




October 22, 2018

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Policy Manual Changes

Item Description

This item requests Board approval of Policy Manual changes in Chapters 3.0 – General Administration, 4.0 - All Personnel, 5.0 – Instructional Personnel, 8.0 – Curriculum and Instruction.

Overview and Background

Pursuant to the Tallahassee Community College (TCC or College) District Board of Trustees' Collective Bargaining Agreement (CBA) with the United Faculty of Florida- TCC, the College brings forth a request to modify the College's Policy Manual. Highlights of these changes are outlined below.

03-06	Faculty Senate - Revised; Pursuant to the CBA	05-07	Teaching Faculty and Faculty Librarian - Repealed; Addressed within the CBA
03-21	Collective Bargaining Agreement - New Policy; Outcome of CBA	05-08	Reassigned Time - Repealed; Addressed within the CBA
03-37	Civility and Mutual Respect - Revised; Pursuant to new legislation and the CBA	05-09	Teaching Load - Revised; Pursuant to the CBA
04-05	Annual Salary Schedule - Revised; Pursuant to the CBA	05-10	Upgrading of Degree - Repealed; Addressed within the CBA
04-11	Retirement Plans and Insurance Coverage - Revised; Pursuant to the CBA	05-12	Master Course Syllabus - Repealed; Addressed within the CBA

04-17	Outside Employment - Revised; Pursuant to the CBA	05-13	Enrollment in College Courses - Repealed; Addressed within the CBA
04-23	Reductions in Force - Revised; Pursuant to the CBA	05-14	Sabbatical Leave - Repealed; Addressed within the CBA
04-50	Civility and Mutual Respect - Repealed; Content moved to Policy 03-37	05-15	Resignation of Teaching Faculty - Repealed; Addressed within the CBA
05-00	Faculty Recruitment and Selection - Revised; Pursuant to the CBA	05-17	Faculty Grievances and Appeals - Repealed; Addressed within the CBA
05-01	Faculty Orientation - Repealed; Addressed within the CBA	08-00	Academic Freedom - Repealed; Addressed within the CBA
05-02	Faculty Contracts - Repealed; Addressed within the CBA	08-07	Class Rosters and Attendance Records - Repealed; Addressed within the CBA
05-03	Assessment and Evaluation - Repealed; Addressed within the CBA	08-08	Textbook Selection - Repealed; Addressed within the CBA
05-04	Faculty Hours of Work - Repealed; Addressed within the CBA		
05-05	Non-Teaching Days - Repealed; Addressed within the CBA		
05-06	Faculty Absences - Repealed; Addressed within the CBA		

Past Actions by the Board

The Board has approved previous revisions to Chapters 3, 4, 5, and 8 of the College's Policy Manual.

Funding/Financial Implications

None

Staff Resource

Barbara Wills

Recommended Action

Approve addition and revision of College policies as presented.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Faculty Senate	NUMBER: 03-06
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0247	SEE ALSO: <ul style="list-style-type: none"> • Administrative Procedure 03-06-AP; Faculty Senate
DATE ADOPTED: 03/19/18, 10/22/18	

The Tallahassee Community College District Board of Trustees authorizes the establishment of a Faculty Senate to be comprised of all full-time Faculty, Librarians and representatives from adjunct teaching faculty. The role of the Senate shall be to encourage the development and maintenance of a climate conducive to excellence in teaching and learning within a framework of academic freedom, professional responsibility, and high ethical standards.

The Senate may consider any subject that is germane to the academic interests of the College and make recommendations to the Vice President of Academic Affairs/Provost for consideration.

The Senate is not empowered to consider the terms, conditions, privileges of employment and compensation or other issues that are subjects of collective bargaining.

The Faculty Senate Constitution and any amendments thereto shall be reviewed annually and approved by the College President.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Faculty Senate	NUMBER: 03-06
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0247	SEE ALSO: • Administrative Procedure 03-06-AP; Faculty Senate
DATE ADOPTED: 03/19/18, <u>10/22/18</u>	

~~The faculty of Tallahassee Community College shall constitute an organization called the Faculty Senate whose purpose shall be to make recommendations and perform other services as requested by the President. The Faculty Senate may also advise the President in the areas of instructional matters, faculty ethical conduct, and faculty welfare.~~

~~The organization shall operate under and in accordance with a constitution and by-laws developed by the organization and approved by the President.~~

The Tallahassee Community College District Board of Trustees authorizes the establishment of a Faculty Senate to be comprised of all full-time Faculty, Librarians and representatives from adjunct teaching faculty. The role of the Senate shall be to encourage the development and maintenance of a climate conducive to excellence in teaching and learning within a framework of academic freedom, professional responsibility, and high ethical standards.

The Senate may consider any subject that is germane to the academic interests of the College and make recommendations to the Vice President of Academic Affairs/Provost for consideration.

The Senate is not empowered to consider the terms, conditions, privileges of employment and compensation or other issues that are subjects of collective bargaining.

The Faculty Senate Constitution and any amendments thereto shall be reviewed annually and approved by the College President.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Collective Bargaining Agreement	NUMBER: 03-21
AUTHORITY: Florida Statute: 1001.64, 1012.83	SEE ALSO:
DATE ADOPTED: 10/22/18	

The Collective Bargaining Agreement (CBA or Union Agreement) between The District Board of Trustees of Tallahassee Community College (TCC) and the United Faculty of Florida – TCC shall govern the terms, conditions, privileges of employment and compensation for full-time instructional personnel including teaching faculty, non-teaching faculty, librarians, and counselors designated as members of the bargaining unit.

To the extent of any TCC Board Rule/Policy and/or Administrative Procedure related to the employee issue(s) conflicts with provisions of the CBA as to full-time instructional personnel including teaching faculty, counselors and librarians, the CBA shall control and prevail.

The Agreement is hereby deemed Rule Equivalent.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Civility and Mutual Respect	NUMBER: 03-37
AUTHORITY: Florida Statute: 1001.64, 1012.80	SEE ALSO: <ul style="list-style-type: none">• Policy 06-14: Code of Conduct and Standards of Discipline
DATE ADOPTED: 03/19/18, 10/22/18	

A. POLICY STATEMENT

All members of the College community should be able to work and learn in an environment free of disrespectful, disruptive, or threatening speech or actions. Every person has a right to freedom of expression, but the College shall maintain, to the extent possible and reasonable, a safe and mutually respectful workplace and learning environment. Members of the College community will treat each other, staff, administrators, Trustees, students, guests and members of the public with respect and expect the same in return.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Civility and Mutual Respect	NUMBER: 043-3750
AUTHORITY: Florida Statute: 1001.64, <u>1012.80</u> Section 112.313, F.S.	SEE ALSO: <ul style="list-style-type: none"> • Policy 06-14: Code of Conduct and Standards of Discipline
DATE ADOPTED: 03/19/18, <u>10/22/18</u>	

A. POLICY STATEMENT

~~Tallahassee Community College (TCC) believes that All members of the College community should be able to work and learn in an environment free of disrespectful, disruptive, or threatening speech or actions. Every person has a right to freedom of expression, but the College shall maintain, to the extent possible and reasonable, a safe and This policy promotes mutual respect, civility and orderly conduct among College staff, students, vendors and guests. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, mutually respectful, harassment-free workplace and learning environment. Members of the College community will treat each other, staff, administrators, Trustees, students, guests and members of the public with respect and expect the same in return.~~

~~This policy covers a broad range of inappropriate, unacceptable behavior, from rude or obnoxious behavior on one end of the spectrum, to threats of violence and acts of violence on the other. When a College community member's conduct is inconsistent with the standards set forth in this policy, it is the responsibility of the supervisor or manager who has authority over the person(s) engaging in the unacceptable behavior to address it.~~

~~Threatening behavior consisting of any words or deeds that intimidate, or cause anxiety concerning physical well-being is strictly forbidden. Members of the TCC staff will treat each other, students, guests and members of the public with respect, and expect the same in return. Any staff, student, guests or agent of the TCC District Board of Trustees who is found to have threatened a member of the staff or Campus community will be subject to discipline up to and including termination, and/or reported to the authorities.~~

B. DEFINITIONS

1. ~~Unacceptable Behavior~~—in general is behavior that is demeaning, intimidating, threatening, bullying, or violent behaviors that affect the ability to learn, or work in the College environment. ~~Unacceptable behavior also includes, but is not limited to, the following:~~
 - A. ~~Discrimination and Harassment~~—means ~~discrimination or harassment on the basis of age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status, or other legally protected classifications.~~
 - B. ~~Disrespectful, Retaliatory, or Disruptive Behavior~~—includes, but is not limited to, behaviors which a reasonable person would find embarrassing, offensive or humiliating, such as:
 - a. ~~Shouting, yelling or using profane, disrespectful or otherwise offensive language.~~
 - b. ~~Sarcasm with an apparent intent to humiliate.~~
 - c. ~~Arrogance or condescending behaviors or comments.~~
 - d. ~~Insubordination.~~
 - e. ~~Retaliatory actions. (e.g. sabotage)~~
 - f. ~~Use of email, behaviors or comments that publicly offend, degrade or humiliate members of the College community.~~
 - g. ~~Degrading or demeaning comments.~~
 - h. ~~Physical assault or other uninvited or inappropriate physical contact.~~
 - i. ~~Threats or similar intimidating behavior, as reasonably perceived by the recipient.~~
 - j. ~~Obstruction of established operational goals, beyond what would be considered respectful dissent.~~
 - C. ~~Hostile Work Environment~~—is created by a supervisor or coworker whose actions, communication or behaviors make doing your job very difficult. ~~The harassment typically must be intentional, severe, recurring and pervasive, and interfere with an employee's ability to perform his or her job whether victim or witness. Additionally, to be illegal under one of the laws in the eyes of the courts, a hostile work environment typically must be caused by discriminatory workplace harassment based on race, color, religion, national origin, disability, genetics, age or sex; or it must be caused by retaliation in violation of a discrimination law.~~

~~D. Violence is behavior that causes harm to a person or damage to property, or causes fear for one's safety or the safety of others. Examples of violent behavior include physical contact that is harmful and expression of intent to cause physical harm. Such behavior is unacceptable in the TCC community.~~

~~REPORTING AND RESOLUTION~~

~~Reporting~~

~~Issues of Civility that do not involve imminent threats of violence—~~

~~Disagreement is common in professional relationships, particularly in an academic environment that encourages discussion and debate of ideas. In many instances, disagreement is voiced in a respectful manner, and in such instances, no action by the supervisor is necessary. In other instances, disagreement that begins as a respectful exchange of ideas can escalate into behavior that is disrespectful. Name-calling, raised voices and petty meanness are examples of this. Any individual who believes he or she has been treated in a manner that is inconsistent with this policy, or who has witnessed such treatment should contact his or her supervisor. It is then the responsibility of the supervising authority, whether a supervisor, manager, chair, director or dean, to work with the individuals involved in addressing the situation, so that all members of the community can work together in a professional way.~~

~~Issues of Civility that involve imminent threats of violence—~~

~~When faced with a threat of violence or acts of violence, the individuals involved should immediately call for police assistance. After police assistance has been sought, the individuals should notify their supervisor, or the appropriate supervising or administrative authority for further guidance.~~

~~The supervisor, or appropriate supervising authority, is obligated to contact the College's Equity Officer/Title IX Coordinator if the conduct escalates/escalated to the point where a member of the community reasonably believes/believed that physical harm might occur. Examples could include behavior lacking rational control, such as angry outbursts, intimidating comments, or verbal abuse.~~

