

CHAPTER FOUR

FACULTY

Chapter 4 – Table of Contents

4.00.00	FACULTY ORGANIZATION AND RESPONSIBILITIES	1
4.01.00	RECRUITING AND APPOINTING FULL-TIME FACULTY	4
4.02.00	OFFICIAL TRANSCRIPTS	5
4.03.00	FACULTY ASSOCIATION	5
4.04.00	FACULTY-STUDENT RELATIONSHIPS AND THE LEARNING PROCESS .	6
4.05.00	FIELD TRIPS	8
4.06.00	NON-TEACHING DUTIES	9
4.07.00	FACULTY ADVISING	9
4.08.00	STUDENT ACTIVITIES AND FACULTY RESPONSIBILITY	9
4.09.00	ACADEMIC FREEDOM.....	10
4.10.00	PROFESSIONAL ETHICS.....	10
4.11.00	PROFESSIONAL ASSOCIATIONS AND MEETINGS.....	10
4.12.00	FACULTY RESPONSIBILITY FOR REQUISITIONS.....	10
4.13.00	FACULTY RESPONSIBILITY FOR INVENTORY.....	11
4.14.00	HOUSEKEEPING	11
4.15.00	TEXTBOOK SELECTION AND ADOPTION.....	11
4.16.00	COMPLIMENTARY TEXTBOOK POLICY	12
4.17.00	SECRETARIAL SERVICES.....	13
4.18.00	NORTH CAROLINA COMMUNITY COLLEGE SYSTEM SERVICES	13
4.19.00	SALARY PLAN	13
4.20.00	FACULTY LOAD.....	14

4.00.00 FACULTY ORGANIZATION AND RESPONSIBILITIES

A. Organization

The faculty is organized into five (5) divisions as follows:

1. **Engineering and Industrial Technologies Division** consists of instructors teaching Air Conditioning, Heating, and Refrigeration Technology, Computer Engineering Technology, Electrical/Electronics Technology, Electronics Engineering Technology, General Occupational Technology, Industrial Systems Technology, Machining Technology, Mechanical Engineering Technology, and Welding Technology.
2. **Arts and Sciences Division** consists of instructors teaching humanities, fine arts, social or behavioral science, natural science, mathematics, and developmental studies. This division includes College Transfer and General Education.
3. **Business Technologies Division** consists of instructors teaching Accounting, Business Administration, Computer Information Technology, Entrepreneurship, Healthcare Management Technology, and Office Administration.
4. **Public Services Technologies Division** consists of instructors teaching in Criminal Justice Technology, Early Childhood Education, Food Service Technology, Human Services Technology, Infant/Toddler Care, Lateral Entry, and School-Age Education.
5. **Health Sciences Division** consists of instructors teaching in Associate Degree Nursing, Medical Assisting, Nursing Assistant, and Practical Nursing.

B. Division Chairperson

A Division Chairperson is responsible to the Vice President for Instruction and works in concert with instructors in the division to provide effective instructional programs within that division. Division Chairpersons will receive a course load reduction to do administrative duties related to the Division. In addition to the duties assigned to an instructor and Department Chairs, the Division Chairperson's responsibilities and duties include:

1. Participates in administrative decision making within the total curriculum program.
2. Participates in institutional planning by membership on the President's Council.
3. Assists in the establishment or revision of academic policy.

4. Oversees division equipment and supply purchases and budgets and recommends expenditures to the Vice President for Instruction.
5. Coordinates with the Registrar and the Dean of Instructional Services to make scheduling decisions during each semester registration in the absence of the Vice President for Instruction.
6. Reviews annually the curriculum standards for each program within the division, making certain that NCCCS and other applicable agency standards are met.
7. Supervise the completion of scheduled curriculum program reviews.

