Faculty Handbook

Providing Links to
Pertinent Faculty Information

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Introduction

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

If you are unable to find what you seek in the Handbook, please refer to the [Columbia State Policy Manual](), the various tabs of MyChargerNet accessible from the [Columbia State website](), the current [co1lege catalog and student handbook](), or contact your division dean.

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

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

College Organization

Tennessee Higher Education Commission (THEC)

The Tennessee Higher Education Commission was created in 1967 by the Tennessee General Assembly to achieve coordination and foster unity in higher education in Tennessee. The Commission provides leadership in public policy development to include ensuring fair and equitable funding of the various public institutions and managing growth to ensure efficiency of state appropriations. Responsibilities of THEC include: strategic planning for postsecondary education in Tennessee, approving new academic programs, setting binding tuition ranges for public institutions, recommending the operating and capital budgets for public higher education, and providing data to the public, institutions, legislature and state government.   Additional information concerning THEC is available at the web site https://www.tn.gov/thec/.

Tennessee Board of Regents (TBR)

TBR (The College System of Tennessee) governs all community colleges and colleges of applied technology in Tennessee. The Board of Regents is responsible for the operation of the state university and community college system of Tennessee as provided by the laws of the state of Tennessee, and is responsible for the government, management, and control of the system. Additional information concerning the Tennessee Board of Regents is available at the web site http://www.tbr.edu/.

Columbia State Community College

The College President is the chief executive officer of the college and reports directly to the Chancellor of the Tennessee Board of Regents. The President's Cabinet consists of the line officers of the College who report directly to the President. These officers are the Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President of Financial and Administrative Affairs, the Vice President for Advancement and the Vice President for Williamson Campus and External Services. An organizational chart is presented as a PDF file in Appendix A-1 of Columbia State Policy 01-01.

The College Mission and Vision statements are published online and in the Columbia State Catalog. The College Leadership Council reviews the mission statement annually. Recommendations for revision in content should be sent to the faculty senate chairperson or division dean.   The College's 2010-20 Strategic Plan is available on the strategic planning section of the college website.

College Policies that Govern Faculty Issues

Policy Access

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

Links to the Columbia State Policy in the following table will load a page that contains a link to a pdf file. Many of the policy have appendices which may not be shown in the table below. It is best to find the policy from the table below but check the college's website policy pages to ensure that the most recent policy is accessed and any attachments to the policy are reviewed.

A few of the topics in the table reference the Columbia State Emergency Plans which are available for each campus at http://www.columbiastate.edu/emergency or the Tennessee Code Annotated (TCA) available at http://www.tsc.state.tn.us/Tennessee%20Code.

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

Topic	TBR Policy No.	Columbia State Policy No.
		Form Form C Eval of Class Materials Form D Self Eval Form E Dean Eval
Promotion	5:02:02:30	05:12:00 There are multiple guidelines and forms for this policy.
Tenure	5:02:03:70	05:14:00 There are multiple guidelines and forms for this policy.
Compensation	5:01:00:00	05:10:00
Degree Advancement		05:25:00; form
Professional Development & Leave		
Professional Development	5:02:01:05	05:20:00
Travel	4:03:03:00	04:03:00 Request and Claim forms are submitted via SciQuest
Leave	5:01:01:01 -- 5:01:01:17	05:13:00 Request form
Educational Assistance	Guideline P-130	05:18:00
Leadership Program		05:26:00
Other Faculty Employment/Human Resources Policies		
Faculty Work Load	5:01:00:00	05:08:00
Instructional Work Load Equivalencies	5:01:00:00 Guideline A-052	05:21:00
Longevity Pay	Guideline P-120	
Retirement Optional Retirement	5:01:03:00; 5:01:03:03 Guideline P-040	05:15:00
Outside Employment	5:01:05:00	05:11:00
Dual Service Employment	TBR Guideline G-030	
Electronic Signature Policy		04:09:00
Employee Grievances/ Complaints	1:02:11:00; 5:01:00:00 Guideline P-110	05:23:00 & form
Grant-Funded Positions		05:29:00
Vacations & Holidays	5:01:01:10	Academic Calendar Holiday Schedule
Campus Separation		05:15:00

