DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THE TECHNICAL COLLEGE OF THE LOWCOUNTRY’S FACULTY HANDBOOK DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THE FACULTY HANDBOOK DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THE FACULTY HANDBOOK IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.
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THE TECHNICAL COLLEGE OF THE LOWCOUNTRY

Member of:
American Association of Community Colleges (AACC)
American Council on Education (ACE)
National League for Nursing (NLN)
Servicemembers Opportunity College (SOC)

Accredited by:
Southern Association of Colleges and Schools Commission on Colleges (SACS)
1866 Southern Lane, Decatur Georgia 30033-4097, 404-679-5000
Association of Collegiate Business Schools and Programs (ACBSP)
7007 College Blvd., Suite 420, Overland Park, Kansas 66211, 913-339-9356
National League for Nursing Accrediting Commission, Inc. (NLNAC)
3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, 404-975-5000 or 866-747-9965
Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, 312-704-5300
Commission on Accreditation of Allied Health Education Programs (Surgical Technology) (CAAHEP)
1361 Park Street, Clearwater, FL 33756, 727-210-2350
Commission on Accreditation in Physical Therapy Education (CAPTE)
1111 North Fairfax Street, Alexandria, Virginia 22314 • 703 706-3245
National Association for the Education of Young Children (NAEYC)
1313 L Street NW, Suite 500, Washington, DC 20005-4101, 202-232-8777 or 800-424-2460
SC Department of Labor Licensing & Regulation Board of Nursing (SCLLR)
Synergy Business Park, Kingstree Building, Suite 202, 110 Centerview Drive, PO Box 12367, Columbia, SC 29211-2367
Commission on Massage Therapy Accreditation (COMTA)
5335 Wisconsin Avenue, NW, Suite 440, Washington, DC 20015 202-895-1518
Approved by:
American Bar Association (ABA)
321 N Clark Street, Chicago, Illinois 60654-7598, 800-285-2221
Licensed by:
SC Department of Labor, Licensing & Regulation Board of Nursing (SCLLR)
SC State Board of Cosmetology
PO Box 11329, Columbia, SC 29211 803-896-0226

Equal Opportunity Employment/Affirmative Action

It is the policy of the Technical College of the Lowcountry that no discrimination on the grounds of race, color, national origin, disability, religion, gender, or age will exist in any area of the College. The College will make all decisions regarding recruitment, hiring, training, promotions and all other terms and conditions of employment without discrimination on the above grounds or on other factors which cannot lawfully be the basis for an employment decision. The Technical College of the Lowcountry reaffirms its policy of administering all its educational programs and related supportive services and benefits in a manner which does not discriminate because of a current student’s, or prospective student’s, race, color, national origin, disability, religion, gender, age, or other characteristics which cannot lawfully be the basis for provision of services. In addition, the Technical College of the Lowcountry endorses the principle of affirmative action designed to remove any disparate effects of past discrimination because of race, color, gender, religion, age, or national origin.

Americans with Disabilities Act (ADA)
The Technical College of the Lowcountry does not discriminate on the basis of disability in admission, access, or employment in any program or activity. The College will comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990. The Vice President for Student Affairs or his/her designee will serve as the administrative officer responsible for meeting with students having disability concerns. The Human Resource Director will serve as the administrative officer responsible for meeting with individuals with employment concerns. The College’s ADA Committee will serve as the appeals and oversight committee. The ADA contacts are Rodney Adams (843-525-8219), Rhonda Cole (843-525-8229) and Susan Smith (843-525-8242).

Disclaimer
This handbook does not constitute an expressed or implied contract between the College and any employee. Only the President of the College and/or designee is authorized to enter into contracts. As a state entity, the College is governed by the rules and regulations of the State of South Carolina, by the policies and procedures of the State Board for Technical and Comprehensive Education, and by the policies adopted by the College’s Commission. The handbook contains the College’s general philosophy and many of its policies, procedures, and rules as approved by the appropriate governing bodies. However, this handbook is not intended to be all-inclusive. It is also subject to updates and revisions as may be necessary when new or revised policies and procedures are approved by the State of South Carolina, the State Board for Technical and Comprehensive Education, and/or the TCL Commission. Copies of these governing policies and procedures are available in the Offices of the President, Vice President for Academic Affairs, Vice President for Administrative Services, Vice President for Continuing Education and Institutional Advancement, Vice President for Student Affairs, and the Human Resources Director, as well as in the Learning Resources Center. It is the policy of the Technical College of the Lowcountry to abide by the provisions of the Freedom of Information Act as stated in Chapter 4 of Title 30 Code of Laws of South Carolina 1976 and subsequent revisions.

TCL 9/28/2012
I. ORGANIZATION

Technical College of the Lowcountry
Mission, Vision, Philosophy, and Goals Statements

Early in the 21st century the Technical College of the Lowcountry re-examined its mission, clarified its vision for the future, and positioned itself to meet the ever-changing needs of the Lowcountry and the challenges of the new millennium. In support of this vision, the Commission of the Technical College of the Lowcountry adopted the mission, philosophy, goals, and underlying values presented here.

Technical College of the Lowcountry Vision
The Technical College of the Lowcountry will be the premier academic institution-visionary, vibrant and valued-engaged in leading the region to economic prosperity by providing innovative workforce solutions.

Technical College of the Lowcountry Mission
One of sixteen colleges comprising the South Carolina Technical College System, the Technical College of the Lowcountry traces its origin to the Mather School founded in 1868. The college is a comprehensive, public, two-year college dedicated to serving the diverse educational needs of the rural counties of Beaufort, Colleton, Hampton, and Jasper. The College annually serves approximately 10,000 credit and continuing education students, a mix of traditional, non-traditional, full-time, and part-time.

The Technical College of the Lowcountry provides quality, affordable academic and technical programs leading to Associate Degrees, Diplomas, and Certificates in an environment fostering excellence in teaching and learning. The College prepares graduates with knowledge and skills for transfer to senior colleges and universities and for careers in computer technology, industrial technology, engineering technology, occupational technology, business, health sciences, and public service.

The College serves as an effective partner in the economic and human resource development of the Lowcountry. As an open admissions institution, the Technical College of the Lowcountry offers academic, transfer, and specialized programs. Offerings include developmental education; arts and sciences; career development; specialized, contract courses tailored for specific businesses and industries; and continuing education to meet the workforce needs of the Lowcountry. In addition to responding to local and regional needs of the area, the College recognizes that state, national, and international issues affect the lives of the citizens of the Lowcountry and responds to these issues appropriately.

In support of its educational programs and services the College offers comprehensive student development services to all who seek to better their lives through education. In an atmosphere of shared values, the College encourages creativity, innovation, and resourcefulness among its students, faculty, staff, and administrators. With a commitment to excellence, the Technical College of the Lowcountry creates a positive, student-centered environment. The College empowers individuals by enabling them to learn and to develop throughout their lifetimes.

Adopted by the TCL Commission, November 18, 2002
Approved by the Commission on Higher Education, January 9, 2003
Reaffirmed and Modified by the TCL Commission, October 8, 2009
Modifications Approved by the Commission on Higher Education, November 24, 2009
Reaffirmed by the TCL Commission, October 14, 2010
Reaffirmed by the TCL Commission, October 27, 2011

Statement of Non-Discrimination
The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability or political affiliation or belief.
Philosophy
A learning centered college, the Technical College of the Lowcountry encourages creativity, innovation, resourcefulness, and responsibility. In all of its endeavors the college creates a positive, student-centered environment emphasizing learning. While the college is responsive to local and regional needs, it recognizes that state, national, and international issues affect the lives of the citizens of the Lowcountry. With its comprehensive programs, the college offers Lowcountry residents the opportunity to enter higher education, to keep their skills up to date and to learn throughout their lifetimes. Through its technical and college transfer programs, the college serves as an effective partner in economic and human resource development in the Lowcountry.

Strategic Goals
The Technical College of the Lowcountry has six major goals:

Goal I: Create a Portal to the Future.

Goal II: Capitalize on Valued Partnerships.

Goal III: Create Vibrant Learning Environments.

Goal IV: Grow and Enhance Resources.

Goal V: Optimize Access and Success.

Goal VI: Provide an Innovative and Qualified Workforce.
History of the College

1711  The Town of Beaufort established.
1861  Union troops occupy Beaufort.
1862  Penn School founded to educate newly liberated slaves.
1868  The Mather School for daughters of former slaves established.
1881  Mrs. Mather deeds the property to the New England Baptist Missionary Association.
1901  First elementary class of three members graduates.
1932  Mather School high school program approved by the South Carolina State Department of Education as Mather Industrial School – 12 grades are now being taught.
1954  The Junior College Department organized to provide increased educational opportunities for high school graduates in the greater Beaufort area and allow male students to enroll.
1955  Mather School accredited by the Southern Association of Colleges and Schools.
1956  Mather Junior College graduates first class.
1966  Mather School one of three schools designated by the Office of Economic Opportunity for a pilot project designed to assist high school graduates in this section of South Carolina to overcome certain academic deficiencies before entering college.
1967  The Board of Trustees of the Mather School, in concurrence with the American Baptist Home Mission Societies vote to offer the campus and buildings to the South Carolina State Board of Education for use as a State Area Trade School and to effect a merger relationship with Benedict College, Columbia, South Carolina.
1968  Mather School concludes 100 years of unique educational service to the greater Beaufort area. The campus is given to the state of South Carolina as an area trade school.
1969  The South Carolina General Assembly transfers the administration of Beaufort Area Trade School from the Department of Education to the State Board for Technical and Comprehensive Education (SBTCE).
1970  The School becomes known as the Beaufort Regional Training Center.
1972  The Center becomes part of the State Technical College System under the State Board for Technical and Comprehensive Education and renamed the Beaufort Technical Education Center.
1974  State Board designates a four-county service area – Beaufort, Hampton, Jasper and Colleton counties. A branch campus is established in Hampton County.
1978  The Center is accredited by the Southern Association for Colleges and Schools.
1979  The Center's name is changed to Beaufort Technical College. Off-Campus military education programs at the Marine Corps Air Station in Beaufort and the Marine Corps Recruit Depot at Parris Island are begun.
1981  Student Support Services, a program offering counseling to high risk, first-generation college students is begun. Part of the federal government TRIO programs.
1982  College receives funding for the Upward Bound Program, part of the federal government TRIO programs. Area high school students selected for special counseling and tutoring.
1983  The College's Hilton Head Island Center is opened and the Beaufort Technical College Foundation is established.
1984  SACS Reaffirmation.
1985  College receives funding for Talent Search, a program providing career and college counseling in area high schools. Part of the federal government TRIO programs. College becomes one of only three colleges in the state to offer all three of the TRIO programs.
1986  Legislation is introduced to establish an area commission, a local government board for the College.
1987  Dr. Anne S. McNutt appointed President.
1988  College changes name to “Technical College of the Lowcountry” to reflect its four-county service area. The Foundation is also renamed.
1990  Associate of Arts and Associate of Science degrees are offered.
1991  The Hampton Center is renamed H. Mungin Center in honor of Halbert Mungin, who served as Hampton County’s representative on the TCL Commission from 1987-1990.
1992  Converted from quarters to semesters.
2005  Groundbreaking for the New River Campus
2006  New River Campus opens doors for classes and dedicates campus
2008  Dr. Thomas C. Leitzel appointed President.
2009  College vision statement is implemented.
2009  TCL and The Mather School Coastal/Lowcountry Alumni & Associates dedicate the Wildy Memorial Garden.
2010  Five-year strategic planning process begins.
2010  Whale Branch Early College High School opens.
2011  Exterior renovations are completed to the historic Mather School building Moor Hall.
2011  College completes facility master plan.
2011  TCL and Colleton County open the Colleton Career Skills Center
2011  The New River Campus building is named for former commission chairman Angus Cotton
2012  $1.2 million Hampton Campus renovation completed.
South Carolina Technical College System (SCTCS)

The SC Technical System is committed to helping increase the employability of all South Carolinians by ensuring they are fully prepared for the careers of today – and tomorrow. As the largest higher education system in the state, the System provides its credit students and continuing education students with a comprehensive education and a fast track to a rewarding career. In addition, the System’s nationally-recognized affiliate programs, designed to train or re-train employees so that companies new to South Carolina and existing businesses alike can continue to prosper and grow, help spur job growth and economic development opportunities across the state.

The SC Technical College System is not only preparing students of all ages for real work today, but also demonstrating a commitment to increasing the employability of all South Carolinians and ultimately enhancing the quality of life for all.

The Board of the South Carolina Technical College System, which is made up of six members representing the six districts and four at-large members appointed by the Governor, has jurisdiction over the 16 two-year technical colleges. The South Carolina Technical College System is also responsible for developing and implementing adequate post-high school vocational and technical programs, coordinating curriculum offerings, financial management, and providing start-up training for new or expanding industry.

The South Carolina Commission on Higher Education (CHE) is the coordinating commission for all of higher education in South Carolina including the sixteen colleges of the technical education system.

The College Commission
Technical College of the Lowcountry is governed by a seven-member Commission composed of representatives from each of the four counties served by the college. Commission members are appointed by the Governor upon recommendation of the college's legislative delegation. The members of the Commission for the college are:

**Representing Beaufort County:** Gen. Arthur E. Brown, Jr., Chairman (U.S. Army Ret.)
Ms. Patricia Green (Secretary/Treasurer)
Mr. Charles W. “Bill” Bootle

**Representing Colleton County:** Mr. David Smalls

**Representing Hampton County:** Dr. William Small, Jr., Vice Chairman

**Representing Jasper County:** Ms. Sheree Darien

College Foundation
Organized in 1983, The Technical College of the Lowcountry Foundation, Inc., is a non-profit, tax-exempt organization classified under 501(c)(3) of the Internal Revenue Code. The Foundation establishes private sector support through grants and gifts to enhance the College’s teaching and
educational capabilities in ways not made available through state or local county appropriations. It further provides scholarship assistance to deserving and qualified students. The Technical College of the Lowcountry Foundation receives contributions from individuals, businesses, industries, civic and professional groups, foundations, and alumni. There are many ways to give to the TCL Foundation. Gift opportunities are many as the college continues to grow to meet the demands of a growing Lowcountry.

The TCL Foundation supports the college in a variety of areas:

- Raising funds for student assistance including tuition and books.
- Aiding the college in maintaining the state-of-the-art instructional equipment.
- Funding special capital projects such as the New River Campus.
- Raising funds for special projects including new program development.
- Promoting a better understanding of the college, its mission, and value to the Lowcountry.

Organizational Chart

Administration of operational activities for the college is shared by four Vice Presidents who report directly to the President.

The Vice President for Academic Affairs is responsible for all academic credit and non-credit programs and oversees all full-time and adjunct faculty. The Vice President works directly with the five academic division deans in Arts & Sciences, Business Technologies, Health Sciences, Industrial Technologies, and the Dean of Instructional Support Services. The Office of Academic Affairs offers non-credit programs provided through the division of Continuing Education and Workforce Development. Other department reports include the Director of Online Learning, Testing Coordinator, Director of Planning and Institutional Effectiveness, Director of Institutional Research/Planning and Whale Branch Early College High School liaison.

The Vice President for Student Affairs has responsibility for the college’s student support services in the areas of: Student Records, Financial Aid, Job Placement, Four-Year Transfer, Campus Life, Campus Counseling, Student Support Services, PILAU (Promoting Integrity, Leadership, Academics, and Cultural Understanding), Upward Bound, Educational Talent Search, Disability Services, Probation & Suspension, and Judicial Affairs.

The Vice President for Administrative Services has responsibility for all financial matters and works directly with Human Resources, Accounting, the Bookstore Manager, the Cashier, the Purchasing Director, the Facilities Management Director, and the Information Technology Director.

The Vice President for Marketing and Enrollment Management is responsible for Admissions and Recruitment, Community Outreach and Military Services, and Public Relations.

Organizational charts are provided in Appendix A.
Institutional Committees:

Institutional Committees

TCL Procedure 2-1-201.1
The Technical College of the Lowcountry is committed to employing a variety of institution-wide standing committees and councils to support effective decision-making within the college and provide an avenue for faculty and staff to be involved in the process of continuous improvement of programs and services. Institutional standing committees shall serve in an advisory capacity, providing recommendations to the appropriate Strategic Leadership Team member.

A Standing Committee or Council is a work group that is permanent, continuous, and ongoing. The committee or council is assigned to a defined and limited area of purpose.

A listing of the membership of these college committees for the current academic year is found in Appendix B.

Alcohol and Other Drug Program Review Committee

TCL Procedure 2-1-201.1.18
The purpose of the Alcohol and Other Drug program Review Committee is to evaluate the effectiveness of the college’s alcohol and other drug program, the consistency of the college’s alcohol and other drug program enforcement, the distribution method of the alcohol and other drug policy, and the preparation of the college’s biennial report.

Curriculum Committee

TCL. Procedure 2-1-201.2
The purpose of the Curriculum Committee is to recommend to the Vice President for Academic Affairs changes to existing curricula and courses. The committee will also review proposals for new programs or courses. The overall purpose of the Curriculum Committee is to provide for broad based faculty input to the educational offerings of the college.