C. Department Chairperson

In addition to the duties assigned to an Instructor, the specific duties of a Department Chairperson are as follows:

1. Serves as the communication liaison among the VP for Instruction, the Dean of Instructional Services, and the Division faculty.
2. Plans, compiles, edits, and maintains annual departmental learning outcomes for review in the Mid-year and Annual evaluation process.
3. Maintains up-to-date and appropriate courses of study with the department and insuring that current syllabi are on the College website.
4. Takes responsibility for all curricular revisions, modifications, and proposals for the department in compliance with instructional area procedures.
5. Submits tentative schedules and instructor assignments to the Vice President for Instruction and/or the Dean of Instructional Services prior to the start of each semester.
6. Responsible for the completion of scheduled curriculum program reviews.
7. Serves as a resource person for adjunct faculty within the department.
8. Participates in the selection process for new faculty.
9. Serves as communication liaison for other departments, divisions, and administrative offices requiring information, opinions, or recommendations on matters relating to the department or its students.
10. Assigns the development and administration of proficiency tests to appropriate department members as needed.
11. Coordinates departmental text selection, working closely with the Bookstore Manager on textbook orders and purchases, instructor ancillaries, and student ancillaries on an ongoing basis.
12. Oversees the department budget, monitoring departmental equipment, and making recommendations for equipment purchases, supply

13. Conducts and maintains inventories of departmental equipment as required by the Business Office.
14. Coordinates communication and scheduling meetings (annual minimum) with program advisory committee members.

History Note: Amended Division and Department Chair descriptions: Effective: June 2, 2009.

D. Instructor

An Instructor, under the authority and direction of the Vice President for Instruction and in cooperation with the Department and Division Chairpersons, is responsible for providing effective instruction in the assigned curriculum area.

The duties and responsibilities of an Instructor are as follows:

1. Teaches students effectively in assigned classes.
2. Meets classes as scheduled.
3. Provides students access through posted office hours.
4. Distributes course syllabi and college policy information in a timely manner.
5. Provides clearly organized and understandable instruction.
6. Provides adequate and timely feedback and evaluation of assignments.
7. Maintains a positive attitude in interactions with students and shows a genuine concern for student learning.
8. Fulfills obligations in student recruiting, advising, orientation, and registration.
9. Assists in the continual evaluation and enhancement of curricula through the planning process and departmental meetings.
10. Provides the curriculum office with updated Instructor's course requirements that reflect expected student learning outcomes.
11. Submits accurate and complete records and reports in a timely manner in order to provide assessment data for institutional improvement.
12. Attends and participates in faculty, advisory, and assigned committee meetings designated to improve curriculum programs
13. Participates in professional development, including back-to-industry, conference, and workshop activities that lead to professional and institutional advancement.
14. Accepts other duties as assigned.

4.01.00 RECRUITING AND APPOINTING FULL-TIME FACULTY

General guidelines for recruiting, hiring, and employment conditions for faculty are contained in Chapter 11.

1. All position vacancies shall be advertised as prescribed by the hiring policies for equal opportunity employment. Every effort will be made to recruit and appoint highly qualified individuals.
2. All applicants must meet the minimum qualifications as stated in the appropriate job description which may be obtained from the Director of Human Resources. All applicants must show proficiency in oral and written communication in the language in which the course(s) is being taught.
3. All applicants must submit a Richmond Community College Application for Employment Form, educational transcripts, and three to five professional references with contact information.
Official educational transcripts must be received directly from the sending institution once an offer of employment is made.
4. The applications of all candidates for the position shall be reviewed by the Director of Human Resources. The Director of Human Resources shall examine all application documents for accuracy, official educational transcripts for proficiency in the subject area, and applicability of prior experience to the requirements of the position being filled. A list of all qualified candidates shall be submitted to the Vice President for Instruction who, assisted by an appointed committee of appropriate faculty and administrative staff, conducts the interviews of those meeting the qualifications for the position. As part of the interview process, each candidate must give a 10-15 minute teaching demonstration. Each applicant is instructed, upon completion of the interview, to compose in his own handwriting a one or two paragraph statement outlining his reasons for applying for a teaching position at the community college level. The written statement becomes part of the applicant's file. A primary duty of the interview committee is to determine if the various applicants possess adequate oral and written English language skills to permit satisfactory communication with the staff and students of the College.
5. The Vice President for Instruction, with input from the committee, makes a recommendation on whom to hire for the position and submits a Recommendation for Employment to the President for final approval.