Topic	TBR Policy No.	Columbia State Policy No.
Nepotism	5:01:00:06; Guideline P-090	05:01:00
Anti-Harassment	6:01:00:00 Guideline P-080	05:24:00 Appendix A
Suspensions	1:06:00:05	
Drug-free Workplace		05:27:00 Appendix A
Instructional Procedural Policies		
Academic Policy and Procedure Changes		02:01:00
Associate Degree and Certificate Requirements		02:02:00
Curriculum Development	2:01:01:00 Guideline A-010	02:03:00 CCR form Procedures Faculty approval
Space Assignments		07:15:00
Textbook Selection		02:04:00
Textbook – Conflict of Interest		02:17:00
Course Syllabi		02:05:00
Student Enrollment Verification		02:06:00
Confidentiality - Records	03:02:03:00	03:06:00
Student Conduct in the Classroom	03:02:00:01	02:07:00
Instructional Recording		02:18:00
Intellectual Property		05:28:00
Institutional Review Board for Research		07:21:00
Use of Copyrighted Materials	Guideline A-075	07:08:00
Evaluation of Student Performance		02:11:00
Establish and Specify Grades Being Awarded		02:08:00
Incomplete Grades		Form
Grades & Grade Changes		Form
Readmission Requirements for Returning Service Members		02:22:00
External Credit		02:10:00
Transfer Credit		02:19:00
Academic Fresh Start	2:03:01:01	
Commencement Attendance		02:15:00

Topic	TBR Policy No.	Columbia State Policy No.
Inclement Weather		Check college website or call 931-540-2515
Hazard Waste Disposal		06:04:00
Student Travel		03:02:00
International Education		02:20:00
Operational Policies		
College Organizational Chart		01-01-00
Committee Structure		01:03:00
Program Advisory Committees		01:04:00
Approval of Agreements or Contracts		04:01:00
Bloodborne Pathogen Exposure		06:02:00
Civil Action Service		04:08:00
Complaint Tracking		01:06:00
Disposal of Records		07:06:00
Dual Enrollment Admissions		02:21:00
Employee - Public Records		07:06:01
Emergency Procedures		Emergency Plans
Equipment Service Calls		07:16:00
Facilities Use		03:07:00
Forms, Publications and Business Cards	Guideline G-140	07:20:00
Garnishments	TCA 26-2-214	
Receipt of Gifts	4:01:04:00	04:07:00
Grant Proposals		04:02:00 Appendices
Information Technology Use of Resources Allocation of Resources		07:04:00 07:03:00
Key Control		07:14:00
Library Circulation, Fines and Encumbrances		07:09:00
Media Relations		07:01:00
Medical Emergencies		06:05:00 Incident Report
Reporting Injuries		06:06:00
Memberships & Subscriptions	Guideline G-080	01:05:00
Minors on Campus		07:11:00
Off-Campus Speakers		03:04:00

Topic	TBR Policy No.	Columbia State Policy No.
Parking Regulations		07:13:00
Planning & Evaluation		07:02:00
Policy Development		01:02:00
Reporting Accidents		06:05:00 Incident Report
Sexual Misconduct		06:07:00
Smoking & Tobacco Use		07:17:00
Social Media		07:23:00 Media Request Best Practices
Student Organizations/Clubs		03:01:00
Surveys with Survey Request Form in Appendix A		07:10:00 Appendix A
Telephone Long Distance Use		07:12:00
U.S. Patriot Act Information		07:07:00
Web Page Policies & Guidelines		07:05:00

Last Revised: 08/13/18

General Faculty Information

Faculty Responsibilities

Faculty Duties

Characteristics duties and responsibilities of faculty are defined in the Faculty Position Description located in Appendix B. Some faculty are assigned administrative duties and may have an addendum attached to their job description. The addendum for positions of Division Dean, Program Directors, Department Coordinators, Discipline Lead Faculty and Educational Services Coordinator are included in Appendix B. Each year the list of faculty who serve in these positions for each division is posted in myCN under on the Part-time Faculty tab under Quick Links as Academic Discipline Management.

Faculty Workload

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

Travel to Classes other than Primary Assignment

Requests for travel to teaching assignments other than the primary assignment should be submitted on Columbia State Form F-49, "Request and Approval for Travel," before the first day of class. This form is submitted for approval via SciQuest. A link to access SciQuest is available from the Employee tab of myCN in the Purchasing & Travel Claims box. Use you PVT username and password to access this system.