~~Sometimes, a threat to safety may not be apparent in the first encounter but may be noticeable after repetition or increased severity. Repeated behavior that initially appears merely obnoxious may show a pattern in which danger to safety is perceived if the behavior continues.~~

~~When administrative authority is needed, an individual should contact:~~

~~The College's Equity Officer/Title IX Coordinator via TCC's on-line Complaint Form: <http://www.tcc.fl.edu/about/college/legal/title-ix-compliance>, or directly at (850) 201-6074, or postmark to:~~

~~Tallahassee Community College
Attn: Equity Officer & Title IX Coordinator
Room 239 Administration Building
444 Appleyard Drive
Tallahassee, FL 32304-2895~~

~~Resolution~~

~~For employees covered by collective bargaining agreements, College managers, supervisors and supervising authorities are expected to apply this policy in a manner consistent with the principles of just cause, as well as any other applicable requirements of the labor agreements.~~

~~Workplace civility and respect requires that issues be addressed by a process that is fair, with a true desire for conflict resolution and without undue delay. The best resolution occurs when the parties work out agreements privately among themselves. When attempting to resolve conflicts, involved parties should be aware of the different perspectives and communication styles that others may have. However, if assistance is needed, then any party may bring the issue to their supervisor, the Director of Human Resources, or the next higher individual of authority if concerns involve the supervisor.~~

~~The Human Resources Department can provide individuals with advice and strategies to attempt to resolve these issues at the most informal levels between or among employees and with their supervisors. The Dean of Student Services Office is also available to provide individuals with advice and strategies to attempt to resolve these issues between or among students or students and employees.~~

~~*Supervisor responsibility:* Supervisors are expected to demonstrate leadership in exhibiting and promoting professionalism, civility and respect. This includes setting clear expectations and managing performance of those they supervise in accordance with these standards through regular communication and timely performance reviews. This also includes respecting diversity of opinion and not retaliating against subordinates as a consequence of their offering respectful, dissenting views. Finally, supervisors are expected to address professionalism, civility and respect concerns and deficiencies through counseling, discipline or other action as appropriate in accordance with the policies and procedures of the College.~~

~~If an employee's inappropriate behaviors persist, College employees should initiate complaints formally (in writing) or informally with the appropriate administrator of the employee's operation unit. Complaints about peers should be presented to the employee's immediate supervisor. Complaints about managers or supervisors should be presented to the employee's operational unit's Vice President.~~

~~Copies of any written complaints and response shall be sent to the Director of Human Resources and College Equity Officer/Title IX Coordinator as appropriate. Complaints will usually result in an investigation of inquiry and subsequent determination of complaint.~~

~~In some situations, the most effective resolution to a concern may be a conversation among colleagues to raise, address, and resolve the issue at hand. Addressing a situation in this manner is most likely appropriate for concerns pertaining to interpersonal disagreements or to clarify actions or intent.~~

~~DISCIPLINE~~

~~Visitors, vendors, contractors, and the families of members of the College community are required to display appropriate conduct at all times. Noncompliant behavior will lead to removal from the campus.~~

~~When a community member's conduct varies from this standard, it is the responsibility of the manager, supervisor or supervising authority of the person engaging in the inappropriate conduct to address it.~~

~~College staff, student, or any agent of the TCC District Board of Trustees who displays conduct inconsistent with this policy is subject to disciplinary action up to and including separation of the offending party from the College, consistent with TCC disciplinary procedures.~~

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Annual Salary Schedule	NUMBER: 04-05
AUTHORITY: Florida Statute: 1001.64, 1001.65	SEE ALSO: <ul style="list-style-type: none"> • Administrative Procedure 04-05AP: Annual Salary Schedule
DATE ADOPTED: 12/01/97, 11/22/10, 10/22/18	

Annually, the Board shall adopt a Salary Schedule as recommended by the President or designee. This Salary Schedule provides for compensation of all College employees except those covered under the Collective Bargaining Agreement (faculty, counselors and librarians), or classified as contracts/grant employees. The Salary Schedule shall be in accordance with Florida Statutes and appropriate rules. Only the Human Resources Director or Vice President of Administrative Services may enter Board approved changes to the Salary Schedule.

Policies that conflict with the Salary Schedule shall not be written.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Annual Salary Schedule	NUMBER: 04-05
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0261	SEE ALSO: <ul style="list-style-type: none"> • Administrative Procedure 04-05AP: Annual Salary Schedule
DATE ADOPTED: 12/01/97; Revised 11/22/10, <u>10/22/18</u>	

Annually, the Board shall adopt a Salary Schedule as recommended by the President or designee. This Salary Schedule provides for compensation of all College employees except those covered under the Collective Bargaining Agreement (faculty, counselors and librarians), or classified as contracts/grant employees. The Salary Schedule shall be in accordance with Florida Statutes and appropriate rules. Only the Human Resources Director or Vice President of Administrative Services may enter Board approved changes to the Salary Schedule.

Policies that conflict with the Salary Schedule shall not be written.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Retirement Plans and Insurance Coverage	NUMBER: 04-11
AUTHORITY: Florida Statute: 1001.64, 1001.65	SEE ALSO:
DATE ADOPTED: 12/01/97, 06/17/02, 11/22/10, 10/22/18	

A. Retirement Plans

All employees in established positions are required to become members of either the Florida Retirement System (FRS) or the Community College Optional Retirement Plan. (CCORP). Information on the available plans and election periods is available in Human Resources.

B. Health Insurance

All full and part-time employees in established positions are eligible for group health insurance.

C. Life Insurance

The College provides all full and part-time employees in established positions with term life insurance based on their annual salary.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Retirement Plans and Insurance Coverage	NUMBER: 04-11
AUTHORITY: Florida Statute: 121.111 , 1001.64, 1001.65 Florida Administrative Code: 6A-14.0261	SEE ALSO: <u>Administrative Procedure 04-11AP: Retirement Plans and Insurance Coverage</u>
DATE ADOPTED: 12/01/97, Revised 06/17/02, 11/22/10, <u>10/22/18</u>	

A. Retirement Plans

All employees in established positions are required to become members of either the Florida Retirement System (FRS) or the Community College Optional Retirement Plan. (CCORP). Information on the available plans and election periods is available in Human Resources.

B. Health Insurance

All full and part-time employees in established positions are ~~enrolled in eligible for~~ group health insurance, ~~through the Florida Community Colleges Risk Management Consortium.~~

C. Life Insurance

The College provides all full and part-time employees in established positions with term life insurance based on their annual salary.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Outside Employment	NUMBER: 04-17
AUTHORITY: Florida Statute: 112.313, 1001.64, 1001.65,	SEE ALSO:
DATE ADOPTED: 12/01/97, 01/22/01, 12/16/02, 11/22/10, 10/22/18	

The primary responsibility of College employees in established positions is the full and competent performance of all assigned duties arising from employment with the College. The College and the public have a right to expect sufficient dedication of time, energy, and talents to accomplish the requirements of each position. At the same time, the College recognizes the value to its employees, to the College, and to the community of the many types of external experiences in which members of the staff may engage. Such activities may enhance the professional competency of the individual and bring credit to the College as well.

Accordingly, College employees may engage in outside employment or self-employment that does not:

- Result in any conflict of interest between the outside employment activity and the College;
- Inhibit the employee’s duties and responsibilities at the College;
- Interfere with the College’s core hours of operation, Monday through Friday, 8:00 a.m. to 5:00 p.m.

The President or his/her designee shall approve all requests for outside employment. If approved by the President, all other recommendation(s) shall be forwarded to the Board for review and consideration.

Requests for outside employment or self-employment must be submitted to the immediate supervisor and be reviewed by the District Board of Trustees prior to beginning the outside employment. If the outside employment is an ongoing activity, it must be submitted annually by September 1 of each year. Such requests must include the employer, dates and/or projected time period of employment, projected amount of hours per week, and planned working hours each day, position title and a brief description of job duties. It is the responsibility of the immediate supervisor to review the submission for conflicts or concerns, and to raise any concerns to the appropriate Vice President.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Outside Employment	NUMBER: 04-17
AUTHORITY: Florida Statute: 112.313, 1001.64, 1001.65, 1012.855 Florida Administrative Code: 6A-14.0261, 6A-14.0262	SEE ALSO: <u>Administrative Procedure</u> <u>04-17AP: Outside</u> <u>Employment</u>
DATE ADOPTED: 12/01/97, Revised 01/22/01, 12/16/02, 11/22/10, <u>10/22/18</u>	

The primary responsibility of College employees in established positions is the full and competent performance of all assigned duties arising from employment with the College. The College and the public have a right to expect sufficient dedication of time, energy, and talents to accomplish the requirements of each position. At the same time, the College recognizes the value to its employees, to the College, and to the community of the many types of external experiences in which members of the staff may engage. Such activities may enhance the professional competency of the individual and bring credit to the College as well.

Accordingly, College employees may engage in outside employment or self-employment that does not:

- ~~Result~~ in any conflict of interest between the outside employment activity and the College;
- ~~Inhibit and does not interfere with their employee's~~ ment duties and responsibilities at the College;
- Interfere with the College's core hours of operation, Monday through Friday, 8:00 a.m. to 5:00 p.m.

The President or his/her designee shall approve all requests for outside employment.

If approved by the President, all other recommendation(s) shall be forwarded to the Board for review and consideration.

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supervisor to review the submission for conflicts or concerns, and to raise any concerns to the appropriate Vice President.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Reductions in Force or Consolidation/Reduction in Program(s)	NUMBER: 04-23
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0261, 6A-14.0411, 6A-14.0412	SEE ALSO:
DATE ADOPTED: 12/01/97, 01/22/01, 11/22/10, 10/22/2018	

A. Purpose and Scope

The purpose of this policy is to prescribe the manner in which eligible employees are to be released should a reduction in force become necessary. A reduction in force may require the separation, involuntary demotion, reassignment, or reduction in work hours of the College’s employees in regularly established positions.

A Reduction in Force for full-time instructional personnel including teaching faculty, non-teaching faculty, librarians, and counselors is authorized and governed by the Collective Bargaining Agreement.

B. Management Decisions

All possible means for reducing expenses should be implemented before a reduction in force is considered. Should a reduction in force become necessary, the policy shall be implemented as justly as possible. Personnel who are to be laid-off will be identified and notified as soon as possible, with a minimum of two (2) weeks’ notice required.

The College shall determine the following items prior to implementing a reduction in force plan:

- a. What is the reason(s) for the reduction in force;
- b. What areas(s) of the College are to be impacted by the reduction in force and/or;
- c. What class/group(s) of personnel are to be impacted by the reduction in force.

C. RIF Criteria

The following criteria will be utilized in the event that it becomes necessary to reduce College personnel:

- a. Past performance evaluations
- b. Educational qualifications
- c. Relevant work experience
- d. The needs of the College community
- e. Length of service at the College

Incorporated with the above criteria for reduction are the working definitions of the evaluative criteria as stated in State Board of Education Rules.

