

Nashville State Community College

Full-time Faculty Guidebook

2024-2025

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This Guidebook is intended as a resource for the faculty and staff who work within the Academic Affairs unit of Nashville State Community College (Nashville State). The guidebook will reference Nashville State policies but is not intended to replace or supersede Nashville State or Tennessee Board of Regents (TBR) policies. Policies and procedures included in the Handbook shall comply with Federal, State of Tennessee, and TBR laws, policies, procedures, and guidelines. Where there is conflict in procedures cited in the Guidebook with those of Federal regulations, State of Tennessee, or TBR, the following shall be the order of compliance: Federal regulations, State of Tennessee, TBR, and lastly, Nashville State policy.

This Guidebook is a dynamic document that needs continual updating in order to meet the needs of those for whom it was written and to reflect policy and procedural changes. As is the case with the College Catalog, this Academic Affairs Guidebook will be reviewed annually.

Section 1: Getting Started

Introduction to the College

Founded in 1970, Nashville State Community College has been dedicated to bringing affordable and accessible higher education to Middle Tennessee for decades. Today, Nashville State continues to prepare students for success with several campuses across Tennessee.

In 1984, Nashville State joined the Tennessee Board of Regents (TBR) system of state universities and community colleges. In 2002, the Tennessee General Assembly and the Governor expanded the mission of Nashville State to a comprehensive community college.

As a community college, Nashville State offers the Associate of Applied Science technical and career degrees, and the Associate of Arts, the Associate of Fine Arts, the Associate of Science, and the Associate of Science in Teaching transfer degrees.

Nashville State Community College has seven campuses that serve the seven counties of northern middle Tennessee: Cheatham, Davidson, Dickson, Houston, Humphreys, Montgomery, and Stewart.

The seven campuses are:

Clarksville Campus
1760 Wilma Rudolph Blvd.
Clarksville, TN 37040

Dickson Campus
206 West Walnut St.
Dickson, TN 37055

East Davidson Campus
2845 Elm Hill Pike

Nashville, TN 37214

Humphreys County Campus
695 Holly Lane
Waverly, TN 37185

North Davidson Campus
1520 Gallatin Pike
Madison, TN 37115

Southeast Campus
5248 Hickory Hollow Pkwy.
Antioch, TN 37013

White Bridge Campus
120 White Bridge Pike
Nashville, TN 37209

Mission, Vision, and Core Values

Mission: Nashville State connects students, employers, and communities through personalized, high-quality, innovative educational experiences.

Vision: Nashville State leads the nation in achieving equitable outcomes for our diverse community of learners.

Core Values: Nashville State embodies the core values of LEADS.

Learning: We are a community of learners who provide informal and formal educational opportunities for our students, our communities, and ourselves.

Equity Driven: We are dedicated to identifying and removing barriers to success in teaching, learning, and working.

Accountability: We are accountable for individual excellence, continuous improvement, and prioritizing resources to achieve the vision and mission of our college.

Data informed: We are committed to using data and analytics to guide decision-making and resource allocation at all levels.

Student Centered: We are responsible for creating a culture of student success.

Equity Statement

Nashville State Community College strives to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We understand and practice

ideals of equity and inclusion for our students by embracing a full spectrum of experiences, viewpoints, and intellectual approaches in order to overcome barriers to success.

For additional information on the College's history, its strategic goals designed to achieve Nashville State's vision and mission, and its facilities, visit <https://www.nsc.edu/about/mission-vision-and-values.php> or consult the College Catalog, which is available at <https://www.nsc.edu/academics/catalog.php>.

THEC and TBR

Tennessee Higher Education Commission (THEC)

Formed in 1967, the Tennessee Higher Education Commission is the state's higher education coordinating board and is responsible for an array of duties under TCA 49-7-202.

<https://www.tn.gov/thec/about-thec-tsac/commission-members0.html>

- Administration of the outcomes-based funding formula
- Approval of all new academic degree programs
- Development of the state master plan for higher education
- Serving as the hub for postsecondary data analysis and research
- Authorization and regulation of proprietary institutions
- Serving as the state approving agency for veteran education benefits

Tennessee Board of Regents (TBR)

The Tennessee Board of Regents system is the largest system of higher education in Tennessee. It is governed by 19 board members. The board meets four times a year at regularly scheduled meetings, and the chairman may call additional meetings during the year as needed. The board sets policies and guidelines that govern all TBR institutions. All board meetings are open to the public and the press as observers under Tennessee law.

According to its bylaws, the purpose of the Board of Regents is to do the following:

1. Establish, govern, manage, and control the State University and Community College System of Tennessee.
2. The Board of Regents views itself as the responsible agency for purposes and proposals of the System subject only to legislatively mandated review.
3. Develop a system organization that will provide coordination of the system of institutions and area vocational-technical schools while at the same time preserving the unique qualities, integrity, and regional and community relationships of each of the institutions and schools.
4. Provide essential centralized services and uniform procedures which will increase the individual effectiveness and improve operations of each of the institutions and schools of the system.
5. Increase the ability of the institutions and schools and the System to compete and account for state appropriations, while providing more efficient utilization of state resources provided for their support.
6. Assure more effective lay and public direction and system policy guidance thus preserving citizens' control of postsecondary education in Tennessee.

College Leadership

Organizational Chart

President's Office -

- Internal Auditor
- College Foundation
- Communications & Marketing
- Strategic Analytics & Planning
- Human Resources
- Vice President Business and Finance
 - Operations
 - Safety and Security
 - Technology Services Division
 - Finance and Accounting
- Vice President Student Affairs and Enrollment Management
 - Financial Aid
 - Admissions and Records
 - Welcome Center and Career Services
 - Testing Center
 - Access Center
 - Student Life
 - Student Success Center
- Vice President Academic Affairs and Workforce Development
 - Workforce Development
 - Learning Resources/Library
 - Academic Schools – School of Arts and Sciences, School of Business and Professional Studies, School of Health Sciences, School of Science, Technology, Engineering, and Math
 - Extended Campuses High School Initiatives and Dual Enrollment
 - Extended Campuses - Clarksville Campus, Dickson Campus, East Davidson Campus, Humphreys County Campus, North Davidson Campus, Southeast Campus
 - Online Learning

Organization of the Academic Affairs Unit

The Academic Affairs unit is led by the Vice President of Academic Affairs and Workforce Development. Included within Academic Affairs are: Associate Vice President of Academic Affairs, Associate Vice President of Extended Campuses and High School Initiatives, Instructional Deans; Associate Deans/Campus Directors, Dean of Learning Resource Center, Executive Director of Workforce Development, Director of Online Learning, and Director of High School Initiatives.

Academic Affairs leadership Team (AALT)

This group addresses issues such as day-to-day operations of academic schools and

interactions with other units on campus, academic scheduling, curricula, workforce connections, and programs and services.

Enrollment Management

This group addresses issues that affect student enrollment, retention, recruiting, and graduation. It is a collaborative team comprised of core team members from Academic Affairs, Enrollment Management, Financial Aid, Student Services, Marketing, and Planning and Institutional Effectiveness.

Shared Governance

The purpose of standing, task force, and ad hoc committees at Nashville State is to create a structure that supports the mission, strategic initiatives, and functionality of the college. Committees fulfill specific needs of the college and may be standing (with sub-committees), task forces, or ad hoc groups. Representative participation is key to supporting our commitment to principles of shared governance, inclusivity, and diversity. Membership on a committee offers the opportunity for the campus community to serve the college in a meaningful way.

Current committee rosters and minutes can be found on the Nashville State SharePoint site - search "Committees" to access the Committees SharePoint page. All employees have access to SharePoint through their Microsoft Office web portal.

Sponsorship: Each committee has a direct link to Nashville State Administration through the sponsorship process. All committees have a Senior Staff sponsor who serves as a resource for committee activities as needed.

Standing Committees: established groups that have on-going responsibilities and charges that are essential to supporting student learning, retention, and success, ensuring shared governance, making informed recommendations, fulfilling strategic initiatives, and supporting the framework for consistent, representative shared governance. Each standing committee has set parameters (example: only staff on Staff Assembly). Outside of those parameters, membership should be broad in scope and representation.

Examples: Faculty Senate, President's Cabinet, Assemblies, College Planning Council

Each standing committee may have sub-committees or ad hoc groups that that may work towards meeting on-going goals of the full committee.

Sub-committees: Appointments or elections to these sub-committees are determined by the full committee. Sub-committees are responsible for documenting their work and submitting that work (minutes, project reports, etc.) to the full standing committee on a pre-determined schedule. Each sub-committee has inherent parameters. Sub-committees differ from ad hoc groups as their work is on-going, to repeat annually.

Example: Technology Access Fund is a sub-committee of the Technology Committee.

Ad Hoc: Groups created for a specific purpose, within a specific time frame, to address an issue or task under the direction of an existing standing committee, sub-committee, or task force. The committee officer(s) shall appoint or recruit members. The group exists until the purpose or goal is accomplished and its report delivered to the appropriate administrator.

Example: Office Hours Ad Hoc group reporting to Faculty Senate

College-wide Ad Hoc: Small groups, created by a President or Vice President, for a specific purpose, within a specific time frame, to address an issue or task impacting multiple college divisions. The President or Vice President forming the group will appoint a chair and approve membership. The group exists until the purpose or goal is accomplished and its report delivered to the appropriate administrator.

Each ad hoc receives its charge or mission in writing, including expected outcomes, and a timeline for completion of the work. If work is expected to extend beyond the initially determined timeline, the task force must provide an updated timeline for completion or make recommendations for continuation, including possible transition to a standing committee.

Example: Tenure and Promotion Process Review

College-wide Task Force: Only the President or a Vice President may form a task force for a specific purpose, issue, or task. The Senior Staff member (or delegate) must notify the Committee on Committees of the proposed task force formation with guidelines, membership, and chair and recorder before the initial meeting.

Each task force receives its charge or mission in writing, including expected outcomes, and a timeline for completion of the work. If work is expected to extend beyond the initially determined timeline, the task force must provide an updated timeline for completion or make recommendations for continuation, including possible transition to a standing committee.

Example: Compensation Task Force

Nashville State's shared governance structure provides for the following standing committees:

- | | |
|--------------------------------------|--------------------------------------|
| 1. Accessibility Committee | 11. Faculty Senate |
| 2. Administrative Assembly | 12. Faculty Sick Leave Bank |
| 3. Business Continuity | 13. College-Wide Tenure Review |
| 4. Behavioral Intervention/Care Team | 14. General Education |
| 5. Charitable Solicitation | 15. Institutional Review Board (IRB) |
| 6. College Planning Council | 16. President's Cabinet |
| 7. Committee on Committees | 17. Staff Assembly |
| 8. Curriculum | 18. Staff Sick Leave Bank |
| 9. Distance Education | 19. Technology |
| 10. College-Wide Promotion Review | |

Emergency Alert System

Students, staff, and faculty can also sign up for Nashville State's emergency alert system RAVE. RAVE is an automated messaging system that sends messages to your cell phone and college email account in the event of a college closing or weather-related delay. To sign up, go to <https://www.getrave.com/login/nscc>.

College Closings and Inclement Weather

Nashville State Community College campus closure decisions are made in response to actual conditions at the various campus locations with consideration of weather forecasts. Students and employees are responsible for using their own best judgment with regard to weather conditions.

The President has authorized the Vice President for Academic Affairs and Workforce Development (VPAA), in consultation with the Director of Safety and Security, the Director of Facilities, and/or Extended Campus Directors, to make campus closure decisions. Extended campus directors will consult with the AVP Extended Campuses and the VPAA.

The decision to delay or cancel classes at the White Bridge Campus will also serve as the decision for the East Davidson, Southeast Campus, and North Davidson Campus. Separate decisions will be made for the Clarksville Campus, Dickson Campus, and Humphreys County Campuses. Classes held at a high school site will follow the respective public-school system closing decision.

When a decision is made to close a campus, the VPAA notifies the President the other VP's, the AVP(s), Academic Affairs Leadership Team, Computer Services, and AVP Marketing and Public Relations. Notifications are made by telephone, email, and/or text message.

The AVP Marketing and Public Relations notifies TV stations (channels 2, 4, and 5) and the Nashville State Webmaster. The Webmaster notifies the campus community via the college's website and social media outlets. The Computer Services Department puts a message on the college's phone greeting and voicemail systems (615-353-3333).

If severe weather or an emergency situation necessitates that a campus closes while classes are in session, the Department of Safety and Security will use the campus communications system to notify all personnel who are on campus. Members of the college community are strongly encouraged to sign up to receive emergency closure/cancellation alerts.

Whenever possible, announcements to delay or cancel classes will be made at least two hours prior to the closing or delay. When the campus is not closed, but an individual faculty member is not able to make it to campus due to weather condition, the faculty member will post an announcement or other instructions for students using D2L. Faculty members are also responsible for submitting a Class Cancellation Form to their Instructional Dean and extended Campus Director.

In July, 2024 TBR issued the following statement: "Presidents, in collaboration with their academic leaders, should ensure that faculty are prepared to adapt their instruction for hybrid or remote learning at any point during the semester."

Each in-person course should have an associated D2L course shell or another online platform where faculty can, at a minimum, upload the following:

1. Course syllabi
 - a. Course syllabi should contain a note on how each faculty member will adapt their classroom work to an online environment e.g., a synchronous, online class via Teams or

Zoom or a reading with a required discussion posting. Note: TCATs are required to monitor and document attendance using technology capable of monitoring attendance in at least 50 minutes of each 60-minute clock hour through a synchronous modality.

- b. This campus closure protocol should keep in mind that students may be impacted by the event that closed campus e.g., loss of internet during a winter storm. It is encouraged that assignments have flexible due dates.
2. Instructor contact information
3. A message that students should check D2L or other online platforms in the event of a campus closure for updates on assignments and work that will be replacing the missed on-ground class.

Students are not to be penalized if they are unable to make it to class or arrive late due to weather. In such cases, students need to contact their faculty members (preferably through email in advance of the scheduled class) indicating that they have special weather-related circumstances that prevent their attendance.

Section 2: Faculty Information and Responsibilities

Faculty Rank (Policies 05-01-01 /02-06-00)

Full-time Faculty

Full-time faculty are exempt employees. An exempt employee is an employee who is exempt from provisions of the Fair Labor Standards Act and earns a fixed compensation in a predetermined amount that is paid each pay period regardless of the number of days or hours worked. Exempt employees are typically executives, directors, managers, professional and some technical staff, faculty, and others whose duties and responsibilities allow them to be exempt from overtime pay provisions defined by the FLSA as amended, and any applicable state laws.

All new full-time faculty are required to complete the New Faculty Orientation provided by the Office of the Vice President of Academic Affairs and Workforce Development.

Full-time faculty appointments may be Temporary, Term, Tenure-track, or Tenured as defined in Nashville State policy 05-01-01.

Temporary. Full-time faculty employed in non-tenurable appointments for a specific time appropriate to that purpose. They are not eligible for promotion consideration. Temporary appointments should not exceed one academic year but are renewable for a maximum of three academic years. Temporary appointments may not be converted to term, tenure-track or tenure appointments.

Term. Full-time faculty employed in non-tenurable appointments. They are eligible for promotion consideration. A faculty member should not remain in a term appointment for more than six years. A term appointment may be converted to a tenure-track appointment with up to three years credit given toward the probationary period of employment required for tenure consideration.

Tenure-track. Full-time faculty who are employed in a probationary period of employment preliminary to consideration for tenure. They are eligible for promotion consideration.

Tenured. Full-time faculty who have been awarded tenure by the Tennessee Board of Regents pursuant to the provisions of this policy. They are eligible for promotion consideration.

Conversion from Term to Tenure Track

The conversion of a term appointment to a tenure-track appointment is allowed. Faculty who have never had a tenure-track contract at Nashville State in the past may request conversion to a tenure-track contract by notifying their instructional dean in writing before November 15.

Moving from a term contract to a tenure-track contract does not guarantee that a faculty member will earn tenure. The faculty member will, during the sixth year of tenure-track contract, have to

apply and complete the tenure process in accordance with TBR and campus policies. A faculty member who does not receive tenure as a result of that process may not request that the contract be changed back to a term contract.

Process for Requesting Conversion to Tenure Track

1. Faculty member submits a request for conversion to tenure track to their Instructional Dean by November 15.
2. The Dean will make a recommendation to the Vice President of Academic Affairs about the conversion of the individual to a tenure-track contract, which would become effective the following year. The recommendation must be forwarded to the VPAA no later than December 1 of the year in which the faculty member requests conversion.

For each faculty position, the dean will first examine relevant information to determine whether or not a recommendation for a tenured position is in the best interests of the institution. The information provided and considered must include, but is not limited to:

- Enrollment and graduates for at least five years, when appropriate.
- Nashville State faculty student credit hours (SCH) production and faculty/student ratios for at least five years.
- Nashville State full-time/adjunct faculty percentages for at least five years.
- Nashville State percentage of TLCs in the department taught by tenured faculty for at least five years.
- Current and anticipated curriculum needs.

If it is determined that staffing needs suggest that adding a tenured position is in the best interests of the institution, the Dean will prepare a recommendation for a tenure-track contract for the faculty member requesting conversion. Information presented must include, but is not limited to:

- Faculty member's credentials and qualifications. Credentials must be exceptionally strong.
- Expertise, certifications, degrees, experiences needed and anticipated.
- Student and supervisor evaluations of the individual faculty member.

If the instructional dean recommends conversion of the contract, a recommendation about granting one (1) to three (3) years credit toward tenure for prior service can be included. The recommendation must be justified through evidence of effective teaching and/or improved academic credentials, such as progress toward earning a higher degree if a higher degree is possible. Any credit for prior service can be awarded only at the time of the initial tenure-track contract.

If the Dean recommends not converting the contract, they will inform the faculty member of that decision in writing with an explanation of their decision.

3. The Vice President for Academic Affairs will make recommendations to the President about the conversion of a term contract to a tenure-track contract by March 1.
4. The President will make decisions regarding the recommendations and faculty members will be notified of the President's decision by the last day of the spring term.
5. Once a faculty member is converted from a term contract to a tenure-track contract, the Dean will work closely and communicate regularly with the faculty member to ensure they are fully prepared to apply for tenure at the end of the tenure-track contract period.

Faculty Rank

Promotion in rank is in recognition of past achievement of the individual being considered for promotion. In addition, the advancement in rank is in recognition of future potential and a sign of confidence that the individual is capable of even greater accomplishments and of assuming greater responsibilities. The policy is to make promotions strictly on consideration of merit tempered by college and fiscal considerations. The purpose of this policy is to help ensure that promotions are made objectively, equitably, impartially, and in recognition of merit consistent with policy guidelines.

The president of the college is responsible for the master staffing plan of the college. In developing such a plan, the president will consider the fiscal impact of each promotion recommended to the Board.

Instructor

- Potential ability in teaching, service/outreach, and scholarship/creative activities/research.
- As determined to be appropriate for the instructional discipline, either an Associate or Baccalaureate degree (i.e., Career Studies) or an earned Master's degree or higher from an accredited institution in the discipline or related area.
- Evidence of good character, mature attitude, and professional integrity.

Assistant Professor

- Documented evidence of ability in teaching, service/outreach, and scholarship/creative activities/research.
- As determined to be appropriate for the instructional discipline, either a Baccalaureate degree (i.e., Career Studies) or an earned Master's degree or higher from an accredited institution in the instructional discipline or related area.
- At least two years in rank.
- Evidence of good character, mature attitude, and professional integrity.

Associate Professor

- Documented evidence of high-quality professional productivity in teaching, service/outreach, and scholarship/creative activities/research.

- As determined to be appropriate for the instructional discipline, either a Baccalaureate degree (i.e., Career Studies) or an earned Master's degree or higher from an accredited institution in the instructional discipline or related area.
- At least three years in rank.
- Evidence of good character, mature attitude, and professional integrity.

Professor

- Documented evidence of sustained high-quality professional productivity in teaching, service/outreach, and scholarship/creative activities/research.
- Earned doctorate or TBR-recognized terminal degree from an accredited institution in the instructional discipline or related area. TBR recognizes the following degrees as terminal (incorporated herein by reference of the TBR Terminal Degree Listing):
 - M.F.A. in Studio Art or Creative Writing (NASAD guidelines)
 - M.L.S. in Library Science (or Master's in Library Science)
 - M.M. in certain Music specialties (NASM)
 - Master's in Engineering or Master's with Major in Engineering (Engineering Technology, University or Community College)
 - The J.D. degree is not recognized as a doctorate; however, it may be considered as a terminal degree in disciplines directly associated with legal studies.
- At least 5 years in rank.
- Documented evidence of teaching excellence and superior contribution to student development or superior scholarly or creative activity. The absence of such evidence may prevent advancement to the rank of professor. Since there is no higher rank, promotion to professor is taken with great care and requires a substantial level of achievement. This rank is not a reward for long service; rather it is recognition of superior achievement within the discipline with every expectation of continuing contribution to the college and the larger academic community.
- Evidence of good character, mature attitude, professional integrity, and a high degree of academic excellence and responsibility.

Note: Minimum criteria may be waived if approved by the college president when a candidate offers extraordinary qualifications in lieu of the stated minimum rank criteria. Such approval must be supported by evidence of the extraordinary nature of the qualifications. For example, a candidate with recognized national prominence and expertise might qualify for such a waiver. An exception to the minimum rank criteria must be recommended by the president to the Chancellor or designee. Upon approval of such an exception by the Chancellor, the faculty member's recommendation for promotion will go forward to the Board as meeting the minimum rank criteria.

Adjunct Faculty

Adjunct faculty are part-time, temporary employees whose contracts typically cover a one-semester or summer term period to teach up to twelve (12) credits in fall and spring and up to seven (7) per summer semester and are paid by the teaching load credit according to the chart below. In special situations, adjuncts may teach in excess of credits in a semester as outlined above, but must have approval from the VPAA to do so.