College employees who do not have an approved travel form on file before traveling are not covered by the college's insurance nor are they guaranteed reimbursement for travel. As a general rule, full-time faculty will only be reimbursed for instructional travel expenses from the primary assignment location to the alternate site.   Instructional travel will not be reimbursed for travel from an employee's home to their primary assignment location. All travel must be by the most direct or expeditious route possible and an employee who travels by an indirect route must bear any extra expense incurred. Use the Rand McNally link on this form to determine the shortest distance for mileage amounts to be claimed. When work is performed by an employee in route to or from the official station, reimbursable mileage is computed by deducting the employee's normal commuting mileage from the actual mileage driven in performing the work in route to or from the official station. For example, if an employee normally commutes 10 miles (20 miles round trip), and performs work on the way home from the official station

which results in 12 miles driven, the mileage reimbursement will be for 2 miles only, as that is the amount of mileage in excess of the employee's normal commute. In no instance shall mileage claimed for reimbursement exceed actual miles traveled. The faculty member will request reimbursement for approved travel expenses monthly using Form F-50, "Claim for Travel Expenses." Employees submit this form online in SciQuest. Use your budget code for the Accounting Organization Code and use Account 73100 for Individual Instate Travel. Travel claims must be filed within 30 days of the travel. Mileage either campus-to-campus provided within SciQuest or shortest distance using Rand McNally will be regarded as official.

Faculty Participation in Planning and Budget Development

Planning procedures are described in Columbia State Policy 07:02:00. Institutional planning at Columbia State begins with the College Leadership Council. Faculty are represented on the Council by the Faculty Senate President and Division Deans. They may also have input into the planning process by submitting institutional planning priorities recommendations directly to the Associate Vice President for Planning, Effectiveness and Retention or other members of the Council.

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

Academic Program Review

Review of Existing Programs is a bi-level process at Columbia State, which provides for both annual review (Level I) and five-year program analysis (Level II). Level I review is based on trends apparent in annual data collected about each program. The primary purpose of this review is to answer the question, "Does the program meet acceptable levels of performance?" This review should provide early warning signals, which allow program faculty to deal with concerns before they become problems. All faculty within a discipline should analyze the data concerning their program and make recommendations to the discipline coordinator for program improvements. An Academic Program Review folder is available to all employees within the college's SharePoint system at
http://esxsharepoint1/sites/ColumbiaState/OnLine%20Minutes/Forms/AllItems.aspx

Faculty Evaluation

A formal evaluation of full-time faculty is conducted annually for non-tenured faculty and biennially for tenured faculty during the fall semester by the division dean. Faculty members are evaluated with reference to participation in five categories:

- Teaching (60%)
- Curriculum and Program Development (10%)
- Service to Students/Outreach (10%)
- College, Profession, and Community Service (5%)
- Scholarship/Creative Activities/Research (5%)
- Collegiality and Contribution to Goals (10%)

Multiple sources will be used by the supervisor during the faculty member's overall evaluation. These sources include but are not limited to: faculty self-evaluation, student evaluation of instructor, peer evaluations, and student success rates in courses assigned to the faculty member. Evaluation results will be considered in tenure and promotion decisions and may influence pay should merit raises be implemented. Detailed procedures and forms used in the faculty evaluation process are available in Columbia State Policy 05:07:00.

Faculty Advancement

Promotion

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

Tenure

Columbia State policy 05:14:00 and its supporting appendices and forms establishes the requirements and conditions relative to the awarding and continuation of tenure. In order to be eligible for consideration for tenure a faculty member must meet the following minimum requirements:
- Hold a full-time tenure track appointment.
- Hold, as a minimum, academic rank as an assistant professor.
- Have been employed in a tenure-track appointment and completed a probationary period of not less than five years or as agreed upon in writing and signed by the president at the time of the tenure track initial appointment.
- Has completed all advisor training and maintained current advising skills.

- Have completed the Intent to Apply for Promotion/Tenure and submitted required documentation.
- Have been determined by the college to meet the criteria to apply for tenure and have been so recommended.

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

Professional Development

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

Classroom Management

Class Periods

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

Class Rolls

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

Once you have logged into myChargerNet, you must click on the "Faculty" tab. From the menu list in the Faculty Self-Service box, click on "Summary Class List." Next select the appropriate term such as Fall 2018 and click submit. If teaching more than one class

section, you will need to select the course section from the CRN: drop down box and click submit. You will be taken to the Summary Class List. Use the right side bar or arrow to scroll down and view your class list. To view additional sections, click on "CRN Selection" at the bottom of the page. You will be returned to CRN selection and may select another course from the drop down box and click the submit button.