D. Reemployment/Recall

- a. The College shall commit itself to a first priority review of the qualified applications from both full-time and part-time laid-off personnel for re-employment within two (2) years of the reduction.
- b. All persons on the recall list should regularly review the TCC position vacancy announcements. Should a vacancy occur at the College the employee must apply to receive consideration.
- c. Any offer of reemployment pursuant to a reduction in force must be accepted within fifteen (15) days of the date of the offer. In the event such offer of reemployment is not accepted, the employee shall receive no further priority consideration for reemployment pursuant to this policy.
- d. The employee shall receive the same credit for years of service for purposes of layoff as held on the date of layoff.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Reductions in Force or Consolidation/Reduction in Program(s)	NUMBER: 04-23
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0261, 6A-14.0411, 6A-14.0412	SEE ALSO: <u>Administrative Procedure 04-23AP: Reductions in Force of Consolidation/Reduction in Program(s)</u>
DATE ADOPTED: 12/01/97; Revised 01/22/01, 11/22/10, <u>10/22/2018</u>	

A. Purpose and Scope

The purpose of this policy is to prescribe the manner in which eligible employees are to be released ~~in an equitable manner~~ should a reduction in force become necessary. A reduction in force may require the separation, involuntary demotion, reassignment, or reduction in work hours of the College’s employees in regularly established positions.

A Reduction in Force for full-time instructional personnel including teaching faculty, non-teaching faculty, librarians, and counselors is authorized and governed by the Collective Bargaining Agreement.

~~The College may implement a reduction in force for one or more of the following reasons:~~

- ~~a. Adverse financial circumstances;~~
- ~~b. Reallocation of resources;~~
- ~~c. Reorganization of academic or administrative structures, programs, or functions;~~
- ~~d. Curtailment or abolition of one or more programs or functions~~

B. Management Decisions

All possible means for reducing expenses should be implemented before ~~a faculty or staff~~ reduction in force is considered. Should a reduction in force become necessary, the policy shall be implemented as ~~justly~~ humanistically as possible. Personnel who are to be laid-off will be

identified and notified as soon as possible, with. ~~At least one (1) month's notice will be provided when feasible, and~~ a minimum of two (2) weeks' notice ~~shall be~~ required.

The College shall determine the following items prior to implementing a reduction in force plan:

- a. What is the reason(s) for the reduction in force;
- b. What areas(s) of the College are to be impacted by the reduction in force and/or;
- c. What class/group(s) of personnel are to be impacted by the reduction in force.

C. RIF Criteria

The following criteria will be utilized in the event that it becomes necessary to reduce College personnel:

- ~~a. Part-time instructors in any field for which full-time faculty are equally qualified shall be dismissed in favor of full-time faculty.~~
- ~~b. Faculty on annual contract will, except in rare instances, be terminated before those on continuing contract.~~
- ~~c. If possible, an individual whose position has been eliminated shall be offered immediate placement into a vacancy for which the individual is equally qualified in another department or program. In the event such an offer of reemployment is not accepted, the employee shall receive no further consideration for reemployment pursuant to this policy.~~
- ~~d. Continuing contract faculty who are to be released because of discontinuation of a program or academic subject area shall receive notice as soon as practicable after the decision of discontinuation is reached.~~

Additional criteria to be considered:

Full-time Faculty

- ~~a. Efficiency in performance as determined by existing evaluations~~
- ~~b. Educational qualifications and/or expertise in assigned position(s)~~
- ~~c. Teaching qualifications in related areas~~
- ~~d. Capacity to meet the needs of the education community~~
- ~~e. Length of service at the College~~
- ~~f. Length of total teaching service~~

Executive/Administrative Staff

- ~~a. Efficiency in performance as determined by existing evaluations~~ Past performance evaluations
- ~~b. Educational qualifications and/or expertise in assigned position(s)~~
- ~~c. Administrative~~ Relevant work experience
- ~~d. Capacity to meet the needs of~~ The needs of the College community
- e. Length of service at the College

Managerial/Professional and Classified Staff

- ~~a. Efficiency in performance as determined by existing evaluation~~
- ~~b. Qualifications~~
- ~~c. Length of service at the College~~
- ~~d. Inter-departmental transfer potential~~

Incorporated with the above criteria for reduction are the working definitions of the evaluative criteria as stated in State Board of Education Rules.

D. Reemployment/Recall

- a. The College shall commit itself to a first priority review of the qualified applications from both full-time and part-time laid-off personnel for re-employment within two (2) years of the reduction.
- b. All persons on the recall list ~~shall~~should regularly ~~be sent~~review the TCC position vacancy announcements. ~~For this purpose, it shall be the employee's responsibility to keep the College advised of the employee's current address.~~ Should a vacancy occur at the College the employee must apply to receive consideration.
- c. Any offer of reemployment pursuant to a reduction in force must be accepted within fifteen (15) days of the date of the offer. In the event such offer of reemployment is not accepted, the employee shall receive no further priority consideration for reemployment pursuant to this policy.
- ~~d. An employee who held a continuing/permanent status appointment on the date of termination by reason of layoff shall resume the continuing/permanent status appointment upon recall.~~
- ~~d~~e. The employee shall receive the same credit for years of service for purposes of layoff as held on the date of layoff.
- ~~f. If the employee has not been recalled within twenty four (24) months, the layoff shall be considered permanent.~~

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Civility and Mutual Respect	NUMBER: 04-50
AUTHORITY: Florida Statute: 1001.64, 1012.80	SEE ALSO: <ul style="list-style-type: none">• Policy 06-14: Code of Conduct and Standards of Discipline
DATE ADOPTED: 03/19/18, 10/22/18	

Policy 04-50 repealed – Moved to Board Policy 03-37- Civility and Mutual Respect

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Civility and Mutual Respect	NUMBER: 04-50
AUTHORITY: Florida Statute: 1001.64, <u>1012.80</u> Section 112.313, F.S.	SEE ALSO: <ul style="list-style-type: none"> • Policy 06-14: Code of Conduct and Standards of Discipline
DATE ADOPTED: 03/19/18, <u>10/22/18</u>	

~~A. POLICY STATEMENT~~

~~Tallahassee Community College (TCC) believes that all members of the College community should be able to work and learn in an environment free of disrespectful, disruptive, or threatening speech or actions. This policy promotes mutual respect, civility and orderly conduct among College staff, students, vendors and guests. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, mutually respectful, harassment free workplace and learning environment.~~

~~This policy covers a broad range of inappropriate, unacceptable behavior, from rude or obnoxious behavior on one end of the spectrum, to threats of violence and acts of violence on the other. When a College community member's conduct is inconsistent with the standards set forth in this policy, it is the responsibility of the supervisor or manager who has authority over the person(s) engaging in the unacceptable behavior to address it.~~

~~Threatening behavior consisting of any words or deeds that intimidate, or cause anxiety concerning physical well being is strictly forbidden. Members of the TCC staff will treat each other, students, guests and members of the public with respect, and expect the same in return. Any staff, student, guests or agent of the TCC District Board of Trustees who is found to have threatened a member of the staff or Campus community will be subject to discipline up to and including termination, and/or reported to the authorities.~~

B. DEFINITIONS

1. ~~Unacceptable Behavior~~—in general is behavior that is demeaning, intimidating, threatening, bullying, or violent behaviors that affect the ability to learn, or work in the College environment. ~~Unacceptable behavior also includes, but is not limited to, the following:~~

~~A. Discrimination and Harassment~~—means discrimination or harassment on the basis of age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status, or other legally protected classifications.

~~B. Disrespectful, Retaliatory, or Disruptive Behavior~~—includes, but is not limited to, behaviors which a reasonable person would find embarrassing, offensive or humiliating, such as:

- ~~a. Shouting, yelling or using profane, disrespectful or otherwise offensive language.~~
- ~~b. Sarcasm with an apparent intent to humiliate.~~
- ~~c. Arrogance or condescending behaviors or comments.~~
- ~~d. Insubordination.~~
- ~~e. Retaliatory actions. (e.g. sabotage)~~
- ~~f. Use of email, behaviors or comments that publicly offend, degrade or humiliate members of the College community.~~
- ~~g. Degrading or demeaning comments.~~
- ~~h. Physical assault or other uninvited or inappropriate physical contact.~~
- ~~i. Threats or similar intimidating behavior, as reasonably perceived by the recipient.~~
- ~~j. Obstruction of established operational goals, beyond what would be considered respectful dissent.~~

~~C. Hostile Work Environment~~—is created by a supervisor or coworker whose actions, communication or behaviors make doing your job very difficult. The harassment typically must be intentional, severe, recurring and pervasive, and interfere with an employee's ability to perform his or her job whether victim or witness. Additionally, to be illegal under one of the laws in the eyes of the courts, a hostile work environment typically must be caused by discriminatory workplace harassment based on race, color, religion, national origin, disability, genetics, age or sex; or it must be caused by retaliation in violation of a discrimination law.

~~D. Violence~~—is behavior that causes harm to a person or damage to property, or causes fear for one's safety or the safety of others. Examples of violent behavior include physical contact that is harmful and expression of intent to cause physical harm. Such behavior is unacceptable in the TCC community.

REPORTING AND RESOLUTION

Reporting

Issues of Civility that do not involve imminent threats of violence—

Disagreement is common in professional relationships, particularly in an academic environment that encourages discussion and debate of ideas. In many instances, disagreement is voiced in a respectful manner, and in such instances, no action by the supervisor is necessary. In other instances, disagreement that begins as a respectful exchange of ideas can escalate into behavior that is disrespectful. Name-calling, raised voices and petty meanness are examples of this. Any individual who believes he or she has been treated in a manner that is inconsistent with this policy, or who has witnessed such treatment should contact his or her supervisor. It is then the responsibility of the supervising authority, whether a supervisor, manager, chair, director or dean, to work with the individuals involved in addressing the situation, so that all members of the community can work together in a professional way.

Issues of Civility that involve imminent threats of violence—

When faced with a threat of violence or acts of violence, the individuals involved should immediately call for police assistance. After police assistance has been sought, the individuals should notify their supervisor, or the appropriate supervising or administrative authority for further guidance.

The supervisor, or appropriate supervising authority, is obligated to contact the College's Equity Officer/Title IX Coordinator if the conduct escalates/escalated to the point where a member of the community reasonably believes/believed that physical harm might occur. Examples could include behavior lacking rational control, such as angry outbursts, intimidating comments, or verbal abuse.

Sometimes, a threat to safety may not be apparent in the first encounter but may be noticeable after repetition or increased severity. Repeated behavior that initially appears merely obnoxious may show a pattern in which danger to safety is perceived if the behavior continues.

When administrative authority is needed, an individual should contact:

The College's Equity Officer/Title IX Coordinator via TCC's on-line Complaint Form:

<http://www.tcc.fl.edu/about/college/legal/title-ix-compliance>, or directly at (850) 201-6074, or postmark to:

Tallahassee Community College

Attn: Equity Officer & Title IX Coordinator

Room 239 Administration Building

444 Appleyard Drive

Tallahassee, FL 32304-2895

Resolution

For employees covered by collective bargaining agreements, College managers, supervisors and supervising authorities are expected to apply this policy in a manner consistent with the principles of just cause, as well as any other applicable requirements of the labor agreements.

Workplace civility and respect requires that issues be addressed by a process that is fair, with a true desire for conflict resolution and without undue delay. The best resolution occurs when the parties work out agreements privately among themselves. When attempting to resolve conflicts, involved parties should be aware of the different perspectives and communication styles that others may have. However, if assistance is needed, then any party may bring the issue to their supervisor, the Director of Human Resources, or the next higher individual of authority if concerns involve the supervisor.

