Note: In addition to faculty information, the 2016-2017 Faculty Handbook now includes information previously found in the Adjunct Faculty Handbook.

Nothing herein shall be interpreted as creating any right or benefit not duly authorized as provided by law, or which is contrary to any law, policy, rule or regulation of the Commonwealth of Virginia or of the State Board for Community Colleges. Nothing herein shall be interpreted as restricting the authority of the State Board for Community Colleges conferred by the Virginia General Assembly.

STATEMENT OF NON-DISCRIMINATION: EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

It is the policy of Northern Virginia Community College (NOVA) to maintain and promote equal employment and educational opportunities without regard to race, sex, color, national origin, marital status, religion, sexual orientation, gender identity, age, political affiliation, or against otherwise qualified persons with disabilities. The policy permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans. Inquiries concerning affirmative action and equal opportunity policies should be addressed to Therman Coles at 703.323.3266 or eo@nvcc.edu.
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1.0000 INTRODUCTION

1.1000 Foreword

The purpose of this Faculty Handbook is to present those policies, procedures, and regulations of the Virginia Community College System (VCCS) and the Northern Virginia Community College (NVCC or NOVA) that are most likely to apply to members of the faculty. Many of these are taken directly from the VCCS Policy Manual; others are summations or extensions of items in the manual; and the remaining are policies, procedures, and regulations designed specifically for the College. More detailed procedures may be found in the NOVA Administrative Services Procedures Manual.

1.2000 NOVA Mission, Vision, and Goals

With commitment to the values of access, opportunity, student success, and excellence, the mission of Northern Virginia Community College is to deliver world-class in-person and online post-secondary teaching, learning, and workforce development to ensure our region and the Commonwealth of Virginia have an educated population and globally competitive workforce.

Our Vision. To be a learning-centered organization that promotes student success.

Our Goals:

- **Faculty and Staff:** To provide a diverse, highly qualified, energetic, and dynamic faculty and staff dedicated to and enhancing student success.
- **Resources and Environment:** To develop and acquire adequate fiscal, capital, and community resources and to use these resources efficiently and effectively to provide the physical environment and tools necessary to assure student success.
- **Support Services:** To provide an array of quality support services that enhance student success.
- **Instructional Program:** To provide an instructional program that is accessible, affordable, and educationally sound that supports the needs of a diverse student body and enhances student success.

1.2100 Statement of Values

Our Commitment:

We at Northern Virginia Community College are committed to our students, to our community, and to each other. We are committed to excellence in education, take pride in our educational mission as a significant extension of the democratic tradition, and we remain true to the ideals and principles of that cherished tradition. The foundation of our institution is the unique diversity of educational experiences we provide for the community, shaped by our dedication to teaching and learning and to the values that we share.
Our Shared Values:

*Opportunity with Excellence:*

We are committed to providing open access and promoting equality for all who seek to improve their lives.

We are committed to offering a wide variety of programs and services within the means of all citizens and with each having its standards of excellence.

We encourage our students to take advantage of opportunities and to achieve their potential in aesthetic and cultural enrichment, technical knowledge, personal growth, understanding of the basic academic disciplines, and recreational and avocational pursuits.

*Responsiveness:*

We believe that the citizens of Northern Virginia, both individual and corporate, should help shape the programs, courses, and services of the College.

We are committed to listening to the community and inviting its participation in shaping the programs and services of the College.

We believe our worth as a community college is measured by the quality and timeliness of our response and service to the community.

*Comprehensive Educational Programs:*

We see learning as an end in itself, as the most practical means to a full life, and as essential to improve the quality of life of the individual.

We value our comprehensive programs—liberal arts and sciences, career and technical education, continuing education, developmental education, specialized educational services, and student services—and hold all to be of equal distinction and prominence.

We believe each aspect of our comprehensive educational program has high value to those served; therefore, we advocate the offering of these comprehensive services alongside each other and in a unified educational setting.

We are foremost an institution focused upon teaching—we are dedicated to teaching through varied approaches and to upholding innovation with free, open discussion of ideas and values.

*Caring Environment:*

We believe in the worth, dignity, and human potential of each individual who participates in the programs and services of the College.

We recognize our responsibility to build and maintain a college environment which encourages all individuals to realize their potential and to provide the diverse learning support and growth opportunities each person needs to be successful.

We are committed to maintaining a caring environment for all those associated with the College—students, faculty, staff, and the community in general.
Public Trust and Responsibility:

We are committed to individual and organizational performance which builds and maintains public trust and confidence.

We hold ourselves accountable for attaining management, operational, and fiscal practices which are efficient and effective.

We are committed to high ethical standards, assertive equal opportunity, and effective involvement in and support for local community activities and economic development.

1.2200 Strategic Vision 2015

November 29, 2004 the Northern Virginia Community College Board approved the Strategic Vision 2015 – Gateway to the American Dream [Rev. November 2007; See Appendix (i)].

1.2300 Instructional Programs

Northern Virginia Community College is a comprehensive institution of higher education, offering programs of instruction generally extending not more than two years beyond the high school level.

A. Career and Technical Education

The career and technical education programs are designed to meet the increasing demand for technicians, semi-professional workers, and skilled craftsmen for employment in industry, business, the professions, and government. The curricula are planned primarily to meet the needs of workers in the region being served by the College.

B. College Transfer Education

The college transfer program includes college freshman and sophomore courses in arts and sciences and pre-professional courses meeting standards acceptable for transfer to baccalaureate degree programs in four-year colleges and universities.

C. General Education

The programs in general education encompass the common knowledge, skills, and attitudes needed by each individual to be effective as a person, a worker, a consumer, and a citizen.

D. Continuing Education

These programs are offered to enable the adults in the region to continue their learning. This work includes both degree and nondegree credit work offered during the day and evening hours.

E. Workforce Development Programs

Special training may be provided where specific job opportunities are available for new and expanding industries. This special training shall be considered with Virginia's economic expansion efforts and with the needs of employers.
F. Developmental Programs

Developmental programs are offered to help prepare individuals for admission to the occupational-technical program and to the college transfer program in the College. These programs are designed to help develop the basic skills and understanding necessary to succeed in other programs of the College.

G. Specialized Regional and Community Services

The facilities and personnel of the College are available to provide specialized services to help meet the cultural and educational needs of the region served by the College. This service includes the non-classroom and noncredit programs, cultural events, workshops, meetings, lectures, conferences, seminars, and special community projects which are designed to provide needed cultural and educational opportunities for the citizens of the region.

1.2400 General Education Goals

General education is that portion of the college experience that addresses the knowledge, skills, attitudes, and values characteristic of educated persons. It is unbounded by disciplines and honors the connections among bodies of knowledge. NOVA degree graduates will demonstrate competency in the following general education areas:

- Communication
- Critical Thinking
- Cultural and Social Understanding
- Information Literacy
- Personal Development
- Quantitative Reasoning
- Scientific Reasoning

1.3000 Colleges of the Virginia Community College System

Blue Ridge Community College  
Box 80, One College Ln.  
Weyers Cave, Virginia 24486  
540-234-9261; 888-750-2722

Central Virginia Community College  
3506 Wards Rd.  
Lynchburg, VA 24502  
434-832-7600; 800-562-3060

Danville Community College  
1008 S. Main St.  
Danville, VA 24541  
434-797-2222

Eastern Shore Community College  
29300 Lankford Hwy.  
Melfa, VA 23410  
757-789-1789; 877-871-8455

Germanna Community College  
Locust Grove Campus  
2130 Germanna Hwy.  
Locust Grove, VA 22508  
540-423-9030
Fredericksburg Campus  
1000 Germanna Point Dr.  
Fredericksburg, VA 22408  
540-891-3000

J. Sargeant Reynolds Community College  
College Administration  
P.O. Box 85622  
1701 E. Parham Rd.  
Richmond, VA 23285-5622  
804-371-3000

