct hand book, parent/student handbook and division handbook (updating as necessary)
- Evaluates retesting appeals and determines appropriate actions
- Refers adjunct paperwork to appropriate Academic Deans for credentialing
- Monitors hiring process for DE adjuncts

- Collaborates with Academic Deans to ensure course content, learning outcomes and rigor are being achieved
- Works collaboratively with school divisions to determine DE program needs and areas of development
- Provides orientation and ongoing professional development for part-time and high school DE adjuncts to ensure consistency of the program at all sites
- Provides orientation and ongoing professional development for Dual Enrollment administrative staff to ensure consistency of the program across both campuses
- Participates in various meetings, conferences, special events and board meetings
- Prepares and delivers presentations to increase stakeholders understanding and use of the DE program
- Assesses SVCC's D E program as it aligns with NACEP's (National Association of Concurrent Enrollment Partnerships) accreditation requirements
- Partners with the VP of Academic and Student Affairs to achieve the goals of Chancellor DuBois "Complete 2021" as they relate to the DE program
- Attend VP Unit bi-weekly meetings
- Performs other duties as assigned by the Vice President for Academic and Student Affairs.

Counselor

The Counselor reports directly to the Dean of Student Success and performs, or causes to be performed, the following functions:

- Provides counseling to students both on or off-campus in developing more adaptive and constructive behavior patterns, learning decision making skills and assisting in the setting and attaining of personal, educational and vocational goals.
- Assist securing occupational, educational, transfer, career planning and related resources.
- Administers and interprets appropriate inventories as needed.
- Assist with new student orientation days each semester.
- Teaches sections of the student success course, SDV and other student services related courses.
- Assist in the administration of college placement tests.
- Interview students who apply for admission as regular students and makes appropriate program and course placement judgments.
- Cooperates with faculty, especially through the Continuous Alert System, to identify people who need special assistance and initiate remedial solutions.
- Serves on college and campus committees as assigned by the President and Vice President for Academic and Student Affairs.
- Provides input to the development of policies and procedures which may affect students.

- Assist in recruitment programs.
- Participates in regional community college counselor activities and professional organizations on the local, state, and national levels.
- Provides information on local, state and federal job opportunities.
- Presents workshops on topics related to student growth and development.
- Assists with dual enrollment registration as required.
- Performs other duties as assigned by the Dean of Student Success.

Counselor of Health Science

Provides support services to students, staff, and nursing faculty. Support services include referrals, counseling, assessment, diagnostics, and report writing. Responsible for developing and implementing information sessions for students interested in a career in nursing. The Counselor reports to the Dean of Nursing and Health Technologies and works closely with full-time faculty, students and staff. Major responsibilities include:

Admissions/Technology

- Answer general inquiries via phone and email about our programs
- Individual counseling of students interested in pursuing Nursing or other Allied Health Careers at the Keysville, Alberta, Chase City and South Boston locations
- Responsible for the nursing web page
- Conduct regular information sessions on ADN and PN programs
- Generate online session for ADN program with yearly updates as needed
- Keep all counselors informed of changes in nursing requirements via emails, one-on-one consult, and written documentation.

Testing

- Schedule and administer Pre-Entrance tests at four locations.
- Interpret and advise students of results
- Convert scores for different programs as needed
- Individual counseling about how to prepare for the TEAS
- Work with disability counselors to provide allowed accommodations for eligible students

Assistance to Nursing Faculty

- Provide study skills and test-taking skills sessions for new Nursing students as requested by Nursing Faculty

Recruitment

- Visit high schools with recruiters to talk to students about health careers and SVCC
- Present to focus groups in high schools

Other

- Serve on the admissions committee for PN and ADN programs
- Serve on the ADN and PN Advisory Committee
- Coordinate marketing and community activities
- Teach SDV 100 for Nurse Aide Students at specified locations

REQUIREMENTS/QUALIFICATIONS:

- Master of Science in Nursing or Education
- Minimum of 1 year of teaching experience
- Ability to prepare and organize admission criteria/information
- Ability to set priorities on own initiative
- Ability to work in a team environment
- Computer skills
- Good communication skills
- Good general subject knowledge
- Ability to work a flexible schedule
- Ability to accommodate change

FACULTY

The primary responsibility of a faculty member in the Virginia Community College System (VCCS) is to provide quality instruction. The faculty works within the organizational chart of the College and reports directly to the Academic Dean. Faculty's responsibility shall include the following:

- Teaches 12 to 15 credit hours and 15 to 20 contact hours in the day or evening on and/or off-campus per semester. See Section 3.50 VCCS Policy Manual.
- Maintains a minimum of 10 hours per week as office hours to be available to work with students on their individual academic and occupational problems. See Section 3.51 VCCS Policy Manual.
- Serves on appropriate College committees.
- Maintains accurate attendance records for students.
- Provides academic advisement for students.

- Prepares course outlines.
- Attends College-wide faculty meetings.
- Participates in appropriate professional, student, and Community activities.
- Participates in appropriate recruitment activities.
- Performs other duties as assigned by the Academic Dean.

The Faculty are responsible for the IT Security Role of Data Owner as specified in the COV ITRM SEC 501-01 Security Standard

CLASSIFIED EMPLOYEES

Classified positions support the College operations and are classified by the type of work performed. The structure is arranged into Occupational Families, Career Groups, and Roles. An occupational family is a broad grouping that includes jobs that share similar vocational characteristics. A career group identifies a specific occupational field common to the labor market. Role describes a broad array of work within a career group. Each role is assigned to a single pay band. There are nine pay bands. The job and pay structures were established by and are controlled through the Commonwealth of Virginia Department of Human Resource Management (DHRM). Classified positions are grouped into nine occupational groups as listed below.

- Education and Media Services
- Engineering and Technology
- Health and Human Services
- Natural Resources and Applied Science
- Administrative Services
- Public Safety
- Trades and Operations

Each position has an Employee Work Profile (EWP) describing the functions and duties of that particular job.

Type of Classified Employment

Full-time (P-3) Classified Employees

A full-time employee is assigned to an established position scheduled to work 40 hours a week and paid on the semi-monthly payroll. Full-time employees are eligible for all benefits provided by the Virginia Personnel Act.

Restricted Positions

Positions for which funding (15% or more) is provided by gifts, grants, donations, contracts, capital outlay projects or other sources, which are not continuing in nature are classified as restricted positions.

Wage (Hourly) Employees

Wage employees are employed on an hourly basis and limited to working no more than 1,500 hours for the College in the ACA measurement year. The Virginia Personnel Act does not cover hourly employees, nor do they have tenure or a right of appeal of termination, nor are they eligible for regular benefits of salaried employment. Refer to DHRM Policy 2.20, Types of Employment



PROCEDURE FOR NON-REAPPOINTMENT OF COLLEGE PERSONNEL HOLDING FACULTY RANK

Review/Revision Date: May 2021

Reasons for Non-reappointment

Faculty may be non-reappointed only for just cause. Permissible grounds for non-reappointment shall include but are not limited to incompetence, unsatisfactory job performance, insubordination, or misconduct.

- Procedure -- The immediate supervisor shall schedule a conference with the faculty member. During the conference, the faculty member shall be informed of the immediate supervisor's intention to recommend non-reappointment and provided a written copy of the reasons for the recommendation. The faculty member shall have up to five (5) business days to discuss and/or respond to the recommendation in writing. If the supervisor recommends non-reappointment after consideration of any response from the faculty member, a copy of the recommendation, response and any other pertinent materials shall be forwarded to the vice president. In circumstances involving a direct report of a vice president, the vice president's recommendation or decision is binding. In cases involving a vice president, or direct report to the president, the president's decision is binding. The faculty member shall be notified in writing of the final decision regarding non-reappointment. Nothing in the procedure described herein shall prevent the president or the president's designee from taking appropriate action to not reappoint a faculty member.
- Time Frames -- The notification of non-reappointment shall be sent to the faculty member not later than the following dates:
 - March 15 during the probationary, second year of employment, and third year of employment as teaching faculty in the VCCS.
 - January 15 for teaching faculty in the last year of a multi-year appointment; and other teaching faculty who are on one year appointments, but who are not in their probationary, second, or third year of employment.
 - January 15 for administrative and professional faculty.

Please see Section 3.12, Faculty Sanctions, and Section 3.04, Faculty Appointment in the VCCS Policy Manual: <http://go.boarddocs.com/va/vccs/Board.nsf/goto?open&id=9RFN6H7CDBAF>



SOUTHSIDE VIRGINIA
COMMUNITY COLLEGE

PROCEDURE FOR REDUCTION IN STAFF AND DISMISSAL OF COLLEGE PERSONNEL HOLDING FACULTY RANK

Review/Revision Date: May 2021

Refer to the VCCS Policy Manual or check the Website: 3.11.1 Reduction in Staff for Faculty

<http://go.boarddocs.com/va/vccs/Board.nsf/goto?open&id=9P3N825DADBE>



PROCEDURES FOR REGISTERING OFF CAMPUS CLASSES

Revised: May 2021

Registration

Procedures to be followed by the College representative

- A. The College representative should have the student fill out registration, application, and senior citizen student tuition assistance forms as appropriate.

- B. The College representative should collect the money and print the amount paid and have student enter his/her name on the fee payment form (Off-Campus Registration Fee Payment Form [Exhibit 31](#)). Students should not be permitted to pay fees or sign the fee payment form until he/she has completed the necessary registration forms.

The following procedures must be followed in the event a student is adding credit hours which increase a previous registration. Follow the same procedures in Section B above except collect an amount of money for the cost of additional credits.

There are three conditions in which no money will be collected at time of registration:

Payment by a third party: Third party (accounts receivable) is defined as a governmental agency or business enterprise. There can be no deferred payment for individuals. Follow the same procedure as in Section A and Section B, except the amount charged should be entered in "Amount Charged" column and the agency which has authorized the deferred payment should be listed on fee payment form. Authorization from the Third Party should be attached. Student should be advised that registration is not complete until the Business Office verifies that the agency listed by the student has authorized third party payment.

Waiver tuition for senior citizen. Follow the same procedures as in Section A and Section B, except "Amount Paid" column should show -0- and "Senior Citizen" should be entered beside signature.

Financial Aid: Student has financial aid through the College which will cover costs.

The College representative should turn in all monies, registration forms, and charge,

authorizations and fee payment forms to the Business Office as soon as possible after students are registered, normally within twenty-four hours. Care must be exercised in handling all monies. Registration forms may be turned in directly to Admissions and Records; however, monies collected, fee payment forms and charge authorizations should always be turned in to the Business Office.

Procedures to be Followed in the Business Office

The same day off-campus forms and monies are received:

The cashier should (a) count the money and verify the count to the "Amount Paid" column and re-add the "Amount Paid" column.

After the above checks, the cashier completes the receipt section in the lower left corner of the fee payment form.

The cashier will provide the authorized collector with a copy of the fee payment form bearing an original signature with date. The original fee payment form along with monies collected and charge authorizations are placed in the College safe until registrations are completed by Admissions & Records.

The cashier forwards all registration forms to Admissions and Records the same day if registration forms are received first in the Business Office.

When the original registration forms are received by the cashier back from Admissions and Records, the cashier matches the forms to the fee payment form and processes on SIS. R and I form numbers should be indicated on fee payment form by appropriate student name. Monies are deposited no later than the following business day.

The original copy of the fee payment form should be filed by semester as a means of verifying a student's fee payment. For any incomplete registrations, a copy of the fee payment form is kept in the College safe with money collected until registration is completed.

When there is a third party charge (accounts receivable) the cashier will verify that the College has written authorization for the third party payment before processing on SIS.

When there is a waiver of tuition for senior citizens, the fee payment form and registration forms should be sent to the Admissions and Records for the waiver to be authorized.

Procedures to be followed in the Records' Office

After all necessary forms have been received; Admissions & Records processes student registrations and gives the Business Office cashier the original registration forms back for each student for processing of payment.

The registration forms are filed in the A&R office in students' records as appropriate.

Late Registration

The College representative should follow the same procedures as for the initial registration. Subsequent fee payment forms should reflect only those students who are registering during that class period. There may be several fee payment forms for each class. A \$10.00 late fee is collected unless an exception is authorized by the Vice President for Academic and Student Affairs or if it is an asynchronous class.

The cashier will follow the same procedure as on an initial registration.

Book Sales

Procedures to be Followed by the College Representative during Registration

The College representative will sign charge ticket from bookstore for the textbooks to be sold and will obtain a prepared textbook sales form from the Bookstore. Sale price tickets will be on all textbooks or either the price will be entered by bookstore at top of Off-Campus Textbook Sales form as well as name of textbook. Any third party sales should have proper authorization attached and will be verified by Bookstore Manager.

The College representative should collect money for the sale of a book, enter the amount paid, print the student's name on the textbook sales form ([See Exhibit 33 Local Funds Voucher](#)), enter his/her social security number and the amount paid, and sign acknowledging payment.

In the event no money will be paid for textbooks because of payment by a third party (accounts receivable) the same procedure as in 1.B above should be followed except "Amount Paid" column should show -0- and the agency which has authorized the deferred payment should be listed. Third party payment can be made only by a governmental agency or business enterprise and must be authorized in writing in advance of the textbook sale. The form is filled out and student's signature obtained the same as for cash sale.

The College representative should turn in all monies and the textbook sales form to the Bookstore as soon as possible after the sales, normally within twenty-four hours. Care must be exercised in handling all monies.

Procedures to Be Followed In The Bookstore

When payment is received:

When books are initially checked out for off-campus, Continuing Education, or appropriate department is debited as accounts receivable and sales are credited. When cash payments are received, the Bookstore Manager should count the money and verify the count to the amount previously receipted (if applicable) or to the sum of the "Amount Paid" column. The Bookstore Manager will read the "Amount Paid column.

After the above checks, the Bookstore Manager completes the receipt section in the lower right corner of the textbook sales form. Cash sales will then be debited to cash and credited to Continuing Education or appropriate department (Accounts Receivable).

When there is a third party payment:

In the event there is payment by a third party (accounts receivable) the Bookstore Manager will verify that the Bookstore has written authorization for third party payment. The textbook sales form will be filed with the accounts receivable authorization for billing and payment.

Late Registration Book Sales

The College representative should follow the same procedures as for the initial book sales. There may be several textbook sales forms for each class. The Bookstore Manager will follow the same procedures as on an initial book sale.

Collection and Deposit of Tuition and Registration Fees for Extended Campus Community Education Courses

Authority has been given for instructors and designated staff members to collect tuition and registration fees at extended campus locations. The basic state policy is that monies collected should be turned into the campus Business Office Cashier on the day of collection or the following day.

Collection of cash has not been authorized except through campus Business Offices. Therefore, all monies collected for the above purpose must be accompanied by an off-campus registration fee payment form or receipts (See Exhibit 32)



PROFESSIONAL ASSOCIATIONS

Review/Revision Date: May 2021

Membership and participation in professional associations are not required of Southside Virginia Community College faculty members but are encouraged. The College cannot defray the cost of individual membership but may in some cases help defray costs of participation through reimbursement for travel.



PUBLIC VISITATION/TELEPHONE CONTACTS

Review/Revision Date: May 2021

All day visitors should check in with the navigator/information desk of the Student Services Centers on the Christanna and John H. Daniel Campuses. Visitors to off-campus centers should check in with center directors or information desks at that location. The College has no facilities to provide care for the children of students or visitors. Children are prohibited from accompanying adults to class and cannot be left unattended in the buildings, parked cars or on the grounds.

It is difficult for people outside the College to contact students and faculty either by telephone or by visitation. The College can assume no responsibility for making such contacts and does not give information about student class schedules. In case of an emergency, every attempt will be made to reach the concerned individual.



PURCHASING POLICIES AND PROCEDURES

Review/Revision Date: May 2021

Please see [VCCS Shared Services - Procure-to-Pay Business Rules](#)



PURPOSES AND PROGRAMS OF SVCC

Review/Revision Date: May 2021

Southside Virginia Community College is a comprehensive institution of higher education, offering programs of instruction generally extending not more than two years beyond the high school level.

Career/Technical Education

The career and technical education programs are designed to meet the increasing demand for technicians, semi-professional workers, and skilled craftsmen for employment in industry, business, the professions, and government. The curricula are planned primarily to meet the needs of workers in the region being served by the College.

College Transfer Education

Southside Virginia Community College offers diverse transfer degree programs, providing the first two years of baccalaureate study and a solid foundation for successful transfer. SVCC and a number of public and private Virginia colleges and universities have Guaranteed Admissions Agreements (GAA) that allow our students to transfer with ease

Developmental Courses

Students enroll in developmental education courses to correct deficiencies in basic areas, such as writing, reading, and mathematics, to develop skills needed for entry into college-level courses and programs. Students who enroll in developmental courses represent various segments of the population: recent high school graduates who are not prepared for college-level courses, adults entering college after having been away from school for years, international students whose English proficiency is below that considered necessary for success in college-level courses, and adults 18 years or older who have never received a high school diploma.

Workforce Development Programs

Special training may be provided where specific job opportunities are available for new and expanding industries. This special training shall be considered with Virginia's economic expansion efforts and with the needs of employers.



Statement of Intent

This policy establishes the general responsibilities for management, retention, and disposition of SOUTHSIDE VIRGINIA COMMUNITY COLLEGE (SVCC) records as mandated by the Virginia Public Records Act (VPRA), Code of Virginia § 42.1-76–§ 42.1-91. This policy applies to all employees (including part-time and per diem) and authorized agents of the SVCC and its affiliates.

SVCC is committed to effectively managing its records, regardless of media type, by adhering to best practices and following a systematic and logical plan developed by the organizational units that maintain the records. The successful implementation and ongoing effectiveness of this policy is dependent on the cooperation of each organizational unit to ensure that permanent records are preserved and nonpermanent records are destroyed in a timely and orderly manner.

The policy will provide guidance for achieving the following objectives:

1. Comply with the Virginia Public Records Act (VPRA), Code of Virginia § 42.1-76–§ 42.1-91, which governs the creation, maintenance, and disposition of public records
2. Develop and implement procedures, guidelines, systems, and business practices that facilitate the creation, backup, preservation, filing, storage, and disposal of records of all formats
3. Create a network of personnel throughout SVCC trained to manage records of all types
4. Reduce risks associated with unintended disclosure of sensitive information
5. Protect essential and historical information about SVCC

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I. RESPONSIBILITIES UNDER THE VIRGINIA PUBLIC RECORDS ACT (VPRA)

Records Management Program

SVCC will implement a sound records management program in accordance with the Virginia Public Records Act (VPRA) § 42.1-76 et seq. An effective records management program will implement Library of Virginia–approved records retention and disposition schedules, document destruction of scheduled records, train employees, and create and disseminate records management procedures.

Designated Records Officer

SVCC will designate at least one records officer to oversee SVCC’s records management program in accordance with the Virginia Public Records Act (VPRA) § 42.1-85. The designated records officer(s) will serve as a liaison(s) to the Library of Virginia for the purposes of implementing and overseeing a records management program, and coordinating legal disposition, including destruction of obsolete records.

SVCC will identify the person or persons who will serve as records officer(s) by submitting the Records Officer Designation and Responsibilities Form (RM-25) to the Library of Virginia.

Delivery of Records to Successor

At the end of a records custodian’s term of office, appointment, or employment, all records should be turned over to his/her successor. In the event that SVCC ceases to exist and there is no successor, all records should be transferred to the Library of Virginia per the Code of Virginia § 42.1-88.

II. PUBLIC RECORDS

Public Records

Public records are those that document the transaction of business by SVCC. The format in which the information is presented, as well as the medium on which the information is contained, have no bearing on the determination of whether the record is a public record. (Code of Virginia § 42.1-77)

Non-records

Public records shall not include materials made or acquired and kept solely for reference or exhibition purposes, copies of records kept only for convenience or reference, and stocks of publications. These are considered “non-records.” (Code of Virginia § 42.1-77)

Copy of Record

The “copy of record” shall be construed to mean the “official” copy of a particular public record, with no regard as to whether it is an original, copy, or reformatted version. All work units within SVCC shall work with the designated records officer to establish in writing the ownership of and responsibility for copies of record.

Confidential Records

Public records that are restricted from disclosure by statute, court order, or legally adopted rules and regulations are considered confidential. SVCC records that are deemed confidential are still considered to be public records even though they are not publicly available. SVCC records management procedures will contain references to all applicable regulations and statutes affecting SVCC records.