The Human Resources Department can provide individuals with advice and strategies to attempt to resolve these issues at the most informal levels between or among employees and with their supervisors. The Dean of Student Services Office is also available to provide individuals with advice and strategies to attempt to resolve these issues between or among students or students and employees.

Supervisor responsibility: Supervisors are expected to demonstrate leadership in exhibiting and promoting professionalism, civility and respect. This includes setting clear expectations and managing performance of those they supervise in accordance with these standards through regular communication and timely performance reviews. This also includes respecting diversity of opinion and not retaliating against subordinates as a consequence of their offering respectful, dissenting views. Finally, supervisors are expected to address professionalism, civility and respect concerns and deficiencies through counseling, discipline or other action as appropriate in accordance with the policies and procedures of the College.

If an employee's inappropriate behaviors persist, College employees should initiate complaints formally (in writing) or informally with the appropriate administrator of the employee's operation unit. Complaints about peers should be presented to the employee's immediate supervisor. Complaints about managers or supervisors should be presented to the employee's operational unit's Vice President.

Copies of any written complaints and response shall be sent to the Director of Human Resources and College Equity Officer/Title IX Coordinator as appropriate. Complaints will usually result in an investigation of inquiry and subsequent determination of complaint.

In some situations, the most effective resolution to a concern may be a conversation among colleagues to raise, address, and resolve the issue at hand. Addressing a situation in this manner is most likely appropriate for concerns pertaining to interpersonal disagreements or to clarify actions or intent.

DISCIPLINE

~~Visitors, vendors, contractors, and the families of members of the College community are required to display appropriate conduct at all times. Noncompliant behavior will lead to removal from the campus.~~

~~When a community member's conduct varies from this standard, it is the responsibility of the manager, supervisor or supervising authority of the person engaging in the inappropriate conduct to address it.~~

~~College staff, student, or any agent of the TCC District Board of Trustees who displays conduct inconsistent with this policy is subject to disciplinary action up to and including separation of the offending party from the College, consistent with TCC disciplinary procedures.~~

Policy 04-50 repealed – Moved to Board Policy 03-37- Civility and Mutual Respect

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Faculty Recruitment and Selection	NUMBER: 05-00
AUTHORITY: Florida Statute: 1001.64, 1001.65	SEE ALSO: • Administrative Procedure 5-00AP: Faculty Recruitment and Selection
DATE ADOPTED: 12/1/97, 1/22/01, 11/22/10, 10/22/18	

All faculty vacancies, both teaching and non-teaching, will be advertised in accordance with the College's Equity Plan and competitive hiring process.

All faculty, librarian and counselor positions will be recruited and selected in accordance with the policy, and TCC's Administrative Procedure 05-00AP and Collective Bargaining Agreement.

Teaching faculty members must have special competencies in the field in which they teach. These special competencies are attested to by advanced study, and the possession of at least a master's degree and eighteen semester hour credits in their teaching discipline. In the applied arts and in specialized professional or technical fields, evidence of professional competency is accepted in lieu of an advanced degree provided a two-year occupational degree or other special certification is held. Faculty who teach College Preparatory courses must possess a minimum of a bachelor's degree in the appropriate field.

In addition to professional educational preparation and experience, teaching faculty are expected to be able to communicate with and relate to their peers, supervisors, staff, and students in a competent, reasoned and professional manner. All potential faculty must demonstrate competency in written and oral communication prior to hire.

The Vice President for Academic Affairs will maintain a written procedure, approved by the President, for the hiring process and will review it annually with the Deans. Full time faculty will be consulted regarding the process. The process will provide that the Division Dean appoint a faculty committee to assist in the recruitment and hiring process. Specific procedures can be found in Faculty Hiring Procedures (05-00AP).

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Faculty Recruitment and Selection	NUMBER: 05-00
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code:	SEE ALSO: • Administrative Procedure 5-00AP: Faculty Recruitment and Selection
DATE ADOPTED: 12/1/97, Revised 1/22/01, 11/22/10, <u>10/22/18</u>	

All faculty vacancies, both teaching and non-teaching, will be advertised in accordance with the College's Equity Plan and competitive hiring process.

~~In order to fill a vacant instructional position, the dean or appropriate administrative authority in consultation with appropriate faculty and in compliance with SACS criteria shall establish minimum criteria for the position, such as degree, specific courses, experience and specialization.~~

All faculty, librarian and counselor positions will be recruited and selected in accordance with the policy, and TCC's Administrative Procedure 05-00AP and Collective Bargaining Agreement.

Teaching faculty members must have special competencies in the field in which they teach. These special competencies are attested to by advanced study, and the possession of at least a master's degree and eighteen semester hour credits in their teaching discipline. In the applied arts and in specialized professional or technical fields, evidence of professional competency is accepted in lieu of an advanced degree provided a two-year occupational degree or other special certification is held. Faculty who teach College Preparatory courses must possess a minimum of a bachelor's degree in the appropriate field.

In addition to professional educational preparation and experience, teaching faculty are expected to be able to communicate with and relate to their peers, supervisors, staff, and students in a competent, reasoned and professional manner. All potential faculty must demonstrate competency in written and oral communication prior to hire.

The Vice President for Academic Affairs will maintain a written procedure, approved by the President, for the hiring process and will review it annually with the Deans. Full time faculty will be consulted regarding the process. ~~All faculty selections for full time, established positions will be made using a competitive hiring process.~~ The process will provide that the Division Dean

appoint a faculty committee to assist in the recruitment and hiring process. Specific procedures can be found in Faculty Hiring Procedures (05-00AP).

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Faculty Orientation	NUMBER: 05-01
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code:	SEE ALSO: <ul style="list-style-type: none">• Administrative Procedure 05-01AP: Faculty Orientation
DATE ADOPTED: 12/1/97, 01/22/01, 11/22/10, 10/22/18	

Policy 05-01 repealed

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Faculty Orientation	NUMBER: 05-01
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code:	SEE ALSO: • Administrative Procedure 05-01AP: Faculty Orientation
DATE ADOPTED: 12/1/97; Revised 01/22/01, 11/22/10, <u>10/22/18</u>	

~~Each dean/program director shall maintain within the division a program to assist in the orientation of newly appointed members of that division. This orientation may vary from division to division, but shall include, as a minimum, introductions to colleagues, philosophy of the division and the College, College standards and requirements, physical facilities, internal structure, and policies and procedures.~~

~~The College may require new faculty to attend a paid orientation prior to the beginning of their first fall contract. In addition, annual contract faculty shall participate in a seminar series for up to 30 hours per semester conducted through the Center for Teaching Excellence each year they are on annual contract.~~

~~Policy 05-01 repealed~~

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Faculty Contracts	NUMBER: 05-02
<p>AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0411, 6A-14.041(2)</p>	<p>SEE ALSO:</p> <ul style="list-style-type: none"> • Administrative Procedure 05-02AP: Faculty Contracts • Board Policy 05-15 and Administrative Procedure 05-15AP: Resignation of Teaching Faculty
<p>DATE ADOPTED: 12/1/97, 01/22/01, 11/22/10, 05/20/13, 10/22/18</p>	

Policy 05-02 repealed

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Faculty Contracts	NUMBER: 05-02
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0411, 6A-14.041(2)	SEE ALSO: <ul style="list-style-type: none"> • Administrative Procedure 05-02AP: Faculty Contracts • Board Policy 05-15 and Administrative Procedure 05-15AP: Resignation of Teaching Faculty
DATE ADOPTED: 12/1/97, Revised 01/22/01, 11/22/10, 05/20/13, <u>10/22/18</u>	

~~A. Original Appointment and Contract Type~~

~~Faculty members hired for an original appointment shall receive an annual contract. The contract shall specify whether or not the faculty member is eligible for continuing contract subject to conditions of College Policy and Procedure.~~

~~1. Established Positions Eligible for Continuing Contract~~

~~Established faculty positions filled as a result of a competitive hiring process shall be eligible for continuing contract.~~

~~2. Temporary Positions not eligible for Continuing Contract~~

~~Under the conditions described below, the President may recommend to the Board of Trustees a temporary faculty position for a semester, a year, or up to three years that is not eligible for continuing contract.~~

~~a. In the case of an emergency situation due to extended illness, death, or unexpected resignation where adjunct faculty are not available or where no other full-time faculty teach in the discipline. The temporary position will be terminated once the emergency situation is resolved.~~

~~b. Grant supported short term programs intended to fill a temporary need,~~

~~c. Other short term needs such as to complete a teach out plan for a discontinued program or degree,~~

d. ~~Other emergency or temporary need situations.~~

3. ~~If a temporary faculty position is needed beyond three years, a new established position shall be created. If interested in the established position, the employee serving in the temporary position must apply for the established position in a competitive hiring process.~~

~~B. Renewal~~

~~Faculty members holding an annual contract may have their contract renewed by the Board upon the recommendation of the President no later than April 1st preceding the academic year for which the contract is to be effective.~~

~~C. Non-renewal of Annual Contract~~

~~The President may determine not to recommend renewal of a faculty member on an annual contract in accordance with the following:~~

- ~~1. Expectancy of reemployment: the College owes no further contractual obligation to the faculty member at the expiration of an annual contract. The Board has no legal obligation to renew the contract of a faculty member on annual contract.~~
- ~~2. Notice of non-renewal: when a determination is made that a faculty member is not to be reappointed, that faculty member shall be notified in writing 30 to 45 days prior to the expiration date of the contract. This action does not release the College from the contractual commitment to compensation for the faculty member until the term of the contract expires nor does it release the faculty member from continuing to serve the college until the term of the contract expires.~~
- ~~3. Reasons for non-renewal: the reasons for the determination not to renew an annual contract will not be stated.~~

~~D. Award of Continuing Contract~~

~~A continuing contract is granted subject to the following provisions:~~

- ~~1. Beginning with the 2013-2014 academic year, a faculty member shall have served at the College in a probationary status in accordance with the provisions and intent of 6A-14.0411(2)(a)(b) of the Florida Administrative Code (FAC) for five (5) full years of satisfactory service at Tallahassee Community College during a period not in excess of seven (7) total years. In all cases, such service shall be continuous except for leave duly authorized and granted. After three full years of satisfactory service, a faculty member who had continuing contract in another regionally or nationally accredited institution of~~

~~higher learning may petition for two years of credit through the annual evaluation process. If accepted, the faculty member may apply for continuing contract at that time.~~

- ~~2. The probationary period may be continued upon recommendation of the President and approval by the Board for no more than seven (7) years total. The contract of a faculty member who is not awarded a continuing contract by the completion of seven (7) years will not be renewed.~~
- ~~3. Faculty hired for the 2012-13 academic year or earlier shall have served for three (3) full years during a period not in excess of five (5) years.~~
- ~~4. Continuing contract is recommended to the Board by the President for faculty members who have received satisfactory ratings during the probationary period on the evaluation of performance of their duties and responsibilities. Continuing contract may become effective at the beginning of an academic year only.~~

~~Continuing contract must be based on explicit judgment of qualifications and performance. In accordance with 6A-14.0411(3) FAC, the criteria shall include the following:~~

- ~~a. Quantifiable measured effectiveness in the performance of faculty duties,~~
- ~~b. Continuing professional development,~~
- ~~c. Currency and scope of subject matter knowledge,~~
- ~~d. Relevant feedback from students, faculty, and employers of students,~~
- ~~e. Service to the department, college, and community; and~~
- ~~f. Appropriate criteria measuring student success defined as retention, progression, completion, and matriculation or job placement.~~

