
FULL-TIME/ADJUNCT FACULTY MANUAL OVERVIEW AND WELCOME



Welcome to Reid State Technical College. This Adjunct Faculty Training is designed to help you become acquainted with the College and to answer questions about policies and procedures. Please read the following information and become familiar with its contents. It is to the advantage of both you and the College for you to be a well-informed part of the faculty.

As an instructor you are a vital component of Reid State's instructional program. We appreciate your dedication and commitment to providing quality instruction at Reid State Technical College.

The information presented in this handbook is specifically designed to help you succeed in the classroom and does not contain all of the official policies and procedures of the College. Please refer to the Reid State Technical College, Policy Manual, Catalog and Student Handbook for more information as needed.

Welcome to the Reid family.

College Mission and Vision

MISSION

Reid State Technical College is a degree-granting, two-year institution that provides quality academic and technical education to students from diverse backgrounds and abilities. The college promotes economic growth by preparing a qualified workforce for business and industry.

VISION

Reid State Technical College will be the premier, dynamic, and innovative college that empowers learners, transforms lives, and enhances communities in a globally competitive environment.

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College Strategic Goals/Initiative

ENROLLMENT

Goal 1: Enrollment - RSTC will increase institutional enrollment.

Objective 1: Design and develop a recruitment plan targeting traditional and non-traditional students.

Strategy 1a: Provide personnel to develop essential recruiting and marketing strategies aimed at managing the pre-enrollment process. (Person(s) Responsible: Recruiter, Dean of Instruction and Workforce Development)

Strategy 1b: Develop and utilize robust and aggressive social media and public relations campaigns designed to create interest and excitement about RSTC. (Person(s) Responsible: Recruiter, Receptionist, Dean of Instruction and Workforce Development)

Strategy 1c: Develop, strengthen and maintain relationships with community partners and stakeholders such as K12 education, Workforce Career Centers, and employers to provide pre-enrollment and career pathways. (Person(s) Responsible: Division Chairs, Recruiter, Dual Enrollment Coordinator, Dean of Instruction and Workforce Development, Adult Education Director)

Objective 2: Develop efficient and effective enrollment management strategies that maximize and increase student enrollment.

Strategy 2a: Develop customer service best-practices throughout the pre-enrollment and enrollment process. (Person(s) Responsible: Dean of Students, Dean of Instruction and Workforce Development, Registrar, Recruiter, Counselor)

Strategy 2b: Utilize constant personal and electronic student contact to ensure best possible on boarding experience. (Person(s) Responsible: Dean of Students, Dean of Instruction and Workforce Development, Registrar, Recruiter, Receptionist)

Strategy 2c: Work to anticipate and remove barriers to enrollment for potential and current students. (Person(s) Responsible: Dean of Students, Dean of Instruction and Workforce Development, Registrar, Recruiter, Counselor, Financial Aid Director)

TECHNOLOGY

Goal 2: Technology – RSTC will increase the use of technology resources

Objective 1: Increase student and community access and availability to technological resources.

Strategy 2a: RSTC will establish an open access computer lab on the Atmore Site by Fall 2018. (Person(s) Responsible: Computer Services Director, Dean of Students, Division Chair for Health Sciences)

Strategy 2b: RSTC will provide all RSTC students with open access to Wi-Fi by Spring 2018. (Person(s) Responsible: Computer Services Director, Dean of Students, Division Chair for Health Sciences)

Strategy 2c: Increase use of Educart by offering a minimum of two courses each semester beginning Fall 2018 and at least 1 professional development workshop annually beginning Fall of 2017. (Person(s) Responsible: Professional Development Committee)

Strategy 2d: Annually, all faculty and staff will attend 1 technology focused professional development workshop beginning Fall 2017. (Person(s) Responsible: Professional Development Committee)

Objective 2: Increase faculty/staff usage of technology.

Strategy 2a: Provide periodic professional development on technological advancements within each departmental unit that enhances unit activities and processes. (Person(s) Responsible: Professional Development Committee)

COMMUNITY ENGAGEMENT/WORKFORCE DEVELOPMENT

Goal 3: *Community Engagement/Workforce Development* – RSTC will produce highly qualified, skilled graduates/workers needed by economic, business and industry partners.

Objective 1: Build economic, business and industry partnerships to support community vitality

Strategy 1a: Increase participation in community events, economic development endeavors and local government activities. (Person(s) Responsible: Division Chairs, Faculty, Administration)

Strategy 1b: Develop workforce development partnerships that correspond with the institutional mission, vision and goals to enhance graduate placement opportunities and internships. (Person(s) Responsible: Division Chairs, Faculty, Administration)

Objective 2: Strengthen institutional advisory council participation by providing opportunity for feedback and input beyond regularly scheduled Advisory Council meetings.

Strategy 2a: Provide Council with quarterly notices regarding institutional events, programmatic changes and overall college updates. (Person(s) Responsible: President, Director of HR)

COMMUNICATION

Goal 4: Communication – RSTC will provide consistent and transparent internal and external communications on a regular basis.

Objective 1: Improve internal communications

Strategy 1: Promote transparency and communication in each institutional unit through on-going systematic unit reviews and data meetings. Each unit supervisor disseminate quarterly unit updates and changes to all college personnel beginning Fall 2017. (Person(s) Responsible: Unit Supervisors)

Objective 2: Improve external communications

Strategy 2a: Develop a comprehensive marketing and public relations plan that enhances the College's awareness. Produce new themed marketing materials (brochures and flyers) and produce an annual college television commercial to begin Spring 2018 (conducted annually in the Spring). (Person(s) Responsible: Receptionist, Recruiter, Marketing/Advertising Office)

Employment Documentation to Get Started

It is the policy of Reid State Technical College that each employee has on file prior to offer of employment the documentation listed below.

With the Business Office:

1. Federal Form W-4
2. State Form A-4
3. Federal Form I-9
4. A copy of current driver's license
5. Copy of the front and back of applicant's social security card (If card has been misplaced, a copy of application for a new card is sufficient until the replacement card is received.)
6. Direct Deposit Authorization (optional)

The above forms must be processed with the Payroll Office on or before the first day of work or class meeting. (Contact Sharon North at 251-578-1313 ext. 115)

With the Human Resource Office:

1. A completed Reid State Application for Professional Employment
2. A current resumé
3. ***Official transcripts from all colleges attended*** or the final transcripts of the last college attended if it reflects all degrees listed on the application and all related coursework earned
4. A signed Drug Free Compliance Form
5. A signed Request, Authorization, Consent, and Release for Background Information Form

*NOTE: All full-time faculty positions must have 3 current letters of reference when applying. The employment process is not complete until all required documentation is on file in the Business Office and in the Human Resource Office. **No checks will be issued until the employment process and files are complete.**

Adjunct instructional staff are employed via part-time contracts.

PAY PERIODS

Adjunct faculty will be paid on the last instructional day of the month in equal monthly installments per semester. The adjunct faculty pay schedule is as follows:

Fall Semester:	September, October, November, and December
Spring Semester:	February, March, April, and May
Summer Term:	June, July, and August

****Current page still under review. Information is subject to change or vary from what's noted above. Please contact Payroll office for further questions

Employment Documentation and Salary

The employment process is not complete until all required documentation is on file in the Business Office and in the Human Resources Office. **No checks will be issued until the employment process and files are complete.**

Full-time and part-time faculty will receive a letter of appointment within 1 month of hire. Adjunct instructional staff are employed via part-time letter of appointment. Part-time positions are temporary and do not apply toward tenure. No guarantee of employment for part-time positions is expressed or implied beyond the letter of appointment period. Temporary full-time positions do not apply toward tenure.

Adjunct Faculty Salary: \$1,335.00 per 3 credit hour course at Reid State

Changes in status such as address, marital status, payroll deductions etc., should be reported to the Business Office located and updated to the Human Resource Office.

All new employees shall report to the Business Office to process personnel records. These will include:

- Federal income tax withholding (W-4);
- State income tax withholding (A-4);
- Application for Teacher Retirement membership;
- Application for membership in health insurance plans if desired;
- Application for membership in Public Employees' Deferred Compensation plan if desired;
- Completion of electronic file information;
- Completion of Employment Eligibility Verification form.
- Completion of Alabama New Hire form.
- Completion of direct deposit information.
- Payment of Criminal Background Check.