III. ROLES AND RESPONSIBILITIES

SVCC Head or Designee (President)

The head of SVCC or his/her designee is responsible for establishing and approving SVCC records management program and identifying to the Library of Virginia the person(s) to serve as the designated records officer(s).

Approving Officers (Department Heads as represented on President’s Council)

The heads of departments, divisions, and/or sections are responsible for ensuring that procedures and programs within their areas of responsibility meet the requirements of SVCC’s records management program relative to record identification, generation, control, maintenance, processing, storage, and disposition. They will also serve as the Approving Officer in the RM3 records destruction process.

SVCC-designated Records Officer (VP of Finance & Operations)

The designated records officer is responsible for the development, implementation, and ongoing coordination of the records management program to meet regulatory requirements.

Responsibilities of the records officer include:

- Developing procedures to implement SVCC’s records management program in coordination with the Library of Virginia
- Providing training in records management procedures and practices, including the use of appropriate forms
- Implementing systems to meet program requirements for completeness, legibility, reproducibility, retrievability, distribution, control, security, storage, and disposition of records, regardless of format or media type

- Advising staff members on where to access and how to use Library of Virginia–approved retention schedules
- Coordinating and/or assisting staff in the surveying of records
- Ensuring that essential, archival, and permanent records are identified, properly maintained, protected, and accessible for the length of time cited in an applicable retention schedule
- Maintaining contact and connections with SVCC records coordinators

Records Coordinators (Finance & Administration Operations Manager, Educational Support Specialist for Admissions and Records)

Records coordinators are responsible for assisting in the design, implementation, and management of SVCC records management program by serving as liaisons between their respective work units and SVCC'S designated records officer.

Responsibilities of a records coordinator include:

- Being familiar with SVCC'S internal records management policy
- Developing the unit's records management procedures and practices, consistent with this policy
- Educating staff within the organizational unit in understanding sound record management practices
- Restricting access to confidential records and information
- Coordinating the destruction of records with the records officer as provided in the applicable procedures

IV. RECORDS RETENTION AND DISPOSITION SCHEDULES

Records retention and disposition schedules are created and maintained by the Library of Virginia. Retention schedules are approved sets of clearly identified, related records series that dictate the length of time a series must be kept and its required disposition.

All SVCC records must be managed in accordance with the most current Library of Virginia–approved records retention and disposition schedules.

If a new category of records is created, and no applicable series is found on an existing retention schedule, then SVCC's designated records officer must contact SVCC's assigned records analyst at the Library of Virginia so that the records may be scheduled.

Visit their website: <https://www.lva.virginia.gov/agencies/records/retention.asp>

V. ELECTRONIC RECORDS

SVCC will manage its electronically stored information (ESI) consistent with the Library of Virginia–approved records retention and disposition schedules and any legal obligations that may apply. The

retention schedules govern retention of electronic records in the same manner as paper records. Content, not format, drives records retention.

The destruction of electronic records must be documented through submission of the Certificate of Records Destruction (RM-3 Form). (See section VII of this policy.)

VI DISPOSITION OF PUBLIC RECORDS

There are two options for public records disposition: permanent retention or destruction. Use the records retention and disposition schedules to determine whether a series is permanent or when it should be destroyed.

Permanent Records

A public record is considered permanent when it has been determined to have “continuing and enduring value useful to the citizens of the Commonwealth and necessary to the administrative functions of public agencies in the conduct of services and activities mandated by law.” (Code of Virginia § 42.1-77)

Permanent records held by SVCC are identified on a Library of Virginia–approved records retention and disposition schedule as having sufficient informational value to be permanently maintained by the Commonwealth. The retention schedules will identify whether a record must be maintained by SVCC or may be offered to the Archives at the Library of Virginia. Permanent records of SVCC cannot be given away, sold, or loaned to any outside person, organization, or business entity.

SVCC staff or work units in possession of permanent records that may be offered to the Library of Virginia must contact SVCC designated records officer when the records are no longer active. The records officer will contact the Library to begin the transfer process.

Non-permanent Records

All SVCC records that have not been deemed permanent must eventually be destroyed. The records retention and disposition schedules identify when a set of records has reached the end of its usefulness. A retention schedule may also state whether records must be destroyed in a certain manner. Retention schedules constitute a legal timeline for the destruction of records from which SVCC must not deviate unless in the midst of a legal hold. (See section IX of this policy.)

VII. DESTRUCTION OF PUBLIC RECORDS

All records destruction performed by SVCC must be done in accordance with written procedures and documented on a Certificate of Records Destruction (RM-3 Form). The RM-3 Form is required when destroying public records, in all formats, that are deemed copies of record. The original RM-3 Form must be submitted to the Library of Virginia. SVCC must retain a copy of the RM-3 Form for three (3) years.

SVCC records must be destroyed in the manner identified by the appropriate series on a general or specific records retention and disposition schedule. All SVCC records must be destroyed once the applicable retention period has expired. No records may be maintained past the end of their stated retention unless involved in current litigation, investigation, or audit. (Code of Virginia § 42.1-86.1)

SVCC records may not be destroyed because of lack of space or funding for storage. Do not report the destruction of materials that are not public records, such as copies, personal items, and reference materials on an RM-3 Form.

Non-confidential Destruction

Acceptable methods of destruction for non-confidential SVCC records include trash, recycling, or deletion of electronic records. Destruction must be done in a timely manner, construed by the Library of Virginia to be one (1) year from retention expiration.

Confidential Destruction

Acceptable methods of destruction for confidential SVCC records include cross-cut shredding, pulping, incinerating, physical destruction of electronic storage media, “wiping” of electronic records with appropriate software, and degaussing of magnetic material. Destruction of confidential records containing personally identifying information must be done within six (6) months of retention expiration. (Code of Virginia § 42.1-86.1)

Non-record Destruction

The destruction of non-record material, confidential or otherwise, will not be reported to the Library of Virginia. If necessary, the destruction of non-records can be recorded by SVCC for internal purposes.

VIII. STORAGE, RETRIEVAL, AND DISASTER RECOVERY

Storage

All SVCC records shall be maintained in such a way that they are identifiable and accessible for the entirety of their assigned retention period.

All SVCC records must be stored in areas with consistent temperatures and humidity levels. Ideal conditions are a temperature maintained in the 65–70° range and humidity maintained at 40% +/- 5%.

All SVCC records must be:

- Protected from fire by the installation of smoke detectors, water sprinklers, and fire extinguishers
- Free of vermin and insects
- Far from water pipes

If records are of a confidential nature, they should be stored in a secure area that is locked and has controlled access for select personnel only. Strict procedures must be in place for retrieval, use, and re-filing of confidential records. Access to confidential records in electronic formats will be limited by assigning appropriate log-in credentials.

Retrieval

All work units must have procedures in place for the retrieval of records, their use, and re-filing.

Disaster Recovery

SVCC will have in place a Records Emergency Action Plan (REAP) that clearly communicates the procedures for records recovery in the event of a natural disaster, fire, or other catastrophic event affecting SVCC.

IX. LEGAL MATTERS, AUDITS, AND INVESTIGATIONS

Any SVCC record that is relevant to pending or anticipated action, i.e., litigation, claim, audit, SVCC charge, investigation, or enforcement action, shall be retained until final resolution of the matter. In these circumstances, the work unit involved with the ongoing action will notify all other relevant organizational units and work with staff to identify and retain any records (including electronic records) and other information that could be relevant to the matter. This will include a directive that the relevant work unit's normal document destruction procedures be suspended temporarily.

SVCC employees who become aware that an action, investigation, or legal proceeding has commenced or is anticipated against their department or work unit must promptly notify the manager of the affected organizational unit, as well as SVCC-designated records officer, so that all records with potential relevance to the investigation or legal proceeding can be retained as necessary. After matter is closed, records should be maintained according to appropriate records series retention and disposition.

X. DATA PRIVACY

All records created and maintained by SVCC that contain personal or other confidential information must be kept in accordance with the Government Data Collection and Dissemination Practices Act, Code of Virginia § 2.2-3800 et seq. (See section VIII of this policy for information on the storage of and access to confidential records).



RECRUITMENT AND SELECTION FOR COLLEGE POSITIONS

Review/Revision Date: May 2021

Purpose

To set forth policy and procedures to be used in the recruitment and selection of employees by the college, to increase college-wide awareness and effectiveness of the recruitment and selection process, to create uniformity in the selection practices, and to ensure compliance with all applicable federal and state regulations regarding matters of employment.

Definitions

Administrative, professional, and teaching faculty: full-time faculty-ranked positions that are governed by the Virginia Community College System (VCCS) and the respective policies of the VCCS, and which are not covered by the Virginia Personnel Act.

Applicant: an individual who has filed an application for a vacant position. Candidate: an applicant who has been screened and invited for an interview.

Classified positions: positions listed in the Commonwealth's Compensation Plan and governed by the Department of Human Resource Management (DHRM) and the Virginia Community College System (VCCS), and which are covered by the Virginia Personnel Act.

Closing date: the end of the recruitment period, if a fixed period of time is chosen as the recruitment option.

Committee chair: a person chosen to head an interviewing committee or a screening/ interviewing committee.

Employment discrimination: the act of screening out, creating employment barriers, or denying employment or employment opportunities to an individual or group of individuals for non-merit reasons.

Hiring manager: the manager in an organizational unit that is hiring.

Initial application review date: the initial date that applications will be considered, when the open-until-filled recruitment option is used.

Selection committee: a group of persons appointed for the purpose of screening, interviewing and recommending candidates for employment consideration.

Targeted recruitment: a recruitment strategy designed to attract and inform minority groups and women about employment opportunities.

Policy

Southside Virginia Community College is committed to the recruitment and selection of highly competent persons for vacant positions at the college without discrimination. This shall be accomplished by applying fair and consistent employment practices in every aspect of the recruitment and selection process and by ensuring that these practices are consistent with confidentiality guidelines and federal, state, VCCS, and Department of Human Resource Management (DHRM) policies and procedures.

The college's recruitment and selection process shall be conducted in an efficient and effective manner in order to ensure that well-qualified and capable individuals are hired on a timely basis. Additionally, the implementation of the recruitment and selection process shall be designed to cause the least disruption to college programs and services.

The college does not discriminate with regard to race, color, religion, national origin, disability, political affiliation, sex, age, veteran status, sexual orientation, genetics or other non-merit factors. However, the recruitment and selection process shall include aggressive Equal Employment Opportunity (EEO) goals in order to ensure that a diversified work force is achieved that reflects the communities served by the college.

Consistent with the requirements of the *Code of Virginia* § 2.2-2903, a veteran's military service shall be taken into consideration by the college during the selection process, provided that such veteran meets all the requirements for the available position. Consideration shall also be given to a veteran who has a service-connected disability rating fixed by the U.S. Department of Veterans Affairs, surviving spouse or child of a veteran killed in the line of duty, and member of the National Guard, provided that such applicant meets all the requirements for the available position.

The college does not permit the lowering of bona fide job requirements, performance standards, or qualifications to give preference to any college employee or applicant for college employment. All reasonable means shall be utilized to attract qualified applicants for posted positions. Consequently, selection shall be based on the applicant's knowledge, skills, abilities, and fitness for the vacant position.

The college's recruitment and selection process includes a mechanism for qualified disabled applicants to request a reasonable accommodation so that he or she may participate in the selection process.

The college's Office of Human Resources shall maintain the official recruitment file for each announced vacancy in accordance with established state guidelines. Additionally, all inquiries regarding completed recruitment efforts should be directed to the Office of Human Resources.

The college's Office of Human Resources shall assign training regarding recruitment and selection through the Commonwealth of Virginia Learning Center (COVLC). Prior to involvement in the college's recruitment and selection process, this training is mandatory for hiring managers and college employees who chair or serve on selection committees. This training must be completed within one year of serving on a selection committee.

Procedures

Wage (Hourly) Vacant Positions

Advertising is not required in order to fill wage (hourly) positions that will work fewer than 20 hours per week. Upon approval to fill a new or vacant wage (hourly) position that will work fewer than 20 hours per week, the hiring manager may fill the position from available sources. If one or more qualified applicants are not available, the hiring manager should consult with the Office of Human Resources to discuss alternative recruitment solutions. Upon selection of a candidate, the hiring manager should request initiation of on-boarding by submitting information online using the Wage/Student Assistant/and Adjunct Hire Request Form.

Wage positions approved for 20 to 29 hours per week require a recruitment. Exceptions on an emergency basis may be made only with approval of the President. Approval is obtained via completion of an SVCC Recruitment Request Form with attached current position description. Upon approval to fill a new or vacant wage (hourly) position that will work 20 to 29 hours per week, the hiring manager should forward the completed SVCC Recruitment Request Form with attached current position description to Human Resources. Human Resources will post the position to the Commonwealth's Recruitment Management System (RMS) as "Open to the General Public" and will be listed for a minimum of five (5) workdays. However, the normal time period selected for classified wage vacancies of this type is generally ten (10) working days.

Upon publishing the advertisement to RMS, Human Resources will provide to hiring managers for committee use:

- RMS User Credentials to view online applications;
- Screening criteria log; and
- SVCC Search Committee Screening/Interview Checklist

A committee and committee chair will be named. Ordinarily, the supervisor of the wage position will serve as chair. At least two other committee members will be named by the position

supervisor in cooperation with his or her supervisor. The names of the selected committee members will be communicated to the Vice President of Finance & Administration and COVLC Coordinator (LCC) in writing. As EEO Officer, the Vice President of Finance & Administration should approve the committee members before interviews are conducted. The LCC will ensure required training has been completed. Other criteria for the committee composition are as follows:

- The committee must consist of a minimum of three (3) persons.
- Two individuals must have expertise in the job-specific field.
- Each person on the committee must be within the same pay band or in a higher pay band than the vacant position.
- The committee should have male and female representation.
- The committee must have minority representation.
- Committee members must complete appropriate training in the COVLC every 12 months.

Hiring supervisors with or without assistance from the committee will conduct a full screening of all of the applications received using the minimum required qualifications and veteran status. Applicants who meet all of the minimum qualifications will be interviewed. However, if the number of minimally-qualified applicants is too large to be accommodated by the interview process, then preferred criteria may be used. If there are at least three (3) minimally-qualified applicants who meet the preferred criteria, then the applicants with the highest rating score will be interviewed. If there are less than three (3) applicants who meet the preferred criteria, then these applicants will be offered an interview.

The completed Criteria and Screening sheet will be provided to Human Resources prior to scheduled interviews.

The Interview Process

Upon approval of the completed Criteria and Screening sheet by Human Resources, the hiring manager or designee will immediately determine the interview schedule, contact the applicants for interview, and review the following documents, which will be provided by Human Resources:

Interview Evaluation Worksheet

- ADA General Information
- EEO Statement for Search and Screening Committees
- Wage position description
- Job announcement
- SVCC Interview/Applicant Summary
- Telephone Reference Check Form
- Human Resources-approved interview questions

The committee chair will ensure that the selected applicants are promptly contacted via telephone and scheduled for an interview. The college is not required to offer an alternative interview date/time if an applicant is unable to select from the initial interview dates/times offered. The committee chair/designee should make two (2) attempts to contact the applicant for an interview. If the committee chair/designee is unable to schedule the interview, he/she must ensure that these attempts are properly documented (using dates and times attempted).

The interview committee will conduct the structured interviews for the invited candidates using the HR approved questions. The committee chair should structure the actual interviews in the same manner for each candidate. The interviewer(s) may ask additional questions in response to any statements or questions from the candidate or to clarify information indicated on the application submitted. Additionally, the committee should:

- conduct each interview within the same amount of time;
- introduce the members of the screening/interview committee;
- give a brief overview of the college and the vacant position;
- use the same list of Human Resources-approved questions to interview each applicant;
- give each candidate the opportunity to ask questions of the committee;
- have each candidate sign the application; and.
- have each candidate complete the background investigation form.

Each interviewer or committee member will record the candidate's interview responses on the Interview Evaluation Worksheet and rate each response. Additionally, each interviewer will indicate the overall interview rating and recommendation for each candidate. Interviewers are encouraged to make all comments and notations regarding the candidate's interview process directly on the forms provided. Any additional notes taken by an interviewer during this process must be submitted to Human Resources with the completed applicant recruitment package.

Based on the outcome of the submitted application and personal interview, the committee chair (with input from the committee members) completes the Interview/Applicant Summary. Based on this assessment, the committee documents the recommendation for the top candidate(s) for further consideration and/or approval of the President.

The committee chair, using the Reference Check Form, conducts reference checks for the top candidate or for all of the candidates recommended. It is preferred that at least two former supervisory checks be made for each candidate. If two supervisory references are unattainable, at least one (1) former supervisory reference and one (1) character reference should be obtained. Upon completion of the reference-check process, the committee chair will:

- forward the recommended candidate(s) completed Background Vendor form to Human Resources to initiate a background investigation, and
- forward the recommended candidate(s) name and application(s) to the President's office for approval and/or to schedule a final interview. Upon completion of review and/or the final interview, the President's Office will contact the hiring manager and Human Resources to give approval or disapproval of the selected candidate. If approved, the hiring manager should request initiation of on-boarding by submitting information online using the Wage/Student Assistant/and Adjunct Hire Request Form.

Adjunct faculty vacant positions

Advertising is not required in order to fill adjunct faculty positions.

The academic division offices will maintain a file of qualified applications, from unsolicited and walk-in applicants, for a period of two years from date of receipt. Additionally, adjunct interest information is collected online and is accessible by the Deans. Deans and Directors may choose to fill adjunct faculty vacancies from these sources or from other sources.

If a qualified applicant pool is unavailable and the hiring manager seeks to fill the position via the recruitment process, the hiring manager is to develop the adjunct job advertisement for the particular teaching field needed and obtain approval of the appropriate Vice President.

Upon approval from the respective Vice President, the hiring manager should consult with the Office of Human Resources to discuss alternative recruitment solutions.

Upon receipt of one or more qualified applicant folders, the Dean, Director, and/or designee will review the application folder(s) based on job requirements and veteran status, invite applicant(s) for an interview, conduct interview(s), check references, and make a hiring decision.

Deans and Directors will refer to the SVCC Faculty Staff Handbook section 3.11, SVCC Adjunct Pay Scale, for further salary determination and employment processing guidance prior to extending the job offer. Non-credit adjunct salary will be determined by class setup and parameters. The hiring manager should request initiation of on-boarding by submitting information online using the Wage/Student Assistant/and Adjunct Hire Request Form.

Classified Staff Vacant Positions

In accordance with the Department of Human Resource Management's (DHRM) policies and procedures, when a vacancy occurs, the Office of Human Resources will review the status of former college employees who may be eligible for re-hire due to layoff or current employees who may be eligible for reinstatement due to certain types of leaves of absence. The Office of Human Resources will advise the hiring manager of this review in order to determine the next appropriate course of action.

Upon approval to fill a new or vacant classified position via a completed SVCC Recruitment Request Form with attached current Employee Work Profile, the Office of Human Resources and the hiring manager will discuss recruitment options, including targeted recruitment efforts. Based on these discussions, the Office of Human Resources will develop the job announcement and the newspaper advertisement (if applicable) from the current Employee Work Profile (EWP).

Note, if the Employee Work Profile is not current, or has changed significantly, the hiring manager will be responsible for revising the Employee Work Profile and providing it to the Office of Human Resources for classification review and determination of proper role title and working title. The hiring manager will approve the final written advertisement.

Positions may be filled without posting in the following instances with the approval of the President:

- inter-agency (within SVCC) transfers and demotions in lieu of termination or layoff
- management-initiated voluntary transfers and voluntary demotions
- employee-initiated voluntary transfer (within the same work unit with no change in supervisor) and voluntary demotions
- when the same type of position (with the same duties) becomes vacant within ninety (90) days of the closing date of the recruited position

Job announcements may be limited to Southside Virginia Community College's current employees (to include classified, wage (hourly), full-time, and adjunct faculty) to provide employee-initiated voluntary transfers and promotional and career opportunities, as determined by the appropriate Vice President, Director of human resources and the President. The decision to limit the opening should be made in consideration of the college's EEO objectives, availability of qualified applicants, and other factors determined to be consistent with the college's and the Commonwealth's policies. If this option is chosen, the job announcement will be listed in the state's Recruitment Management System (RMS) as an "Agency-only" recruitment for a minimum of five (5) workdays. Additionally, the job announcement will be posted to the college's webpage and communicated to the College at large.