Downtown Campus  
700 East Jackson St.  
Richmond, VA 23285-5622  
804-523-5555

Parham Road Campus  
1651 East Parham Rd.  
Richmond, VA 23285-5622  
804-523-5555

Western Campus  
1851 Dickinson Rd.  
Goochland, VA 23063  
804-523-5555

John Tyler Community College  
Chester Campus  
13101 Jefferson Davis Hwy.  
Chester, VA 23831  
804-796-4000; 800-552-3490

Midlothian Campus  
800 Charter Colony Pkwy.  
Midlothian, VA 23113-4383  
804-594-1400

Lord Fairfax Community College  
Middletown Campus  
173 Skirmisher Ln.  
Middletown, VA 22645  
540-868-7101; 800-906-5322

Fauquier Campus  
6480 College St.  
Warrenton, VA 20187-8820  
540-351-1516

Mountain Empire Community College  
3441 Mountain Empire Rd.  
Big Stone Gap, VA 24219  
276-523-2400

New River Community College  
P.O. Drawer 1127  
Dublin, VA 24084  
540-674-3600

Northern Virginia Community College  
College Staff  
4001 Wakefield Chapel Rd.  
Annandale, VA 22003  
703-323-3000

Alexandria Campus  
5000 Dawes Ave.  
Alexandria, VA 22311-5097  
703-845-6200

Annandale Campus  
8333 Little River Tpke.  
Annandale, VA 22003-3796  
703-323-3000

Loudoun Campus  
21200 Campus Dr.  
Sterling, VA 20164-8699  
703-450-2500

Manassas Campus  
6901 Sudley Rd.  
Manassas, VA 20109-2399  
703-257-6600

Medical Education Campus  
6699 Springfield Center Dr.  
Springfield, VA 22150-1913  
703-822-6500

Reston Center  
1831 Wiehle Ave., Third Floor  
Reston, VA 20190-5266  
Signal Hill Center  
21335 Signal Hill Plaza, Suite 300  
Sterling, VA 20164

Woodbridge Campus  
15200 Neabsco Mills Rd.
Woodbridge, VA 22191-4099
703-878-5700

Extended Learning Institute
3922 Pender Dr.
Fairfax, VA 22030-0967
703-323-3368

NOVA Interpreter Services
703-323-3187

Patrick Henry Community College
645 Patriot Ave.
Martinsville, VA 24115-6693
276-638-8777

Paul D. Camp Community College
Franklin Campus
100 North College Dr.
P.O. Box 737
Franklin, VA 23851
757-569-6700

Oliver Kermit Hobbs Campus
271 Kenyon Rd.
Suffolk, VA 23434
757-925-6300

Piedmont Virginia Community College
501 College Dr.
Charlottesville, VA 22902-7589
434-977-1620

Rappahannock Community College
Glenns Campus
12745 College Dr.
Glenns, VA 23149
804-758-6700

Warsaw Campus
52 Campus Dr.
Warsaw, VA 22572
804-333-6700

Southside Virginia Community College
Christanna Campus
109 Campus Dr.
Alberta, VA 23821
434-949-1000

John H. Daniel Campus
200 Daniel Rd.
Keysville, VA 23947
434-736-2000

Southwest Virginia Community College
P.O. Box SVCC
Richlands, VA 24641
276-964-2555

Thomas Nelson Community College
Hampton Campus
P.O. Box 9407
Hampton, VA 23670
757-825-2700

Historic Triangle Campus
4601 Opportunity Way
Williamsburg, VA 23188
757-253-4300

Tidewater Community College
College Staff
P.O. Box 9000
Norfolk, VA 23509-9000
757-822-1122; 800-371-0898

Chesapeake Campus
1428 Cedar Rd.
Chesapeake, VA 23322
757-822-5100

Thomas W. Moss, Jr., Norfolk Campus
300 Granby St.
Norfolk, VA 23510
757-822-1110

Portsmouth Campus
7000 College Dr.
Portsmouth, VA 23703
757-822-2121

Virginia Beach Campus
1700 College Crescent
Virginia Beach, VA 23453
757-822-7100

Virginia Highlands Community College
P.O. Box 828
Abingdon, VA 24212-0828
276-739-2400
Section 2—Functions, Duties, and Responsibilities

2.0000 FUNCTIONS, DUTIES, AND RESPONSIBILITIES

2.1000 Governing Boards and Advisory Committees

2.1100 Virginia State Board for Community Colleges

The State Board for Community Colleges is the state agency responsible for the establishment, control, administration, and supervision of all community colleges in the Commonwealth of Virginia.

The state board consists of fifteen members appointed by the governor, subject to confirmation by the General Assembly. The members are charged with the responsibility of serving the best interests of the whole state.

A principal objective of the state agency is to provide and maintain a system of comprehensive community colleges through which appropriate educational opportunities and programs shall be made available throughout the state. In providing these offerings, the board recognizes the need for excellence in all curricula and it endeavors to establish and maintain standards appropriate to the various purposes the respective programs are designed to serve.

The board has the right to confer diplomas, certificates, associate degrees, and honorary degrees.

The state board also establishes the policies providing for the creation of the local community college boards and the procedures and regulations under which such local boards will operate.

2.1200 Northern Virginia Community College Board

The Northern Virginia Community College Board acts in an advisory capacity to the State Board for Community Colleges and performs such duties with respect to the operation of the College as may be delegated to it by the state board. The specific duties and responsibilities of the Northern Virginia Community College Board may be found in the VCCS Policy Manual and the NOVA Board Policies and Procedures Manual. Copies of these manuals are available in the libraries and in the offices of the president, provosts, executive vice president for Academic and Student Services, and vice president of Finance, and the vice president and Chief Administrative Officer.

2.1300 Advisory Committees for Specialized Programs

Local advisory committees are used to establish and evaluate the College’s specialized programs, curricula, and College publications. Members of these local advisory committees are recommended by the president to the Northern Virginia Community College Board for approval.

2.2000 Virginia Community College System

The Virginia Community College System is the agency responsible for the administration and supervision of the system of community colleges in the Commonwealth of Virginia under the authority of the State Board for Community Colleges.

The chancellor is the chief executive officer of the Virginia Community College System and serves as the secretary of the State Board for Community Colleges. The chancellor is appointed by the State Board for Community Colleges.

It shall be the duty of the chancellor to formulate such rules and regulations and provide such assistance in the office of the chancellor as shall be necessary for the proper performance of the chancellor’s duties. The state board prescribes the duties of the chancellor, in addition to those duties otherwise prescribed by law; and, at its discretion, approves the appointment by the chancellor of such agents and employees as may be needed by the
chancellor and the VCCS in the exercise of the functions, duties, and powers conferred and imposed by law and to effect a proper organization to carry out these duties.

2.2100 Chancellor’s Faculty Advisory Committee

The description of the Chancellor’s Faculty Advisory Committee is found at 2.5620.

2.2200 Faculty Senate of Virginia

The description of the Faculty Senate of Virginia is found at 2.5640.

2.2300 College Forum

The purpose of the College Forum is to promote the philosophy and objectives of Northern Virginia Community College and to apprise the president, through a system of representative participation, of the thinking of the faculty, staff, and student body on any matter pertaining to the affairs of the College. The College Forum committees are: Instructional and Student Services and Personnel Services. (See Appendix H for the Constitution and Bylaws of the College Forum.)

The membership of the College Forum is outlined in its constitution.
2.3370 Extended Learning Institute

The Extended Learning Institute (ELI) is responsible for the distance education program of NOVA. ELI's mission is to design and implement for distant learners excellent and innovative instruction and delivery systems including formats that combine distance education with classroom instruction, independent study, or individualized learning.

The institute uses various technologies including television, video, audio, and computers for instruction and for student and faculty interaction. The institute also provides instructional support for the campuses in the use of interactive television technologies.

The institute draws on academic and student services from the campuses, but functions as a separate administrative entity. Teaching faculty from all six campuses teach part of their workload through ELI and the student enrollment is credited to the campuses. ELI represents NOVA as a member of the VCCS Virginia Distance Education Network and has responsibility for promoting the sharing of NOVA courses among the VCCS colleges.