****Current page still under review. Information is subject to change or vary from what's noted above. Please contact Payroll office for further questions

Criminal Background Checks Policy

1. A criminal background check shall be conducted on all applicants and current employees at each institution.
2. Except as indicated in paragraph 3 below, individuals convicted of a felony or crime involving moral turpitude will not be eligible for employment. Employees hired in violation of this policy will be subject to termination in accordance with the *Students First Act*.
3. Applicants and current employees convicted of a felony or crime involving moral turpitude must obtain a recommendation from the President for the Chancellor's approval that the applicant or current employee is suitable for employment. Factors to be considered in determining whether the individual is suitable include, but are not limited to
 - the proximity or remoteness in time of the conduct
 - the risk of harm to persons or property of the institution
 - the likelihood of the recurrence of the questioned conduct
 - any extenuating circumstances
4. Current employees determined to be unsuitable for employment based on a felony conviction or conviction of a crime involving moral turpitude shall have the right to appeal directly to the Chancellor.
5. Within 10 days, any employee convicted of a felony or crime involving moral turpitude subsequent to a criminal background check must report the conviction to the President.
6. The Chancellor shall issue guidelines to ensure consistent compliance of this policy.

General Faculty Responsibilities

Please read and be familiar with general responsibilities of an adjunct:

1. Teaching assigned classes in accordance with the College schedule.
2. Keeping active at a high level of expertise in the subjects taught and stimulating enthusiasm for those subjects.
3. Organizing each course taught into an effective instrument of learning according to divisional course outline.
4. Recording daily class attendance and reporting attendance verification as requested.
5. Planning each unit or lesson, both as to content and method, to make each class minute meaningful.
6. Studying and utilizing the characteristics of the students in each class and college instructional support service in order to facilitate the best teaching and learning situations.
7. Maximizing the learning opportunities for each student.
8. Keeping informed of current trends and new approaches to instruction.
9. Keeping students informed about their progress through the prompt grading of papers and evaluation of each student's work.
10. Referring to counselors (including Student Support Services) reports on all students who are in need of counseling.
11. Becoming thoroughly familiar with all College policies and procedures via professional development and review of Adjunct Faculty training documents.
12. Posting and maintaining office hours for student consultations, informal student advising, and review of career paths.
13. Lifting, carrying and moving heavy objects within safety limits (i.e., technical, occupational, and career instructors only; nursing instructors being required to lift or move patients in accordance with the relevant industry safety standards and policies).
14. Ensuring that assigned classes are held as scheduled.
15. Holding the final exam at the time scheduled in the College's Semester Class Schedule.
16. Striving for the qualities delineated in the criteria for faculty evaluation used by the College.
17. Assuming other professional duties and responsibilities as may be assigned by the Dean of Instruction and Workforce Development or division chair.

Salary: \$1385 per course

QUALIFICATIONS (subject to change; see HR Director for more information):

1. Academic teaching fields (i.e., math, history, biology, etc.) require a Master's degree with eighteen (18) graduate semester hours in the teaching field from a regionally accredited institution.
2. Associate degree or equivalent from a regionally accredited institution preferred. Diploma or certificate in training area from a regionally accredited institution required. Minimum of five years successful full-time experience in the welding field.
3. Certifications or licenses (required in some teaching fields) must be valid and current.
4. Excellent oral, written, and interpersonal skills are required.
5. Teaching experience is preferred.

DESIRED PROFILE:

An adjunct instructor is responsible for the planning, preparation, and evaluation of classroom instruction and related activities. An Adjunct Instructor performs all other duties as directed by the Dean of Instruction & Workforce Development, Division Chairperson, or the President or his designee. Adjunct instructors are employed on a part-time, per course basis for one semester, as determined by the Dean of Instruction and Workforce Development or Division Chairperson for each division. These are non-tenure tract positions.

Non-Discrimination Policy

Reid State Technical College is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Reid State Technical College will make reasonable accommodations for qualified disabled applicants or employees. Applicants desiring reasonable accommodations for the interview are encouraged to request such accommodations when contacted for an interview appointment.

Reid State complies with Title VI and Title VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

The coordinator of Title V, VI, IX, and Section 504 of Title V, and Title VI for the College is Dr. Tangela Purifoy, Dean of Students, P.O. Box 588, Evergreen, Alabama 36401, telephone (251) 578-1313. Any inquiries regarding the application of Reid State Technical College's non-discriminatory policy should be directed to the College coordinator or the Director, Office for Civil Rights.

Websmart: Faculty/Adjunct Account Information

To access the accounts below, go to www.rstc.edu and click on **About US>Employee Resources>Websmart** at the top of the page.

Websmart

You will use Websmart to *access your course rolls*

- You will use Websmart post final course grades.
- Your User ID will be assigned to you by the Computer Services Director (contact the Dean of Instruction for additional information).
- Your default PIN number is your 6 digit birthdate. You will be asked to change to a new 6 numeric digit PIN number once you log on.
- You can use Websmart to check your Employee Information such as payroll, leave, and general advising/course information.

For assistance, contact your Division Chair or the Dean of Instruction and Workforce Development.

How to Access Course Rolls

You will use Websmart to *access your course rolls*

1. Log into your Websmart account
2. Click on Faculty Info Center and Course Administration to see a list of your courses
3. Click on a course
4. Click on Course Administration to open the options menu
5. Click on Course Roll Inquiry
6. Review course rolls at the beginning of the semester to ensure every student is enrolled in your course
7. Continue to review course rolls periodically throughout the semester to ensure accuracy

Class Rolls

- **Students not on the official class roll are not allowed in class without a pass from the Student Services Department.** If you have a student in your class who is not on your official roll, you are to inform the student that he/she is not registered and must report to Student Services.
- Do not allow the student to return to class until you have a written form from Student Services.
- A failure to follow this policy can result in a personal financial obligation for the student's tuition and fees.
- The Registrar distributes and collects course rolls on a monthly basis. It is essential that all rolls are submitted to the Registrar's Office by the specified deadline. Official Course rolls will be distributed by email and must not include any writing other than the signature, withdrawal dates and/or notation of NO SHOW (NS).
- Failure to submit course rolls by the specified due date could result in written disciplinary action.

How to Post Final Course Grades

You will use Websmart to post final course grades.

1. Log into your Websmart account
2. Click on Instructor Info Center to see a list of your courses
3. Click on a course
4. Click on Course Administration to open the options menu
5. Click on Record Final Grades
6. Enter the letter grade for each student on your roll (only Alphabetic grades are allowed).

How to Accept Your Letter of Appointment

Full and Adjunct faculty will be contacted by email when their Letter of Appointment is ready. Letters must be picked up in the Human Resources Office, the Dean of Instruction and Workforce Development Office or from your Division Chair. Letters must be submitted and signed by the due date specified by the Human Resources/Payroll Office. For assistance, please contact one of the following:

- Director of Human Resources, Brenda Jackson, 251.578-1313 ext. 147/bjackson@rstc.edu
- Payroll Accounting Clerk, Sharon North, 251-578-1313 ext. 115/snorth@rstc.edu
- Dean of Instruction and Workforce Development, Coretta Boykin, 251-578-1313 ext. 137
cboykin@rstc.edu

How to Access Email Account

New Faculty email addresses will be requested by the Dean of Instruction and Workforce Development to the IT department. Once faculty has received their Reid State email address, all email communication will be transmitted through their Reid State email account.

Office 365 Email Account

All faculty, staff, and students have an Office 365 email account. You should use this email account when communicating with your students and Reid State staff. You are encouraged to check this email account weekly for important information from different college departments. You should use this email address on your course syllabus and in your Canvas Instructor Biography.

- **USER NAME:** Enter your entire Reid State email address.
Example: jsmith@rstc.edu
- **PASSWORD:** as specified by IT

For IT assistance, contact the Reid State IT department (Percy Parker, Director) at 251-578-1313 ext. 202.

How to Access Canvas

All online courses at Reid State Technical College use Canvas as the learning management system. Each course you teach must be set-up by you within Canvas each semester. Instructors are responsible for adding their students names to their course in Canvas. To log in to Canvas, use your Reid State email address. Your Canvas Password will be provided by the Canvas Administrator or RSTC IT Director.

- **USER NAME:** Enter your entire Reid State email address.
Example: jsmith@rstc.edu
- **PASSWORD:** “Reid” and your 5 digit Reid State employee number.
Example: Reid 12345

For assistance, contact the Canvas Administrator, Steven Preyear at spreyear@rstc.edu

Canvas Basics to Get Started

Canvas Login: Web Address: <https://Reid State.instructure.com>

User ID and Password: Same as your Reid State email login

For Login Issues you must contact Steven Preyear at spreyear@rstc.edu.

Canvas User Account

- Update your profile
- Customize your notifications to determine how you will receive information
- Use the files for storage of global documents
- Watch Canvas Tutorial Videos for a quick recording of basic Canvas How-Tos:
<https://resources.instructure.com/courses/31/pages/canvas-instructor-tour-videos>

Modifying Your Canvas Course Template - REQUIRED

1. Update the Home Page
2. Post your Course Syllabus & Outline (Make sure you have the most current version from your Division Chairperson-recommended to save as a .pdf file) You must leave the syllabus table as it is on the Syllabus page. It has to be updated with your course information to keep us in ADA compliance.
3. Complete About Your Instructor (short bio, contact info, & office hours)
4. ALL courses are required to keep a detailed Grade Book in Canvas (Review tutorial link for Grade Book Overview: <https://community.canvaslms.com/videos/1112>)
5. The Syllabus Quiz is required for Online courses for attendance verification. Web-Enhanced & Hybrid courses may use it or may turn it off. Instructors may modify the questions if they wish.