The hiring manager and the Office of Human Resources may elect to simultaneously seek qualified applicants from the current state employee population, the general public, and the SVCC college community. If this option is chosen, the job announcement will be listed in the state's Recruitment Management System (RMS) as "Open to the General Public" and will be listed for a minimum of five (5) workdays. However, the normal time period selected for classified vacancies of this type is generally ten (10) working days. Additionally, if this option is selected, the hiring department may opt to increase recruitment efforts by advertising in local newspapers, diversity recruit publications, and internet sources (no charge to the college), etc., as determined by the hiring manager and the Director of human resources. Lastly, other specialized recruitment efforts can also be coordinated.

Upon publishing the advertisement to RMS, Human Resources will provide to hiring managers for committee use:

- RMS User Credentials to view online applications;
- Screening criteria log; and
- SVCC Search Committee Screening/Interview Checklist.

In accordance with DHRM Policy 1.30, Layoff, the Office of Human Resources will review each applicant pool for determination of eligible candidates with preferential employment rights. If the applicant pool consists of one or more state employees holding a "yellow card" or a "blue card", the committee is notified in writing and should confer with the Director of human resources for further handling of the recruitment effort.

The committee composition and approvals must be completed utilizing the same requirements in section A.3. above.

Committee Tasks

Prior to scheduled interviews, the committee chair will submit interview questions to the Director of human resources for review and approval.

Hiring supervisors with or without assistance from the committee will conduct a full screening of all of the applications received using the minimum required qualifications and veteran status. Applicants who meet all of the minimum qualifications will be interviewed. However, if the number of minimally qualified applicants is too large to be accommodated by the interview process, then preferred criteria may be used. If there are at least five (5) minimally qualified applicants who meet the preferred criteria, then the applicants with the highest rating score will be interviewed. If there are less than five (5) applicants who meet the preferred criteria, then these applicants will be offered an interview.

The completed Criteria and Screening sheet will be provided to Human Resources prior to scheduled interviews.

The Interview Process

Upon approval of the completed Criteria and Screening sheet by Human Resources, the hiring manager or designee will immediately determine the interview schedule, contact the applicants for interview, and review the following documents, which will be provided by Human Resources:

- Interview Evaluation Worksheet
- ADA General Information
- EEO Statement for Search and Screening Committees
- Employee Work Profile (EWP)
- Job announcement
- SVCC Interview/Applicant Summary
- Telephone Reference Check Form
- Human Resources-approved interview questions

The committee chair will ensure that the selected applicants are promptly contacted via telephone and scheduled for an interview. The college is not required to offer an alternative interview date/time if an applicant is unable to select from the initial interview dates/times offered. The committee chair/designee should make three (3) attempts to contact the applicant for an interview; one of these attempts should be made outside of normal work hours. If the committee chair/designee is unable to schedule the interview, he/she must ensure that these attempts are properly documented (using dates and times attempted).

The interview committee will conduct the structured interviews for the invited candidates using the HR approved questions. The committee chair should structure the actual interviews in the same manner for each candidate. The interviewer(s) may ask additional questions in response to any statements or questions from the candidate or to clarify information indicated on the application submitted. Additionally, the committee should:

- conduct each interview within the same amount of time;
- introduce the members of the screening/interview committee;
- give a brief overview of the college and the vacant position;
- use the same list of Human Resources-approved questions to interview each applicant;
- give each candidate the opportunity to ask questions of the committee;
- have each candidate sign the application; and
- have each candidate complete the background investigation form.

Each interviewer or committee member will record the candidate's interview responses on the Interview Evaluation Worksheet and rate each response. Additionally, each interviewer will indicate the overall interview rating and recommendation for each candidate. Interviewers are encouraged to make all comments and notations regarding the candidate's interview process directly on the forms provided. Any additional notes taken by an interviewer during this process must be submitted to Human Resources with the completed applicant recruitment package.

Based on the outcome of the submitted application (and resume), and personal interview, the committee chair (with input from the committee members) completes the Interview/Applicant Summary. Based on this assessment, the committee documents the recommendation for the top candidate(s) for further consideration and/or approval of the President.

The committee chair, using the Reference Check Form, conducts reference checks for the top candidate or for all of the candidates recommended. It is preferred that at least two former supervisory checks be made for each candidate. If two supervisory references are unattainable, at least one (1) former supervisory reference and one (1) character reference should be obtained. Upon completion of the reference-check process, the committee chair will:

- forward the recommended candidate(s) completed Background Vendor form to Human Resources to initiate a background investigation, and
- forward the recommended candidate(s) name and application(s) to the President's office to schedule a final interview with a memorandum summarizing at a minimum the following:
 - a list of committee members
 - number of applicants interviewed
 - date of interviews
 - strengths and weaknesses of each candidate interviewed

Upon completion of the final interview, the President's Office will contact the Human Resources Director to give approval or disapproval of the selected candidate. If approved, the Human Resources Director will immediately confer with the hiring manager to initiate the starting pay or promotion request utilizing the Pay Action Worksheet.

Upon completion of the starting pay or promotion request, the hiring manager extends the job offer to the selected candidate and determines the new employee's starting date utilizing the pay period begin dates of the 10th or the 25th of the month.

The hiring manager sends the confirmation of acceptance of the job offer, starting salary, and first day of employment to the Human Resources Director via e-mail. Human Resources will then initiate the online onboarding of the new employee.

Administrative, Professional, and Teaching Faculty Vacant Positions

In accordance with VCCS policies and procedures, when a vacancy occurs, the Office of Human Resources will review the status of former college employees who may be eligible for re-hire due to layoff or current

employees who may be eligible for reinstatement due to certain types of leave of absences. The Office of Human Resources will advise the hiring manager of this review in order to determine the next appropriate course of action.

Upon approval to fill a new or vacant faculty rank position via a completed SVCC Recruitment Request Form, the Office of Human Resources and the hiring manager will discuss recruitment options, including targeted recruitment efforts. Based on these discussions, the Office of Human Resources will develop the job announcement and the newspaper advertisement from the current position description or teaching faculty requirements. (Note: Position descriptions are not required for teaching faculty positions.) If the position description is not current, or has changed significantly, the hiring manager will be responsible for revising the position description and providing it to the Office of Human Resources for classification review and determination of proper position title. The hiring manager will approve the final written advertisement.

Positions may be filled without posting in the following instances:

- transfers and demotions in lieu of termination or layoff
- SVCC, other Virginia community colleges, or system-office lateral transfers
- when the same type of position (with the same duties) becomes vacant within ninety (90) days of the closing date of the recruited position

In accordance with VCCS requirements, job announcements for full-time administrative, professional, and teaching faculty positions will be advertised in the Commonwealth's Recruitment Management System (RMS); the college's website; at least one national publication (i.e., *The Chronicle of Higher Education*); and, in one minority publication (i.e., *Diversity Issues*) for a minimum of thirty (30) days. Longer recruitment periods may be utilized for specialized or difficult-to-fill positions.

The Office of Human Resources may provide distribution of college job announcements for faculty-ranked positions to other national and local professional organizations, other community colleges, area universities, local civic and social organizations, area high schools and middle schools, local city and county governments, internet sources (no charge to the college), etc., as determined by the hiring manager and the Human Resources Director. Other specialized recruitment efforts may also be coordinated at this time.

In accordance with VCCS requirements, exceptions may be granted to the normal search process for the following positions, hiring opportunities, and circumstances with the chancellor's approval: distinguished faculty, a uniquely qualified professional, reorganization, temporary positions, diversity, urgent/emergency appointment, classified position changed to faculty, and funding change. It is anticipated that this policy will be used less than five (5) percent of the time, since it recognizes that in rare circumstances there are organizational needs that outweigh the inherent fairness of normal, open, and competitive searches. Each request will be rigorously scrutinized to ensure that a compelling organizational need for an exception is evident.

Upon publishing the advertisement to RMS, human resources will provide to hiring managers for committee use:

- RMS User Credentials to view online applications;
- Screening criteria log; and
- SVCC Search Committee Screening/Interview Checklist

Prior to the Initial Application Review Date/Closing Date

The hiring manager will name a screening/interview committee. The hiring manager may serve as the committee chair or name a committee chair to act on his or her behalf for the respective vacancy. Other criteria for the committee composition are as follows:

- The committee must consist of a minimum of four (4) persons.
- Two individuals must have expertise in the job-specific field.
- One individual must be from another discipline/division; preferably from another work location (can include non-SVCC employees).
- Each person on the committee must hold faculty rank (exception may be allowed for special expertise in the field or for constituency group representation).
- The committee should have male and female representation.
- Each committee must have at least two (2) minority representatives.
- Committee members must complete appropriate training in the Learning Center (COVLC) every 12 months

Committee Tasks

Prior to scheduled interviews, the committee chair will submit interview questions to the Human Resources Director for review and approval.

Candidates for teaching faculty vacancies are required to perform a teaching/ presentation demonstration during the interview process. For administrative and professional faculty vacancies, the demonstration of ability (i.e., work sample, writing sample, presentation, forum, portfolios of work, situational analyses, role-playing, or other practical skills assessments) is optional. However, demonstrations of this type are encouraged as long as all demonstrations are fair, equitable, non-discriminatory, and are requested of all candidates. If a demonstration of ability is added, a description of the demonstration and an evaluation/rating form must be provided to Human Resources.

Within five (5) workdays after the vacant position's initial application review date, the college's recruitment coordinator will provide the following to the committee chair:

- Interview Evaluation Worksheet
- ADA General Information
- EEO Statement for Search and Screening Committees
- Position Description (not required for teaching faculty positions)
- Job announcement

- SVCC Interview/Applicant Summary
- Telephone Reference Check Form
- Human Resources-approved interview questions
- Teaching/Presentation Evaluation Rating Form

The committee chair and each member of the screening/interview committee will independently screen each applicant folder using the minimum qualifications and veteran status with the grid provided. The committee chair and each committee member will rate each applicant folder individually. Upon completion of this task, the committee members will meet to discuss the screening ratings given and jointly provide an overall rating for each candidate. All candidates who meet the minimum qualifications will be interviewed. The hiring manager and the committee chair may request to re-advertise the position if there are less than five (5) minimally qualified applicants available to be interviewed. However, in some cases, fewer than five (5) qualified applicants may be considered adequate; in these instances, the hiring manager will contact the Human Resources Director for further direction.

If the number of applicants who meet the minimum qualifications established for the position is too large to be accommodated by the interview process, the screening/interview committee will conduct a second applicant folder screening using the preferred qualifications listed. If the second screening process is utilized, a minimum of five (5) applicants meeting the requirements for the preferred qualifications will be selected for interview. If a minimum of five (5) applicants cannot be obtained from the preferred qualifications, the screening/interview committee will interview those applicants meeting the highest number of minimum qualifications.

The Interview Process

The committee chair will ensure that the selected applicants are promptly contacted via telephone/email and scheduled for an interview. Additionally, the committee chair will ensure that a follow-up letter/email is sent to each applicant that agrees to participate in the interview process. This letter confirms all of the logistics of the interview and confirms the description of the teaching/presentation demonstration. Committees are not required to offer an alternative interview date/time if an applicant is unable to select from the initial interview date/times offered. Committees are required to make three (3) attempts to contact the applicant for an interview; one of these attempts must be made outside of normal work hours. If the committee is unable to schedule the interview, the chair must ensure that these attempts are properly documented (using dates and times attempted).

Telephone interviews are not permitted for faculty-rank positions; however, videoconference interviews may be conducted.

Upon request from the candidate, the President's Staff member may approve reimbursable expenses for out-of-state travel for interviews for positions at the Dean's level or above. Reimbursable expenses are limited to \$1,000 per candidate. Reimbursable amounts above the per recruitment guideline must be approved by the President. Additionally, individual reimbursable expenses are governed by the Commonwealth's travel guidelines.

The screening/interview committee will conduct the structured interviews for the invited candidates using the Human Resources-approved items as listed in Section D, Item 12, above. The committee chair should structure the actual interviews in the same manner for each candidate. The interviewer(s) may ask additional questions in response to any statements or questions from the candidate or to clarify information indicated on the application submitted. Additionally, the committee should:

- conduct each interview within the same amount of time;
- introduce the members of the screening/interview committee;
- give a brief overview of the college and the vacant position;
- use the same list of Human Resources-approved questions to interview each applicant;
- provide each applicant with the same opportunity to conduct their teaching/presentation demonstration (if applicable);
- give each candidate the opportunity to ask questions of the committee;
- have each candidate sign the application; and
- have each candidate complete the background investigation form.

Each interviewer or committee member will record the candidate's interview responses on the Interview Evaluation Worksheet and rate each response. Each committee member will also evaluate the applicant's teaching/presentation demonstration (if applicable) and record the rating for this exercise on the form(s) provided. Additionally, each interviewer will indicate the overall interview rating and recommendation for each candidate. Interviewers are encouraged to make all comments and notations regarding the candidate's interview process directly on the forms provided. Any additional notes taken by an interviewer during this process must be submitted to Human Resources with the completed applicant recruitment package.

Based on the outcome of the submitted application documentation (state application, resume or curriculum vitae, letters of reference, and transcripts), personal interview, and applicant teaching/presentation demonstration (if applicable), the committee chair (with input from the committee members) completes the Interview/Applicant Summary. Based on this assessment, the committee documents the recommendation for the top candidate(s) for further consideration and/or approval of the President.

The committee chair, using the Reference Check Form, conducts reference checks for the top candidate or for all of the candidates recommended. It is preferred that at least two former supervisory checks be made for each candidate. If two supervisory references are unattainable, at least one (1) former supervisory reference and one (1) character reference should be obtained. Upon completion of the reference-check process, the committee chair will:

- forward the recommended candidate(s) completed Background Vendor form to Human Resources to initiate a background investigation, and
- forward the recommended candidate(s) name and application(s) to the President's office to schedule a final interview with a memorandum summarizing at a minimum the following:
 - a list of committee members
 - number of applicants interviewed

- date of interviews
- strengths and weaknesses of each candidate interviewed

Upon completion of the final interview(s), the President's Office will contact the Director of Human Resources to give approval or disapproval of the selected candidate. If approved, the Human Resources Director will immediately confer with the hiring manager to initiate the starting pay or promotion request utilizing the VCCS-29 and the VCCS Faculty Compensation Policy.

Upon completion of the starting pay or promotion request, the hiring manager extends the job offer to the selected candidate and determines the new employee's starting date utilizing either

the normal contract begin dates or, if outside of the contract cycle, the pay period begin dates of the 10th or the 25th of the month.

The hiring manager sends the confirmation of acceptance of the job offer, starting salary, and first day of employment to the Human Resources Director via e-mail. Human Resources will then initiate the online onboarding of the new employee.

Human Resources Briefing

Upon receipt of the candidate's offer of acceptance, the Office of Human Resources will schedule the new full-time employee to attend the next Human Resources orientation session. The session will provide the new employee with payroll and benefits processing information and related forms, and the respective employee handbook.



REFUNDS TO STUDENTS

Review/Revision Date: May 2021

Refunds to Students

If a student's payments exceed the debt on the account, the system reflects that overpayment as a credit balance. The business office processes refunds for such accounts monthly. Refunds are not generated for a current term until the census date of that term.

Students shall be eligible for a refund for those credit hours dropped during the publadd/drop period for the session. The refund will be at the full credit rate. After the add/drop period has passed, there will be no refunds except as provided below in extenuating circumstances. This deadline should not be confused with the last day to withdraw without academic penalty. For the standard semester, the last day to drop with refund is published in the college calendar. Refunds are issued to the registrant only. In order to be eligible for refund under any of the circumstances set forth in the foregoing paragraph, a student must execute an official drop form at the college or drop classes on the internet using the VCCS Student Information System (SIS) by refund dates published by academic term. Full refunds will be made when a course is canceled by the college.

Official withdrawal for a student shall become effective on the date that written notification is received by the Office of Admissions and Records or the date the student drops the course(s) online using the VCCS SIS. The official withdrawal date is not the date of the last class attended unless the two dates coincide. Requests for course withdrawals should be presented in person or by the student's authorized representative whenever possible. Students, not the college, are responsible for making contact with instructors except in extreme circumstances.

All services shall be withheld from a student who owes money to the college or the college bookstore for any reason or who has books or materials outstanding from the college.

The college is authorized to issue a tuition refund based only on the following: (1) administrative error, (2) documented extenuating circumstances (e.g., major medical emergency, extreme financial hardship, death of an immediate family member, etc.), or (3) a national emergency or mobilization declared by the President of the United States and in accordance with [Section 23-9.6.2 of the Code of Virginia](#). If a tuition refund is required as a result of actions of the college, the student may be granted a tuition refund notwithstanding earlier provisions of the section. In addition, if a tuition refund is required due to a highly unusual emergency or extenuating circumstance, any such refund shall be approved in writing by the Vice-President of Academic and Workforce Programs or his/her designee.

If you have questions about the refund policy, contact the Business Office. Students receiving any type of federal financial aid should also see the [Title IV Refund Policy](#) in the Financial Aid section of this catalog.

Military Students

According to [VCCS policy 4.3.2.3 \(a\)](#), should a student be ordered to active duty (for reservists) or be mobilized (active military) as described in the [Code of Virginia, Section 23-9.6:2](#), and he/she requests to be withdrawn from the college after the census date, the student may elect either to be deleted from the registration file and be awarded a full refund or to be administratively withdrawn with no refund and assigned a grade of "W". The college shall provide, at the option of the student, for such refunds to be retained and to be applicable to tuition and fees charged in the semester or term in which the student returns to study.

Military students requesting to be deleted from file or administratively withdrawn after the final drop date must contact the Admissions and Records Office (A & R) for the proper procedures and paperwork that must be submitted. The tuition refund/debt removal request process is outlined below.

Military students wishing to be deleted or administratively withdrawn after the final refund date must complete the delete/withdrawal process.

- The military student goes to the A&R Office or nearest SVCC location to complete the add/drop form indicating preference for delete or withdrawal, and provides a copy of military orders requiring the change in enrollment.
- Military students with financial aid will be required to communicate with a financial aid representative to discuss implications. Military students with veteran's benefits will be required to communicate with the Veterans Affairs representative to discuss implications. The financial aid representative and Veteran's Affairs representative will initial the add/drop form to verify that those funds were not used for tuition payment.
- The A & R office verifies that appropriate documentation and signatures are in place before processing the delete or withdrawal. If a refund is involved, the documentation will be sent to the business office for processing



RESERVATION OF COLLEGE FACILITIES

Review/Revision Date: Aug, 2022

General Information

Southside Virginia Community College (SVCC) makes its facilities available for use by groups and organizations on a first-come, first-served basis. College facilities are available for use by community organizations for functions consistent with the college's mission. Facilities may be used by non-profit community organizations, governmental agencies, and business/industry partners at a minimal set-up and custodial fee.

Individuals may request the use of campus facilities if consistent with the usage policies set forth in these guidelines. Business and Industry partners may use SVCC facilities for in-service training and related functions. However, the college does not normally allow usage of its facilities for profit-making events by outside groups. SVCC reserves the right to deny the use of its facilities and resources for reasons deemed sufficient by the College.

Types of Facilities & Resources Available

Whenever possible and practical, the following facilities and resources are available for use:

- College grounds
- Outdoor athletic fields
- Parking lots
- Workforce Development Centers
- Auditorium/Stage
- Conference rooms
- Lecture, Computer and Electronic Classrooms
- Tables and Chairs (with building use)
- Audiovisual equipment (with building use)

The educational and co-curricular activities at Southside Virginia Community College take precedence in the assignment of all space in buildings and on the grounds of the campus.

Facilities Use Fees

Please contact the college personnel listed under scheduling procedures for current fees.

All users will be charged a setup/cleanup fee of \$300.

Facility users who have outstanding debts to the College may not use College facilities until payment for those debts has been received.

Scheduling Procedure

Official facilities reservations are made through the contact persons listed below for Christanna and John H. Daniel campuses.

A representative of the requester is required to submit a completed [Facilities Reservation Form](#) to the person below for the associated campus.

- Christanna Campus in Alberta - angela.wright@southside.edu
- John H. Daniel Campus in Keysville - cindy.mason@southside.edu

Arrangements for any room set-up, audio-visual equipment, etc. must be indicated at the time the room reservation is made and/or at least ten (10) working days prior to the event. The college may not be able to honor late requests.

In unusual circumstances, cancellation of a scheduled event may be necessary to accommodate a late-scheduled college activity. The canceled event may be rescheduled as facility availability allows. If other adequate facilities are available on campus, the group may be moved in order to avoid canceling the event.