2.4000 Functions and Duties of College Personnel

(See Appendix A.)

2.5000 Committees

All committee appointments are for one or two years beginning on May 1 and ending on April 30 of each year. Unless otherwise specified, appointments are made by the president for College committees and by the provost for campus committees.

In addition to formal committees, informal working groups exist. Such groups usually consist of members of the staff with similar responsibilities (e.g., academic deans, admissions and records staff, veterans advisors, deans of students).

2.5100 College Committees

2.5110 Process for Review of Committee Structure

Every four years the president initiates a process to review the committees, working groups, and ad hoc committees of the College to determine the effectiveness of the College's committee structure.

By October 31, the president requests the chair of the College Senate and members of the Administrative Council to review Collegewide committees, working groups, ad hoc committees, etc. Only ongoing groups with Collegewide responsibilities are considered in this review. Single-campus committees and temporary task forces are not included in the review. Comments forwarded to the president should address, as a minimum, the following:

A. Concerns about the effectiveness of committees.
B. Comments about any significant overlap of committee responsibilities.
C. Concerns about size of committees.
D. Concerns about membership and representation on committees.
E. Recommendations for changes.

Proposed changes to the Faculty Handbook resulting from the review are due to the president by March 1. Changes to the Forum and College Senate committees require amending the Forum Constitution before becoming part of the Faculty Handbook. The president will forward responses to the executive vice president for Academic and Student Services for staff analysis and preparation of a report for
consideration by the Administrative Council before April 1.

Any changes to the College's committee structure resulting from the review will be effective May 1, when the president makes appointments for the next academic year.

### 2.5200 College Forum Committees

#### 2.5210 Instructional and Student Services Committee (Collegewide)

The Instructional and Student Services Committee receives proposals from the College Senate, Forum Councils, working groups, and the College community and makes recommendations concerning matters pertaining to the quality of education in the College, such as student life and the welfare of the student body of the College. The Instructional and Student Services Committee studies, gathers information, conducts discussions, and otherwise surveys the intellectual and/or student environment, academic standards, and teaching-learning conditions in the College. In addition, the committee discharges other duties as may be assigned by the College.

The elected faculty and classified staff members shall hold office for two years. Student members shall hold office for a term of one year. The committee consists of the following members:

- Executive Vice President for Academic and Student Services, *(ex officio)*
- Executive Secretary (CS)
- Associate Vice President for Student Services and Enrollment Management (CS)
- 13 teaching and professional faculty (at least 2 teaching faculty from each campus, and at most 3 from any one campus, and 2 counselors)
- 6 administrative faculty (at least 1 from each campus, to include 1 provost and 1 dean of students)
- 3 classified staff (not from the same campus)
- 6 students (1 from each campus)
- 1 member (from Learning and Technology Resources)
- 1 member (from the Extended Learning Institute)

See Appendix H for more information on the Instructional and Student Services Committee.

#### 2.5220 Personnel Services Committee (Collegewide)

The Personnel Services Committee receives proposals from the College Senate, Forum Councils, working groups, and the College community and makes recommendations concerning matters pertaining to the welfare of the faculty (both instructional and administrative) and classified staff of the College. The committee studies, gathers information, conducts discussions, and otherwise surveys the environment relating to this charge. In addition, the committee discharges other duties as may be delegated by the College.

The committee’s recommendations are sent to the Forum Councils for approval. Recommendations that are approved with no more than one Council dissenting shall be forwarded by the chair of the Personnel Services Committee to the chair of the College Senate for immediate and direct transmission to the president of the College. At the discretion of the committee, recommendations that are not approved by the required number of Forum Councils may be forwarded to the College Senate for further consideration.

The Personnel Services Committee shall consist of the following:

- Vice President and Chief Administrative Officer, *(ex officio)*
- Executive Secretary (CS)
- Vice President of Finance (CS), *(ex officio)*
- 10 teaching and professional faculty (1 from the Extended Learning Institute, at least 1 from each campus, and at most 3 from any one campus)
- 8 classified staff (1 from each campus, 1 from the College Human Resources Office and 1
See Appendix H for more information on the Personnel Services Committee.

2.5300 Senate Committees

The committees of the College Senate shall consist of (1) the Steering Committee, (2) the Elections and Credentials Committee, (3) the Committee on Committees, and (4) the Constituency Committee. Special committees may be formed by the College Senate as needed. Subcommittees of the College Senate committees may be formed at the discretion of these committees and the members of these subcommittees may be drawn by the committee from the College. The president of the College shall be an ex officio member of all College Senate committees. A quorum for any committee of the College Senate shall consist of a simple majority of its voting members.

2.5320 Steering Committee

a) The Steering Committee of the College Senate shall have the following duties:
   i) To plan the agenda for Senate meetings.
   ii) To assign matters to Senate Committees, College Forum Committees, or Forum Councils for study or appropriate action.
   iii) To design procedures whereby the policy-recommending activities of the Senate, its committees, and Forum Councils may be expedited.
   iv) To discharge such other duties as may be delegated to it by the Senate or its chair.

b) The Steering Committee shall consist of at least six members: the chair of the College Senate, the vice chair of the College Senate, the secretary of the College Senate, and three additional members elected from among the College Senate representatives at the organizational meeting of the Senate each year. The Senate Steering Committee shall have at least one representative from each campus.

c) Members of the Steering Committee shall hold office for a term of one organizational year. Members may succeed themselves.

d) The chair of the College Senate shall serve as chair of the Steering Committee. The vice chair of the College Senate shall serve as vice chair of the Steering Committee. The secretary of the College Senate shall serve as secretary of the Steering Committee.

e) Additional members may be invited to serve by the chair of the Senate.

2.5340 Elections and Credentials Committee

a) The Elections and Credentials Committee shall have the following duties:
   i) To conduct all elections of the College Senate which require secret ballot, such elections to include elected representatives of the Senate and Forum Councils, Senate officers, and elected members of the College Senate Committees and College Forum Committees.
   ii) To conduct all elections requiring the participation of the faculty at large.
   iii) To examine the credentials, to rule on the eligibility, and to recommend the seating of all College Senate representatives, Forum Council representatives, and College Forum Committee members.
   iv) To establish criteria and guidelines for campus representatives to follow in conducting elections.
   v) Each member of the committee shall be responsible for conducting Forum Council elections on their own campus, in accordance with established guidelines, and with assistance of persons selected by them.
   vi) To discharge such other duties as may be delegated to it by the Senate.

b) The Elections and Credentials Committee shall consist of seven (7) members elected from the Senate membership at the organizational meeting of the Senate each year. There shall be included within the membership of the Elections and Credentials Committee at least one representative from each campus.

c) Members of the Elections and Credentials Committee shall hold office for a term of one year. Members may succeed themselves.

d) The Elections and Credentials Committee shall elect its own chair, vice chair, and secretary.
2.5360 Committee on Committees

a) The Committee on Committees shall have the following duties:
   i) To recommend to the Senate nominations to be made to the president of the College for appointment to the Standing Committees of the College.
   ii) To recommend to the College Senate nominations for election to the two College Forum committees for the subsequent year. These nominees are to be selected from among the nominees proposed by each Forum Council.
   iii) To recommend to the Senate nominations for election to Standing Senate Committees for the subsequent year.
   iv) To recommend to the chair of the Senate, on the chair's request, nominations for appointment or election to special Senate committees.
   v) To make a continuous study of the distribution of College and Senate committee assignments to assure equitable distribution among campuses, divisions, and other areas of the College.
   vi) To attempt always to call for the best expertise and talents of the College available for the purpose of the work of the given committee.
   vii) To establish means and procedures to discover special interests and abilities of individuals willing to serve on College committees.
   viii) To recommend the formation or abolition of College or Senate committees.
   ix) To discharge such other duties as may be delegated to it by the Senate.

b) The Committee on Committees shall consist of nine (9) members, at least one from each campus and at least one from each constituency. The committee membership shall be elected from the Senate membership at the organizational meeting of the Senate each year.

c) Members of the Committee on Committees shall hold office for a term of one year. Members may succeed themselves.

d) The Committee on Committees shall prepare its recommendation for Forum committee membership and Senate committee membership subsequent to the Senate elections and shall present them at the April organizational meeting of the College Senate.

e) The Committee on Committees shall elect its own chair, vice chair, and secretary.