Check your class roll and verify that everyone present is enrolled. All students' names must appear on the roll. Students may continue to make changes to their schedules during the schedule adjustment period during the first week of classes. It is recommended that you check your rolls in Self Service Banner weekly for changes. If a student is not officially registered then the student should be sent to the Enrollment Services service counter in the Jones Student Center or at any Columbia State campus. The student should not be allowed to return to class until officially registered.

Student Enrollment Verification Requirements

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

The instructor should continue to keep records of attendance/participation for each class meeting of the semester. At the end of the semester, faculty will be required to enter the last date of attendance for all students who receive a grade of F.

Evaluation of Student Performance

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

Grade Reports

Faculty are required to enter their final grades for the semester via the Internet using Banner Self-Service. Final grades must be entered for each student registered in your class and the last date of attendance for any student earning an FA/F grade. Specific instructions explaining how to enter the final grades will be emailed each semester from

the records office. All faculty are expected to enter all grades by the deadlines established in the email.

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

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

Food and Drinks in Classrooms

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

Other Topics

Accessibility Initiative

The Office of Academic Affairs at TBR is engaging all of its campuses in dialogue, training, and assessment activities to make educational resources more accessible to more students. Faculty have an important role in the delivery of approved academic adjustments for students. Faculty are also responsible for providing an accessible syllabus and instructional materials. Departments must chose instructional materials that are accessible or have an alternate access plan. Visit the TBR website to learn more about the [Accessibility Initiative](#).

Instructional Methods

Columbia State offers traditional and web-enhanced on-ground courses at five campuses and many other locations throughout the college's nine-county service area. For those students whose busy schedules require a more flexible path, Columbia State offers online courses developed by Columbia State faculty, additional online course sections offered by the TNeCampus.org, hybrid courses, and Desktop Video Conference (DVC) and Interactive Television Courses (ITV). Information on each of these instructional methods is available on the [eCampus](#) web page. If you are interested in developing an online or hybrid course the process deadlines and [required proposal forms](#) are available online.

Independent Study

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

External Credit

Students may also request the opportunity to receive credit for work or life experiences. Sources of external credit include: credit by exam, military/armed services schools, specific high school courses, and prior learning.   Policy 02:10:00 defines the criteria and procedures for awarding external credit.

Secretarial Assistance

Each faculty member is assigned to a secretary who will provide assistance and support. Keep in mind that several faculty are assigned to each secretary and you should check in advance with the secretary for the number of required days notice that should be used in planning.

Sick Leave

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

Faculty Senate

The Faculty Senate is the legislative arm of the college faculty. The function of the Senate is to investigate and study matters of general college interest, to pass resolutions, and to consult with and make recommendations to the President. The faculty elects the President of the Faculty Senate for a two-year term. Faculty Senators are also elected by each division and serve as representatives for the division. For additional information about the Faculty Senate contact the Faculty Senate President. The Faculty Senate President for the 2018-19 academic year is Dr. Barry Gidcomb. Dr. Gidcomb is Professor of History. His office is located in the Clement Building Room 210 on the Columbia

campus. He may be contacted by phone at 931-540-2716 or via email to bgidcomb@columbiastate.edu. The Faculty Senate Bylaws are available from the Faculty tab of myCN listed under Quick Links.

Institutional Committees

One of the essential responsibilities for all faculty is to actively participate in division and institutional committees. The Office of the President emails Committee & Council Guidelines and Standing Committee Appointments at the beginning of each academic year. The guidelines are also loaded on the Employee tab of myCN in the Quick Links box. Make sure to check these listing for your committee assignments.

Bulletin Boards

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

Vehicle Registration

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

FERPA

Confidentiality of student records is protected by the Family Educational Rights and Privacy Act (FERPA) and by Columbia State Policy 03-06-00. It is essential that all Columbia State employees be familiar with the requirements of these policies and comply with them at all times.

Required Online Training

Columbia State faculty and staff are required to complete multiple online training modules each year. Each employee will receive an email to their Columbia State account with information on how to access and on deadlines for completing the training each year. All employees are required to complete these trainings each year. New employees are required to complete the training within 30 days of initial hire. You will receive information from Human Resources on how to complete each required training.

Educational Support Services

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

Educational Support Service & Related Web Pages	Why visit this site?
Advising Services	Review the Frequently Asked (student) Questions. Learn how Columbia State courses/programs transfer to local universities.
Bookstore	Check to see if the correct textbook is listed for your course. Visit the gift shop.
Career Services	Discover career information about your academic discipline.
Information Technology	Change your PVT password, look up your PVT Username, learn how to use your office phone, learn how to access your voice mail, connect to campus wireless, and configure your Columbia State Email on your iPhone, iPad or Android, shop at eAcedemy to purchase software with your faculty discount.
Library	Access the online library catalog and online journals. Ask a Librarian
Student Success Counseling	Learn about the services available to help students with test anxiety, study habits and time management.
Teaching and Learning Center	Tell your students about the free tutoring available at the college both on-site and online.