Required Navigation Items:

- Home
- Syllabus
- Announcements
- Grades
- Modules
- People
- Optional Navigation Items:
 - Conferences
 - Collaborations
 - Chat
- (All other items should be unavailable and content linked through the Modules page ONLY) Items like Lockdown Browser, Arc Media Library, and Publisher links are not available to students even though Instructors can see them.

For More Information Contact: Steven Preyear: 251-578-1313 ext. 211; spreyear@rstc.edu)

Class Meeting Times

The Council on Occupational Education (COE) requires that we provide the same quality education in our distance education, evening, and off-campus programs that we provide in our day programs. One measure of quality in education is the amount of time required for each class. COE has established a standard minimum time in class, and **it is absolutely necessary that all classes meet for the amount of time stated on the class schedule**. This is a basic requirement of COE and the College. Any necessity that requires an alteration in class time or an emergency that requires a time change should be reported. Any changes in classes should be reported to the appropriate Division Chairperson, or the Dean of Instruction. In those instances where you are unable to contact the Division Chair or Dean of Instruction, contact the CTE Coordinator Dr. Serena Brown at sbrown@rstc.edu. Field trips must be approved in advance by the Dean of Instruction & Workforce Development.

Failure to conduct classes for the period of time indicated on the class schedule is a violation of the teaching contract. Your adherence to this important policy, as well as your enthusiastic and energetic teaching efforts, is necessary to maintain our quality educational programs.

Grading Policy

At Reid State Technical College, grades are indicated by the following letter grades in all programs except Nursing and Health Sciences (see program information on pages 106 and 126):

A Excellent 90-100

B - Good 80-89

C - Average 70-79

D - Poor 60-69

F - Failure Below 60

Alternative program grading policies are noted in the Program Outline. Grades are available on the College website with proper user identification. Grades of “A”, “B”, and “C” are considered satisfactory. Students should be aware that many colleges and universities will not accept grades of “D” for transfer, and these courses should be repeated before attempting transfer.

A grade of “W” will be assigned to any student who officially withdraws from the College or a particular course as published in the College catalog.

A grade of “I” will be assigned, at the discretion of the instructor, when all required work for a course is not completed by the end of the semester in which the course is taken. A grade of I must be cleared by the end of the following semester, or a grade of “F” will be assigned.

Withdrawal Policy

SCHEDULE CHANGES/WITHDRAWAL ADDING/DROPPING CLASSES

Addition of classes is permitted only during the designated drop/add period following registration as published in the semester class schedule and Catalog. A student may drop a course and a grade of “W” will appear on the permanent record. Students adding or dropping classes should follow this procedure:

1. Request the change through the faculty advisor and obtain the advisor and appropriate instructor’s signatures.
2. Return the form to the Registrar for computer entry of the schedule change. 39
3. Take the Schedule Change/Withdrawal form to the Cashier, where the student will pay additional tuition/fee charges or complete a Request for Refund form, if required.

COMPLETE WITHDRAWALS

A student who withdraws from school will receive a grade of “W” on his/her permanent record. A grade of “F” cannot be changed to a “W”. A student who desires to withdraw from college during any semester should use the following procedure:

1. Request the change through the faculty advisor
2. See the Financial Aid Office for exit interview
3. Have an exit interview with the Advisor, Dean Instruction & Workforce Development

Attendance Policy

ATTENDANCE POLICY

Reid State Technical College is a non-attendance taking institution that specifies the attendance requirements in the syllabus for each course. Class attendance is considered essential to the educational process at Reid State Technical College. The College subscribes to the philosophy that academic success derived by students is directly proportional to their class attendance. There is also a high correlation between the number of absences and the final grade. Students are expected to punctually attend all classes in which they are registered. Attendance will be recorded from the first day of the student's official enrollment. A student is considered officially enrolled upon payment of tuition and fees. Regulations pertinent to the student attendance are listed below:

1. Faculty members may establish such attendance requirements as they deem academically sound.
2. Any student who does not attend class during the drop/add period will be dropped from the class roll and considered a no-show.
3. It is the student's responsibility to keep track of the exact number of absences in each class and to ensure that any missed assignments are completed in a timely manner. The instructor is not required to notify the student when the student is in danger of being excessively absent, nor is the instructor required to review any material missed as a result of the student being absent. However, at mid-term, faculty members will identify students who have apparently ceased attendance but have not completed the withdrawal process. Students in courses that meet at least twice per week will be reported if they have missed five consecutive class meetings before mid-term or 5 absences for a 15-week term (consecutive or nonconsecutive) for unofficial withdrawal. Students in courses that meet once per week will be reported if they have missed three consecutive class meetings before mid-term. These students will be removed from the courses as an unofficial withdrawal and assigned a grade of W.
4. If a student is unable to attend a class regularly, regardless of the reason or circumstance, he/she should formally withdraw from that class. The student should see their advisor to complete the withdrawal form and the Registrar's Office will process the withdrawal.
5. The attendance policy for classes on special schedules will be announced at the first class meeting.
6. Attendance requirements in programs which lead to a board license (e.g., Cosmetology and Nursing) or which are regulated by federal or state statute (veterans' benefits) may be different from the policy set forth herein.

Student Academic Grievances Policy

The College has established policies and procedures to resolve student(s) academic grievances that result from the acts or omissions of faculty members or administrators. This resolution should be achieved at the lowest level and in the most equitable way possible. The burden of proof rests with the complainant. When student(s) believe they have an academic grievance, they should first seek to resolve it by discussions with the faculty member or administrator involved. If these discussions are not satisfactory, the complaint should be taken to the next highest level listed in the following procedures. If the grievance arises from a classroom situation, student(s) should take the following steps in seeking redress:

1. Consult with the instructor involved, in person, or by written contact, no later than 12 calendar days following the incident.
2. If agreement on or compromise of the problem is not achieved within 3 instructional days, take the grievance to the appropriate division chairperson.
3. If agreement on or compromise of the problem is not achieved within 3 instructional days, take the grievance to the appropriate Counselor.
4. If still not satisfied that a fair and equitable solution has been found within 3 instructional days, take academic grievances to the Dean of Instruction/Workforce Development. The Dean of Instruction/Workforce Development will have 5 instructional days to review the case and attempt to find an equitable solution. If still not satisfied, move to step 5.
5. The student(s) should read the Judgments section of this policy carefully before contacting the Dean of Instruction/Workforce Development for a hearing before the Admissions Committee.
6. As a last resort and only after steps 1-5 have been carried out or conscientiously attempted, a student(s) may take a grievance in writing to the Dean of Instruction/Workforce Development and the chairperson of the Admissions Committee. The grievance must be filed within 20 instructional class days of the term following that in which the grievance occurred. No instructor or administrator shall be allowed to delay resolution of an academic grievance by failing to hold a consultation with a student(s) within a reasonable length of time of the initial request. Normally, such consultation should occur immediately after receipt of the student(s) request, unless bona fide reasons, such as illness, personal emergency, or campus absences for professional reasons make the time limit unreasonable. In some instances, when the personalities or problem involved would make starting at the level of the complaint too awkward or embarrassing, student(s) may initiate a complaint at the next higher level listed.

Faculty Duties and Responsibilities

INSTRUCTIONAL CALENDAR

Reid State develops an annual calendar to meet the requirements of the ACCS Board of Trustees. The academic year (fall and spring semesters) instructional calendar shall include 175 days. The summer term shall include 54 days. The fall and spring semesters shall each contain a minimum of 78 instructional days. A minimum of three examination days per semester (fall and spring) may be counted as instructional days. The summer term shall include a minimum of 50 instructional days. A minimum of two examination days may be counted as instructional days. The scholastic year (fall, spring, and summer) shall include: 175 duty days, 156 of which must be instructional days for the academic year (fall and spring semesters); 54 duty days, 50 of which must be instructional days for the summer term; or 229 duty days, 206 of which must be instructional days for the academic year and summer term. At least one registration day is required per term for fall and spring semesters and one registration day for summer term. The calendar shall include a minimum of two and a maximum of five drop/add days per term for fall and spring semesters and a maximum of two days for the summer term. Orientation or initial class sessions may be held on registration day, but these days may not be counted as instructional days. The remaining (noninstructional) days shall be used for registration, final examinations, professional development, and faculty workdays. The fall semester must begin in August and end in December. Spring semester must begin in January and end in May. The fall semester will include two days and the spring semester will include three days for statewide professional development. A minimum of two local professional development days are required for the year. Days that the college is officially open are duty days for all full-time noninstructional personnel.