4.02.00 OFFICIAL TRANSCRIPTS

All full-time and adjunct faculty must have official copies of all post-secondary transcripts on file with the College prior to beginning employment.

4.03.00 FACULTY ASSOCIATION

The Constitution of the Faculty Association of Richmond Community College is as follows:

Article I. The name of the body of the faculty of Richmond Community College shall be the Faculty Association.

Article II. The Faculty Association is the organized voice of the Richmond Community College faculty. The Faculty Association shall advise the administration and staff of Richmond Community College in matters of policy and administration. The Faculty Association shall seek to preserve the rights and privileges of the faculty as a body of professional educators.

Article III. Membership in the Faculty Association shall be open to all full-time and adjunct faculty who have an instructional contract with Richmond Community College.

Article IV, Section 1. Chair. The Chairman shall conduct all meetings of the Faculty Association and the Executive Committee and shall be the spokesman for the faculty.

Article IV. Section 2. Vice Chair. The Vice Chair shall act in the absence of the chair and shall perform other duties as assigned by the chair.

Article IV. Section 3. Secretary. The secretary shall keep the minutes and records of the Faculty Association and the Executive Committee.

Article V. Section 1. Executive Committee. The officers of the Faculty Association shall constitute an Executive Committee which shall call and organize all meetings of the Faculty Association and the Executive Committee. The Executive Committee may appoint a person to serve as parliamentarian if such an office is needed.

Article V. Section 2. Ad Hoc and Standing Committees. Ad hoc and standing committees may be established by the Executive Committee and appointed by the chair as needed.

Article VI. The Faculty Association shall meet each semester at a time and place determined by the Executive Committee. There shall be an annual meeting in September of each year for the purpose of electing and installing the officers. The Executive Committee may call a meeting of the Faculty Association at any time if the Executive Committee determines that a meeting is in the best interest of the faculty, or

when asked to do so by the President of the College. A quorum for meetings of the Faculty Association shall be a simple majority of the members of the Association.

Article VII. Meetings of the Faculty Association shall be governed by Robert's Rules of Order, the most current edition. The Executive Committee may adopt special rules of debate as deemed necessary. Such rules are subject to approval by the Faculty Association at a regular meeting.

Article VIII. This Constitution of the Faculty Association of Richmond Community College may be amended by a two-thirds vote of the Faculty Association as long as a notice of two (2) weeks has been given in writing.

4.04.00 FACULTY-STUDENT RELATIONSHIPS AND THE LEARNING PROCESS

A. Faculty Preparation

All instructors are expected to be thoroughly familiar with the subjects they are assigned to teach. Each instructor is also expected to be sensitive to the educational needs of students. Curriculum outcomes as well as individual course outcomes are essential if the instructor is to function properly and adequately. Faculty members should carefully plan each period of time scheduled for a class, laboratory, shop, or clinic.

Instructors are required to plan each class in sufficient detail to know what will be covered during the course. This plan should be an expansion of the course syllabus. The Instructor should make daily lesson plans in as detailed a fashion as deemed necessary. Each course syllabus should be prepared in accordance with the standard syllabus format. Each syllabus is located on the College website. All syllabi should be reviewed and updated on an annual basis. Course syllabi will be prepared by part-time faculty only in the absence of an appropriate full-time faculty member in the subject area.

B. Student Assignments

Course assignments should be clear and concise. A copy of the course syllabus should be given to each student at the beginning of the semester.

Faculty members are urged to utilize the various instructional support services available in developing course syllabi and in making assignments, and to encourage students to seek tutorial and library assistance.

When library assignments are made, the Instructor should give advance notice to the library staff and, if possible, give library staff a copy of the library assignment.