Adjunct faculty members are not required to hold scheduled office hours; however, students must have access to adjunct faculty members. Access can be provided right before and after class and/or by phone, email, or virtual conference. Adjunct faculty members are expected to meet all classes promptly as scheduled. In the case of unanticipated absences, instructors must notify the Dean or Director as applicable. Any absenteeism may be reflected in the amount of pay. Adjunct faculty contracts must be acknowledged through myNSCC by the first day of class of each semester or term.

Adjunct salaries are based on the instructor's qualifications and experience. Credentials determined by the appropriate Instructional Dean in accordance with SACSCOC requirements. Healthcare programs may develop an altered system for payment of clinical faculty with prior approval of the VPAA.

Category 1: \$650 per TLC

Category 2: \$680 per TLC Successful completion of 12 TLCs at Nashville State

Category 3: \$710 per TLC Successful completion of 21 TLCs at Nashville State

Category 4: \$740 per TLC Successful completion of 30 TLCs at Nashville State OR successful completion of 9 TLCs at Nashville State and the Culturally Responsive Teaching Certificate through the Nashville State Teaching Center.

Promotion and Tenure (Policies 02-06-00 and 02-07-00)

Nashville State Process for Faculty Promotion

Promotion in rank is in recognition of past achievement of the individual being considered for promotion. In addition, the advancement in rank is in recognition of future potential and a sign of confidence that the individual is capable of even greater accomplishments and of assuming greater responsibilities. The policy is to make promotions strictly on consideration of merit tempered by college and fiscal considerations. The purpose of this policy is to help ensure that promotions are made objectively, equitably, impartially, and in recognition of merit consistent with the following policy guidelines.

The president of the college is responsible for the master staffing plan of the college. In developing such a plan, the president will consider the fiscal impact of each promotion recommended to the Board.

Applicants should feel free to talk with their Instructional Dean, peers, and/or the Vice President of Academic Affairs for additional information about portfolio contents. Materials should be arranged as separate sections within the portfolio, indicated by dividers and sub-dividers to improve readability. Tabs or colored sheets can be used to delineate different sections and subsections. Documentation within Performance Criteria sections 2, 3, and 4 should include annotated lists. The annotation should include a description of the accomplishment and dates. Evaluation of results strengthens the application.

Materials should generally be listed in reverse chronological order with most recent first. Documentation of effective job performance should be included in the portfolio. Verification in the form of actual documents, conference programs, thank-you letters, etc. should not be

included in the portfolio, but such materials should be available in the applicant's personal files

Applicants should consult Nashville State Promotion Policy Section: Criteria to be Considered in Promotion Recommendations when assembling promotion portfolios. All required materials must be included. Portfolio information will fall into four general categories:

- Promotion Forms (Six forms listed below)
- Performance Criteria: Teaching
- Performance Criteria: Service and Outreach
- Performance Criteria: Scholarship, Creative Activities, and Research

Required Promotion Forms

Faculty applying for promotion must complete the six forms listed below and submit them as a part of the portfolio documenting effectiveness as a faculty member.

1. Application Form

Complete all items on the form. The immediate supervisor determines whether the applicant meets all eligibility requirements of TBR and college policy and works with the applicant to prepare a thorough and informative portfolio. Signatures indicate verification of applicant's portfolio materials.

2. Committee Recommendation Form

No action needed other than to include the form in the application.

3. Teaching Experience Form

Full-time college teaching is defined as a) an average of 15 teaching load credits per semester, and b) a minimum of 30 teaching load credits per year. The total years full-time at Nashville State should include credit for prior experience (only if approved in the letter of initial appointment). Include total years completed (as of date promotion will go in effect). Include years of full-time experience at another college.

Part-time teaching is defined as the number of teaching load credits during a semester divided by 15. Part-time teaching at another college may be included as evidence of professional experience. However, part-time college teaching experience may not count for credit toward the minimum years of eligibility for promotion unless such credit is awarded in the initial appointment letter (Include all experience that is related).

4. Related Work Experience Form

Include all work experience that is related to the teaching assignment. High school teaching may count as related work experience only if relevant to the courses taught at Nashville State or as reflected in your personnel records.

5. Performance Criteria Weight Form

Select weightings of consideration for each area within the approved guidelines. Weightings allow a faculty member some selection based on his or her perceptions of particular strengths

6. Evaluation Checklist for Faculty Promotion/Tenure Application

Include this form in the application and ensure that referenced materials are included as appropriate.

Process and Timeline for Application:

1. The individual faculty member will initiate a request for promotion by notifying their Instructional Dean in writing of their intent to submit an application not later than the *September 15* in the year in which they intend to apply. The faculty member may submit an application for promotion during their last year required in rank. The Instructional Dean will verify that the faculty member has served the minimum number of years in rank to be eligible.
2. After choosing to apply for promotion, the faculty member will prepare a promotion application to be submitted to their Instructional Dean not later than the *fourth Monday in October*. The promotion application should include documentation on all of the following three categories: Teaching, Service and Outreach, and Scholarship, Creative Activities, and Research. Candidates for promotion should reference the evaluation checklist for faculty promotion distributed by the Office of the Vice President for Academic Affairs each fall term.
3. At any step in the promotion application process, those responsible for reviewing the application may contact the applicant for needed information or clarification of material in the application notebook. Faculty applicants must not approach members of the Campus wide Committee for information. Faculty members serve on this committee as part of their professional service to the college and must not discuss the deliberations of the committee.
4. Promotion applications will be reviewed by a Peer Review Committee from the applicant's school. The role of the Peer Review Committee is to support the application by reviewing their materials and making suggestions for improvements. Updates can be made to the application by the applicant prior to submission to the Instructional Dean. This committee will consist of three to five faculty members elected annually from the school.

Members of the Promotion Peer Review Committee must have successfully gone through the promotion process at least once at Nashville State. No individual can serve on both the Peer Review Promotion Committee and the Campus-wide Promotion Review Committee at the same time. The Peer Review Committee will make a recommendation regarding the promotion application and provide the application and their recommendation to the Instructional Dean by the *fourth Monday in November*.

5. The Instructional Dean, in consultation with an off-campus Director if needed, will evaluate the candidate's application and prepare a recommendation letter regarding promotion and submit the letter and the application to the Vice President of Academic Affairs (VPAA) by the *third Friday in December*.

6. The VPAA will distribute applications for promotion to the Campus-wide Promotion Review Committee by the *first business day in January*. The Promotion Review Committee will consist of nine members, two representatives elected from each Academic School, and one representative from the Faculty Senate. Members of the Promotion Review Committee must have successfully gone through the promotion process at least once at Nashville State. Members will serve staggered, two-year terms. Instructional Deans are not eligible to serve on this committee and no faculty member will serve on both the peer and college-level promotion committees at the same time.
7. The Promotion Review Committee selects its own chairperson and will determine the distribution of assignments in order to manage its workload appropriately. The Committee might decide, for example, that each application will be reviewed by three members and presented to the entire Committee by those reviewers. In no case should an application be reviewed by fewer than three members of the Committee. The Promotion Review Committee makes a recommendation concerning the promotion of the faculty applicant and submits the application to the VPAA by the *second Monday in February*.
8. The VPAA makes a recommendation concerning promotion of the faculty applicant and submits the application to the President by the *first Monday in March*.
9. The President makes a recommendation concerning the promotion of the faculty and the faculty member is notified of the President's decision by the *last Monday in March*.
10. A faculty member wishing to appeal the president's recommendation relative to his or her promotion request must do so in writing to the President by the *first Monday in April*. The applicant must state the basis for the appeal and provide evidence that the appeal is justified in writing at the time of the appeal. Appeals may be based only on improper evaluation or unfair and biased evaluation of application.

Improper evaluation shall mean that the decision made was based upon inadequate consideration of materials provided in the portfolio or from determination of inaccurate information provided in the portfolio.

Unfair and biased evaluation shall mean that the decision was based upon factors other than the promotion criteria as stated in this policy.

11. If an appeal is filed, a three-person committee will be formed to consider the appeal. Committee membership will consist of one administrator appointed by the President, the Chair of the Faculty Senate, and an additional faculty Senator appointed by the Faculty Senate Chair. No member of the appeal committee may have either submitted a tenure or promotion application in the same year or have served in the promotion review process of the candidate filing the appeal in any capacity.
12. The committee will review the appeal request and all promotion recommendations to determine if the decision was reached in accordance with college policy.

13. The committee will submit a report of its findings to the president within five working days after the committee reviews the appeal. After receiving the report from the committee, the president will determine whether or not to rescind or uphold the original recommendation and notify the faculty member of the final decision.
14. The President makes a recommendation concerning the promotion of the faculty applicant to the Chancellor during the *third week in April*.
15. The Tennessee Board of Regents receives the recommendations and makes a decision regarding the promotion of the faculty applicant during their *Board meeting in June*.
16. If approved, the promotion will become effective in the following academic year.

Promotion Application Timeline

4 th Monday in October	Applications due to Instructional Deans for distribution to Peer Review Committees
4 th Monday in November	Recommendations due to Instructional Deans from Peer Review Committees
3 rd Friday in December	Recommendations due to VPAA for distribution to College Committee
First business day in January	Applications available to College Committee from VPAA
2 nd Monday in February	Recommendations due to VPAA from the College Committee
1 st Monday in March	Recommendations due from VPAA to President
Last Monday in March	Recommendations from President due to applicant
1 st Monday in April	Last day for Faculty Applicant to file an appeal
3 rd week in April	Campus recommendations due to Tennessee Board of Regents
June	Action by the Tennessee Board of Regent

Nashville State Process for Faculty Tenure

Tenure is awarded only by positive action by the Tennessee Board of Regents (TBR), pursuant to the requirements and procedures of this policy. The award of tenure is in recognition of the merit of a faculty member and of the assumption that they would meet the long-term staffing needs of the academic school or academic program unit and the college. The continued professional growth and development of faculty is necessary for institutions of higher education to continue to provide educational programs in accordance with the college's mission, goals, and the changing needs of the institution.

Tenure is awarded only to those members of the faculty who have exhibited professional excellence and outstanding abilities sufficient to demonstrate that their future services and performances justify the degree of permanence afforded by academic tenure.

The quality of the faculty of any community college is maintained primarily through the appraisal, by faculty and administrative officers, of each candidate for tenure. Tenure at a TBR community college provides eligible full-time faculty with the assurance of continued employment during the academic year until retirement or dismissal for adequate cause, financial exigency, or curricular reasons, as further discussed herein. TBR does not award tenure in non-

faculty positions. The following TBR policy on tenure is applicable to all community colleges within the system. These are minimum provisions and should be implemented in a manner appropriate to the individual missions, traditions, and needs of the colleges.

Tenure Appointments

Recommendations for or against tenure shall originate from the academic school or program unit in which the faculty member is assigned.

The recommendation for tenure must be made by the President to the Chancellor and by the Chancellor to the Board of Regents. In the event that tenure is awarded by TBR, the President shall furnish to the faculty member written confirmation of the award.

No person [other than the President] shall have any authority to make any representation concerning tenure to any faculty member. Failure to give timely notice of non-recommendation of tenure shall not result in the granting of a tenure appointment, but shall result in the right of the faculty member to another year of service at the college, provided that no tenure appeals remain outstanding due to lack of cooperation and/or appropriate action on the part of the candidate in completing the appeal process.

Minimum Eligibility Requirements

Tenure may be awarded only to regular full-time faculty members who:

- Hold academic rank as instructor, assistant professor, associate professor, or professor.
- Have been employed in a tenure-track appointment and have completed the minimum probationary period of service and/or as agreed upon in writing and signed by the President or their designee.
- Have been determined by the college to meet the criteria for tenure and have been so recommended.

Length of Probationary Employment

Probationary faculty may be employed on annual tenure-track appointments for a probationary period that may not exceed six (6) years. The faculty member may apply for tenure at the beginning of the sixth year of service, following a probationary period of not less than *five* years, provided that exceptions to the minimum probationary period may be made under special circumstances upon recommendation by the President and approval by the Chancellor. Upon approval of such an exception by the Chancellor, the faculty member's recommendation for tenure will go forward to the Board as meeting the requirements for the probationary period.

Calculating the Probationary Period

Only full-time continuous service at a college will be included in determining completion of the probationary period, unless a break in service is approved. Employment during summer terms and in part-time positions shall not be credited toward satisfying the probationary period.

Credit for Prior Service. The minimum probationary period of five years may include credit for prior service when agreed to by the President. The credit is subject to the maximum permissible credit for prior service as noted below:

- Credit toward completion of the probationary period may at the discretion of the President be given for a maximum of three years of previous full-time service at other colleges, universities, or institutes provided that the prior service is relevant to the institution's own needs and criteria. Any credit for prior service that is recognized and agreed to must be confirmed in writing at the time of the initial appointment to a tenure-track position.
- Credit toward completion of the probationary period may, at the discretion of the President, be given for a maximum of three years or previous full-time service in a temporary faculty appointment or term appointment at the same institution or in an earlier tenure-track appointment at the same institution that has been followed by a break in service. Any credit for prior service in a temporary full-time faculty appointment at the same institution or in an earlier tenure-track appointment (at the same institution) that has been followed by a break in service must be recognized and confirmed in writing in the appointment letter to a tenure-track position.

Leave of Absence. The period of approved leave of absence shall be excluded from the required probationary period. A faculty member may apply for a maximum of two, non-consecutive, one-year leave increments. Exceptions may be granted by the President of the college in writing prior to the leave of absence. Exceptions may include:

- crediting the leave periods to the probationary period and/or
- granting more than two, non-consecutive one-year increments. Exception (b), per TBR policy, requires approval of the Chancellor of TBR.

"Stopping the Tenure Clock." A faculty member may request to "stop the tenure clock" during their probationary period when circumstances exist that interrupt the faculty member's normal progress toward qualifying for tenure. In such cases, the faculty member may request to "stop the tenure clock" for one year, if they demonstrate that circumstances reasonably warrant the interruption. Reasons will typically be related to a personal or family situation requiring attention and commitment that consumes the time and energy normally addressed to faculty duties and professional development. Examples may include childbirth or adoption, care of dependents, medical conditions or obligations, physical disasters or disruptions, military deployment, or similar circumstances.

Administrative Appointment. A faculty member appointed to an administrative position may remain eligible for tenure consideration. The faculty member must:

- a. Qualify for tenure under the college's guidelines and maintain a significant involvement in academic pursuits including teaching, service/outreach, and scholarship/creative activities/research.
- b. The time (or prorated portion of time) spent in the administrative position may be

credited toward completion of the probationary period.

Transfer to another Division or Unit. When a faculty member is serving a probationary period in a division or an academic program unit and is subsequently transferred to another division or unit, the faculty member may - with the approval of the President - elect to begin a new probationary period on the date on which the transfer occurs. If they do not so elect (and confirms this in writing to the President), time spent in the first appointment shall count toward establishing the minimum and maximum probationary period.

Criteria to be Considered in Tenure Recommendations

Criteria for tenure relate to the college's three traditional missions: teaching, service/outreach, and scholarship/creative activities/research. In the community college setting, effective teaching is of paramount importance.

Faculty must assign a weight to each category that determines the relative importance of each in comparison to others within the following guidelines: Teaching (60%-75%), Service and Outreach (10%-30%), and Scholarship, Creative Activities, and Research (10%-30%). Total category weights should sum to 100%.

Performance Criteria: Teaching

Teaching activities shall constitute 60% to 75% of the weight of the total tenure decision, as determined by the applicant.

Effective teaching is an essential qualification for tenure, and tenure should be granted only with clear and documented evidence of a candidate's teaching ability and potential for continued development.

Each of the items listed below must be submitted as evidence of effective teaching and be included in the teaching portfolio.

- Evidence of ability to organize and present subject matter in a logical and meaningful way,
- Evidence of effective strategies to motivate and stimulate student learning,
- Statement of teaching philosophy,
- Course materials (i.e., course syllabi, handouts, exams/evaluation instruments, instructional materials), and
- Results of student evaluations for every course evaluated during the probationary period.

Additional types of documentation may also include:

1. Open-ended or other student input,
2. Student products,
3. Teaching recognition/awards,
4. Evidence of professional development in teaching.
5. Evidence of disciplinary or interdisciplinary program or curricular development,
6. Alumni surveys,
7. Student exit interviews,
8. Evidence of supervision of student projects and other forms of student mentorships, and

9. Evidence of excellence in teaching or mentoring, or both.

Performance Criteria: Service and Outreach

Service and outreach activities shall constitute 10% to 30% of the weight of the total tenure decision, as determined by the applicant.

Service and/or outreach encompass a faculty member's activities in college service, outreach or public service, and professional service.

Evidence of performance in one or more of the following activities should be submitted. Weight and magnitude of importance will be directed by the college's policies and guidelines.

College service refers to activities other than teaching and scholarship performed at the department or college level. It is expected of every faculty member; indeed, colleges could hardly function without conscientious faculty who perform committee work and other administrative responsibilities. College service includes, but is not limited to, serving on departmental committees, advising students, and participating in college activities and on college committees. More extensive citizenship functions such as membership on a specially appointed task force, serving as advisor to a college-wide student organization, and membership on a college search committee should be taken into account in consideration for tenure.

The outreach or public service function is the college's outreach to the community and society at large, with major emphasis on the application of knowledge for the solution of problems with which society is confronted. Outreach primarily involves sharing professional expertise and should directly support the goals and mission of the college. A vital component of the college's mission, public service must be performed at the same high levels of quality that characterize the teaching and research programs.

Professional service refers to the work done for organizations related to the faculty member's discipline or to the teaching profession generally. Service to the profession includes activities such as service on statewide or TBR committees, guest lecturing on other campuses, and other appropriate activities.

Performance Criteria: Scholarship, Creative Activities, and Research

Scholarship, creative activities, and research shall constitute 10% to 30% of the weight of the total tenure decision, as determined by the applicant.

Candidates for tenure must present documented evidence of their scholarship, creative activities, and/or research.

While each item listed as required under "Teaching" must be included, the weight and magnitude of evidence required for activities in scholarship or creative activities or research will be directed by the college policy and guidelines.

Such evidence should cite typical professional development activities such as presentations at a professional meeting, journal editorship, article and grant proposal review, performances, exhibitions, creative activities, as well as completing books, journal articles, or monographs, and other appropriate activities.

The scholarship of teaching is a valid measure of research capability. It goes beyond doing a good job in the classroom; creative teachers should organize, record, and document their efforts in such a way that their colleagues may share their contributions to the art of teaching.

- Authoring appropriate textbooks or chapters within a book, writing educational articles, making presentations, and using innovative contributions to teaching, constitute scholarship of teaching.
- Performances, compositions, and other artistic creations are examples of appropriate creative activities. Documentation of such activities might include written reviews and evaluations by qualified peers.
- Publications in journals or media of similar quality are considered indicators of professional and/or scholarly activity.
- Publications that are reviewed by peers are more significant than those that are not subjected to such rigorous examination. It should be emphasized that quality is more important than quantity.

Exceptions to Minimum Rank Qualifications

The minimum rank qualifications should be met in every recommendation of tenure, appointment to academic rank, and promotion in academic rank.

The tenure process at Nashville State Community College is as follows:

1. In the spring semester before the tenure application process begins, the faculty member may choose to have a preliminary review ad-hoc committee to aid them in creation of a tenure application. This preliminary review ad-hoc committee shall be composed of the faculty mentor, from within the candidate's academic unit who will act as chair of the preliminary review ad-hoc committee, one tenured faculty from outside the academic unit, and the chair or dean of the academic unit where tenure will be granted. The preliminary review ad-hoc committee serves in an advisory capacity only, and their approval of the faculty member's tenure packet in no way guarantees that the faculty member will be granted tenure. Faculty members interested in a preliminary review ad hoc committee should contact their Instructional Dean who will work with the faculty member to create the committee.
2. The individual faculty member will initiate the official request for tenure by notifying their Instructional Dean in writing of their intent to apply not later than September 15 in the term in which they intend to apply. The faculty member

may apply for tenure during their last year required in their probationary period. The Instructional Dean will verify that the faculty member has served the minimum number of years in a probationary period to be eligible.

3. After choosing to apply for tenure, the faculty member will prepare a tenure application to be submitted to their Instructional Dean not later than the fourth Monday in October. The tenure application should include documentation on all of the following three categories: Teaching, Service and Outreach, and Scholarship, Creative Activities, and Research.
4. At any step in the tenure application process, those responsible for reviewing the application may contact the applicant for needed information or clarification of material in the application notebook. Faculty applicants must not approach members of the Campus-wide Tenure Review Committee for information. Faculty members serve on this committees as part of their professional service to the college and must not discuss the deliberations of the committee.
5. Tenure applications will be reviewed by a Peer Review Committee from the applicant's school. The role of the Peer Review Committee is to support the applicant by reviewing their materials and making suggestions for improvements that can be made to the application prior to their submission of the application to the Instructional Dean. This Peer Review Committee will consist of three to five tenured faculty members elected annually from the school. No individual can serve on both the Peer Review Committee and the Campus-wide Tenure Review Committee at the same time. The Peer Review Committee will make a recommendation regarding the tenure application and provide the application, with their recommendation, to the Instructional Dean by the fourth Monday in November.
6. The Instructional Dean and, in consultation with an off-campus Director as needed, will evaluate the candidate's application and make a recommendation regarding tenure and submit the application to the Vice President of Academic Affairs (VPAA) by the third Friday in December.
7. The VPAA will distribute applications for tenure to the Campus-wide Tenure Review Committee by the first business day in January. The Campus-wide Tenure Review Committee consists of five tenured faculty members, one representative from each of the four Academic Schools and one representative elected from the Faculty Senate. The members of the Campus-wide Tenure Committee serve staggered, two-year terms. No faculty member will serve on both the peer review

and campus-wide tenure review committees at the same time.