Enrollment Management Committee

TCL Procedure 2-1-201.5
The Enrollment Management Committee will recommend strategies that increase the visibility of the college in the four-county service area, promote enrollment, and improve student retention. The committee will maintain an assertive approach toward enrollment to ensure a steady supply of qualified students for the college’s programs and to retain students until they meet their educational goals. The committee will monitor market enrollment trends; evaluate recruitment, enrollment, and retention initiatives; and monitor the effectiveness of the enrollment plan and recommend changes. Strategies, in printed form, will be recommended to the Strategic Leadership Team.

Information Resource Management Committee

TCL Procedure 2-1-201.4
The purpose of the Information Resources Management Committee is to review and evaluate the status of the college's information technology and the integration of its management of data processing, telecommunications, and office systems; recommend and develop appropriate information management strategies in the area of data processing, telecommunications, and office systems; complete the annual technology plan; and serve as a resource to other standing committees. The Committee is also responsible for establishing priorities for computer resources.
and for the review of technology requests to ensure network compatibility. This committee reports to the Vice President for Administrative Services.

**Safety & Business Committee**  
*TCL Procedure 2-1-201.1.15*  
The purpose of the Safety Committee is to review and make recommendations to the appropriate division on issues relating to security and safety of faculty, staff, and students at each campus location. The Committee is responsible for the review and updates to the Safety and Security Manual and for the provision of input to the college on the Emergency Response Plan. The Committee will assist the college with periodic evaluation of safety programs and in the evaluation of “safety drills” as well as the college’s response to actual emergencies.

**Strategic Planning Council Committee**  
*TCL Procedure 2-1-201.1.19*  
The purpose of the Strategic Planning Council (SPC) is to establish and maintain a collaborative, comprehensive, and integrative approach to strategic planning. The SPC establishes the college’s goals and strategic initiatives, and monitors progress on a regular basis. The SPC ensures that measures and expected outcomes are on track and relevant to college priorities.
Professional Development

The professional development procedure provides for professional development activities to enhance the competence of faculty and staff both professionally and personally. Professional development activities must be relevant to the faculty member’s teaching and programs. Faculty wanting to attend conferences, workshops, and other activities must submit an Activity Request Form along with the program’s agenda to the Vice President for Academic Affairs for approval.

The Use of Human Subjects in Research

The Technical College of the Lowcountry (TCL) has established the Institutional Review Board (IRB) to develop and implement procedures for the protection of human subjects in research. In order to protect the rights, well-being and personal privacy of individuals, to assure a favorable climate for the conduct of scientific inquiry, and to protect the interests of TCL and its faculty, staff, students and other persons acting under its auspices, policies have been established for the conduct of research involving human subjects. All procedural steps and forms to promote the protection of human subjects in research through the oversight of the IRB and approved researchers are detailed in the Institutional Review Board Manual. Paper copies of manuals are available in all administrative and academic offices, in the LRC, and the Office of Institutional Research. Electronic copies are also accessible to all employees on the server (Everyone server).
General Administration

Requests for Information from Planning and Research  TCL Procedure 7-1-702.1
The purpose of this procedure is to outline the method for requesting information from the Planning and Research Office.

Institutional Effectiveness Program  TCL Procedure 7-1-702.2
TCL’s Institutional Effectiveness Program enables the college as a whole and its various programs and units to plan, implement, and utilize the results of institutional effectiveness activities to continuously improve the college.

Surveys  TCL Procedure 7-1-702.3
The purpose of this procedure is to coordinate the response to internal and external surveys.

Research and Reports  TCL Procedure 7-1-702.4
The Director of Planning and Research has primary responsibility for conducting institutional research studies. The Office of Planning and Research serves as the official source for all statistical data and information developed through institutional research and is responsible for disseminating research results and statistical data within the college as well as to external agencies. The purpose of this procedure is to coordinate institutional research activities and reports and to ensure the uniformity of data released.

Use and Duplication of Computer Software  TCL Procedure 7-1-702.5
The purpose of this procedure is to establish guidelines regarding the installation, duplication, and use of computer software on college computers.
II. ACADEMIC AFFAIRS

Academic Advising

Academic Advising - TCL POLICY 3-1-308

It is the policy of the Technical College of the Lowcountry that all full-time faculty members are required to provide academic advisement to assigned students. Exceptions must be approved by the Vice President for Academic Affairs.

The role of the academic advisor is to assist the student in making sound academic decisions related to program planning, course selection, course load, and academic performance. The advisor will act as a liaison between the advisee and college faculty and administrators. Faculty members with their experiential background and communication skills are ideal individuals to share the responsibility for quality academics with their individual academic advisees. Assisting students as they move through their programs of study at the college is a vital role of full-time faculty. All full-time faculty members are required to provide academic advisement to students. Advising assignments are recommended by the division dean and exceptions are approved by the Vice President for Academic Affairs. Advisor assignments are determined by two criteria: the first letter of the students’ last name and the students declared program of study. Admissions counselors assign advisors at the time the student’s application to the college is processed.

Advisors should make referrals in cases where personal counseling, financial aid, tutoring, or special help is needed. Program models are available in the current catalog on the TCL website at www.tcl.edu

Academic Calendar

This is the link for the Academic Calendar for the current year. The 2012-2013 Academic Calendar can be found on the TCL website in the Faculty Resources section. http://www.tcl.edu/faculty-resources

Academic Dishonesty

All forms of academic dishonesty including cheating on tests, plagiarism, collusion, and falsification of information will call for discipline. Alleged violations will be handled according to the procedures presented in the Student Code.

1. Cheating on tests is defined to include the following:
   a. Copying from another student's paper;
   b. Using materials during a test not authorized by the person giving the test;
   c. Collaboration with any other person during the test without permission;
   d. Obtaining, using, buying, selling, transporting, or soliciting in whole or in part the content of an un-administered test;
   e. Bribing any other person to obtain tests or information about tests;
   f. Substituting for another student or permitting any other person to substitute for oneself;
   g. Cooperating or aiding in any of the above.

2. “Plagiarism” is defined as the appropriation of any person's work and the unacknowledged incorporation of that work in one's own work offered for credit.
3. “Collusion” is defined as assisting another person in an act of academic misconduct.

4. “Fabrication” – falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

Academic dishonesty at TCL will not be tolerated. The Student Code, which is published in the Student Handbook section of the TCL catalog, details the procedures to be followed when academic dishonesty is alleged. Faculty should take every step possible to discourage academic dishonesty. Please contact your division dean to discuss any situation in which you believe academic dishonesty may be involved or for any additional information about this process. Suspected Student Code violations should then be referred to the Vice President for Student Affairs.

**Academic Freedom**

Technical College of the Lowcountry Policy Number 3-1-304 for Academic Freedom reads:

*To ensure an instructional program marked by excellence, it is the policy of Technical College of the Lowcountry to support and defend academic freedom. In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. The faculty members are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching matters, which have no relation to the subject being taught. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs.*

*Technical College of the Lowcountry also recognizes that every freedom carries with it attendant responsibilities. Faculty members must fulfill their responsibilities to society and to their profession by manifesting academic competence, professional discretion, and good citizenship. When they speak or write as a citizen, they will be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As professional educators, they must remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make efforts to indicate that they are not speaking for the institution.*

*At no time shall the principles of academic freedom prevent the institution from making proper efforts to assure the best possible instruction for all students in accordance with the objectives of the institution.*

**Advisory Committees**

To foster a close, cooperative relationship between the college and local industry, business, and government, TCL maintains an advisory committee for each of its degree and other appropriate curricula programs. Committees consist of at least six members representing business, industry, and related community organizations and agencies reflective of the service areas’ major employers of college graduates. Recommendations for committee membership may be received by the division dean from committee members, faculty and staff, or any other respected community member. Appointments are made by the President for a one-year renewable term.

Advisory committee members assist the college by providing information concerning specific manpower needs and changing job requirements. They also make recommendations concerning the
content of the curriculum and the need for facilities and equipment to ensure that the programs remain abreast of technological advances.

The division dean of the curriculum area or the designee will coordinate advisory committee activity and will be the liaison between the college and the committee. Committees will schedule regular meetings at least semiannually. Minutes of all meetings will be distributed to committee members, ex-officio members, the President, the Vice President for Academic Affairs and area faculty members. A copy of the minutes will be filed in the division Office, Learning Resources Center and the original retained in the Academic Affairs Office. The Advisory Committee Handbook is available for committee members to review on the TCL website www.tcl.edu in the Faculty Resources section.

**Attendance**

TCL POLICY 3-1-307

The college’s statement of policy indicates that students must attend ninety percent (90%) of total class hours, regardless of the mode of delivery, or they will be in violation of the attendance policy.

- For students who do not physically attend class **during the first ten calendar days** from the start of the semester, the instructor will assign a NEVER ATTEND code in WebAdvisor.

- Students taking an online/internet class must sign in and communicate with the instructor **during the first ten calendar days** from the start of the semester to indicate attendance in the class. For students not communicating **during the first ten calendar days** from the start of the semester, the instructor will assign a NEVER ATTEND code in WebAdvisor.

- Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course **OR** if a student stops attending class, it is the student’s responsibility to initiate the college’s withdrawal process by emailing the instructor and include the course information. Withdrawing from class may have consequences associated with financial aid and time to completion.

When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdraw the student with a grade of “W”, “WP”, or “WF” and record the student’s LAST DATE OF ATTENDANCE. In extenuating circumstances and at the discretion of the faculty member teaching the class, the student may be allowed to continue in the class and complete the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences; all absences are counted, regardless of the reason for the absence.

A student must take the final exam or be excused from the final exam in order to earn a grade.

**Cancellation of Classes**

TCL POLICY 3-1-306

TCL PROCEDURE 3-1-301.5

Only the division dean, the Vice President for Academic Affairs, or the President has the authority to cancel a scheduled class meeting for any credit course, regardless of location.
Changes to Class Schedule
After submission of the class schedule, any change (e.g., instructor, meeting time, or deletion of section) must be recommended by the division dean to the Vice President for Academic Affairs. The division dean is responsible for checking the request for correctness of the information and evaluating the request against instructor loads, class size, and facility use. The division dean will also ensure that the request does not cause any unnecessary impact on the other instructional divisions. Once the schedule has been finalized, any changes are coordinated through the Academic Affairs Office and made by the Student Records Office.

Changes to Curriculum Programs
Curriculum changes are defined to include changes to program admission or graduation requirements, addition or deletion of courses in a curriculum, changes in course configuration, the introduction of new curricula to the college and cancellation of programs. A faculty member may initiate changes to the curriculum offerings of his/her program by submitting a written proposal to his/her division dean. If the division dean endorses the change, it will be presented to the Curriculum Committee Chair. All proposals must have documented support from the faculty of the instructional area, the chairperson of the appropriate curriculum advisory committee, and the appropriate division dean. In the case of the addition of new courses, a course description and course objectives must be attached to the proposal.

The division dean will then forward the proposal to the Chairperson of the Curriculum Committee at least 7 days prior to the next meeting of the Curriculum Committee for consideration. The Curriculum Committee will recommend a course of action to the Vice President for Academic Affairs. The Vice President for Academic Affairs may take one of the following actions: approve the proposal, return the proposal to the Curriculum Committee for clarification, or disapprove the proposal. In the case of a recommendation for a new program or new curriculum to the college, the Vice President for Academic Affairs will proceed with the steps for approval at the Strategic Leadership Team, College Commission, South Carolina Technical College System (SCTCS), the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and the Veteran’s Administration (VA), as appropriate. Upon approval, the Vice President for Academic Affairs will provide notification of approval and the effective date for the change to all appropriate parties.

Children on Campus
In order to promote an environment conducive to teaching and learning, it is the policy of the college to ensure that children are not left unattended on campus and that class or services are not disrupted by children. Faculty, staff, and students shall not bring children to work or class even if the children are being watched by someone else while the employee is working or the student is in class. The college cannot assume the responsibility for supervision of children of faculty, staff, or students.

Although the Learning Resources Center is open to the general public, it is available for use by children under age twelve for reading and research only when they are under the direct supervision of a parent or legal guardian.
Classroom Assignments
When the schedule of course offerings is submitted to the Academic Affairs Office each academic term, a classroom is assigned to each section. An effort is made to assign rooms convenient to both students and faculty. Faculty are expected to teach their courses in the rooms assigned to them. Changes to classroom assignments should be recommended by the division dean to the Vice President for Academic Affairs. Appropriate notices on classroom changes should be posted following approval of the change.

After rooms are assigned to all credit courses, space is scheduled according to the following priorities: non-credit courses or seminars, college meetings, community meetings, and other agency/organization sponsored activities. All use of classroom and laboratory space must be officially requested in order to avoid room use conflicts. As with credit courses, room assignments may not be changed without official approval.

Classroom Control
Teaching faculty should not jeopardize the progress of a class by permitting the continued presence of any student whose behavior in any way adversely affects the class. While the responsibility for and the administration of classroom discipline ordinarily rests with the teaching faculty member, disciplinary problems should be referred to the Vice President for Student Affairs to be resolved.

Class Length
Class length is shown on the schedule for the academic term in which the class is being taught. Faculty members are expected to hold classes for the full length of time as indicated by the class schedule.

Class/Grade Rosters
The official record of student’s enrollment in a course is the computer generated class roster provided by Enrollment Services/Student Records Office. Individuals whose names do not appear on the class roster will not be considered to be TCL students.

Preliminary class rosters are available through Datatel (SROS screen) or WebAdvisor. Faculty are responsible for reporting inaccuracies to the Office of the Registrar no later than ten (10) days after the first day of class.

Grades are assigned by the course instructor as detailed in TCL Procedure 3-1-301-7 and entered into WebAdvisor by the established deadline. The Student Records Office verifies the grade rosters.

Conferences and Workshops
Lodging, travel, a per diem for meals, and fees in accordance with approved and funded state travel regulations may be paid to a faculty member for attendance at seminars, conferences, workshops, and conventions. All travel and expenses must be approved in advance by the division dean and the Vice President for Academic Affairs using the Activity Request Form.

Confidentiality of the Student Records Office
It is the policy of the Technical College of the Lowcountry to ensure that confidentiality of student information is maintained. Access to student records shall be in accordance with the Family
Education Rights and Privacy Act of 1974 (FERPA) and other relevant laws and updated provisos. A student's cumulative record will not be released outside the jurisdiction of the Student Services Division to any person(s), corporation, or agency without the duly authorized consent of the student concerned.

The following data shall be documented within each cumulative record of any and all persons other than those designated who may have lawful and legitimate access to a given record(s): (1) name of person requesting information; (2) title, (3) agency/school, (4) legitimate interest, and (5) date obtained.

**Copyright**

Faculty members are responsible for knowing and following the TCL Copyright Procedure. A variety of copyright resources are available to faculty, which can be requested through the Library/Learning Resource Center, including books and electronic materials. A copyright information guide is also available at [http://libguides.tcl.edu/content.php?pid=109841](http://libguides.tcl.edu/content.php?pid=109841). Contact the Head Librarian with copyright questions or concerns.

**Course Syllabi**

The college has adopted a common course syllabus format that is to be used for each course. This format is contained in Appendix D. The division dean is responsible for reviewing all course syllabi to ensure they are in compliance with the standard requirements. Syllabi not meeting the criteria are returned to the faculty member for revision. File copies of syllabi are kept in the division office, the Learning Resource Center, and the Office of the Vice President for Academic Affairs.

The course syllabus is to be distributed at the first class meeting or available online and reviewed with students at the first class meeting. Course syllabi must contain grading and evaluation methodologies which properly discern levels of student performance and which allow the instructor to determine whether a student has met the course objectives and required learning outcomes. For assistance with syllabus development, see your division dean.

**Credit-by-Examination**

Students may be granted credit for a course if the student can present evidence of the completion of a course or present evidence of its equivalent. The evidence must include the result of an appropriate examination, written report, or demonstration. Credit by examination must be approved by the appropriate division dean and must have acceptable documentation. A student will not receive credit by examination if they have been unsuccessful in a course.

Credit by exam may be earned through two methods:

- Standardized tests
- Challenge Examinations (local)

Standardized tests include:

- CLEP (College Level Examination Program)
- DSST/DANTES Subject Standardized Test
Other Standardized scoring accepted for appropriate exemption credits include the following:

- USAFI (United States Armed Forces Institute) coursework if a grade of "C" or better is earned and for which an equivalent is recommended by the American Council on Education
- Advanced Placement (AP) Tests with scores of 3 or higher
- International Baccalaureate (IB) Tests with scores of 4/5 or higher

Challenge Exams (local) are available only in selected circumstances, as approved by the division dean.

In all cases, credit by examination shall be limited to a maximum of 30-semester hour’s credit.

**Curriculum Development**
Curriculum and course development, changes, and evaluation are responsibilities of every teaching faculty member. Insofar as possible, curriculum development will be accomplished as part of a faculty member's normal workload. Any addition, deletion, or change in any college curriculum must be approved by the Curriculum Committee and the Vice President for Academic Affairs prior to implementation. Certain curricula changes also require approval from the TCL Commission, State Technical College System (SCTCS), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), South Carolina Commission on Higher Education (CHE), and the Veterans Administration (VA).

**Desk Copies of Books**
Complimentary copies and desk copies requested on TCL stationery or electronically will become the property of the division in which the instructor is employed to teach.