~~Criteria may also include the following:~~

- ~~a. Educational qualifications, efficiency, compatibility, student learning outcomes, character,~~
 - ~~b. Capacity to meet the educational needs of the community, and~~
 - ~~c. The length of time the duties and responsibilities of the position are expected to be needed.~~
- ~~5. Prior to initial appointment to continuing contract, faculty members must be carefully evaluated by the immediate supervisor. The faculty member will provide to the supervisor a professional portfolio containing a factual description of the faculty member's teaching, curriculum, service and professional development strengths and accomplishments. The portfolio will include empirical evidence as well as a self-assessment as detailed in Board of Trustees Policy 05-03. The dean/director shall consider all of the evaluation materials, including the immediate supervisor's assessment in making a recommendation to the Provost and President.~~

- a. ~~If the President concurs with the dean/director that the faculty member be awarded continuing contract, the President shall recommend this action to the Board of Trustees. The decision of the Board is final.~~
- b. ~~If the dean/director fails to recommend the faculty member for continuing contract, the faculty member may appeal to the President.~~
- c. ~~If the dean/director recommends that the faculty member be given a continuing contract and the President does not concur in the recommendation, the faculty member may appeal to the Board of Trustees.~~

~~E. Continuing Contract Status~~

~~Continuing contract status entitles the faculty member to continue employment in the full-time faculty position at the College without annual nomination or reappointment.~~

~~Faculty on continuing contract shall be reviewed annually by the immediate supervisor and shall submit a post-award professional portfolio every five (5) years to be evaluated by the immediate supervisor and the dean/director for the purpose of demonstrating continued achievement of standards set at the initial award of continuing contract and for demonstrating continual growth and development.~~

~~The President shall present an annual report to the Board of Trustees summarizing the status of all annual and continuing contract faculty.~~

~~F. Dismissal or Return to Annual Contract~~

~~Upon recommendation of the President, the Board may dismiss or return to annual contract a faculty member on continuing contract for failure to meet post-award performance criteria or for cause, in accordance with Board of Trustees Policy 05-16 and in accordance with 6A-14.0411(7)(a)(b) FAC.~~

- ~~1. The President or designee shall notify the faculty member in writing of the recommendation, and upon approval by the Board, shall afford the employee the right to formally challenge the action in accordance with College policy 05-16.~~
- ~~2. As an alternative to the hearing rights provided by College policy, the faculty member may request an administrative hearing in accordance with the guidelines of Chapter 120 of the Florida Statute (FS) by filing a petition with the Board within twenty-one (21) calendar days of receipt of the recommendation of the President.~~
- ~~3. Upon recommendation of the President, the Board may terminate a full-time faculty employee under continuing contract upon consolidation, reduction, or elimination of an institution's program, or restriction of the required duties of a position by the board in accordance with Board of Trustees Policy 05-16. In the evaluation of these factors, the decision of the board shall be final.~~

G. Administrators Holding Continuing Contracts as Faculty Members

~~Administrators who held continuing contracts as faculty members at the College before appointment to their administrative post are placed on leave of absence status from their continuing contract for the duration of their annual administrative appointment. Such persons may revert to their continuing contract status if otherwise eligible in the event that they are not reappointed to their administrative position or that they opt not to accept such annual appointment.~~

H. Supplemental Contracts

~~The President or designee is authorized to employ as needed any of the faculty members at the College on supplemental contracts.~~

Policy 05-02 repealed

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Assessment and Evaluation	NUMBER: 05-03
AUTHORITY: Florida Statute: 1001.64, 1001.65	SEE ALSO: <ul style="list-style-type: none"> • Administrative Procedure 05-03AP: Assessment and Evaluation • Board Policy 05-07 and Administrative Procedure 05-07AP: Teaching Faculty Responsibilities
DATE ADOPTED: 12/1/97,01/22/01, 11/22/10, 05/20/13, 10/20/14, 10/22/18	

Policy 05-03 repealed

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Assessment and Evaluation	NUMBER: 05-03
AUTHORITY: Florida Statute: 1001.64, 1001.65	SEE ALSO: <ul style="list-style-type: none"> • Administrative Procedure 05-03AP: Assessment and Evaluation • Board Policy 05-07 and Administrative Procedure 05-07AP: Teaching Faculty Responsibilities
DATE ADOPTED: 12/1/97, Revised 01/22/01, 11/22/10, 05/20/13, 10/20/14 , 10/22/18	

~~Assessment and evaluation of faculty will be conducted utilizing a variety of approaches relating to professional competence and commitment of the faculty member to the College. Annual and continuing contract faculty will maintain a professional portfolio that shall include evidence of effective classroom instruction, curriculum review and relevancy, service and support of college policies and procedures, and professional development. The portfolio will include materials described below, as appropriate to the position and responsibilities of the faculty member.~~

~~A. Evaluation of Faculty~~

~~Faculty on Annual Contract will be formally evaluated by the immediate supervisor each year prior to recommendation for annual contract renewal. The evaluation will be based on the faculty responsibilities described in Board Policy 05-07 and will include discussion of the items being collected for the professional portfolio as well as the annual classroom observation, student success results, and student evaluations.~~

~~Faculty being considered for moving from annual to continuing contract shall present a professional portfolio as described above for review and assessment by the immediate supervisor. The immediate supervisor will make a recommendation to the dean/director and Provost regarding continuing contract.~~

~~Faculty on Continuing Contract will participate in an annual review that consists of an appraisal of the faculty member's performance of the position responsibilities in Board Policy 05-07 as well as a review of documents being collected for the professional portfolio. The supervisor will provide written documentation of any concerns and expectations for correction in anticipation of the post-award review.~~

B. Professional Portfolio Material provided by the Faculty Member

Required:

- ~~• Statement of Teaching Responsibilities (courses taught over the period of the evaluation)~~
- ~~• Representative Course Syllabi~~
- ~~• Teaching Philosophy~~
- ~~• Teaching Goals—Short and Long Term~~
- ~~• Instructional Innovations~~
- ~~• Service provided to the department, college, and academic community~~
- ~~• Results of continuing professional development, short and long term~~

Optional:

- ~~• Teaching Methodologies~~
- ~~• Description of Teaching Materials~~
- ~~• Curricular Revisions~~
- ~~• Documentation of Teaching Improvement Activities~~
- ~~• Teaching honors and other recognitions~~
- ~~• Individual student feedback~~
- ~~• Samples of student achievements and outstanding student accomplishments in or beyond the classroom~~

C. Professional Portfolio Materials provided by Others

All portfolios shall also include the following:

- ~~1. Classroom observation assessment results written by the immediate supervisor:
 - ~~a. Faculty on Annual Contract: each faculty member on annual contract will be observed once a year or more frequently, if needed. The observation will be conducted by the immediate supervisor and will be followed by a conference to discuss the observation. The results of the observation and conferences will be incorporated as a part of the annual review and professional portfolio.~~
 - ~~b. Faculty on Continuing Contract: each faculty member on a continuing contract will be observed by the immediate supervisor as necessary but at least once every two (2) years. The observation will be followed by a conference to discuss the observation. The results of the observation will be incorporated in writing as a part of the annual review in years the observation is conducted and in the professional portfolio.~~~~

~~2. Student Course Evaluations~~

~~Students will evaluate faculty members in each class in each major semester of the contract. The primary purpose of student evaluation of faculty is self-improvement of the faculty member and the course. Faculty will develop a written self-analysis of the results. The Student Course Evaluation reports and self-analysis will be included as a part of the annual review and professional portfolio.~~

~~3. Student Success Data~~

~~The immediate supervisor will provide data on student success including retention rates, ABC success rates, and achievement of student learning outcomes, student progression, completion, and matriculation or job placement to be analyzed and addressed as appropriate as part of the formal evaluation.~~

~~4. A review of items one through seven in the portfolio by a faculty peer.~~

~~5. Results of employer surveys, when appropriate to the discipline.~~

D. Post-Award Evaluation

~~Faculty on Continuing Contract will present a professional portfolio for assessment by the immediate supervisor and the dean/director every five years. The immediate supervisor will make a recommendation to the dean/director and Provost regarding the faculty evaluation.~~

~~Faculty on Continuing Contract whose annual review indicates any area of concern related to faculty responsibilities identified in Board Policy 05-07 will develop a plan to address that concern in the following year. If the next annual review indicates the concern has not been addressed, a post-award evaluation will be required. This evaluation will be in addition to the regularly scheduled five year post-award evaluation. Additionally, the supervisor may require a post-award evaluation if intermittent concerns occur between five year evaluations.~~

~~The Procedure for developing a portfolio and professional development plan and for conducting the annual review and post-award assessment is described in Administrative Procedure 05-03AP.~~

E. Assessment of Faculty Teaching in More Than One Division

~~Faculty may be qualified to teach in more than one discipline in the College. When more than one division is concerned, the faculty member will be assigned to one division as the home division and that immediate supervisor will assume responsibility for the evaluation/assessment of the faculty member. The secondary supervisor will provide input to the "home" division supervisor. The evaluation/assessment procedure for these faculty is described in Administrative Procedure 05-03AP.~~

Policy 05-03 repealed

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Faculty Hours of Work	NUMBER: 05-04
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0491	SEE ALSO: <ul style="list-style-type: none">• Administrative Procedure 05-04AP: Faculty Hours of Work
DATE ADOPTED: 12/1/97, 03/15/99, 1/22/01, 8/20/01, 11/26/01, 11/22/10., 05/20/13, 10/22/18	

Policy 05-04 repealed

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Faculty Hours of Work	NUMBER: 05-04
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0491	SEE ALSO: <ul style="list-style-type: none"> • Administrative Procedure 05-04AP: Faculty Hours of Work
DATE ADOPTED: 12/1/97, Revised 03/15/99, 1/22/01, 8/20/01, 11/26/01, 11/22/10, 05/20/13, <u>10/22/18</u>	

~~A. Non-Teaching Faculty~~

~~Non-teaching faculty and faculty librarians shall adhere to a minimum of a forty (40) hour work week scheduled as appropriate in accordance with the contract length specified in the Board-approved Salary Schedule.~~

~~B. Teaching Faculty~~

~~Faculty members may have teaching assignments both on and off campus, day and evening, and at times, on the weekends. Their assignments require forty (40) or more hours of professional services to the College each week.~~

~~The following shall apply to teaching faculty:~~

~~1. A faculty member must provide for a total time of at least twenty-five (25) hours in an instructional capacity, that is, available to students in the classroom and through office hours. Classroom contact and on-campus office hours may be adjusted for assignments during non-traditional academic terms and for non-traditional delivery. Adjustments must be approved by the immediate supervisor. No more than 30% of the 25 hours may be modified for virtual delivery without approval of the Provost or President. On the Teaching and Office Schedule, the faculty member shall list the following:~~

~~a. All class hours~~

~~b. Office hours sufficient to total a minimum of twenty-five (25) hours in combination with class hours~~