8. The Campus-wide Tenure Review Committee selects its own chairperson. The Campus-wide Tenure Review Committee will determine the distribution of assignments in order to manage its workload appropriately. The Campus-wide Tenure Review Committee might decide, for example, that each application will be reviewed by three members and presented to the entire Campus-wide Tenure Review Committee by those reviewers. In no case should an application be reviewed by fewer than three members of the Campus-wide Tenure Review committee. The Campus-wide Tenure Review Committee makes a recommendation concerning the tenure of the faculty applicant and submits the application to the VPAA by the second Monday in February.
9. The VPAA makes a recommendation concerning tenure of the faculty applicant and submits the application to the President by the first Monday in March.
10. The President makes a recommendation concerning the tenure of the faculty and the faculty member is notified of the President's decision by the last Monday in March.
11. A faculty member wishing to appeal the President's recommendation relative to his or her tenure request must do so in writing by the first Monday in April. The applicant must state the basis for the appeal and provide evidence that the appeal is justified in writing at the time of the appeal. Appeals may be based only on improper evaluation or unfair and biased evaluation of application.
 - a. Improper evaluation shall mean that the decision made was based upon inadequate consideration of materials provided in the portfolio or from determination of inaccurate information provided in the portfolio.
 - b. Unfair and biased evaluation shall mean that the decision was based on factors other than the tenure criteria as stated in this policy.

12. If an appeal is filed, a three-person tenure appeal committee will be formed to consider the appeal. Tenure appeal committee membership will consist of one administrator appointed by the President, the Faculty Senate Chair, and an additional faculty Senator appointed by the Faculty Senate Chair. A member of the tenure appeal committee may not have submitted either a tenure or promotion application in the same year or have served in the tenure review process of the candidate filing the appeal in any capacity.
13. The tenure appeal committee will review the appeal request and all tenure recommendations to determine if the decision was reached in accordance with college policy.
14. The tenure appeal committee will submit a report of its findings to the President within five working days after the tenure appeal committee reviews the appeal. After receiving the report from the tenure appeal committee, the president will determine whether or not to rescind or uphold the original recommendation and notify the faculty member of the final decision.
15. The President makes a recommendation concerning the tenure of the faculty applicant to the Chancellor during the third week in April.
16. The Tennessee Board of Regents receives the recommendations and decides regarding the tenure of the faculty applicant during their Board meeting in June.
17. If approved, tenure will become effective in the following academic year.

Tenure Application Timeline

4 th Monday in October	Applications due to Instructional Deans for distribution to Peer Review Committees
4 th Monday in November	Recommendations due to Instructional Deans from Peer Review Committees
3 rd Friday in December	Recommendations due to VPAA for distribution to College Committee
First business day in January	Applications available to College Committee from VPAA
2 nd Monday in February	Recommendations due to VPAA from the College Committee
1 st Monday in March	Recommendations due from VPAA to President
Last Monday in March	Recommendations from President due to applicant
1 st Monday in April	Last day for Faculty Applicant to file an appeal
3 rd week in April	Campus recommendations due to Tennessee Board of Regents
June	Action by the Tennessee Board of Regent

Part-time or adjunct or temporary faculty members are hired on a semester basis as needed and are not eligible for tenure or promotion. If a faculty member desires to terminate their

employment with Nashville State, they shall give notice not later than April 1, if they plan to leave at the end of the academic year, or November 1, if they wish to terminate their employment at the end of the fall semester. It is expected a faculty member shall complete a semester once the semester has begun.

Award of Emeritus

Emeritus/emerita is an honorary title given to already retired faculty or given in anticipation of the retirement of a faculty member to be effective upon retirement. The title is awarded in recognition of their contributions and distinguished service and to encourage their continued association with the college. Faculty members who are awarded this status will retain their rank at the time of retirement followed by the designation “Emeritus/Emerita.”

The title carries no formal associated responsibilities or compensation; however, a retired faculty member may volunteer to perform tasks or undertake responsibilities consistent with their expertise and experience. The emeritus/emerita status is conferred for life, subject to the same policies for termination as apply for an active tenured faculty member. See TBR Policy 5:02:01:10 for enabling language.

Faculty Duties and Responsibilities

Faculty Load and Work Expectations (Policy 02-11-00)

As an educational institution, Nashville State does not wish to impose a rigid, codified set of rules upon members of its faculty. The College does, however, have certain expectations concerning faculty workload.

The normal faculty academic contract for new nine-month faculty begins August 1. The normal faculty academic contract for returning nine-month faculty begins eight business days before the fall semester starts in August and ends on the date of Commencement the following year in May. Faculty should be available for College functions, meetings, professional development, etc., through the end of their scheduled work year.

Semester pre-term responsibilities begin eight (8) business days before the semester starts in fall and spring. During those eight days, faculty will attend required meetings to include convocation, all faculty meetings, and academic school meetings. In addition, faculty will attend a variety of workshops hosted by the Teaching Center, prepare for their fall classes, and advise students as needed.

Faculty Schedules

Instructional Time: Time spent delivering courses in person or engaging with students in online/virtual courses. Faculty may elect to teach online and virtual classes remotely.

Non-Instructional Time: Time spent on college business and other job duties that do not take place in the classroom. This includes grading, responding to student emails, preparing for class, student advising, work with student organizations/activities, committee service, assisting

colleagues, program audit and reviews, curriculum development and revision, course preparation, participation in professional development activities, assistance with student registration and orientation, research, attendance at student services events, community service, and other activities designated by the Dean/Director. Faculty may elect to work remotely for up to half of their non-instructional time.

In accordance with TBR policy, all full-time Nashville State faculty and staff shall work 37.5 hours per week throughout the length of their contract (typically 9 months or 12 months).

Faculty are expected to be on a campus at least two days per week and may be requested to be on campus at specific times for events, meetings, and activities. Deans/Directors may request a faculty member to be on campus during specified hours as needed. When working remotely, faculty remain available as if they were working on campus.

Each semester, faculty will create door schedules that reflect scheduled instructional time (not to include online course time), and includes contact information for the faculty member. During non-instructional time, whether on campus or remote, faculty will be available to respond to students' emails and inquiries and meet with students as requested. Faculty shall respond to student inquiries within 1 business day and make every effort to schedule a meeting time and modality (in person, by phone, or virtual) that is most convenient to the student.

This policy is intended to allow for remote work flexibility; however, instructional assignments may require a faculty member to be on campus every day for in person classes. This policy is not intended to limit the number of days a faculty member may be assigned in-person classes. Faculty may be assigned to teach at more than one campus location.

The finalization of the class schedule and staffing resides with the Office of the Vice President of Academic Affairs and Workforce Development. Deans and Campus Directors, in consultation with faculty leaders, will make the final recommendation for the class schedule and staffing. Although faculty are welcome to communicate their schedule preferences to their supervisor, staffing decisions are at the discretion of the AALT in consultation with faculty leadership.

Teaching Load

A full teaching load for the semester is equal to fifteen (15) teaching load credit (TLC) hours or the equivalent per term for fall and spring semesters. All equivalent teaching load activities (release time) shall be subject to prior review and approval by the Vice President of Academic Affairs and Workforce Development.

Teaching load credits (TLC) are calculated as follows:

Lecture and Lab classes: $(\text{Student credit hours} + \text{contact hours})/2 = \text{TLC}$

Examples:

ENGL 1010 would be $(3 \text{ SCH} + 3 \text{ contact hours})/2 = 3 \text{ TLC}$

BIOL 2010 would be $(4 \text{ SCH} + 4 \text{ lecture and } 2 \text{ lab contact hours})/2 = 5 \text{ TLC}$
CULA 1320 would be $(3 \text{ SCH} + 1 \text{ lecture and } 4 \text{ lab contact hours})/2 = 4 \text{ TLC}$

Applied Music Lessons: individual students in private hour-long applied lessons. Applied lessons are compensated at 0.75 TLC per student

Clinical Courses: Compensation for supporting student clinical rotations will vary based on discipline. Any changes to compensation for clinical rotations must be approved in writing by the VPAA.

Independent Study Courses: courses that do not lend themselves to traditional classroom or laboratory methods but must be taught in an individual, tutorial, consultative manner are credited to the faculty member on the basis of 0.2 TLC for each student.

The following intended class enrollment averages for full-time faculty were determined by taking into account that class caps vary by department. Exceptions to these modes of calculation can be made with VPAA approval, such as with new programs or those programs that require lower enrollment for an external accreditor.

A faculty member in the following departments will be considered at load if all classes to which they are assigned have an enrollment average of 10 students (classes cap at 12 – 18).

Culinary Arts
Civil and Construction Engineering
Computer-Aided Drafting
Computer Information Technology
Electrical Engineering Technology
English as a Second Language
Healthcare Management
Industrial Process Control Technology
Music Technology
Visual Communications

A faculty member in the following departments will be considered at load if all classes to which they are assigned have an enrollment average of 15 students (classes cap above 20 with rare exceptions).

Accounting	
Administration Professional Technology	Logistics, Transportation and Supply Chain
Art	Mathematics
Biology	Music
Business	Paralegal Studies
Chemistry	Philosophy
Communication	Physics
Education	Psychology
English	Reading
Geography	Social Work
History	Sociology
Hospitality Management	

In situations where faculty course assignments do not meet the average calculation, a faculty member who has one or more low enrollment courses in a given term may have their sections combined to produce appropriate student enrollments or may be reassigned to a higher enrolled class. Faculty must meet classes at the appointed time, location, and mode of delivery.

In general, class sections need a minimum of 10 students in order to run without the risk of being cancelled or reassigned to a part-time faculty member. Low enrollment classes are reviewed in preparation for each term and final decisions regarding offering classes with fewer than 10 students enrolled are made by the VPAA in consultation with AALT and faculty leaders.

Summer Teaching

Summer teaching is neither expected, required, nor guaranteed. The pay rate for full-time faculty who teach during the summer is 1/32 of the annual salary per TLC taught. Full-time faculty interested in teaching in the summer will be offered teaching opportunities based on the needs of the college. Course assignments at a particular location or in a particular mode of delivery are not guaranteed.

Summer pre-term begins two business days before the summer start date. Faculty responsibilities for the pre-term include 6 hours of availability each day for class preparation and student support.

Faculty that teach in summer will create and share/post their schedules as appropriate (Dean, Director, office door, NS Online) that reflect scheduled instructional time (not to include online course time) and includes contact information for the faculty member. Teaching faculty will be available to respond to student emails and inquiries and meet with students as requested.

Faculty shall respond to student inquiries within 1 business day and make every effort to schedule a meeting time and modality (in office, by phone, or virtual) that is most convenient to the student and within reasonable operating hours.

Class Cancellations Due to Low Enrollment

It is sometimes necessary to cancel scheduled classes when student enrollment does not reach minimum levels. The decision for class cancellation resides in the Office of the Vice President of

Academic Affairs and Workforce Development in consultation with AALT and faculty leadership. Faculty members are not paid for classes that must be canceled. When a class is canceled, enrolled students will be notified by phone or email that the class is canceled and receive a full refund. Any fees directly applicable to the canceled class will also be refunded.

Extra Compensation for Full-Time Faculty Overload

TBR policy on Outside Employment and Extra Compensation (5:01:05:00) states that “full-time employment with the Tennessee Board of Regents demands an individual’s full-time professional expertise, commitment, and energies, and the assigned teaching load of a TBR faculty member constitutes a full-time assignment.” However, the policy notes that overload assignments may be necessary under certain conditions.

Extra compensation is allowed for services/activities of an extraordinary nature that require an assignment in addition to the employee's full workload and that are entirely outside of their scheduled work hours. If the additional assignment must be conducted during regularly scheduled work hours, additional compensatory hours will be scheduled. If the additional assignment occurs during a scheduled class, it is the faculty member’s responsibility to arrange for appropriate coverage or make-up of the class. Written plans for such accommodations shall be approved in advance by the Dean. Extra compensation must not exceed two credit courses per term.

Overload assignments will be based on the needs of the college, which Deans and Directors assess on a semester-by-semester basis. Balancing course offerings in terms of on-campus/online, day/evening, and full-time/adjunct instruction should be considered in making decisions about overload assignments.

All overloads must be documented and justified by Deans or Campus Directors and have the prior approval of the Vice President for Academic Affairs. Should it be impossible for a faculty member's load to be held within the maximum teaching load, overload will be paid no later than the spring term for hours above the maximum.

Overload teaching assignments must be:

1. Voluntary on the part of the faculty member;
2. Performed entirely outside of, and in addition to, normal working assignments and responsibilities with extra on-campus hours included in the faculty member’s schedule;
3. Paid at the appropriate rate; and
4. Approved by the appropriate supervisor at the school level.

Rates of pay for extra compensation for faculty:

Instructor	\$650 per teaching load credit
Assistant Professor	\$700 per teaching load credit
Associate Professor	\$750 per teaching load credit
Professor	\$800 per teaching load credit

Non-Instructional Assignments for Faculty

Non-Instructional assignments are reductions in teaching load and are considered for faculty who are assigned administrative responsibilities or other special assignments when the Vice President of Academic Affairs and Workforce Development and/or President has determined a teaching load reduction is warranted. Non-Instructional assignments must reflect the mission, goals, and

need of the institution. The President must approve any non-instructional assignment that equates to a 50% basis for a full academic year or on a 100% basis for a term. Requests for released time for faculty should be requested by Deans/Directors and approved by the Vice President for Academic Affairs in advance of the assignment.

The formula for determining the minimum number of work hours for a given alternative assignment is as follows: For a three credit-hour equivalent of release time, a faculty member would receive the total hours for the semester as 7.5 hours (3 hours x 2.5) x the number of weeks in the semester (15). Consequently, a faculty member would be expected to devote 112.5 hours/15 weeks/semester to the alternative assignment for a three-credit teaching reduction.

Faculty Absences

The major goals of the procedure for handling faculty absences during scheduled days on campus are to minimize any negative impact on students and to adhere to TBR and campus policies. Faculty “absence” applies to all scheduled hours in the overall context of a 37.5 hour work week.

Class Cancellations Due to Faculty Absence

The purpose of the leave system is to allow for occasions when an illness, an emergency, or any other interfering event prevents a faculty member from fulfilling their obligation to the College. Given that the faculty’s primary obligation is teaching, it is considered within the spirit of the guidelines that faculty schedule appointments and elective procedures in such a way as to minimize the impact on teaching schedules and will make every effort not to miss scheduled classes and not to have classes canceled. However, in the rare situation in which a faculty member must miss class, the faculty member is responsible for developing a plan to make up for course content missed during an absence. A Class Cancellation dynamic form can be obtained from the Instructional Dean or Campus Director. The Dean/Director must approve the plan and keep the form on file. The only exception to this is the unexpected long-term illness or disability of a faculty member, when pre-planning is not possible.

It is permissible to hold class with a substitute instructor, although this is not always appropriate. The substitute must be qualified based on Nashville State Faculty Credentialing guidelines and agreeable to both the faculty member and Dean/Director. It is often appropriate for another faculty member in the same area to cover a class for a colleague rather than to secure a substitute. It is the faculty member’s responsibility to work with the supervisor to make appropriate arrangements. Plans must be approved prior to the absence whenever possible.

It is the responsibility of the faculty member who cancels a class to notify all students in that class, using the tools available to them. Required notification channels are:

- Posted notice in the D2L shell for the course
- Email notices to all class enrollees
- Note posted on classroom door for on-ground classes

If an individual faculty member cancels their class,

the faculty member must notify students at the earliest possible opportunity but no later than at least two hours before the class begins if at all possible. In this case, faculty members must submit a plan to make up for missed material to the Dean or Director.

When a planned medical situation must be scheduled at a time that conflicts with the teaching schedule, the faculty member should:

- Inform the Dean/Director as soon as possible, at least two weeks in advance of the planned absence from class. A make-up plan using the Class Cancellation form must be sent to and approved by the Dean/Campus Director for all missed classes.
- Faculty will report sick leave upon return to work. For absences of more than 3 days, the supervisor must notify Human Resources. HR will send the required Family Medical Leave Act (FMLA) paperwork to the faculty member.

Faculty Absence for Non-Instructional Time

Faculty who miss non-instructional time, must take sick leave for the time missed.

Absences not properly recorded or deemed to be unnecessary or unapproved could result in disciplinary action.

Classroom Assignments

Classes are scheduled in specific rooms at specific hours based upon availability. Faculty will receive their classroom assignments as a part of their teaching schedule. Changing classrooms after the semester has begun is difficult because of limited classroom space. If a faculty member believes that an assigned room is not sufficient for their needs, they should address the issue with the Dean/Campus Director.

Work Space Assignment

Nashville State Community College has established guidelines and procedures for the assignment of faculty and adjunct work spaces. New full-time faculty members will be assigned an office at the time of hire. Adjunct faculty typically are not assigned an office but may use the adjunct areas for computer, phone, printing, copying, student consultation, breaks, mailboxes, and other functions. Any change to assigned offices must be approved in writing by the Instructional Dean or Campus Director, and must be approved by the Vice President of Academic Affairs and Workforce Development.

Commencement (Policy 02-14-00)

Commencement is held once each year in May. Full-time faculty are required to attend all commencement exercises. Faculty are required to wear academic attire, to include academic caps, gowns, and hoods. Faculty who do not own academic attire may contact the bookstore to request rental attire.

In rare instances, a faculty member may be excused from attending Commencement. Permission to be absent may be granted by the Vice President of Academic Affairs and Workforce Development and excused faculty must use a sick leave to cover the absence.

Employment Outside the College/Additional Employment

Appropriateness of Employment

Full-time employees of the College may engage in part-time employment elsewhere provided such outside work does not interfere with the performance of normal professional responsibilities, have an adverse effect upon the College, or create a conflict between the interests of the College and the employee. The College considers full-time employment to be a full-time commitment. Full-time employees who choose to work outside the College or in another division of the college that is considered outside of their normal job responsibilities must complete the appropriate notification form which may be obtained from their area Dean or Vice President.

Approval for outside employment must be requested from the President using the Nashville State Outside Employment and Extra Assignment Request Form (PDF), annually or by semester, and must have the approval of the Dean/Campus Director and the Vice President of Academic Affairs and Workforce Development. Faculty and staff must complete a new form before entering into a new business or activity. Forms must be updated annually.

Exceptions to this may be recommended by the appropriate Supervisor. Approvals must be consistent with TBR policies and guidelines and with state law. TCA 49-5-410 limits full-time faculty members to teaching no more than two credit courses per semester for extra pay in an institution of higher education. TCA 49-5-410 also limits faculty to 15 clock hours per week or 400 clock hours per nine-month period for extra pay.

Additional employment duties must:

- Be performed entirely outside of, and in addition to, normal assignments and responsibilities.
- Not interfere with assigned duties and responsibilities or with regular institutional operations.
- Be consistent with TBR policies and guidelines and with state law.
- Not constitute a conflict of interest or compete with the institution's education, research, or public service programs.
- Require only a reasonable time commitment from the employee.
- Not be undertaken with an inappropriate claim that the individual is officially representing the institution in connection with the employment.

Unacceptable Outside/Additional Employment

In general, outside/additional employment is not permitted if:

- It prevents employees from fully performing their work required of them while employed at the College, including overtime assignments or attending required college activities. In case of any conflict with an outside activity, the employee's obligations to the College

- must be given priority, with the understanding that the College is their primary employer;
- It involves organizations that are doing or seeking to do business with the College, including actual or potential vendors, customers, or grantors; or
- It violates provisions of the law or College policy.

Faculty Evaluations

Nashville State Community College is committed to regular and meaningful performance management, including conducting annual performance evaluations of all College employees. The primary purpose of the performance evaluation is to provide a formal mechanism that encourages dialogue between the evaluator and staff member, providing constructive performance feedback and assisting the College in achieving its strategic goals.

During the annual evaluation, full-time faculty and the Dean/Director discuss the following: student evaluations of classroom performance, professional activities, college service, advising responsibilities/performances, and other instructional and institutional responsibilities. Annual goals from the previous year are also reviewed to determine the level of completion of the stated goals and objectives of that plan. During this meeting, the faculty member's final evaluation package is completed and signed by both parties. Faculty members have the opportunity to add a statement to their evaluation if they disagree with the outcome of the evaluation.

The timeline for the annual evaluation of faculty is as follows:

- **Faculty** to complete self-evaluation and submit to Dean/Director by last day in August.
- **Deans/Directors** to meet with individual faculty members and submit forms to Vice-President Academic Affairs by last day in November.
 - Faculty up for promotion/tenure will receive priority and **MUST** be received by **October 15**.
- **Vice-President Academic Affairs and Workforce Development** to submit fully executed forms to the Office of Human Resources no later than last date before the winter break.

Evaluators should appraise the faculty member's performance using the guidelines on the evaluation form. The performance factor Satisfactory, or "performance consistently meets expected professional standards", should not be considered "marginal" but should be regarded as being reflective of the performer who is fully competent and truly meets the expectations of the position and of the evaluator. When evaluating employees, evaluators should refrain from making any reference to absences due to approved FMLA, medical conditions, disability status or accommodation, Covid-19 related absences, etc. to comply with the College's non-discrimination policies. Please contact HR if you have questions about what is permissible to include in the evaluation.

Evaluation Deficiencies

Employees whose performance factor rating is Unsatisfactory, or "performance falls below expected professional standards," **MUST** include a Performance Improvement Plan (PIP). Supervisors should contact HR for more information/further instruction for creating a PIP.

Any faculty member whose evaluation in a given year identifies unsatisfactory performance overall or in the area of instruction must work with the Dean to correct those deficiencies. The faculty member and the Dean will work together to develop goals and activities designed to improve the faculty member's performance. These items will be included in the faculty member's annual goals.

Classroom Observations

All faculty (full and part-time) must have a classroom observation completed during their first two terms of employment and on a 3-year cycle thereafter, unless there are concerns that indicate additional observations are needed. Classroom observation of full-time faculty must be completed by the appropriate Instructional Dean and observations of adjunct faculty may be completed by the Instructional Dean, department chair, program coordinator, or program director, or a full-time faculty member designated by the Instructional Dean.