Faculty members may also ask to have specific books and materials placed on reserve for their students to use, and librarians will prepare bibliographies of materials available on various subjects.

C. Tests

Tests must be given periodically to properly evaluate student learning. The course syllabus should include the testing plan for the course. Written instructions should accompany each type of test question, informing the student of exactly what is expected. In general, tests should be returned to students within one (1) week of the test date. A final exam is expected in each course and must be given during the scheduled time. The type and comprehensiveness of the final examination is left to the individual instructor.

D. Laboratories, Shops, and Clinics

Instructors who teach lab sessions should personally perform each experiment, prior to the scheduled lab demonstration, or other laboratory function to ensure that the procedure is correct; that there is adequate apparatus; that the apparatus is in good working order; and that the required activity can be accomplished in the allotted time. The instructor should determine and identify any safety hazards that may be connected with the lab or shop exercise. Each instructor is expected to follow safety procedures. If assistance is needed on safety matters, the instructor should consult the Safety and Health Committee. Written evidence of safety instructions must be on file as a part of each course syllabus.

The physical condition of laboratories and shops is the responsibility of the faculty member using the facility. Generally, maintenance personnel will not routinely clean shops and labs except business and science labs. It is the instructor's responsibility to see that students maintain their workspaces and the facility in an acceptable manner.

Department Chairpersons are responsible for maintaining first aid kits in all shops and labs. Supplies may be obtained from the Director of Facility Services.

E. Student Injuries

If an accident should occur, the instructor should administer first aid. If further attention is needed, the instructor should notify the Vice President for Student Development or the Dean of Instructional Services so that the rescue squad or ambulance service can be summoned.

In case of an accident, witnesses should be identified and asked to prepare a written and signed statement. A verbal report of the accident should be given to the Vice President for Instruction immediately. A full written report of the accident shall be made by the Instructor and submitted to the Vice President for Instruction no later than three (3) workdays following the accident.

F. Office Hours

Instructors must make themselves available in their offices to counsel students during posted office hours. A schedule of office hours, with a minimum of five (5) hours a week, is required to be posted by the first day of classes each semester. One copy is posted on the office door, and one copy is submitted to the Faculty Administrative Assistant. The Faculty Administrative Assistant will prepare and distribute a master office hour schedule. Office hours must be scheduled for the convenience of the students. Faculty teaching both day and evening classes should schedule office hours during both periods.

4.05.00 FIELD TRIPS

A. Purpose

To supplement class work, instructors may encourage or require their students to participate in trips away from campus.

B. Scheduling Requirements

A trip that is required as part of a course should be scheduled during the class week at a time when students can travel without undue disruption of their normal schedules. Students should be informed at least three (3) weeks prior to the scheduled date of the trip.

Instructors who plan field trips must coordinate such trips with other instructors whose classes may be affected by the resulting student absence.

In planning a field trip for a class, the Instructor must complete the appropriate form and request permission from the Vice President for Instruction and plan for transportation by reserving the appropriate college-owned vehicle. The College does not encourage use of student vehicles.

Appropriate vehicle reservation forms, credit cards for gas, and current information on travel regulations are available in the Business Office.

4.06.00 NON-TEACHING DUTIES

Faculty will be expected to participate in an equitable share of non-teaching duties. Faculty members are expected to perform duties related to the development, growth, and marketing of the College.

4.07.00 FACULTY ADVISING

The faculty advisor system provides an opportunity for each student to develop an important relationship with the instructor in the student's major field of interest.

Each student at Richmond Community College is assigned a faculty advisor who will assist with registration and be a source of help throughout the student's stay at the College. (Most students expect to have an advisor and are receptive to the advice and direction given by the advisor. Often the advisor can make a crucial difference by referring the student to a counselor before a major problem develops.)