Facilities Reservation Form

Campus facilities may be reserved using the college's [Facilities Reservation Form](#). This form must be completed and signed by a representative of the user group. Information pertaining to set-up requirements and audiovisual needs should be noted in detail on the Facilities Reservation Form. In the event that audiovisual or other equipment is not available, the user group will be expected to provide its own audiovisual or public address equipment. The completed Facilities Reservation Form must be returned to the college at least ten (10) working days prior to the event.

Event Types and Limitations

SVCC's facilities are available for a variety of events, including receptions, reunions, meetings, workshops and seminars. Classrooms may be used only during times when classes are not scheduled. Athletic fields may be used upon approval (Reservation Request Form with liability must be signed by user and VP approval granted.) except during those times when otherwise scheduled by SVCC. The softball field, baseball field, tennis courts, etc. may not be used for tournaments when an entrance fee is charged, unless the event is sponsored by a recognized charitable organization and all revenue in excess of expenses is donated to that organization.

Entrance fees may be charged by the college and approved organizations. Overnight camping is not allowed on the college grounds, except for college-approved events. College facilities may be used by local businesses and industries for in-service training and related programs.

Requestors need to be aware that use of our facilities may be affected by the staffing levels and available staff at the College to manage the setup and cleanup of an event.

Activities shall not be discriminatory or abusive of others by reasons of age, sex, religious beliefs, national origin or handicap.

The College is required to maintain a non-partisan status in political campaigns; therefore, all political parties shall be given equal opportunity to sponsor on-campus rallies so long as all College requirements are met.

Users are required to conform to the Code of Virginia with respect to all event activities.

Fees Which May be Charged by User Groups

Admission may be charged for events sponsored by non-profit users when all proceeds will be used to benefit the sponsoring organization. Freewill collections may be taken if all donations will be used solely for the benefit of the non-profit organization

.Program Identification

Sponsoring individuals or organizations using SVCC facilities may not use the Southside Virginia Community College name or logo in association with the external program to state or imply SVCC sponsorship, cooperative programming, or endorsement.

Advertising

Southside Virginia Community College's name or logo may not be used in advertising or marketing programs, except as approved by the college or as needed to indicate event locations.

Library Use

Area citizens are encouraged to use the SVCC library, as are registered students.

Liability

Sponsoring individuals and organizations are responsible for the conduct of guests while in SVCC managed facilities. Users must agree to assume full responsibility for liability, injury or damage to persons or property. A statement of insurance covering use of the facility may be required prior to use. SVCC accepts no liability for loss or damage of users' personal property.

Refreshments and Services

Food and refreshments may be served in approved areas only. The user group is responsible for providing refreshments, cleanup, placement of trash in containers, and for repair of any damaged or soiled furniture, floors or walls. Use of colored drinks (red, green, blue, etc.) is prohibited due to spills that result in staining the floor. Use of glitter, open flames, and sparklers are prohibited. Additionally, decorations cannot be secured to the walls and doors in any of our facilities that will allow permanent damage. The user group is also responsible for the cleanup of any outdoor areas which are utilized. College personnel will not assume responsibility for any aspect of food and refreshment service. The user group must

provide items such as tablecloths, water pitchers, eating and cooking utensils, glasses, paper products, etc.

Parking

Ample parking is available around the SVCC campus. Handicap spaces are clearly marked and should be utilized only by vehicles bearing official handicapped driver designation.

Security

The facility user is responsible for security needs of events and must provide College-approved security if the group wishes to use the facility. The College accepts no liability for loss of damage to such items at any time. The facility user shall provide College-approved police service for crowd control if the College anticipates the need for such control. The cost of such protections is in addition to any space utilization fees.

Distribution of Information on Campus

The Vice President for Academic & Workforce Services is responsible for reviewing each request for posting of information by groups external to the college and determining the manner, time, and place for the distribution so as to avoid interference with the educational mission of the college.



RESIGNATION

Review/Revision Date: Mar 22, 2024

In the event an employee should resign from the College, a sufficient notice (minimum of two weeks) should be given in order to be eligible for rehire. Please note the notice is to be worked, versus taking leave. The resignation should be submitted in writing to the employee's immediate supervisor with a copy to the Human Resource Office. The supervisor should immediately submit an [Offboarding Ticket](#).

(https://docs.google.com/forms/d/e/1FAIpQLSd2gpEjPXTegwLa8GFsk9EVpo7_oY4P1gzAPXNQYLZMfvkLAG/viewform)



SAFETY

Review/Revision Date: Apr 11, 2023

Safety is the responsibility of all College employees and everyone is expected to adhere to safety regulations. Faculty members shall instruct students in the proper safety precautions for all equipment. The College has an extensive Safety and Crisis Management Plan and a Safety Brochure which are available on the [College website](#). The College also has a safety committee made up of College-wide representation that meets to discuss various safety issues. All employees are encouraged to contact members of the Safety Committee with ideas for improving safety at any SVCC location. You can contact the Safety Committee with the email distribution account **Campus.Safety@southside.edu**.

Currently, members of the Safety and Continuity of Operations Committee are:

2025-2026 SAFETY/COOP-COMMITTEE MEMBERS

Eddie Bennett	Chad Patton	Kathy Whitt
Latorya Brandon	Hayley Perkinson (student)	Chad Wollenberg
Shannon Feinman (Chair)	Marika Peterson	Shirley Genus (Recorder)
Darlene Ferguson (student)	Alfonzo Seward	Roger Wray
Bobby Lester	Kristine Smetana	Vacant – SVEC
Ricky Lyles	Dennis Smith	Alfunzo Uzzle
Wesley Swain		



SALARY ADVANCE

Review/Revision Date: Mar 22, 2024

The Vice President of Finance and Administration can approve an emergency salary advance in cases where an employee did not receive direct deposit due to an administrative error. In this case, an advance of the employee's net pay can be paid on or after the direct deposit was scheduled. The employee must sign a **promissory note** agreeing to reimburse the College for all advances paid immediately upon receipt of his or her first regular payroll check.



SALARY SCHEDULE FOR FACULTY PERSONNEL

Review/Revision Date: Mar 22, 2024

Refer to the VCCS Policy, 3.08 Faculty Compensation: Once you click on the link, click “Policies” in the upper right corner. Click on Section 3 - Human Resources, then Section 3.08 - Faculty Compensation.

<https://go.boarddocs.com/va/vccs/Board.nsf/Public>



SOUTHSIDE VIRGINIA
COMMUNITY COLLEGE

SECURITY POLICIES

Review/Revision Date: May 2021

Any published security policies can be found at:

<https://southside.edu/policies>

Policies¶

View → Edit → Delete → Revisions¶



Southside Virginia Community College (SVCC) operates under the Policies, Procedures, and Regulations Governing the Establishment and Operation of the Comprehensive Community College System in Virginia. For information about SVCC policies and procedures please review the following information.¶

Virginia Community College System Policy Manual

SVCC Catalog¶

SVCC Student Handbook¶

SVCC Faculty and Staff Handbook

Title IX¶

Expressive Activity Policy¶

Disclaimer, Non-discrimination, Privacy and FERPA

Workforce Policies and Procedures¶

Sex Offender Admissions Policy/Sex Crimes Prevention Act

Email Signature Policy¶

Drug-Free School Report¶



SECURITY VIDEO CAMERA POLICY

Review/Revision Date: Feb 19, 2024

A. Overview

1. Southside Virginia Community College seeks to provide the campus community with a safe and secure environment. As with other institutions, while it is not possible to control complete access to all campuses, technology can be used to help with that reality. Security camera systems enhance overall campus safety and security, deter crime, and otherwise support the protection of people and property through electronic security patrol monitoring of campus areas, recording access to grounds and facilities, and assist in criminal and misconduct investigations with video documentation.
2. Video cameras are used for a variety of purposes at the College. This policy applies to cameras installed or activated for purposes of enhancing campus safety and security. The policy does not apply to applications when cameras are deployed for a primary purpose other than security or safety, including teaching and learning; video conferencing; and marketing.
3. The purpose of this policy is to regulate the use of camera systems deployed to observe and record public areas for the purposes of safety and security, and provide guidelines for the installation and appropriate uses of security cameras, including the retention and release of recorded images. The use of security camera data in violation of this policy raises important privacy concerns. All College employees are responsible for bringing suspected unethical conduct (e.g., non-compliance with a law or regulation or a College policy) to the attention of College officials when there exists a good-faith belief that such misconduct has occurred. Whenever possible, concerns should be reported to the Vice-President for Finance and Administration who has responsibility for the area of concern. All inquiries and all good-faith reports of suspected non-compliance, regardless of whether they are substantiated and regardless of the method of reporting, can be made free from fear of retaliation. No employee will be disciplined or otherwise retaliated against for identifying suspected unethical conduct. Confidentiality will be maintained to the extent possible without jeopardizing a full investigation of the complaint.

B. Use of Security Cameras

1. All new installations of security cameras scheduled after the effective date of this Policy must be approved in writing by the Vice-President for Finance and Administration or designee, in consultation with the College's security personnel
2. Security cameras generally will not be monitored in real time, though the College reserves the right to do so. Campus community members should not rely on the cameras as a way to alert Campus Security to a problem, or to receive immediate attention from a Campus Security officer or law enforcement. That may be done only by contacting Campus Security, Buildings and Grounds or by dialing 9-1-1. Security personnel are not regularly in their offices as they are patrolling campuses. The primary use of security camera video is to make recordings that can later be reviewed to follow up on reported incidents. The secondary use is to enhance security patrols by allowing Campus Security officers who are authorized users of security camera data to periodically check on or remotely patrol a specific area, as circumstances may permit.

This policy does not in any way imply or guarantee that video surveillance devices will be indefinitely operational or actively monitored at any time. The presence of physical video surveillance does not in any way imply that activity is recorded or monitored.

3. All public areas are subject to security and safety video and audio coverage by Southside Virginia Community College. The College, however, will take appropriate steps to address personal privacy when it operates security cameras. Security camera systems will not be installed in restrooms or locker rooms and they will not be installed in areas where there is a reasonable expectation of privacy, as determined by the College or otherwise required by law.
4. The College will maintain an up-to-date inventory of permanent camera installations and image storage locations to facilitate access to recorded images of possible crimes or incidents that require investigation. The Vice-President for Finance and Administration will monitor recommendations and changes in the security industry regarding the use of security camera systems to understand best practices and all applicable laws.
5. Campus Security will routinely perform a documented test of each camera to confirm they are in working condition. The following will be tested for each camera: functionality in general; focus of picture; operation during light/day hours; and operation during dark/night hours

C. User Roles and Responsibilities

1. Access to data from security cameras will be strictly controlled. Only staff members who have been assigned that responsibility by the Vice-President for Finance and Administration or designee may access security camera data. The Vice-President for Finance and Administration will maintain an up-to-date list of the authorized personnel with access to the system and any live or recorded images.
2. All staff members with authorized access to security camera data will:
 - a. Carry out their duties in a professional, ethical and legal manner, in accordance with federal and state law, this Policy, and other relevant College policies.

- b. Treat both live and recorded images from security cameras as sensitive institutional data for which confidentiality, integrity, and controlled availability should be protected as described in this Policy;
- c. Receive training on the technical, legal, and ethical parameters related to the appropriate and professional use of security camera systems.
- d. Upon request, provide assistance to College offices as appropriate in support of law enforcement or disciplinary investigations, legal proceedings, or legal or regulatory review.
- e. Use security camera systems only in a manner consistent with this Policy, unless a different use is expressly approved by the Vice-President for Finance and Administration, in consultation with the President.
- f. Refrain from duplicating, tampering, or interfering with recorded information without proper authorization of the Vice-President for Finance and Administration or designee.
- g. Monitor cameras or review camera data based only on suspicious behavior or for other legitimate institutional purposes, and will not view or access security camera data based on individual characteristics of age, color, race, gender, national origin, ethnicity, sexual orientation, religion, disability, or other protected characteristics or classifications as described in the College's nondiscrimination policy, unless such individual characteristics have been reported in the context of a criminal investigation and are relevant to such investigation.
- h. Refrain from viewing or accessing security camera data to harass, intimidate, or discriminate against any individual or group.
- i. Refrain from using cameras or viewing security camera data to try to view places where people have a reasonable expectation of privacy, as determined by the College or otherwise required by law, absent a specific directive from the Vice-President for Finance and Administration, in consultation with the President, related to an ongoing investigation.
- j. Prevent access to restricted areas where video images can be viewed or monitored by an unauthorized individual, and immediately report to the Vice-President for Finance and Administration or designee any unauthorized viewing of a live or recorded image, disclosure of a recorded image, and any potential privacy breach related to the inadvertent or purposeful misuse of a security camera

3. Any employee who views or accesses security camera data in violation of federal or state law, or this and related policies, will be subject to disciplinary action up to and including suspension, expulsion, or termination of employment. Anyone who tampers with or destroys security camera equipment or data will be subject to criminal prosecution and/or disciplinary action

D. Recorded Images Retention, Access, and Release

1. All recorded images captured or generated by security cameras are considered to be campus records and will be stored in a secure location accessible only to authorized and trained staff members, and configured to prevent unauthorized access, modification, duplication, or destruction.
2. Authorized users of security camera data may access live and recorded video images as needed in connection with any law enforcement or disciplinary investigations, legal proceedings, or legal or regulatory review. The Vice-President for Finance and Administration will review all external and internal requests for access to or release of records obtained through security camera surveillance. Release of information or images obtained through security camera recordings in response to any other internal or external requests will be in accordance with applicable law and only upon approval of the Vice-President for Finance and Administration or designee. Subpoenas, search warrants, court orders, and any other legally enforceable requests received for recorded images must be forwarded immediately upon receipt to the Vice-President for Finance and Administration or designee, who will review and respond to all such requests; Release may be without or with redaction of facial images, as technology permits with the system used by the College.
3. Recorded images will be retained for no more than 60 days unless there is a demonstrated business need, or the images are part of an ongoing disciplinary, criminal, or civil investigation or proceeding, employment investigation, legal hold, or court order. Recordings must be erased or recorded over after 60 days absent a compelling reason to retain them based on a request from a law enforcement agency to the Vice-President for Finance and Administration or designee. The erasure process will ensure that no recorded image remains, to the extent that the technology of the system permits.
4. Security camera system users must maintain a log of all instances of access to and release of security camera recorded material, including any breaches or unauthorized disclosures of live or recorded material, and any release must be accompanied by a bold legend to the effect that no further disclosure and no copy shall be made absent the prior approval of the Vice-President for Finance and Administration or by order of a tribunal with jurisdiction.
5. If the access is by an authorized security camera user, the log entry shall include:
 - i. time and date of review;
 - ii. reason for review;
 - iii. name of reviewer, unless the Vice-President for Finance and Administration determines there is a compelling reason to not log such information in a particular, unique instance that may jeopardize the safety of individuals or the integrity of an ongoing investigation.

6. If there is a request to the College for access to or release of records by external law enforcement or other agency, the log entry shall include:

- i. the name of the originator of the request, reason for request, and time and date request was received;
- ii. approval or denial of request, and time and date response was sent to requestor;
- iii. viewer or recipient of records, format of records accessed or released, time and date and name of user that provided the records.

7. If there is an unauthorized disclosure of, or access to, security camera recorded data, the log entry shall include:

- i. time and date of breach if known, how breach was discovered, when the breach was discovered, and the source of breach; and
- ii. the unauthorized recipient or viewer of records, if known.

8. If there is a loss of backup or saved recorded images, the log entry shall include:

- i. time and date of loss of recorded images;
- ii. reason for loss (e.g., technical problem or failure, unintentional or accidental destruction);
- iii. time period of recorded images that were lost; and
- iv. name of individual who discovered the loss, when reported, and to whom.

9. Any incident involving unauthorized loss, access to, or release or destruction of security camera-recorded images must be reported to the Vice-President for Finance and Administration or designee within 24 hours of the incident being identified or initially reported

E. Amendments and Exceptions.

1. As with all College policies, the College reserves the right to modify this policy if deemed in the interests of the College.
2. The Vice-President for Finance and Administration, in consultation with the President, may grant exceptions to this policy. Exceptions, including their rationale, will be indicated in writing and maintained by the Vice-President for Finance and Administration.



SEX CRIMES PREVENTION ACT

Review/Revision Date: May 2021

Section 23-2.2.1 of the Code of Virginia requires that the VCCS send enrollment information to the Virginia State Police concerning applicants to institutions of higher education. This information is transmitted electronically and compared against the Virginia Criminal Information Network and National Crime Information Center Convicted Sexual Offender Registry. Language on the web application informs applicants that their information is being transmitted to the State Police.

In the event that an applicant to Southside Virginia Community College is determined to be on the Sex Offender Registry, the following procedures apply:

- The applicant will be sent a letter to his/her mailing address by the Vice President of Enrollment Management and Student Success that states, “Due to your status as a sex offender listed on the National Crime Information Center Convicted Sexual Offender Registry, you must meet with the “SVCC Threat Assessment Team to review your continued admission status.”
- The applicant must respond to the request within seven (7) working days to meet with the Team. If the applicant does not respond within the seven (7) day request, then he/she will be denied continuing admission status and administratively withdrawn from courses if necessary.
- Via telephone, U.S. mail and electronic mail, the applicant will be provided with a location, date and time to meet with the team. Failure of the applicant to appear will result in denied admission.
- The applicant will be asked to provide the following information when meeting with the team:
 - Disclosure of the nature of the offense for which he/she has been convicted,
 - Justification for consideration of admission or continuing admission.

- Decisions by the Threat Assessment Team will be made on a case-by-case basis after a review of the totality of the circumstances. The information sought may be the same that will allow an offender to be removed from the registry. Those include nature and number of offense(s), date of the last offense, length of time from the last offense, treatment and/or counseling sought and restitution completed. The team will make a recommendation about continued admission by a majority vote within twelve (12) working days of receiving the required information and submit their recommendation to the Vice President for Academic and Workforce Programs.
- The Vice President for Academic and Workforce Programs will inform the applicant by letter of the decision.
- The student may appeal the decision by letter directly to the Vice President for Academic and Workforce Programs within seven (7) working days of the date of the letter.
- The Vice President for Academic and Workforce Programs will review all documents provided by the Threat Assessment Team and may meet with the applicant to make a decision within seven (7) working days from the date of the appeal letter. The decision of the Vice President for Academic and Workforce Programs shall be final.

Sex Crimes Prevention Act

The federal Campus Sex Crimes Prevention Act was enacted on October 28, 2000. The Law requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student. In the Commonwealth of Virginia, convicted sex offenders must register with the [Sex Offender and Crimes Against Minors Registry maintained by the Virginia Department of State Police](#). Information concerning offenders registered may be disclosed to any person requesting information on specific individuals in accordance with the law.



SEX OFFENDER ADMISSIONS POLICY

Review/Revision Date: May 2021

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3. The applicant will be asked to provide the following information when meeting with the Team:

Disclosure of the nature of the offense for which he/she has been convicted, Justification for consideration of admission or continuing admission.
4. Decisions by the Threat Assessment Team will be made on a case-by-case basis after a review of the totality of the circumstances. The information sought will be the same that will allow an offender to be removed from the registry. Those include nature and number of offense(s), date of the last offense, length of time from the last offense,

treatment and/or counseling sought, and restitution completed. The Team will make a recommendation about continued admission by a majority vote with twelve (12) working days of receiving the required information and submit their recommendation to the Vice President of Enrollment Management & Student Success

5. The Vice President of Enrollment Management & Student Success will inform the applicant by letter of the decision.
6. The student may appeal the decision by letter directly to the Vice President of Enrollment Management & Student Success within seven (7) working days of the date of the letter.
7. The Vice President of Enrollment Management & Student Success will review all documents provided by the Threat Assessment Team and may meet with the applicant to make a decision within seven (7) working days from the date of the appeal letter. The decision of the Vice President of Enrollment Management & Student Success shall be final



SMOKING-CLEAN INDOOR AIR/EATING AND DRINKING POLICIES

Review/Revision Date: May 2021

Under the [Code of Virginia, Title 15.2, Chapter 28, “Virginia Clean Indoor Air Act”](#), Southside Virginia Community College establishes a policy to regulate and control smoking of tobacco products within its facilities and vehicles.