Student Course Evaluations

The primary use of student evaluation of instruction is as a source of information to maintain quality instruction in all the College's courses. Scores on individual items can offer specific information on areas where faculty may need to make changes in course methodology, course delivery, etc. Student comments can also be a source of valuable feedback.

All classes are evaluated in each fall and spring term. All faculty must include at least one semester's report of student evaluation results in their annual evaluation package.

Professional Development (Policy 02-15-00)

The intent of professional development at Nashville State is to encourage and to provide opportunities for faculty and staff that will extend knowledge in their own and related disciplines, improve instructional effectiveness, improve job performance, promote the sharing of ideas and information among faculty, and enrich the Nashville State work environment.

All faculty are responsible for their own continued professional development and shall participate in a variety of scholarly and academic activities that enhance instructional effectiveness. These activities may include the pursuit of additional degrees; advanced training; attendance at professional conferences, on-campus in-services, and/or workshops; and other professional endeavors. Development activities may also be recommended for a faculty member by the immediate supervisor in order to address weaknesses and evaluation deficiencies or to support career development.

Each year in March, the Vice President of Academic Affairs and Workforce Development will call for professional development requests from faculty and academic affairs staff. Faculty should complete a Form X and submit to their Dean/Campus Director before May 25. Deans and

Campus Directors will review and send approved requests to the Vice President of Academic Affairs and Workforce Development by June 1 each year. Additional professional development requests will be reviewed throughout the year pending available funds.

Professional Development Guidelines and Procedures

- Professional development funds are approved for an individual for a specific activity. Funds cannot be shifted to another activity or another person. Should need arise for an individual to replace the funded attendee, a new request may be submitted with a justification provided for the replacement of the funded attendee. Such requests will be submitted to the Vice President of Academic Affairs and Workforce Development for consideration well in advance of the activity.
- Faculty and staff must provide an overview of how their requested professional development funds will support their professional development plan.
- Multiple individuals attending a conference, workshop or seminar that is not a local event must have the approval of the Vice President of Academic Affairs and Workforce Development in advance. Such considerations will be based on the overall benefit that participation of multiple individuals would have on enhancing student success.
- Program and school funds are for activities directly related to job performance. Funds for such activities as employee travel to off-campus sites, attendance at required meetings, or support of activities in the discipline or school budget should not be requested through professional development funds but should be a part of budget development discussions.
- Funds allocated in support of education at another TBR or UT institution should use form PC-191. Funds allocated for education at a non-TBR or non-UT institution may not exceed current TBR designated rates.

Professional Development Priorities

All activities must first have a statement indicating how the activity provides direct benefit or support for student learning (Form X). Each statement will be reviewed and weighted for its benefit to the college.

Priority 1: Program-Required Credential

The category includes any type of education/training/professional development activities, including additional degrees and technical training, for an employee who was qualified for a job when they were hired, but now must acquire additional expertise and/or credentials because of increased industry/accreditation standards. The purpose is to protect quality dedicated faculty from job loss, avoid possible program accreditation problems, and/or allow the college to offer essential services/instruction. All requests for priority 1 must be forwarded to the president for approval.

Priority 2: Workshops/Conferences/Seminars

The category supports the participation in workshops, conferences, and seminars which are related to the employee's job.

Sub Priority 2A: Individuals who are holding national, state or regional leadership roles in professional organizations will be given strong consideration. Individuals who are presenting at national, state, or regional conferences or workshops will be given strong consideration.

Sub Priority 2B: Individuals who are attending professional workshops, conference of seminars will be given due consideration. The effort at this level will be focused on equitable distributions of resources across areas of the college and within the various units of the college.

Priority 3: Institutional Training Programs

The category of training will provide organizational and professional development activities, typically on campus, for a significant number of college employees. The training must focus on enhancing the performance of the college employees and have a relationship to supporting student success.

Priority 4: Additional Degrees

The category supports the earning of additional advanced degrees which are related to an employee's position.

Priority 5: Other Requests

The category is for any request that is not addressed in the earlier priorities. Within this priority first consideration would go to training or education credentials that are desirable but not essential to a person's assignment.

Faculty Meetings and Committees

Meetings provide an important forum for the communication and implementation of policies and procedures as well as participation in activities at Nashville State. Faculty are encouraged to attend Faculty Senate meetings. Faculty are required to attend Academic School and campus meetings. Academic School meetings are held 10:00 am -12:00 pm the first Friday of every month. Campus meetings are held 10:00 am -12:00 pm the third Friday of every month. Faculty who teach at extended campuses should attend both meetings. Faculty who have to miss these meetings should notify their supervisors in advance and take leave for missed time.

Faculty participation in committee activities contributes to shared governance and the growth and enhancement of Nashville State's programs. Committee members are sometimes elected by faculty or recommended through the Faculty Senate, although other channels of appointment may be used. Committee membership principles are driven by appropriate faculty representation and continuity of experience and expertise. Faculty should have an opportunity to decline committee appointments to a shared governance committee whenever appropriate.

Section 3: Teaching Classes - Instructional Practices and Procedures

Academic Calendar

The Nashville State Academic Calendar is located on the Nashville State website at <https://www.nsc.edu/academics/academic-calendar.php>.

Academic Freedom (Policy 02-09-00) – reproduced here in part

The faculty member is entitled to freedom in the classroom in discussing his or her subject, being careful not to introduce into the teaching unrelated subject matter.

The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties, including and consistent with any and all policies pertaining to clinical and research practices. Research for financial gain must be based upon an understanding with the authorities of the institution, which is documented and signed by the faculty member and the appropriate academic officer(s).

Academic freedom is essential to fulfill the ultimate objectives of an educational institution - the free search for and exposition of truth - and applies to teaching, research, and faculty participation in institutional governance.. Faculty participation in institutional governance is fundamental to the development and maintenance of effective academic policies, national and regional accreditation, and shared responsibility for the delivery of educational programs and services to students.

Implicit in the principle of academic freedom are the corollary responsibilities of the faculty who enjoy that freedom. Incompetence, indolence, intellectual dishonesty, failure to carry out assigned duties, serious moral dereliction, arbitrary and capricious disregard of standards of professional conduct - these and other grounds as set forth in TBR Policy 5.02.03.70 may constitute adequate cause for dismissal or other disciplinary sanctions against faculty members.

Freedom of Speech (Policy 03-10-00) – reproduced here in part

Students have a fundamental constitutional right to free speech. Nashville State is committed to giving students the broadest possible latitude to speak, write, listen, challenge, learn, and discuss any issue, subject to constitutional time, place, and manner restrictions.

Nashville State is committed to maintaining campuses as marketplaces of ideas for all students and all faculty in which the free exchange of ideas is not to be suppressed because the ideas put forth are thought by some or even by most members of the community to be offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed. It is for Nashville State individual students and faculty to make judgments about ideas for themselves, and to act on those judgments not by seeking to suppress free speech, but by openly and vigorously contesting the ideas that they oppose.

It is not the proper role of Nashville State to attempt to shield individuals from free speech, including ideas and opinions they find offensive, unwise, immoral, indecent, disagreeable,

conservative, liberal, traditional, radical, or wrong-headed. Although Nashville State greatly values civility and mutual respect, concerns about civility and mutual respect will never be used by Nashville State as a justification for closing off the discussion of ideas, however offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed those ideas may be to some students or faculty.

Although all students and all faculty are free to state their own views about and contest the views expressed on campus, and to state their own views about and contest speakers who are invited to express their views on a Nashville State campus, they may not substantially obstruct or otherwise substantially interfere with the freedom of others to express views they reject or even loathe. To this end, Nashville State has a responsibility to promote a lively and fearless freedom of debate and deliberation and protect that freedom.

The primary responsibility of faculty is to engage an honest, courageous, and persistent effort to search out and communicate the truth that lies in the areas of their competence. Although faculty are free in the classroom to discuss subjects within areas of their competence, faculty will be cautious in expressing personal views in the classroom and will be careful not to introduce controversial matters that have no relationship to the subject taught, and especially matters in which they have no special competence or training and in which, therefore, faculty's views cannot claim the authority accorded statements they make about subjects within areas of their competence; provided, that no faculty will face adverse employment action for classroom speech, unless it is not reasonably germane to the subject matter of the class as broadly construed, and comprises a substantial portion of classroom instruction.

Accessibility (Policy 02-20-00)

Nashville State is committed to the fundamental academic principles of equity and accessibility by providing all students and staff with equitable access to the College's programs, services, events, and staff development activities. The goal of accessibility policy is to support an inclusive academic environment by incorporating design concepts that reduce or remove barriers and adhere to federal regulations and standards for accessibility. This institution will achieve this goal by endorsing this policy through procedures which ensure that individuals with disabilities have access to the College instructional, informational, marketing, and promotional materials as well as content posted on websites similar to individuals without disabilities.

Content created by instructors must be created using current accessibility standards. Any non-accessible content must have an alternative Access Plan which could be developed in partnership with the Access Center as needed.

[Office of Civil Rights overview of Section 504 and Title II](#)

[US. Access Board Section 508 Standards](#)

[Web Content Accessibility Guidelines \(WCAG\) 2.0 AA](#)

For TBR Guidelines specific to the TBR Accessibility Initiative please visit:

<https://www.tbr.edu/student-success/accessibility-initiative>

Intellectual Property (Policy 05-01-15) – reproduced here in part

It is the policy of Nashville State Community College to: encourage inventions and the production of copyrightable works by members of the College community, facilitate the utilization of such inventions and works to the benefit of the public, the Institution, and members of the Institutional community; and provide for the equitable sharing of any proceeds derived from the commercial exploitation of inventions and copyrightable works in which, pursuant to policy (05-01-15), the College is determined to have an interest. This policy is intended to protect the interests of all concerned parties: the College, members of the College community, external sponsors of research and the public.

Intellectual property developed by persons to whom this policy applies shall be the sole and exclusive property of the College if the subject intellectual property is;

- Developed within the person's scope of employment with the College;
- Developed in the course of a project sponsored by the College;
- Developed with the significant use of the College's facilities, services, or equipment (personal office space, libraries and the inventor or author's personal computer provided by the College excluded); or
- Developed in the course of a project arranged, administered or controlled by the College and sponsored by persons, agencies or organizations external to the Institution, absent prior written agreement to the contrary.

With respect to students, use of resources or facilities typically available to students in their educational activities shall not be considered "significant".

Intellectual property developed outside an employee's scope of employment, on the employee's own time and without the use of significant Institutional resources shall be the sole and exclusive property of the Inventor or Author.

Copyright Infringement

According to the United States Copyright Office, "Copyright is a form of protection provided by the laws of the United States (Title 17, U. S. Code) to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to do and to authorize others to do the following:

- To reproduce the work in copies or phonorecords;
- To prepare derivative works based upon the work;
- To distribute copies or phonorecords of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
- To perform the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works;
- To display the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work; and
- In the case of sound recordings, to perform the work publicly by means of a digital audio transmission.

Nashville State Community College supports the responsible use of copyrighted materials by Nashville State faculty, staff, and students as specified by law. This policy includes but is not limited to articles, books, music, photos, videos, and any copyrighted materials published in print or online, or recorded in an audio, video, or digital format.

Nashville State Community College complies with the Copyright Act of 1976 including the “Fair Use Doctrine” [17 USC Section 106 and 107 et seq.], the Digital Millennium Act of 1998 [112 Stat. 2860], and the Technology, Education, and Copyright Harmonization (TEACH) Act of 2002 [17 USC Section 110 (2)] in the college’s use of copyrighted works. The college’s policy, procedure, and institutional processes inform members of the college community on compliance practices.

Under United States copyright law, the “fair use doctrine” allows certain specified uses of a copyrighted work without requiring prior permission of the copyright owner under certain circumstances. The term “fair use” has generally been defined as the right to use copyrighted works in a reasonable manner without consent of the author. College faculty, staff, or students who make “fair use” of copyrighted works must consider in advance the applicability of the following four statutory factors in making a fair use analysis.

1. The purpose and character of the use, including whether the use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

Copyright Act of 1976 – Fair Use Doctrine (<http://www.copyright.gov/fls/fl102.html>)

Digital Millennium Act of 1998 (<http://www.copyright.gov/legislation/dmca.pdf>)

TEACH Act of 2002 (<http://www.copyright.gov/docs/regstat031301.html>)

Any individual member of the Nashville State community who does not adhere to copyright law may be held personally liable.

Student Academic and Classroom Expectations and Misconduct Procedures (Policy 03-04-00)

As a faculty member you have the right to expect that students will not:

- Disrupt the educational process in your classroom;
- Engage in academic misconduct;
- Infringe on the rights of others; especially with regard to mental or physical abuse, bullying, harassment, or conduct creating a perceived risk of violence, damage to property, or emotional harm;
- Commit unlawful acts or violations of college rules.
- Show you disrespect through actions, comments, obscene, or excessively loud language;
- Be present in unauthorized areas;
- Display disorderly, lewd or indecent behaviors or distribute obscene or libelous written material;

- Bring visitors into the classroom without your permission;
- Use cell phones or electronic devices during class without your permission;
- Make an audio or video recording on instructional activities without your written permission and/or permission from Access Center due to an accommodation;
- Intentionally provide you with false information.

Classroom Misconduct

The faculty member has the primary responsibility for maintenance of academic integrity and controlling class (which includes any remote learning activity and/or offsite class such as a clinic site or other non-traditional class environment) behavior and responding to disruptive conduct.

The faculty member may order the temporary removal or exclusion from the class of any student engaged in disruptive conduct or other conduct that violates this policy for each class session during which the conduct occurs. Extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further disciplinary action can be affected only through appropriate procedures.

If a faculty member believes that conduct requires further disciplinary action, they should contact the Vice President of Enrollment Management and Student Affairs to discuss the Student Conduct & Disciplinary Sanctions policy (03-05-00).

When a Student is Disruptive in Class

Disruptive behavior interrupts workflow or instruction but is not threatening to others.

Below are some helpful steps to take when dealing with a disruptive student. All situations are different, but in most cases, these steps can be used to diffuse a student conduct issue in the classroom. The steps are meant to be progressive and may not be needed in all situations. As instructors are responsible for classroom management, it is helpful to prevent disruptions before they escalate. Instructors can state ahead of time that questions need to wait until the end of the lecture, or that calling out answers is not permissible (you set the rules!). Proximity stops a lot of behaviors, so move about the room and pause next to someone who tends to be disruptive, disengaged, or chatty.

STEP 1: Tell the student politely, but plainly, to stop their behavior immediately. If inappropriate behavior continues, counsel the student in private. You can tell the student to step out of class to the hallway to move away from others. Then,

- A. Indicate plainly the behavior to which you object.
- B. Indicate specific expectations for appropriate behavior.
- C. Indicate the specific consequences of noncompliance; i.e., dismissal from class, referral for student conduct, campus police/security will be summoned, etc.

If the disruptive behavior escalates to behavior that is imminently dangerous to self or others contact 911 immediately. Contact Campus Police/Security or campus administrative staff if the student is not dangerous but needs to be removed from the location in order for instruction or business to continue.

STEP 2: If the behavior continues, consult with your dean, program director, or campus director to determine the next course of action which may include a verbal or written

warning.

STEP 3: Refer the matter to the AVP of Student Affairs if you determine the behavior warrants a formal complaint, or you have determined that the student has violated the Student Code of Conduct which can be viewed at <https://catalog.nsc.edu/content.php?catoid=20&navoid=1432>.

STEP 4: Be patient as the student's due process runs its course. Remember, permanent exclusion from class may only be imposed as a disciplinary sanction after the student has been provided due process.

After an investigation, the Associate Vice President of Student Affairs will decide on whether the student will be an ongoing disruption to classroom activities and explore options in conjunction with the instructor, academic dean, and/or Vice Presidents for Academic Affairs & Student Affairs and Enrollment Management. These may include requesting that the student drops the class, moves to another section, etc. The matter will be referred to the Behavioral Intervention Team if the evidence supports a potential threat to self or others.

If you need additional information on Classroom Misconduct procedures, please contact the AVP of Student Affairs at (615) 353-3148.

Maintenance of Ethical and Professional Standards for health professions.

Failure to maintain the high ethical and professional standards of the various disciplines of the health professions may subject a student to suspension from a program, dismissal from a program, or other appropriate remedial action.

A student enrolled in a program leading to a degree or credential in a health profession is subject to disciplinary action up to and including suspension and dismissal from a program for engaging in the following acts of misconduct, regardless of location:

- Commission of an offense classified as a felony by Tennessee or federal criminal statutes;
- Unlawful use, possession, or sale of drugs or narcotics, whether or not felonious;
- Other unprofessional or unethical conduct that would bring disrepute and disgrace upon both the student and profession and that would tend to substantially reduce or eliminate the student's ability to effectively practice the profession in which discipline they are enrolled;
- or
- Conduct that is in violation of either a relevant Tennessee statute establishing professional standards or a rule or regulation of a Tennessee regulatory board or other body responsible for the establishment and enforcement of professional standards.

A person applying for admission to a health profession program may be denied admission to the program on the basis of his or her violation of the aforementioned ethical and professional standards;

Academic misconduct

Academic Misconduct is any action or attempted action designed to provide an unfair academic advantage or disadvantage for oneself or others. Academic misconduct includes a wide variety of behaviors such as plagiarism, cheating, fabrication, and other academic dishonesty.

Academic misconduct is prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the

class. In addition to other possible disciplinary sanctions which may be imposed in accordance with this policy, the instructor has the authority to take academic discipline consistent with institutional policy, procedures, and processes.

An instructor who determines that a student has engaged in academic misconduct may choose to exercise academic discipline by lowering to any extent, including to a grade of “F” or “zero,” a student’s grade in the course, assignment, or examination affected by the alleged academic misconduct.

An instructor who initiates academic discipline shall inform the student and the Associate Vice President for Academic Affairs in writing of the finding of academic misconduct, the basis therefore, the academic discipline imposed, and the appeals process within five (5) days of the imposition of academic discipline.

A student charged with academic misconduct has the option of either accepting the academic discipline imposed by the instructor or initiating the appeals process to challenge the allegation of academic misconduct or the severity of the academic discipline. If the student does not respond in writing within five (5) days by either accepting or appealing the academic discipline to the institutional academic misconduct appeals committee, the student waives the right to contest the academic discipline, at which time it becomes final.

- The Nashville State Academic Misconduct Appeals committee shall consist of at least three (3) individuals and include at least one (1) student. The Vice President of Academic Affairs or other administrator identified by the institution will assemble the committee and coordinate the hearing but will not participate on the committee. Any individual who has an interest in the incident, a conflict of interest, or a bias is not permitted to serve on the committee. Nashville State may maintain standing pools from which individuals may be appointed and/or appoint ad hoc academic misconduct appeals committees.
- The academic misconduct appeals committee will set a hearing date that is within fifteen (15) business days of receipt of date of the student’s appeal. The student must receive at least seven (7) calendar days’ notice of the date, time, and location of the hearing. A student will be notified of the due process protections provided for in this policy.
- The academic misconduct appeals committee will conduct the appeal hearing, consider the evidence presented, and make a decision based on a simple majority vote using a preponderance of the evidence standard. The committee can either uphold, overturn, or lessen the academic discipline. The results of the committee’s decision will be conveyed to the student in writing, through the Vice President of Academic Affairs or other administrator identified by the institution, within ten (10) business days of the hearing.
- If the academic misconduct appeals committee upholds or lessens the academic discipline, the student may appeal in writing to the president within five (5) business days following receipt of the decision of the committee. The president will make a decision within ten (10) business days. The president’s decision is final.

- The Nashville State Vice President of Academic Affairs and Workforce Development, President, or other administrator identified by the institution has the ability to extend any deadline in this section for good cause and upon written notice to the student.

In addition to academic discipline, a student who is found responsible for academic misconduct, either one or more times, may be subject to disciplinary sanctions in accordance with this policy.

Nashville State Community College shall maintain permanently all submissions by the student and all decisions of institutional officials and committees relating to academic misconduct.

Disciplinary Holds.

Nashville State may place a hold on a student record when the student has

- a. Withdrawn from the institution while a disciplinary meeting and/or proceeding is pending;
- b. Not responded to an institutional official's request for a meeting or hearing; or
- c. Been suspended or expelled.

A disciplinary hold may remain on a student's record until final resolution of a disciplinary meeting and/or disciplinary hearing. Nashville State will not confer a degree or credential when a student record has been placed on hold, or when a student has a pending disciplinary meeting and/or disciplinary proceeding.

Except for cases involving Academic Misconduct, Nashville State will not revoke a degree or credential based on conduct occurring while a person was a student, but not discovered until after the awarding of a degree or credential.

Books, Course Materials, and Open Education Resources (Policy 02-04-00)

Faculty, in concert with Deans, have responsibility for selecting textbooks, workbooks, and laboratory manuals for each course. Selected textbooks and materials should be re-used as long as is appropriate in order to enable students to buy used textbooks and other reusable materials. When a new edition of a textbook or materials is published, a school may wish or need to make a change, as the bookstore may be unable to stock the old edition. The decision to change a textbook or other instructional material in a course must be approved by the appropriate Dean.

Accessibility of all course content, including (but not limited to) books, computer software, websites, instruction manuals, videos, study guides, laboratory manuals, and computer-assisted instruction modules must be ensured when adopting textbooks and other course materials.

A change of instructional materials that necessitates a new order by the bookstore should be made as early as possible during the last year of use of the existing textbook. All sections of a course must have a common text(s) except in special circumstances approved by the Dean and Vice President for Academic Affairs. The full-time faculty teaching the course or a committee selected from those faculty by the Instructional Dean will review possible textbooks/ancillary materials and recommend new selections. In disciplines with no full-time faculty, the Instructional Dean, in consultation with the adjunct faculty teaching the course, will select the textbooks/ancillary materials. All sections of a course must utilize the same textbook unless OER is being used.