DUTY DAYS AND HOURS

Full-time instructors, librarians, and counselors employed on a nine-month contract (fall and spring) shall work a minimum of 175 days. Full-time instructors, librarians, and counselors employed on a twelve-month contract shall work a minimum of 229 days. Those employed full-time for the summer shall work a minimum of 54 days. The Alabama Community College Board of Trustees requires faculty members to spend a minimum of 35 hours per week on campus, exclusive of any regularly scheduled breaks. This does not mean that every faculty member is required to be on duty seven hours a day, but it is intended that faculty have a regular schedule of instruction, student counseling, and preparation. Faculty schedules must be approved by the Dean of Instruction and Workforce Development, the President and subsequently adhered to by the faculty member.

FACULTY LOAD

According to the ACCS Board of Trustees Policy #608.1 Instructor Load and hours: "Each full-time academic instructor at any institution under the authority, direction, and control of the ACCS Board of Trustees shall teach 15 to 16 credit hours per term or the equivalent for the academic year, fall and spring semesters, at such institution. The maximum number of contact hours per week for a full-time technical instructor shall be determined by the president but shall not exceed thirty (30).

According to ACCS Board of Trustees policy, duties of the instructors and hours involved will be determined by the President with the understanding that good professional judgment will be exercised. For the purposes of this policy, a full-time load for a technical instructor shall be 24 to 30 clock hours per week. The number of preparations and the number of students will be considered as well as the total theory hours taught in determining a full-time load.

Technical instructors will not teach more than six theory courses taught nonconcurrent or more than 16 clock hours of theory. A full-time load for general education faculty shall be 15 to 16 credit hours for fall and spring semesters and 12 to 13 hours for summer term.

COURSE SYLLABI

It is the responsibility of each faculty member to provide his/her students and division chair with a comprehensive course syllabus for each course assigned to him/her. These shall be given to students at the first class meeting. The course syllabi shall be constructed in compliance with the syllabus requirements, course guide, and curriculum standard on file in the office of the Division Chairpersons. Two copies of each course syllabus, for the upcoming semester, are due to the Division Chair at the end of the Fall, Spring, and Summer semesters.

LESSON PLANS

All faculty are required to utilize lesson plans and course outlines in order to adequately prepare for instruction.

INSTRUCTIONAL DOCUMENTS AND TEXTBOOKS

It is the responsibility of each faculty member to provide students and the appropriate division chair with a course outline and/or syllabus for each course assigned. The College's approved course syllabus and textbook must be used for each course. Instructors may provide additional information to students. *A course syllabus must be given to students at the first-class meeting, either electronically or in hard-copy form.* At the end of each semester, a copy of the final examination for each course must be available to the division chair, either electronically or by hard copy. Textbooks that have been adopted for courses must be used. ALL textbook requests and/or recommendations go the Bookstore Manager and reviewed.

FACULTY DRESS CODE

All (adjunct and full-time) faculty members are expected to be professional in their dress at all times. While technical and laboratory instructors must dress appropriately for their respective areas, T-shirts, jeans, and tennis shoes are not appropriate, especially for lecture program areas.

Full-time/Adjunct Faculty Accessibility

Adjunct Faculty members **must** make themselves accessible outside of class to the students they teach. It is **imperative** that students are given correct contact information or a specific time and place that a faculty member may be reached for consultation and academic assistance outside of class time. This information must be made available to the students in the course syllabus given out at the beginning of each semester. Contact the appropriate Division Chair or Dean of Instruction/Workforce Development for access to office space and telephone usage.

Faculty Evaluation Policy

The faculty appraisal system at Reid State Technical College is based on observed accomplishments of the specific duties and responsibilities included in the faculty job description. As required by Alabama Community College System Board of Trustees Policy, each non-probationary instructor is evaluated annually by the Division Chairperson, by the Dean of Instruction and by the president or his/her designee. Additionally, Division Chairpersons are evaluated annually by the Dean Instruction. Probationary instructors are evaluated each semester by the Division Chairperson.

Family Educational Rights and Privacy Act (FERPA)

(Buckley Amendment, 20 U.S.C. 1230, 1232g) - Annual Notice to Students

Annually, Reid State Technical College informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with which the institution fully complies, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Also, students have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

In accordance with the Family Educational Rights and Privacy Act, students under the age of 21 who commit a violation of drug and alcohol policies and laws will have such violation(s) reported to their parents/guardians.

Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy are available to students in the Registrar's Office. The policy is also printed under Student Records Policy in the Student Handbook. Questions concerning the Family Education Rights and Privacy Act may be referred to the office of the Registrar.

Americans with Disabilities Act (ADA)

REHABILITATION ACT

Reid State Technical College complies with Section 504 of the Rehabilitation Act of 1973 as amended and does not discriminate on the basis of disability in admission of, access to, or treatment or employment in, its programs or activities. Questions or concerns regarding this Act should be directed to the Dean of Students, the ADA Coordinator, or the 504 Regulations Coordinator, P.O. Box 588, Evergreen, Alabama 36401.

AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act (ADA) provides federal protection to people who are considered disabled. Compliance with the Americans with Disabilities Act is a priority of Reid State Technical College.

THE ALABAMA COMMUNITY COLLEGE SYSTEM PROVIDING SERVICES FOR STUDENTS WITH DISABILITIES

Services and reasonable accommodations are provided pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Alabama Community College System is committed to working with individuals with disabilities. It is a goal of the Alabama Community College System to ensure that students with disabilities have the programmatic and architectural accesses needed for integration into campus life.

All applicants must meet the academic and technical standards requisite to admission or participation in programs and/or activities at Alabama Community College System institutions. Alabama Community College System institutions will not reduce standards in the grading and/or evaluation of students. Academic requirements that are determined by the respective college to be essential or fundamental will not be modified.

Alabama Community College System institutions strive to eliminate barriers to learning or participation in other institutional activities, and provide the following services for students and faculty:

- Screening of disability documentation
- Determination of appropriate accommodations
- Communication with faculty and/or staff regarding student needs
- Referral to other available campus and/or community resources

Providing reasonable accommodations for students with disabilities requires an individual assessment of need and is a problem solving process. Specific accommodations depend upon the nature and requirements of a particular course or activity and the skills and functional abilities of a particular student. Appropriate accommodations may include the following:

Extended time of exams
Permission to record lecture
Change in test format
Priority registration

Enlarge print/graphics
Textbooks on tape/CD/DVD Blue Ray
Handouts of overhead materials
Cordless FM system\
Removal of structural barriers
Class note taker
Use of spell checker
Extra time for assignments
Alternative evaluation methods
Special parking
Text telephone

Students with disabilities are responsible for informing the respective college about the disability and the need for reasonable accommodation. This should be done prior to or upon enrollment at the college. Students must furnish adequate documentation of their disabilities from medical or other appropriate professionals in order to substantiate the need for services.

Technology Services/Internet Policy

1. Ethical and Responsible Use of the Network/Internet

- a. Usage of the Reid State Technical College Network System is on an at-will basis. Reid State Technical College and the Technology Services Department will not be responsible for any damage to person or property from the use of the Reid State Technical College Network System.
- b. The Reid State Network System – including email service, internet service, and college-provided equipment – is the property of the State of State and is not intended for personal use. It is not acceptable to use College resources for purposes which violate any federal or state law or College Policy; are harmful or harassing to others; disrupt normal network use and service; execute for-profit commercial activities or business transactions; or constitute political campaigning.
- c. All users are accountable for use of resources in an effective, ethical, and lawful manner. Users are prohibited from accessing the Internet for any unethical or immoral purpose, including any activity associated with pornography, obscenity, violence, gambling, racism, harassment, personal gain, or any illegal activity. Users are discouraged from using profanity or vulgarity when posting electronic mail via the Internet or posting to public forums (i.e., newsgroups). Any electronic mail sent through postings to public newsgroups must fall within these ethical standards.
- d. All users must abide by all federal and state laws with regard to information sent through the Internet. Unauthorized release or disclosure of information through the Internet or through any other means is strictly prohibited. Proprietary or confidential information pertaining to the college shall not be transmitted over the Internet.
- e. Users are forbidden from engaging in any activity which is in violation of the Code of State (1975) §§ 36-25-1 through 36-25-30, as amended (the “State Ethics Law”), or which, in the opinion of the Reid State Technical College administration, may be contrary to such law.