2.5380 Constituency Committee (currently inactive)

a) The Constituency Committee shall have the following duties:
   i) To provide a communication link between the College community and the community it serves, to keep the College community informed of local and state proposals and actions that will have an impact upon the College, and to assist the president in informing community and state groups of positions taken by the College.
   ii) To discharge such other duties as may be delegated to it by the Senate.

b) The Constituency Committee shall consist of eighteen members. Members shall be elected by the College Senate at its organizational meeting each year. Exactly six (6) members of the Constituency Committee must be voting members of the College Senate.

c) The six Constituency Committee members who are College Senate members shall serve for a term of one year. The twelve Constituency Committee members who are not members of the College Senate shall serve for a term of two years.

d) The Constituency Committee shall elect its own chair, vice chair, secretary, and Senate liaison. The Senate liaison shall be a voting member of the College Senate.

2.5400 Administrative Council

The Administrative Council consists of the president's immediate executive staff. The Council reviews matters concerning College policy and administrative procedures and makes appropriate recommendations to the president.
Section 2—Functions, Duties, and Responsibilities

The Administrative Council is composed of the following standing members:

- President, chair
- Executive Vice President for Academic and Student Services (CS)
- Vice President of Finance (CS)
- Vice President and Chief Administrative Officer (CS)
- Vice President for Institutional Research, Planning and Assessment (CS)
- Vice President of Instructional and Information Technology (CS)
- Vice President of Workforce Development
- Provost (each campus)

2.5405 Academic Deans Council

The Academic Deans Council (ADC) consists of the academic deans of all six campuses. The ADC makes recommendations to the Administrative Council regarding the development, implementation, and evaluation of procedures, programs, and processes that pertain to curriculum, faculty, resources, and academic support services. It coordinates curriculum development and assures consistent academic standards for the College as a whole. The ADC advises the Administrative Council on all aspects of the academic affairs of the college.

The Chair shall hold office for two years, after which the position shall rotate to a representative of the next campus in alphabetical order. A Chair-Elect shall be designated for one year from the campus to which the chair position rotates. The ADC is composed of the following members:

- Academic deans (each campus)
- Executive Vice President for Academic and Student Services (ex officio)
- Associate Vice President for Academic Services (ex officio)

2.5406 Learning and Technology Resources Deans Council

The core membership of the Learning and Technology Resources Deans Council (LTRDC) consists of the LTR deans of all six campuses. The LTRDC makes recommendations to the Administrative Council regarding the development, implementation, and evaluation of policies, procedures and programs pertaining to learning support for academic curricula, programs of study and instructional faculty. Services include libraries, testing, tutoring, open and instructional labs, faculty instructional resources and may include campus IT support. The LTRDC formulates college wide instructional support goals and coordinates uniform LTRDC services across campuses in collaboration with the Deans of Students Council and the Academic Deans Council. The LTRDC advises the Administrative Council on issues and initiatives related to instructional and learning support of academic programs.

The Learning and Technology Resources Deans Council is composed of the following: The chair shall hold office for two years after which the position shall rotate to a representative of the next campus in alphabetical order. A chair elect shall be designated for one year from the campus to which the chair position rotates. The LTRDC is composed of:

- LTR Deans (each campus)
- Director, Instructional Services (ELI) (ex officio)
- Executive Vice President, Academic and Student Services or designee (ex-officio)
- Vice President, Instructional & Information Technology (ex-officio)
- Provost Representative (ex-officio)

2.5410 General Education Council
The General Education Council provides oversight and guidance for all matters related to general education at the College. The Council promotes understanding within and beyond the institution of the criticality of general education as part of collegiate learning as well as the importance of general education in achieving the College’s General Education Goals. The Council makes recommendations for the improvement of the overall purpose, structure, and quality of the College’s general education program and the extent to which NOVA degree graduates attain the broad-based competencies they need for success in further education, employment in their career fields, and informed and committed involvement in the lives of their communities. The Council provides assistance to disciplines and programs seeking to have new or existing courses approved for the list of General Education electives, offering guidance on course content summary writing and updates and mapping course goals to General Education goals. The Council recommends the addition of courses to be accepted as General Education electives and removal of courses from that list. The Council promotes assessment of general education goals. The Council reports to the Executive Vice President.

Council members will be appointed to two-year terms by the Executive Vice President. The Council consists of the following members:

- 7 Teaching faculty with 1 representing each of the following general education areas: English, oral communication, social/behavioral science, humanities, fine arts, math, and science.
- 1 Teaching faculty member representing physical education
- 1 Counselor representing student development
- 3 Teaching faculty representing career-technical disciplines
- 1 Librarian
- 1 Representative of Workforce Development
- 1 Division dean
- Director of Academic Assessment (ex officio)
- Associate Vice President for Academic Services (ex officio)

2.5500 College Standing Committees

2.5505 Advisory Committee for College Safety and Security (Collegewide)

The Advisory Committee for College Safety and Security will provide the College administration with an ongoing advisory perspective from various constituent groups about the status of issues related to safety and security. Although this committee is not responsible for operations, it may consult directly with and receive reports from those offices specifically charged with responsibility for emergency planning and management and other matters related to safety and security. The Advisory Committee will make its observations and recommendations to the president. Membership is appointed by the president and will include representation from all campuses and include at least the following:

- Vice president and CAO
- 1 provost, chair*
- Chair of the College Senate
- 3 teaching faculty members (not more than 1 teaching faculty from the same campus)
- 3 classified staff members (not more than 1 classified staff from the same campus)
- 3 administrative and professional faculty members (not more than 1 AF and/or PF from the same campus)
- 1 campus emergency coordinator
- 3 students (not more than 1 student from the same campus)
- 1 academic dean
- 1 dean of students
Specifically, the Advisory Committee shall

- serve as a point of contact for members of the College community who wish to raise issues regarding safety, security, and the prevention of violence;
- serve to promote communication, education, and information throughout the College to raise awareness concerning campus safety and security;
- as requested by the committee, receive consultation and reports from those offices specifically charged with responsibility for emergency planning and management and others matters related to safety and security;
- advise the College administration and the Office of Public Safety regarding issues relating to campus safety, security and the prevention of violence;
- review Police department and emergency management and planning policies and procedures, annual crime and service data, and advise the administration regarding issues which are identified through such review;
- monitor the effectiveness of safety and security programs initiated at the College; and
- assist in the planning and offering periodically a safety and security symposium.

2.5530 Awards Committee (Collegewide)

The Awards Committee coordinates the selection of College nominees for teaching awards made available by groups outside the College. This committee also administers similar College award programs as assigned by the College president or chair of the College Senate.

The committee is appointed annually by the president and consists of the following members:

 Executive Director of Grants and Special Projects
 6 teaching faculty members (1 from each campus, nominated by the College Senate)
 3 administrative faculty members
 2 professional faculty members (nominated by the College Senate)
 6 classified staff members (1 from each campus, nominated by the College Senate)
 2 students (nominated by the College Senate)

2.5540 Budget Advisory Committee (Collegewide)

The purpose of the Budget Advisory Committee is to consider recommendations from the Budget Director on the methodology for allocation of resources on the basis of institutional priorities set forth in various institutional planning documents, such as the “Budget Guidelines,” “College Plan,” and related campus and ELI plans. The Committee's recommendations are submitted to the vice president of Finance who forwards them, with the vice president’s recommended action, to the president.