**Directed Independent Study (DIS)**
Under special circumstances, a student may be assigned to selected courses on a Directed Independent Study (DIS) basis so that progress toward successful program completion can be maintained. Prior to the first day of class, a student must formally request and receive permission from the division dean for the DIS. An instructor must agree to work with the student to develop a Proposal for Independent Study. The proposal will include a cover page, course objectives, a calendar of student activities and checkpoints, an explanation of the method of evaluation, and a copy of the current student transcript. The proposal must be approved by the Vice President for Academic Affairs and all student fees paid prior to the start of any learning activities. Approval must be received and learning activities begun prior to the end of the Section Swap period.

**Distance Learning/Technology-Based Instructional Delivery Systems**
It is the policy of the Technical College of the Lowcountry to encourage development and implementation of technology-based delivery systems to provide educational programs and services for students on and off campus. These delivery systems must have explicit goals and purposes congruent with the college mission and demonstrate their quality and effectiveness through consistently planned evaluation.

**Dropping/Adding Courses**
Any student may change his/her course schedule during the scheduled Section Swap period of each academic term. This process should be initiated by the student with the approval of his/her
academic advisor. Division deans should check before making the course section change in Datatel that the student has completed the Section Swap paperwork/process. The student's name will not appear on the official class roll, and the student will not be allowed to continue in class until changes are entered into the administrative software system and applicable fees are paid.

The Vice President for Academic Affairs must approve any class cancellations by the end of the Section Swap period. A list of canceled courses with student names and ID numbers must be submitted to the Student Records Office for each class cancellation. The division deans are responsible for ensuring that these lists are submitted to the Student Records Office for all class cancellations.

**Employee Handbook**
A copy of the TCL Employee Handbook is available in the Personnel Office and an electronic version is available on the Everyone server in the Personnel folder (Employee Handbook FY12-13).

**English Fluency Requirements for Faculty Employment** TCL PROCEDURE 6-1-601.11
This procedure ensures that (1) all permanent and adjunct faculty, whose first language is other than English and who teach one or more credit courses, possess adequate proficiency in both the written and spoken English language and (2) appropriate response is given to student complaints about an instructor’s English fluency. Contact the division dean or the Vice President for Academic Affairs for further information.

**Exam Schedule** TCL PROCEDURE 3-1-301.15
The 2012-2013 exam schedules are on the TCL website under the Faculty Resources section at http://www.tcl.edu/faculty-resources
The purpose of this procedure is to insure that methods of scheduling and the administration of final exams will be consistent throughout the institution:
1. The schedule of final exams is developed and distributed by the Vice President for Academic Affairs at the start of each academic term.
2. Exams must be administered according to published exam schedules in the course schedule each semester.
3. Any exception to this procedure must be requested in writing and approved by the division dean and the Vice President for Academic Affairs.
4. Courses for which final exams are not appropriate will hold classes through the end of the exam period.
5. Exams for evening and on-site off campus classes will be given during exam week at the regularly scheduled class meeting time. Students in broadcast distance education classes will follow the Beaufort schedule. Students in online courses will follow the exam week schedule as specified in the online course materials.
6. The administration of final exams is monitored by the Vice President for Academic Affairs.

**Cancellation of Classes/Faculty Attendance** TCL PROCEDURE 3-1-301.5
The purpose of this procedure is to provide a process for canceling classes when illness or emergency situations make it impossible for a faculty member to meet a regularly scheduled class:
1. The faculty member should notify the division dean, site coordinator, or Vice President for Academic Affairs as soon as possible.
2. The faculty member, division dean, site coordinator or Vice President for Academic Affairs will make every effort to arrange class coverage by another faculty or staff member.

3. When this type of coverage is unavailable or unsuitable, the division dean, site coordinator or Vice President for Academic Affairs will approve cancellation of the class and will be responsible for notifying students. This notification will be done by telecommunications, if time permits, and/or by posting a notice of class cancellation on the classroom door.

4. The division dean will be responsible for ensuring course standards are maintained for student completion of course requirements.

**Early College Credit Opportunity (ECCO)**

South Carolina has enacted the Education and Economic Development Act (EEDA) to promote career planning and career success. The Early College Credit Opportunities (ECCO) Program provides high school students with college credit while still attending high school. A junior or senior high school student may be an applicant for the ECCO program and be considered for enrollment at the college. Early enrollment requires a special agreement between three parties: the college, the parent or guardian, and the principal or guidance counselor of the school or agency where the applicant is attending.

**Faculty Forum**

The purpose of the Faculty Forum is to provide an opportunity for faculty discussion of instructional matters and issues affecting faculty. All full-time faculty are members of the Faculty Forum. The Faculty Forum meets twice a year.

**Faculty Orientation and Development/Scheduled Activities**

Faculty development activities are generally scheduled at the beginning of each semester for all full-time and adjunct faculty members. Professional development activities are planned for each of these scheduled days. Full-time faculty members are required to attend scheduled activities with exceptions only with written permission of the Vice President for Academic Affairs. Other professional development activities are scheduled during the year, including orientation and specialized training for new faculty, or development activities, i.e., attendance at specialized conferences or workshops, may be requested through the division.

The division dean will acquaint faculty with the college, the division, and teaching assignments and provide faculty with the following documents and will emphasize essential information:

- Faculty Handbook
- College Catalog
- Course Syllabi
- Textbooks and other course materials

Division orientations may be held at the beginning of the semester, specific to the teaching discipline. The division dean or designee will provide assistance as needed in teaching methods, classroom management, and student relations.

**Faculty Governance**

The Technical College of the Lowcountry recognizes the role of faculty in the governance of the institution. Faculty members are provided the opportunity for leadership through membership in Institutional Committees and for self-governance and direction through participation in division meetings and through the Faculty Forum. Faculty interests are represented on the college's Strategic Leadership Team by the Vice President for Academic Affairs.
It is the policy of the Technical College of the Lowcountry to place primary responsibility for the content, quality, and effectiveness of its curriculum with the faculty. The faculty shall exercise this responsibility through their active participation in division meetings, the Faculty Forum, and Institutional Committees including Curriculum Committee. The memo from the president’s office stating the 2012–2013 institutional committee appointments is available on the Everyone server within three folders: Institutional Committees folder, Committee Reports and Memos folder, and 2012-2013 folder.

**Faculty Office Hours/Door Cards**

One week after the last day of the Section Swap period, each division dean is responsible for providing the Vice President for Academic Affairs with an Instructor Office Hours/Door Card for each full-time faculty member teaching in the division. This card should display clearly all instructional management hours, the minimum of eight (8) office hours, overload teaching/course hours and release time initiative/project hours. The faculty door/office hour cards are available on the TCL website under the Faculty Resources section at [http://www.tcl.edu/faculty-resources](http://www.tcl.edu/faculty-resources).

**Faculty Performance Management System (FPMS)  TCL PROCEDURE 6-1-601.13**

The FPMS is the college's full time faculty evaluation model required by the South Carolina Technical College System (SCTCS). It was developed through participation with seven other community colleges with the assistance of the University of Florida and has been nationally recognized as an outstanding and comprehensive system.

The purpose of the FPMS is for each faculty member to improve his/her own teaching performance.

The FPMS consists of six major faculty roles/responsibilities: instructional development, teaching performance, student advisement, college and/or community service, professional development, and instructional management. Assessment and evaluation are accomplished through a variety of means.

**Faculty Rank**

The faculty at TCL is not organized by faculty rank.

**Faculty Teaching Reassignment  TCL PROCEDURE 3-1-301.1**

It is sometimes necessary to reassign faculty members to accomplish other tasks at the college. The basis of all faculty reassignments in the normal teaching load calculations is preparation time for each course; therefore, reassignments of faculty represent a percent of total effort based on a normal workweek. Reassignments normally require the faculty member to be on campus during the adjustment period.

As a part of the development of the schedule of classes each academic term, the division deans are responsible for identifying the faculty reassignments that will be requested in his or her division. All reassignment requests are to be approved by the Vice President for Academic Affairs prior to the beginning of the semester.
Faculty Teaching/Work Loads

TCL PROCEDURE 3-1-301.1

The faculty teaching load for full-time faculty has been determined in accord with South Carolina Technical College System, Policy 8-2-103 and Procedure 8-2-103.1. The complete procedure outlines the number of credit/contact hours per work week, the number of work weeks per semester/year, and the number of credit/contact hours assigned to other teaching assignments.

Faculty Tenure

As is the case with the other colleges in the South Carolina Technical College System, there is no formal tenure process. A faculty member’s continued employment hinges upon the availability of funds, student enrollment, and satisfactory performance. No employee shall be terminated for unsatisfactory performance before a reasonable effort is made by the staff to correct identified deficiencies.

Faculty Travel

Travel Regulations

TCL PROCEDURE 5-1-501.18

Travel Authorization-Outside of Service Area

TCL PROCEDURE 5-1-501.19

Travel Authorization-Within Service Area

TCL PROCEDURE 5-1-501.20

The purpose of these procedures is to establish guidelines for travel reimbursements consistent with the travel procedures promulgated by the State Budget and Control Board. These procedures address some issues that are subject to local control, define reimbursement for college-related travel outside of the service area (outside the four-county service area) and reimbursement for travel within the college’s service area (the four-county service area). They include reimbursement guidelines for mileage, meals, gratuities, telephone calls, parking, and airline travel. The Travel Reimbursement form and the process for requesting approval for travel by completing the Activity Request Form are explained in the Procedures. Travel will not be approved unless the Activity Request Form is submitted prior to travel and approved by the appropriate Vice President and the Business Office.

Field Trips

TCL POLICY 4-1-424

TCL PROCEDURE 4-1-403.7

The college recognizes the benefits of off-campus student or group travel in conjunction with academic, co-curricular, and college sponsored programs. Field trips are governed by TCL Policy 4-1-424 and Procedure 4-1-403.7. It is the responsibility of the authorized faculty member organizing the student/group travel to ensure compliance with college policy and procedures. If an individual student travels under this policy, the faculty member must assume the responsibility for compliance with the policy and procedures.

Faculty planning field trips must obtain written approval from their academic Dean or Supervisor at least ten (10) working days before a scheduled field trip or class activity away from campus. Specifically, faculty are asked to complete an Activity Request Form and Travel Reimbursement form and attach a list of all students who will be going on the trip. All students/groups must be accompanied by a member of the faculty regardless of the mode of travel, and faculty must prepare viable alternatives of equal grading value, or attendance credit, for students who are not able to attend a required field trip or who refuse to sign the necessary forms.

Faculty are responsible for avoiding willful misconduct, including adherence to the college’s alcohol policy when alcohol is present at off-campus events. Faculty must also maintain Waiver of
Liability and Risk and Medical Consent forms. These forms must be completed by students in advance of the travel as a condition of participation. It is the responsibility of the authorized faculty to advise the appropriate parties of any known limitations, special disabilities, certified medical conditions, or needs that may require special accommodation.

The following are the minimally required documents that must be obtained from each participant prior to trip departure:

- Itinerary/Participant Permission Form
- Voluntary Assumption of Risk, Waiver and Release Agreement
- Medical Coverage

Other considerations for student field trips include, but are not limited to: 1) modes of travel/transportation, 2) unapproved expenses, 3) special requirements for travel involving minors, 4) trip contingencies and emergencies, and 5) in-area field trips/travel with TCL students.

For full details, please review TCL Procedure Number 4-1-424: “Field Trips-Student or Group Travel.”

**Grading System: Recording of Grades/Final Grades**

The purpose of this procedure is to define the grading system and to outline methods of recording and reporting of grades. Instructors complete a grade roster through the WebAdvisor system on or before the published deadline for each class they instruct. Both full-time and part-time instructors enter grades directly into the WebAdvisor system.

All grades must be entered into the WebAdvisor system within twenty-four (24) hours of the ending of the final exam period.

Grades will be verified by the Student Records Office within five (5) business days of the end of the semester and available electronically for the student to view through WebAdvisor by the sixth business day.

**Grade Book**

Each faculty member is required to maintain an official grade record for each section being taught. All test and quiz grades are to be kept as a part of this record. In addition, attendance records are required. As an official college record, all grade book entries must be turned in to the division dean at the end of the term. All grade entries must be clearly legible to the division dean. After grades have been submitted on the official grade roster, any change must be reported on the Grade Change Form.

**Grade Changes**

The purpose of this procedure is to define the process for changing grades. Changes may be made within one calendar year from one letter grade to another or by midpoint of the next regular semester to change an *Incomplete* grade to a letter grade. After grades have been submitted on the official grade roster or entered in the student management system, any changes must be reported on the Grade Change Form. Change of one letter grade to another requires justification/reason for change, signatures of instructor, and approvals by the division dean and Vice President for Academic Affairs. The *Incomplete* grade deadline is the midpoint of the next regular semester.
Instructor, division dean and Vice President for Academic Affairs signatures are required. No grade change may be made after one calendar year. The student is mailed a copy of his/her transcript within five business days after the completion of the paperwork.

Grade Reports

Students’ final grade reports are completed at the end of each academic term and available electronically for the student to view through WebAdvisor as recorded in the official student records file. Posting grades is the prerogative of the teaching faculty, provided student names or student ID numbers (or portion of ID numbers) are not posted for identification and students are provided with an opportunity to have their grades withheld from the public posting. Faculty members are not required or encouraged to post student grades. Posting may occur only when unique codes are used for each individual course and course section.

Grading System

The college uses a grading and grade point system in which the calculation of the student's grade point average (GPA) is based on a 0 to 4 point numerical value scale. GPA is established for curriculum courses only. The only grades and numerical values used in the calculation of GPA are:

A The grade "A" represents excellent achievement in mastering the requirements of a subject. "A" is used in GPA (Grade Point Average) calculations, carries a value of four (4) grade points, generates quality points (i.e., grade points times credit hours) and earns credit. (No grade points are earned for developmental or continuing education courses.)

B The grade "B" represents above average achievement in mastering the requirements of a subject. "B" is used in GPA calculations, carries a value of three (3) grade points, generates quality points and earns credit hours. (No grade points are earned for developmental or continuing education courses.)

C The grade "C" represents average achievement in mastering the requirements of a subject. "C" is used in GPA calculations, carries a value of two (2) grade points, generates quality points and earns credit hours. A grade of "C" or higher is required in all courses in the student’s program of study. (No grade points are earned for developmental or continuing education courses.)

D The grade “D” represents below average achievement in mastering the requirements of a subject. "D" is used in GPA calculations, carries a value of one (1) grade point, generates quality points and earns credit hours, but cannot serve to fulfill course requirements for program completion. (No grade points are earned for developmental or continuing education courses.)

F The grade "F" represents failure in mastering the requirements of a subject. "F" is used in GPA calculations and earns no credit hours. When a student repeats a course and earns a passing grade, only the most recent grade is used in calculating the student's GPA for graduation. However, the original grade will remain on the student's transcript. (No grade points are earned for developmental or continuing education courses.)
WF  The grade "WF" represents withdrawal with unsatisfactory progress after the end of the Section Swap period. "WF" is used in GPA calculations, earns no credit hours, and generates no quality points.

The following authorized grades and course symbols are not used for calculation of GPA:

W  The grade "W" represents official withdrawal from a course. "W" is not used in GPA calculations, generates no quality points and earns no credit hours.

WP  The grade "WP" represents official withdrawal from a course with satisfactory progress after the end of the Section Swap period. "WP" is not used in GPA calculations, generates no quality points and earns no credit hours.

I  The grade "I" represents incomplete work. "I" does not affect GPA calculation; however, an "I" defaults to "F" automatically after one semester (See "F") if course requirements are not satisfactorily completed. It is the responsibility of the student to make arrangements to complete the course requirements before the midpoint of the next regular semester. The Incomplete grade deadline is the midpoint of the next regular semester. The instructor must submit a Grade Change Form to the Student Records Office.

CF  The grade "CF" (carried forward) is given when the beginning and the end dates cross terms, such as in the case of some self-paced, independent study, or distance learning courses. The grade of “CF” must be replaced by a permanent grade when the course is completed. After initial course registration, the student will not be required to re-register for a course crossing terms to receive a permanent grade. The grade of "CF” does not affect GPA calculations, carries a value of 0 grade points, generates no quality points, and earns no credit hours.

E  The grade "E" represents exemption from a particular course. This grade is issued to a student successfully completing the course exemption process. "E" is not used in GPA calculations, does cause credit hours to be earned but no quality points to be generated.

TR  "TR" (transfer) is given for allowable equivalent credits earned at other colleges and Universities. A "TR" is not used in GPA calculations, earns credit hours, and generates no grade points. (All "TR" grades must be supported by an official transcript from the post-secondary institution where the credit was awarded.)

AU  The grade "AU" represents any course taken as an audit course. "AU" is not used in GPA calculations, carries a value of 0 points, generates no quality points, and earns no credit hours.

NC  The grade “NC” (No Credit) is awarded in the case of developmental education courses in which there is insufficient demonstration of mastery of the subject matter. A “NC” is a non-punitive grade that does not affect GPA calculations, carries a value of 0 grade points, generates no quality points and earns no credit hours.

NR  The grade “NR” (No Report) is issued only when instructor does not submit grade reports. An “NR” is a non-punitive grade that does not affect GPA calculations, carries a value of 0 grade points, generates no quality points and earns no credit hours. An “NR” grade must be replaced by a final grade as soon as received from instructor.