2. User Access/Password Assignment and Confidentiality

- a. Under the terms of this policy, employees of the College are given access to the Reid State Technical College Network System. If network resource access (such as network attached storage or email) is required, a user ID and password will be assigned to the employee by the Technology Services Department.
- b. The username and password, including those used to access email or an instructional platform such as CANVAS, are the responsibility of the individual to whom they are assigned. Employees are responsible for network account use and password confidentiality. Use of an employee account by another employee or student is prohibited. Any individual other than the person to whom they are assigned shall not use the username and password or any other assigned authorization. Violations of this policy or any other policy through the unauthorized use of the username and password subjects the individual to whom

the username and password are assigned to disciplinary action, up to and including discharge.

- c. Users should not leave a computer logged on when vacating a workstation. The user is responsible for his or her account and any content left on the computer. Leaving an unattended logged-on computer puts the user and the institution at risk.
- d. In the event Reid State Technical College no longer employs an individual, it is the responsibility of the Technology Services Department to close the former employee's account.
- e. Proper identification must be used in any electronic correspondence, and valid, traceable identification provided if required by applications or servers within the Reid State Technical College computing facilities.

3. Software

- a. To prevent computer viruses from being transmitted through the system, no unauthorized downloading or installation of any software is permitted. Software downloads and installation shall be done only after approval and/or assistance from the appropriate Technology Services Personnel.
- b. Streaming media and music and video downloads are prohibited unless authorized by the appropriate Technology Services Personnel.
- c. Point to point (P2P) file sharing is prohibited unless authorized by the appropriate Technology Services Personnel.

4. Copyright Issues

- a. All college network/Internet users must adhere to the copyright laws regarding software, data, and authored files. Users may not transmit copyrighted materials belonging to entities other than this college. Users should exercise caution when downloading material from an Internet source as such action may constitute violation of copyright laws.
- b. It is permitted for Web pages to be printed and material downloaded from the Internet for informational purposes as long as the purpose for such copying falls into the category of "fair use." "Fair use" is defined as the doctrine that copyright material may be quoted verbatim, provided that attribution is clearly given and that the material quoted is reasonably brief in extent.
- c. The college is not responsible for copyright infringement by a user. Such responsibility shall lie solely with the user. d. Users found guilty of copyright infringement shall be subject to disciplinary action, including possible suspension, expulsion, or termination.
- d. Congress enacted the No Electronic Theft (NET) Act in 1997. The NET Act makes it a federal crime to reproduce, distribute, or share copies of electronic copyrighted works such as songs, movies, or software programs, even if the person copying or distributing the material acts has no intention of receiving profit. Electronic copyright infringement carries a maximum penalty of up to three years in prison and a \$250,000 fine. For more information on the NET Act, go to www.riaa.com/physicalpiracy.php?content_selector=piracy_online_the_law.

5. Personally Owned Computer Hardware/Software

- a. Personally owned software cannot be loaded onto a college-owned computer unless it is directly related to the job position and is approved by the appropriate Technology Services Personnel. If any approved personally-owned computer software is loaded onto a college-owned computer, the license and documents must remain with the college computer on campus in the event of an audit.
- b. Computer hard drives may not be installed or removed without the express written consent of authorized Technology Services Personnel.

6. Information

- a. Information passing through or stored on any Reid State Technical College electronic network or computer system may be seen by others for a variety of reasons. Routine administration, management, or audit functions may require information stored or transmitted via Reid State Technical College computers and networks to be intercepted or monitored. Electronic transactions may be subject to seizure and inspection by Reid State Technical College without notice. All users should fully understand that except where protected by state or federal law, or by college policy no expectation of privacy may be assumed concerning information communicated over or stored on Reid State Technical College electronic systems.
- b. Users should respect the privacy of others, including, but not limited to abstaining from unauthorized access to email, files, data, and transmissions.
- c. All users should be aware of and comply with the Family Educational Rights and Privacy Act (FERPA) as well as its restrictions on the use and dissemination of personal and academic information.

7. Computer Crimes: The State Computer Crime Act, codified at Code of State (1975) § 3A-8-100 through 13A-8-103, makes it a crime for a person to damage, or without authorization to modify computer equipment, computer networks, and computer programs and supplies or without authorization to access, examine, or use computer data and programs, and provides for punishment up to a Class B Felony. Federal law also makes it a crime to access computers or computer networks devoted in part to Federal purposes without proper authorization. Any violation of such State or Federal laws respecting computers shall also constitute a violation of the Reid State Technical College Policy for Acceptable Use of Technology Resources. Furthermore, this policy prohibits various actions (described below) which may or may not constitute a crime.

Unacceptable Use

The following activities are prohibited on all Reid State Technical College technology resources. The activities listed are for reference and are not intended to be all-inclusive.

1. Altering system software or hardware configurations without authorization of the Reid State Technical College Computer Services Department.
2. Accessing, via the internet or any other means of broadcasting, pornographic, obscene, or violent images or content or any other material in violation of local, state, and federal statutes. Use of resources for gambling, racism, harassment or political campaigning is also prohibited.
3. Using technology resources for illegal activities.

4. Accessing or attempting to access another user's files, email or other resources without his or her permission except as otherwise provided herein.
5. Allowing unauthorized persons to utilize an authorized user's account, user name, or password.
6. Using technology resources for commercial or profit making purposes without written authorization from Reid State Technical College.
7. Installing, copying, distributing or using software that has not been authorized by the Reid State Technical College Technology Department.
8. Originating or proliferating electronic mail, broadcasts, or other messages that may be deemed as obscene, abusive, racist, or harassing.
9. Creating and/or distribution of viruses or other destructive programs.
10. Unauthorized release or disclosure of any confidential college, personnel, or student information.
11. Using any computer technology in a manner that violates patent protection or license agreements. Engaging in any activity that violates copyright laws.
12. Such activity may include utilizing Reid State Technical College technology to copy and/or distribute copyrighted materials without authorization.
13. Using Reid State Technical College computer technology to support or oppose any candidate or candidates for public office or for any other political purposes. (Use of state property for political purposes constitutes a violation of State law).

Disciplinary Action

Unacceptable use is prohibited, and is grounds for loss of computing privileges, as well as discipline or legal sanctions under federal, state, and local laws. Students who violate this policy are subject to disciplinary actions, up to and including expulsion from the college. Employees who violate this policy are subject to disciplinary actions, up to and including discharge in accordance with guidelines provided institutional and state policies.

Privacy

PRIVACY OF STUDENT INFORMATION

Reid State Technical College maintains information about students which facilitates educational development of the student and effective administration of the college. In order to guarantee the rights of privacy and access as provided by the Family Educational Rights and Privacy Act of 1974, Reid State Technical College has formulated the following policies and procedures:

GENERAL POLICY

No information from records, files, or data directly related to a student, other than public information defined below, shall be disclosed to individuals or agencies outside the college without the written consent of the student, except pursuant to a lawful subpoena or court order, or except in the case of educational or government officials as provided by the law. Information contained in such records may be shared within the college.

Students shall have access to all such information with the exceptions set out below in accordance with the procedure outlined within this policy statement.

Minors on Campus

In order to create a safer environment, which is conducive to and supportive of the learning process, Reid State Technical College expects all members of the College community to adhere to the tenets of the policy listed below:

- No employee, student or visitor should bring minors not enrolled as Reid State Technical College students to class or leave a minor unattended at the College.
- Unattended minors on the Reid State Technical College campus may be referred to the College Police for assistance or to the State Department of Human Resources.
- The policy pertains to all employees, students, and visitors (including vendors) who attend classes, programs, events, or other activities.

As an institution of higher education, Reid State Technical College provides educational and support services to our students. Minors not enrolled as Reid State Technical College students who are without supervision of a parent or adult caregiver may disrupt the educational process or work setting, and possibly create a safety hazard for the minors themselves or for others on the College campus.

Please be aware that our facilities are open to the public, a situation that can present risks to minors. The safety and security of the minors are the responsibility of the parent or adult caregiver. The College cannot assume responsibility for the safety of minors left unattended nor can the College act as a babysitter or protector of minors.

Safety and Security Policy

Campus Safety and Security Policies and Procedures can be found in the College's Policy Manual section 4.10 (Campus Crime, Campus Security, and Drug Free Workplace Policy section. Additional campus security information can be located in the Student Handbook under campus security policies. Visit RSTC.EDU and select About Us>Employee Resources for a copy of the College Policy Manual. A copy of the Student Handbook can be found at RSTC.EDU>Student Services>Student Handbook.

Firearms or Weapons on Campus

Possession of firearms or weapons (including hunting guns, bows, crossbows, etc.), ammunition, explosives, fireworks, or any other dangerous instruments. The Gun Free Schools Act of 1994 and the Alabama Community College System Board of Trustees Policy Number 511.01 issued December 1994 prohibits firearms on the campus of public schools or any other facility operated by the College. Any violation of this policy can result in the referral to law enforcement officials for arrest or prosecution. Reid State Technical College has “Zero Tolerance” for weapons of any kind on its campus, whether student, faculty, staff or visitors (other than law enforcement officers legally authorized to carry such weapons and acting in the performance of their duties or an instructional program in which firearms are required equipment.)