SVCC Clean Indoor Air Policy

- Smoking or other use of tobacco products including, but not limited to, cigarettes, pipes, cigars, snuff or chewing tobacco, e-cigarettes, electronic vaping devices, personal vaporizer (PV), or electronic nicotine delivery systems, aromatic smoking products are prohibited within all buildings owned or leased by the college, and within vehicles owned or operated by Southside Virginia Community College. This provision shall include any and all off-campus facilities utilized by SVCC, except for the facilities of any business, industry or other organization where the college may offer specific programs at its site.
- Reasonable smoking areas shall be identified around the exterior of facilities. Designated smoking areas may change from time to time as determined by college administration. At least one entrance to each building shall be smoke-free, with any smoking area at such entrance being no closer than 25 feet from the entrance.

Eating and Drinking Policy

Food and beverages are permitted in the food service areas and other designated areas throughout campuses and off-campus centers. **Food and beverages are not permitted in classrooms, laboratories, or libraries.**



SOLICITATION POLICY

Review/Revision Date: May 2021

College faculty and staff are to refrain from soliciting unless it is for a college-sponsored event, i.e.: Foundation, SVCC food pantry, etc. No outside organizations or agencies may visit or hold information sessions without advance approval from the office of the Vice-President of Finance and Administration.



SPECIAL ADMISSIONS REQUIREMENTS

Revised: May, 2021

Admissions Age Requirements for Students Less Than 18 Years of Age

Individuals 18 years of age and younger who have not completed high school may seek to enroll to take classes at Southside Virginia Community College. Students in grades 7 through 12 may be permitted to take credit classes provided: (1) their participation does not interfere with their regular junior or senior high school classes and they have their principal's permission, (2) their parents sign the application form or students are participating in classes contracted by school divisions, and they have the approval of the appropriate dual enrollment coordinator. If the student is considered less than a high school junior or senior, permission must be granted from the college president.

Dual Enrollment

Dual enrollment is restricted to high school juniors and seniors and home school students studying at the high school junior or senior levels. All students admitted under this section must demonstrate readiness for college, meet the applicable college placement requirements and address all other college admission criteria. Home school students must provide a copy of a home school agreement approved by the school district or a letter from the local school board or a copy of the letter filed by the parent/legal guardian declaring home school for religious exemption. Documentation of parental permission is required for all dual enrollment students. Because enrolling freshman and sophomore students is considered exceptional, the college ready status of each prospective freshman and sophomore student will be treated on a case-by-case basis. In such cases, formal approval by the college president is required.

Home School Students

Refer to this section in the current catalog.



STATE CLASSIFIED GRIEVANCE PROCEDURE

Review/Revision Date: March 22, 2024

The State Grievance Procedure for classified employees was adopted by the Virginia Assembly with an implementation date of July 1, 1990. Employees may obtain a copy of the classified grievance procedure handbook from the Human Resource Office.

For additional information, refer to the [Department of Employment Dispute Resolution landing page for Filing a Grievance](https://www.dhrm.virginia.gov/employment-dispute-resolution/grievance) on the DHRM website. (<https://www.dhrm.virginia.gov/employment-dispute-resolution/grievance>)

See the “Grievance Forms” section of this webpage for applicable forms. (<https://www.dhrm.virginia.gov/employment-dispute-resolution/mediation-and-grievance-forms-and-resources>)



SUBSTANTIVE CHANGE POLICY & PROCEDURES-SACSCOC

VCCS Policy No: 8.1

Review/Revision Date: 11/21/2022

I. Purpose:

The purpose of this policy is to adhere to the Substantive Change policy and procedures established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). As an institution, we expect to follow the proper procedures for reporting substantive changes to SACSCOC.

II. Policy:

- A. To ensure adherence with SACSCOC procedures for reporting Substantive Change, the SACSCOC Accreditation Liaison will be consulted prior to beginning any process that may result in a substantive change. The College President or the College's SACSCOC Accreditation Liaison will report any substantive change to the Commission in accordance with the SACSCOC Substantive Change policy.

III. Definitions:

- A. Substantive Change: A substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Substantive change includes high-impact, high-risk changes and changes that can impact the quality of educational programs and services.

IV. Procedures:

1. Starting a new program:

When a new program is being developed, the VPAWP or designee will notify the Accreditation Liaison who will meet with the academic dean and program head for the new program to determine if it will be a significant departure.

If it is determined to be a significant departure, the academic dean and program head will work with the Accreditation Liaison to complete a substantive change prospectus.

If it is not a significant departure, the VPAWP or designee will notify the Accreditation Liaison when the program is approved. The Accreditation Liaison will maintain the appropriate documentation needed for SACSCOC review.

2. Starting an off-campus site: When initiating course offerings at an off-campus site, including dual enrollment locations, an analysis must be done to determine what percent of any programs can be completed at the new location.

The VPAWP or designee will notify the Accreditation Liaison when first planning to offer courses at a new off-campus site. The notification will include the

- Name of the site
- Physical address of the site
- List of courses offered at the site
- Analysis of what percent of programs will be offered at the site

The Accreditation Liaison will determine if SACSCOC notification or approval is necessary and will prepare the appropriate documentation for submission to SACSCOC.

3. Starting programs or courses offered through contractual agreement or consortium: When initiating programs or courses offered through contractual agreement or consortium, the VPAWP or designee will provide the Accreditation Liaison with contact information for each institution/entity and a signed copy of all contractual agreements, including addendums and renewals. The Accreditation Liaison will submit the appropriate documentation to SACSCOC.

4. Closing a program:

When discontinuing a program, the VPAWP or designee will provide the Accreditation Liaison with a teach-out plan for the program that includes:

- Date of closure (date when new students will no longer be admitted)
- An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure
- An explanation of how all affected students will be helped to complete their programs of study with minimal disruption
- An indication as to whether the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified
- Copies of signed teach-out agreements with other institutions, if any

- How faculty and staff will be redeployed or helped to find new employment The Accreditation Liaison will submit the appropriate documentation to SACSCOC.

5. Closing an off-campus site:

When closing an off-campus site, the VPAWP or designee will provide the Accreditation Liaison with a teach out plan for the programs offered at the site that includes:

- Date of closure (date when new students will no longer be admitted)
- An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure An explanation of how all affected students will be helped to complete their programs of study with minimal disruption
- An indication as to whether the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified
- Copies of signed teach-out agreements with other institutions, if any
- How faculty and staff will be redeployed or helped to find new employment

The Accreditation Liaison will submit the appropriate documentation to SACSCOC.

6. Other types of substantive change

The President, VPAWP, and Accreditation Liaison are responsible for monitoring SVCC's status in regard to all other substantive changes and coordinating the appropriate notification to the Commission, as specified by Commission policy. Other substantive changes specified by SACSCOC policy include:

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- Significantly altering the length of a program of study
- Initiating courses or programs at more advanced or lower levels than currently approved
- Initiating degree completion programs
- Initiating dual or joint degrees
- Establishment of a branch campus
- Relocating a main or branch campus

- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of SVCC's programs.

The Accreditation Liaison will notify the President and VPAWP of the required timeline and documentation needed for approvals and will work with appropriate College personnel to prepare and submit the required documentation to SACSCOC.

V. Other Information:

A. [SACSCOC Substantive Changes Webpage](#)

[Substantive Change Policy and Procedures](#) (Revised March 2022)



SVCC STUDENT CODE OF CONDUCT

Responsible Department: Enrollment Management & Student Success

Approval Date: May 29, 2025

Based on the VCCS Student Code of Conduct Template for College Use

VCCS Policy Manual, Section 6 – Student Development Services, Appendix 2 to Section 6.0

Introduction

This Student Code of Conduct outlines the expectations of students enrolled at Southside Community College. Students are subject to college jurisdiction, meaning it is expected that the Conduct Code be maintained while a student at the college. By enrolling, students agree to adhere to college policies and contribute to a respectful academic environment. The college reserves the right to take disciplinary action against any student whose conduct, in the opinion of college representatives, adversely affects the college's pursuit of its educational objectives. Students who are involved in the conduct process should expect any sanctions imposed to be enforced at all college campuses and centers.

The Code of Conduct shall apply both to the conduct of individual students as well as student organizations. Each recognized student organization's activities and the activities of its members will not violate federal, state, or local law; or the college's Code of Conduct.

The Code of Conduct applies to all student activities within the college, VCCS, or their foundations' programs or activities wherever located. The Code of Conduct also applies to all student conduct occurring on the college campus and on any property owned, leased, or operated by the college, VCCS, or their foundations. The Code of Conduct additionally applies to any property used as a student residence and in regard to which students have expressly agreed to abide by or provided written consent to be governed by college policies. The Code of Conduct also applies to acts of misconduct or criminal acts that are not committed on college property if the acts arise from college activities that are being conducted off the college's campuses, or if the conduct undermines the security of the college community or the integrity of the educational process or poses a serious threat to self or others.

Definitions

As used in this Code of Conduct, the following terms shall have the following meanings:

Academic Dishonesty – This is when a student intentionally engages in deceptive conduct to gain an unfair advantage in his/her academic work.

Accused Student – a student or student organization who has been accused of violating the Conduct Code.

Advisor – Any one person designated by the accused student to support the student through the conduct process. This person can include, but is not limited to a parent, friend, college faculty or staff member, or attorney (at the student's own expense).

Appeal – If a student is found responsible for violating the Conduct Code the student may request an appeal, meaning the case will be reviewed with the opportunity of a different outcome possible.

Charge – Listed in the "Notice of Incident", the charge is the alleged code violations and what the accused student will respond to during the conduct meeting and be found responsible or not responsible for.

College-Sponsored Activity – Any activity on or off campus which is initiated, authorized, aided, or supervised by the college.

Complainant – Any individual that submits a report alleging that a student violated the Student Code of Conduct. The complainant does not need to be the person who was the target or victim of the alleged violation.

Conduct Hearing Committee – The group of people, trained in the conduct process, which adjudicates a conduct charge. The committee makes a determination of responsibility and imposes sanctions if a student is found responsible.

Dating Violence – Dating violence is violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury committed by a person who is or has been in a close relationship of a romantic or intimate nature with the other person. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Decision Letter – A letter sent to the accused student stating whether he/she has been found responsible or not responsible for the alleged Conduct Code violations.

Disposition of a Violation – Determination of responsibility, or lack thereof, for an alleged violation and any sanctions imposed.

Domestic Violence – Domestic violence is violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury and that is committed by a person against such person's family or household member, which includes a current or former spouse, a person with whom the victim shares a child in common, or who is cohabitating with or has cohabitated with the person as a spouse or intimate partner.

Evidence – Available information about a conduct case that is used to arrive at a disposition and, if applicable, sanction.

Formal Conduct Hearing – A formal meeting by the Conduct Hearing Committee in which the Committee considers the evidence and determines whether an accused student violated the Conduct Code, and if so, what sanctions should be imposed.

Incident Report – A formal complaint alleging the student violated the college's Conduct Code and submitted by any academic or administrative official, faculty member, student, or member of the public.

Informal Hearing – A conference or meeting with a professional staff member of the Office of the Vice President of Student Services & Enrollment Management to discuss the alleged violation.

Mitigating Circumstance – Evidence relating to an offense that may offer context to the alleged violation and may reasonably be considered by the Conduct Hearing Committee to lessen the severity of the sanctions.

Notice of Incident – Official letter, containing the alleged Conduct Code violations, which is sent to a student who is accused of having violated the Conduct Code. This letter is sent to a student’s college-provided email account or by mail.

Preponderance of the Evidence – The evidentiary standard used to determine if a violation of the Conduct Code was violated or not. This standard means “more likely than not”.

Sanction – Disciplinary measures implemented when a student is found responsible for violating the Conduct Code and which are then outlined in the decision letter to the student. A sanction applies college-wide and is not campus specific, unless specifically stated otherwise in the decision letter.

Sexual Assault - Sexual assault is any sexual act directed against another person without consent or where the person is incapable of giving consent. Sexual assault includes intentionally touching, either directly or through clothing, the victim’s genitals, breasts, thighs, or buttocks without the person’s consent, as well as forcing someone to touch or fondle another against his or her will. Sexual assault includes sexual violence.

Sexual Violence - Sexual violence means physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. Sexual violence includes rape and sexual assault.

Student – Individuals enrolled in at least one course during the current semester for credit or non-credit (workforce) or enrolled for at least one course in the upcoming semester at the college.

Prohibited Conduct

Violating the student code of conduct by engaging in prohibited behavior is subject to disciplinary action. Violations include, but are not limited to, the following:

1. Abuse: Any physical or verbal behavior, action, or words that restrict a person's rightful actions and cause a reasonable person to feel threatened or intimidated.
 - a. Physical Abuse is defined as the use of physical force or violence that attempts to or causes harm, restricts the freedom, action, or movement of another person, or endangers the health or safety of another person and restricts his/her rights. Physical abuse also includes physical behavior that involves an expressed or implied threat to interfere with an individual's personal safety, academic efforts, employment, or participation in college-sponsored extracurricular activities or causes the person to have a reasonable apprehension that such harm is about to occur.
 - b. Verbal Abuse is defined as any verbal, written, visual, or gesture directed to someone that would cause a reasonable person to feel fear or intimidation and could interfere with an individual's personal safety, academic efforts, employment, or participation in college-sponsored activities. This can include excessive yelling, name-calling, insulting, and other forms of verbal abuse.
2. Bomb Threat/Threats of Mass Violence: Students who make a threat of mass violence against college property and people on it, or encourage, incite, entice, or solicit any person to commit such a threat, shall be disciplined by the college and recommended for criminal prosecution to the full extent of the law. See the College's *Workplace Violence Prevention & Threat Assessment Policy/Guidelines* for additional details.
3. Cheating: This is a form of academic dishonesty. Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. This includes using another person's work and then submitting as one's own work; allowing another to take an examination in one's name; submitting identical or similar papers in more than one course without obtaining permission from the instructors of all the courses involved. See the College's *Academic Honesty Procedure*.
4. College Misrepresentation: Unauthorized use of the college's name, logo, and/or other official college graphics.
5. Copyright Infringement: Conduct or activities that violate federal copyright laws including, but not limited to, written or electronic media.
6. Data Misrepresentation: This is a form of academic dishonesty. Fabricating data; deliberately presenting assignment data that were not gathered in accordance with assigned guidelines or are deliberately fabricated; or providing an inaccurate account of the method by which the data were gathered and generated. See the College's *Academic Honesty Procedure*.
7. Destruction of Property: Attempted or actual damage to property of the college or personal property of another, on or off campus, without permission.
8. Dishonesty: Furnishing false information to any college official, faculty member, office, or fellow student including, forgery, lying, or deception.
9. Disruptive Acts:
 - a. Disrupting or obstructing the normal learning, living, or work environments of other members of the college community or the functions or activities of the college (as well as activities conducted on the college's property with its permission) is prohibited. Examples include: blocking entrances, corridors or exits; interfering with ongoing educational

activities, cultural events, or recreational, extracurricular or athletic programs; unauthorized presence in a building after normal closing hours or after notice that the building is being closed; interfering with vehicular or pedestrian traffic; creating unsanitary conditions; and interfering with any other effort to protect the health and safety of members of the college community or larger public.

- b. No person may obstruct, disrupt, or attempt by physical force to cancel or discontinue speech by any speaker or the observation of speech by any person intending to see or hear a speaker.
 - c. Substantially unmanageable behavior inside or outside of the classroom or an administrative office, that interferes with teaching, research, administration, or other college or college-authorized activities, or infringes on the rights of others. This includes disruptive behavior at student activities or during college-sponsored trips.
10. Emergency Safety: Violations of campus or college emergency regulations, such as failing to comply with emergency evacuation procedures.
11. Encampment:
- a. The construction or occupation of a Camping Tent is prohibited.
 - 1. "Camping Tent" means any collapsible tent or structure, typically having as its basic components a flexible material supported by a framework, designed, intended, or used as temporary shelter while camping or on recreational outdoor outings. Camping Tents may include tents known as "pup tents," "dome tents," "cabin tents," "hiker tents," and "backpacking tents."
 - 2. "Camping Tent" does not include a tent with all sides entirely open and where there is an unobstructed view into such tent from the outside at all angles. All other conduct provisions apply to the use of open tents.
 - 3. Only tents approved in advance pursuant to the college Facility Use Rules shall be permitted. No Camping Tents shall be permitted at any time. All tents of any type must be removed no later than 11:00 p.m.
 - b. Camping is prohibited on property owned, leased, or operated by the college, Virginia Community college System, or their foundations.
 - 1. "Camping" means the act of using any part of the property or facilities for living accommodation purposes, such as establishment of temporary or permanent living quarters, sleeping outdoors overnight or making preparations for overnight sleeping (including the laying down of bedding), storing personal belongings, using any tent, shelter, or similar structure regardless of size for sleeping; sleeping in, on, or under parked vehicles, or setting up temporary or permanent sleeping areas outdoors or in structures not designated for human occupancy.
 - 2. "Camping" does not include the use of college, VCCS, or their foundations' property that has been wholly or partially designated as sleeping or relaxation areas; a tailgating activity in conjunction with a college, VCCS, or foundation event; or the use of temporary hammocks or lounge furniture for recreation or studying activities outdoors on college, VCCS, or foundation owned property during the hours of 6:00 a.m. until 11:00 p.m.
 - c. These prohibitions shall not apply to the college, the Virginia Community College System Office, or the college or System foundations or to Non-Camping Tents erected for their use.

- d. These prohibitions shall not apply to federal, state, or local governments or their agencies or to Non-Camping Tents erected for their use.
12. Facilitating Academic Dishonesty: This is a form of academic dishonesty. Helping or attempting to help another commit an act of academic dishonesty or seeking unauthorized answers for assignments, quizzes, or tests. See the College's *Academic Honesty Procedure*.
13. Failure to Comply: Failure to obey the directions of authorized college officials given in the performance of his/her duties, including, but not limited to, failure to identify oneself when requested to do so; failure to comply with the terms of a disciplinary sanction; refusal to vacate a college facility when directed to do so.
14. Falsifying Documentation: Alteration or misuse of any college document or record. This includes any instrument of identification.
15. Fire Setting: Unauthorized setting of fires, or attempt to do so, on college property.
16. Gambling: An organized opportunity for others to bet or risk something of value (like money) based on a chance outcome that is out of his/her control or influence with the understanding that they will either gain increased value or lose his/her original value determined by the specific outcome is prohibited on campus without proper approval. Examples include, but are not limited to, holding a raffle or lottery on campus or at college functions without permission or approval.
17. Harassment: Defined as severe, pervasive, and objectively offensive speech or actions that undermine equal access to educational benefits or opportunities.
18. Hazing: "Hazing" means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. Under Virginia law, hazing that causes bodily injury is a criminal act, whereby a person convicted is guilty of Class 1 misdemeanor. Instances of hazing which cause bodily injury shall be adjudicated under this policy, and reported to the applicable Commonwealth's Attorney's office in compliance with Virginia Code § 18.2-56.
19. Indecent Conduct: Lewd or obscene conduct, including but not limited to public urination, performing sexual acts in public, or surreptitiously taking pictures or videos of individuals in private areas like locker rooms or restrooms. This also includes unauthorized recording or sharing video, audio, or photograph of any person(s) without his/her consent in any place where there is a reasonable expectation of privacy.
20. Interference with Safety Equipment/Personnel: Tampering with or unauthorized use of or interference with fire or emergency equipment (including but not limited to fire extinguishers, fire alarms, and other apparatus) and interference with the actions of emergency personnel.
21. Littering: Improperly disposing of trash of any kind. This includes leaving, throwing, or dropping trash anywhere other than in containers designated for trash disposal. This also includes dumping substances or objects into bodies of water.
22. Masking to Conceal Identity: Consistent with Virginia Code § 18.2-422, any individual who is present on college property or attending a college event who is wearing a mask, hood, or other device whereby a substantial portion of the face is hidden or covered so as to conceal the identity of the wearer, must present a valid college or government issued identification document containing both the person's legal name and photograph when requested by a Campus Police or Security Officer or otherwise establish the individual's identity to the satisfaction of the Campus Police Officer.