S  The grade "S" represents satisfactory work and applies to specialized courses and seminars. "S” does not affect GPA calculations, earns no quality points but does cause credit hours or CEU's to be earned as specified for that particular course.
SC  The grade "SC" represents satisfactory work and applies to specialized courses and seminars. "SC" does not affect GPA calculations, earns no quality points but denotes completion of subject requirements prescribed for the student.

U  The grade "U" represents unsatisfactory progress or withdrawal prior to completion and applies to specialized courses and seminars. A "U" does not affect GPA calculations, carries a value of 0 grade points, generates no quality points and earns no credit hours.

The numerical range for each letter grade used in a course is a required element of the course syllabus as approved by the division dean.

Any student not taking the final exam or not excused from the final exam by the instructor prior to the exam date will receive a grade of W, WP, WF or I.

Grade Review  TCL PROCEDURE 3-1-301.16
Assignment of grades is the responsibility of the instructor and presumes fairness and best professional judgment. Reviewing a grade implies the instructor will share with the student the grades earned by the student and the instructor’s method of calculating the student’s final grade. If an error has occurred in the calculation of the grade, the instructor will submit a Grade Change Form to the appropriate office for processing, and will provide a copy to the student.

A grade review should be resolved by conference between the student and the instructor who assigned the grade. If the instructor is not available, the student should contact the division dean for the area in which the course was taught. The student should call or email the instructor or dean prior to meeting so necessary information will be available. No grade changes may be made after one calendar year. (For information concerning the student appeal and grievance process refer to TCL Student Code.)

Graduation Exercises
Graduation exercises for the college are held in May (following the spring semester) with a Commencement Ceremony. Students eligible for graduation in August are permitted to participate in the May ceremony. All full-time faculty members are required to attend. Exceptions should be requested in writing through the division dean to the Vice President for Academic Affairs.

Institutional Competencies
Associate Degree graduates from TCL should be able to:

- Demonstrate proficiency in the basic skills of reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers.
- Demonstrate proficiency in problem solving and critical thinking.
- Demonstrate the ability to acquire and use information.
- Demonstrate the ability to work with a variety of technologies.

Institutional Effectiveness
Through its Institutional Effectiveness Plan, TCL is able to document the assessment of its Mission and Goals and how those results are being utilized to improve the quality of the academic program and divisions in the college. Institutional Effectiveness is a vital part of the college’s accreditation requirements and the various accountability measures mandated by the South Carolina Commission on Higher Education (CHE) through the State Technical College System.

TCL 9/28/2012
**Instructional Materials**

Each academic building houses current instructional equipment. There is an Audio Visual Instruction Guide in each multimedia classroom. In addition, computing labs, campus-to-campus broadcast classrooms, an auditorium, teleconference sites, and other specialized facilities are available for scheduled use. Faculty should work with each academic division for most routine uses of instructional or multimedia equipment. For specialized uses, or if malfunctions occur, or if scheduling of equipment proves difficult, contact the Distance Learning Technician by phone at 470-8406 (812-2427 cell) or email at d_ltech@tcl.edu On the TCL-Hampton, H. Mungin Center campus, faculty can contact Administrative Support at 803-943-4262.

Additional equipment such as The Turning Point Student Response System and laptop computers are available for checkout from the LRC. Three days’ notice is generally required, and loan periods are usually negotiable. Call the LRC at ext. 8304 to request a loan. The New River campus has a copy machine available for faculty to use for duplication of class material located in Room 109. The access codes are available from your division office.

Subject to copyright requirements, instructional support services staff may be available to assist faculty in producing a variety of instructional materials for class use. Call the LRC at ext. 8304 for more information or consult your division dean. Allow at least one week’s notice. Copyright policies and information are available in the LRC and on the LRC website at: [http://libguides.tcl.edu/content.php?pid=109841](http://libguides.tcl.edu/content.php?pid=109841) and division offices.

If you are teaching an online or web-enhanced course using the Blackboard Learning System, you are assigned a UserName by the college. Log-In to Bb9 uses the instructor’s name that is listed in Datatel. An instructor’s name is listed in Datatel using the first initial of the first name and the full last name (Jane Brown would be **UserName:** jbrown). The password is the first letter of the instructor’s last name and the last three numbers of his/her social security number (j123). Contact your division office if you need training. There is 24/7 tech support available for faculty and students. To access the TCL Online Support Center, you can call 1-877-736-2586 or access the on-line support by going to the TCL website at: [http://www.tcl.edu](http://www.tcl.edu) and clicking on the Blackboard link.

**Intellectual Property Rights**

It is the policy of the Technical College of the Lowcountry that copyrights, patents and all other forms of intellectual property developed by any employee of the Technical College of the Lowcountry using institutional resources is the exclusive property of the college. No transfer of ownership rights in copyrights, patents, or other forms of intellectual property shall occur unless the college expressly and specifically transfer(s) the ownership rights, in whole or in part, to the employee or other party or parties.

Except as may be provided for in procedures developed under this policy, students shall have exclusive ownership of intellectual property developed on their own time and at their own expense, including all products of course assignments, subject to written agreement with external parties. The college shall have ownership of intellectual property developed by the student if the college funded development of the property, or if the college and student entered into an agreement for the college to have ownership of the property, or to purchase the property upon completion of
development.

**Learning Resources Center (LRC) 525-8304**
The Learning Resources Center (LRC) is located in Building 12 on the Beaufort campus and serves as a central location for the books, periodicals, and non-print materials owned by Technical College of the Lowcountry. The LRC also provides access to extensive collections of electronic books, electronic journals, and databases through its website, http://www.tcl.edu/library. LRC hours vary for each semester. Instructors can view the LRC hours posted on the library website. A part-time librarian is scheduled 30 hours per week at the New River campus. At the TCL-Hampton, H. Mungin Center, the LRC provides access to the online catalog and to electronic resources. Users can call the LRC in Beaufort for additional support, or can use the instant messaging capability on the LRC webpage. Materials can be sent to Mungin or to the New River Campus by courier.

The LRC serves the needs of students, faculty, and staff, by providing technical assistance in the routine use of the library and offers special services, such as orientation and information literacy instruction for students, interlibrary loan, database searches for faculty, and special bibliographies. Please call the LRC a few days in advance to request an information literacy session or orientation for your class. Ask also about our PASCAL Delivers service.

**Library Borrowing Privileges**
There is no limitation on the number of books or materials a faculty member may check out. Books are loaned to faculty for 90 days, but are subject to recall upon request at any time after three week normal loan period. This extended loan privilege is based upon recognition of the special needs of faculty members for library materials over longer periods. Circulating materials or personal materials may also be placed on reserve by faculty members, upon request, and will be identified as reserves on the online catalog. No fines will be charged to faculty or staff members, but borrowing privileges may be suspended for failure to comply with established policies. Current periodicals and reference materials are intended for use within the LRC, but may be borrowed by faculty if circumstances warrant.

**LRC Acquisitions**
Any faculty member may request that the LRC order periodicals, books, or media materials to support his or her courses. In initiating such requests, the faculty member is asked to provide as much information as possible, such as publisher's flyers, copies or originals of catalog pages, reviews, etc. Faculty may request “Rush” status on extremely high priority materials. Faculty members are notified when materials they have requested are ready for use.

**LRC Reserve Materials**
Materials may be placed on reserve in Beaufort, New River, or the Mungin Center to make them more readily available to students when special assignments create a heavy demand. Such materials are listed in the online catalog under the course name and number and under the faculty member’s name. Reserve materials may be restricted to LRC use only, to overnight checkout, or to three-day check out, as specified by the faculty member. In order to ensure that Reserve materials are available at the time they are needed for class use, please make reserve arrangements at least one week prior to the assignment date.

A faculty member may check out reserve materials subject to the restrictions placed by the original
requestor. Some exceptions may apply. An exception is made when the faculty member who placed a title on Reserve issues specific permission for its release. Materials are removed from Reserve and returned to circulation on the dates specified by the faculty member or at the end of each term, unless faculty specifically request that it be retained for the following term.

**Office Hours**  
**TCL POLICY 3-1-315**

In addition to teaching a normal load, each full-time faculty member must maintain a minimum of eight (8) on-campus office hours per week. These hours should be at times convenient to the majority of the students enrolled in his/her classes and are not to be used for college service. It is the responsibility of the faculty member to be available to students during these times. Office hours and all appropriate means of contact and communication must be included in the course syllabus and posted on the office door, and provided electronically when applicable.

It is especially important that students at off-campus locations are provided with structured access to their instructors aside from designated instructional time. Students living outside the local (Beaufort) telephone exchange should be reminded about the college's toll-free number (1.800.768.8252) that can be used to contact faculty members or other offices. In addition, students should be provided with the email address of the faculty member on their respective course syllabus.

**Overloads**

It may occasionally be necessary to schedule a faculty member to teach more than the maximum credit or contact hours normally assigned. For complete information, see the faculty loading procedure, TCL Procedure 3-1-301.1 described previously.

**Periodical Subscriptions**

Faculty members may recommend that the LRC subscribe to periodicals not currently included on the subscription list. Such requests should be submitted to the LRC by email or in writing, with enough information to facilitate ordering. New subscription orders are generally placed during the summer and fall terms to begin in January, but requests will be considered for purchase at any time. Periodicals may be placed on reserve when a class assignment is made for a certain article or, subject to copyright provisions, the LRC may make copies of the article assigned in order to protect and preserve the periodicals in which the article appears.

**Preview and “Approval” Orders for Instructional Materials**

Requests for previews or so-called “approval” orders for media materials or other items intended for library purchase must be coordinated with the LRC, or cleared with the respective division dean. A faculty member should not initiate an “approval” order or a preview request without specific authorization from the LRC or the division dean, and may be subject to disciplinary action for doing so. Preview or approval materials received by a faculty member without authorization will not be purchased by the college, and the faculty member may be held accountable for the cost of such materials.

**Professional Memberships**

TCL encourages all full-time employees to actively participate in professional organizations related to their responsibilities at the college. Dues and other costs are the responsibility of the faculty member.
Public Relations
All public relations activities are handled through the Public Relations Office. If you are contacted by an outside agency, please refer them to the Director of Public Relations.

Schedule of Classes
It is the responsibility of each division dean to recommend a schedule of courses to be taught within his/her division for each academic term, on an annual schedule. As part of the scheduling, the division dean will also recommend faculty teaching assignments. It is the division dean's responsibility to coordinate those offerings with other divisions in order to facilitate the student's scheduling of courses for timely program completion. Conflicts between divisions should be resolved by the division deans and/or the Vice President for Academic Affairs.

Secretarial/Administrative Assistance for Faculty
Each division has an administrative assistant assigned to provide administrative support for faculty of that division. In addition, some divisions are assigned work-study students. Faculty desiring assistance with typing, copying, etc., should check with the administrative assistant to determine required timeliness before the material is needed.

Speakers or Consultants Not Affiliated with the College
When a faculty member wishes to have a speaker who is not a member of the faculty and when no cost is involved, he/she must obtain approval from the division dean in advance of the proposed appearance date. When cost is involved, prior budget approval must be obtained from the division dean.

Student Examinations and Quizzes
Security of student examinations and quizzes should be carefully maintained in the appropriate division. Tests and examinations should be handled by the division administrative assistant. Copies (electronic and hard copies) of unit examinations and quizzes should be maintained by the faculty member for the appropriate time. Copies of final examinations should be archived in the division office.

Student Assessment and Course Placement
Applicants at the Technical College of the Lowcountry must be assessed on basic academic skills in order to meet course placement criteria or qualify for an exemption. Picture identification is required for assessment at the Testing Center. Exemptions are granted for students who:

1. Have earned a bachelor’s degree or an associate’s degree from an approved college or university.
2. Have an official transcript documenting successful completion with a “C” or better in MAT 110 or equivalent and in English 101, English Composition I or their equivalents.
3. Have qualifying SAT or SAT scores for Placement into appropriate college level mathematics and English courses.
   a. The writing and reading components of the placement test may be exempted with SAT scores of at least 480 or ACT English component score of 19
   b. The mathematics component of the placement test may be exempted with SAT mathematics scores of 440 or ACT math component score of 18.
c. An ACT or SAT test must have been taken no more than seven (7) years prior to the request for their use as an exemption from the ASSET/COMPASS test.

4. Have enrolled as a career development applicant not pursuing a degree, diploma or certificate and who meet the prerequisites of the courses in which they plan to enroll.

5. Have enrolled in a certificate program that does not require placement testing.

Accommodations will be made for assessing students with documented disabilities.

Applicants may retake the assessment battery after a period of three work days from the first administration of the test. Students will have a maximum of three attempts in a twelve month period to retake the battery. An administrative fee will be charged for each reassessment. Students currently enrolled in developmental courses may not retest in the particular content area in which the student is enrolled. Once the student is enrolled in the correct placement level; the student may not retest trying to place into a higher level.

ASSET/COMPASS scores are valid for a period of three (3) years from the date of administration. ASSET/COMPASS scores may be transferred from an approved institution if they are no more than three (3) years old. The most recent scores are considered the official scores.

An applicant’s academic achievement level or prior coursework may result in the following course placement options:

1. Placement in appropriate courses numbered 100 or higher
2. Placement in appropriate zero level courses (Developmental Studies)
3. Referral to an external agency for assistance.

Course prerequisites are established by the academic division, the curriculum committee, and approved by the Vice President for Academic Affairs. Current course prerequisites are published in the college catalog. Entrance into a course requires that all prerequisites have been successfully completed. Course prerequisites may be waived by the division dean of the academic discipline in which the course is housed, based on an individual assessment of the student’s prior educational experiences. This is the link for specific course placement information on the TCL website under the Faculty Resources section. http://www.tcl.edu/faculty-resources

Textbook Selection

TCL PROCEDURE 3-1-301.8
It is the responsibility of the division dean, in consultation with the faculty, to select required textbooks for each course offered by the division. In selecting texts, the division dean should consider the cost of the book as well as the contribution that the text will make in assisting students meet course objectives. Required texts should be the same regardless of the location in which the course is being offered.

Textbook Changes

TCL PROCEDURE 3-1-301.8
An instructor who wishes to change a required textbook should submit a request to his/her division dean. The division dean will evaluate the request to see that the proposed textbook adequately contributes to achieving the course objectives, that the changes will not add unnecessary textbook costs to continuing students, and that the change will not cause undue difficulty to the bookstore. All changes must be approved by the division dean before forwarding it to the Vice President for Academic Affairs. The division dean will notify the Bookstore staff of the changes and submit the
required order forms promptly. Final approval for change or exception rests with the Vice President for Academic Affairs. After final approval, the division dean is notified and coordinates with the Bookstore Manager, who orders the books.

**Academic Success Assistance Program (ASAP)/Tutoring Center (843-525-8221)**

**Math Lab (843-470-6051)**

TCL’s Math Lab and Writing/Reading Lab provides professional one-on-one, group, and online tutorial services for general education classes and other college curricula. The Labs are equipped with calculators, computers, reference materials, selected college textbooks, tutoring software and other multimedia technology. Based upon student or faculty requests, ASAP is available for workshops, student enrichment programs and presentations each semester.

**Tutoring by Faculty**

No instructor shall receive compensation for tutoring any student currently enrolled in his/her class nor shall any TCL instructor tutor a TCL student receiving Veterans Administration compensation. Instructors who legally receive compensation for tutoring non-TCL students are not allowed the use of the college facilities for such purposes, nor may they tutor during assigned office hours of service to the college.

**WebAdvisor**

The WebAdvisor system is a web-based interface to Datatel. Students can use WebAdvisor to register for classes, pay their bill, view their grades and transcripts, receive announcements about emergency college closings, and a variety of other functions. Faculty can use WebAdvisor to view their schedules, update rosters, and enter final grades. To access WebAdvisor, point your Internet browser to [https://webadvisor.tcl.edu](https://webadvisor.tcl.edu). WebAdvisor is available from any computer with an internet connection, on or off campus. Initial log-on and other instructions are available on the main WebAdvisor page. For assistance accessing or resetting your id and password, contact the Help Desk at 525-8344. All new employees should have a WebAdvisor account established when they begin work. For assistance setting-up your account, email Support@tcl.edu to have your account activated.

**Student Withdrawal**

**TCL PROCEDURE 4-1-404.7**

The purpose of this procedure is to establish guidelines for student withdrawal from credit courses. This procedure notifies instructors about two types of withdrawals:

1. Withdrawal from Courses
   a. Students may withdraw from classes at any time prior to the first day of the final exam period of an academic term.
   b. Students requesting to withdraw from a course(s) after the academic term’s Section Swap period must notify the instructor via their student email address @my.tcl.edu
   c. Students must email their instructor and academic advisor to complete the drop/withdraw via their @my.tcl.edu student email address.
   d. Students must save a copy of the email request for their records.
   e. For students who have never attended a class, the instructor will assign a “Never Attend” code in WebAdvisor, **no later than ten (10) days after the first day of class**. If a student is withdrawn by mistake, the instructor may add the student back to the course.
   f. The instructor for each course for which a withdrawal is requested will assign the student a grade of “W” up to, and including, the established midterm date, or “W”, “WP” or “WF” after
the established midterm date, in accordance with TCL Procedure 3-1-301.7 Recording of Grades.
g. The grade will be recorded on GradeBook, on the final grade roster, and on the student’s academic record.
h. The instructor inputs the student’s withdrawal onto the student’s academic record.
i. The Office of Student Records pulls the report of dropped/withdrawn students and forwards the list to the Financial Aid Office and to the Business Office.