Sexual Harassment Policy

Reid State Technical College is committed to an environment conducive to learning and free from harassment or discrimination (intentional or implied) with regard to sex. The College administrators will take all necessary steps to ensure that sexual harassment, in either the hostile environment or quid pro quo form, does not occur at any facility or at any event or activity sponsored by the College. This policy applies to all members of the College community, who are encouraged to report promptly any complaints of sexual harassment. Any member of the College community who believes that they have been the victim of sexual harassment may bring the matter to the attention of any academic or administrative officer, dean, chairperson, supervisor, counselor, teacher, or advisor. When a complaint has been reported to any of these individuals, the recipient of the complaint will forward the complaint to the appropriate College official, who shall be designated by the President to coordinate the investigation of such complaints.

All employees of Reid State Technical College are expected to treat student(s) with respect and dignity at all times. Behaviors, words, or actions that create (directly or indirectly) a working or learning environment hostile to members of either sex will not be tolerated. Recognizing that individual perceptions differ, the College subscribes to the reasonable person standard, which measures sexual harassment by whether or not such conduct would substantially affect the work environment of a reasonable person.

Employees are cautioned to be conservative in projecting how a reasonable person would react and are strongly advised to ask their administrators and/or compliance officers if in doubt. The College will not tolerate quid pro quo harassment whereby sexual favors are requested or demanded in exchange for grades, employee ratings, promotions, etc.

The College reaffirms the Equal Employment Opportunity Commission guidelines which state that whether or not sexual harassment exists is a matter that must be viewed from the perspective of the recipient. In other words, harassment may exist even when no direct intent to harass is present. Therefore, all employees are encouraged to be aware of the environment they help to create and to be sensitive to the perceptions of others. Student(s) with any conflict, complaint, or grievance will initially report to any College official.

Employee Grievance Procedure

The purpose of the RSTC Grievance Procedure is to provide a means for resolving legitimate grievances at the earliest possible time and at the most immediate level of supervision. It is the policy of Reid State Technical College to assure all employees that they have a right to file what they believe to be legitimate grievances and to follow the formal procedure through the appeal process, if necessary, without fear of censure or reprisal. All complaints will be handled promptly and impartially when such need arises in the course of employees performing their duties.

Definition

“Grievance,” as used in this context, is limited to a complaint of an employee which involves the interpretation of, application of, or compliance with a school policy, procedure, rule or regulations pertaining to the employee’s employment conditions. “Grievant,” as used in this context, is an employee with at least ninety (90) days continuous service who is stating a grievance.

Procedure

When a grievance arises, a sincere effort will be made to settle it in the following manner. Any employee who claims a grievance (or who is reporting an observed grievance) must file a written statement within a reasonable time from the date of the alleged incident.

Any employee must file the written statement with his/her direct supervisor, unless the direct supervisor is the alleged offender. In such cases, the employee must file the statement with the next supervisor in line. The supervisor (or other person receiving a written grievance) will notify the Ms. Brenda Jackson, HR Director, Title IX Coordinator, and/or President as appropriate. The supervisor, or other person appointed to address the grievance, must review the written statement and conduct an investigation of the claims within 30 days or as otherwise agreed. The supervisor must then make a written report of findings/decision and provide to the employee within 45 days of receipt grievance. The employee must, within 10 calendar days of the written report, provide specific written objections to the report of findings/decision to the supervisor, which will be considered a request for appeal. Failure to timely provide the specific written objections is a waiver of the employee's right to appeal the supervisor's findings/decision.

All appeals will be sent to the President or his/her designee, and the President or his/her designee will convene a three-person grievance committee to hear the appeal within 30 calendar days. The President or his/her designee will appoint one person to sit on the grievance committee, and the President will allow both the aggrieved and accused to select an employee of the College to sit on the grievance committee (excluding the President and his/her designee). Should the aggrieved or accused fail to select a member of the grievance committee in the time period required by the President or his/her designee or the selected employee does not agree to participate as a member of the grievance committee in the time required by the President or his/her designee, then the President or his/her designee will select the grievance committee member.

The grievance committee will hold a hearing and allow the aggrieved employee to present the grievance and the accused will have an opportunity to respond within 45 days of the appeal. The grievance committee will also have access to the original grievance, report of the supervisor, and

appeal notice by the employee. The grievance committee will provide its findings and decision following the hearing in a timely manner. Either party will have 10 calendar days from receipt to file a written appeal to the grievance committee decision. If timely appealed, the President will issue a final decision based on the original grievance, report of the supervisor, appeal notice by the employee, and grievance committee decision.

NOTE: If the last day for filing notice of appeal falls on either Saturday, Sunday, or a legal holiday, aggrieved will have until 5:00 p.m. the first working day following the 10th calendar day to file.

Use of College Property for Personal Gain

Reid State Technical College property, including equipment, supplies, tools, and building materials are to be used for conducting official business of the College. Private or personal use of College property without proper authorization is prohibited. Faculty and staff shall not:

- make use of property or personnel of the College for the purpose of obtaining compensation from sources external to the College, except when such use is permitted by law and is a normal part of the individual's professional academic activities, or
- use or permit the use of the name of the College in a way that would suggest that the activity is sponsored or endorsed by the College, without prior authorization of the President.

Inappropriate Conduct Regarding Use of State Property

Employees are prohibited from engaging in the conduct listed below and may be disciplined, up to and including dismissal: dishonest acts; appropriating state or student equipment, time, or resources for personal use or gain; misusing or neglecting Reid State Technical College property, funds, materials, equipment or supplies; or stealing or possessing without authority any equipment, tools, materials or other College property or attempting to remove them from the premises without approval or permission from the appropriate authority.

Use of College Name or Logo

Reid State Technical College does not permit the use of its name or logo in any announcement, advertisement, publication, or report if such use in any way implies institutional endorsement of any person, product, or service.

Any firm or its advertising agency requesting the use of pictures or facilities of the institution for sale or advertising purposes, or requesting the use of any copy relating to such pictures or facilities, should be referred to the President or Dean of Instruction & Workforce Development.

For more information, contact the Media Services Coordinator at 251-578-1313 ext. 205

College Public Relations and Communication

All requests for information from the media must be forwarded to the Dean of Instruction & Workforce Development for approval. No one representing the College should provide information to media outlets without first seeking approval. Any dealings with media organizations should be cleared through the Dean of Instruction Office.

In order to ensure adequate public coverage of the many activities at Reid State, faculty and staff must relay noteworthy items to the Dean of Instruction as far in advance of the event as possible. Requests for photography must also be requested as far in advance as possible. Publication dates vary for preparing copy and for mailing. A timeline for ordering and receiving items or publications can be provided by the Dean of Instruction upon request.

Any materials or items representing the College must be approved by the Dean of Instruction prior to ordering or distributing to the general public. Materials include publications, flyers, brochures, promotional items, business cards, news stories, web pages and web posts, etc. This will ensure the public receives consistent and accurate information on behalf of the College. Any questions as to what materials need approval prior to dissemination need to be directed to the Dean of Instruction.

For more information, contact the Media Services Coordinator at 251-578-1313 ext. 205

Division Chair Contact Information

Dr. Coretta Boykin: Business Administration Technology and General Education Chair, 251-578-1313 ext. 137 cboykin@rstc.edu

David Cole: Technical Division Chair, 251-578-1313 ext. 181, dcole@rstc.edu

Dr. Jamila Grace: Health Careers and Cosmetology Division Chair, 251-578-1313 ext. 124, jgrace@rstc.edu

Office of Instruction & Workforce Development Contact Information

Dr. Coretta Boykin, Dean of Instruction and Workforce Development, 251-578-1313 ext. 137, cboykin@rstc.edu

Dr. Serena Brown, CTE/Perkins Coordinator, 251-578-1313 ext. 142, sbrown@rstc.edu

Faculty Documents

- New Employee Checklist
- Travel Forms
 - In-State Travel
 - Travel Request
 - Out-of-State
 - Actual In-state
- Advising and Registration Forms
 - Course Overload
 - Grade Change
 - Independent Study
 - Advising
 - Intent to Graduate
- End of Semester Forms
 - Business and Industry
 - COE Verification
- Professional Development and Leave Forms
- Sample Purchase Order Form

NEW EMPLOYEE CHECKLIST

- _____ 1. Campus tour
- _____ 2. Complete employment forms at the Payroll/Clerk office
- _____ 3. Auto Decal
- _____ 4. ID Badge
- _____ 5. Semester Calendar
- _____ 6. Class Schedule
- _____ 7. Campus Map
- _____ 8. Computer & Internet Usage Policy
- _____ 9. Assign Office Space
- _____ 10. Class Roll
- _____ 11. Grade Sheets
- _____ 12. Final Exam
- _____ 13. Syllabus
- _____ 14. Copy Machine – SS# (See Ms. Watson)
- _____ 15. College Policy Manual and Safety Manual (www.rstc.edu)
- _____ 16. Ethics Training (On-line)