- ~~c. At least ten (10) office hours~~
 - ~~d. Other responsibilities for which reassigned time has been authorized~~
 - ~~e. Synchronous virtual office hours and class time~~
- ~~2. On campus hours required must be distributed Monday through Friday with a minimum of two hours per day. Office hours are to be scheduled at times convenient to students and are not to conflict with other regularly scheduled commitments.~~
 - ~~3. Faculty members are expected to adhere to the class schedule and office hours submitted each semester. Temporary changes to the office hour schedule must be approved by the immediate supervisor. If conflict cannot be avoided, faculty may attend official college committee meetings or special events during office hours as long as students are notified of the temporary change in availability.~~
 - ~~4. During the fall and spring semesters, approximately thirty (30) hours per semester will be spent in the advisement process. These hours are scheduled in addition to office and class hours. Annual contract faculty will not advise during their first semester and will engage in limited advising hours in the second and subsequent semesters such that their total commitment to the new faculty seminar program and advising totals approximately 30 hours.~~
 - ~~5. Limited exceptions to these scheduling requirements may be made with the approval of the President upon written recommendation of the immediate supervisor and Provost.~~
 - ~~6. Aside from these duties, faculty members are expected to perform other college-related services during their work week, both on campus and off. If not in class, faculty are expected to be available for scheduled meetings and other campus and department responsibilities as defined by the immediate supervisor, dean/director, or other campus officials. Faculty should not expect that campus and committee meetings will be adjusted to accommodate any non-college faculty commitments.~~
 - ~~7. Faculty will be required to take leave if non-college commitments prevent them from attending required class or office hours, advising hours, meetings or events.~~
 - ~~8. All teaching and office hour commitments for extra assignments for fall and spring term are above and beyond these regular contract obligations.~~
 - ~~9. Faculty teaching a web class as an extra assignment or in the summer may adjust on-campus schedules for virtual hours. Adjustments must be approved by the immediate supervisor.~~

~~Noncompliance with these responsibilities will be handled through the official College policies relating to such conduct.~~

C. Advising Responsibilities—Summer Terms

~~Faculty who teach during the summer are required to assist with advising as needed, but no more than the following. Advising responsibilities for all summer term teaching are calculated by term (not weekly) as follows:~~

~~1-3 credit hours or 1-9 clock hours—6 hours advising~~

~~4-6 credit hours or 10-20 clock hours—9 hours advising~~

~~7-12 credit hours or 21+ clock hours—12 hours advising~~

Policy 05-04 repealed

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Non-Teaching Days	NUMBER: 05-05
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code:	SEE ALSO: <ul style="list-style-type: none">• Administrative Procedure 5-05AP: Non-Teaching Days
DATE ADOPTED: 12/1/97, 01/22/01, 11/22/10, 10/22/18	

Policy 05-05 repealed

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Non-Teaching Days	NUMBER: 05-05
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code:	SEE ALSO: • Administrative Procedure 5-05AP: Non-Teaching Days
DATE ADOPTED: 12/1/97, Revised 01/22/01, 11/22/10, <u>10/22/18</u>	

~~The Academic Calendar of the College contains a number of faculty work days on which teaching faculty members perform non-teaching assignments. These non-teaching days will be devoted to student advisement, registration, committee meetings, division meetings, in-service training, specific assignments as authorized by deans or program directors, as well as faculty preparation for teaching and other contract responsibilities.~~

~~Teaching faculty must report to campus for required activities appropriate to their position responsibilities as specified by the dean or program director, Vice President for Academic Affairs, President, or other authorized authority.~~

~~Faculty must be available by phone or email on these days but need not be on campus except for required activities as described above. Faculty who cannot be available as required on campus by phone or by email must take the appropriate leave.~~

Policy 05-05 repealed

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Faculty Absences	NUMBER: 05-06
<p>AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code:</p>	<p>SEE ALSO:</p> <ul style="list-style-type: none"> • Administrative Procedure 05-06AP: Faculty Absences • Board Policies Chapter 4 and Administrative Procedures Chapter 4: 04-27 through 04-41 • Board Policy 05-18 and Administrative Procedure 05-18AP: Adjunct Instructor
DATE ADOPTED: 12/1/97, 01/22/01, 11/22/10, 10/22/18	

Policy 05-06 repealed

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Faculty Absences	NUMBER: 05-06
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code:	SEE ALSO: <ul style="list-style-type: none"> • Administrative Procedure 05-06AP: Faculty Absences • Board Policies Chapter 4 and Administrative Procedures Chapter 4: 04-27 through 04-41 • Board Policy 05-18 and Administrative Procedure 05-18AP: Adjunct Instructor
DATE ADOPTED: 12/1/97; Revised 01/22/01, 11/22/10, <u>10/22/18</u>	

~~A. Teaching Faculty~~

~~Faculty members who need to miss class shall notify their dean or program director as far in advance as possible so adequate provision can be made to cover the class. The dean or program director or his/her designee shall determine if a class cannot be covered and needs to be canceled. Faculty members may not cancel class without the explicit approval of the appropriate dean.~~

~~Prior to missing class, faculty members shall submit a Leave Request form to the dean or program director for approval. In the case of unexpected illness or emergency, faculty shall submit a leave form as soon as they return to duty. Failure to make application for paid leave shall result in loss of pay.~~

~~Because leave is based on a forty (40) hour week, a full day's absence represents an eight (8) hour day. Absence for portions of a day's scheduled responsibilities will be determined by the actual hours missed for classes and/or other scheduled on-campus or virtual hours.~~

~~No more than eight (8) hours per day will be deducted for leave. Similarly, the hours charged to leave on a given day plus the number of scheduled hours in attendance will not exceed eight (8).~~

~~B. Non-Teaching Faculty~~

~~Absences for non-teaching faculty members shall be in accordance with Board Policy sections 04-27 through 04-41.~~

~~C. Adjunct Instructors~~

~~See Board Policy 05-18.
Policy 05-06 repealed~~

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Teaching Faculty and Faculty Librarian Responsibilities	NUMBER: 05-07
AUTHORITY: Florida Statute: 1001.64, 1001.65	SEE ALSO: <ul style="list-style-type: none">• Administrative Procedure 05-07AP: Teaching Faculty Responsibilities
DATE ADOPTED: 12/1/97, 01/22/01, 11/22/10, 05/20/13, 10/20/14, 10/22/18	

Policy 05-07 repealed

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

<p>TITLE: Teaching Faculty and Faculty Librarian Responsibilities</p>	<p>NUMBER: 05-07</p>
<p>AUTHORITY: Florida Statute: 1001.64, 1001.65</p>	<p>SEE ALSO:</p> <ul style="list-style-type: none"> • Administrative Procedure 05-07AP: Teaching Faculty Responsibilities
<p>DATE ADOPTED: 12/1/97; Revised 01/22/01, 11/22/10, 05/20/13, 10/20/14, <u>10/22/18</u></p>	

~~Tallahassee Community College (TCC) faculty are professional educators with the primary responsibility of providing a quality education for TCC students. All TCC faculty members are responsible for fulfilling the following responsibilities in accordance with the philosophy, mission, policies, and procedures of the College.~~

The responsibilities of teaching faculty and faculty librarians are as follows:

Instruction

- ~~To devote the best professional effort to the primary task of teaching assigned classes by maintaining high academic standards, teaching current and relevant curriculum, communicating content effectively and cultivating an environment best suited to learning.~~
- ~~To provide to students in all classes at the beginning of each term a copy of the instructor syllabus written in accordance with TCC Policy 05-12.~~
- ~~To assure that a student's grade accurately reflects the student's achievements of the learning outcomes of the course.~~
- ~~To teach assigned classes at the scheduled time and place.~~
- ~~To maintain and report accurate records of attendance, grades, and student progress when required by state and federal law and college policy and procedures.~~
- ~~To maintain office hours in accordance with the schedule developed and approved by the immediate supervisor each semester.~~

- ~~Faculty librarians demonstrate effective instructional effort to the primary task of supporting a learner-centered teaching library by (1) maintaining high academic standards, (2) teaching current and relevant academic materials, (3) communicating content effectively, and (4) cultivating an environment best suited to learning.~~
 - a. ~~Collaborate with discipline faculty demonstrating integration of information literacy through lesson objectives and instructional strategies,~~
 - b. ~~Provide one-on-one and small group research instruction and teach assigned classes as above~~
 - c. ~~Proved record of research instruction~~

Curriculum

- ~~To review course objectives and instructional strategies periodically to assure the consistency of each course with the master syllabus for the course and with the needs of the students.~~
- ~~To prepare or revise the master course syllabus for specific courses and to assist in course coordination as needed.~~
- ~~To participate in the selection of appropriate course textbooks, resources and learning management systems, or other modes of reference/instruction as appropriate.~~
- ~~To revise or develop new courses as needed to assure the relevancy and appropriateness of the curriculum.~~
- ~~Faculty libraraian responsibilities are as follows:~~
 - a. ~~To collaborate with discipline faculty on assignments and assessments, including assessment results that utilize quality information resources and support the achievement of learning outeomes~~
 - b. ~~To collaborate with discipline faculty on the integration of information literacy through lesson objectives and instructional strategies employed in discipline courses~~
 - c. ~~To participate in the selection of appropriate books, journals, databases, and other materials, physical and electronic, to aid in the teaching and learning process~~
 - d. ~~To revise or develop new instructional support materials~~

Service and Support of College Policies and Procedures

- ~~To encourage students to make maximum use of the resources of the College, including the Library, Learning Commons, and online resources.~~
- ~~To provide service to the College, the division, and the discipline.~~
- ~~To participate in the advising process; 10 hours per year are required.~~

- ~~• To follow college policy and procedures in all matters.~~

Professional Development

~~To develop and implement a plan for professional development that may include short and long term goals, as well as documentation to be included in the professional portfolio. Professional development may also include opportunities that are not planned but that present themselves during the year. The plan is intended to be individualized and may involve innovation in instruction, curriculum, or service.~~

Policy 05-07 repealed

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Reassigned Time	NUMBER: 05-08
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code:	SEE ALSO: <ul style="list-style-type: none">• Adminstative Procedure 05-08AP: Reassigned Time• Board Policy 05-09 and Adminstative Procedure 05-09AP: Teaching Load
DATE ADOPTED: 12/1/97, 01/22/01, 11/26/01, 11/22/10, 10/22/18	

Policy 05-08 repealed

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Reassigned Time	NUMBER: 05-08
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code:	SEE ALSO: <ul style="list-style-type: none"> • Adminstative Procedure 05-08AP: Reassigned Time • Board Policy 05-09 and Adminstative Procedure 05-09AP: Teaching Load
DATE ADOPTED: 12/1/97; Revised 01/22/01, 11/26/01, 11/22/10, <u>10/22/18</u>	

~~Upon the recommendation of the appropriate dean or program director, or the Vice President for Academic Affairs, the College may reassign a faculty member to a non-instructional assignment for service that benefits the College. This service may include, but is not limited to, serving as program chair, faculty senate chair, or other special program coordinator; developing or extensively revising a program; developing new instructional methods or specialized materials; or piloting an innovative teaching or learning method. Signature approval of the Vice President for Academic Affairs and the President is required.~~

~~Reassignments shall be made on an annual basis. Annual written reports shall be submitted to the Vice President for Academic Affairs through the appropriate dean.~~

~~When reassigned time is granted in combination with teaching responsibilities, the teaching load can be computed by referring to the teaching load formula (Policy 05-09), taking the mean of the "spread," reducing it by the fraction of released time granted, and reapplying the "spread" to determine the range of the workload. See Procedure 05-08 for formula and detailed procedures.~~

~~The faculty member is expected to accomplish the objectives for which the reassigned time was granted by arranging the work schedule above and beyond that required for the teaching responsibilities. Required office hours may be scaled down proportionately. Teaching, office hours, and/or planned released time work schedules must be indicated on the Teaching and Office Schedule form submitted at the beginning of each term.~~

Policy 05-08 repealed

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Teaching Load	NUMBER: 05-09
AUTHORITY: Florida Statute: 1001.64, 1001.65, 1012.82 Florida Administrative Code:	SEE ALSO: <ul style="list-style-type: none"> • Administrative Procedure 05-09AP: Teaching Load
DATE ADOPTED: 12/1/97, 03/15/99, 1/22/01, 5/21/01, 11/26/01, 11//22/10, 6/20/11, 2/17/14, 10/22/2018	

Workload is based on contact hours. The Vice President for Academic Affairs will maintain records for loading and is responsible for assuring that faculty are not continuously over or under-loaded. A factor of .75 will be applied to full-time teaching loads consisting totally of laboratories, studio, or activity courses.