2. Withdrawal from College
a. A student who is planning to withdraw from the college must settle all financial obligations to the college.
b. To withdraw from the college, the student must withdraw from all courses for which he or she is registered.
c. The withdrawal from the college is complete when the student has withdrawn from the last course.

Fees only will be refunded as described in the college catalog. (See Attendance Policy).
III. STUDENT SERVICES

Accidents/Reporting an Accident  TCL PROCEDURE 4-1-403.5
Accidents involving students, on campus or while off campus, engaged in any college approved program or activity, should be promptly reported to the nearest instructor or college person in charge of the event. Report immediately all accidents requiring emergency assistance to 911 and promptly notify the Vice President for Student Affairs (525-8215) and the appropriate division dean. If medical care is required, the student should seek care at any hospital or with a physician. In case of an emergency, Emergency Medical Services (EMS) at 911 should be called immediately. Remember to dial 9 first to reach an outside line if dialing from campus.

Following the accident the student must submit an accident report and complete an insurance claim form. Insurance claim forms are available in the Vice President for Student Affairs Office. Any medical bills should be submitted with the claim form at the time. The administrative assistant for the Vice President for Student Affairs will submit all claim forms and bills to the insurance company. It is important for the student to complete the necessary forms as soon as possible following the accident (within 90 days of the accident) for review by the college insurance agency.

Audit Students  TCL PROCEDURE 4-1-404.5
TCL has provisions for students to audit courses. An audit option must be requested at time of registration with the Student Records Office. The fees for auditing courses are the same as those paid for credit courses. If a student is auditing a course, an entry on the official grade roster will indicate that this is an audit student. Audit students are not subject to the same attendance or examination requirements as students taking a course for credit.

Career and Transfer Services:
TCL’s Office of Career and Transfer Services provides students and alumni with opportunities to examine their personal and career development opportunities for today’s job market. The focus is on career assessment and exploration that fosters positive, self-directed life planning, including but not limited to: employability skills, resume development, job-search strategies, interviewing skills and networking techniques. Through its partnership with the local Chambers of Commerce, the Career and Transfer Services Office also provides information about job opportunities and resume posting for employers to review. Job postings are listed at www.lowcountryjobs.org and are also placed on students’ TCL e-mail accounts for review.

The Office of Career and Transfer Services also provides assistance for students who have completed their program of study and are transitioning as a transfer student to a four-year college or university; plus advising for currently enrolled international students.

The office manages the Federal Work-Study Program, which provides part-time employment for qualified students to work up to 15 hours per week while completing their studies. The pay per hour is based on the minimum wage rate. In addition to completing the FAFSA, students must complete the Federal Work-Study application. Positions are limited.

For more information, please contact Melanie Gallion at (843) 525-8224 or email mgallion@tcl.edu.
Change of Academic Major

The student will meet with his/her academic advisor to complete the *Change of Academic Major Form*. The advisor code and curriculum code will be changed on the form. The student will meet with the new academic advisor to discuss program planning. When the change of major is approved, the original copy of the *Change of Academic Major Form* will be filed in the student’s permanent academic record in the Student Records Office. The Student Records Office will update the student’s permanent record, and copies of the form will be sent to the: (1) Veteran’s Services Office, (2) Financial Aid Office, (3) the former academic advisor, and (4) the new academic advisor. The former academic advisor, upon receiving the copy of the approved *Change of Academic Major Form*, will insert a copy into the student’s advisor folder and forward the folder to the new academic advisor.

Dropping/Adding Courses

TCL PROCEDURE 4-1-404.6

Any student may change his/her course schedule during the scheduled Section Swap period of each academic term. This process should be initiated by the student with the approval of his/her instructor and academic advisor before submitting the *Drop/Add/Withdrawal Form* to the Student Records Office. The Deans should be careful in checking that any student adding a section that he/she has completed the Section Swap process. The student's name will not appear on the official class roll, and the student will not be allowed to continue in class until changes are entered into Datatel and applicable fees are paid. Copies of the student’s *Drop/Add/Withdrawal Form* will be distributed to the Business Office (to adjust tuition and fees), Financial Aid (to adjust veterans’ benefits and financial aid) and the instructor. The Vice President for Academic Affairs must approve any class cancellations by the end of Section Swap. A *Drop/Add/Withdrawal Form* must be submitted to the Student Records Office for each student when a class is cancelled. The Vice President for Academic Affairs is responsible for ensuring that these forms are submitted to the Student Records Office for all class cancellations.

Federal College Work-Study Students

TCL PROCEDURE 4-1-402.2

Federal College Work-Study students are required to meet program guidelines in order to become eligible for the program. Students must maintain satisfactory academic progress and perform the appropriate skills required by the campus job. Students are placed through an application/interview process coordinated by the Office of Career and Transfer Services. The student’s performance is evaluated regularly to ensure job success. Should performance be unsatisfactory, the supervisor and Office of Career and Transfer Services will follow the process outlined in the procedure.

Food, Beverage, Smoking Policy

Eating and drinking are not permitted in the MacLean Auditorium, the LRC, or any classrooms, labs, lecture areas, or shops except as approved by the Vice President for Academic Affairs. There is no smoking allowed in any college building. Smoking is allowed in designated outside areas. The smoking policy is in accordance with the Clean Air Act passed by Beaufort County in September 1986.

Graduation Requirements

TCL PROCEDURE 4-1-404.13

Each term, the Student Records Office will publish the graduation application deadline. Students must meet with his/her academic advisor to complete a degree audit and complete an *Application for Graduation Form* available at the Student Records Office. Debts to the college, including
library fines, must be cleared prior to the completion of the Application for Graduation. Students must submit the completed application to the academic advisor or division dean for processing prior to the established deadline.

Academic advisors will review the graduation requirements with the student. If a student is able to complete all course requirements during the subsequent term, the academic advisor may approve the application and forward it to the division dean. If the student cannot be scheduled to complete all requirements for graduation during the subsequent term, the academic advisor will not approve the application and will work with the student to correct any deficiencies. Students must receive a grade of C or better in all courses within their curriculum, with a minimum cumulative grade point average of 2.0, to qualify for any degree, diploma, or certificate of completion award from the Technical College of the Lowcountry.

**Graduation with Academic Honors**

Students are eligible for the following academic honors at graduation:

- **Highest Honors** 4.0 cumulative GPA
- **High Honors** 3.75 - 3.99 cumulative GPA
- **Honors** 3.50 - 3.74 cumulative GPA

Honors are calculated on cumulative grade averages received while enrolled in a specific curriculum 30 (thirty) hours or more in length. To be eligible for graduation with honors, transfer students must successfully complete a minimum of 25% of the semester credit hours through instruction offered at TCL. The semester credit hours must be in the student’s major and printed on their official award. Credit awarded by transfer, exemption, and substitution will not be calculated into the student’s GPR for their specific curriculum. The Student Records Office is responsible for identifying students who qualify for academic honors.

**Open Admission Policy**

The general admissions policy for the college is established by South Carolina legislation, which mandates an open door admissions policy to the college. The State Board for Technical and Comprehensive Education policy defines open admission as a practice which (1) admits to the college all citizens who can benefit from available learning opportunities and (2) places into specific programs of study those students whose potential for success is commensurate with expected standards of performance. This definition of open admissions implies the college's commitment to provide a program to assess student potential and to provide appropriate developmental and remedial programs of study to meet those needs. Admission to the college is a separate process from the placement of a student into an academic curriculum and individual classes.

**Registration**

At TCL, students may register during the priority registration period that begins six (6) weeks prior to the scheduled registration date. During the registration and Section Swap periods, faculty will use their office hours to advise and register students. During these times, a faculty member may also be asked to work additional office hours to ensure that evening students are able to register smoothly.
Standards for Academic Progress

The purpose of this procedure is to establish the minimum standard for academic progress for students enrolled in curriculum courses at TCL as follows:

1. A semester/term and cumulative grade point average (GPA) of 2.0 shall be used to determine satisfactory academic standing. Students who fall below this standard will be subject to institutional intervention strategies.

2. The Student Records Office reviews student’s academic files and identifies students not making academic progress. Students who fail to earn the required GPA as indicated will be placed on probation during the next term in which they enroll in the college.

3. Developmental Education courses and courses numbered 100 do not generate quality points and will not be used in determining academic progress.

Student Assessment and Course Placement

Applicants at the Technical College of the Lowcountry must be assessed on basic academic skills in order to meet course placement criteria or qualify for an exemption. Picture identification is required for assessment at Testing Center. Exemptions are granted for students who:

1. Have earned a bachelor’s degree or an associate’s degree from an approved college or university.

2. Have an official transcript documenting successful completion with a “C” or better in MAT 110 or equivalent and in English 101, English Composition I or their equivalents.

3. Have qualifying SAT or SAT scores for Placement into appropriate college level mathematics and English courses.
   a. The writing and reading components of the placement test may be exempted with SAT scores of at least 480 or ACT English component score of 19
   b. The mathematics component of the placement test may be exempted with SAT mathematics scores of 440 or ACT math component score of 18.
   c. An ACT or SAT test must have been taken no more than seven (7) years prior to the request for their use as an exemption from the ASSET/COMPASS test.

4. Have enrolled as a career development applicant not pursuing a degree, diploma or certificate and who meet the prerequisites of the courses in which they plan to enroll.

5. Have enrolled in a certificate program that does not require placement testing.

Accommodations will be made for assessing students with documented disabilities.

Applicants may retake the assessment battery after a period of three work days from the first administration of the test. Students will have a maximum of three attempts in a twelve month period to retake the battery. An administrative fee will be charged for each reassessment. Students currently enrolled in developmental courses may not retest in the particular content area in which the student is enrolled. Once the student is enrolled in the correct placement level; the student may not retest trying to place into a higher level.

ASSET/COMPASS scores are valid for a period of three (3) years from the date of administration. ASSET/COMPASS scores may be transferred from an approved institution if they are no more than three (3) years old. The most recent scores are considered the official scores.
An applicant’s academic achievement level or prior coursework may result in the following course placement options:

1. Placement in appropriate courses numbered 100 or higher
2. Placement in appropriate zero level courses (Developmental Studies)
3. Referral to an external agency for assistance.

As alternative assessments, the college recognizes College Level Examination Program (CLEP) and DSST/DANTES Subject Standardized Examinations. Each provides an opportunity for students with knowledge and experience in a subject to obtain course credit without actually attending classes. CLEP and DSST/DANTES exams are not available through TCL. The Student Services Admissions Counselor, Testing Center Coordinator or designee can provide additional information about these exams. TCL Procedures 4-1-401.5 Experiential Credit and 4-1-401.7 Credit by Exam provides guidelines for awarding credits based on work experience and exams.

Course prerequisites are established by the academic division, the curriculum committee, and approved by the Vice President for Academic Affairs. Current course prerequisites are published in the college catalog. Entrance into a course requires that all prerequisites have been successfully completed. Course prerequisites may be waived by the division dean of the academic discipline in which the course is housed, based on an individual assessment of the student’s prior educational experiences. This is the link for specific course placement information on the TCL website under the Faculty Resources section. http://www.tcl.edu/faculty-resources

Student Classifications
In order to establish categories for record keeping, reporting, and advisement purposes, students are classified as follows:

- **First Time Freshman** - a student enrolling at a post-secondary institution for the first time.
- **Readmit Student** - a student previously enrolled at TCL and has been out of school for more than two (2) academic semesters or probation/suspension.
- **Transfer Student** - a student who has attended one or more colleges and is admitted to another and been awarded transfer credit from another institution.
- **Foreign Student** - a non-immigrant student having an F-1 visa or other than an F1 visa approved by local immigration officials.
- **Audit Student** - a student enrolled in credit courses who does not desire to earn credit.
- **Full-Time Student** - a student who registers for 12 or more credit hours during the fall or spring semester (full-time load is 15 credit hours) or 9 or more credit hours during the summer term.
- **Part-Time Student** - a student who registers for fewer than 12 credit hours during the fall and spring semester or fewer than 9 credit hours during the summer term.

Student Code and Grievance Procedure

It is the policy of the State Board for Technical and Comprehensive Education that the Student Code and Grievance Procedure shall govern conduct and guarantee due process for students at the technical colleges. The Student Code and Grievance Procedure is published in the college catalog, Student Handbook and in the State Board for Technical and Comprehensive Education Policy Manual.
Student Discipline

TCL adheres to the standards of behavior as stated in the Student Code for South Carolina Technical Colleges, published by the State Board for Technical and Comprehensive Education, in addition to policies set forth in the college catalog and Student Handbook. The Vice President for Student Affairs is the college's administrative officer responsible for student discipline.

Academic Success Assistance Program (ASAP)/Tutoring Center (843-525-8221)

Math Lab (843-470-6051)

TCL’s Math Lab and Writing/Reading Lab provides professional one-on-one, group, and online tutorial services for general education classes and other college curricula. The Labs are equipped with calculators, computers, reference materials, selected college textbooks, tutoring software and other multimedia technology. Based upon student or faculty requests, ASAP is available for workshops, student enrichment programs and presentations each semester.

Retention and Federal TRiO Programs

The Office of the Director of Retention and Federal TRiO Programs is responsible for the TRiO Federal Programs sponsored and administered by the college. These programs include Upward Bound, Educational Talent Search, PILAU, and Student Support Services. This office also provides services to accommodate students with disabilities, and oversees the probation/suspension advisement of students who are currently not in good academic standing at the college.

Student Disability Services

In applying for support services and accommodations, it is very important that all students with disabilities recognize that it is their responsibility to request services in a timely manner. Please allow three (3) weeks if requesting taped or electronic text and three (3) weeks to schedule sign language interpreting.

New students must do the following to receive services:

1. Complete the TCL Student Disability Services Intake Form. These forms are available from the Office of Disability Services representative: Beaufort Campus, Building 2, Office 226 and can be completed during the initial intake appointment.
2. Gather documents establishing the existence of a disability.
3. Make an appointment to see the disability services representative who is located at the TCL-Beaufort campus. Students that attend classes solely at the New River campus will also be able to obtain information from the Student Services Manager. This can be done by calling the TCL-Beaufort office at 525-8219 or 525-8242 or contact the TCL- New River office at 470-6019. Office hours are 8:00 am- 4:30 pm Monday thru Friday. Appointments can be scheduled by phoning the representative from another TCL campus site; however, meetings and paperwork/forms are in the representative’s office at the TCL-Beaufort campus.

Each semester returning students at TCL who have registered with the student disability services representatives should come by or call to arrange for accommodations as needed. Accommodation forms must be renewed each semester. Any enrolled student at TCL who has a documented
disability that has an impact upon the educational environment is eligible for services from the Office of Disability Services. Students must provide this documentation at their own cost and effort. The disability services representative reserves the right to deny services or accommodations until such time as the appropriate documentation is provided. The actual services that will be provided are determined based on the nature and severity of the disability, the course requirements in consultation with the student, the disability representative, and academic faculty.

Documentation requirements vary among colleges and institutions. If a student plans to transfer, he/she must be sure to contact the representative at the receiving institution and get information on their documentation requirements and process for applying for services. Documentation is information about the disability provided by a doctor or professional trained in the specific area of disability that services and accommodations are being requested. Documentation can be a letter, report or assessment summary from an appropriate professional that states the disability and functional limitations.

Documentation suggested for specific disability areas includes the following:

**Attention Deficit Disorder:** Relevant reports from the diagnosing physician or psychologist or information from current therapist stating the disability and functional limitations.

**Hearing Impairment:** Physician’s statement that includes diagnosis, nature of disability, severity, and functional limitations, or records from public or private school that indicate services were provided.

**Visual Impairment:** Physician’s statement that includes diagnosis, nature of disability, severity, and functional limitations, or records from public or private school that indicate services were provided.

**Psychological Disorder:** Mental Health Professional’s (psychologist, counselor, psychiatrist) statement that includes diagnosis, nature of disability severity, and functional limitations.

**Orthopedic Impairment:** Physician’s statement that includes diagnosis, nature of disability, severity, and functional limitations may be required.

**Other Health Impairment:** Physician’s statement that includes diagnosis, nature of disability, severity, and functional limitations may be required.

**Speech/Language Impairment:** Report from a licensed speech pathologist stating the diagnosis, nature of disability, severity, and functional limitations may be required.

**Learning Disability:** Learning Disabilities documentation must include an assessment that meets the following criteria: An IEP alone is not adequate. A student must have his/her most current psycho-educational evaluation.
IV. BUSINESS AFFAIRS

Bookstore
This is the link for the TCL Bookstore on the website:
Bookstore | Technical College of the Lowcountry
The Bookstore function is one of service and convenience rendered to the students, faculty, and staff. The bookstore carries required textbooks, optional reference books, office supplies, and a variety of novelty products including cards, gifts, clothing, tote bags, backpacks and various other TCL logo merchandise.