The committee is appointed by the president annually and consists of the following members:

 Budget Director, Executive Secretary (CS)
 Vice President and CAO
 Vice President of Finance
 Vice President for Instructional and Information Technology (CS)
 Vice President for Institutional Research, Planning and Assessment (CS)
 Chair of the College Senate
 1 administrative faculty member (instructional)
 1 administrative faculty member (student development services)
 1 classified staff member (nominated by the College Senate)
2.5550 *College Emergency Management and Planning Committee (Collegewide)*

The Emergency Management and Planning Committee is responsible for developing and recommending policies and procedures to the president and the vice president and chief administrative officer that meet regional, state, local and institutional needs and requirements for effective emergency plans and operations.

The committee is appointed annually by the president and consists of the following members:

- Vice President and Chief Administrative Officer, chair
- Vice President for Instructional and Information Technology
- Associate Vice President for Web Services and Digital Media
- College Chief of Police
- 1 provost
- 1 Human Resources representative
- Crisis Communication Public Information Officer
- 1 Director of Campus Operations
- 1 administrative faculty member (Learning and Technology Resources)
- Director of Disability Services
- Director of Facilities Planning and Support Services
- Director of Student Mental Health and Behavior
- 1 MEC licensed medical representative
- Director of Emergency Management and Planning, *(ex officio)* non-voting, who serves as secretary to the committee

2.5555 *College Commencement Committee (Collegewide)*

The College Commencement Committee is responsible for the planning, organizing, budgeting, and conducting of the College commencement held in May of each year. Appropriate recommendations are made to the president.

The committee is appointed by the president annually and consists of the following members:

- Director of College Government Affairs, chair
- Associate Vice President for Marketing and Communications
- Associate Vice President for Student Services and Enrollment Management
- 1 provost
- 1 campus facilities manager
- Manager, Television Studio
- Graphics Manager
- Barnes and Noble Bookstore representative (AN)
- College Events Coordinator
- Music Conductor
- Chair of the College Senate (Chief Marshal)
- 2 ceremonial marshals
- 4 column marshals
- 4 classified staff members (nominated by College Senate)
- 2 academic deans, to include 1 dean of students
- 2 counselors (nominated by College Senate)

* The chair shall be rotated biannually among the provosts.
Section 2—Functions, Duties, and Responsibilities

2. teaching faculty members (nominated by College Senate)
3-6 graduating students (from different campuses) (nominated by College Senate)

2.5560 Convocation Committee (Collegewide)

The Convocation Committee is responsible for the planning, organizing, budgeting, and conducting of all College convocations, groundbreakings, official openings, and dedications. Appropriate recommendations are made to the president.

The committee is appointed by the president annually and consists of the following members:

- Associate Vice President for Marketing and Communications, chair
- Executive Vice President, Academic and Student Services
- Chair of the College Senate
- Associate Vice President for Academic Services
- Associate Vice President for Student Services and Enrollment Management
- College Events Coordinator
- Business Manager (for campus concerned)
- Manager, Television Studio Services
- 2 members, Professional Development Committee

2.5565 Curriculum Committee (Collegewide)

The Curriculum Committee studies academic policies and the instructional programs of the College. It considers proposals for the development of new programs and their assignment to campuses as well as proposals to revise or discontinue programs. The committee considers proposals to create new courses or to revise existing courses. The committee considers program and discipline review reports and reports on the implementation of program/discipline review action plans. It considers proposals forwarded by the Credit for Prior Learning Committee. The committee makes recommendations for improvement of academic policies. Appropriate recommendations are made to the president.

Committee members are appointed to two-year terms by the president. Members may serve only two consecutive terms. The committee consists of the following members:

- Executive Vice President for Academic and Student Services, chair (CS)
- Associate Vice President for Academic Services, Executive Secretary (CS)
- 3 provosts
- 3 academic deans (from the campuses not represented by provosts)
- 1 workforce development representative
- 11 teaching faculty members, including 1 from each campus, at least 4 from career/technical programs, and at least 1 from ELI (nominated by the College Senate)
- 1 administrative or professional faculty member from Student Services
- 1 administrative or professional faculty member from Learning and Technology Resources

2.5570 Environmental and Sustainability Action Committee (Collegewide)

The mission of the Environmental and Sustainability Action Committee is to participate in and address environmental and sustainability practices at Northern Virginia Community College. This includes proactive and reactive actions within the categories of academics, facilities, and community outreach. The committee will endeavor to coordinate as appropriate across the campuses to better prepare students for environmental careers, increase environmentally sustainable practices and awareness at each of our campuses, and encourage interaction with the community to increase awareness of environmental and sustainability concerns and solutions. The committee will advise the Sustainability Officer on projects and priorities, and report to the College Senate and to the President of the College.
Section 2—Functions, Duties, and Responsibilities

The committee is appointed annually by the president and consists of the following members:

- Vice President and Chief Administrative Officer
- Director of Facilities Planning and Support Services
- Director of Capital Projects
- 1 provost
- 1 Director of Campus Operations
- Sustainability officer
- 1 at-large campus administrative faculty
- 9 teaching/professional faculty (to include at least 1 from each campus)
- 3 classified staff (not from the same campus as the provost)
- 1 student

2.5575 Faculty Hearing Panel (Collegewide)

The Hearing Committee Panel is to implement the provisions of the Faculty Sanctions and Faculty Grievance Procedures. This panel will provide a slate of prospective committee members for the ad hoc committees provided for in these procedures. The faculty members of the Ad Hoc Appointment Advisory Committee are also selected from this panel.

A. The number of members and distribution of the membership between administrators and faculty shall be adequate to meet the requirements for the above committees as determined by the president.

B. Where practicable, the faculty members on the panel shall be in proportion to the general population of the various faculty segments (teaching/professional faculty) but, in no case, less than one representative from each faculty segment.

C. The various segments of the College faculty shall elect from their members their representatives on this panel following the procedure shown below. The panel shall be established as follows:

1. A slate of twenty (20) faculty members from the various segments of the College faculty (teaching/professional faculty) are chosen by the Committee on Committees of the College Senate and, upon confirmation by the Senate, forwarded by the chair of the College Senate to the president for membership on the College's Hearing Committee Panel. This slate of faculty members shall serve on the panel until such time as a new slate of candidates is confirmed by a subsequent College Senate.

2. A slate of ten (10) administrative faculty members shall be appointed by the president to membership on the Hearing Committee Panel.

This Hearing Committee Panel will serve as a slate of prospective committee members until such time as a new Hearing Committee Panel is established following the above selection procedures.

2.5576 Global Studies Committee

The purpose of the Global Studies Committee is to promote, coordinate and give advice on programs aimed at increasing the global awareness and competency of our students, faculty, and staff and build global learning and global awareness across the college. Another purpose for the GSC was to shepherd the globalization objectives within the strategic plan, review them, identify areas not sufficiently accomplished, and to propose courses of action to address these; thereby, providing advice for improving these programs and/or expanding them across the college. The committee reports to the Executive Vice President for Academic and Student services. The committee’s membership is as follows:
Section 2—Functions, Duties, and Responsibilities

1 provost* (Appointed by Executive Vice President)
1 academic dean* (Appointed by Executive Vice President)
1 student dean* (Appointed by Executive Vice President)
2 representatives from each campus (Annandale, Alexandria, Loudoun, Manassas, MEC and Woodbridge) (Appointed by campus provost)
1 representative from each of the following (suggested): world languages, humanities, social sciences, English as a Second Language, business, sciences, and information technology (Appointed by campus provost)
1 member from each campus to also serve as Lead for Campus International/Global Studies Committee (Appointed by campus provost)
1 representative from International Student Office*
1 representative from Student Services*
1 representative from Financial Aid*
1 representative from ELI*
1 librarian*
Associate Vice President of Academic Services (permanent member)
Chair, Study Abroad Subcommittee (permanent member)
LRS (permanent member)

(*Rotation every two years with the option to serve two consecutive terms)

Committee Officers
To be elected from serving committee members
- Chair (1)*
- Vice Chair (1)*
- Recording Secretary (1)*
- Campus Outreach Coordinator (1)*

(*Rotation every two years with the option to serve two consecutive terms)

2.5580 Honors Committee (Collegewide)

The College Honors Committee coordinates the Honors Program, oversees the Honors Core Curriculum, provides guidance on what makes a course an Honors course, organizes Collegewide events, decides which regional and national conferences faculty and students should attend, and reports to the College on the program as a whole.