Cost to students will be an important factor in the selection of textbooks and ancillary materials. Faculty members shall consider practices that reduce the cost of course materials, such as utilizing Open Educational Resources (OER) or lower-cost electronic formats (e-texts). In general, the lowest cost alternative that meets the instructional needs and quality standards of the course will be selected. Ancillary materials will be required only if essential to meeting the student-learning objectives of the course. Bundled materials will be considered only if the ancillary materials bundled with the textbooks are essential to the course and/or they deliver cost savings to the students.

NOTE: Bundled materials may prevent students from selling books back, and require students to buy new books or pay more for a used book plus the bundled materials than for a new book.

Process for textbook ordering:

- Faculty completed spreadsheet by deadline
- Dean sends spreadsheet to AVPAA by deadline
- AVPAA sends to bookstore by deadline
- If a class is added to the schedule after the deadline, the dean or directors will send a notification to the Section Changes email listserv. The AVPAA will then add the textbook to the spreadsheet.
- Departments that adopt OER course materials do not have to “adopt” materials each term.

Class Rosters

Class rosters comprise the official attendance record for every class and include the names and student identification numbers of all students enrolled.

It is imperative that faculty check their myNSCC class rosters once a week during the entire semester. If a student is not on the roster, they are **not** allowed to attend class. Faculty should send the student to the Student Success Center or their academic advisor immediately and should not let them return to the classroom until the student appears on the roster.

Faculty should pay careful attention to student engagement in the class and are expected to track student engagement through myNSCC.

Student Engagement Requirements

Each semester, faculty are required to indicate student engagement through myNSCC and to keep engagement updated throughout the term.

Examples of acceptable evidence of academic engagement:

- Student submission of an academic assignment
- Student attendance in an on-ground or virtual class meeting
- Student submission of an exam
- Documented student participation in an interactive tutorial or computer-aided instruction
- A posting by the student in a discussion forum showing the student’s participation in a

discussion about academic matters

What is the difference between “engagement” and “attendance”?

- “Engagement” is used to determine eligibility for Federal Financial Aid disbursement or the amount of disbursement: Did the student begin the class in any way through physically being there, turning in an assignment, doing a test/quiz, submitting a discussion board, or some other participation activity?
- “Attendance” is what the faculty members keeps for internal records and to determine the extent to which students have met the attendance policy
- myNSCC was built using the term “attendance”: Attendance Reporting, Failure Due to Attendance (FA)
- NSCC is not an attendance keeping institution (one that keeps formal records to submit to an external authority), hence the distinction above

Engagement v. Attendance (in theory)

- Engagement is submitted once
- Attendance is iterative

Engagement v. Attendance (in practice)

- Once the faculty members submits engagement via myNSCC, they will need to check it periodically to make sure that it is still accurate and to monitor to see if any students with an N for engagement need to have that updated to a Y (for students who are now engaging but did not initially)
- **You will never change a Y to an N for a student who engaged at some point in the term would**
- Attendance records are important for determining an FA v. F

Getting it right

- Grade and engagement must match
- A student who has never engaged would have an N for engagement and must receive an FN
- A student who has engaged would have a Y for engagement and could receive any letter grade, including an F, or an FA

Why is it important to get this right?

- Compliance with the U.S. Department of Education
- Financial impact on students
 - They may not receive a timely disbursement of Federal Financial Aid monies if engagement is not reported in first two weeks of the semester
 - They may have to pay back monies received
 - Their enrollment reported to the National Student Loan Data System (NSLDS) Clearinghouse could be incorrect and may affect student loan repayment dates
 - TBR Census reporting could be inaccurate

Course Syllabi (Policy 02-19-00)

The Dean/Campus Director is responsible for maintaining the official updated course syllabus for each course offered in the school. Each instructor is expected to provide students with access to a copy of the course syllabus at the first class meeting and to post the syllabus (accessible and in HTML format) in the learning management system prior to the first class meeting. Master Syllabi are located on the college website.

Copies of course syllabi for each course should be placed on file in the school office or director's office. Master course syllabus templates must be used in all classes to ensure that required information is available to students.

Syllabi should include items below:

1. Course description—Use catalog description plus other instructor details.
2. Instructor Information- name, email, phone, office location, office hours, instructor zoom room link
3. Class location – either physical room location or zoom link
4. Textbook information – ISBN, Access Code: (if applicable), Reference Materials, and Supplies
5. Course outcomes
6. Course competencies
7. Topical outline (and/or dated schedule of readings and assignments)
8. Course assessment: Type and point/percentage breakdown.
9. Instructor grading policies (based on college policies identified in the catalog)
10. Grading Scale
11. Late work policy and Make up procedures
12. Attendance policy
13. Technology Statement
14. ADA compliance statement
15. Classroom and Academic Misconduct policies
16. Academic Early Alert statement
17. Campus Emergency Alert procedures
18. Student Wellness resources
19. Equity Statement
20. Inclement Weather and Campus Closing procedures

Total Hours of Coursework:

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 thus expected to adhere to the meeting times and locations published in the semester class schedules. Some courses are scheduled in three or more hour blocks. These block courses typically have one fifteen-minute break incorporated into the schedule. Instructors may not eliminate the break in order to dismiss class early.

To earn one academic credit at Nashville State, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute “academic” hours) of coursework per semester. Those hours of

coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit. For most classes, students should expect to do at least 2 hours of coursework outside of class for each hour of in-class coursework.

Field Trips

Instructors are only permitted to take students on field trips after the trip has been approved by the appropriate parties and student waivers have been filed with the appropriate office. Appropriate forms are housed with the Office of Student Life. Approval signatures are required at least two weeks in advance of the trip.

Evaluation of Student Performance (Policy 02-18-00)

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 within one week from the date the work/assignments were received. For planning and evaluation purposes, the College may request that faculty gather information from students. Surveys and other requests should be completed as indicated by the instructions provided.

Final Exams

It is the responsibility of each instructor to develop and/or select quizzes, tests and exams for a course in accordance with the general policy established by the Academic School. For 5-week, 7-week, and 10-week classes, the last date of the course is the scheduled exam time. For 15-week classes, the last week of the semester is set aside for final exams and the normal class schedule will be replaced with a final exam schedule of two hour-time blocks. Final examinations must follow the published final exam schedule. Any change must be approved by the Dean/Director. Instructors not holding a final exam must have the prior approval of the Dean/Director. Exams for online courses should provide a window of time for the final to be completed.

The Final Examination Schedule will be published on the College's Website for each semester. Every effort will be made to develop a schedule in which no student is required to take more than two final exams in one day. When the schedule requires a student to take more than two final exams in one day, or if a student's final exam conflicts with a class in a non-15 week session, a final exam may be administered in the Testing Center during final exam week at a time mutually agreed on by the student and instructor.

The final examination week is considered a contractual responsibility of all faculty members, both full-time and adjunct. The normal full-time workload during this week is five two-hour time blocks during which assessment will be conducted. Overload courses and laboratory responsibilities may modify the "examination week" workload.

Grading, Reporting, and Record Keeping (02-17-00)

The following grading system is used at Nashville State Community College:

<u>Grade Values per Semester Credit Hour</u>		<u>Quality Points/Grade Points</u>
A	Superior	4
B	Excellent	3
C	Average	2
D	Passing, but below average	1
F	Failure	0
FA	Failure, Attendance-Related (unofficial withdrawal)	0
FN	Failure, Never Attended Class (unofficial withdrawal)	0
P	Pass	0
S	Satisfactory	0
U	Unsatisfactory	0

Other marks which may appear on the grade report and/or transcripts are as follows:

W Withdrawal – withdrawal from course initiated by the student.

I Incomplete – The “I” indicates that the student has not completed all of the course work due to such extenuating circumstances as personal illness, death in the family, or other justifiable reasons. If the “I” grade is not removed by the deadline, it will be automatically changed to an “F”. The deadlines for removal are in the Records Office and listed on Academic Calendars found in the catalog and all printed schedules.

X Continuation – The “X” indicates the student attempted a remedial or developmental course, but progress was not sufficient to warrant a grade. It carries no connotation of failure. It indicates the student, upon the advice of the instructor, should register for the same course and takes more time to earn a grade. The “X” grade is restricted to use in the R/D courses. An overall maximum of 15 semester hours of “X” is allowed. Veterans who are receiving educational benefits cannot be awarded an “X” grade in any course.

AU Audit- No grade or credit awarded.

NR No grade reported. This grade is assigned when a grade is not issued by the instructor of the course.

Grades of “W”, “I”, “X”, “AU”, and “NR” have no grade point value and are not used in computing grade point average.

Grade Point Average

The academic standing of a student is expressed in terms of a quality point average (QPA)/grade point average (GPA). When a course is completed, the number of grade points earned is determined by multiplying the credit hours earned for that course by the grade points assigned to the letter grade earned. Examples on calculating a GPA are found on the Records Office website: www.nsc.edu/records.

Repeating Courses

For the purpose of raising a grade point average, a student may only repeat a course in which the previous grade earned is “C” or lower. Students may be permitted to repeat a course in which a grade of “B” or higher was earned only with the approval of the chief academic officer as an exception to this policy.

When a course is repeated for the first time, the highest grade is used in the calculation of the student’s quality/grade point average. The grade earned in the third and subsequent attempts will be used in calculating the QPA/GPA. The credit hours earned by repeating a course will be counted only one time in the cumulative total hours earned. In all instances, the highest grade earned is used to determine whether the student meets graduation requirements.

Veterans repeating courses for which they have passing grades (D or higher) are advised to speak with the College’s VA certifying official concerning eligibility for benefits since the VA typically does not pay to repeat a course that has been successfully completed.

Grade Reporting and Record-Keeping

Faculty are required to enter their final grades for the semester using myNSCC. Instructors must maintain, either electronically or on paper, detailed grade records. Grade records must document engagement throughout the semester, all grades earned in the class, and all grades identified by assignment (e.g., test, homework, paper).

Adjunct and non-returning faculty members must provide the office of the Instructional Dean or Campus Director with a paper copy and/or electronic file of class grades and student engagement records by the due date for final grades for that semester/term. Deans/Directors may also ask full-time, continuing faculty members to turn in their final grades. Class grade records must be maintained for a minimum period of one year from the end of the class.

Student Course Engagement Record-Keeping and Reporting

Faculty shall communicate to all students the importance of prompt and regular class attendance and participation to achieve course outcomes and promote student retention/success. Faculty members are required to confirm that each student on the class roll has engaged in the course (e.g., completing an assignment, attendance at a class session or clinical placement, taking an examination/quiz, etc.) for the purposes of verifying enrollment. This verification is entered into myNSCC.

Engagement reporting opens on the Monday of the second week of classes and then is monitored each week for the remainder of the term. Faculty will receive an email from the Office of Financial Aid requesting the entry of the student’s engagement status for every student on the class roster. At the end of the semester faculty will be required to enter the last date of meaningful course engagement for all students who did not successfully complete the class and who have not engaged in the class since the last day to withdraw.

- Log-in to msNSCC, faculty services, then “engagement reporting.”
- Choose the term, then the course/section you are entering.
- For every student, you will enter Y or N.
- Once a Y has been submitted, it is never changed.

- An N can and should be updated any time after a student engages through the end of the term.

Grade Changes

Normally, grades may be changed only by the instructor who assigned the original grade. If a grade needs to be changed, a “Change of Grade” dynamic form (which can be completed through myNSCC) must be completed by the instructor. Students may appeal their grade in the semester following the one in which the grade is posted. The process for grade appeal can be found in the Nashville State Student Handbook. Faculty should keep careful records of all grades given for student assessments during the course of the semester as validation of the student’s final grade.

Incomplete Grades

The grade of “I” (Incomplete) is awarded only when the instructor has determined that illness or unforeseen circumstances prevented the student from completing all course requirements. The student should have completed most of the course requirements (roughly 80%) and be beyond the deadline for receiving a “W” grade.

It is the faculty’s responsibility to complete a form entitled “Request for Grade of Incomplete,” which requires signatures of the student and the instructor. Forms to request an incomplete grade are available from the Records Office or from Instructional Deans. The form must include those assignments that remain for the student to complete the course and the date by which those assignments should be completed, not to exceed six weeks into the subsequent term. Once the form is received, the Dean will input the “I” grade into the student’s record.

The student is not required to register for the course again, but must make up the work before the instructor’s deadline. The instructor will change the “I” to a letter grade within fifteen working days from the date that the student completes all remaining course requirements. If the “I” grade is not removed by the deadline, it will be automatically change to an “F”. The deadlines for removal are in the Records Office and listed on Academic Calendars found in the catalog and all printed schedules.

Grade Appeal

A student who believes that an error has been made in the grade assigned for a course may appeal their grade. The appeal must be initiated during the semester immediately following the semester in which the grade was posted (summer semester will be considered in determining the following semester).

Grade appeals are allowed only when

- 1) the instructor has not used criteria stated in the course syllabus,
- 2) has applied criteria inequitably, or
- 3) has made errors in the calculation or recording of a grade.

In all cases, the student will assume the burden of proof with respect to these issues.

Steps for a Grade Appeal

1. The student must try to consult with the instructor to provide a satisfactory resolution to

the appeal. The student must also document his/her contact, or attempts to contact, the instructor. The Student Grade Appeal Form for documenting this step may be obtained from the division Dean, any satellite campus, or www.nsc.edu. The only exception to this step in the process is in the case that the instructor is no longer employed at the college or is unavailable so that it is impossible to contact the instructor. In the event the student cannot contact the instructor, the student may contact the instructor's division Dean who will attempt to contact the instructor. If both parties are unable to contact the instructor, the Dean may act on the instructor's behalf in reviewing the grade appeal.

2. If the appeal cannot be resolved between the student and the instructor, the student may appeal, in writing, to the appropriate division Dean. To continue the appeal, the student must present the completed Student Grade Appeal Form to the appropriate supervisor. The Dean will attempt to resolve the appeal in consultation with the instructor and/or the student. This step must be completed during the semester following the semester in which the grade was earned and must be documented using the Student Grade Appeal Form. Both the student and the faculty member will be notified of the decision of the Dean/ in writing, to include the grade appeal form.
3. Both the student and faculty member have 10 business days from the Dean's response to appeal the decision. To continue the appeal further, the student or faculty member must present a copy of the completed Student Grade Appeal Form which clearly explains the basis of the appeal, the evidence of the appeal, supporting documentation, and the signatures of the instructor and Instructional Dean to the Vice President of Academic Affairs and Workforce Development. The Vice President will utilize any resources available to resolve the grade conflict within 15 business days from the date submitted to the office.
4. The Vice President of Academic Affairs and Workforce Development will notify the student, the instructor and the Instructional Dean of their decision in writing, to include the grade appeal form. Both the student and faculty member have 10 business days from the Vice President's response to appeal the decision, in writing, through a hearing of an Academic Appeals Committee. To appeal, the student or faculty must present a copy of the completed Student Grade Appeal Form which clearly explains the basis of the appeal, the evidence of the appeal, supporting documentation, and the signatures of the instructor, Instructional Dean and Vice President of Academic Affairs. Appeals should be submitted to the Associate Vice President of Academic Affairs.

The Associate Vice President of Academic Affairs will call a meeting of the Academic Appeal Committee with, at a minimum, faculty representation from all academic divisions. If necessary, the presence of a non-voting content specialist can be requested by the committee once supporting documentation has been reviewed. The Academic Appeals Committee Chair shall notify the student, the instructor, and the Vice President of Academic Affairs of the time and location of the hearing in writing. The committee shall have the power to allow the assigned grade to stand or to be changed. Its decision must be formally announced to all parties in writing. The time schedule allowed for completion of the action of the Committee shall be 15 business days. The hearing committee procedures will provide due process as outlined in the Nashville State Student Code of Conduct. Pending resolution of the appeal, consequences of the contested grade will stand.

5. Appeal of decisions of the Academic Appeals Committee can be made in writing within 10 business days, by any party, to the President, whose decision will be final.

Academic Early Alert

The Academic Alert system is an important student success and retention tool. Using the system demonstrates to students that we care about their success, and it provides them with the supports they need. It is a retention strategy intended to offer support when a student faces challenges.

Faculty are required to use the Academic Alert system to notify students' advisors early, and often, of concerns as the students' progress through their course work. The Academic Alert is not to be used for non-academic needs; use the CARE form for those needs.

Faculty must submit an early alert every day for the first two weeks of the semester for any student who is absent or does not participate. Student Success Advisors will contact their students and AVP Student Affairs will contact the students with a faculty advisor.

Starting the 3rd week of class, any student who was marked as Never Attended for census purposes no longer needs to have an alert submitted. For all other students, faculty should use the alert system as recommended above. Success Advisors and faculty advisors will reach out when a student receives an alert to see what assistance and support can be offered.

- Log in to myNSCC, faculty services, then Academic Alert Roster
- Choose the term, then the class/section of student reporting.
- Click the green plus sign next to the student's name
 - Select one concern/issue
 - Select one recommendation: discuss with instructor, make appointment with advisor
- Hit submit

Student Withdrawal from a Class

A student may withdraw from a class until the census date of the semester is completed and receive no grade. After that point, the student may withdraw until two-thirds of the course is completed and incur a "W" grade. If a student officially withdraws or is administratively withdrawn they will no longer appear on the course roster. Please refer to the academic calendar for specific dates that apply to these percentages each term.

Confidentiality of Student Records (Policy 03-06-00)

Nashville State Community College works in compliance with the Family Educational Rights and Privacy Act of 1974, as amended to protect the confidentiality of personally identifiable educational records of students and former students.

Students have:

1. The right to inspect and review information contained in the student's education records
2. The right to request the amendment of the student's education records to ensure that they

are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by Nashville State to comply with the requirements of FERPA.

"Directory information" concerning students is treated as public information and may be released to outside parties unless otherwise requested by the student. A student who desires not to have any or all directory information released must complete the appropriate form in the Records Office. The request shall remain in effect unless or until revoked by the student.

"Directory information" includes student name, address, telephone number, student ID, major field of study, participation in recognized activities, dates of attendance, full-time/part-time status, degrees and awards received, and the most recent educational institution attended by the student.

Graduating/transferring students desiring non-disclosure after leaving Nashville State Community College must complete the request prior to the end of their last term. The request for non-disclosure will remain in effect until revoked by the student.

Nashville State does not make a practice of supplying student lists to third parties. Nashville State reserves the right to limit distribution to on-campus departmental requests.

Each faculty and staff member employed by the Board of Regents or its institutions is individually responsible for complying with the Buckley Amendment, and violations may subject the faculty or staff member to disciplinary action. Appropriate references to this policy shall be included in each faculty and staff handbook and shall be included in orientation sessions for new employees who work with or have access to student records.

Students wishing to review their educational records should submit to the Director of Records and Registration a written request, which identifies as precisely as possible the record or records he or she wishes to inspect

Enrollment of Relatives (Policy 02-10-00)

No relatives shall be enrolled in a section of a course taught by the related faculty member. For purposes of this policy, relative means a parent, in-law, child, spouse, sibling, grandchild, aunt, uncle, first cousin, or another individual who resides in the same household. Any exception to this policy must be approved by the Dean/Director and Vice President for Academic Affairs.

Pre-Requisites and Co-Requisites

Pre-requisites are preparatory courses or placement tests that must be successfully completed before students are allowed to enroll in a course. These requirements are enforced by the registration system; students attempting to register for a class will not be allowed to register if

they are missing these pre-requisites. The course description, located in the catalog or advising sheet, will dictate the pre-requisite course(s) or required placement level. Some course descriptions list co-requisites. These are classes the students must take concurrently. Students must take the courses in the same part of term in the same semester.

Section 4: Instructional Deans and Faculty Leader Duties and Responsibilities

Nashville State Community College uses an Instructional Dean model for academic school leadership. Instructional Deans are appointed as administrators and lead the following schools: School of Arts and Sciences, School of Business and Professional Studies, School of Health Sciences, School of Science, Technology, Engineering, and Math

Instructional Deans are responsible for assisting the Vice President of Academic Affairs and Workforce Development in implementing the educational mission of Nashville State Community College and:

Planning and Communication

- Participates in short- and long-range planning and evaluation for facilities design, instruction, and staffing needs;
- Coordinates, manages, collaborates, and solves problems to attain educational goals;
- Acts as an advocate for faculty;
- Prepares and administers division IE plans;
- Provides instructional leadership for the division;
- Facilitates community relations as appropriate;
- Facilitates two-way communication between division members and other college personnel as appropriate; and
- Participates in appropriate division and college-wide accreditation, certification, and licensure activities.

Curriculum and Instructional Design

- Collaborates with appropriate faculty and members of the administration to prepare the class schedule for the division within specified timelines;
- Evaluates the viability of new program/course requests and modifications of existing courses/programs;
- Develops and evaluates proposals for special projects (alternative assignments);
- Consults with the division faculty on curriculum, course, and program matters;
- Coordinates, along with other division faculty, the articulation of division disciplines with secondary schools and institutions of higher education;
- Supports the development of objectives and outlines for new and revised courses/programs;
- Maintains a file of current syllabi for all instructors in all classes;
- Provides leadership on alternative modes of course delivery including online, hybrid, clinical, and experiential learning;
- Ensures standards are being applied to distance learning course sections;
- Provides leadership for online instructional design; and
- Mediates among faculty who hold opposing viewpoints as to curriculum content or equipment.

Personnel

- Recommends to the Vice President of Academic Affairs and Workforce Development job postings and the employment of adjunct faculty and staff for the division;
- Participates in the evaluation of division faculty;
- Communicates college philosophies, objectives, policies, and procedures to the division faculty and staff;
- Assumes a responsibility for keeping faculty and staff informed about college matters;
- Fosters faculty and staff development and professional growth;
- Coordinates, processes, and resolves conflicts concerning the assignments of faculty;
- Provides appropriate orientation for all faculty and staff;
- Supervises and evaluates personnel in the division;
- Coordinates the assignment of student employees within the division;
- As appropriate, engages in the informal resolution of conflicts between and among division students and faculty;
- Mediates personality and philosophical conflicts within the division;
- Is responsible for the hiring process of new faculty and staff for the division;
- Recommends professional development opportunities for faculty and staff; and
- Processes and resolves student complaints.