Budget
TCL PROCEDURE 5-1-501.1
TCL PROCEDURE 5-1-501.2
Budget planning is an ongoing process that involves members of all divisions and the Budget Planning Committee of the College. During the year, each division accumulates a listing of equipment and other items needed for its operation in the succeeding year. On an annual basis, revisions are made to the campus-wide technology plan that documents changing equipment and technology needs. During February or early March of each year, budget request documents are distributed by the Business Office to the Fund Administrators. Each Fund Administrator analyzes the request and needs for his/her area using data accumulated and input from members of their respective division. During March and April, a tentative budget is drafted. In June, after approval by the President, the final budget is presented to the Commission for approval. The new budget becomes effective July 1.

Building Maintenance
The college has its own maintenance division that has the responsibility for maintaining all buildings and grounds. Requests for emergency repairs should be reported to the division dean, security, or the Vice President for Administrative Services. Requests for building modifications and routine work must be submitted through email at Support@tcl.edu by the division dean to the Vice President for Administrative Services. Non-routine work requests should be routed through the appropriate Vice President.

College I.D. Cards
TCL POLICY 5-1-514
TCL PROCEDURE 4-1-404.4
All students and employees of the college are required to have identification cards. Students and employees must produce their cards on request to designated college officials and must adhere to regulations regarding the use of the card. Exceptions to the requirement of identification cards are detailed in the Procedure. Cards can be printed in the Student Records Office at the Beaufort campus and in the Library at the New River campus. Students should obtain their cards during the registration period.

College Keys
TCL PROCEDURE 5-1-502.7
Keys to classrooms, labs, and offices are issued to faculty on a need-basis. A request for keys is processed with an email to Support@tcl.edu through the division dean. When an employee leaves college employment, all keys must be returned before clearance can be completed. Keys may not be reproduced.

College Vehicles
TCL PROCEDURE 5-1-502.5
College vehicles are available for college business and used instead of private automobiles, when available. Any driver of a college vehicle must possess a valid South Carolina Driver’s License and submit within 30 days of employment a copy of their Motor Vehicle Record (MVR), which can be obtained at the S.C. Highway Department at a nominal cost. When possible, trips should be scheduled around the availability of the college vehicles. For reimbursement for use of a personal vehicle when a state vehicle is available, approval of the appropriate Vice President is required. To make
arrangements for the use of a vehicle, contact the Business Office at: 525-8249.

Keys may be picked up at the Business Office from 8:00 a.m. to 5:30 p.m. Monday – Thursday and 8:00 a.m. to 11:30 a.m. on Fridays. Keys should be returned immediately after using the vehicle to the Business Office. Keys may be returned to the Security Office if return is outside of college work hours.

**Drivers may not use handheld electronic devices (cell phone, PDA, MP3 player, GPS, or other electronic communication devices) while operating college vehicles. If a call must be made or received, the driver must pull over to a safe place and put the vehicle in “park”.”**

**Duplication and Printing**
The printing of all flyers, posters, brochures, etc. must go through the Public Relations Office which supervises and coordinates the college-wide printing contract. The Public Relations Office will provide detailed, step-by-step instructions on the printing process when you contact them. If enough lead-time is given, the Public Relations Office will also help you with the design of your printed materials, making sure that the design follows the TCL Style Guide. For additional information, consult with the Public Relations Office.

**Equipment Control**

The Equipment/Inventory Department is responsible for inventory control of all non-expendable and expendable equipment. The inventory manager is responsible for receipt, delivery, relocation and disposing of all equipment as well as related record keeping. All equipment received with a use of one year or more will be identified with a State Technical College Identification decal and added to the equipment inventory. The division dean will designate one person to maintain the inventory records for their division. Once equipment is assigned to a division, it is the responsibility of each division dean to maintain the service of the equipment and complete an annual equipment inventory. Repairs, relocation, or other changes to equipment must be arranged through the inventory control manager using established procedures. For loaning equipment between departments at the college, each department will maintain a sign out log for items that are loaned to other departments or for equipment checked out to individuals for use off campus for school projects. Submit an email request to Support@tcl.edu for all equipment moved between departments or campuses. Move requests should include a description, identification decal number of each item, and present and future locations.

IT will be responsible for moving computers, printers, monitors and all equipment relating to their department. Notify the inventory manager when equipment is stolen, to be traded, destroyed, returned to vendor, unserviceable, excess, out for repairs or obsolete. Submit requests for disposal of equipment to the inventory manager.

The inventory manager will schedule the college’s annual audit of inventory. Audits of inventory accounts will be conducted annually by internal and external auditors and also by the State Technical College System.

**Facilities Use by Outside Agencies**

Occasionally, requests come to the college for the use of classrooms or other facilities by groups outside the college. Any outside agency requesting to use college facilities will be referred to the Vice President for Administrative Services. Each request will be reviewed to ensure that the use is in
accordance with college Policy (2-1-205), and the appropriate fees will be assessed. If space is available to accommodate the request without interfering with instructional programs, the appropriate room will be assigned upon approval.

**Hazardous Weather**

If hazardous weather conditions make it impossible for an employee to get to work, the employee shall be allowed to:

- Make up time lost from work at a time scheduled by the division dean.
- Use accrued annual leave or personal leave.
- Take leave without pay.

When they are unable to report to work due to weather conditions, faculty should notify their division dean.

In case weather conditions are so severe that operation of the college may clearly pose a hardship on students and staff traveling to the college, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGRZ 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System on the TCL website at: [http://www.tcl.edu/current-students/text-alert](http://www.tcl.edu/current-students/text-alert)

**Emergency Text Message Alert**

Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to [www.tcl.edu](http://www.tcl.edu). On the homepage, click on “text alerts” and fill out the form or go to [http://www.tcl.edu/current-students/text-alert](http://www.tcl.edu/current-students/text-alert)

**Information Technology (IT) Support**

Faculty should use the IT Support website at [http://support.tcl.edu](http://support.tcl.edu) to enter service requests. Alternately, they can email support@tcl.edu and a service ticket will be automatically generated, provided they have signed on to the website at least one time to establish their account. All permanent faculty will have a login, email and Datatel account created by the IT department once HR issues notification of the new hire.

**Mail Service**

The college has an inter-office mail service for official college mail only. The college’s mailing address and service should not be used for personal or unauthorized use. All mail must be properly coded with the appropriate code number assigned to the respective department and placed in the corresponding mail slot located in the mailroom in the Business Office. The mail is processed at 3:30 p.m. daily and delivered to the post office at 4:15 p.m. Outgoing mail should be delivered to the Business Office Monday through Friday prior to 3:30 p.m. If you are planning on having a large mailing of one hundred (100) or more letters, please notify Ginny Spencer in the Business Office (extension 8252) in advance so that she has adequate time to prepare for the cost and the handling of your mailing.

Updated 9/2012
TCL has daily UPS service for mail/packages which need to be delivered overnight or tracked using the UPS website. Mail/packages must be brought to Building 3 to complete the online tracking/label process by 3:00 p.m. for a mail/package pick-up that day.

The college also has a courier service to TCL New River Campus, TCL Hampton, and State Agencies which, as a cost saver, should be utilized whenever possible. A list of participating state agencies is maintained in the mailroom.

**Parking Permits**
Parking decals are required. Permanent staff and faculty are issued parking decals through the Personnel Office. Supervisors are responsible for obtaining parking decals for their part-time staff and adjunct faculty. Students may obtain decals during Registration or during the semester at Student Services in Coleman Hall.

**Purchasing**
Purchasing of goods or services for the college requires an approved *Purchase Order* form. *Purchase Order* forms are to be completed, signed by the division dean or Vice President for Academic Affairs, and forwarded to the Business Office or entered into the Datatel system. Only the Procurement department will issue purchase orders.

**Receiving**
The Equipment/Inventory department is responsible for receiving and inspecting all shipments of equipment and supplies for the college. After receipt of the items, they will be delivered to the requestor who will verify content and compliance before assuming custody. The Equipment Control section on page 38 details the process for receiving items for the college.

**Safeguarding Property**
Each individual employed by the college is responsible for the security of all college property in his/her custody.

**Soliciting**
Solicitations are not permitted on campus. Anyone soliciting for funds or attempting to sell merchandise should be reported to the Vice President for Administrative Services. Solicitation and distribution by college employees during working time both in working and non-working areas for any purpose other than official TCL business is prohibited.

**Stolen/Missing Equipment**
In the event that equipment is stolen/missing from a division, immediately notify Security and the Equipment/Inventory manager or the Vice President for Administrative Services.

**Telephone Calls**
Each employee is assigned a unique telephone code for long distance business calls. All long distance calls should be placed in accordance with the college’s published telephone guide. Personal calls should be kept to a minimum to leave the lines free for business. Personal long distance calls should never be placed from the college, unless it is an emergency, and under no circumstances should these be charged to the college.
If it is necessary for you to make a personal long distance call, your call should be placed by dialing 9-0-AREA CODE-XXX-XXXX. You will be prompted on the method of charge, i.e. calling card number, collect, bill to home telephone, etc.

You will need to contact the Procurement office in writing to obtain a long distance access code. Long distance calls should be placed by dialing 9-1-AREA CODE-XXX-XXXX and at the flat tone, enter your access code. Calls to Southern Beaufort County are dialed as local calls. (No area code is needed).

**Travel**

**TCL PROCEDURE 5-1-501.18**
**TCL PROCEDURE 5-1-501.19**
**TCL PROCEDURE 5-1-501.20**

When traveling for business purposes, all personnel of the college are subject to travel, transportation, and allowance regulations as set forth by the State Budget and Control Board of South Carolina, the South Carolina State Board for Technical and Comprehensive Education, and the President of the Technical College of the Lowcountry. Such regulations apply to both in-state and out-of-state travel.

The following terms are used in the travel regulations:

*Travel* includes all activities involving expenses for transportation, subsistence, or registration, which is authorized to be paid from federal, state, or local funds or which involve state vehicles for transportation.

*Transportation* is the mode of travel authorized for use and includes state and private vehicles, common carriers (commercial air travel, rail, or bus), non-commercial air travel, taxis, limousines, and rental cars.

*Subsistence* includes lodging and meals during periods of authorized travel subject to South Carolina law. Faculty and staff shall be allowed reimbursement for actual cost of their hotel/motel charges. When possible, hotels and motels should be selected from the S.C. State contract list. Actual cost of lodging will be reimbursed including one brief personal long distance telephone call per day. If the hotel/motel charges a fixed cost to have a telephone in the room, the cost will be paid.

TCL employees are reimbursed for meals on official overnight travel at the rate of $25.00 per day (in state) $6.00 for breakfast, $7.00 for lunch and $12.00 for dinner. The out-of-state overnight travel allowance at the rate of $32.00 per day is $7.00 for breakfast, $9.00 for lunch and $16.00 for dinner. Reimbursement will not be permitted for meals included in the registration fee.

A state vehicle should be requested when travel is by motor vehicle. If a state vehicle is not available, an employee may be reimbursed for personal vehicle use at the prevailing State rate. If the state vehicle is available but not used (or requested) or if the employee chooses to use his/her own vehicle for travel, the rate is at a lower rate. Prior approval by the appropriate Vice President must be obtained for reimbursement for use of a personal vehicle when a state car is available, and a memo should be attached to the *Travel Reimbursement* form.

*Travel Reimbursement* forms must be filled out completely and include date of, departure and return times of travel. Rules are listed on the back of the travel form. If a spouse or dependent accompanies an employee on an authorized business trip, only those expenses which may directly attribute to the employee can be reimbursed. The Business Office will purchase tickets for air, train, and bus travel and pay registration fees when sufficient notice is given.

Updated 9/2012
Budgets for routine travel and per diem to maintain programs are administered and approved by the division dean. This includes travel required to maintain the day-to-day operation of a specific program, travel to attend statewide curriculum meetings, and local travel required to maintain off-campus programs. Travel required for routine maintenance of programs will require verbal approval from the division dean before incurring the travel expense. The division dean will approve the Travel Reimbursement form. All requests for authorization for travel out-of-the-service-area must be made on an Activity Request form and approved by the division dean prior to travel. The Activity Request form must be attached to the Travel Reimbursement form along with a copy of the agenda of the meeting, the original hotel bill and other required receipts.

_In keeping with South Carolina law, all college employees and their passengers must use seatbelts while on college business or while operating college vehicles._

_Drivers may not use handheld electronic devices (cell phone, PDA, MP3 player, GPS, or other electronic communication devices) while operating college vehicles. If a call must be made or received, the driver must pull over to a safe place and put the vehicle in “park”._

**Food/Vending Machines**

Vending Machines are located in Buildings 2, 4, 12, 14, 15 and 24. Sandwiches and microwave services are available in Building 12. During the week, several food services provide sandwiches, beverages, snacks, and desserts for purchase in Building 12 on the Beaufort campus. Vending machines and microwave services are also available at the New River Campus in the Student Lounge area.

**Work Orders**

If it is necessary to have routine maintenance work performed on equipment or facilities, service can be expedited by emailing Support@tcl.edu through the division dean or administrative assistant for the division. For routine requests, at least seven (7) business days should be allowed. The types of work which should be requested through a work request are repairs, removal of items, installation, relocation, replacement, reworking, and inspecting. Work orders need not be submitted for major items e.g., painting a room, etc. since these are included on the college’s deferred maintenance plan and will be addressed as funding is available. The Business Office will assign a ticket number and forward the work order to the individual responsible for accomplishing the request. Emergency work needing immediate attention should be communicated directly to the Business Office (525-8249) with approval of the Vice President for Administrative Services.
APPENDIX A

TCL ORGANIZATIONAL CHART
APPENDIX B

INSTITUTIONAL STANDING COMMITTEE ASSIGNMENTS
2012-2013
MEMO FROM THE PRESIDENT’S OFFICE

**DATE:** July 23, 2012

**TO:** All Employees

**FROM:** Tom Leitzel

**SUBJECT:** 2012–2013 Institutional Committee Appointments

The following is a listing of institutional committee appointments for the new fiscal year. Please check each committee for your name; then refer to the procedures manual to identify the purpose and term of membership for the committee(s) on which you will serve. Each chairperson will also be receiving a copy of his/her committee and its members in the near future.

I sincerely appreciate your willingness to serve on an institutional standing committee. If you have any questions concerning your appointment, please contact me.

### Alcohol and Other Drug Program Review
*(Procedure 2-1-201.1.18)*

- **Sona Lyttle, Chair**
  - Amanda Hayman
  - Matteel Jones
  - Deb Merwin
  - Gina Mounfield
  - Gloria Singleton
  - Hayes Wiser
  - Gina Mounfield, Ex-officio (non-voting)
  - Marge Sapp
  - Student Representative (TBA)

### Enrollment Management
*(Procedure 2-1-201.1.5)*

- **Nancy Weber, Chair**
  - Rod Adams
  - Teresa Cope
  - Leigh Copeland
  - Stacey Dyer
  - Ashley Faubion
  - Wesla Fletcher
  - Ken Flick
  - Matteel Jones
  - Russell Keevy
  - Cleo Martin
  - Debbie McClellan
  - Cora Newcomb
  - Tim Newsome
  - Maggie O’Sullivan
  - Marge Sapp
  - Student Rep (TBD)

### Curriculum
*(Procedure 2-1-201.1.2)*

- **Rick Eckstrom, Chair**
  - Wesla Fletcher
  - Ken Flick
  - Cindy Halsey, Ex-officio (non-voting)
  - Hadi Hamid
  - Pat Herkenham
  - Stephanie Lawson
  - Joy Locke
  - Cleo Martin, Ex-officio (non-voting)
  - Debbie McClellan, Ex-officio (non-voting)
  - Natavia Middleton

Updated 9/2012
Information Resource Management
(Procedure 2-1-201.1.4)

Floyd Henderson, Chair
Tony Brewer
David Carter
Rhonda Cole
Stacey Dyer
Wesla Fletcher
Ken Flick
Cindy Halsey
Amanda Hayman
Cleo Martin
Craig Martin
Amanda Simmons
Director of Institutional Effectiveness (TBA)

Safety, Health & Business Continuity
(Procedure 2-1-201.1.15)

Michael Ricks, Chair
Larry Beckler
Michael Burgess
JoLane Buss
Ashley Faubion
Floyd Henderson
Rosemary Hunt
Robert Kelson

Strategic Planning Council
(Procedure 2-1-201.1.19)

Director of Institutional Effectiveness, Chair
Rod Adams
General Brown
Cindy Buchanan
John Chemsak
Leigh Copeland
Laura Dukes
Wesla Fletcher
Ken Flick
Cindy Halsey
Floyd Henderson
Pat Irwin
Matteel Jones
Tom Leitzel
Sona Lyttle
Cleo Martin
Louise Mathews
John McCann
Debbie McClellan
Gina Mounfield
Marge Sapp
Nancy Weber
Andrea West
Hayes Wiser
Director of Institutional Effectiveness (TBA)
1 additional member (TBA)
Linda McGarvey
Billy O’Neal
Mike Sapp
Hayes Wiser
Student Representative (TBA)

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.
APPENDIX C

ACADEMIC CALENDARS
(Adobe format)

http://www.tcl.edu/faculty-resources
APPENDIX D

EXAMPLE OF COURSE SYLLABUS (Psychology 201)

APPENDIX E

TCL COURSE PLACEMENT GUIDE

APPENDIX F

S.C. TECHNICAL COLLEGE SYSTEM
FACULTY PERFORMANCE MANAGEMENT SYSTEM
(FPMS)

TCL FPMS PROCEDURE 6-1-601.13

THE PLANNING STAGE DOCUMENT

THE PERFORMANCE APPRAISAL DOCUMENT

Updated 9/2012
PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

PURPOSE

The purpose of this procedure is to outline the steps in the Faculty Performance Management System (FPMS).