23. Minors on Campus: Bringing a minor on campus in violation of college policies is prohibited conduct. While the college community generally welcomes students and their families to our campuses, safety and other operational goals require that minors who are not enrolled in courses or participating in college-sponsored events or activities always remain under the direct supervision of a responsible adult or family member.
24. Parking: Students are expected to comply with college parking regulations. Parking spaces for persons with disabilities and visitors' areas are reserved for those purposes. Vehicles improperly parked in those areas may be ticketed or towed at the owner's expense. Repeated offenses of the college's parking policies may result in disciplinary action under this Code.
25. Plagiarism: This is a form of academic dishonesty. Presenting as new and original an idea or product derived from an existing source without proper citation. This may include unauthorized use of AI tools. See the College's *Academic Honesty Procedure*.
26. Possession/Distribution/Consumption of Alcohol and Marijuana: Use of alcoholic beverages or marijuana products without a college-granted use permit as detailed under college facility policies, including the purchase, serving, consumption, possession, or sale on college property or at college-sponsored events; being under the influence of alcohol or marijuana on college property or at college-sponsored events in violation of Alcohol and Substance Abuse Policies. See the College's *Student Alcohol and Drug Policies* and *Drug Free School Report*.
27. Possession/Distribution/Consumption of Illegal Drugs or Controlled Substances: Possessing, using, selling, manufacturing, distributing, or being under the influence of controlled substances while on campus or at college-sponsored events, in violation of the Student Alcohol and Drug Policies. See the College's *Student Alcohol and Drug Policies* and *Drug Free School Report*.
28. Retaliation: Engaging in intimidation, threats, coercion, harassment, discrimination, or other adverse action against any other person for the purpose of interfering with any right or privilege provided under a policy, or because the person has made a report or filed a formal complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or process afforded under policy. Action is generally deemed adverse if it would deter a reasonable person in the same circumstance from opposing practices prohibited by a policy.
29. Riot: Participating in or inciting a violent disturbance of the peace in a crowd or disorder in an assembly.
30. Sexual Exploitation: Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual harassment offenses. Examples of sexual exploitation include prostituting another person; non-consensual video or audio-taping of otherwise consensual sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex), and knowingly transmitting HIV or another sexually transmitted disease to another person.
31. Sexual Harassment: Engaging in conduct on the basis of sex that satisfies one or more of the following:
 - a. Quid Pro Quo: The submission to or rejection of such conduct is used as the basis for educational or employment decisions affecting the student or employee either explicitly or implicitly;
 - b. Hostile Environment: Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal

- access to an education program or activity of the college, including a student's educational experience or an employee's work performance; and
- c. Clery Act/VAWA Offenses: Sexual assault /sexual violence, dating violence, domestic violence, and stalking, as defined in this policy.
32. Sexual Misconduct: Engaging in Sexual Harassment as defined herein, that falls outside of the jurisdiction for a formal complaint and the processes set forth in the Sexual Harassment Policy pursuant to Title IX. See *Title IX: Policy on Sexual Harassment*.
33. Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress. Such conduct can occur in person or online, but the conduct must involve an education program or activity of the college. See *Workplace Violence Prevention and Threat Assessment Policy/Guidelines* and *Title IX: Policy on Sexual Harassment*.
34. Threatening or Intimidating Behavior: Any words or actions that express, imply, or encourage an actual threat to the safety or well-being of others or college property. This includes fighting words that inherently are likely to provoke a violent reaction.
35. Theft: Stealing or possessing unauthorized material, including taking property belonging to another person or to the college without authorization or through unlawful means.
36. Tobacco/Smoking Violation: Violating college policy by smoking, vaping, using a hookah, or consuming any type of tobacco product in any college facility or outside of designated areas, or within 25 feet of any college building.
37. Unapproved Animals: Unapproved animals, including pets, are not permitted in college buildings or at college-sponsored activities on or off campus unless stated otherwise. This prohibition does not apply to Service Animals that support people with disabilities.
38. Unauthorized Use of Electronic Devices: Violating established classroom or college policy by unauthorized use of electronic devices in the academic setting.
39. Unauthorized Use of Facilities, Property, or Resources: Unauthorized entry, use, or occupation of college buildings or facilities.
40. Unprofessional or Inappropriate Behavior within a Program-Specific Setting, Clinical Environment, or Internship Experience: Conduct that is non-compliant with standards and expectations set forth in academic programming handbooks in a program in which the student is participating. This includes the professional or accreditation standards identified in the program handbook and/or a violation of clinical or other affiliated site expectations or guidelines as part of the program curriculum.
41. Violation of IT Security Policies: Violating the college's online security policy (e.g., IT security and acceptable use policies). See the College's *Acceptable Use Policy*.
42. Violations of Laws, Regulations, and Ordinances: Prohibited conduct includes violations of federal, state, or local laws, regulations, orders, or ordinances.
- a. Students have a continuing duty to promptly report to the Office of the Vice President for Enrollment Management and Student Success, any arrests for violations of federal, state, local, or international law, excluding minor traffic violations that do not result in injury to others. This duty applies regardless of where the arrest occurred (inside or outside the Commonwealth of Virginia) and regardless of whether the college is in session at the time of the arrest. An arrest includes the issuance of a written citation or summons regardless of whether the student is taken into custody by law enforcement. Charges related to

driving under the influence of alcohol or other drugs are not “minor traffic violations” and must be reported.

43. Weapons Violation: Possession or carrying of any weapon by any person, except a police officer, is prohibited on college property in academic buildings, administrative office buildings, student centers, child care centers, dining facilities and places of like kind where people congregate, or while attending any sporting, entertainment, or educational events. Entry upon the aforementioned college property in violation of this prohibition is expressly forbidden. A student in violation of this prohibition will be asked to remove the weapon immediately and may be subject to a referral for further discipline under this Policy. For additional definitions, including what constitutes a “weapon” for purposes of this policy, refer to the *VA Weapons Regulation*.

Disciplinary Procedures

All students are afforded the right to due process for any violation. This process is defined below:

1. Incident Report is Submitted
 - a. Any academic or administrative official, faculty member, student, or member of the public may file a complaint against any student for misconduct. Reports can be submitted using the *Incident Report Form*.
 - b. Any administrator, college official, faculty member, or student wishing to file complaints against a college employee must follow a separate protocol as outlined in the human resource policy manual or the formal complaint procedure. The complaint procedure is available at *Incident Report Form*.
 - c. If the alleged violation involves allegations of Sexual Harassment as defined herein, the report must be referred to the Title IX Coordinator for evaluation under the college’s Policy on Sexual Harassment (VCCS Appendix I to Section 6.0, as adopted by the college). The *Title IX: Policy on Sexual Harassment* takes precedence for any conduct falling within its jurisdiction.
 - i. If the Title IX Coordinator determines that the conduct as alleged does not fall under that policy, then the Coordinator will refer the matter back to the Office of the Vice President of Enrollment Management and Student Success to be addressed as described herein.
 - ii. If the Title IX Coordinator determines that the conduct as alleged does fall under that policy, the referral to the Title IX Coordinator should be documented. The alleged violation will be adjudicated through Title IX procedures and not through the Conduct Code described herein.
 - d. If the Conduct Officer believes that the alleged conduct presents an immediate danger to the community, the report will be immediately referred to the College Threat Assessment Team (TAT).
 - i. The Conduct Officer may also proceed with interim actions afforded under this policy and concurrently proceed with the processes described herein after the referral to TAT is made.
 - ii. The Conduct Officer may take additional actions after/if receiving a recommendation from TAT.

- e. If the alleged violation involves academic dishonesty, the case will be adjudicated through the college's Academic Dishonesty Policy and Procedures as found in *Academic Honesty Procedure*.
2. Review of the Report
- a. When the Conduct Officer receives a formal complaint that a student has allegedly violated the Conduct Code, the Conduct Officer shall investigate the alleged violation. After completing the preliminary investigation, the Conduct Officer will either:
 - i. Dismiss the allegation as unfounded, or
 - ii. Issue a notice of incident and schedule an informal hearing between the student and Conduct Officer to discuss the charges.
3. Informal Hearing
- a. If the Conduct Officer determines an informal hearing is required as described in Provision 2, a notice of incident and informal hearing meeting request will be sent to the student via mail and/or college-provided email address contained in the college record.
 - i. The notice of incident will inform the student of the alleged violation of the student code of conduct.
 - ii. The notice will instruct the student to respond within five (5) business days from the date of the correspondence to arrange an informal hearing.
 - iii. An informal hearing time will be set after consultation with all parties involved but must occur within fourteen (14) business days of the date the notice of incident was sent to the student.
 - iv. If the student fails to respond or appear, the Conduct Officer may not make an inference of responsibility due to the student failing to respond or appear. The Conduct Officer may still find the student responsible, if supported by the weight of the evidence obtained, and impose sanctions.
 - b. During the informal hearing, the Conduct Officer will advise students of allegation(s) and explain the student conduct process and clarify student's rights and responsibilities. The student may present his/her case and any mitigating circumstances. Every effort will be made to resolve the matter by mutual agreement.
 - c. After the informal hearing, the Conduct Officer will take one of the courses of action listed in the Provision 4, "Disposition of a Violation".
4. Disposition of a Violation As a result of the informal hearing, the Conduct Officer may select one of the following (4a, 4b, or 4c) as a course of action, depending on the circumstances:
- a. Proceed administratively if it is determined that the facts of the alleged violation are not in dispute by the student.
 - i. When the facts of the alleged violation are not in dispute, the Conduct Officer may administratively dispose of any violation.
 - ii. In administratively disposing of a violation, the Conduct Officer may impose any disciplinary action authorized under the section entitled "Sanctions." Mitigating circumstances presented by the student shall be considered. Whether the mitigation offered by the student is sufficient to affect the final disposition is within the discretion of the Conduct Officer.

- iii. The Conduct Officer will prepare a decision letter within five (5) business days and forward a copy to the student and to other appropriate administrative personnel.
 - 1. The decision letter will set forth both the finding and rationale in support of the finding.
 - 2. The decision letter will outline any sanctions imposed.
 - 3. The decision letter will become part of the student's conduct record.
 - 4. The decision letter will include information on the appeal process.
 - 5. In cases of suspension or dismissal, the complainant must also be notified of the outcome in compliance with *Code of Virginia § 23.1-412*.
- b. Proceed administratively if it is determined that the facts of the alleged violation are in dispute and/or must be further investigated.
 - i. When the facts of the alleged violation are in dispute, the Conduct Officer may elect to gather additional information concerning the allegation and then choose to administratively dispose of the violation or refer the case to a formal conduct hearing.
 - ii. If the Conduct Officer elects to gather more information, follow-up with the accused student must occur within ten (10) business days of the informal hearing.
 - iii. If the Conduct Officer, upon initial review of the report in Provision 2 above, determines that the alleged violation, if founded, could result in a sanction of suspension or dismissal from the college or program and the student disputes the facts of the alleged violation, the Conduct Officer must refer the case to a Conduct Hearing Committee and proceed under 4c. The Conduct Officer may elect to defer to the Conduct Hearing Committee as described in 4c at any time prior to rendering a determination if facts discovered during the investigation, in the discretion of the Conduct Officer, warrant review by the Conduct Committee.
 - iv. In administratively disposing of the violation where the facts are in dispute, the Conduct Officer will:
 - 1. Make a finding of responsible or not responsible.
 - 2. If the student is found responsible, the Conduct Officer will impose disciplinary measures authorized under the section entitled "Sanctions." Mitigating circumstances presented by the student shall be considered. Whether the mitigation offered by the student is sufficient to affect the final disposition is within the discretion of the Conduct Officer.
 - 3. Prepare a decision letter and forward a copy to the student and to other appropriate administrative personnel.
 - a. The decision letter will set forth both the finding and rationale in support of the finding.
 - b. The decision letter will outline any sanctions imposed.
 - c. The decision letter will become part of the student's conduct record.
 - d. The decision letter will include information on the appeal process.

- c. Refer the case to a formal conduct hearing.
 - i. When the Conduct Officer decides 4a and 4b do not apply and decides to refer the case directly to a conduct hearing, the steps outlined in Provision 5 “Formal Conduct Hearing” will be followed.
 - ii. The Conduct Officer will prepare a formal complaint based on the allegation along with a list of witnesses and documentary evidence supporting the allegations.
5. Formal Conduct Hearing
- a. The conduct hearing committee will be selected by the Conduct Officer.
 - i. The committee shall consist of three (3) members composed of a combination of staff and faculty. All members must be trained in the conduct process. The Conduct Officer should consider any possible conflicts of interest when the committee members are chosen. To the extent possible, the committee should be composed of individuals uninvolved in the allegation and without prior knowledge of it.
 - ii. The names of the hearing committee members shall be provided to the student at the time of selection. The student may object to a committee member on the basis of bias or other good cause shown and request that another person be chosen from the list in that same category. One student-requested substitution, with written justification, is permitted.
 - iii. A committee member who is selected for the hearing may request that another person be chosen if the selected member believes he/she cannot provide a fair judgment in the matter. The objecting committee member must provide a written justification to the Conduct Officer in support of removal. The removal of the proposed committee member is at the discretion of the Conduct Officer.
 - b. The conduct hearing committee will set the date, time, and place for the hearing.
 - i. The Conduct Officer will notify the student by email, mail, or by hand delivery of information pertaining to the date, time, and place of the hearing. The notice of the hearing will be sent within five (5) business days following confirmation of the hearing committee membership.
 - ii. The hearing will take place within ten (10) business days of the selection of the conduct hearing committee, unless an extension is mutually agreed upon between the student and the college.
 - iii. The Conduct Officer will have the discretion to alter the arrangements of the hearing for good cause.
 - c. The conduct hearing committee will hold the hearing as scheduled and determine a ruling whether or not the student is present, provided the committee has confirmation that the student received actual notice of the date, time, and place of the hearing.
 - d. The student alleged to have violated the Conduct Code has the right to be accompanied by an advisor, who may come from within or outside the college. The participation of the advisor shall be restricted to advising the accused only. The advisor shall not participate in the actual proceedings of the hearing, to include discussion with the Conduct Officer or examination of the witnesses. The advisor shall be required to sign a confidentiality agreement as a condition of participation.

- e. The committee will presume a student is not responsible for the alleged violation unless and until the facts and information presented support a decision to the contrary. A student will be found in violation when the preponderance of the evidence (over 50%) indicates that the student has violated the Conduct Code.
- f. The committee will proceed as follows during the hearing:
 - i. The Conduct Officer reads the complaint.
 - ii. The Conduct Officer presents the college's case. Any person giving testimony may be questioned, at the completion of the witness's testimony, by the student. The Conduct Officer has the right to ask questions of the witness at any time and to recall witnesses at his/her discretion.
 - iii. The student presents his/her defense and any mitigating circumstances. The committee shall not require the student to testify, nor shall the committee prevent the student from testifying. Any person giving testimony on behalf of the student may also be questioned by the Conduct Officer.
 - iv. The Conduct Officer and the student may present rebuttal evidence and argument.
 - v. Committee members may freely question witnesses at any time.
 - vi. In a closed meeting, the conduct hearing committee will discuss the case and vote whether or not there has been a violation of the Conduct Code. If a majority of the committee (at least 2 out of 3 voting members) find the student violated the Conduct Code.
 - vii. The committee will select and recommend an appropriate sanction from the list in the section entitled "Sanctions". Determination of the sanction must be approved by a majority of the committee members. The committee must also provide a rationale for the recommended sanction.
 - viii. The committee will notify the Conduct Officer of the committee's decision and its recommended sanction in writing, if any, within 24 hours of the conclusion of the hearing.
- g. The Conduct Officer has the discretion to accept the hearing committee's recommended sanctions or impose another sanction supported by the evidence. After the Conduct Officer makes the final determination on any sanctions, the officer will then prepare a decision letter and forward a copy to the student, the hearing committee, and other appropriate college personnel within five (5) business days of the conclusion of the hearing.
 - i. The decision letter will set forth both the finding and rationale in support of the finding.
 - ii. The decision letter will outline any sanctions imposed (if a student is found responsible).
 - iii. The decision letter will become part of the student's conduct record.
 - iv. The decision letter will include information on the appeal process (if a student is found responsible).
 - v. This notification will be sent via the student's college-provided email account and/or physical mail to the student.

- vi. New information that becomes available after the conclusion of the hearing but prior to the final decision of the Conduct Officer may, at the discretion of the Conduct Officer, be referred to the conduct hearing committee for reconsideration of the case.
 - vii. In cases of suspension or dismissal, the complainant must also be notified of the outcome in compliance with the *Code of Virginia § 23.1-412*.
- h. Hearing Records
- i. All relevant evidence will be given to the committee during the hearing and be made part of the hearing record.
 - ii. The hearing record will also include a copy of the notice of the hearing that was provided to the student.
 - iii. The hearing record will be forwarded to the Conduct Officer and securely maintained.

Sanctions

Violations of the Conduct Code can result in one or more of the following sanctions as deemed appropriate. All sanctions become part of the student's conduct record. The list of sanctions is not a progression.

1. Disciplinary Warning: A written warning to a student that his/her conduct violated the Conduct Code, and that further misconduct will result in more severe disciplinary action. Disciplinary warning may include but not limited to a behavior agreement or contract.
 2. Restitution: Compensation for damages or losses caused.
 3. Loss of Privileges: Exclusion from college extracurricular activities, specified college facilities, or other restriction of movements while at the institution for a period of time not to exceed one year. The student may still attend academic classes.
 4. Program Dismissal: Administrative withdrawal from an academic program due to violation of the program's specific conduct standards, which may include violations of this Conduct Code or other program specific policies as set forth in its Handbook. Effects and eligibility of a program dismissal are set forth in the specific program's policies. Tuition refunds for dismissed students are governed by the *Refunds to Students Policy* and are not guaranteed.
1. Disciplinary Probation: A specified period of time which is intended to foster reflection, responsibility, and improved decision making. During this period, the student is not in good standing with the college and may be barred from participating in certain college activities. Future violations of the code of conduct while a student is on disciplinary probation may result in additional and more severe sanctions, including suspension or dismissal.
 1. Suspension: A specific period of time, which may extend for up to two calendar years, during which a student is not permitted to participate or enroll in college classes. A student assigned this sanction will be administratively withdrawn from all enrolled classes upon the expiration of the appeal period. Tuition refunds for suspended students are governed by the *Refunds to Students Policy* and are not guaranteed.
 1. Dismissal: A permanent separation of a student from the college which is assigned to the most serious conduct cases. Depending on the type of violation, an Academic or Behavioral dismissal may be assigned. Behavioral dismissals are administered under the disciplinary procedures described in the section entitled "Disciplinary Procedures". For more information on academic dismissals, see *Academic Honesty Statement*. Either type of dismissal is permanently notated on

a student's transcript. A student assigned this sanction will be administratively withdrawn from all classes upon the expiration of the appeal period. Tuition refunds for dismissed students are governed by the *Refunds to Students Policy* and are not guaranteed.

2. Community Service: Service-learning hours or volunteer work.
3. Character Development: Required attendance at an educational workshop, research and writing assignments, or participation in a mentorship program.
4. Other Sanctions: Including, but not limited to, no contact orders or removal from a class.

Appeal

The student has the right to appeal the case decision to the Vice President of Enrollment Management and Student Success or an assigned designee not involved in the original decision, also known as the appeal officer, within five (5) business days from the date the decision letter was sent to the student's college-provided email account. In cases where the decision letter is sent by physical mail, the student must appeal within five business days from the mail delivery date.

Appeals must be submitted in writing and include a detailed explanation of the grounds for the appeal. Appeals should be submitted to the Interim Vice President of Enrollment Management & Student Success at robin.daniel@southside.edu.

The grounds for an appeal are as follows:

1. Procedural error, meaning the college conduct process as outlined herein, was not followed. The student must state how the alleged procedural error caused undue harm.
2. New information, meaning information became available after the Disposition of the Violation that was not reasonably available prior to, and which is of a character that, if known, may have affected the outcome of the case.
3. Fundamental unfairness, meaning the sanction is disproportionate to the Code violation(s). A student's disagreement with a finding of responsibility or a particular sanction does not constitute fundamental unfairness.

The Vice President of Enrollment Management and Student Success or assigned designee will review the appeal request and determine if grounds for an appeal have been met.

The Vice President of Enrollment Management and Student Success or assigned designee may:

1. Find that the appeal is not timely or does not state adequate grounds for appeal according to the listing above and dismiss it. The decision is final.
2. Affirm the finding and sanction imposed. The decision is final.
3. Affirm the finding and reduce, but not eliminate, the sanction. The decision is final.
4. Remand the case back to the Conduct Officer or conduct hearing committee for consideration of new evidence or a procedural error.

The final decision on the appeal will be provided to the student through the student's college-provided email account or by mail within ten (10) business days.