Business Services

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

Courier Service

Courier service is provided to all Site/Centers. Packages are picked up daily by 8:30am from each building on the Columbia campus and taken to the mailroom in the Facility Services Building. The courier schedule alternates to different sites/centers throughout the week but most locations are visited at least twice a week. Each semester the courier schedule is distributed via email to all employees.

Evening Services

The office of Evening Services, located in the Warf Science Building, Room 109, is available to provide services to students and faculty during evening hours between 4:00pm and 8:00pm, Monday thru Thursday on the Columbia campus. Services for students include advising, student information, assistance with administrative processes and more. Assistance is also available for faculty as needed after regular business hours. For more information, please go to **http://www.columbiastate.edu/evening-services.**

Faculty Instructional Technology Training Center (FITT)

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

Food Services

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

Instructional Technology Support Services

Instructional Technology Support Services, commonly referred to as Media Services, is located in the Hickman Humanities Building Room 131 and is responsible for audio-visual equipment disbursement and repair, videotaping of campus programs, seminars, workshops and teleconferences. All requests must be submitted via email to MediaServices@columbiastate.edu during the office hours of 7:45a.m. – 4:15p.m. Additional information is available from Instructional Technology Support Services including detailed station instructions in the Classroom Technology Guide, use of Vidyo Desktop Teleconferencing system and the Distance Education Handbook.

Additional Services for Students

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

Frequently Used Forms

Many of the forms frequently used at Columbia State are available from the Employee tab of myChargerNet (myCN).   Each employee receives a unique username and password which is used to logon to any Columbia State computer and to access myChargerNet and Columbia State email. myChargerNet is accessed by clicking on the myCN login from the [Columbia State homepage](#). From this site you may access links to Columbia State Logos, the official college holiday schedule, Disruption/Discipline Report, a printable employee telephone directory and forms.

The following forms are examples of those posted on the Employee Tab of myChargerNet:

1. Accident- Medical Incident Report Form
2. Crime Report Form
3. Disruption/Discipline Report
4. Key Card Request
5. Graduation Regalia Request

Additional forms are available on the Human Resources tab of myCN such as:
1. Request for Leave Forms
2. Educational Assistance Forms
3. Employee Evaluation Forms
4. Payroll Forms
5. Family Medical Leave Act Forms

Additional forms are available on the Faculty tab of myCN such as:

1. Incomplete Grade Report
2. Request for Grade Change
3. Report a Student Incident Form
4. Application to Institutional Review Board
5. Promotion/Tenure forms
6. Curriculum Change Request Form

Additional forms are available on the Advising tab of myCN such as:

1. Substitution Waiver Request
2. Intent to Graduate form
3. Change of Major forms for Degrees or Certificate

Forms are also available on the Student tab of myChargerNet such as:
1. Change of Major
2. Intent to Graduate
3. Overload Request

4. Personal Academic Plan
5. Transcript Request

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

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

Appendix A

Reminder of Annual Deadlines for Faculty

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

Time Period	Activity
September 1	Required online trainings completed by returning employees. New employees have 30 days from initial hire date.
September 15	Faculty self-evaluations are due to division dean.
Fall Semester	Student Evaluations of all Full-time Faculty conducted.
3rd Tuesday in September	Intent to Apply for Promotion/Tenure forms are due to Vice President for Academic Affairs or designee
September 15 – November 15	Division Dean Evaluation of Faculty conducted.
November 1	Last date to submit curriculum changes to the Curriculum committee for inclusion in next catalog.
December 15	All curriculum change requests must be approved by the Curriculum Committee for inclusion in next college catalog.
1st Working Tuesday in January	Promotion/Tenure Portfolios due.
March	Departmental input to budget planning process. Professional development request for upcoming year due to division dean.
March 15 – April 15	Academic Program Reviews Level I conducted.
Spring semester	Student Evaluations of all Part-time Faculty conducted.
May 1	Peer evaluations of faculty should be completed.