PROCEDURE

These procedures are in accordance with the policies and procedures of the South Carolina State Office of Human Resources (OHR) for establishment and administration of the Faculty Performance Management System (FPMS).

I. GENERAL INFORMATION

A. Purpose

The primary purpose of the FPMS is to increase the overall efficiency of the college by helping each faculty member to improve his/her own performance. Other important purposes include:
(1) To encourage continued growth and development of all faculty members.

(2) To identify faculty members who have potential for promotion.

(3) To provide information to faculty members, supervisors, and managers to use in making work-related decisions.

(4) To assist management in assigning work and delegating responsibility based on a mutual understanding of the faculty members’ skills and abilities.

(5) To enhance other Human Resource Management administration components such as selection and classification.

(6) To provide an accurate and objective method for evaluating faculty members.

(7) To provide documentation to support recommendations for salary increases, promotions, reassignments, demotions, and dismissals.

(8) To maintain a documented history of the faculty member’s performance.

(9) To identify training needs.

B. Faculty Member to be Appraised

All faculty members who occupy FTE positions shall have his/her performance evaluated in accordance with the FPMS program. For faculty in full-time equivalent (FTE) positions who work during the summer, summer performance shall not be excluded from the overall evaluation.

C. Orientation and Training

Orientation on the Performance Management System for all faculty members of the Technical College of the Lowcountry is encouraged. Supervisory faculty members should also receive training that will concentrate on the criteria for evaluating the individuals he/she supervises.

D. Retention and Dissemination

All performance appraisal documents shall become a permanent part of the faculty member’s official personnel file. The supervisor is encouraged to give a copy of both the approved planning document and appraisal documents at the time of discussion. Upon request; however, the faculty member shall be furnished a copy of the performance appraisal document along with copies of the permanent attachments including the planning document and the final appraisal document. It is acceptable for the planning and appraisal documents to be created and maintained via a secure (password protected) electronic system. If such a system is used, approval through the system will be considered the required signature of the
employee, rater and reviewer referenced throughout this procedure. Employees shall be able to view and print the approved documents.

E. Only the standard SCTCS form or other approved document shall be used for FPMS purposes.

II. RATING OFFICER

The Rating Officer is the faculty member’s immediate supervisor. All planning documents and performance appraisals shall be written by the Rating Officer who has first-hand experience or knowledge of the work being performed. The Rating Officer is responsible for the overall performance evaluation and for providing the faculty member with day-to-day feedback on the performance of his/her duties and responsibilities. Also, it shall be mandatory for all Rating Officers to be evaluated on the timely completion of each employee’s performance appraisal.

Before the Rating Officer reviews the planning or appraisal documents with the faculty member, he/she must review it with the Reviewing Officer (see Section III). The Rating Officer will then schedule a conference for discussion of the document with the faculty member. Both the planning and appraisal documents must bear the signature of the Rating Officer, the Reviewing Officer, and the faculty member (if possible).

If a faculty member refuses to sign, notation should be made on the document of this fact. If possible, the notation should be witnessed by one signature of a faculty member equal or higher band than the Rating Officer.

The Rating Officer may use informal multiple sources of feedback to assist in evaluating the faculty member. These sources should be identified to the faculty member in the faculty member’s planning document.

III. REVIEWING OFFICER

The Reviewing Officer shall be the supervisor of the Rating Officer. The President may designate additional levels of concurrence. The Reviewing Officer is responsible for reviewing the planning document and performance appraisal developed by the Rating Officer. The Reviewing Officer may provide comment on the criteria selected and the overall rating.

If agreement cannot be reached between the Rating Officer and the Reviewing Officer, the Reviewing Officer may not change the overall rating, except with approval of the President, before the appraisal is discussed with the faculty member.

IV. TYPES OF PERFORMANCE APPRAISALS

A. Probationary Performance Appraisal

The performance of each faculty member who has been given an original appointment shall be appraised prior to the completion of his/her probationary
period\textsuperscript{1}. This period shall not be extended. Failure to complete a performance appraisal at the end of the probationary period will automatically give the faculty member a “Successful Performance” rating with all rights and privileges of a covered faculty member.

Until a faculty member has successfully completed the probationary period, a faculty member has no rights of appeal to the State Employee Grievance Committee; therefore, a supervisor is not required to follow the “Substandard Performance Process” to terminate a probationary faculty member. If a faculty member is not performing satisfactorily during the probationary period, the faculty member must be terminated before becoming a covered faculty member.

\textsuperscript{1} Reference procedure \#8-2-102.1; Compensation Plan for Unclassified Faculty Personnel.

B. Trial Period Appraisal

A covered classified employee who has been promoted to a faculty classification may be appraised prior to completion of a six (6) month trial period in the position. The trial review date marks the beginning of a new performance period. If an employee does not receive a “Successful Performance” rating prior to the six (6) month trial review date, the employee will receive a “Successful Performance” rating by default and obtain covered status in the new classification. The six (6) month trial period may be extended up to ninety (90) calendar days upon written notice of the extension to the employee prior to the end of the initial six (6) month period.

An employee who is promoted may be demoted to the same class from which promoted, if the demotion occurs within the trial period, without having appeal rights to the State Employee Grievance Committee. After satisfactory completion of the trial period, the employee may require a Short Year Planning Document and a Short Year Appraisal in order to transition the employee to the UPA date.

C. Regular (Annual) Performance Appraisal

All faculty members in FTE positions shall have a regular (annual) performance appraisal no more than ninety (90) calendar days prior to the end of their performance review date. The appraisal must be reviewed and discussed with the Reviewing Officer prior to discussion with the faculty member. The completed document must be forwarded to the Human Resource Management office at least twenty (20) calendar days prior to the faculty member’s review date. If a faculty member does not receive a performance appraisal prior to his/her performance review date, the faculty member shall be rated “Successful Performance” by default. All performance ratings must be reported to the SCTCS Office of Human Resource Services no later than the beginning of the new academic year.

D. Interim Performance Appraisals

An interim performance appraisal is one conducted during the rating period other than a probationary or regular (annual) appraisal. Interim appraisals may be used
periodically to call attention to commendable items or problem areas, identify serious errors in a faculty member’s overall performance or simply give the faculty member feedback. For addressing substandard performance, see Section V.C. below. Interim performance appraisals shall not be used to calculate retention points for reduction in force purposes.

E. Review Date Changes

An employee’s performance review date shall be changed for the following reasons:

1. A faculty member who is in a trial status and has had the trial period extended shall have the performance review date advanced up to 90 calendar days for the time period such extension is in effect.

2. A faculty member on approved leave with or without pay for more than 30 consecutive workdays shall have the performance review date advanced one calendar day for each calendar day on leave not to exceed 90 calendar days after those first 30 workdays, if the normal review date occurs within the period of approved absence, or within two months of the normal review date.

3. A covered faculty member who within 30 calendar days of his performance review date receives a “Warning Notice of Unsuccessful Performance,” shall have the performance review date advanced one calendar day for each calendar day up to 90 calendar days.

4. A covered faculty member who is reassigned to another position in a different discipline at the same College or within the SCTCS within six months or less of his review date shall have the performance review date advanced six months from the date of the reassignment. In this event, a subsequent short term evaluation cycle will be needed to transition the faculty member to the universal review date.

F. Other Options

1. Team evaluation may be substituted for individual performance appraisals. For this to occur, policies and procedures must be developed to incorporate the team evaluation into the College’s FPMS Policy and Procedure.

2. Each college and the System Office may establish a numerical weighting system for evaluating faculty members.

3. Each college and the System Office may link the faculty member’s performance evaluation to the appropriate work unit’s mission, objectives, or training plans. When used, written statements of such mission, objectives, and/or training plans will be provided to the faculty member.

4. Before implementation, items 1, 2, or 3 above must have an implementation plan and policy reviewed by the Director of Human Resource Services of the
System Office and approved by the State Office of Human Resources (OHR) prior to the implementation to ensure compliance with state regulations and procedures.

V. LEVELS OF PERFORMANCE

A. Job Functions (duties plus success criteria), Objectives, and the Overall Rating will be evaluated at one of three (3) levels of performance as follows:

1. UNSUCCESSFUL (U) – Substandard work performance that is below the job requirements and expectations as evaluated according to the success criteria. Before an overall unsuccessful rating is given, a substandard performance process must take place that includes a written warning and meetings with the faculty member. (See Substandard Performance, Section V.C.). Any faculty member who receives an overall rating of “Unsuccessful” must be removed from the position (demoted, terminated, or reassigned).

2. SUCCESSFUL (S) – Work that meets the expectations and requirements of the assigned position throughout the rating period as evaluated according to the success criteria (see Section IV); performance may fluctuate during the rating period to include exceeding the job requirements and expectations in some areas.

3. EXCEPTIONAL (E) – Work that is consistently above the expectations and requirements of the job as evaluated according to the success criteria throughout the rating period.

B. Performance Characteristics (also see Section VII.D.)

The Performance Characteristic “Promote Equal Opportunity” is required for supervisors and managers. Other performance characteristics, if used, should be evaluated as either “Pass” (meets requirements) or “Fail” (fails to meet requirements). Performance characteristics may be alternately included as success criteria in job duties or objectives.

C. Substandard Performance

Substandard Performance is performance that is less than minimum performance requirements and will result in a faculty member receiving a formal rating of “Unsuccessful” unless improvement is shown. If during the performance period a faculty member is considered “Unsuccessful” in any essential job function/objective which significantly impacts performance, the Rating Officer, with approval of the Reviewing Officer, shall provide the faculty member with a written “Warning Notice of Substandard Performance.”

In order to ensure that covered faculty members are given adequate notice of his/her substandard performance and are allowed the opportunity to improve such
performance prior to the formal appraisal, the following procedures shall be observed:

1. The warning notice shall provide for an improvement period of no less than thirty (30) calendar days and no more than one hundred twenty (120) calendar days.

2. The rater must develop a work improvement plan for approval by the Reviewing Officer. The rater should include the faculty member in drafting a work improvement plan. The work improvement plan should include a list of ways to improve the deficiencies and other appropriate performance related recommendations. In those instances where the faculty member does not agree upon the timing and content of the work improvement plan, the Rater, with the approval of the Reviewing Official, will make the final determination of the content and time period.

3. Warning notices of substandard performance shall:
   a. Be in writing and labeled as a “Warning of Substandard Performance”.
   b. Be addressed to the faculty member whose performance is in question.
   c. List job functions/objectives where performance is deficient, explain the deficiencies and list ways to improve such deficiencies.
   d. Specify time periods for improvement and possible consequences (terminations, demotions, reassignments).
   e. Be presented to the faculty member for signature of acknowledgement and placed in the faculty member’s Human Resource Management file. If the faculty member refuses to sign, the rater should have an appropriate witness attest to such.
   f. Include the proviso that a rating of “Unsuccessful” shall result if performance is not brought up to standard in the time period specified.
   g. Include a plan for meetings to discuss the faculty member’s progress during the warning period.

4. During the warning period, the faculty member and the Rating Officer shall have regularly scheduled meetings during which they discuss the faculty member’s progress. Documentation is required to verify that these counseling sessions were held. Copies of this documentation shall be placed in the faculty member’s official Human Resource Management file and given to the faculty member upon request.

5. If the faculty member’s performance is rated “Successful” or above on all essential job functions/objectives which significantly impact performance, noted in the warning notice of substandard performance, by the end of the
warning period, employment shall continue. If the faculty member is rated “Unsuccessful,” on any essential job function or objective which significantly impacts performance as noted in the written warning of substandard performance by the end of the warning period, the faculty member shall be removed from the position immediately.

6. Once a time frame for improving substandard performance has been given, the faculty member must be rated within that specified time or the faculty member will receive a “Successful” rating by default.

7. If a faculty member has been issued two warning notices within a 365 day period and performance drops to a substandard level on any essential job function(s)/objective(s) which significantly impact performance for a third time within a 365 day period, the faculty member shall be removed from the position upon the third occurrence of such substandard performance by issuing the “Unsuccessful” appraisal and letter of termination, demotion, or reassignment. A warning notice is not required on the third occurrence within a 365 day period. After the end of the second warning period, the faculty member should be provided with notice of the possible consequences should performance again deteriorate.

8. Normally, a written warning for substandard performance may not extend beyond the faculty member’s review date. If the warning notice is issued less than 30 calendar days before the faculty member’s review date, the review date would roll forward one day for each day the warning notice of substandard performance is in effect up to 90 calendar days.

9. The substandard performance process above is not required to terminate the employment of a probationary faculty member.

VI. SUCCESS CRITERIA

Success criteria statements are required and must be defined for each job duty and objective on which a faculty member is evaluated. Success criteria are statements/explanations of factors that specify the level of performance necessary to obtain a “Successful” rating. Performance characteristics may be alternatively used as success criteria.

VII. FPMS DOCUMENT

A. Planning Document

Within six (6) weeks of the beginning of a new rating period the Rating Officer and the faculty member should have a planning conference. The conference will include a review of job functions, objectives (optional), and performance characteristics. Additionally, success criteria should be established for each job function and optional objective if used. Job functions and objectives should be updated as necessary for major changes in position requirements.
The Rating Officer should initially meet with the faculty member to discuss the position description and how it relates to the faculty member's job functions (and objectives, if used), for the upcoming year. After this discussion, the Rating Officer shall complete the planning document. Prior to discussing the completed planning document with the faculty member, the Rating Officer will meet with the Reviewing Officer to discuss the completed document.

Once agreement has been reached and the document is signed by the Rating Officer and the Reviewing Officer, the Rating Officer will meet with the faculty member to discuss the planning stage.

Each faculty member will sign the planning document indicating he/she has reviewed the criteria by which he/she will be rated. In those instances where the Rating Officer and the faculty member cannot agree upon the items in the planning document, the Rating Officer’s decision will be final. The faculty member should receive a copy from the Rating Officer so that he/she can reference the criteria during the rating period.

Should significant changes occur to the faculty member’s job during the rating period, the planning document should be modified to incorporate such changes.

B. Job Functions

Job functions are those overall job responsibilities that are unique to a particular position. Job functions relate specifically to a faculty member’s position description but generally not at the detailed level of specific duties or task. The development of job functions is the most critical aspect of developing criteria to evaluate the faculty member because it is job specific. Therefore, it is imperative that the faculty member’s position description be current and accurately reflect the duties and responsibilities of the position. Success criteria must be defined for each job duty. A job function is defined as a job duty (or combination of duties) plus related success criteria.

The Rating Officer will be responsible for developing job functions from the faculty member’s position description through discussion with the faculty member. During the planning document, the Rating Officer and faculty member will have the opportunity to discuss the accuracy of the job functions as they relate to the work performed by the faculty member. Should both the Rating Officer and faculty member agree to change the job functions to be evaluated, the Rating Officer will in turn modify the faculty member’s position description to reflect substantial changes. However, should the Rating Officer feel that the job functions accurately reflect the areas of responsibility desired in a particular position, no change will be made.

In those instances where the Rating Officer and faculty member cannot agree upon the job functions, the Rating Officer’s decision will be final. Also, it shall be mandatory for all raters to be evaluated on the timely completion of each employee’s performance appraisal.
It is suggested that, for the purpose of the planning document and performance appraisal, no job function should consist of less than ten percent (10%) of the faculty member's specific job duties on the position description. Items of less than ten percent (10%) may be combined and evaluated with other items. When Rating Officers are having difficulty developing job functions, they should consult their Human Resource Officer for assistance.

C. Objectives (Optional for Faculty Members)

Objectives are those specific projects, programs, or other nonrecurring activities that should be focused upon by the faculty member during the rating period. These projects, programs, or other nonrecurring activities may be at the direction of the Rating Officer or jointly determined by the faculty member and the Rating Officer. Assignments of objectives to faculty members are optional. If objectives are identified, success criteria must be developed. Objectives may be added or deleted during the rating period. Objectives should only be deleted if the objectives are no longer important or not a priority to the respective work area. Objectives may be added if their completion date is within the rating period. Objectives, if used, must be a factor in determining the overall employee performance rating.

D. Performance Characteristics

Performance characteristics may be used to clarify the expectations of the Rating Officer. When used, the performance characteristics selected may only be used as a communication tool to emphasize those items that are important to success in performing the job functions (and objectives, if used) in the planning document.

The performance characteristics shall not be given weight in the determination of the overall performance rating. Ratings given on the performance characteristics should be either “Pass” or “Fail”. Comments should be made for any ratings of “Fail”.

In addition to general Performance Characteristics, Management Characteristics for supervisors and managers have been developed. The only required characteristic to be assigned and rated for supervisors and managers is “Promote Equal Opportunity”. Selected management characteristics designed to evaluate supervisors and managers on their ability to plan, organize, control, motivate, develop, promote equal opportunity (required), and complete planning documents and performance appraisals.