General Provisions

1. Throughout the conduct process, the student may continue to attend classes, unless the Conduct Officer determines that the student's continued presence poses a significant disruption to the educational rights of other students. The Conduct Officer must make a request for interim action from the College's Vice President of Finance and Administration, Vice President of Enrollment Management and Student Success, or Vice President of Academic and Workforce Programs, who

will consult with law enforcement (as necessary) and approve or deny the recommended interim action. Depending on the nature of the alleged violation, interim actions may include, but are not limited to, interim suspension and administrative no-contact orders between individuals or groups. When possible, alternative arrangements will be made for the student to continue to meet academic requirements. If an interim action is determined to be needed, the Conduct Officer will notify the student in writing of the specific facts and circumstances that make the action necessary. This decision is not appealable.

2. Students needing assistance or disability accommodations with respect to these procedures must request such in a timely manner so that appropriate actions can be taken without unnecessary delays to the process. Students should contact Dr. John Hicks at john.hicks@southside.edu with requests for assistance.
3. The college investigates all reports of sexual harassment or sexual misconduct. Incidents of alleged sexual harassment should be reported to the college's Title IX Coordinator, by submitting an *Incident Report*. See the College's *Title IX: Policy on Sexual Harassment*. The Sexual Harassment policy takes precedence for any conduct falling within its jurisdiction.
4. Conduct violations that are specific to a program of study, as detailed in a program handbook, must be adjudicated through this Conduct Code.
5. A student is presumed to be mentally and physically fit to participate in educational programming when he or she enrolls. If a student's conduct indicates they may not be fit, the college can require an evaluation of fitness to continue educational programming. The student will be required to follow any recommendations made by the evaluator.

Academic Integrity Policy Statement

When college officials award credit, degrees, and certificates, they must assume the absolute integrity of the work students have done; therefore, it is important that students maintain the highest standard of honor in their scholastic work.

The college does not tolerate academic dishonesty. The following conduct, including Cheating, Data Misrepresentation, Facilitating Academic Dishonesty, or Plagiarism, in addition to others at the college's discretion, will be adjudicated in accordance with processes set forth by the college's Academic Integrity policy and process, consistent with the terms and definitions herein.

The college's Academic Integrity policy and process are as follows: *Academic Honesty Procedure*.

Student Conduct Records Retention

Southside Virginia Community College follows Library of Virginia standards on retaining student conduct records; see *Code of Virginia § 42.1-85*. More information can be found on the Library of Virginia records management and retention website under schedule GS-111.

Permanent sanctions on the student transcript, such as suspension or dismissal, are retained indefinitely.

Concluding Statement

This policy aims to foster an environment conducive to learning. All students are expected to understand and comply with these guidelines to maintain their standing within the college community.



INFORMATION TECHNOLOGY

Review/Revision Date: May 2021

Southside Virginia Community College's IT Acceptable Use Standard

Many users share SVCC's Information Technology resources. Everyone must use these resources responsibly since misuse by even a few individuals has the potential to disrupt SVCC business or the work of others. Therefore, you must exercise ethical behavior when using these resources.

State Law ([Article 7.1 of Title 18.2 of the Code of Virginia](#)) classifies damage to computer hardware or software (18.2-152.4), invasion of privacy (18.2-152.5), or theft of computer services (18.2-152.6) of computer systems as (misdemeanor) crimes. Computer fraud (18.2-152.3) and use of a computer as an instrument of forgery (18.2-152.14) can be felonies. SVCC's internal procedures for enforcement of its policy are independent of possible prosecution under the law.

Definition

SVCC's information technology resources include mainframe computers, servers, desktop computers, notebook computers, handheld devices, networks, software, data files, facilities, and the related supplies

Standard

1. You must use only those computer resources that you have the authority to use. You must not provide false or misleading information to gain access to computing resources. SVCC may regard these actions as criminal acts and may treat them accordingly. You must not use SVCC IT resources to gain unauthorized access to computing resources of other institutions, organizations or individuals.
2. You must not authorize anyone to use your computer accounts for any reason. You are responsible for all use of your accounts. You must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of your account by unauthorized persons. You must not for example, share your password with anyone.
 1. You must use your computer resources only for authorized purposes. Students or staff, for example, may not use their accounts for private consulting or to support a personal business venture. You must not use your computer resources for unlawful purposes, such as the installation of fraudulently or illegally obtained software. Use of external networks connected

to any VCCS facility must comply with the policies of acceptable use promulgated by the organizations responsible for those networks.

2. Other than material known to be in the public domain, you must not access, alter, copy, move or remove information, proprietary software or other files (including programs, members of subroutine libraries, data and electronic mail) without prior authorization. The College or data trustee, security officer, appropriate College official or other responsible party may grant authorization to use electronically stored materials in accordance with policies, copyright laws and procedures. You must not copy, distribute or disclose third party proprietary software without prior authorization from the licensor. You must not install proprietary software on systems not properly licensed for its use.
3. You must not use any computing facility irresponsibly or needlessly affect the work of others. This includes transmitting, making accessible offensive, annoying, or harassing material. This includes intentionally, recklessly, or negligently damaging systems, intentionally damaging or violating the privacy of information not belonging to you. This includes the intentional misuse of resources or allowing misuse of resources by others. This includes loading software or data from untrustworthy sources, such as free-ware, onto official systems without prior approval.
4. You should report any violation of these regulations by another individual and any information relating to a flaw or bypass of computing facility security to the Information Security Office or the Internal Audit department.
5. You must not use the Commonwealth's Internet access or electronic communication systems for personal use. It is strictly prohibited if it:
 - interferes with the user's productivity or work performance, or with any other employee's productivity or work performance;
 - adversely affects the efficient operation of the computer system;
 - results in any personal gain or profit to the user
 - violates any provision of this policy, any supplemental policy adopted by the agency supplying the Internet or
 - electronic communication systems, or any other policy, regulation, law or guideline as set forth by local, State or Federal law. (See Code of Virginia §2.1-804-805;[§2.2-2827](#) as of October 1, 2001.)

Note: Any user of SVCC IT resources employing the Commonwealth's Internet or electronic communication systems for personal use must present their communications in such a way as to be clear that the communication is personal and is not a communication of the agency or the Commonwealth.

Enforcement Procedure

1. Faculty, staff, students, and patrons at the College or System Office should immediately report violations of information security policies to the local Chief Information Officer (CIO).
2. If the accused is an employee, the CIO will collect the facts of the case and identify the offender. If, in the opinion of the CIO, the alleged violation is of a serious nature, the CIO will notify the offender's supervisor. The supervisor, in conjunction with the College or System Human Resources Office and the CIO, will determine the appropriate disciplinary action. Disciplinary actions may include but are not limited to:
 - a. Temporary restriction of the violator's computing resource access for a fixed period of time, generally not more than six months.
 - b. Restitution for damages, materials consumed, machine time, etc. on an actual cost basis. Such restitution may include the cost associated with determining the case facts.
 - c. Disciplinary action for faculty and classified staff in accordance with the guidelines established in the State Standards of Conduct Policy.
3. In the event that a student is the offender, the accuser should notify the Vice President of Enrollment Management and Student Success. The Vice President of Enrollment Management and Student Success, in cooperation with the CIO, will determine the appropriate disciplinary actions which may include but are not limited to:
 - a. Temporary restriction of the violator's computing resource access for a fixed period of time, generally not more than six months.
 - b. Restitution for damages, materials consumed, machine time, etc. on an actual cost basis. Such restitution may include the cost associated with determining the case facts.
 - c. Disciplinary action for student offenders shall be in accordance with the College student standards of conduct.
4. The College President will report any violations of state and federal law to the appropriate authorities.
5. All formal disciplinary actions taken under this policy are subject to the Commonwealth's personnel guidelines and the accused may pursue findings through the appropriate grievance procedure.

For social media guidelines, please click here:

[Social Media Policy](#)

[Information Technology Employee Ethics Agreement](#)

[VCCS Information Technology Student/Patron Ethics Agreement](#)

See [Exhibit #35 IT Student & Patron Acceptable Use Agreement](#).



TELEPHONES

Review/Revision Date: May 2021

The College uses a VOIP phone system which routes calls over the internet and greatly reduces phone costs.

A College employee, wishing to place a business call within the 48 United States, should utilize a line that is tied into the College VOIP System. This system may be accessed by dialing 8-1- (area code if outside local area and at off campus sites and the number). Individual extensions between campuses and off-campus sites may be accessed by dialing the individual's extension number.

Incoming Collect Calls

Long distance calls coming into an individual which are collect can be accepted only after the individual has been called on his extension and gives assurance that it is an official call and one that is authorized or will be authorized.

Personal Calls

The College does not allow personal phone calls except in the case of an emergency. Personal long distance calls should be billed to faculty or staff member who placed the call. A monthly phone call report is reviewed by the receptionist and the Vice President of Finance and Administration.

Conference Calls

College committees wishing to meet without traveling from one campus to the other may use the conference phones, connected to the direct line between the two campuses.

Fax Machines

The College fax machines are not open to the general public. College employees may use the fax for personal transmissions at the rate of \$1.00 per page provided that the transmission is in Virginia. Transmissions made outside the state may be more based on the calling rates to that area.



TRAVEL LOAN

Responsible Office: Finance & Administration Office

Effective Date: Prior to 2019

Review/Revision Date: October 21, 2024

Upon the recommendation of the President, the Local College Board has allowed an employee travel loan process from which disbursements are made in accordance with Virginia Community College System travel regulations. Requests for travel loans must be a minimum of \$150. It is a privilege enabled by the Local College Board and it is not a right of the employee.

Temporary travel loans (\$150 minimum) are available to faculty and staff, subject to the approval of the employee's supervisor and either the appropriate Vice President or President. A travel loan form must be completed and turned into the Business Office 15 business days in advance of the date requested for the check to be available (see the [Travel Loan Request](#) form). All signatures must be in place at the time of submission. Incomplete forms will be returned to the requester. The employee must repay temporary travel loans within 60 days after the receipt of the loan. The traveler must acknowledge receipt of the loan by signing and dating the appropriate form provided by the Business Office cashier. Failure to repay a travel loan within the 60-day window may result in suspension of travel loan privileges for a period of one year and possible payroll deduction. Two or more late repayments will result in suspension of travel loan privileges.

No more than two travel loans will be issued to an employee in a fiscal year. Employees who regularly travel overnight more than twice in a fiscal year shall be offered the opportunity to apply for an Employee Paid (Individual Liability) Travel Card through the Commonwealth of Virginia per the CAPP Manual ([Commonwealth Accounting Policies and Procedures](#)) [Topic #20360](#).

TRAVEL EXPENSE REIMBURSEMENT

Review/Revision Date: May 2021

The College shall comply with the State Travel Regulations per [CAPP Manual Topic Number 20335](#) and [20336](#) in the [Commonwealth Accounting Policies & Procedures Manual](#). The following information is intended as clarification of the State Travel Regulations or local interpretation of these regulations. All employees must use the Chrome River system to request approval of travel and request reimbursement of travel expenses and must do so no later than 30 days after the date of travel. Chrome River is accessed through the [MySVCC link](#) from the website.

Out-of-State Travel

All out-of-state travel must receive prior written approval from the College President and such approval must be submitted with the travel pre-approval and reimbursement. The Chancellor and the Secretary of Education must approve the College President's out-of-country travel. The College President is required to report all out-of-country travel to the Secretary of Education at least quarterly.

Transportation

Employees should make use of a state vehicle whenever possible for job related travel by [requesting a state vehicle online here](#). Documentation attesting that a state vehicle is not available or not accessible, using the [vehicle issuance form](#), must be loaded into the Chrome River system when requesting personal mileage reimbursement. Employees are encouraged to utilize carpool options for travel between campuses and to conferences when multiple employees are attending. Employees may elect to use their personal vehicle as a matter of convenience. Employees electing to do so will be reimbursed for mileage at the current lower DOA approved rate.

Lodging

Lodging may be reimbursed when an individual is traveling overnight on official business outside his/her official station as approved by the supervisor. Employees are required to comply with lodging guidelines and rates listed in the State Travel Regulations. The President, or designee, may authorize exceptions for lodging up to 150% of the stated guidelines when circumstances warrant, however, lodging expenses incurred beyond approved amounts will NOT be reimbursed. Such approval must be received in advance of the travel and documented in Chrome River. The required itemized hotel bills must be submitted for reimbursement as noted in Chrome River. Hotel charges for non-canceled reservations will not be reimbursed if the traveler is negligent in canceling reservations.

Meals

Employees are required to comply with meal guidelines and rates found in the State Travel Regulations. These meal rates include meals provided to visitors, guests, employees, and students at our campuses. Meal expenses above the published rates will NOT be reimbursed. Purchase requisitions and/or contracts for meals provided by the College will not be authorized for amounts exceeding the published rates. The President, or designee, can authorize an exception for Business Meals up to 150% of the stated guidelines.

This approval must be received in advance of the meal. In addition, all other criteria must be met, as listed in the State Travel Regulations.

Conference

The College may prepay conference fees and registrations. Prepayment of the conference fees or registrations by the traveler will not be reimbursed until after the scheduled travel has occurred.

Disallowed Miscellaneous Expenses

- Lost or stolen articles
- Alcoholic beverages
- Damage to personal vehicles, clothing, or other items.
- Services to gain entry to a locked vehicle
- Movies charged to hotel bills
- All expenses related to the personal negligence of the traveler, such as fines
- Entertainment expenses
- Towing charges
- Expenses for children, spouses and companions while on travel status

All claims for reimbursement must be submitted through the Chrome River System no later than 30 days after the end of travel. Those that travel continuously during the month (such as recruiters, adjunct staff, etc.) should submit their travel reimbursement vouchers within 15 days of the last day of travel.

State employees traveling on official business of state government shall be reimbursed for their travel costs using the same bank account authorized by the employee in which their net pay is directly deposited ([*Chapter 806, 2013 VA Acts of Assembly, §4-5.04 e.5*](#)). The Department of Accounts has completed the implementation to utilize an employee's payroll direct deposit bank account for all employee reimbursements. Non-payroll transactions processed will be sent EDI to the employee's net pay account



USE OF COLLEGE FACILITIES WHEN COLLEGE IS CLOSED

Review/Revision Date: May 2021

On the very rare occasion when an employee needs to use College facilities when the College is closed, the employee must receive email approval from their supervisor and from the appropriate Buildings and Grounds Superintendent. College equipment used after hours by individuals other than employees is not allowed.

Community and other outside groups wishing to use the buildings need to sign a Liability Release Agreement form [\(See Exhibit 11\)](#) along with the Facility Fees and Use Requirements Policy (see section 2.21 & Exhibit 12) and schedule this through the office of the Vice President for Academic and Workforce Programs.



USE OF COLLEGE VEHICLES

Review/Revision Date: May 2021

College Vehicles

When travel becomes necessary, a person should submit a request for a state car **no less than** five business days from the travel date via the [SVCC State Car Request Form](#). Vehicles are available on a first-come, first-served basis, but may also be based on the distance traveled with priority reserved for those having longer distances to travel. If no state vehicle is available, you will be notified as soon as possible. In this case, the traveler will need to complete a [Vehicle Issuance Form](#) and submit to the Vice-President of Finance and Administration for signature in order to receive the appropriate reimbursement rate via the Chrome River system. Supporting information should be attached regarding the location of and reason for travel. Pool cars should not be used if the vehicle will be gone more than three workdays. In rare cases, the Vice-President for Academic and Workforce Programs may approve an exception to this policy. Employees using a state vehicle must sign for it and be responsible for fueling it when necessary. For extended trips, the employee can request a gas credit card assigned to that vehicle when they sign for the keys. The card must be returned with the keys/electronic access card. Employees may also request the use of the E-ZPass for convenient payment of tolls. The E-ZPass must be returned immediately when the traveler returns to work. If a state vehicle is not available, an individual may be reimbursed for the use of his or her private vehicle at the state mileage reimbursement rate. The current mileage reimbursement rates can be found on DOA's website at www.doa.virginia.gov or the IRS website at

<https://www.irs.gov/tax-professionals/standard-mileage-rates>. The guidelines for inter-campus transportation are as follows:

It is the employee's responsibility to furnish transportation to and from the assigned worksite for each day's employment. The College's responsibility is to furnish state transportation for business purposes during the workday. The general guidelines for the College's obligation to provide transportation between campuses is limited to those employees who are dual campus or who were hired to work one campus and subsequently reassigned to multiple locations. A car pool between main campuses is scheduled daily as needed. The car pool leaves at 8:30 a.m. and returns at 4:30 p.m. This is open to any employee based on space availability. Carpooling should be used as much as possible to reduce travel cost between campuses. If a state pool vehicle is available and an employee chooses to drive a personal vehicle as a matter of choice or convenience, reimbursement will be at the **fleet mileage rate** (lower rate).

The College will continue to furnish transportation for special assignments, meetings, or events (including those requiring travel between campuses) as necessary based on availability for all employees.

Teaching faculty assigned to teach at locations other than their primary workstations will be provided College-sponsored transportation from College to the workstation as coordinated individually through the Vice-President for Academic and Workforce Programs. Problems regarding the assignment of state cars should be brought to the Vice-President of Finance and Administration.

Use of Safety Belts by State Employees

A state vehicle may only be used for official state business. Any state employee may request one for this purpose, as well as any non-state employee as long as such person is a volunteer on official state business. Any passengers in the car must also be on official state business.

Drivers should not pick up any hitchhikers while in a state-owned vehicle. Drivers can aid citizens that need assistance. Smoking, vaping and the use of other tobacco products are prohibited in any state-owned vehicle.

Any traffic violations and/or fines that result are the employee's personal responsibility.

There is a list of service and repair facilities in the glove compartment of each state vehicle. If the vehicle needs servicing, oil/maintenance checks, or fuel, take it to one of these facilities first, if possible.

If a state vehicle is involved in an accident, call the State Police immediately. Do not leave the scene of the accident. The State Police must always be called, regardless of the amount of damage or who is at fault. After conferring with the State Police, if the car can still be driven, call the nearest Dept. of Transportation facility to see if it can be serviced there. In cases of emergency, it may be taken to a commercial service center. Be sure to obtain an itemized statement of any service to the car. Submit this statement to the appropriate Building and Grounds Superintendent.

Any repairs due to the driver's negligence, lack of care, or abuse will be charged to the driver's agency.



VIRGINIA COMMUNITY COLLEGE SYSTEM COMMITTEES

Review/Revision Date: May 2021

The following committees are established to serve in an advisory capacity on matters of coordination, procedure and policy development, and evaluation of system-wide matters:

- Advisory Council of Presidents
- Academic and Student Affairs Council
- Administrative Services Council
- Chancellor's Faculty Advisory Committee
- Workforce Development Advisory Council
- eLearning and Educational Technology Committee
- Technology Council
- Advisory Council on Diversity, Equity, Inclusion and Culture

Various statewide ad hoc committees are established from time to time as needed. See VCCS Policy Manual, Section 2.4 for specific committee descriptions or <http://www.boarddocs.com/va/vccs/Board.nsf/Public#>



VISA, MASTERCARD & DISCOVER IDENTITY THEFT PREVENTION POLICY SVCC PCI COMPLIANCE POLICY

Review/Revision Date: May 2021

Visa, MasterCard, American Express and Discover Cards are Accepted by The College for Payment of Books and Tuition & Fees/Identity Theft Prevention Policy/SVCC PCI Compliance Policy.

IDENTITY THEFT PREVENTION POLICY

Identity Theft Prevention Program

Purpose

The Southside Virginia Community College procedure for the Identity Theft Prevention Program specifies the processes to be followed and required documentation to be developed and maintained to ensure compliance with FTC rules and VCCS policies, standards, and guidelines. This procedure is applicable college-wide.

Supersedes

None

Applicability

The Financial Aid Office, Admissions & Records, and the Business Office of all 23 colleges. Use the College Locator to find the web addresses for each college.

Red Flags Identification

In order to identify relevant Red Flags, the college considers the types of accounts that it offers and maintains, methods it provides to open its accounts, methods it provides to access its accounts, and its previous experiences with identity theft. The college identifies the following Red Flags in each of the listed categories.

Notifications and Warnings from Credit Reporting Agencies

1. Report of fraud accompanying a credit report
2. Notice or report from a credit agency of an active duty alert for an applicant;
3. Notice of address discrepancy in response to a credit report request
4. Indication from a credit report of activity that is inconsistent with an applicant's usual pattern or activity.

Suspicious Documents

1. Identification document or card that appears to be forged, altered, or inauthentic
2. Identification document or card on which a person's photograph or physical description is not consistent with the person whom is presenting the document
3. Other document with information that is not consistent with existing student information; and
4. Application for service that appears to have been altered or forged.