Appendix B

FACULTY POSITION DESCRIPTION

Job Title: Full-time Faculty   **Job Code:** _____
Appointment: _X__9-month appointment (AY) __12-month appointment (FY)
Reports to: Dean   **Department:** _____

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

Characteristic Duties and Responsibilities:

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

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

Job Specifications:

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

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

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

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

Titles Supervised: Work-study students

ADDENDUM TO FACULTY JOB DESCRIPTION FOR DIVISION DEAN

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

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

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

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

ADDENDUM TO FACULTY JOB DESCRIPTION FOR PROGRAM DIRECTORS

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

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

Essential Functions:

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

completion.

19. Provide leadership to identify, involve and document meetings appropriate to external advisors to assure program relevance, quality, and graduate success/placements.

20. Conduct appropriate needs assessments within the program industry to provide an appropriate and current curriculum.

ADDENDUM TO FACULTY JOB DESCRIPTION FOR DEPARTMENT COORDINATORS

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

Job Purpose: The department coordinator assists the dean in building the schedule of classes, recruiting, hiring, and overseeing part-time faculty in assigned disciplines.

Essential Functions:

1. Determine staffing needs and work with the dean, the AVP of Faculty Curriculum & Programs, and the vice president for academic affairs to recruit and hire part-time faculty with an emphasis on maintaining diversity.
2. Assist in the orientation, supervision, and evaluation of part-time faculty.
3. Assist the dean in collaborating with extended services personnel to schedule departmental course offerings for all college locations.

In disciplines containing three or more full-time faculty, the Coordinator and Lead Faculty cannot be the same person.

Excluding TN eCampus sections, Discipline Coordinators will receive a stipend of $40 per course paid in September and February for staffing part-time faculty course sections. The count for payment will occur of the first day of class for part-time sections personally staffed by the coordinator and having enough enrolled students for the course to make. Late start sections will be paid in December and May.

ADDENDUM TO FACULTY JOB DESCRIPTION DISCIPLINE LEAD FACULTY

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

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

Essential Functions:

1. Responsible for curriculum development, improvement, and evaluation, including program review, Academic Audit, and student learning outcomes assessment for the discipline.
2. Oversee department planning/evaluation and document meetings.
3. Work with full-time and part-time faculty teaching in the discipline to ensure that discipline course objectives are comparably addressed in all offerings of the course.
4. Make teaching assignments for full-time faculty in the discipline.
5. Participate in the articulation of courses and programs with other educational institutions.
6. Ensure that materials, supplies, equipment, and book orders are available at all campus locations.
7. In disciplines containing three or more full-time faculty, the Lead Faculty and Discipline Coordinator role may not be fulfilled by the same person.
8. The Lead Faculty role rotates every three years in disciplines containing three or more full time faculty having two or more years of full-time teaching experience.

ADDENDUM TO FACULTY JOB DESCRIPTION FOR EDUCATIONAL SERVICES COORDINATOR

Faculty serving as Educational Services Coordinators have agreed to accept certain administrative responsibilities in addition to their faculty responsibilities.

Job Purpose: The Educational Services Coordinator provides leadership for part-time and full-time personnel and students at the Williamson campus and ensures that the instructional programs operate smoothly for the assigned academic division(s).

Essential Functions:

1. Monitor curriculum changes to serve as a resource and advisor for faculty and students at the Williamson campus.
2. Provide back-up advising for enrolled and prospective students and family members as needed.
3. Mentor and support full-time and part-time faculty as needed.
4. Assist in collaborating with campus dean and division dean(s) to plan and schedule course offerings for the Williamson campus.
5. Encourage academic student activities and student recruitment among division members and personally participate in student orientation events schedule at the Williamson campus.
6. Assist the division dean(s) through the collection of information to resolve student grievances related to academic policies, procedures, and personnel at the Williamson campus.
7. Carry out emergency plans for the assigned building at the Williamson campus
8. Supervise administrative support positions as assigned in the building.
9. Participate in flexible work schedules with other campus employees to cover the hours of office operation and extended hours during the first week of every new term (15-week, 10-week, 7-week or others when new courses are beginning) during each semester, priority registration periods, and other times as determined by deans.

This is a twelve-month faculty position with a one-course teaching load reassignment during the fall semester and two courses of reassignment during the spring semester in order to assist with schedule development, recruitment and orientation events and planning for the summer and fall semesters. The position requires no assigned teaching duties during the summer months. Twelve-month faculty work 37.5 hours per week and earn annual leave at the rate of 15 hours per month with a maximum of 315 hours which can be carried over into the next year.

Last Revised: 08/13/18