All supervisors and managers will be rated on each management characteristic as either “Pass” or “Fail”. Additional management characteristics may be added if they relate specifically to the job.

E. Overall Summary

In the overall summary, the overall rating is determined and space is provided for a Rating Officer to include written comments. Written comments should be made by
the Rating Officer on the faculty member’s overall accomplishments, strengths, and weaknesses related to the faculty member’s performance over the rating period.

The Rating Officer is encouraged to provide comments recommending actions the faculty member or college should undertake to improve or maintain the faculty member’s performance or potential.

A written justification/rationale is required for an overall rating of “Exceptional,” or “Unsuccessful.” While a justification is not required for a “Successful” rating, written comments are encouraged.

A separate written response may be made by the faculty member if he/she wishes to express an opinion (agreement or disagreement) on the performance appraisal.
ADDENDUM #1

Suggested Faculty Job Functions

1. Job Duty: Instructional Development – Suggested success criteria include developing and maintaining course documentation; reviewing and selecting textbooks for courses in subject area; maintaining audio-visual and/or other materials for courses taught; being organized and well prepared for class; scheduling of class and lab time effectively.

2. Job Duty: Teaching Performance – Suggested success criteria include providing students with course syllabus, grading/attendance policy, and other relevant information in a timely manner; relating instructional materials, discussions and other course activities to course objectives; demonstrating effective interaction skills; using practical examples and illustrations; pacing the instruction over the semester; providing students with timely tests; returning test results in a timely manner; relating tests to course objectives; following acceptable department and college grading policies. In addition, the faculty member shall, at least annually, participate in conducting a college student evaluation of at least one section of every course he/she teaches.

3. Job Duty: Student Advisement – Suggested success criteria include maintaining required office hours; publicizing office hours and availability; referring students to other persons for appropriate assistance; maintaining appropriate records; meeting with students in a timely manner; displaying sensitivity to students' needs and problems.

4. Job Duty: College and/or Community Service – Suggested success criteria include: assisting with recruitment as required; assisting with job/transfer placement or recommendations as required; cooperating with or participating in projects/activities of other instructional and support areas in fulfillment of the colleges' mission; serving effectively on college/community committees.

5. Job Duty: Professional Development – Suggested success criteria include: developing an annual professional development plan in conjunction with supervisor; attending course/seminars/workshops as required or planned; writing manuscripts or presenting papers at conferences, etc.; doing research projects in subject field.

6. Job Duty: Instructional Management – Suggested success criteria include submitting reports in a timely manner; arranging physical environment as much as possible for effective learning; adhering to class schedules; providing effective classroom/lab supervisors; maintaining accurate records; providing disciplinary action where appropriate.
ADDENDUM #2
General Performance Characteristics

This addendum provides supervisors and faculty members with a list of general performance characteristics and definitions if they are used in the process of defining or clarifying supervisory expectations.

FUNCTIONAL QUALITIES

1. Technical Competence – Possesses necessary knowledge and skill to effectively perform duties and applies this knowledge appropriately.

2. Self-Management – Works with minimal supervision, manages own time effectively, maintains control on all current projects/responsibilities and follows up on all relevant issues.

3. Job Knowledge – Possesses necessary familiarity with assigned position and follows appropriate procedures.

4. Quantity of Work – The extent to which the faculty member produces an amount of acceptable work in order to meet schedules over which he/she has control.

5. Quality of Work – The extent to which the faculty member neatly, thoroughly, and accurately completes job assignments according to established quality standards. Continuously improves quality of work.

6. Problem Analysis – Able to identify problems and relevant issues and breaks problems into components. Sees relationships and alternative solutions and arrives at sound conclusions through logical process.

7. Accuracy of Work – The degree to which the faculty member makes minimum mistakes or errors that require correction.

8. Time Management – Faculty member reports for work promptly and effectively and efficiently uses time to accomplish job tasks.

9. Safety – Follows established safety practices and corrects unsafe work practices.

10. Responsibility – Asks for work after completing assignments and does not make excuses but addresses problems squarely. Offers action plans to resolve problems.

11. Concentration – Able to put aside distractions and stays with a job until complete. Able to stick to assignments and gets results in spite of difficulties.

PERSONAL QUALITIES

13. Leadership – Reliable in guiding others to the accomplishment of objectives/responsibilities, development of teamwork, and the resolution of conflict/problems.


15. Dependability – Meets work schedules and fulfills job responsibilities and commitments. Consistently meets deadlines and follows instructions.

INTERPERSONAL QUALITIES


17. Teamwork – Degree to which faculty member works effectively and cooperatively with others to achieve organizational goals. Degree of responsiveness to organizational needs.

18. Adaptability – Adapts to job or organizational changes. Readily accepts new responsibilities and assignments.

19. Communication Ability – Presents clear and accurate information (both verbally and written) to other faculty members, peers, and superiors.

20. Client Service – Effectively and efficiently meets the needs of those served by continually assessing performance based on customer feedback.

21. Listening Skills – Asks meaningful questions and listens closely and respectfully before offering comments.
ADDENDUM #3
Additional Performance Characteristics for Managers

This addendum provides a list of required additional performance characteristics (with definitions) for those persons in managerial and supervisory positions. These required additional managerial performance characteristics should be included on the planning stage document.

Selected Management Characteristics

MANAGEMENT FUNCTIONS

1. Planning and Organizing

Establishes a course of action for meeting an objective. Allocates resources and personnel for best effect within budget limits. Develops schedules for activities and projects. Sets and observes priorities in order to avoid backlogged work. Effectively matches short term goals to contribute toward longer range plans.

2. Controlling

Monitors and facilitates faculty members’ activities; establishes and maintains effective procedures to monitor and control activities within the faculty members’ responsibilities; monitors the progress and results of delegated assignments and keeps informed of developments in area of responsibility.

3. Delegating

Allocates responsibilities to faculty members to help develop their career potential. Uses staff faculty members effectively by delegating decision making and other responsibilities to the appropriate faculty member(s). Provides clear instructions and leadership so delegated tasks are properly completed. Where appropriate, establishes and empowers teams to improve work systems and processes.

4. Motivating

Creates an organizational environment or climate in which faculty members can perform to the best of their abilities. Establishes faculty member motivation by giving faculty members timely and regular recognition and feedback for work performed. Ensures that faculty members are aware of the possibility of advancement and growth. Develops a sense of trust and responsibility.

5. Developing

Develops positive learning environments for both self and faculty members by identifying and providing continuing education and training opportunities to stay abreast of the current state of the art in one’s field.
6. Promoting Equal Opportunity

Assists in meeting agency affirmative action goals in hiring, promotion, or placement; demonstrates personal and organization unit commitment to equal opportunity; shows progress toward achieving an integrated/representative work force; and contributions towards minority/female programs and other social/economic equal opportunity goals.

7. Planning and Appraising Faculty Member Performance

Administers FPMS program for subordinate faculty members on a timely basis.
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8. **JOB DUTY:**
   SUCCESS CRITERIA:
1. TECHNICAL COMPETENCE - POSSESSES NECESSARY KNOWLEDGE AND SKILL TO EFFECTIVELY PERFORM DUTIES AND APPLIES THIS KNOWLEDGE APPROPRIATELY.

2. SELF MANAGEMENT - WORKS WITH MINIMAL SUPERVISION, MANAGES OWN TIME EFFECTIVELY, MAINTAINS CONTROL ON ALL CURRENT PROJECTS/RESPONSIBILITIES AND FOLLOWS UP ON ALL RELEVANT ISSUES.

3. JOB KNOWLEDGE - POSSESSES NECESSARY FAMILIARITY WITH ASSIGNED POSITION AND FOLLOWS APPROPRIATE PROCEDURES.

4. QUANTITY OF WORK - THE EXTENT TO WHICH THE EMPLOYEE PRODUCES AN AMOUNT OF ACCEPTABLE WORK IN ORDER TO MEET SCHEDULES OVER WHICH HE/SHE HAS CONTROL.

5. QUALITY OF WORK - THE EXTENT TO WHICH THE EMPLOYEE NEATLY, THOROUGHLY, AND ACCURATELY COMPLETES JOB ASSIGNMENTS ACCORDING TO ESTABLISHED QUALITY STANDARDS. CONTINUOUSLY IMPROVES QUALITY OF WORK.

6. PROBLEM ANALYSIS - ABLE TO IDENTIFY PROBLEMS AND RELEVANT ISSUES AND BREAKS PROBLEMS INTO COMPONENTS. SEES RELATIONSHIPS AND ALTERNATIVE SOLUTIONS AND ARRIVES AT SOUND CONCLUSIONS THROUGH LOGICAL PROCESS.

7. ACCURACY OF WORK - THE DEGREE TO WHICH THE EMPLOYEE MAKES MINIMUM MISTAKES OR ERRORS THAT REQUIRE CORRECTION.

8. TIME MANAGEMENT - EMPLOYEE REPORTS FOR WORK PROMPTLY AND EFFECTIVELY AND EFFICIENTLY USES TIME TO ACCOMPLISH JOB TASKS.

9. SAFETY - FOLLOWS ESTABLISHED SAFETY PRACTICES AND CORRECTS UNSAFE WORK PRACTICES.

10. RESPONSIBILITY - ASKS FOR WORK AFTER COMPLETING ASSIGNMENTS AND DOES NOT MAKE EXCUSES BUT ADDRESSES PROBLEMS SQUARELY. OFFERS ACTION PLANS TO RESOLVE PROBLEMS.

11. CONCENTRATION - ABLE TO PUT ASIDE DISTRACTIONS AND STAYS WITH A JOB UNTIL COMPLETE. ABLE TO STICK TO ASSIGNMENTS AND GETS RESULTS IN SPITE OF DIFFICULTIES.

12. JUDGMENT - REASONS, COMPARES, UNDERSTANDS, AND THINKS RATIONALY ON THE JOB. MAKES QUALITY WORK RELATED DECISIONS BASED ON SOUND CONCLUSIONS AND SEPARATES FACTS FROM OPINIONS.

13. LEADERSHIP - RELIABLE IN GUIDING OTHERS TO THE ACCOMPLISHMENT OF OBJECTIVES/RESPONSIBILITIES. DEVELOPMENT OF TEAMWORK, AND THE RESOLUTION OF CONFLICT/PROBLEMS.

14. INITIATIVE - STARTS ASSIGNMENTS WITHOUT PROMPTING AND INDEPENDENTLY CONTRIBUTES IDEAS AND PROJECTS. SEES AND ACTS UPON NEW OPPORTUNITIES. THINKS AND ACTS INDEPENDENTLY AND PROMPTLY ADDRESSES PROBLEMS.

15. DEPENDABILITY - MEETS WORK SCHEDULES AND FULFILLS JOB RESPONSIBILITIES AND COMMITMENTS. CONSISTENTLY MEETS DEADLINES AND FOLLOWS INSTRUCTIONS.

16. ACCEPTANCE - GAINS CONFIDENCE OF OTHERS AND EARNS RESPECT OF SUBORDINATES, PEERS, AND SUPERIORS. VALUES DIVERSITY AND RESPECTS OPPOSING OPINIONS.

17. TEAMWORK - DEGREE TO WHICH EMPLOYEE WORKS EFFECTIVELY AND COOPERATIVELY WITH OTHERS TO ACHIEVE ORGANIZATIONAL GOALS. DEGREE OF RESPONSIVENESS TO ORGANIZATIONAL NEEDS.

18. ADAPTABILITY - ADAPTS TO JOB OR ORGANIZATIONAL CHANGES. READILY ACCEPTS NEW RESPONSIBILITIES AND ASSIGNMENTS.

19. COMMUNICATION ABILITY - PRESENTS CLEAR AND ACCURATE INFORMATION (BOTH VERBALLY AND WRITTEN) TO OTHER EMPLOYEES, PEERS, AND SUPERIORS.

20. CLIENT SERVICE - EFFECTIVELY AND EFFICIENTLY MEETS THE NEEDS OF THOSE SERVED BY CONTINUALLY ASSESSING PERFORMANCE BASED ON CUSTOMER FEEDBACK.

21. LISTENING SKILLS - ASKS MEANINGFUL QUESTIONS AND LISTENS CLOSELY AND RESPECTFULLY BEFORE OFFERING COMMENTS.

I HAVE REVIEWED JOB DUTIES, PERFORMANCE CHARACTERISTICS AND EXPECTATIONS FOR PERFORMANCE.

EMPLOYEE SIGNATURE
DATE

RATER SIGNATURE
DATE

REVIEWER SIGNATURE
DATE

Updated 9/2012
**ATTACHMENT FOR OBJECTIVES**  *(OPTIONAL)*

Page 3

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S.C. TECHNICAL COLLEGE SYSTEM
PERFORMANCE APPRAISAL DOCUMENT
(REFER TO PLANNING STAGE PREVIOUSLY COMPLETED)

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**JOB DUTIES** from Planning Stage (Indicate S, E, or U)

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**PERFORMANCE CHARACTERISTICS**
Rate agreed upon characteristics either (P) Pass or (F) Fail

1. Competence 
2. Self Management 
3. Job Knowledge 
4. Quantity 
5. Quality 
6. Problem Analysis 
7. Accuracy 
8. Time Management 
9. Safety 
10. Responsibility 
11. Concentration 
12. Judgment 
13. Leadership 
14. Initiative 
15. Dependability 
16. Acceptance 
17. Teamwork 
18. Adaptability 
19. Communication Ability 
20. Client Service 
21. Listening Skills

**MANAGERIAL CHARACTERISTICS**
Indicate as (P) Pass or (F) Fail

1. Planning 
2. Delegating 
3. Motivating 
4. Developing 
5. Promoting EEO 
6. Planning/Appraising

**PERFORMANCE OBJECTIVES** (if applicable)
Indicate either S, E, U

1. 
2. 
3. 
4. 
5. 
6. 
7. 

**STRENGTH, WEAKNESSES, & ANY ACTION REQUIRED BY AGENCY/EMPLOYEE**

**OVERALL PERFORMANCE RATING:**
(U) UNSUCCESSFUL PERFORMANCE REQUIREMENTS*
(S) SUCCESSFUL PERFORMANCE REQUIREMENTS
(E) EXCEPTIONAL PERFORMANCE REQUIREMENTS*

*Explanation/Justification required to support these ratings: (use separate sheet if necessary):

Employee comments: (use separate sheet if necessary)

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EMPLOYEE SIGNATURE DATE RATER SIGNATURE DATE REVIEWER SIGNATURE DATE

Updated 9/2012
APPENDIX G

FERPA FAQs

Family Educational Rights and Privacy Act

APPENDIX H

Technical College of the Lowcountry
Learning Resources Center
A Quick Guide to the Learning Resources Center for Faculty

Faculty/Staff Newsletter:
http://libguides.tcl.edu/newsletter
LRC information for faculty and staff, updated each semester.

LRC: About Us
http://libguides.tcl.edu/about
- Mission
- Computer
- Circulation
- Collection Policies
- Hours
- Staff
- Fines and Fees
- Checkout Forms and Lending Agreements

An Introduction to the Learning Resources Center (Library)
http://libguides.tcl.edu/index.php

Kindle Checkout:
http://libguides.tcl.edu/kindle

Laptop Checkout:
http://libguides.tcl.edu/laptops

Tutoring Center:
Tutoring Center:
http://www.tcl.edu/tutoring
- Hours
- Tutoring Schedules
- Workshops
- Live Tutor Chat
- Additional Tutoring Resources

TCL Labs:
Math Lab
http://libguides.tcl.edu/mathlab

Writing/Reading Lab
http://libguides.tcl.edu/writing-readinglab
- Learning resources for students
- Custom approach to tutoring
- Assessments helping to pinpoint specific student’s need

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Technical College of the Lowcountry  
Learning Resources Center  

Equipment Checkout

You are responsible for the proper use and care of equipment. Normal wear, tear and breakdown are expected, but you may be liable for repairs or replacement in case of damage (e.g., dropping/failing to secure). You must return all accessories with equipment. Failure to comply with these rules may mean that you will not be able to check out equipment in the future.

Camcorder

Barcode______________________  
State#______________________

_____ manual  
_____ ac adaptor/dc power cord  
_____ computer connection cable  
_____ digital photoshot disk  
_____ digital card  
_____ vhs cassette adaptor  
_____ tape(s)  
_____ battery pack  
_____ shoulder strap  
_____ lens cap  
_____ carrying case

Multimedia Projector

Barcode______________________  
State#______________________

_____ manual  
_____ instructional cd  
_____ power cord  
_____ remote  
_____ rgb cable  
_____ usb cable  
_____ audiovisual cable  
_____ audio cable

Turning Point

Barcode______________________  
State#______________________

_____ 30 clickers  
_____ 1 USB  
_____ 1 installation disc

Laptop

Barcode______________________  
State#______________________

_____ mouse  
_____ mouse pad  
_____ ac adaptor/detachable cord

Do not password any laptop functions.  
Remove all your files from hard drive before returning.

Other (portable projection screen, extension cord, etc.)

*****************************************************************************

Name (print)______________________________  
Date______________________________

Signature________________________________  
Date______________________________

Returned______________________________  
Returned to______________________________

Date______________________________

Updated 9/2012