Suspicious Personal Identifying Information

1. Identifying information presented that is inconsistent with other information the student provides (example: inconsistent birth dates)

2. Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a loan application)
3. Identifying information presented that is the same as information shown on other applications that were found to be fraudulent
4. Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address)
5. Social security number presented that is the same as one given by another student
6. A person fails to provide complete personal identifying information on an application when reminded to do so; and
7. A person's identifying information is not consistent with the information that is on file for the student.

Suspicious Covered Account Activity or Unusual Use of Account

1. Change of address for an account followed by a request to change the student's name
2. Account used in a way that is not consistent with prior use
3. Mail sent to the student is repeatedly returned as undeliverable
4. Notice to the college that a student is not receiving mail sent by the college
5. Notice to the college that an account has unauthorized activity
6. Breach in the college's computer system security; and
7. Unauthorized access to or use of student account information.

Alerts from Others

Notice to the college from a student, identity theft victim, law enforcement or other person that the college has opened or is maintaining a fraudulent account for a person engaged in identity theft.

In order to detect any of the Red Flags identified above the college will use the listed categories below:

Student Enrollment

College personnel will take the following steps to obtain and verify the identity of the person enrolling at the college:

1. Require certain identifying information such as name, date of birth, academic records, home address or other identification on the application; and
2. Verify the student's identity at time of issuance of student identification card (review of driver's license or other government-issued photo identification).

Existing Accounts

College personnel will take the following steps to monitor transactions on an account:

1. Verify the identification of students if they request information (in person, via telephone, via facsimile, via email);
2. Verify the validity of requests to change billing addresses by mail or email and provide the student a reasonable means of promptly reporting incorrect billing address changes; and
3. Verify changes in banking information given for billing and payment purposes.

Consumer ("Credit") Report Requests

College personnel will take the following steps to assist in identifying address discrepancies:

1. Compare the address provided by the applicant on his/her employment application to the address on the credit card report that is received from the consumer reporting agency; and

2. In the event of an address discrepancy, verify that the credit report pertains to the applicant for whom the requested report was made and report to the consumer-reporting agency an address for the applicant that the college has reasonably confirmed is accurate.

In the event college personnel detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag.

Prevent and Mitigate

College personnel will take the following steps to assist in identifying address discrepancies:

1. Continue to monitor a covered account for evidence of identity theft;
2. Contact the student or applicant;
3. Change any passwords or other security devices that permit access to covered accounts;
4. Not open a new covered account;
5. Provide the student with a new student identification number;
6. Notify the program administrator for determination of the appropriate step(s) to take;
7. Notify law enforcement;
8. File and assist in filing a Suspicious Activity Report, or;
9. Determine that no response is warranted under the particular circumstances.

Protect Student Identifying information

In order to further prevent the likelihood of identity theft occurring with respect to covered accounts, the college will take the following steps with respect to its internal operating procedures to protect student identifying information:

1. Ensure that its website is secure or provide clear notice that the website is not secure;
2. Ensure complete and secure destruction of paper documents and computer files containing student account information when a decision has been made to no longer maintain such information;
3. Ensure that office computers with access to covered account information have the screen saver lockout enabled, and are password protected;
4. Avoid use of social security numbers'
5. Ensure computer virus protection is up to date and malicious software filtering software is available; and
6. Require and keep only the kinds of student information that are necessary for college purposes.
7. Ensure that all FERPA regulations are followed when communicating student information to a third party.

VCCS will take steps to ensure that the activity of a service provider is conducted in accordance with FTC's Red Flag Rules:

1. Require, by contract, that the service providers have policies and procedures in place; and
2. Require, by contract, that service providers review the college's program and report any red flags to the program administrator of the college employee with primary oversight of the service provider relationship.

Once a year (at a minimum), the program administrator of the Red Flag Prevention Program policy will need to review and update to reflect changes in risks to students and the soundness of the colleges from identity theft. If warranted, the program will need to be updated.

Word	Definition

Covered Account	An account that a creditor offers or maintains, primarily for personal, family

Or household purposes that involves or is designed to permit multiple payments or transactions.

These accounts include all student accounts or loans that are administered by the college.

Identity Theft

Fraud committed or attempted using the identifying information of another Person without authority.

FTC

Federal Trade Commission

Red Flag

A pattern, practice, or specific activity that indicates the possible existence of Identity theft. Examples of ‘Red Flag’ incidents include presentation of suspicious identity documents or frequent address changes.

VCCS

Virginia Community College System

DATE	REVISION #	Description of change
4/28/2009	1.0	Original-Approved March 18,2016 by State Board for Community Colleges
3/01/2016	1.1	Added FERPA to Protecting Student Information Section
3/31/2021	1.2	Removed sentence before 4.12.1 referencing writing credit card information on registration forms and off-campus bookstore sales forms.

SVCC PCI Compliance Policy

SVCC PCI Compliance: Handling Credit Card Transactions and Other Sensitive Data

Credit Card Transactions

Staff must strictly adhere to the procedures listed below to fully safeguard payment card information as required by PCI DSS standards. Credit/debit cards accepted are **MasterCard, American Express, Discover** and **Visa** for payments due to **State funds**. Payment cards are not accepted for amounts due to local funds. Card transactions in excess of amounts due are **not permitted**.

Card information received by fax, mail or email shall not be accepted or processed. Faxes or information received by mail must be shredded. Email should be deleted and removed from email deleted items. Customer must be contacted to inform them of acceptable payment methods.

Staff are required to check the identification of the customer against their credit card. Staff will remain in compliance with FERPA regulations when discussing account information with payee, if other than the student

In Office Transactions

Student ID and credit card must be present.

Swipe credit/debit card through the credit card machine and enter the exact amount of tuition/bookstore purchase or other charges being paid. If the credit card machine does not recognize card information after being swiped, enter card information manually directly into the credit card machine in the same manner described in section Phone Transactions.

Obtain customer signature on merchant copy of card receipt noting student ID or Org ID number on the receipt. Retain signed copy with checks in cash drawer.

Print customer copy of receipt and attach to transaction receipt from SIS, WES or Business Office Receipt and present to customer.

Phone Transactions

Obtain student ID number, amount of payment, phone number and the following required payment card information: Name, card number, CVV code, expiration date, card billing street or box number, billing address zip code.

Enter manual sale transaction into the credit card machine. Respond to the question "Is Card Present?" with "Yes" to require entry of the CVV code.

During rush registration periods, card information may be written down. Due and diligent care must be taken to protect written card information at all times. All manual card transactions must be processed as quickly as possible no later than the end of each business day. Written card information must be shredded upon production of a valid card transaction receipt.

Print merchant copy of receipt, note "By Phone" on the signature line and note Student ID or Org ID number on the receipt. Retain merchant copy of receipt with checks in cash drawer.

Print customer copy of receipt, attach to transaction receipt from SIS, WES or Business Office Receipt and mail to customer.

On-Line Transaction

Online payments are accepted through the Student Information System (SIS). From the Student Center of the student's SIS account, the student or authorized payer will be directed to the Nelnet Enterprise site where they can enter the credit card information in a secure online environment.

Other Transactions

Occasionally, various types of registration forms are received with credit card information written on them. These forms must be kept secure until the credit card information is entered. Once the credit card information is entered, the card numbers should be blackened or cut out so that the number is not legible.

Any forms with sensitive data, including credit card information, social security numbers, etc. transported between SVCC campuses must be placed in a locked secure bag. The sender and receiver of the secured bags must maintain a tracking log to ensure security of data. These locked bags will be transported by SVCC staff only.

Third Party Vendors

All third party vendors conducting business on any of the Southside Virginia Community College Campuses will be required to comply with all PCI Security Standards. Vendors with current contracts will be required to provide a Certificate of PCI Compliance immediately. They will also be required to sign a contract modification agreement indicating that they will provide a Certificate of PCI Compliance annually. All future contracts with Southside Virginia Community College will require vendors accepting charge card payments to provide a certificate of PCI Compliance prior to conducting business on any campus and will require an updated PCI Compliance Certificate annually.

Security Awareness Training

Security Awareness training should include Red Flag training and general information on understanding credit card requirements. Training should be provided to any employee who handles or has access to credit card information.

Physical Inspection of PCI Devices

PCI devices should be periodically inspected to verify that are in a secure location and that there has been no tampering of the device. Campus Security or Information Technology may be able to assist in the inspection of PCI devices.

Maintain an inventory of all PCI devices.

PCI devices should not be accessible to the public.

Physically inspect devices for tampering. The [*Skimming Prevention: Best Practices for Merchants*](#) guide can assist colleges in the physical inspection process.

Records Retention

Receipts and transmittals are kept according to the current College record retention policies.

Version	Date	Change
1.0	01/01/2008	Original
1.1	10/01/2014	Updated language
1.2	03/08/2016	Add FERPA Statement
1.3	06/04/2018	Updated language
1.4	03/31/2021	Updated language, changed reference to Nelnet Quikpay to Nelnet Enterprise



VISION STATEMENT & CORE VALUES

Review/Revision Date: May 2021

Vision Statement

Southside Virginia Community College will be a leader within the Virginia Community College System, known:

- for the professionalism of our faculty and staff.
- as a dynamic and evolving intuition which still takes care to value each student.
- for our commitment to workforce development and growth of our local community.
- as an institution which makes a difference in our society by changing lives one student at a time.

Core Values

Southside Virginia Community College is committed to :

- Student access to quality higher education.
- Exemplary instruction and learning.
- Excellence in student support services.
- Respect for diversity and individual differences.

Service to the community and our larger society.



VOLUNTEERISM AGREEMENT

Review/Revision Date: May 2021

The use of volunteers is encouraged both on campus and at the off-campus centers. Any staff or faculty member utilizing volunteers must ensure that the volunteer signs and reads the [Volunteerism Agreement/Information Sheet](#). This is a fillable PDF form that works best when you download it and then open it with Adobe Reader. The supervisor of the volunteer(s) must maintain a file copy of the agreement.



WORKPLACE VIOLENCE PREVENTION & THREAT ASSESSMENT POLICY/GUIDELINES

Review/Revision Date: May 2021

Purpose: The purpose of this policy is to establish guidelines for the development of SVCC's policy for the prevention of workplace and general campus violence. It includes the formation of campus Threat Assessment Teams and the promotion and maintenance of a productive environment for learning and working that is free from threats, intimidation, and violence.

Coverage: These policy guidelines will apply to all faculty, staff, students, visitors, contractors, and other third parties. Students may be covered under additional provisions of their respective college's Student Handbook.

Definitions

Workplace: Any location, either permanent or temporary, where an employee performs any work-related duty. This includes, but is not limited to, the buildings and the surrounding perimeters, including the parking lots, field locations, alternate work locations (other than an individual's home when telecommuting), and travel to and from work assignments.

Workplace Violence: Any physical assault or threatening behavior occurring in the workplace by employees, students, or third parties. It includes, but is not limited to, beating, stabbing, suicide, shooting, rape, attempted suicide, psychological trauma such as threats, obscene phone calls, intentionally damaging property, an intimidating presence which makes a reasonable person apprehensive of imminent harm, and harassment of any nature such as stalking, shouting so as to cause a disruption, swearing or committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

Third Parties: Individuals who are not state employees, such as relatives, acquaintances, strangers, contractors, or visitors.

SVCC prohibits threats and acts of violence on college property, within the college's facilities, at any SVCC-sponsored event; while engaged in SVCC business, educational, or athletic activities; and while traveling in state vehicles. Prohibited conduct includes but is not limited to:

- injuring another person physically;

- engaging in behavior that creates a reasonable fear of injury to self or another person;
- engaging in behavior that would subject a reasonable person to, and does subject another individual to, extreme emotional distress;
- possessing, brandishing, or using a weapon while on state premises by students, except where possession is a result of participation in an organized and scheduled instructional exercise for a course, or where the student is a law enforcement professional;
- possessing, brandishing, or using a firearm, weapon, or other device by faculty or staff that is not required by the individual's position while on SVCC property or engaged in the college's business; or in violation of law or other SVCC policy, except where the employee is a law enforcement professional;
- brandishing, using or possessing a weapon without a permit to carry a concealed weapon by third parties while on campus in academic or administrative buildings, or while attending a sporting, entertainment or educational event, when specifically asked by the college to agree not to possess a weapon as a condition of attendance. This provision does not apply to law enforcement personnel.
- brandishing or using a weapon by third parties with a permit to carry a concealed weapon while on campus in academic or administrative buildings, or while attending a sporting, entertainment or educational event, when specifically asked by the college to agree not to possess a weapon as a condition of attendance. This provision does not apply to law enforcement personnel.
- intentionally damaging property;
- threatening to injure an individual (including oneself) or to damage property;
- committing injurious acts motivated by, or related to, domestic violence or sexual harassment; and
- retaliating against any employee or student who, in good faith, reports a violation of this policy.

Consequences of Policy Violations

- Employees violating this policy will be subject to disciplinary action up to and including termination and criminal prosecution using existing policies and procedures including Section 3 of the VCCS Policy Manual or DHRM Policy 1.60, Standards of Conduct. Additionally, employees who are identified as engaging in the use of threatening language or behavior may be required, as a condition of continued employment, to participate in a mental health evaluation as part of a threat assessment process, and receive approval from the mental health evaluator that they are not a risk to themselves or others.
- Students violating this policy will be subject to disciplinary action as outlined in their respective college's Student Handbook, and other college policies as appropriate. Additionally, students who are identified as engaging in the use of threatening language or behavior may be required, as a condition of continued

enrollment, to participate in a mental health evaluation as part of a threat assessment process, and receive approval from the mental health evaluator that they are not a risk to themselves or others.

- Visitors and third parties violating this policy will be subject to applicable, state, and federal laws, and associated regulations, and may be barred from SVCC at the college's discretion for violating this policy.

Violence Prevention Committees and threat Assessment Teams

- Each college shall establish a committee with responsibility for education and violence prevention on campus. The membership of this body shall include representatives from the following areas: student affairs, human resources, law enforcement, a mental health professional or counseling services representative, and others who have knowledge, professional expertise, or responsibilities that could assist the committee with completing its work. However, in all cases the membership of the committee must comply with the requirements of Virginia Code § 23-9.2:10. The committee should consult VCCS legal counsel when necessary, through established protocols.
- Each violence prevention committee shall publish for its college community, a clear statement of its mission and membership, as well as the committee's leadership role in the area of violence prevention.
- Each violence prevention committee shall publish periodic guidance to faculty, staff and students regarding the following:
- how to recognize and report aberrant or potentially harmful behavior that may represent a threat to the community;
- policies and procedures for the assessment of individuals whose behavior may present a threat;
- appropriate means of intervention with such individuals;
- SVCC's action to resolve potential threats; and
- to whom on the college's threat assessment team, or through what method, potentially threatening behavior should be reported.

Each college shall also organize a threat assessment team to be established by the State Board for Community Colleges. Membership of this body shall include representatives from the following areas: student affairs, human resources, law enforcement, and a mental health representative. The violence prevention committee may also be designated the campus threat assessment team if the counseling services representative is also a mental health professional. The threat assessment team may supplement its membership with others as necessary to assist it with fulfilling its purpose. However, in all cases the membership of the team must comply with the requirements of Virginia Code § 23-9.2:10. The threat assessment team shall implement the assessment, intervention, and action policies of the violence prevention committee. The committee should consult VCCS legal counsel when necessary, through established protocols.

Procedures for reporting or responding to threats or incidents of workplace violence

Employee and student responsibilities should include:

- Reporting incidents or threats of violence to their immediate supervisor, Human Resource Office, campus police/security, Threat Assessment Team members, or other designated individuals or offices by stated college policy.
- Providing Human Resources and the immediate supervisor, or a college's counseling services office where a student or employee, with a copy of any Protective Orders from a court which lists SVCC as protected areas so that appropriate enforcement activities occur.
- No person who, in good faith, reports threatening or otherwise troubling behavior in accordance with this policy will be subject to retaliation.

Management Responsibilities include:

- Designate a Workforce Violence Prevention Coordinator.
- Establish a college violence prevention committee and organize a threat assessment team for the State Board's establishment to comply with § 23-9.2:10 of the Code of Virginia. Each college's administration should ensure that its threat assessment team remains able to quickly receive information about, assess, and respond to potential threats that are reported in accordance with its policies, and to determine corrective actions and prepare necessary reports on given situations. In addition, each college's administration should ensure that its violence prevention committee remains able to publish education and prevention information and recommend ways to, (1) to respond to incidents, (2) investigate all reported incidents of workplace violence, and (3) determine the appropriate response and the actions necessary to address a particular situation.

Threat Assessment Team Responsibilities include:

- Establishing or utilizing existing relationships with local and state
- law-enforcement agencies as well as mental health agencies to ensure compliance with § 23-9.2:10 of the Code of Virginia, and expedite assessment and intervention with individuals whose behavior may present a threat to campus safety.
- Upon a preliminary determination that an individual poses a threat of violence to self or others, or exhibits significantly disruptive behavior or need for assistance, a threat assessment team may obtain criminal history record information, as provided in Virginia Code §§ 19.2-389 and 19.2-389.1, and health records, as provided in § 32.1-127.1:03.
- No member of a threat assessment team shall redisclose any criminal history record information or health information obtained pursuant to this section or

otherwise uses any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team. Va. Code § 23-9.2:10(E).

Communication and Training

- The Workplace Violence Prevention Policy will be posted on the SVCC website.
- Information on the Workforce Violence Prevention Policy, will be included as part of the employee orientation.
- Training on recognizing and responding to potentially violent or violent situations in the workplace will be provided to employees periodically by the violence prevention committee.
- Information regarding this policy will be included as part of student orientation.

Southside's Threat Assessment & Violence Prevention Team Guidelines

Early intervention is essential

Preventing violence and supporting the safety and well-being of the college community are responsibilities of all members of the SVCC community. Campus safety is enhanced through community members identifying behaviors of concern and reporting the concerns in a caring and timely manner. Early identification of such concerns allows SVCC to intervene more effectively to address behaviors that are threatening or significantly disruptive to the learning, living and working environment of SVCC.

The Threat Assessment Team

Virginia law requires the institution to have a threat assessment team to identify, assess and intervene with individuals whose behavior poses a threat to the safety of the campus community.

The SVCC Threat Assessment Team is staffed by representatives from several college departments. The mission of the Threat Assessment Team is to determine if an individual poses a threat to self, others, or the SVCC community and to intervene to avert the threat and maintain the safety of the situation. The team responds to behaviors exhibited by students, employees, visitors, and non-affiliated persons in an attempt to prevent violence so that SVCC remains a safe and secure working and learning environment.

Identifying concerning behavior

There are many behaviors that may cause concern for the safety and well-being of an individual, or the campus as a whole. The following is not an exhaustive list but provides examples of concerning behaviors or situations:

- Unusual or abrupt changes in behaviors or patterns;
- Extreme reaction to a loss or traumatic event;

- Preoccupation with weapons, violent events or persons who have engaged in violent acts;
- Uncharacteristically poor performance;
- References to harming others or planning a violent or destructive event;
- Evidence of depression, hopelessness, or suicidal thoughts/plans;
- Inappropriate responses such as prolonged irritability, angry outbursts, or intense reactions;
- Strained interpersonal relations, isolating behaviors, or low self-esteem;
- Significant change in life circumstances such as loss of job or relationship;
- Again, these are just examples of behaviors that may cause concern. If you observe or become aware of situations that cause concern for safety, consult with colleagues, supervisors or college officials and report your concerns.

Reporting concerns: "It may be nothing, but..."

If you have concerns about a person or situation, even if you think it may be nothing, you are encouraged to share the information. The information you provide, no matter how trivial it may seem by itself, may be critical to understanding a broader range of problematic or threatening behavior.

How to share your concern

If you are aware of an emergency, or immediate safety concerns, call 911 and report the danger to law enforcement.

If you are concerned about threatening behavior or a disturbing situation, that is NOT an emergency event, please utilize the on-line reporting mechanism, TIPS, Report Incident, found on the college home page or contact one of the team members listed below.

What you need to share

When providing information, please include the name of the person you are concerned about, the behaviors you observed, and your name. While the Threat Assessment Team does accept anonymous reports, if you do not identify yourself, the team has fewer options for addressing the situation you are concerned about.

What will happen to the information you share

Your identity and the information you share will be treated privately with your safety in mind. The information will be used to address the situation in a respectful and helpful manner. The college's Threat Assessment Team will gather more information about the situation and implement a plan to enhance the safety of the campus community.

The Threat Assessment Team

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Sheriff Brian Roberts – Brunswick County Sheriff's Department

Captain Tommy Elder – Charlotte County Sheriff's Department