Employee Signature

Date

Employee Signature (Print)

Travel Forms



IN STATE TRAVEL REQUEST

This is to request approval of the travel of Susan Leave
(Name)
for the purpose of ACCA Conference
at Birmingham, Alabama. I plan to leave Evergreen on 6/1/19
(City) (State) (Date)
at 8:00 AM and travel in Personal
(Time) (particular state vehicle, personal car, etc.)
I plan to return to Evergreen on 6/3/19 at The expenses relating to the trip will
(Date) (Time)
be approximately \$ 338 and will be paid from Nursing. The use of the state car
(Specify Account)
is not requested. Please attach any paperwork that explains or justifies this travel.
(is/is not)

Passengers* and their status (SGA, etc.) include:

- | | |
|----------|-----------|
| 1) _____ | 6) _____ |
| 2) _____ | 7) _____ |
| 3) _____ | 8) _____ |
| 4) _____ | 9) _____ |
| 5) _____ | 10) _____ |

Expenses: _____
Mileage: 195*.58=\$113.10
Per Diem: \$75*3(nights)=\$225
Other: _____

***RSTC employee must accompany students within the same vehicle.**

In case of emergencies or importance, the passengers listed about and I can be located at (list dates, telephone numbers, names of hotels with addresses, etc.):

Employee: _____	Date: _____
Reviewed by Chairperson: _____	Date: _____
Recommended by Dean: _____	Date: _____
Approved by Dean of Fiscal Services: _____	Date: _____
Approved by President: _____	Date: _____

Travel request: _____ Approved: _____ Not approved due to _____
Mode of travel: _____ Approved: _____ changed to _____ due to _____



IN STATE TRAVEL REQUEST

This is to request approval of the travel of _____
(Name)

for the purpose of _____

at _____, _____, I plan to leave Evergreen on _____
(City) (State) (Date)

at _____ and travel in _____
(Time) (particular state vehicle, personal car, etc.)

I plan to return to Evergreen on _____ at _____ The expenses relating to the trip will
(Date) (Time)

be approximately \$ _____ and will be paid from _____ The use of the state car
(Specify Account)

_____ requested. Please attach any paperwork that explains or justifies this travel.
(is/is not)

Passengers* and their status (SGA, etc.) include:

- | | |
|----------|-----------|
| 1) _____ | 6) _____ |
| 2) _____ | 7) _____ |
| 3) _____ | 8) _____ |
| 4) _____ | 9) _____ |
| 5) _____ | 10) _____ |

Expenses: _____

Mileage: _____

Per Diem: _____

Other: _____

***RSTC employee must accompany students within the same vehicle.**

In case of emergencies or importance, the passengers listed about and I can be located at (list dates, telephone numbers, names of hotels with addresses, etc.):

Employee: _____ Date: _____

Reviewed by Chairperson: _____ Date: _____

Recommended by Dean: _____ Date: _____

Approved by Dean of Fiscal Services: _____ Date: _____

Approved by President: _____ Date: _____

Travel request: _____ Approved: _____ Not approved due to _____

Mode of travel: _____ Approved: _____ changed to _____ due to _____

Example

General
Funds

Name	Susan Leave				
Address	Greatway Drive				
City	Evergreen	State	AL	Zip	36401
SSN					
Above Space for Name, Address & SSN of Traveler					

Official Station or Base

Total Number of Miles Traveled	333.9	TOTAL PER DIEM CLAIMED	150.00
		MILEAGE (# of miles x mileage rate)	186.98
Detail miscellaneous expense and furnish receipts when required. This space for departmental approval, etc. Use extra sheets when necessary.	MISCELLANEOUS EXPENSE (Parking Deck)		12.00
	TOTAL THIS EXPENSE ACCOUNT		\$ 348.98

Detail miscellaneous expense and furnish receipts when required. This space for departmental approval, etc. Use extra sheets when necessary.

I HEREBY CERTIFY that the travel and expense indicated hereon was accomplished in the performance of official duties pursuant to travel granted me.

Signature of Traveler

Sworn to and subscribed before me this _____ day of _____

Notary Public

Attend ACCA Conference 2015

Funds

Official Station or Base

Purpose of Travel

I Hereby Certify That the Within Account in the Amount below is correct, due, and unpaid.

Signature of Payee

Notary Public

Travel Expenses

Amount

Emergency and Necessary Expenses Incurred in Connection with Travel

Amount

Commercial Transportation (incl rental car/gas) 0400-02

Mileage, private car 0400-01

Total other expenses such as postage, fax, telephone, parking, baggage, handling, tolls, conference registration, etc

SUBTOTAL TRAVEL EXPENSES

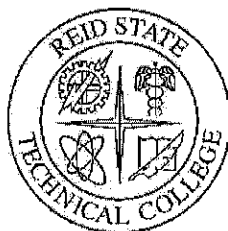
GRAND TOTAL TRAVEL EXPENSES

ITEMIZED STATEMENT OF NECESSARY TRAVELING EXPENSES INCURRED FOR PERIOD

TO

[illegible]

Advising and Registration Forms



REID STATE TECHNICAL COLLEGE

COURSE SUBSTITUTION FORM

LAST NAME

FIRST NAME

DATE

STREET ADDRESS/P. O. BOX

STUDENT #

CITY

STATE

ZIP

HOME PHONE

AREA OF CONCENTRATION: _____

LEVEL SOUGHT: ASSOCIATE DEGREE ☐ CERTIFICATE ☐ STC ☐

(GRADE OF "C" OR BETTER)

SUBSTITUTION COURSE	DESCRIPTOR/TITLE	CREDITS	SEMESTER/ QUARTER	RSTC COURSE LISTED IN DEGREE PLAN

TOTAL SUBSTITUTED HOURS _____

REMARKS: _____

STUDENT'S SIGNATURE

DATE

ADVISOR'S SIGNATURE

DATE

DEAN OF INSTRUCTION/
WORKFORCE DEVELOPMENT

DATE

DIVISION CHAIR

DATE



REID STATE TECHNICAL COLLEGE

Course Overload Request

Student Name (Please print legibly) _____

Student Number (S#) _____

Semester _____ Term _____ Year _____

Current Total Credit Hours _____ Requested Total Credit Hours _____

Current Course Schedule _____

Courses to Be Added to Schedule _____

Reason for Requesting Overload Hours _____

Note to Student: Request forms MUST be submitted to Dr. Boykin, Dean of Instruction and Workforce Development by your advisor, the end of the day on the first day of classes for the semester.

Student's Signature _____ Date _____

APPROVAL (This section to be completed by Instructional Office):

Current Cumulative GPA _____

If GPA not available, other pertinent information that should be considered _____

Dean of Instruction _____ Date: _____



REID STATE TECHNICAL COLLEGE

GRADE CHANGE FORM

Please change the following student's grade:

Student: _____ Student I.D. # _____

Subject: _____ Original Grade: _____ New Grade: _____

Semester/Yr. Class was taken: _____

REASON:

(This is a required statement.)

Instructor Date

Registrar Date

Dean of Instruction Date



APPROVAL FOR INDEPENDENT STUDY

Student Name _____

Student ID # _____

Department _____

I hereby request approval from the Dean of Instruction to take the following course as an independent study.

Course Name

Course#

Reason: _____

Faculty Signature

Approval:

Department Head

Date

Counselor

Date

Dean of Instruction

Date

Comments: _____

Semester: _____

ACADEMIC ADVISING FORM

Student Name: _____ Student #: _____

Program: _____ Advisor: _____

PROJECTED COURSES

Course Prefix/#	Section	Day/Time	Requires online access (Y or N)

Online Course Agreement:

(Student Initials)

_____ I understand I must contact my advisor or the Online Course Administrator for issues regarding access to my online course.

_____ I understand I must use my RSTC email account to access course information and obtain initial access to my online course(s).

_____ I understand if I have not logged into my online course by the first day of classes, I must contact my online course instructor or academic advisor.

Student Name (Print)

Student Signature

Advisor Signature

Date

Reid State Technical College

Intent to Graduate

Today's Date

Student Number

Complete Form

Meet with Advisor

(A separate form is required for each award you are requesting)

Take form to Building 400 – Registrar or Assistant to Registrar

(Please PRINT Clearly)

Student's Name _____

(Legal Student Name will be printed on Diploma as listed on academic software)

Email _____

*Provide email address that you check often

Address _____ **City** _____ **State** _____ **Zip** _____

Signature _____ **Cell Number** _____

My signature indicates and I acknowledge I am required to:

1. Complete all degree requirements prior to the scheduled graduation date.
2. Furnish transcripts, if necessary, prior to the scheduled graduation date.
3. Order a cap and gown by set deadline if I wish to participate in the graduation ceremony.
4. File another intent to graduate form if I do not graduate as now scheduled.