All other faculty matters are addressed in the Collective Bargaining Agreement which can be accessed: [TCC - UFF Contract](#).

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Teaching Load	NUMBER: 05-09
AUTHORITY: Florida Statute: 1001.64, 1001.65, 1012.82 Florida Administrative Code:	SEE ALSO: <ul style="list-style-type: none"> • Administrative Procedure 05-09AP: Teaching Load
DATE ADOPTED: 12/1/97, Revised 03/15/99, 1/22/01, 5/21/01, 11/26/01, 11//22/10, 6/20/11, 2/17/14, 10/22/18 09/17/18	

Workload is based on contact hours. The Vice President for Academic Affairs will maintain records for loading and is responsible for assuring that faculty are not continuously over or under-loaded. A factor of .75 will be applied to full-time teaching loads consisting totally of laboratories, studio, or activity courses.

All other faculty matters are addressed in the Collective Bargaining Agreement which can be accessed: TCC - UFF Contract.

~~A full time teaching load is defined in the Florida Statutes as “a minimum of fifteen classroom contact hours per week at such institution. However, the required classroom contact hours per week may be reduced upon approval of the president of the institution in direct proportion to specific duties and responsibilities assigned the faculty member by his or her department chair [Dean or Program Director] or other appropriate college administrator.” Florida Statute 1012.82.~~

~~A full time teaching load at the College is based on class size, the number of preparations, and the total student contact hours. The teaching load shall be calculated according to TCC Administrative Procedure 05-09. The President approves the teaching load. The Vice President for Academic Affairs will maintain records for loading and is responsible for assuring that faculty are not continuously over or under loaded.~~

~~The teaching load formula is derived in the following manner: contact hours for each course taught times the number of students enrolled in assigned sections, scaled to account for number of different preparations. This formula is applicable to lecture courses only or lectures in combination with labs/studios/activities. A factor of .75 will be applied to full time teaching loads consisting totally of laboratories, studio, or activity courses. Associated laboratories are not considered as separate preparations.~~

~~Preparations Contact Hours~~

- 1 — 450-550
- 2 — 375-450
- 3 — 300-375
- 4 — 250-300

An instructor may be reassigned for specific duties and responsibilities other than classroom contact hours. This assignment must be approved by the President upon written recommendation of the appropriate dean and the Vice President for Academic Affairs, a faculty member may be considered for reassignment to other responsibilities. Approval of the President is required for all reassignments.

A. Summer Teaching

Summer term teaching contracts are based upon need. No guarantee of full time employment can be given for summer contracts.

Faculty will be compensated as outlined in the current Board approved Salary Schedule.

The maximum credit hours taught during summer terms are as follows:

- A term only — 10 hours — 410 Student Contact Hours (SCH)
- B term only — 10 hours — 410 SCH
- C term only — 12 hours — 492 SCH
- combination of A and B terms — 15 hours — 615 SCH
- Or A, B, and C (maximum 10 in one term)
- combination of A and C terms — 12 hours — 492 SCH
- combination of B and C terms — 12 hours — 492 SCH

In cases of combination lecture, lab, and clinicals, faculty members can work a maximum of 180 clock hours in the summer session.

The Division Dean may make exceptions to the above summer maximums to meet the needs of the Division/program when addressing extenuating or unusual circumstances.

Weekly office hours must be distributed as follows:

# of credit (or clock) hours	Term A or Term B	Term C
1-3 credit (or 1-9 clock) hours	2	1
4-6 credit (or 10-20 clock) hours	4	2.5
7-10 credit (or 21+ clock) hours	6	3.5

4-12 credit (clock hours n/a)	n/a	4
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~~B. Additional Teaching Assignments (Fall and Spring Terms)~~

~~The Dean or Program Director may assign a faculty member additional teaching assignments beyond a full-time teaching load to meet the needs of the Division/program. The faculty member must be in good standing and must have received an overall satisfactory on the evaluation the previous year to be considered for an additional assignment. These additional assignments shall be compensated as outlined in the current Board-approved Salary Schedule.~~

~~During the fall and spring semesters, additional assignments are defined as 1) any combination of classes paid on a head-count basis (SPI, TV, or DIS) or 2) an extra class (including web-based classes).~~

~~A faculty member teaching an additional assignment will be required to hold one office hour per week for each additional assignment. Class and office hours for extra assignments must be scheduled in addition to the minimum 25 hours required by statute for the regular contract. Faculty teaching extra classes must continue to fulfill their commitments to service and professional growth as required by contract.~~

~~C. Extra Class~~

~~A faculty member may teach one extra class per term or up to 12 credit hours over three fall/spring terms, whichever is greater. Faculty teaching one extra class may also teach one additional assignment of a class paid on a head-count basis. To be eligible for an extra class, a faculty member must satisfy 240.341 FS (fifteen-hour requirement) or be near the top of the loading formula. No class or assignment beyond the regular contract is guaranteed, and all extra assignments/classes are determined by the Dean based on the need of the Division/program.~~

~~D. Maximum Number of Students~~

~~The maximum number of students in an additional assignment is as follows:~~

~~SPI, DIS, TV—50 students (group considered as one additional assignment)
or 30 students if faculty member is teaching an extra class~~

~~— Extra Class—41 students~~

~~E. Exceptions~~

~~Exceptions to this policy may be made to benefit the College. Exceptions will only be made in extenuating circumstances and must be authorized by the Vice President for Academic Affairs. Faculty who are authorized for exceptions must have received satisfactory evaluations in all areas (teaching, professional development, and service) the previous year.~~

Teaching Load

[Policy 05-09 repealed](#)

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**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Upgrading of Degree	NUMBER: 05-10
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code:	SEE ALSO: <ul style="list-style-type: none">• Administrative Procedure 05-10AP: Upgrading of Degree
DATE ADOPTED: 12/1/97, 01/22/01, 11/22/10, 10/22/18	

Policy 05-10 repealed

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Upgrading of Degree	NUMBER: 05-10
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code:	SEE ALSO: • Administrative Procedure 05-10AP: Upgrading of Degree
DATE ADOPTED: 12/1/97; Revised 01/22/01, 11/22/10, 10/22/18	

~~In the event that a full-time faculty member obtains a higher degree during the course of the contractual year, a new contract recognizing this enhanced status may be written to take effect as of the next available pay period provided that official documentation is provided and the higher degree is judged by the Vice President for Academic Affairs or designee to be beneficial to the existing instructional assignment and related responsibilities.~~

~~[Policy 05-10 repealed](#)~~

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Master Course Syllabus and Instructor Syllabus	NUMBER: 05-12
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code:	SEE ALSO: <ul style="list-style-type: none">• Administrative Procedure 05-12AP: Master Course Syllabus and Instructor Syllabus
DATE ADOPTED: 12/1/97, 02/21/00, 1/22/01, 11/22/10, 10/22/18	

Policy 05-12 repealed

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Master Course Syllabus and Instructor Syllabus	NUMBER: 05-12
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code:	SEE ALSO: • Administrative Procedure 05-12AP: Master Course Syllabus and Instructor Syllabus
DATE ADOPTED: 12/1/97, Revised 02/21/00, 1/22/01, 11/22/10, <u>10/22/18</u>	

~~A. Master Course Syllabus~~

~~An up-to-date master course syllabus is maintained for each course offered by the College. Copies of this master syllabus are on file in each respective division office and in the office of the Vice President for Academic Affairs.~~

~~The master syllabus sets forth the course outline, student learning outcomes, the text(s), and other pertinent features of the course.~~

~~The master course syllabus file shall be reviewed and updated annually in a manner to be determined by the Vice President for Academic Affairs~~

~~Elements of the master syllabus are described in Administrative Procedure 05-12AP.~~

~~B. Instructor Syllabus~~

~~The dean/program director shall provide each faculty member with a copy of the master course syllabus for each course taught, so that the faculty member can prepare the individual course syllabus for each class using the master syllabus as a guide. The instructor must provide the instructor syllabus to all students the first day of class.~~

~~The required elements of the instructor syllabus are set forth in Administrative Procedure 05-12AP.~~

Policy 05-12 repealed

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Enrollment in College Courses	NUMBER: 05-13
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code:	SEE ALSO: <ul style="list-style-type: none">• Administrative Procedure 05-13AP: Enrollment in College Courses
DATE ADOPTED: 12/1/97, 01/22/01, 11/22/10, 10/22/18	

Policy 05-13 repealed

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Enrollment in College Courses	NUMBER: 05-13
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code:	SEE ALSO: • Administrative Procedure 05-13AP: Enrollment in College Courses
DATE ADOPTED: 12/1/97, Revised 01/22/01, 11/22/10, <u>10/22/18</u>	

~~Enrollment in university or college courses during contractual periods is permissible, provided that such course work does not interfere with the regular work of the employee.~~

~~Any faculty member seeking reimbursement for college courses must apply through the process established by the College (see Administrative Procedure 04-13AP).~~

~~Generally, the equivalent of six (6) semester hours or less will be considered not to constitute interference with one's regular work assignment. Any faculty member seeking to enroll in more than the equivalent of six (6) semester hours of course work shall notify the appropriate dean/program director prior to enrollment.~~

Policy 05-13 repealed

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Sabbatical Leave	NUMBER: 05-14
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code:	SEE ALSO: <ul style="list-style-type: none">• Administrative Procedure 05-14AP: Sabbatical Leave
DATE ADOPTED: 12/1/97, 01/22/01, 10/20/08, 11/22/10, 10/22/18	

Policy 05-14 repealed

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Sabbatical Leave	NUMBER: 05-14
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code:	SEE ALSO: • Administrative Procedure 05-14AP: Sabbatical Leave
DATE ADOPTED: 12/1/97; Revised 01/22/01, 10/20/08, 11/22/10, <u>10/22/18</u>	

~~The college recognizes the necessity of maintaining a high caliber of faculty and the importance of the faculty's contribution in delivering quality education. The college recognizes that faculty sabbaticals play an important role in developing and enhancing faculty expertise, thereby supporting faculty excellence in teaching and research. The college also recognizes that a faculty sabbatical is a privilege and should be granted only when it results in adding value to the institution, faculty member and students.~~

~~The purpose of the sabbatical leave is to allow faculty to engage in specific planned activities involving academic study, instructional excellence, research and writing of a professional nature, creative or artistic endeavors, or other activities and objectives clearly related to the faculty member's academic discipline and of benefit to the college.~~