Because this is a vital function, the following guidelines have been established for the faculty advisor:

1. The advisor should assist the student in registration each semester.
2. The advisor should work very closely with the counselors in matters pertaining to the students. In many instances, faculty advisors may be able to supply information that would lead to help for the students and/or prevent withdrawal from school.
3. During the student's first registration, the advisor should urge the student to request assistance from the advisor if the need arises. Students should also be urged to contact faculty advisors when considering a change of curriculum or withdrawal from school.
4. The advisor must post a schedule of office hours each semester in order that each student can know when the advisor is available.
5. Students should be made aware that failure in a major course such as math, English, or physics means the course must be repeated before the student can continue to the next course in the sequence.
6. Advisors must assure that students have met all prerequisites for courses for which they are registering.

4.08.00 STUDENT ACTIVITIES AND FACULTY RESPONSIBILITY

Student activities provide each student with an opportunity to grow professionally, academically, and socially. The Student Government Association and campus clubs offer an opportunity for each student to participate in democratic government and to learn the responsibilities of leadership.

Student chapters of various professional societies and civic clubs are encouraged. Faculty members may be asked to serve as advisors and to assist students in contacting the national chapter of the society or club. The advisor will promote student participation and serve as a source of advice and encouragement. Student chapters of national professional associations can aid Richmond Community College in many ways. Willingness of faculty members to serve as advisors contributes to the success of student activities.

4.09.00 ACADEMIC FREEDOM

Richmond Community College is dedicated to the dissemination of knowledge; the development of skills, competencies, and understandings; and to the fostering of those personal and intellectual habits and attitudes which are necessary among responsible individuals in a free, open and democratic society. The Board of Trustees shall guarantee and protect academic freedom in the College. The Board shall likewise expect personnel of the College to exercise responsible judgment as they exercise academic freedom in accomplishing the objectives of the College.

4.10.00 PROFESSIONAL ETHICS

Each member of the faculty is considered to be a professional. Such consideration carries with it the expectation that the primary interests of each faculty member will be achieving the highest possible level of excellence in the teaching profession. Faculty members should consider themselves representatives of the College while on or off the campus and behaviors should reflect this at all times.

4.11.00 PROFESSIONAL ASSOCIATIONS AND MEETINGS

Belonging to professional associations and attending professional meetings is an essential part of the teaching-learning process. Each faculty member is encouraged to belong to as many associations as deemed necessary.

4.12.00 FACULTY RESPONSIBILITY FOR REQUISITIONS

Department Chairpersons will originate requests for supplies and equipment. Requests must be approved by the Vice President for Instruction. The following procedure is described as a guide:

1. **Supplies:** Submit requests on Form RCC-17 with all information completed. A separate request for each vendor must be prepared. Orders will be expedited if three (3) price quotes are furnished for non-contract supply items. Supply items on contract must, by law, be purchased from the vendor listed on the contract. Non-contract supply items can be

2. **Equipment:** Submit requests on Form RCC-17 with all information complete. A separate request for each vendor and for major and minor equipment must be prepared. Minor equipment is that equipment having a unit price of \$1,000 or less.
3. **NO PURCHASES ARE AUTHORIZED UNLESS AN APPROVED PURCHASE ORDER HAS BEEN COMPLETED BY THE BUSINESS OFFICE.**

4.13.00 FACULTY RESPONSIBILITY FOR INVENTORY

Responsibility for inventory begins when equipment or supplies are received by the Department Chairpersons. Equipment is marked with an inventory number when it is received. Periodically, Department Chairpersons assigned inventory responsibility will receive a computer printout which lists equipment assigned to them. Discrepancies in the list and what is on hand should be reported promptly to the Vice President for Administrative Services and CFO. Those having equipment inventory responsibility should audit the equipment under their care at least once during each year. Missing, worn out, obsolete, or unneeded equipment should be reported to the equipment coordinator.

4.14.00 HOUSEKEEPING

The housekeeping habits exhibited in an educational institution are one measure of its effectiveness. Each Instructor is expected to maintain and teach good housekeeping habits. Instructors should see that there is no eating, drinking, or smoking in classrooms, shops, or laboratories. Whenever an Instructor sees a need for a general cleaning of the laboratory/shop, a time should be scheduled when the students will clean the equipment and/or apparatus and the Instructor will request the Director of Facility Services to schedule building maintenance or housekeeping service. Request for Maintenance forms are available in the Business Office.