The president appoints the committee annually and it consists of the following members:

Collegewide Honors Coordinator, chair
Associate Vice President for Academic Services, (ex officio)
Executive Director of the NVCC Educational Foundation, (ex officio)
Chair of each campus Honors Committee
1 Student Services representative

2.5585 Information Technology Committee (Collegewide)

The Information Technology Committee (ITC) serves as an oversight committee on matters of information technology and is responsible for setting the information technology strategic direction of the College. The committee recommends College information technology policies, procedures and standards; reviews and
Section 2—Functions, Duties, and Responsibilities

recommends priorities for the development of applications and for capital requests; and serves as an information-sharing forum. The committee is advisory to the vice president of Instructional and Information Technology with policy recommendations and technology plans recommended to the president for consideration by the Administrative Council.

Committee members are appointed to two-year terms by the president. The committee consists of the following members:

- Vice President of Instructional and Information Technology
- Associate Vice President for e-Learning
- 2 provosts
- Director of Information Technology Support Services
- 6 faculty/staff representatives (1 per campus)
- 1 dean of Learning and Technology Resources
- 1 academic dean
- 1 representative from IST faculty cluster
- 1 representative from the Communication Arts faculty
- 1 representative from the Executive Vice President of Academic and Student Services unit
- 1 representative from the Vice President of Finance unit
- 1 representative from the Vice President of Administrative Services unit
- 1 representative from the Vice President of Institutional Research, Planning, and Assessment unit
- 1 representative from the Vice President for Workforce Development unit

Committee membership should include representation from each campus.

2.590 Professional Development Committee (Collegewide)

The Professional Development Committee supports NOVA’s commitment to continuous learning and excellence by providing recommendations in regards to Collegewide training and Professional Development initiatives, as charged and requested by the president or the chair of the Professional Development Committee. In addition, the committee administers the Adjunct Faculty Grant program and selects the Adjunct Faculty Grant recipients. The committee studies, identifies, prioritizes, and forwards recommendations to the president through the chair of the Professional Development Committee.

The committee is appointed by the president and consists of the following members:

- Provost, chair*
- Associate Director of Training and Professional Development, Human Resources
- Chair of the Personnel Services Committee
- Chief of Police
- Director, Emergency Management and Planning
- Director, Office Student Mental Health and Behavior Coordinator, CETL
- Director, TAC
- Director of QEP/Compliance
- Director, IT Client Services
- Chair of the Academic Deans Council
- Chair of the Learning and Technology Resources
- Two at-large members (teaching or professional faculty and/or classified staff): One from the Senate and one from the Personnel Services Committee

Members and at-large members can vote.

*The chair shall be rotated biannually among the campus provosts.
Section 2—Functions, Duties, and Responsibilities

2.5595 College Scholarship Committee (Collegewide)

The College Scholarship Committee is responsible for collecting and disseminating information pertaining to available scholarships. This committee will also select recipients for scholarships as designated by donors and will nominate students for consideration by donors if requested. The committee will proportion available scholarships and aid in a fair and equitable distribution.

Appropriate policy recommendations are made to the Executive Vice President for Academic and Student Services.

The committee is appointed by the president annually and consists of the following members:

- Associate Vice President for Student Services and Enrollment Management (CS) (ex-officio)
- Director of Student Financial Aid and Support Services, Executive Secretary (CS)
- NOVA Financial Aid Scholarship Coordinator (ex-officio)
- Director of Equity and Diversity (CS)
- Dean of students (each campus)**
- Executive Director, NVCC Educational Foundation, Inc. (CS)
- 6 campus financial aid managers
- Financial Aid Manager, Extended Learning Institute
- 6 teaching faculty members (nominated by the College Senate)
- 1 student, the entering freshman Commonwealth Legacy Scholarship recipient (non-voting)

**The chair shall be rotated annually among the deans of students.

2.5600 College Representation on State Committees

2.5620 Chancellor’s Faculty Advisory Committee

The Chancellor’s Faculty Advisory Committee serves in an advisory capacity to the Chancellor of the Virginia Community College System on systemwide issues. The committee meets at the call of the Chancellor to deliberate and make recommendations on items in a formal agenda set by the Chancellor.

Membership consists of one faculty member from each of the VCCS colleges.

2.5640 Faculty Senate of Virginia

The Faculty Senate of Virginia acts as a representative voice for private and public college and university faculties in the Commonwealth of Virginia. The Faculty Senate shall act in an advisory and resource capacity in matters of higher education and to participate in the formation of policies on academic, educational, administrative, and professional concerns affecting its constituent faculties.

Membership from NOVA consists of 3 faculty members, one of whom must be the current Senate Chair.

2.5660 State Appeals Panel

The purpose of the State Appeals Panel is to conduct the Faculty Grievance Procedure. Each college in the VCCS elects two representatives – one administrator and one teaching faculty member, counselor, or librarian. The College Senate elects the representatives of Northern Virginia Community College.

2.5800 Campus Committees
2.5820 Student Disciplinary Panel (Local Campus)

The Student Disciplinary Panel is a student administrative hearing body, appointed by the campus provost. See the Student Handbook for policies and procedures on student discipline that could involve this panel. Appropriate recommendations are made to the campus provost.

The Disciplinary Panel is appointed by the provost annually and consists of the following members:

- 1 member of the provost's staff (serves as chair of the panel)
- 1 faculty member (selected from a pool of faculty designated at the beginning of each academic year by the Forum Council)
- 1 student (selected from a pool of students designated at the beginning of each academic year by the Forum Council)

2.5840 Safety, Emergency Preparedness, and ADA Compliance Committee (Local Campus)

The Safety, Emergency Preparedness, and ADA Compliance Committee reviews periodically campus safety policies and procedures consistent with the Occupational Safety and Health Act of 1970 and the Americans with Disabilities Act (ADA), and the Governor’s executive order number 44 of 2007. The Committee stays informed about emergency response plans within the local jurisdiction that are applicable to the campus. In addition, the committee seeks to promote an active interest on the part of all campus personnel in the practice of a safer working environment. Fire inspections and drills, health, safety and hazard checks, accident investigations, safety bulletins and looking at facilities and programs of the campus to ensure compliance with applicable legislation and regulations are all appropriate duties of this committee. The committee advises the College Emergency Planning Committee and makes appropriate recommendations to the campus provost.

The committee is appointed by the provost annually and consists of at least the following members:

- Director of Operations, chair
- Dean of students
- Academic deans
- Dean of Learning and Technology Resources
- Disability services representative
- Campus business manager
- Campus police
- College safety compliance officer
- Cultural Center Director (if applicable)
- Office of Emergency Management
- IT manager
- Building and grounds manager
Section 3—Instructional Policies and Procedures

3.0000 INSTRUCTIONAL POLICIES AND PROCEDURES

3.1000 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 campus dean of students.

3.1100 Confidentiality of Student Records

No student record or evaluation of a student record should be released to any outside person or agency unless a student signs a release form (125-094) granting such release or unless the information is considered public information under the federal Family Educational Rights and Privacy Act of 1974—Public Law 93-380. Items currently considered public information are:

A. Whether or not a student is or has been admitted and/or enrolled at NOVA (beginning and ending dates may be given).
B. Curriculum in which a student is currently enrolled.
C. Degrees or certificates awarded.
D. Honors received.
E. Date of graduation.

Recommendations for students which require statements regarding grades, dates of attendance, part-time/full-time status, disciplinary records, or any other information not considered public information should be given only after the student has signed a release form (125-094). See the current edition of the Student Handbook for additional information about the confidentiality of student records.