Budgets

- Coordinates the development and administration of the division budget and special program budgets in consultation with division faculty and requests resources to implement the plans;
- Coordinates the requests for capital items for the division in consultation with division faculty and submits those requests to the appropriate administrator;
- Leads grants administration within the division; and
- Follows established college purchasing procedures and policies.

General Administrative Items

- Recommends to the Vice President of Academic Affairs and Workforce Development all facility needs and modifications necessary to the functioning of the division;
- Processes required reports;
- Coordinates and verifies the selection of textbooks for the division;
- Conducts regular divisional faculty meetings;
- Maintains an inventory of division equipment;
- Initiates procedures for necessary repairs and maintenance of division equipment and facilities;
- Works with advisory committees;
- Facilitates long-range planning by division personnel;

- Attends School, Academic Affairs Leadership, Curriculum Committee, Enrollment Management, and administrative staff meetings;
- Oversees the coordination of normal first-week activities each semester, i.e., room changes, last minute instructor no-shows, aiding students, etc.;
- Works to create and promote diversity in the division;
- Represents Division on appropriate campus committees;
- Participates in the development and administration of student scholarships and awards;
- Provides Division leadership for annual graduation and honors activities and other campus special events;
- Leads grant administration and development; and
- Hires adjunct/Part-time faculty.

Class Schedules

Deans and Campus Directors are responsible for formulating the college's class schedule and ensuring its effectiveness and efficiency. The Academic AVPs will provide Deans and Campus Directors with enrollment data from previous semesters and suggestions for minimum seat numbers, modality, and offering times. The data is used to inform the decisions of the Dean and Campus Director. Deans and Campus Directors consult with Department Chairs, Program Coordinators, and Program Directors during the formation of the schedule. Deans and Directors are responsible for the creation of the class schedules and may add or delete sections as they deem appropriate considering both effectiveness for students and efficiency for the college. The ultimate authority for the class schedule rests with the VPAA.

Deans, Campus Directors, and other staff may not teach during hours considered as a part of their regular work day which normally occurs between 8:00 a.m. and 4:30 p.m., unless the Vice President of Academic Affairs and Workforce Development approves an adjustment to the regular work day schedule.

Class Size

Class sizes are different according to the nature of the subject and/or size of the teaching facility. The maximum enrollment for a class will be determined by the Vice President for Academic Affairs with input from Deans/Directors.

Department Chairs, Course Leads, Program Directors and Coordinators

Deans and Campus Directors are supported in their day-to-day duties by Department Chairs, Course Leads, Program Directors, and Program Coordinators.

The selection process for chairs, coordinators, and course leads will be conducted each spring:

1. Deans will send a request for nominations four weeks before spring break
2. Faculty send nominations to Dean three weeks before spring break
3. Dean sends list of nomination to faculty for voting two weeks before spring break
4. Faculty complete voting Friday before spring break
5. New course leads are announced week following spring break

Department Chair

The Department Chair acts as a liaison between a department and the division dean or campus director. The Chair advocates for all programs within the department and manages scheduling, and curricula, integrates college-wide initiatives, resolves faculty and student concerns, and assists the division dean and/or campus director with the hiring, supervision, and evaluation of faculty and staff in the department.

Typical job duties and responsibilities

- Recruit for all programs within the department
- Assist the Dean with the hiring, supervision, and evaluation of full-time faculty and adjuncts and department staff
- Maintain department literature and catalog copy
- Facilitate resolutions for faculty and student concerns
- Manage class scheduling and staffing under guidance of the Dean/Campus Director
- Manage faculty teaching loads and recommend release time to Dean
- Assist Dean with classroom observations
- Communicate with faculty regarding class cancelations and arrange substitutes
- Manage paperwork and reporting requirements for:
 - Curriculum Committee
 - SACSCOC accreditation
 - THEC and TBR initiatives
- Process transfer credit paperwork
- Assist the division dean with the development of new programs
- Recommend purchasing of supplies and equipment

Required Qualifications

- Full-time faculty member in the department elected by faculty in the department and approved by Dean to serve a complete academic year (i.e., fall & spring semester), for a renewable 2-year term without limit. Selection process in spring to start fall semester.

Compensation

- 6 TLCs per semester

Course Leads

The Course Lead works with Department Chair, Program Director/Coordinator and/or Dean to promote the vitality, quality, effective administration and success of the specified course(s) in a discipline to ensure that course content and pedagogy meet standards of quality and facilitate successful outcomes for students enrolled in discipline courses.

Typical job duties and responsibilities

- Meets with discipline faculty regularly and plays a leadership role in planning and developing curriculum for discipline courses

- Leads and actively engages with full-time and part-time faculty in course review and evaluation, assessing student outcomes, and/or reporting course/discipline outcomes. (e.g., academic audit, general education assessment data, common assessments)
- Assists the Academic Dean/Departmental Chair in managing adjunct orientation for the specified course(s) for which they are course lead
- In consultation with discipline faculty, selects textbooks and ensures book orders are completed in a timely fashion
- Assist and support faculty with content and course management, best practices, and necessary resources for discipline courses

Required Qualifications for Course Leads

- Faculty member in the discipline elected by faculty in the discipline and approved by Dean to serve a complete academic year (i.e., fall & spring semester), and may be renewed annually. Selection process in spring to start fall semester.

Compensation for Course Leads

Course Leads will be reassigned from teaching workload based on the number of sections that they oversee each semester, excluding the sections where they serve as the instructor, according to the following schedule:

0-5 sections	0 TLC overload/reassign time
6-15 sections	1 TLC overload/reassign time
16-30 sections	2 TLC overload/reassign time
31-45 sections	3 TLC overload/reassign time
46-60 sections	4 TLC overload/reassign time
61-75 sections	5 TLC overload/reassign time
76-90 sections	6 TLC overload/reassign time
91-105 sections	7 TLC overload/reassign time
106-120 sections	8 TLC overload/reassign time
120 + sections	9 TLC overload/reassign time

Program Coordinator

The Program Coordinator works in collaboration with the division dean/campus director. Program coordinators provide leadership and direction to AAS programs and associated technical certificates and have oversight for curriculum, assessment, accreditation, faculty, labs, equipment, and advisory boards.

Typical job duties and responsibilities

- Serve as primary representative of the program
- Recruit for the programs (degree and technical certificate)
- Maintain program literature and catalog copy
- Facilitate resolutions for faculty and student concerns

- Manage class scheduling and staffing under guidance of the Dean/Campus Director
- Manage faculty teaching loads and recommend release time to Dean/Campus Director
- Assist Dean/Campus Director with classroom observations
- Communicate with faculty, Deans, Campus Directors, regarding class cancelations and arrange substitutes
- Manage paperwork and reporting requirements for:
 - Curriculum Committee
 - Academic audits and reviews
 - THEC and TBR initiatives
- Assist the Dean to process transfer credit paperwork
- Assist the Dean/Campus Director with the development of new programs
- Provide oversight for the maintenance of program labs and equipment
- Recommend purchasing of supplies and equipment for program and facilitate purchases that are approved
- Coordinate and lead advisory committee
- Ensures book orders are completed in a timely fashion
- Plays a leadership role in planning, developing, monitoring, evaluating, and improving program courses (review and evaluation (e.g., academic audit)), assessing student outcomes, and/or reporting course/discipline outcomes
- Develop external partnerships with business and industry representatives
- Plays a leadership in the program's strategic planning
- Coordinate program activities and events (i.e. art shows, music performances, guest lectures, new student information sessions)

Required Qualifications

- Full-time faculty member in the discipline elected by faculty in the department and approved by Dean for a renewable 2-year term without limit.

Compensation

Scale based on the three-year average of Student Credit Hours (SCH) generated for program.

0-500 Student credit hours	3 TLC release time
501-1000 Student credit hours	4 TLC release time
1001-1500 Student credit hours	5 TLC release time
1501+ Student credit hours	6 TLC release time

Program Director

The Program Director works in collaboration with the division dean/campus director. Program directors provide leadership and direction to AAS programs and associated technical certificates and have oversight for curriculum, assessment, accreditation, faculty, labs, equipment, and advisory boards. The Program Director ensures the programs operate smoothly, maintains applicable accreditation standards, and assists the division dean with the supervision and

evaluation of faculty and staff in the program.

Typical job duties and responsibilities

- Serve as primary representative of the program
- Recruit for the programs (degree and technical certificate)
- Assist the Dean/Campus Director with the hiring, supervision, and evaluation of full-time faculty and adjuncts and program staff
- Maintain program literature and catalog copy
- Facilitate resolutions for faculty and student concerns
- Manage class scheduling and staffing under guidance of the Dean/Campus Director
- Manage faculty teaching loads and recommend release time to Dean/Campus Director
- Assist Dean/Campus Director with classroom observations
- Communicate with faculty, Deans, Campus Directors, regarding class cancelations and arrange substitutes
- Manage paperwork and reporting requirements for:
 - Curriculum Committee
 - Program Accreditation
 - THEC and TBR initiatives
- Assist the Dean to process transfer credit paperwork
- Assist the Dean/Campus Director with the development of new programs
- Provide oversight for the maintenance of program labs and equipment
- Recommend purchasing of supplies and equipment for program and facilitate purchases that are approved
- Coordinate and lead advisory committee
- Ensures book orders are completed in a timely fashion
- Plays a leadership role in planning, developing, monitoring, evaluating, and improving program courses (review and evaluation (e.g., academic audit)), assessing student outcomes, and/or reporting course/discipline outcomes
- Develop external partnerships with business and industry representatives
- Plays a leadership in the program's strategic planning
- Coordinate program activities and events (i.e. art shows, music performances, guest lectures, new student information sessions)

Required Qualifications

Program Directors are full-time faculty in the discipline who are hired into the position and are expected to serve continuously.

Compensation

Scale based on the three-year average of Student Credit Hours (SCH) generated for program.

0-500 Student credit hours	3 TLC release time
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501-1000 Student credit hours	4 TLC release time
1001-1500 Student credit hours	5 TLC release time
1501+ Student credit hours	6 TLC release time

Section 5: Instructional Support and Student Services

The services, information, and resources listed below will aid faculty in carrying out their teaching responsibilities.

The Teaching Center

The Teaching Center, located in Weld building, room W-78, is designed by faculty for faculty. It seeks to promote a culturally-responsive environment that values excellence in teaching, collaboration, research, and engagement in order to positively impact student success. The mission of Nashville State's Teaching Center is to support full and part-time faculty in their pursuit of instructional excellence. The focus of the Center is to share information and create training opportunities that directly affect the classroom. We seek to serve both faculty and the college as part of a culturally responsive community that is committed to equity, innovation, collaboration, learning, and engagement.

- orientation for new adjunct instructors;
- consultation, advice, and course observation on request;
- library of books about teaching and learning topics;
- professional development workshops throughout the year;
- training and support for accessible course resources;

To learn more, please stop by the Teaching Center or visit the webpage <https://ww2.nsc.edu/theteachingcenter/>, or email theteachingcenter@nsc.edu.

Office of Online Learning

The Office of Online Learning (OOL) is committed to supporting online education at Nashville State Community College for all faculty, staff, and students interested in utilizing NS Online/D2L and supported technologies for online learning to promote collaborative, interactive, and creative learning experiences for all users. Utilizing Universal Design strategies to generate authentic learning experiences for our online learners, OOL works with faculty to develop quality online content applying foundational pedagogical theories, innovative technology, and sound instructional design principles. Our goal is to build a supportive campus network to meet the needs of our online faculty members and improve our online student learning experiences.

The Office of Online Learning is available to assist all faculty with NS Online/D2L courses, utilizing technology for learning and supported tools, such as lecture capture software, video conferencing, accessibility issues, support for developing multimedia content, meeting accessibility standards for online learning, and are available to discuss strategies for delivering online courses.

- a. D2L
- b. TurnItIn

- c. Respondus 4.0
- d. Publisher Integration
- e. ePortfolio
- f. Lockdown Browser
- g. Virtual Classroom
- h. YouTube
- i. Zoom
- j. Yuja
- k. Watermark/EvaluationKIT

Quality Course Design Certification (QCDC) Development and Review Process

Faculty designing courses for online delivery can participate the Quality Course Design Certification (QCDC) as a means of professional development and work alongside instructional designers and peers in course development related to online pedagogy and best practices related to online learning. This online course, developed by the Office of Online Learning, is planned to be offered every semester and involves at least 30 hours of coursework leading into course development. Participants will be expected to complete the course achieving at least 85% earn QCDC certification. The process is completed in three phases.

- Design phase: Completion of the QCDC course at 85% or higher, including creation of course syllabus and course map (part of course outcomes).
- Development phase: A fully developed online course that meets the standards defined by the Office of Online Learning as determined through a completed course evaluation ([OSCQR rubric](#)). Total time expectation for completion is approximately 12 weeks (6 weeks for QCDC course and 6 weeks of course development and review).
- Review phase: A continuous process to meet OSCQR rubric standards at 85% or better including adaptations of course map and acceptable scores for accessibility.

Learning Tools Interoperability (LTI)

The Office of Online Learning (OOL) has implemented a Learning Tools Interoperability (LTI) approval process for addition of all external tool integrations into D2L. The approval process for each tool will include a review of Functionality, Accessibility, Security, Compliance with University policies, Cost, and other factors. Faculty should consult OOL before considering an LTI integration when working with vendors. Be advised the review process could take several weeks. Please verify the request is not supplied by our existing vendors (Edit Course > External Learning Tools).

A Learning Tool Interoperability (LTI) is an external piece of software that can be plugged into the learning management system (D2L) to extend its functionality. Each LTI has a different license agreement, and different access to data from D2L which involves a review process.

Full-time Faculty or Instructional Deans submit the request form to OOL. Vendors must provide information on licensing, accessibility, privacy, security, cost, etc...

Submission deadlines are eight weeks prior to the start of semester to allow time for approvals.

Fall Semester Deadline: June 1

Spring Semester Deadline: November 1

Summer Semester Deadline: March 1

Production installation is three times a year - targeted one week prior to start of semester (Fall, Spring, start of Summer).

When an LTI Request is submitted, OOL will:

1. Review the request and may contact you for additional information, suggestions for alternatives, or issues with the request,
2. Approve/deny the request for Procurement processing.

For requests that do not fall into this category, or if you are uncertain, please submit your request to online.learning@nsc.edu.

TN eCampus

Students who need online courses to remain on track for degree completion or to maintain full- or part-time status can fill schedule gaps through the TN eCampus partnership. All thirteen community colleges and several locally governed public universities in Tennessee participate in course delivery through the online partnership which launched in fall 2001.

The courses are rigorously designed and academically equivalent to those offered at physical campus locations. A variety of student support resources are available, including an online bookstore, 24/7 technical support, tutoring, test proctoring and disability services, to help students excel in an online learning environment.

Students pay their home institutions tuition plus an additional administrative fee to TBR for eCampus courses. For additional information regarding TNeCampus please visit their website at <https://tnecampus.org/>.

The Director of Online Learning is the student liaison for TN eCampus. Questions and concerns regarding eCampus courses, including grade appeals for eCampus courses, should be directed to the Director of Online Learning.

Office of Online Learning

Weld Building, W-101

615-353-3259

OnlineLearning@nsc.edu

Academic Testing Center

The mission of the Nashville State Community College Testing Center is to support the academic goals of the College by providing a multitude and variety of testing services in a quiet, secure, and proctored testing environment.

The Testing Center provides a secure proctored environment for testing at Nashville State Community College to protect the integrity of all tests. The Nashville State Community College Testing Center maintains and adheres to all standards set forth by the National College Testing Association (NCTA). The Testing Center provides Accuplacer placement testing, CLEP College Level Examination Program, Graduate Exit Exams, and other proctored testing.

Please note: Testing on all campuses requires an appointment. Students must register a minimum of two business days in advance.

Testing Center Information

The Testing Center is available to answer questions by emailing Testing.Center@nscc.edu or by phone at 615-353-3564.

Testing with Accommodations

Students who require accommodated testing are required to make appointments a minimum of two business days in advance with the [Access Center](#).

For learning more about testing with accommodations, please email AccessCenter@nscc.edu or call 615-353-3363.

If a student is registered with the Access Center to receive disability testing accommodations, they must [schedule a testing appointment with accommodations](#).

Welcome Center

The Welcome Center is the first point of contact for new students and serves as a one stop shop for all students. The center provides students help with admission to Nashville State, campus tours, new student orientation, enrollment guidance from Student Service Specialists, professional development and job searching with Career Service Specialists, as well as help with financial aid, Records, and dual enrollment. The Welcome Center also provides information for academic and social supports and refers students to other offices as needed.

No appointment is necessary for in-person support. Welcome Center support is available at all campus locations, please refer to the website for hours.

Virtual Welcome Center

Students can connect with Welcome Center staff virtually by using the Virtual Welcome Center zoom link is located at <https://www.nscc.edu/admissions/welcome-center>

How it works:

When the student joins, they will be placed in a Zoom waiting room and a staff member will admit them to the room. There may be a queue if staff is assisting other students.

If the student is unable to wait, they may email admissions@nscc.edu, call 615-353-3215, or visit one of the campuses.

Career Services

The Nashville State Career Services Office offers assistance through resume reviews and mock

interviews, job searching, and internships scheduled by appointment. Appointments are scheduled through [College Central Network \(https://www.collegecentral.com/nashvillestate/\)](https://www.collegecentral.com/nashvillestate/) Students must activate their account to make an appointment with Nashville State staff.

Career counseling is available to assist students who are undecided about their program of study. Staff can help undecided students make important educational and career decisions and learn how Nashville State can help facilitate their vocational goals. Additionally, students are encouraged to utilize the YouScience Profile designed to help students leverage their aptitudes and abilities. The YouScience Profile is the only online platform that measures aptitudes and interests and then matches them to majors and careers that fit best. Students will take this assessment as part of NSCC 1010, but any student who wishes to take the assessment can do so by requesting a code from Career Services.

Located in the Welcome Center on the 2nd Floor of S-Building at the White Bridge Campus.
Phone: 615-353-3248
Fax: 615-353-3254
careerservices@nsc.edu

Student Success Center

The Student Success Center connects students to resources and opportunities to maximize their success at Nashville State.

Location

W-90, Weld Building, White Bridge Campus. Student Success Advisors are available at all campus locations.

Student Success Advisors provide support and mentorship to all new students, provide guidance on academic goals and plans, connect students to campus and community resources, and guide students through non-academic challenges.

Student Resource Managers works with the Nashville State students to provide emotional support and facilitate community resource connections.

Access Center

Nashville State Community College provides reasonable accommodations to students with documented physical, emotional, or learning condition in accordance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973 and its amendments. All accommodations are based upon documentation that must be provided by a licensed or certified professional. Access Center staff are professionals trained in evaluating medical/ADA educational documentation to determine appropriate and reasonable accommodations for students. The Access Center coordinates the provision of reasonable accommodations which are determined on an individual basis.

The Access Center ensures that all students can use their accommodations correctly and appropriately with each class. The most essential form for all accommodations is the Faculty Notification Letter (FNL) that is sent out at the beginning of each semester. This document ensures that professors know and understand each student's accommodations in their classroom. The form

includes an acknowledgment system to help professors know about their student's accommodations. The directions for this acknowledgment system is on the top of the FNL.

The Access Center can also help registered students with testing accommodations and advising appointments.

Students may request accommodations by completing the online request form at <https://yukon.accessiblelearning.com/NSCC/Default.aspx>. After the application is submitted, an intake interview appointment will be scheduled with the Access Center. If applicable, the student will complete the Access Center process (application, submission of documentation, and interactive discussion).

Faculty will be notified by email if a student registered in their class has approved accommodations.

Records Office

The Records Office provides services to the community, faculty, staff, students, and other agencies by informing and safeguarding student academic records in accordance with the Tennessee Board of Regents (TBR) records policies.

The Records Office:

- Maintains both academic and continuing education records
- Evaluates credentials for graduation eligibility
- Assists with activities associated with commencement, creation and maintenance of graduation lists
- Processes diploma orders and mailing, and various notifications to students who have applied for graduation
- Processes student request for copies of documents
- Process Veterans Administration education benefits

Located in the Welcome Center on the 2nd Floor of S-Building at the White Bridge Campus

Phone: 615-353-3197

Fax: 615-353-3302

Email: records@nsc.edu

CARE Referrals

CARE referrals are utilized at Nashville State to notify staff of any non-academic needs/supports that our students may have.

Link to [CARE](#) form.

CARE Referral Guidelines

Although some of our students may need disciplinary action for student code of conduct issues, the CARE referral allows Nashville State staff to provide emotional and/or resource support. For example, submit a "care referral" if a student:

- Displays emotional issues that cause distress in the classroom
- Discloses personal issues that affect learning

- Expresses thoughts of self-harm or harm to others
- Experiences anxiety, depression, etc. and intervention is necessary
- Needs general emotional support
- Lacks basic necessities of life (food, clothing, shelter).

Urgent Situations

If a student is planning to harm themselves or others, please contact Mobile Crisis (615-726-0125) and Nashville State Security (615-353-3273 - Main Campus) for safety reasons.

Employees are also obligated to report elder abuse, child abuse, and/or sexual misconduct to the appropriate agencies.

In honoring the safety of students, Nashville State cannot guarantee confidentiality. However, care referrals will not be a part of a student's academic transcript for Nashville State.

If in doubt about whether or not the situation is serious, please err on the side of caution and file a report.

What Happens After I Submit a Referral

When a care referral is submitted, the Student Resource Manager (SRM) makes every effort to help our students, faculty, and staff feel safe and supported. The SRM is here to help a student address problems, find resources, and cope with the stresses of life. By filling out a CARE referral, you continue to make Nashville State Community College a caring community committed to student success.

NOTE: The SRM does not provide crisis intervention. Please allow up to 48 hours to respond to referrals.