4.15.00 TEXTBOOK SELECTION AND ADOPTION

Department Chairpersons are responsible for recommending required textbooks for each course taught. All textbook selections are generally adopted for a minimum of two (2) years. In those disciplines where a Department Chairperson does not exist, the chairperson of the Arts and Sciences Division will coordinate textbook selection with appropriate faculty members.

Title selections will be considered final and will be used by full-time and part-time faculty members. A master record of textbook adoptions will be maintained by the bookstore manager. Textbooks which are recommended (not required) will continue to be considered as supplemental. Required textbooks must be an integral part of course assignments.

Faculty members are responsible for ensuring that the bookstore manager has the information far enough in advance for books to be ordered and on hand for the beginning of a semester. The request must include the author, title, edition, publisher, number of copies, and current price if available. Failure to provide complete information may result in an incorrect order or an order being delayed until the correct information is provided. The Bookstore will order the newest edition of the adopted text. Should this edition not be available, the bookstore manager will notify the instructor. Textbook adoption forms will be distributed each semester to faculty members responsible for ordering texts and will be due back to the bookstore manager by a specified date on the form.

Faculty members are also responsible for requesting that the bookstore manager order any special supplies that students may require in a semester.

4.16.00 COMPLIMENTARY TEXTBOOK POLICY

Publishing companies, as a marketing tool, often distribute solicited and unsolicited copies of new textbooks to community colleges and their faculty members.

A. Legal Definition

The following is the policy of Richmond Community College on ownership of complimentary textbooks.

"Ownership of unsolicited complimentary textbooks shall be determined by reference to basic principles of personal property law." (**State Law G.S. 75-27** and **Federal Law 30 U.S.C. 3009** provide that the "recipient" of unsolicited merchandise may treat that merchandise as a gift.)

B. Ownership

1. Declarations or statements by publishing companies that unsolicited complimentary textbooks are intended as gifts to the College or to individuals shall be observed and treated as conclusive on the issue of ownership.

2. Books addressed to the College or to an unnamed employee or officer, i.e., a book addressed to "Business Instructor" or "Vice President for Instruction," shall be treated as gifts to the College.
3. Books addressed to College employees at their home addresses shall be treated as gifts to the individuals.
4. Books addressed to College employees at the College's address shall be considered as gifts to the individuals.
5. Unsolicited complimentary textbooks which are deemed to be the property of the College can be disposed of only in accordance with disposal procedures established by **General Statutes 115D-15** for the disposal of surplus property.
6. Books received at the College addressed to an employee will be delivered to the employee. Books received at the College addressed to the College or to a position, such as "Business Instructor," will be opened in the Receiving Room and marked "Property of Richmond Community College" and delivered to the Library to be catalogued and included in the Library's collection.

4.17.00 SECRETARIAL SERVICES

Secretarial services are provided for faculty members. These services include typing syllabi, handout materials, tests, examinations, and correspondence, and duplicating materials. Faculty members should give clear instructions as to what is desired on each request and be available for consultation with the secretarial staff.

Faculty administrative assistants take work on a first-come, first-served basis. Materials to be typed should be given to the administrative assistants at least three workdays in advance of the need.

4.18.00 NORTH CAROLINA COMMUNITY COLLEGE SYSTEM SERVICES

The North Carolina Community College System maintains staff to assist local institutions with curriculum development, selection of equipment and textbooks, development of teaching outlines, faculty planning, and a wide range of continuing education activities. Media Technical Processing will provide bibliographies of books and materials available in highly specialized subject areas.

4.19.00 SALARY PLAN

Sections 9.00.00 and 9.01.00 describe the salary schedule for faculty.

4.20.00 FACULTY LOAD

Section 8.24.00 describes the instructional load for faculty.