3.1200 Proctored Activities, Tests, and Final Examinations

In order to maintain the integrity of the course, all courses are required to have at least one proctored activity to verify a student’s identity. A proctored activity means that faculty members verify a student’s identity (acceptable forms of identification include a NOVA student ID or any other government-issued picture identification) and the student’s work is monitored and assessed. The proctored activity can be an exam, but can also consist of other assessed activities such as group presentations or writing projects. The faculty member, in coordination with his/her academic dean, may determine the appropriate proctored activity. ELI faculty must also comply with the ELI Proctored Activities policy.

Students are expected to take tests and examinations at the regularly scheduled time; exceptions are to be arranged in advance with the faculty member. Tests and examinations should be kept in the personal possession of the teaching faculty or under lock until the scheduled time. Each teaching faculty member is required to give a final examination, or provide an appropriate evaluation, or continue instruction during the scheduled final examination period. It is the faculty member’s responsibility to consult with the academic dean concerning the method to be used, reaching an agreement that is consistent with the content/concept of each course. Divisional files must contain copies of all such agreements. Faculty is required to keep the final examination papers, online exams, and evaluative instruments of students on file for one semester, in case any question arises concerning grades.
3.1300  Absence of an Instructor from a Class

If teaching faculty members must miss a class, they must notify their academic deans as far in advance as possible so that adequate provisions can be made for the class. When teaching faculty members use sick leave, they must submit notification as soon as they return to duty.

3.1310  Unexpected Delay of an Instructor in Meeting a Class

When possible, a faculty member who is delayed should notify the appropriate administrative office. The appropriate administrator shall post a notice in the classroom giving instructions to the students as to the time of any notification; students must wait for their instructor for 15 minutes for a 50-minute class. For a longer class, students should wait 30 minutes. If no instructor or other instructions arrive in that time the students may leave.

3.1315  Taking Roll

Per NOVA's On-Time Registration policy, students who are not on the roll should not be permitted to stay in the class. Any student on the roll who has not attended class by the census date (the last day to drop with tuition refund), must be reported using the form for Withdrawal Initiated by Instructor (125-031), with “NVRK” specified as the Last Date Attended. The effect of this process is to “delete” the student’s enrollment. By VCCS policy, never-attending students may not be assigned a letter grade (to include “W”) and their enrollment must be deleted within one week following the census date. Faculty should submit the completed forms to the campus Student Services Center, unless otherwise directed by their academic dean.

If there are circumstances where a student reported as never-attending should subsequently be reinstated, this may be done only with the authorization of both the faculty member and academic dean.

Full-time faculty will keep their own class roll records for four years. Adjunct faculty members will submit their class rolls when they submit their grades. Division offices will be responsible for storing the class rolls.

3.1320  Firearms and Other Dangerous Weapons and Materials

Possession or carrying of any weapon by any person, except a police officer, is prohibited on College property in academic buildings, administrative office buildings, student centers, child care centers, dining facilities and places of like kind where people congregate, or while attending any College-sponsored sporting, entertainment or educational events. Entry upon the aforementioned College property in violation of this prohibition is expressly forbidden. Faculty, staff, and students may not possess or carry any weapon anywhere on College property except as outlined in Section F of this policy. This section and the entire policy can be found online at www.nvcc.edu/police.

3.1400  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 no cost is involved, approval must be obtained from the academic dean well in advance of the proposed appearance date. The academic dean will confer with the provost in any case in which there is doubt as
to the acceptability of the speaker. When cost is involved, prior approval must be obtained from the provost.

3.1410 Press or Other Media Organizations Visiting Classes

When consideration is being given to having representatives from the press or other media organizations visit College classes, either at their initiation or at the initiation of a faculty member or other College representative, approval must be obtained from the academic dean and the faculty member in advance of the proposed visit. As appropriate, consultation will also occur with the provost. Special care should be taken to ensure that the presence of the press or other media does not unduly disrupt the processes of teaching and learning expected for the class. The Office of Media Relations Public Information should be informed of any such visit and should be available to provide assistance and coordination as needed.

3.2000 Grading System

A. Grade Point Average (GPA)

The grade point average (GPA) is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. Courses that do not generate grade points are not included in credits attempted. The GPA is carried out to two digits past the decimal point (example 1.00). No rounding shall be done to arrive at the GPA. When a course is repeated, only the last grade earned is counted in the computation of the cumulative GPA and the curriculum GPA for graduation.

B. Explanation of Grades

In order to receive any letter grade, a student must have attended a minimum of one class meeting or the equivalent in the case of a distance learning course. In a distance learning course, initial student attendance is determined by course participation as measured by accessing and using course materials, completion of a class assignment, participation in a course discussion, or other evidence of participation. Students who enroll in a course but do not attend a minimum of one class meeting or the distance learning equivalent by the census date or earlier date as defined and published by the institution must be administratively deleted from the course by the College. Existing College policies regarding tuition refund shall remain in effect.

The grades of “A,” “B,” “C,” “D,” “P,” and “S” are passing grades. Grades of “F” and “U” are failing grades. Students should be advised that grades below “C” are usually not accepted for transfer.

The quality of performance in any academic course is reported by a letter grade. These grades denote the character of work and are assigned grade points as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>No grade point credit</td>
</tr>
</tbody>
</table>

The incomplete (“I”) grade is to be used only
Section 3—Instructional Policies and Procedures

for verifiable unavoidable reasons that a student is unable to complete a course within the normal course time. To be eligible to receive an “I” grade, the student must have satisfactorily completed more than 60 percent of the course requirements and attendance, and must request the faculty member to assign the “I” grade and indicate why it is warranted. The faculty member has the discretion to decide whether the “I” grade will be awarded.

Since the “I” grade extends enrollment in the course, requirements for satisfactory completion shall be established through consultation between the faculty member and the student and documented on the “I” Grade Assignment Form (125-076). In assigning the “I” grade, the faculty must complete documentation that

- states the reason for assigning the grade;
- specifies the work to be completed and indicates its percentage in relation to the total work of the course;
- specifies the date by which the work must be completed; and
- identifies the default grade (“B,” “C,” “D,” “F,” “P,” “R,” or “U”) based upon course work already completed.

Completion dates may not be set beyond the last day of the subsequent semester (to include Summer Term) without written approval of the Chief Academic Officer of the campus. The student will be provided a copy of the documentation. Colleges will establish procedures to ensure that all “I” grades that have not been changed by the faculty member through the normal grade change processes are subsequently changed to the default grade assigned by the faculty member. An “I” grade will be changed to a “W” only under documented mitigating circumstances which must be approved by the Chief Academic Officer of the campus.

P = Pass

No grade point credit. Applies only to nondevelopmental courses. The P/U grading option may be used for an entire section of any course but not for an individual student within a course. Use of this grade must be approved by the academic dean. Grades of “P” are not included in grade point average calculations. Only seven credit hours of “P” grades may be applied toward graduation. This maximum may be extended to fifteen credit hours for an approved experiential learning program such as PLACE.

Alternative grades to “P” = “U,” “I,” or “W.”

R = Reenroll

No grade point credit; the reenroll “R” grade may be used as a grade option, in developmental and College ESL courses only, to indicate satisfactory progress toward meeting course objectives. To complete the course, the student must reenroll. In order to complete course objectives, students receiving an “R” grade must reenroll in the course and pay the specified tuition.

S = Satisfactory

No grade point credit. Used only for satisfactory completion of a
developmental studies course (numbered 1-9) or any College ESL course. Grades of “S” are not included in grade point average calculations.