Nashville State Suicide Prevention Plan

Nashville State Community College is committed to the mental health wellness of our students, faculty and staff. As such, and in compliance with the requirements of T.C.A. § 49-7-172, Nashville State has developed a suicide prevention plan that engages in a variety of initiatives to improve and provide crisis services.

Nashville State's Suicide Prevention Plan will be disseminated to faculty, staff, and students each academic year. Faculty and staff receive an annual email that includes a web link, <http://ww2.nsc.edu/careteam/> that is located on the "Faculty & Staff" page of NSCC's website. Information for students will be located under the "Current Student" page of NSCC's website, <https://www.nsc.edu/current-students/on-campus-resources/access-center>. Information for the Nashville State community is also available at <https://www.nscf.org/community-resources/>

Prevention

Nashville State has developed a comprehensive approach to increase mental health awareness through efforts of prevention. The Student Resource Manager partners with local agencies to provide information and training opportunities to all students and staff.

Contact

NSCC's contact for suicide prevention work is the Associate Vice President, Student Affairs, 615-353-3148.

Prevention Components & Resources

Key components of NSCC's suicide prevention work include:

- Promotion of the Suicide and Crisis Lifeline, Crisis Text Line, and campus/community resources are made available through:
 - NSCC's website, <https://www.nscf.edu/current-students/on-campus-resources/student-support-services> , and
 - NSCC's Foundation website, <https://www.nscf.org/community-resources/>

Additional methods, such posters and orientation packets.

- Utilizing community resources and agencies to provide prevention services for NSCC community members. NSCC has established relationships with the following Mental Health facilities for the purpose of providing prevention education, training and/or prevention screenings.
 - Reuro telehealth services
 - <http://tspn.org/>
 - Faculty and Staff can utilize the Employee Assistance Program (EAP) 24/7 at Here4TN.com, 855-437-3486, or contact NSCC Human Resources Department

Information regarding such relationships at NSCC is available <https://www.nscf.edu/current-students/on-campus-resources/student-support-services>. That website will have available a comprehensive list of partners and services available to members of the Nashville State community which may include crisis referral services, prevention screenings, training programs, etc. Any campus member interested in accessing the services/agencies and training noted above, or for more information about NSCC's suicide prevention efforts should contact Dr. Julie Williams, Associate Vice President, Student Affairs, Julie.williams@nscf.edu or 615-353-3148.

Intervention

There is no typical suicidal person. No age group, ethnicity, or background is immune. Fortunately, many troubled individuals display behaviors deliberately or inadvertently signal their suicidal intent. Recognizing the [warning signs](http://tspn.org/warning-signs) (<http://tspn.org/warning-signs>) and learning what to do next may help save a life.

Contact

If someone exhibits behavioral patterns that may indicate possible risk for suicide, they should be watched closely. If they appear numerous or severe, seek professional help at once. **The Suicide & Crisis Lifeline at 988(call or text) provides access to trained telephone counselors, 24 hours a day, 7 days a week.**

If a student, faculty, or staff member encounters a suicidal student, faculty, or staff member, the following individual should be contacted immediately:

Nashville State Campus Police at 615-353-3273,

then Dr. Julie Williams, Associate Vice President, Student Affairs, Julie.williams@nsc.edu or 615-353-3148, and complete a referral at <http://ww2.nsc.edu/careteam/> or 911 if the situation is crisis.

Should the incident occur after hours, or the above noted individual is not available, the following should be contacted immediately: 911

If the suicidal person has plans and access to a lethal means, is planning to make an attempt very soon, or is currently in the process of making an attempt, this individual is in imminent danger and should not be left alone. Get the person help immediately. Determine who can get there quickly and keep the individual safe.

Should you have this concern, you should immediately call 911 and Nashville State Police.

Intervention Resources

Nashville State has established relationships with the following local Mental Health facilities for the purpose of crisis referral services.

- Mental Health Coop Crisis Line provides immediate phone conversation and in-person intervention if needed. This includes Emergency Psychiatric Services. Call 855-CRISIS-1 (855-274-7471) and you will be routed to a trained crisis specialist in your area.

The safety and wellbeing of our students, faculty, and staff is of the utmost importance. In situations that require immediate action because of safety or other concerns, Nashville State will take any

Crisis/Counseling

Nashville State, in coordination with the TN Board of Regents, has partnered with Recuro to provide low-cost teletherapy services to our students. If a student is unable to pay for mental health services, please have them contact the Student Success Center at StudentSuccess@nsc.edu or 615-353-3655.

Learning Resources Center

The John E. Mayfield Library

The Mayfield Library provides access to materials and services which support the instructional and administrative objectives of the College and which stimulate and nurture the interests of students, staff, and faculty. Library staff work closely with the teaching faculty to provide students with the material and knowledge they need to conduct research. The mission of the Library is:

- To provide a collection of materials and services that will meet the needs of students in degree and certificate programs.
- To assist students and faculty in using all available resources and services.
- To provide recreational reading materials and information needed by students and faculty.
- To provide library orientation for all users in cooperation with the teaching faculty.

Although the Library exists primarily for the use of the faculty and students of the College, materials are accessible to the community. Both print and nonprint materials are loaned to businesses and educational institutions. The staff will try to borrow from other libraries any material needed by faculty and students not available in this collection.

For access to all resources and services, please visit <https://www.nsc.edu/library>. Faculty services are available at <https://nsc.libguides.com/libraryinstruction>. Please feel free to email library@nsc.edu for additional information.

Tutoring

Tutors are available on campus as well as virtually. The current tutoring schedule can be found at <https://www.nsc.edu/current-students/on-campus-resources/learning-center-and-tutoring>. The College also has a subscription to a third-party, online tutoring service, which provides more online tutoring subjects and times.

Embedded tutors connect directly with a specific class and work closely with the instructor to provide additional assistance to students to help with understanding course concepts and promote student engagement. The embedded tutor program is an option for some classes, especially composition. Contact the Coordinator of the Learning Center to discuss the benefits of adding an embedded tutor.

Open Computer Lab for Students

White Bridge Road campus, the Learning Center in the K building currently serves as the Open Lab. The hours of the lab are the same as the hours of the Learning Center.

Additional Programs and Services

It is the responsibility of faculty and staff associated with Academic Affairs to become familiar with the wide variety of programs and services that help the College achieve its mission and goals. The following are examples of these programs and services, and faculty and staff are encouraged to consult the College Catalog, website, and other campus publications for additional program information.

Dual Enrollment

Dual enrollment classes allow high school students to take Nashville State college-level classes. High school students in dual enrollment classes are typically awarded both high school and college credit for a college-level class. To be eligible for dual enrollment classes, a student must meet the following criteria:

- Junior or senior in high school
- Minimum sub-score of 19 on the ACT in Math and Reading and 18 on the English portion*
- Prerequisites of the desired course(s) met as needed
- Written permission from the high school principal and parents or guardians

- Provide proof of citizenship or lawful presence if the student is 18 years old or older at application.

*Continuing into the 2022-23 academic year, dual enrollment students with an unweighted cumulative GPA of 3.60 or higher will be able to have prerequisites waived for courses that require them to be at the college level in the subject areas of reading, writing, and math. The HS GPA can be used in place of ACT, SAT, or Accuplacer scores. If a dual enrollment student has an unweighted cumulative HS GPA of 2.8-3.59, and also a B or higher in the subject area of the college-level course they are wanting to take, they can also have prerequisites waived, provided they have approval from their high school principal (or their designee, such as a high school counselor).

Early College

Nashville State and Metro Nashville Public Schools (MNPS) have established two Early College high school programs through which a student may be able to earn an Associate's degree and a High School diploma in the same term. Early College opportunities can be found on the Nashville State White Bridge Road campus and at Whites Creek High School in Nashville, Tennessee.

Dual Credit

Dual credit allows high school students to earn college credit for select career and technical education (CTE) high school classes by taking a Dual Credit exam or approved industry certification. College credit is earned by passing a comprehensive test that covers the competencies of the college course. College credit earned through the Dual Credit program may transfer to other post-secondary institutions at their discretion. Course equivalencies can be found in the Nashville State catalog.

Prison Education Programs

Nashville State began offering classes to incarcerated students in 2014. Students taking classes at the Turney Center Industrial Complex in Only, TN can earn an Associate of Science degree in either Political Science or Business Administration. Students taking classes at Riverbend Maximum Security Institution or the Debra Johnson Rehabilitation Center in Nashville, Tennessee can earn an Associate of Science degree in Business Administration. Faculty interested in teaching in these programs should contact their dean.

Institutional Effectiveness and Outcomes Assessment

Institutional effectiveness (IE) efforts are intended to aid the organization, evaluation, assessment, and improvement initiatives in both academic and non-academic units to aid the college in a determination of how well it is fulfilling its mission and achieving its goals. Institutional Effectiveness is a systematic, explicit, and documented process of measuring performance against the mission in all aspects of an institution. When creating unit IE plans it is critical to keep the College mission in mind: *Nashville State connects students, employers, and communities through personalized, high-quality, innovative educational experiences.*

Two SACSCOC standards directly address college institutional effectiveness activities:

Academic:

SACSCOC Standard 8.2: The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results in the areas below:

- a. Student learning for each of its educational programs.
- b. Student learning outcomes for collegiate-level general education competencies of its undergraduate programs.
- c. Academic and student services that support student success.

Non-Academic:

SACSCOC Standard 7.3: The institution identifies expected outcomes of its administrative support services and demonstrates the extent to which the outcomes are achieved.

Tracking IE Efforts

Nashville State tracks institutional effectiveness efforts in compliance assist software. The nine categories in compliance assist, with brief descriptions are as follows:

1. *Goal*: A statement of the intended outcome of the institutional effectiveness effort. In academic affairs, this is typically tied to student success. An example might be, "Increase student understanding of ecological succession compared to previous semesters by creating a new lab assignment." We can assume that the goal came from discussions of faculty on where students struggle with course concepts and address an idea of how to improve performance. It is critical that the goal be stated in a way that can be assessed.
2. *Strategic Planning Reference*: This is a statement about how the goal supports the overall vision and values of the college. Each goal should be tied directly to the four focal areas of Vision 2030 as well as to at least one of the LEADS values.
3. *Implementation Strategies Associated with the Objective*: This is the area in which the steps to achieve the goal are going to be outlined. In the example above, this may require creating a new lab assignment in the fall and then using the lab in the spring to gather data.
4. *Resources Needed for Achieving this Objective*: This is the area in which the resources needed to complete the objectives of the goal are identified. In the biology example, this would likely be faculty time to create the new lab and analyze data and financial resources to buy supplies to run the new lab.
5. *Criteria for Determining Successful Achievement of Objective*: This is the section where you state how you will know if the objective was achieved. For instance, the biology example might state that the objectives of this goal were achieved if students who completed the new lab on ecological succession perform at least 3% points better on questions on succession in a standard exit exam than students in previous semesters. If you get to this question and have a hard time filling it in, it may be because the goal is written in such a way that makes it difficult to assess. Feel free to ask for help.
6. *Actual Results*: This section is completed after the institutional effectiveness implementation strategies are complete. This is where data is reviewed. In our example, the biology team would list what the benchmark outcomes were for the previous year, how many students were given the new lab and exit exam during this goal implementation, and what were their scores in comparison to the year before. A statement will also be added as to whether or not the objective was successfully achieved based on

the criteria set prior to implementation.

7. *Action Taken*: This section allows the team to state what will happen as a result. For instance, if students performed significantly worse on exit exam questions on ecological succession, it may be that the biology team decides to return to the original lab and then focus on updating lecture material on the topic.
8. *Barriers to Achievement (if any)*: If something occurred that disrupted the ability for the implementation strategies to be completed, that would go here. An example might be that a global pandemic moved all instruction to a virtual format prior to the date on which the new lab was to be done by students.
9. *Needs for Further Action*: This section allows the team to state what needs to happen next due to the information that was gathered while attempting to achieve this stated goal. In the biology example, if students who completed the new lab on ecological succession performed much better than previous terms, the decision may be made to make the lab a permanent part of the course moving forward.

Section 6: Money Matters

Getting Paid

It is the policy of Nashville State Community College that the College will maintain a competitive compensation program consistent with available fiscal resources and in compliance with federal and state laws and regulations pertaining to wage and hour practices. The College reviews and establishes the annual salary scales for all employees and is committed to maintaining competitive compensation for all employee groups as compared to similar public institutions in the state and region. To establish fair and competitive compensation, the College will periodically review salaries internally and externally.

Employees are paid hourly or on salary depending on what type of contract/agreement they have with Nashville State Community College and all employees are paid monthly. The workweek is Saturday through Friday. For payroll to pay an employee, payroll must receive a Personnel Action Form (PAF) or an Extra Compensation Form from Human Resources. The different types and how they are paid is explained below.

Adjunct Faculty – Fall and spring semester contracts are divided into equal payments depending on the length of the contract and are paid the last day of the month, with the exception of December. Spring and fall semester contracts will receive their first payment at the end of February and September, respectively. For summer semester, if they teach a full 10-week summer session and it crosses fiscal years, their June paycheck will be based on the percentage of the 10-week session that is prior to June 30. The remainder of the contract will be paid in 2 equal payments. For example, for summer 2021, there are 51 days from the date classes start (May 24) until grades are due (August 2). There are 28 days from May 24-June 30; therefore, their June payment would be 55% of the total contract. The remaining 45% would be divided equally between July and August.

Temporary Hourly/Student Workers – Once payroll enters the PAF into Banner, the employee can access their timesheet through myNSCC. The timesheets are for a calendar month and paid on the 15th of the following month. For example, time submitted for work done in February will be paid on March 15.

Administrative/Professional/Executives – Paid at the end of the month for the current month. For example, the March 31 paycheck will be for work done in March.

Clerical – Paid at the end of the month for the current month. For example, the March 31 paycheck will be for work done in March. If they work overtime that month that is to be paid, they will receive it the following month.

Academic Year Faculty – Earn one-half of their salary in the fall and one-half their salary in the spring; however, it is paid over 12 months to maintain benefits for the summer and will not have a break in service. If they begin after the start of the academic year or leave before the end of the academic year, their salary will be prorated for that semester based on the percentage of days worked compared to number of days for working the full semester. For example, if the academic semester starts for faculty on August 12; however, they do not start until August 24, they would receive 90% of the fall semester's salary since there are 84 days in the fall semester. Same calculation would apply if they left before a semester ended.

Tuition Assistance

Full-time regular employees of Nashville State are eligible to enroll in one credit course per term at any state of Tennessee public postsecondary institution (TBR or UT system), with fees waived for the employee. In addition, dependents of employees of Nashville State may be eligible for a 50% discount on tuition and fees at public college or university in the state of Tennessee.

Interested employees should check with the Office of Human Resources to determine eligibility and process for approval. Approval of the supervisor and the Human Resources Office is required in advance each semester. Approval will be contingent upon satisfactory job performance. The Human Resources Office will provide application forms for this benefit.

Expenditure of College Funds

The Office of Business and Finance maintains a procurement procedure, which may be in electronic format, setting forth all processes and procedures for the procurement of goods and services to ensure that all procurements are in compliance with federal and state laws, regulations, and all applicable Nashville State Policies and Guidelines.

All merchandise or services being purchased or reviewed for purchase from outside of the institution must be processed and ordered by the purchasing department. The VP of business and Finance, and the Director of Purchasing are the only personnel that are authorized to commit college funds for purchase.

Exceptions to the above requirement are the following:

- Library subscriptions, interlibrary loan charges, on-line data base charges
- Payments to students (i.e. refunds and Foundation support)
- Fees for official/government inspections, such as of elevators
- Postage, freight and shipping charges
- Student club expenditures (i.e., agency accounts)
- Classified advertisements
- Awards, grants, and professional development funding provided by the Nashville State Foundation
- Facility fees for special courses
- Payments to TBR, campus food services, and the campus bookstore
- Payroll
- Petty cash reimbursement to the custodian of the petty cash fund
- Fee waiver payments to UT and TBR schools
- Airfare for travel on college business
- Other exceptions approved by the VP Business and Finance

College monies may be expended only by authorized College personnel through completion and approval of a Purchase Requisition or a Direct payment.

Note: Nashville State is not responsible for payment for any merchandise or service ordered without the submission and processing of a requisition and creation of a purchase order prior to placing an order.

Requisitions that total \$10,000 or more must be processed by a bid. A bid request is submitted to three (3) vendors, or to the number on the bid list. Requisitions that total \$50,000 or more must

be processed by written bid. If possible, fifteen (15) vendors will be sent bids. Bidders have 14 working days to respond. After 14 working days, all bids that have been received will be opened, logged, and returned to the staff for review. When the bid package is returned to the Purchasing office with a recommendation, the bid will be reviewed by the VP Business and Finance and, if appropriate, a purchase order will be issued.

Note: A bid is not required if purchasing from a State or TBR contract.

Travel Expenses and Reimbursement

Travel that may be authorized, and pursuant to which expense may be reimbursed, shall be limited to the following:

- Travel that is necessary for the proper execution of official Nashville State educational, research, or other institutional objectives;
- Travel to and from meetings and conferences of a professional nature, which will increase the attending employee's usefulness to the College;
- Blanket Authorization - If an employee is routinely traveling for the purpose of official business for the college he/she may obtain in-state blanket authorization.
- If an employee that does not have Blanket Authorization will need to submit a Travel Approval Form before any travel takes place.

<https://fa.nsc.edu/finance/travel/faqs/>

- A Non-Travel/Direct Payment Request form allows reimbursement to the employee of all allowable expenses not relating to travel or this form also allows reimbursement to vendors.
- A [Request for Travel Approval \(Tim's Magic Box\)](#) must be completed to obtain authorization for an employee to travel. The request form must be processed before the travel begins.
- A [Claim for Travel Expenses \(Tim's Magic Box\)](#) must be submitted within thirty (30) days after the travel is completed. This form allows reimbursement to the employee of all allowable expenses. A memo of explanation for the delay must accompany all claim forms submitted after 30 days of the travel.
- You will be reimbursed after adequately accounting for travel expenses by giving a statement of expenses showing dates and destinations of business travel along with documentary evidence. Original receipts are required for all major travel expenses, including airfare, hotel, and car rentals. All reimbursements are made through direct deposit. For first-time requestors, please submit the Direct Deposit Form in Dynamic Forms.

Per TBR Policy, the Nashville State Travel Office Procurement card can only to be used where the payment of registration fees and required advance payment for airline or hotel payments is mandated the conference organizer.

The majority of registration fees for conferences require pre-payment in advance to secure reserved spaces. The Nashville State Travel Office procurement card can be used to pay these fees since payment if required in advance.

Airline fee payments require payment in advance to secure reserved spots. The Nashville State Travel Office procurement card can also be used in this event to secure prepayment of these fees.

Hotel stays can only be pre-paid with the Nashville State Travel Office procurement card when the conference/travel being attended includes the hotel stay as part of the registration fee and is required to be paid in advance. All other hotel reservations will have to be secured and paid by the conference participant using their personal financial sources. Reimbursement will be made after the actual travel event has transpired.

Non-Travel /Direct Payment Request/Reimbursement

Payments to vendors and reimbursements to employees or individuals for non-travel related expenses may be processed via the Non-Travel/Direct Payment process. Complete a Non-Travel/Direct Payment form in SciQuest, attach the invoice or receipts, and submit to the Travel and Budget Department via SciQuest.

- Emergency Purchases under \$500
- Business Expense Reimbursements (non-travel)
- Dues/Memberships/Accreditation Fees
- Webinar Registration/Tests/Certifications
- Background Check Services
- Guest Speakers – Honorarium
- Permit/License fees (excluding software licenses)
- Insurance (Student Liability)
- Student Scholarships (Foundation)
- Student Stipends & Awards
- S. Postage Meter Request (No Stamps)
- Advertising (Newspaper, Online, etc.)
- Sports Fees
- Field Trip Fees
- Reimbursement to individuals for non-travel related supplies, approved food purchases and services purchased up to \$50 per transaction. Any request for reimbursement above \$50.00 should include an approved memo explaining why the item could not be purchased using normal purchasing channels.

Non-travel business-related purchases for a department must be made directly by Nashville State Community College (direct purchase) to receive sales tax exemption. This means that the only acceptable forms of payment are the College issued purchasing card and College issued check. The sales tax exemption CANNOT be used when an employee pays for items with personal funds (cash, check or credit card) even if the employee will be reimbursed by the College later.

Supplies for Office and Classroom

Each academic school has an annual operating budget for supplies.

Please follow the purchase requisition process for ordering these supplies and avoid making purchases directly with the vendor and/or with personal funds that would result in a direct reimbursement. This should only be done as a last resort and have prior written approval from a supervisor to proceed.

Budget Process/TAF

As a State entity, Nashville State is required to submit a balanced budget. Revenue must be equal or greater than expenditures. The budget process for the next fiscal year is completed February through March and the final budget is sent to TBR in April.

Technology Access Fee (TAF) funding requests are made during the Spring budget process. TAF funds must be spent on student related technology.

A revised budget process is completed in August through September and the final revised budget is sent to TBR in October. During this process, the budget is updated based on new budget requests, actual fall enrollment numbers, and revised spending projections.

Section 7: Campus Departments

Human Resources

The Office of Human Resources provides services to all business and academic units at Nashville State Community College to maximize the potential of our greatest asset – our employees. We are dedicated to improving the quality of work life for all faculty and staff through benefits administration, employee relations, and career opportunities. We embrace change and the opportunity it brings. We are focused on delivering exemplary customer service and are committed to recruit, develop, reward, and retain our workforce.

Human Resources staff members are available Monday through Friday, 8:00 a.m. to 4:30 p.m., on the White Bridge Road campus in the Ellen Weed Building, Suite D-27. <https://www.nsc.edu/faculty-staff/human-resources.php>.