~~Upon the recommendation of the President, Sabbatical Leave may be granted to full-time faculty on continuing contract who have demonstrated excellence in teaching, professional growth, and service to Tallahassee Community College and the local community.~~

~~The procedure for application, approval, and assessment of sabbaticals shall be the responsibility of the President.~~

Policy 05-14 repealed

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Resignation of Teaching Faculty	NUMBER: 05-15
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code:	SEE ALSO: <ul style="list-style-type: none">• Administrative Procedure 05-15AP: Resignation of Teaching Faculty
DATE ADOPTED: 12/1/97, 11/22/10, 10/22/18	

Policy 05-15 repealed

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Resignation of Teaching Faculty	NUMBER: 05-15
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code:	SEE ALSO: • Administrative Procedure 05-15AP: Resignation of Teaching Faculty
DATE ADOPTED: 12/1/97, Revised 11/22/10, <u>10/22/18</u>	

~~Full-time teaching faculty member resignations effective the following academic year should be submitted prior to July 1. The President or designee may accept written resignations at any time effective upon their receipt, subject to their approval at the next regular meeting of the Board.~~

~~Faculty members who are in good standing and submit a written resignation effective the next academic year, and are scheduled to teach during the summer term prior to the next academic year, will be compensated at the fulltime summer rate of pay.~~

~~Faculty members must turn in all grade books covering the last two (2) academic years and leave explicit instructions with their Dean or Program Director for the removal of any assigned "Incomplete Grades."~~

Policy 05-15 repealed

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Faculty Grievances and Appeals	NUMBER: 05-17
AUTHORITY: Florida Statute: 1001.64, 1001.65, 1012.855 Florida Administrative Code:	SEE ALSO: <ul style="list-style-type: none">• Administrative Procedure 05-17AP: Faculty Grievances and Appeals
DATE ADOPTED: 12/1/97; 1/22/01, 11/22/10, 10/22/18	

Policy 05-17 repealed

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Faculty Grievances and Appeals	NUMBER: 05-17
AUTHORITY: Florida Statute: 1001.64, 1001.65, 1012.855 Florida Administrative Code:	SEE ALSO: • Administrative Procedure 05-17AP: Faculty Grievances and Appeals
DATE ADOPTED: 12/1/97; Revised 1/22/01, 11/22/10, <u>10/22/18</u>	

~~The College assures prompt and impartial consideration to complaints which faculty members may have that are a result of their relationship with the College. The grievance procedure is available to both full-time and adjunct faculty members but excludes equity and sexual harassment complaints.~~

~~All time frames included in steps two through five of this procedure may be modified with the mutual consent of all parties involved with or affected by the grievance.~~

~~**A. Step One: Informal Resolution**~~

~~Within ten (10) work days after the action/event, the faculty member should first discuss the problem with the dean. In the absence of the dean, the faculty member should discuss the problem with the Vice President for Academic Affairs.~~

~~**B. Step Two: Filing A Grievance**~~

~~If the faculty member is dissatisfied with the informal discussion in Step One, the faculty member should present the grievance to the dean in writing no later than ten (10) work days following the failure of informal attempts at reconciliation.~~

~~The dean should schedule a meeting with the faculty member in an effort to resolve the grievance within five work days after receipt of the grievance. The dean should provide a written response to the faculty member within (5) five work days after the discussion stating the action to be taken in an effort to resolve the grievance, or should outline the reasons why a satisfactory resolution could not be found.~~

~~C. Step Three: Review By The Vice President For Academic Affairs~~

~~If a mutually satisfactory solution cannot be reached between the faculty member and the dean, the faculty member may submit the written grievance to the Vice President for Academic Affairs within five (5) work days from the receipt of the dean 's response to the grievance. If the faculty member fails to grieve the disposition of Step One within the specified time limit, the disposition shall be considered resolved and binding on the faculty member and the College. The Vice President for Academic Affairs should respond to the grievance in writing within ten (10) work days after receipt of the grievance.~~

~~D. Step Four: Appeal To The President~~

~~If the decision of the Vice President for Academic Affairs is unsatisfactory to the faculty member, the faculty member may file a written notice of appeal to the President within five (5) work days after receipt of the decision of the Vice President for Academic Affairs. The President may render a decision or have the matter reviewed by a committee established for this specific case:~~

~~If a grievance committee is to be established, the President shall select faculty members, students, and staff from specific units of the College sufficient to comply with the College's Equity Plan of having male, female, and minority representation on all College committees. The specific list of eligible members shall be provided by the Office of Academic Affairs upon the request of the President.~~

~~The Grievance Committee shall review documentation regarding the case and shall submit a written report and recommendation to the President within ten (10) work days after the conclusion of the committee review process.~~

~~The President shall render a decision based upon the record or may call witnesses as necessary.~~

~~E. Step Five: Appeal To The District Board Of Trustees~~

~~Should the faculty member not find satisfaction in the President's decision, the faculty member may request that the President present the grievance and the dispositions made at each step to the District Board of Trustees for their review. This appeal to the Board must be made within ten (10) work days after the receipt of the President's decision. Should the faculty member wish to address the Board regarding the grievance, the appeal must so indicate, and the request will be included on the next available Board agenda.~~

~~The decision of the Board shall be made on the record and shall be final.~~

Policy 05-17 repealed

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Academic Freedom – Faculty Members	NUMBER: 08-00
AUTHORITY: Florida Statute: 1001.64; 1001.65 Florida Administrative Code: 6A-14.0247	SEE ALSO: <ul style="list-style-type: none">• Administrative Procedure 08-00AP: Academic Freedom – Faculty Members• Board Policy 08 -01 and Administrative Procedure 08-01AP: Academic Freedom - Students
DATE ADOPTED: 12/01/97, 05/17/10, 10/22/18	

Policy 08-00 repealed

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Academic Freedom – Faculty Members	NUMBER: 08-00
AUTHORITY: Florida Statute: 1001.64; 1001.65 Florida Administrative Code: 6A-14.0247	SEE ALSO: <ul style="list-style-type: none"> • Administrative Procedure 08-00AP: Academic Freedom – Faculty Members • Board Policy 08 -01 and Administrative Procedure 08-01AP: Academic Freedom - Students
DATE ADOPTED: 12/01/97, revised 05/17/10, <u>10/22/18</u>	

~~The educational program at Tallahassee Community College shall be conducted in accordance with the principles of academic freedom of inquiry within the framework of responsibility.~~

~~Each faculty member is entitled to freedom in discussing the faculty member’s subject in the classroom, when conducting academic research, or when writing for publication. The faculty member should not introduce controversial matter into teaching which has no relation to the subject.~~

~~In discussing controversial issues related to the subject matter, however, the faculty member should adhere to the following:~~

- ~~1. The faculty member should make every attempt to understand thoroughly the significant facts and opinions on all sides of the issue.~~
- ~~2. The faculty member should help students find, analyze, and interpret these facts.~~
- ~~3. The faculty member should direct tactfully an intelligent, emotionally controlled discussion exemplifying good discussion techniques.~~
- ~~4. The faculty member should endeavor to maintain an open-minded, unprejudiced attitude toward all such issues.~~

- ~~5. The faculty member should encourage the development and utilization of creative and critical thinking in students and guide them to seek the truth through every available method whenever possible.~~
- ~~6. As a citizen in the community, the faculty member should be free from any institutional control. However, the faculty member should remember that the public may judge the teaching profession and the College by what the faculty member writes or says. Therefore, the faculty member should clearly state that the information may not necessarily represent the point of view of the College.~~
- ~~7. In the event that classroom material of a controversial or sensitive nature is called into question, the faculty member should be prepared to demonstrate the relationship of such material to the course objectives. The faculty member should also be aware of community standards regarding obscenity and pornography and of the legal ramifications involved.~~

Policy 08-00 repealed

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Class Rosters and Attendance Records	NUMBER: 08-07
AUTHORITY: Florida Statute: 1001.64; 1001.65 Florida Administrative Code: 6A-14.0247	SEE ALSO: <ul style="list-style-type: none">• Administrative Procedure 08-07AP: Class Rosters and Attendance Records
DATE ADOPTED: 12/01/97, 05/17/10, 10/22/18	

Policy 08-07 repealed

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Class Rosters and Attendance Records	NUMBER: 08-07
AUTHORITY: Florida Statute: 1001.64; 1001.65 Florida Administrative Code: 6A-14.0247	SEE ALSO: <ul style="list-style-type: none">• Administrative Procedure 08-07AP: Class Rosters and Attendance Records
DATE ADOPTED: 12/01/97, Revised 05/17/10, <u>10/22/18</u>	

~~Faculty members and adjunct instructors are responsible for keeping class rosters for all students in their classes and for making these records available to the appropriate College office as needed.~~

~~Attendance must be taken as required by federal or state law or as required for college compliance with law.~~

Policy 08-07 repealed

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Textbook Selection, Discontinuance, Appeal	NUMBER: 08-08
AUTHORITY: Florida Statute: 1001.64; 1001.65 Florida Administrative Code: 6A-14.0247	SEE ALSO: Administrative Procedure 08-08AP: Textbook Selection, Discontinuance, Appeal
DATE ADOPTED: 12/01/97, 01/22/01, 05/17/10, 5/20/13, 10/22/18	

Policy 08-08 repealed

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Textbook Selection, Discontinuance, Appeal	NUMBER: 08-08
AUTHORITY: Florida Statute: 1001.64; 1001.65 Florida Administrative Code: 6A-14.0247	SEE ALSO: Administrative Procedure 08-08AP: Textbook Selection, Discontinuance, Appeal
DATE ADOPTED: 12/01/97; Revised 01/22/01; ; 05/17/10; ; 5/20/13, <u>10/22/18</u>	

~~Tallahassee Community College recognizes the financial impact that the cost of textbooks has upon students. The college faculty and staff will make every effort to help control those costs by ordering only those materials needed for a particular class, by unbundling materials, and by offering students options for the acquisition and purchase of required texts and ancillary materials including open access texts, e books and a rental program. The college will continue to implement options to keep textbooks affordable.~~

~~All college textbook selection/discontinuance policies will be in compliance with the Higher Education Opportunity Act.~~

~~A. Selection/Discontinuance Policies~~

~~The choice of textbooks is a divisional responsibility with the actual selection being a function of the faculty teaching a specific course.~~

~~Upon approval of an adopted text(s) for a course, it is understood that this adoption shall remain in effect for two full calendar years. Only in urgent cases may permission to discontinue a text be granted at an earlier date. Such permission must be granted by the appropriate dean/director.~~

~~After collaboration, the faculty member(s) concerned make a recommendation to the dean/director. Requests that have been approved will be transmitted to the bookstore by the dean/director.~~

- ~~1. Textbook discontinuance—no later than February 15th of the preceding year~~
- ~~2. New textbook selection—no later than February 15th of the preceding year~~
- ~~3. If courses are added after this date, textbooks for those courses should be adopted as soon as possible~~
- ~~4. If the college determines that information regarding book selection is not available or that posting this information is not practical, then the college must post “to be determined” for that course~~
- ~~5. If materials are ordered as a bundled package, instructors in the discipline area must confirm that all materials will be used~~
- ~~6. Faculty members may not require students to purchase materials other than those authorized in advance by the dean/director for the specific course~~
- ~~7. Textbook selections must be posted no later than 30 days prior to the start of the semester in which the textbook(s) will be used.~~

Policy 08-08 repealed