Expected Completion: ____ **Fall (December)** ____ **Spring (May)** ____ **Summer (August)** ____ **of Year:** _____

I am applying for: Please indicate program on line provided.

- ☐ Associate in Applied Technology _____
- ☐ Certificate (CER) _____
- ☐ Short Term Certificate (STC) _____
- ☐ Associate in Occupational Technology (AOT) _____

Do you plan to participate in the May Commencement Ceremony? ____ **Yes** ____ **No**

I understand that it is my responsibility to obtain updated graduation information from the Registrar's office at Reid State Technical College. I understand that I must notify the Registrar's office (in writing) of any changes to the information I have provided above. I also understand that if I do not graduate in the term applied, I must reapply (in writing) for graduation in a subsequent term. By submitting this application, I hereby affirm that all information supplied for graduation is complete and accurate.

Advisor Signature

Your signature certifies that this student meets the requirements established for graduation.

Advisor Signature _____ **Date** _____

Placement Information

Are you currently employed? ☐ Yes ☐ No

Name and Address of Current employer: _____

(Company Name)

(Address)

(City)

(State)

(Zip Code)

What is your position/title? _____

Is this position related to the training you received at Reid State? ☐ Yes ☐ No

Will you remain in your current position after graduation? ☐ Yes ☐ No

If not, will you seek employment elsewhere after graduation? ☐ Yes ☐ No

Have you already found a new position? ☐ Yes ☐ No

If yes, what will your new position be? _____

If yes, where will you be employed? _____

(Company Name)

(Address)

(City)

(State)

(Zip Code)

Will your new position be related to your field of study at RSTC? ☐ Yes ☐ No

What will be your approximate hourly wage for this position? _____

Additional Information

Ethnic Origin: ☐ Hispanic/Latino
☐ American Indian/Alaska Native Asian
☐ Asian
☐ Black/African American
☐ Native Hawaiian/Other Pacific Islander
☐ White
☐ Two or More Races

☐ Male ☐ Female

For Office Use Only

Received by _____

Date _____

End of Semester Items/Forms

Reid State Technical College – Non-Completer Verification Form											
Name of Student:						Student Number:					
Student Address:		Street:									
		City:									
		State:									
		Zip:									
Student Contact:		Phone:									
		Email:									
Program:						Option:					
Date Withdrew or Last Attended:						Reason for Leaving:					
Continuing Education:				Yes:				No:			
If yes, institution name:								Major:			
Continuing Education in Related Field:				Yes:				No:			
Is Student in Military?				Yes:				No:			
Did Student Obtain a License?			Yes:		Date Obtained:			N / A:		No:	
Employer Name:											
Supervisor:											
Employer Address:		Street:									
		City:									
		State:									
		Zip:									
Employer's Phone:											
Job Title or Occupation:											
Date Employment Began:											
Per Hr. Amount or Salary:											
Employed Status:				Full-time:			Part-time:				
Employed in Related Field:				Yes:			No:				
Date Student Contacted:											
Confirmation:				Yes:			No:				

Reid State Technical College – Graduate Verification Form					
Name of Graduate:				Student Number:	
Graduate Address:		Street:			
		City:			
		State:			
		Zip:			
Graduate Contact:		Phone:			
		Email:			
Program:				Option:	
Date Graduated:					
Continuing Education:			Yes:	No:	
If yes, institution name:				Major:	
Continuing Education in Related Field:			Yes:	No:	
Is Graduate in Military?			Yes:	No:	
License Obtained?	Yes:	Date Obtained:	N / A:		No:
Employer Name:					
Supervisor:					
Employer Address:		Street:			
		City:			
		State:			
		Zip:			
Employer's Phone:					
Job Title or Occupation:					
Date Employment Began:					
Per Hr. Amount or Salary:					
Employed Status:			Full-time:	Part-time:	
Employed in Related Field:			Yes:	No:	
Date Graduate Contacted:					
Confirmation:			Yes:	No:	



Visitation Report

Date of Visit: _____ Visiting Instructor: _____

Name of Company: _____

Address of Company: _____

Name of Person Contacted: _____ Title: _____

Type of Employees: _____

Number of Employees at Present: _____ Expected Turnover: _____

Number and Type of Positions Available at Present: _____

Is school equipment comparable to this company's equipment? _____ Yes _____ No

If no, list equipment needed: _____

Employer Recommendations: _____

Does course outlines meet the needs of this business? _____ Yes _____ No

If no, list changes: _____

Have you employed graduates of Reid State's _____ program?

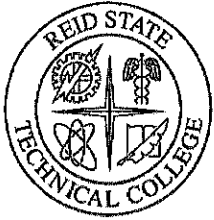
_____ Yes _____ No

Please rate the quality of their preparation for entry-level work.

_____ Excellent _____ Good _____ Fair _____ Poor

What can be done by Reid State to improve the quality of their preparation in academic and occupational skills?

Professional Development and Leave Forms



REID STATE TECHNICAL COLLEGE

"The College That Works"

PROFESSIONAL DEVELOPMENT LEAVE REQUEST

Print Name: _____

Position Title: _____

Destination: _____

Reason for Requesting Professional Development Leave: _____

Travel Expense Required: ☐ Yes

☐ No

Transportation: ☐ State Vehicle

☐ Private Vehicle

Total Hours Requested	TIME		Inclusive Dates	
	From	To	From	To

Employee

Date

Dean

Date

Immediate Supervisor

Date

President

Date

REID STATE TECHNICAL COLLEGE

LEAVE REQUEST FORM

SICK LEAVE: Sick leave benefits will be granted only for the following reasons, as adopted by resolutions of the State Board of Education:

- A. Personal illness
- B. Bodily injury which incapacitates an employee
- C. Attendance upon an ill member of the immediate family of the employee
- D. Death of a member of the family

Accumulate an unlimited number of sick leave days.

EMERGENCY LEAVE: "Emergency" is an unforeseen circumstance which requires immediate action by an employee. In situations where annual and sick leave have been exhausted, the president may approve emergency leave to an employee up to a maximum of three days per leave year. Emergency leave days are not accumulated nor paid on termination or resignation of employment. Emergency leave is for non-instructional employees only.

PERSONAL LEAVE: Personal leave is granted by the President's approval in accordance with State Board Policy, which is as follows:

- A. Two days of personal leave may be granted after approval of request for non-instructional employees.
- B. Five days of personal leave may be granted after approval of request for instructional employee.
- C. Requests for personal leave shall be made at least 24 hours in advance of the starting time of such leave
- D. At no time shall personal leave be granted to employees of the institution in such numbers that their absences would impede and impair institutional operation.

ANNUAL LEAVE: Annual leave benefits will be granted only to Administrative and Support Staff. Annual leave may be taken at the appropriate time as approved in advance by the President. Annual Leave can be accumulated to 60 days.

COMPENSATORY LEAVE: All personnel at Reid State Technical College are expected to perform the duties of their positions during regularly scheduled work hours. On occasion it is necessary for employees to work additional hours to perform their duties. In some instances employees may receive leave to compensate for extra hours worked. Guidelines are stated in the State Policy Manual.

REFER TO STATE POLICY MANUAL FOR OTHER TYPES OF LEAVE

DATE: _____

TYPE OF LEAVE: _____

DATE(S) OF ABSENCE: Beginning: _____ Ending: _____ Number of Hours: _____

EMPLOYEE NAME: _____

EMPLOYEE SIGNATURE: _____

APPROVED: _____
Supervisor/Department Chair

President

APPROVED: _____
Dean of Students & Instructional Services

Business Office	
Employee No.	
Date Proc.	

Sample purchase order

TECHNICAL COLLEGE

Vendor Quill Number _____
Address P.O. Box 102412
City Columbia State SC Zip 29224
Telephone # 800-499-8805 Fax# _____

Purchase Order # (Section completed by)

Date _____ Business Office)

Address P.O. Box 102412

City Columbia
State SC
Zip 29224

Department Welding

Requested by Jimmy Johns

Telephone # 800-499-8805 Fax# _____

Reid State Technical College is exempt from sales and use tax on all purchases, as provided in The Code of Alabama 1975 section 40-23-4.(a)(15).

***Material Safety**

Data Sheet

TOTAL

205.48

REVIEWED BY CHAIRPERSON:

DATE 8/9/17

RECOMMENDED BY DEAN: _____

DATE 8/9/19

APPROVED BY BUSINESS MANAGER:

DATE _____

APPROVED BY PRESIDENT:

DATE _____

PINK: BOOKSTORE/WE WORK

Copy 3 - Department