Title IX and Campus SaVE Act Information

The federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002 require that whenever a sex offender becomes employed, enrolls as a student, or volunteers at an institution of higher education in the state of Tennessee, he or she must complete or update the Tennessee Bureau of Investigation (TBI) sexual offender registration/monitoring form and deliver it to TBI headquarters in Nashville. As defined in section 40-39-102 of the Tennessee Code, a “sexual offender” means a person who is, or has been, convicted in this state of committing a sexual offense or who is, or has been convicted in another state or another country, or who is or has been convicted in a federal or military court, of committing an act which would have constituted a sexual offense if it had been committed in this state. A “sexual offense” means the commission of acts including but not limited to aggravated and statutory rape, sexual battery, sexual exploitation of a minor, aggravated prostitution, and kidnapping.

Both acts designate certain information concerning a registered sexual offender as public information and therefore amend and supersede the Family Educational Rights and Privacy Act (FERPA) and other federal and state laws that previously prohibited the disclosure of such personal information. Since the laws require the publication of information pertaining to sexual offenders employed, enrolled or volunteering at an educational institution, said publication does not constitute grounds for a grievance or complaint under Nashville State or Tennessee Board of Regents policies or procedures. Students may obtain Tennessee Bureau of Investigation (TBI) Sexual Offender Registration/Monitoring forms in the Office of Police and Security, Office E-14. Effective October 28, 2002, the registry of Sexual Offenders for Nashville State Community College will be housed in the Office of Police and Security, Office E-14.

Sexual and Racial Harassment Policy

Sexual and racial harassment constitute a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972. TBR policies 2:02:10:01 and 5:01:02:00 and Guideline P-080 provide parameters, rules, and

procedures for campus personnel.

Sexual Harassment

TBR guidelines define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when one of the following criteria is met:

- Submission to such a conduct is made either explicitly or implicitly a term or condition of the individual's employment or of the individual's status in a program, course or activity;
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational work or educational environment.

All Nashville State employees and students will be held accountable for their actions. Sexual harassment will not be tolerated on-campus. Advice in this matter is simple. Do not put yourself, your subordinates, or our students in a position where there is even a hint that an act of sexual harassment might occur. Likewise, do not tolerate unwelcome acts toward yourself, your subordinates, or students.

Racial Harassment

Generally, racial harassment is defined as any person's conduct, which unreasonably interferes with a student's status or performance by creating an intimidating, hostile, or offensive work or educational environment. Harassment on the basis of race, color, or national origin includes offensive demeaning treatment of an individual, where such treatment is based typically on prejudiced stereotypes of a group to which that individual may belong. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual because of his/her race, color, or national origin.

Other Harassment

Generally, harassment on the basis of religion, disability, or other protected status includes any conduct which has the purpose or has the reasonably foreseeable effect of interfering with a student's academic efforts, employment, or participation in institutionally sponsored activities. Such harassment also includes any activity that creates an intimidating, hostile or demeaning environment.

Procedures

Any student who believes he or she has been subjected to harassment by a Nashville State student or Nashville State employee shall present the charge to the Vice President of Student Affairs. The charge shall include the circumstances giving rise to the allegations, the date(s) of the alleged occurrence(s) and when available, the names of any witness to the alleged occurrence(s). The student who presents the charge shall sign the charge.

The Vice President of Student Affairs shall investigate and take appropriate action in compliance with Tennessee Board of Regents policies and guidelines relative to harassment and in

compliance with federal and state laws that prohibit such discrimination.

Prohibition of Sexual Misconduct

Sexual misconduct is a form of sex discrimination prohibited by Title IX/EEO. Nashville State is committed to eliminating any and all acts of sexual misconduct and discrimination on its campuses. As set forth in Nashville State Sexual Misconduct Policy 7-05-00-00, sexual misconduct includes dating violence, domestic violence, stalking, and sexual assault, including rape. Nashville State strictly prohibits these offenses.

Reporting Sexual Misconduct

The College encourages victims of sexual violence to talk to someone about what happened so they can get the support they need and so that the College can respond appropriately. To file an institutional complaint regarding an act of sexual misconduct, students should contact the Title IX/EEO Coordinator at 615-353-3305 or the Vice President of Student Affairs at 615-353-3268. The Title IX/EEO Coordinator is available to receive incident reports 24 hours a day. For assistance after hours, call 615-353-3273, Nashville State's Police and Security Office. Without providing any specific information to the Security Officer, the Complainant should state that he/she wishes to speak with the Title IX/EEO Coordinator and provide his/her telephone number. The Title IX/EEO Coordinator or the Vice President of Student Affairs will immediately return the Complainant's call.

Victims have the option to notify or not notify proper law enforcement. The College will not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement. If a rape or other sexual misconduct is reported, the College will offer the victim both medical and psychological care as well as information about prosecuting the suspect through both criminal and Nashville State disciplinary channels. Though reports to the College will be kept as confidential as possible, the College cannot guarantee the confidentiality of every report or complaint. Students who wish to report confidentially may contact Centerstone Customer Care and Crisis Call Center at 866-696-4267. A victim of any form of sexual offense is encouraged to seek appropriate medical assistance. If immediate medical attention is warranted, the victim should be transported to Nashville Metro General Emergency Room. It is important that the victim seek medical attention in order to ensure his/her wellbeing and to ensure that any evidence is preserved as possible proof of criminal sexual assault in the event that criminal charges are pursued.

Accuser/Accused Rights

Students accused of sexual misconduct will be charged with violating the Nashville State Student Code of Conduct. Special rights are given to the victim if a suspect in a sexual offense case is a student and that suspect is charged with violating the Code of Student Conduct. Both the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary hearing. The victim, therefore, has the right to have counsel of his/her choice present during hearings. Both the Complainant and the Responder shall be informed in writing simultaneously regarding the determination of a charge of sexual misconduct, along with notice on their right to request an institutional hearing on the issue.

Penalties for the violation of any Code of Conduct offense are listed in the Student Policy

Handbook. Violations may lead to disciplinary action up to and including permanent dismissal from the College. All reasonable requests by the victim to be removed from contact with the suspect will be granted.

Submitting a Complaint/Report refer to (Policy 03-07-00)

Nashville State will develop and publish procedures for addressing student complaints of discrimination or harassment and complaints against faculty, non-faculty, other students, or the college.

For student complaints of discrimination or harassment against faculty, non-faculty, other students, or the college, the complaint must be submitted in writing and signed by the student to the Vice President of Student Affairs and Enrollment Management or the Section 504, Title IX, Title II Coordinator, Director of Human Resources, 615-353-3305.

The Title IX Coordinator is the designated College official with primary responsibility for coordinating the College's compliance with Title IX. This includes providing leadership for Title IX activities, providing consultation, education and training, and helping to ensure the College responds appropriately, effectively and equitably to Title IX issues.

Student complaints regarding race, sex, national origin, age, disability, or veteran status discrimination/retaliation will be handled in accordance with the Nashville State Community College and Tennessee Board of Regents Sexual Misconduct, Harassment and Discrimination policies and procedures.

For complaints which are not related to discrimination or harassment, complaints may be resolved through informal or formal processes.

Informal processes are quick and often involve resolving misunderstandings. The informal process begins by communicating directly with the college employee and the employee's supervisor if necessary. If a satisfactory resolution is not reached at this level, the student may file a formal complaint.

Formal complaints must be made in writing and signed by the student to the Vice President of Student Affairs and Enrollment Management. The Vice President or his/her designee will investigate all complaints which may include an interview with the complainant. The Vice President will respond to the complainant in writing within 15 business days. Appeals to the Vice President's decision must be made by written communication to the President who will send a written copy of his or her decision to the student within 10 business days of receipt of the appeal to the Vice President's decision. The decision of the President is final.

Technology Services Division

Technology Services Department at Nashville State Community College supports faculty, staff, and students in their use of technology products that Technology Services Division acquires, manages, and maintains for the operation of the college throughout its service areas.

The Technology Services Division maintains a Service Desk Monday through Friday, 8:00 a.m.-5:00 p.m. (Hours may change on demand. Please check with the website for the most accurate times). The TSD Service Desk supports our students with Self-Service, student Email, and password assistance. Students can reach the Service Desk by calling 629-216-3300 or emailing ServiceDesk@nsc.edu. College faculty and staff can submit work orders through the college e-mail address ServiceDesk@nsc.edu. (<https://servicedesk.nsc.edu/wp/>)

The Technology Services Division provides various services to faculty and instructional schools including the following:

- Assistance in determining hardware and software needs for the school and the individual faculty member;
- Technical support in the repair and service of existing hardware recommended by TSD and housed in the school or in faculty offices;
- Consultation with schools and faculty concerning effective hardware and/or software configuration used for instruction in student labs (e.g., “open lab” in the Library and specialized labs as used by Health Sciences); and
- Implementation of the master plan of the College for instructional technology.

Campus Security

If there is an Emergency, Dial 911

The Police and Security Services Department provides 24-hour, 365-day service for all campuses via monitoring of security cameras and/or physically patrolling the campus. The department is augmented by a closed-circuit television system, hand-held portable radios, and cell phones.

In the event of a crime or security violation on campus, call Police and Security immediately at 615-353-3273. The on-duty officer can be reached at this number and will respond to your location.

Security Services

- **Escort Services:** The Safety and Security Department provides escort services upon request to students and staff.
- **Battery Service:** We are equipped to jump-start vehicles due to dead batteries.
- **Lock-Outs:** If you locked your keys in the car we will attempt to pop your lock. You will have to sign a liability release form, unless you have power locks. Because of the complicated wiring in those vehicles, we cannot attempt to unlock the vehicles.
- **Crime Prevention Presentations:** Crime prevention presentations are conducted annually to such groups as physical plant staff; international students; student government; students, faculty and staff; and other recognized student organizations.
- **Hate Crimes:** The federal Right-To-Know Act requires the reporting of all incidents where prejudice against race, religion, sexual orientation, or ethnicity is employed during the commission of murder, forcible rape, aggravated assault, and violation or arrest relating to

weapons, drugs, or alcohol. Annual reports reflect all incidents reported in any of these categories.

- **Printed Crime Prevention Materials:** Crime prevention brochures are distributed at crime prevention presentations and at various locations throughout the campus.
- **Electronic Alarm Systems:** A sophisticated electronic monitoring system located in the Department of Safety and Security has a comprehensive network of intrusion on devices and alarm systems.
- **Closed-Circuit Television System:** This system provides instant access to all campus buildings.
- **Facilities Surveys:** Security personnel conduct comprehensive surveys of exterior lighting, exterior doors and grounds.
- **Rape Awareness, Education, and Prevention:** In cooperation with the Dean of Student Services, the department provides rape awareness education and prevention presentations to the campus community.

Crime Reporting

Numerous efforts are made to advise the campus community on a timely basis about campus crime and crime-related problems. These efforts include the following:

- **Annual Report:** A comprehensive annual report of crime-related information is compiled, published, and widely distributed. This annual report is available to any member of the campus community. Download the Annual Security Report
- **Daily Crime Log:** Download Daily Crime Log
- **Special Alert:** If circumstances warrant, specially printed crime alerts are prepared and distributed to the appropriate persons.

Emergency Preparedness

The College's Emergency Preparedness Plan outlines procedures to improve the protection of lives and property through the effective use of college resources. The plan's purpose is to mitigate the potential effects of the various hazards that might impact Nashville State, to prepare for the implementation of measures which will preserve life and minimize damage, to respond effectively to the needs of the campus community during emergencies, and to provide a recovery system to return Nashville State and its community to a normal status as soon as possible after such emergencies.

The College's Emergency Preparedness Plan can be found on the Safety and Security webpage at <https://www.nsc.edu/faculty-staff/human-resources.php>.

Center for Workforce Development and Continuing Education

The Center for Workforce Development and Continuing Education at Nashville State Community College provides tailored education and training for professional advancement as well as personal enrichment courses and workshops for the community. The Workforce Development Department has served the local businesses and the greater Nashville community for over 30 years and has broad range of experience in business and industry.

The Center for Workforce Development and Continuing Education offers courses for those who may not be seeking a degree, but instead want to upgrade their skills to begin or advance their career, need recertification to maintain a license, start their own business, develop a new hobby, or simply learn something new and interesting to enrich their life. High quality programs are taught by experts in the field. Certificates of completion, continuing education units (CEUs), and preparation for professional certification in many areas are provided.

Learn more at <https://www.nsc.edu/academics/workforce-development-and-continuing-education/index.php> or email workforce@nsc.edu with questions.

Office of Institutional Research

The Office of Institutional Research (IR) is responsible for the following:

1. Coordinate and facilitate strategic initiatives.
2. Serve as the primary repository of institutional data.
3. Publish institutional information.
4. Comply with state and federal reporting requirements.
5. Respond to external surveys and questionnaires.
6. Support the institution's accreditation initiatives.

Ethical considerations within Institutional Research.

The Office of IR:

- Will not release individual student information.
- Will take all reasonable steps to ensure the accuracy of data gathered from individuals, groups, offices, or agencies.
- Will apply all reasonable means to prevent the loss of data and documentation.
- Will make every effort to anticipate and prevent misunderstandings and the possible misuse of information.

The implementation and coordination of the College's planning, research and evaluation processes that support institutional effectiveness, accountability, assessment and facilities development.

Conducting Surveys

Individuals or groups wishing to administer research and opinion surveys to college faculty, staff, student body and/or the public at large must be approved by the College's Institutional Review Board (IRB). The first point of contact for requesting IRB approval is the AVPAA.

Classroom based survey research is at the discretion of the individual faculty.

Nashville State Foundation

The Nashville State Foundation is a 501(c)(3) organization that exists to provide support for Nashville State's students, faculty, and staff. Funds raised by the Nashville State Foundation support campus needs, such as student scholarships, facility improvements, and other needs as they arise.

The Nashville State Foundation is governed by a Board of Trustees composed of volunteers from across Nashville State's primary service area. These Trustees each serve three-year terms, act as advocates for Nashville State in the community, and assist in fundraising and other development activities.

Support for the Nashville State Foundation is solicited from the business community, alumni, and employees and is vital to the continued growth and excellence of the institution. For more information, please email at foundation@nscc.edu.

Solicitation and Acceptance of Gifts

Nashville State recognizes the importance of gifts to the college that are consistent with its mission and that help it reach its goals. Gifts and/or donations to the colleges, including in-kind donations may be accepted only by the President, Vice Presidents, Executive Director of Development, and the Comptroller. Solicitation of gifts which may require a commitment of college resources must be approved by the President. Certain gifts must have the approval of the Tennessee Board of Regents and/or the Chancellor. Only the Board and/or Chancellor may accept a gift if Board and/or Chancellor's acceptance is a condition set by the donor. Only the Chancellor and Board may accept gifts of real property.

An employee who is offered an in-kind gift for the college must complete an "In-Kind Donation to Nashville State" form and obtain the designated signatures prior to obligating the college to accept the gift. An exception to this policy is the college's library which may accept published materials.

Gifts to the Nashville State Foundation

Gifts, both cash and in-kind, to the Nashville State Foundation may be received by the Foundation's Chair, Secretary, and/or Treasurer. Information on all such gifts shall be forwarded to the Foundation Office in the form of copies of checks, donors' letters, receipts, and acknowledgments. The Development Office shall maintain records of gifts to the Foundation separate from records of gifts to the college.

The offer of in-kind gifts to the Foundation shall follow a pre-approval process similar to the one for the college, with the Foundation Secretary maintaining and recording the appropriate forms.

Charitable Solicitation Policy

TBR Policy 1:03:02:50 prohibits solicitation on all property owned or used by an institution. There are many reasons for the policy, including protecting the academic setting and workplace from disruption.

Nashville State's Solicitation Policy applies to affiliated and non-affiliated entities and individuals. It regulates solicitation for commercial and charitable purposes. College affiliated entities and groups are not hampered in their fundraising as long as the funds are collected to meet the expenses of the organization or group. Per TBR policy, an affiliated entity is an officially registered student, student group, or student organization. The College's Honor Society and Student Government Association, Faculty Senate, Staff Assembly, and Administrative Assembly are examples of college affiliated groups.

The College does not permit charitable cash solicitations on campus. Charitable solicitations for goods (e.g. food, clothing, shoes, etc.) are permitted if approved by the Campus Fundraising Committee. The College must treat all charitable entities, regardless of the cause they represent, the same and according to policy. Therefore, whether an entity or group is soliciting for the boy/girl scouts, little/big leagues, churches, food banks, etc., the proper authorization must be secured.

College affiliated entities and groups must secure a recommendation from the Campus Fundraising Committee and approval from the Vice President for Business and Finance before approaching students and employees on behalf of a commercial and/or charitable cause. The Charitable Solicitation Request for Approval forms should be submitted to the Chairperson of the Campus Fundraising Committee.

Student affiliated organizations must obtain approval through the Vice President for Student Affairs and Enrollment Management prior to submitting requests to the Charitable Solicitation Committee. No affiliated organization may solicit for funds unless it has been authorized to have a fund. Any affiliated organization soliciting for funds without such authorization must cease solicitation immediately.

Any individual or group that intends to solicit funds for the Nashville State Foundation should first contact the Nashville State Development Office. Because the Foundation must comply with all 501 C (3) requirements when raising funds, it is imperative that any solicitation be coordinated with the Development Office to ensure that all IRS requirements are satisfied.

For any affiliated entity or group that sells merchandise, sales tax must be charged, collected, and remitted in accordance with Tennessee law. For more information, please contact the Nashville State Business Office.

Grants

Grant funded activities are wonderful ways to explore new programming for the college and to form alliances with other institutions and organizations. Before developing a full grant proposal and/or committing to participate in a grant with another institution or organization, employees should reach out to the Director of Grants Development.

Communications & Marketing

Nashville State's Office of Communications and Marketing seeks to enhance communication and facilitate information sharing about the College both internally and externally. Its primary functions are to serve as the gatekeeper for the release of information to the media and other external audiences, support student recruitment efforts, plan and direct all College marketing efforts, assist in building and maintaining good working relationships with local and state elected officials, and to foster internal communications. Communications and Marketing produces or approves all college promotional and marketing materials. This includes the Nashville State website, most institutional videos, and all college-related social media content.

As the primary gatekeeper for the release of College information to the media, the Office of Communications and Marketing is responsible for the preparation and dissemination of all press releases and media announcements on behalf of the College. This office acts as the liaison between the College and the media, and requests that all media inquiries be initiated here. College faculty or staff members who are contacted by news reporters or other media officials should contact the Associate Vice President of Marketing and Communications before speaking to the press or disseminating college-related information to the media.

Academic schools planning to develop program brochures and other promotional materials must consult with the Office of Communications and Marketing for assistance in creating a design that is compatible with the College brand. Approval is required before promotional materials can be printed and distributed to the public.

A Nashville State Brand Management Guide is now available to assist staff and faculty in submitting requests and preparing documents for publication. This guide is available online at the faculty/staff webpage or by clicking [here](#).

Social Media Guidelines

Nashville State Communications and Marketing is responsible for the maintenance and monitoring of official college accounts on several social media sites. The official sites serve as a way to provide announcements and information about upcoming events and activities, promote a sense of community and College spirit, along with showcasing student, alumni, faculty and staff successes. You can follow and interact on any of these official College pages:

- Twitter: [@NashvilleState](#)
- Facebook: [@NashvilleState](#)
- Instagram: [@NashvilleState](#)
- LinkedIn (personal): [@NashvilleStateCC](#)
- LinkedIn (business): [@Nashville-State-Community-College](#)
- YouTube: [@NashvilleState](#)

College staff and faculty administering institutional social media accounts are expected to follow established social media guidelines and procedures. Please note that faculty, staff, and students are NOT permitted to establish their own department, program, or club social media accounts without written approval from the Office of Communications and Marketing.

The Nashville State Voice

The Nashville State Voice is a monthly digital internal newsletter that is sent via email. You can submit photos and/or stories to possibly be included directly to cliff.rockstead@nsc.edu. The Nashville State Voice contains stories about faculty, staff, students, alum, programs, events, and the College's involvement in our communities.

Email Signature Guidelines

Uniform email signatures are an important asset to any organization.

Nashville State signatures are designed to:

- Create an image of unity across the College's many functions.
- Ensure the brand is being properly represented in conversations with prospective students and the external community.
- Communicate the professional nature of the College and its employees.

It is important that every employee of Nashville State, no matter the department or role, adopts the standard signature to effectively represent Nashville State Community College. If additional information needs to be inserted beyond what was provided, please feel free to include. You can find additional information about formatting in the brand guidelines book.

College Letterhead Stationery and Logo

Nashville State Community College letterhead stationery and logo is an official emblem of the College and should be used only for approved or authorized college business. Neither the College letterhead nor logo may be altered. Use of college letterhead stationery in conducting correspondence, for example, implies that the College has endorsed any ideas or actions contained therein. To avoid legal responsibility for unauthorized use of its letterhead stationery and logo, the College has provided the following directives.

College letterhead stationery may not be used as:

- Personal stationery by an employee;
- An implication that an action or activity has College approval when it does not;
- A conveyance for an outside remunerative or non-remunerative activity;
- An espousal of personal or professional belief, opinion, or cause not held by the College; or
- An attempt to represent or imply a position by the College on any social, political or professional issue not approved by the College.

Mail and Receiving Services

Mailboxes for the White Bridge Road campus faculty and staff are located in the Weld building. A box for official College-business outgoing mail is also located in this area. Make sure that all outgoing mail has the organization number written on it. Outgoing mail is picked up daily by 2:30 P.M.

Mail bins for all off-site campuses are located in the Student Services Building Lobby at the security desk. The off-site campus mail courier will be following the schedule below for delivering mail between campuses:

- Monday- Courier service to Clarksville, Waverly, Dickson
- Tuesday- Courier Service to Southeast Campus
- Wed- N/A
- Thursday- Courier service to Clarksville, Waverly, Dickson
- Friday- Courier Service to Southeast Campus

In addition, the courier leaves the main campus at 9:00 on the days they travel.

College ID

All employees and students of the college must have a college ID. IDs are available at each campus.