Alternative grades to “S” = “R,” “U,” “I,” or “W.” Students making satisfactory progress but not completing all of the instructional objectives for a developmental studies course (numbered 1-9) or an ESL course shall be graded with an “R” (Reenroll). To complete the course a student must reenroll. Students not making satisfactory progress in a developmental studies course or an ESL course shall be graded “U” (Unsatisfactory). Counselors shall recommend consultation with the instructor to determine the subsequent courses for the student who receives a grade of “U.” The “I” and “W” grades also may be utilized.

\[ \text{U = Unsatisfactory} \]
No grade point credit. Applies to nondevelopmental courses being offered with a P/U grading option, as well as developmental studies, ESL courses, noncredit courses, and specialized courses and seminars at the discretion of the College. The P/U grading option may be used for an entire section of any course but not for a single individual within a course.

\[ \text{W = Withdrawal} \]
No grade point credit. A grade of “W” is awarded to students who withdraw or are withdrawn from a course after the add/drop period but prior to the completion of 60 percent of the session, using 125-047 form, Withdrawal Initiated by Student, or 125-031, Withdrawal Initiated by Instructor. After the 60 percent point, the student will receive a grade of “F” except under mitigating circumstances that must be documented on either the 125-047 or 125-031 form. In all cases, the instructor and academic dean must approve the withdrawal, and the division forwards the signed form to the Student Services Center. This documentation will be retained electronically.

\[ \text{X = Audit} \]
No grade point credit. Audited courses do not count as a part of the student’s course load. Students auditing a course may attend without taking the examination or receiving credit for the course. Permission of the instructor and the academic dean is required to audit a course.

Students wishing to audit a course shall register in the usual manner and pay the normal tuition. Changes from credit to audit must be made using the 125-012 Auditing a Class: Permission to Audit form no later than the census date for the course.

Students wishing to change status in a course from audit to credit must do so within the add/drop period for the session (no later than the census date).

**C. Grade Reports**

Final grade reports are completed at the end of each semester. Faculty members must submit grades within 48 hours of the end of the session. Students may obtain their grades through NOVACConnect
at www.nvcc.edu/novacconnect. Grade reports are not mailed.

The assignment of grades is the sole responsibility of the course instructor. Students who think that a semester grade is in error may check by contacting the appropriate instructor through the instructional division within 20 days. If the grade is in error, the instructor will take the necessary steps to correct it. After the one semester period, the grade will stand, except in the case of “I” grades, which must be changed within one academic semester of their issuance.

**D. Academic Renewal**

This policy allows students who received poor grades in an early attempt at college to have those grades removed from the GPA calculation. This allows students who are now achieving satisfactory grades to have their academic record reflect their improved performance.

Students who return to the College after a separation of five (5) years, or more, may petition for academic renewal. The request must be in writing and submitted to a campus Student Services Center.

If a student is found to be eligible for academic renewal, “D” and “F” grades earned prior to reenrollment will be deleted from the cumulative and curriculum grade point average (GPA), subject to the following conditions:

1. Prior to petitioning for academic renewal the student must demonstrate a renewed academic interest and effort by earning at least a 2.50 GPA in the first twelve (12) semester hours completed at NOVA after reenrollment.

2. All grades for credit courses received at the College will be a part of the student's official transcript.

3. Students will receive degree credit only for courses in which grades of “C” or better were earned prior to academic renewal, providing that such courses meet curriculum requirements in the College Catalog used to certify for graduation.

4. Total hours for graduation will be based on all coursework taken at the College after readmission, as well as former coursework for which a grade of “C” or better was earned, and credits accepted from other colleges or universities.

5. The academic renewal policy may be used only once and cannot be revoked once approved by the dean of students.

6. Academic renewal cannot be applied to a degree or certificate that has already been conferred.

**3.3000 Curriculum Development**

Curriculum and course development, changes, and evaluation are responsibilities of every member of the full-time teaching faculty. Insofar as possible, curriculum development will be accomplished during the regular academic year. Each academic dean is responsible for taking the leadership in the scheduling and management of curriculum and course development. Any addition, deletion, or change in any College curriculum, course, or program must be recommended by the Curriculum Committee.
3.3100 Courses Offered on Campuses not Authorized to Offer that Program

A campus not authorized to offer a given program may offer introductory, specialized (major) courses in that program only with prior approval of the provost at a campus authorized to offer that program. Introductory courses will be determined by an authorized campus, but will normally constitute that first specialized course or course sequence in a program. Such specialized course offerings shall be under the instructional control of a campus authorized to offer the program. Instructional control encompasses faculty qualifications, course syllabus, textbooks, and specialized equipment.

Advanced specialized (major) courses may be offered by an unauthorized campus if requested by a community agency or organization with the approval of the provost. These offerings will be under the instructional control of a campus authorized to offer the program. Such courses will be listed in the College Schedule of Classes under the campus offering the courses.

When the campus requesting the specialized course offering receives a negative response from another campus, the requesting campus may appeal that response to the executive vice president of Academic and Student Services for resolution.

3.3200 Intercampus Coordination of Discipline Content through Faculty Discipline Clusters

A. Purpose of the Faculty Discipline Cluster

The purpose of the faculty discipline cluster is to provide curricular coordination of the discipline, its development, and delivery. It serves as an internal advisory group where courses and programs can be discussed and where ideas can be considered in the context of a Collegewide program of education. The faculty discipline cluster is not intended to substitute for the academic and administrative responsibility of the campus provosts and academic deans.

B. Composition of the Faculty Discipline Cluster

The faculty discipline cluster is formed and composed of the following:

1. Faculty Discipline Cluster Membership

   All full-time faculty within a specific discipline are members of the faculty discipline cluster.

2. Coordinating Academic Dean

   One academic dean from a campus that has full-time faculty in the discipline is assigned to serve as a coordinating academic dean to oversee the functions of the faculty discipline cluster. The coordinating academic dean serves for three years, with the responsibility then rotating to the next campus (alphabetically) that has full-time faculty in the discipline. The Academic Dean’s Council reviews annually the coordinating academic dean assignments and makes revisions as appropriate.

3. Discipline Cluster Chair

   The coordinating academic dean will appoint a faculty member in consultation with the cluster to serve as faculty discipline cluster chair.
C. Responsibilities of the Faculty Discipline Cluster

Each faculty discipline cluster has the following responsibilities with regard to its discipline:

1. Recommend existing curricula and new curricula and courses.
2. Recommend guidance on advanced standing issues in discipline.
3. Prepare, review, and update course content summaries.
4. Review and update curriculum brochures.
5. Review textbook and software usage.
6. Assist in the development and review of articulation agreements.
7. Respond to recommendations, concerns, and ideas of the Curriculum Advisory Committee.
8. Recommend when to eliminate courses that are no longer useful.
9. Carefully review course and curriculum layout sections of the Catalog before it goes to press.
10. Respond to requests for input on Collegewide issues.
11. Evaluate the discipline.

D. Responsibilities of the Coordinating Academic Dean

The responsibilities of the coordinating academic dean are as follows:

1. Appoint a faculty member in consultation with the cluster to serve as faculty discipline cluster chair. The discipline cluster chair must be a member of the academic of the coordinating chair whenever possible.
2. Receive, process, disseminate, and review all information, requests, and recommendations relating to the faculty discipline cluster to appropriate discipline cluster chairs.
3. Coordinate the review of cluster-developed curricular proposals through the distribution and receipt of 200-5 intercampus coordination forms.
4. Establish the agenda for general meetings of the faculty discipline cluster.
5. Appoint an articulation representative (except for ESL).

E. Responsibilities of the Faculty Discipline Cluster Chair

The faculty discipline cluster chair has the following responsibilities:

1. Must be a member of the academic of the coordinating chair whenever possible.
2. Call and conduct the faculty discipline cluster meetings and general meetings (full time and adjunct).

3. Maintain notes of meetings and assure that they are distributed to all appropriate academic deans, the Associate Vice President for Academic Services, and provosts.

4. Appoint subcommittees, task forces, and working groups as necessary.

5. Act as executive secretary of the Curriculum Advisory Committee or may designate someone else to do so.

3.3300 Textbooks

A. General Policy

When several different sections of the same course, whether sequential or nonsequential, are offered on one campus, the same basic textbook(s) will be used in all sections. The textbooks selected must be agreed upon by the faculty concerned and approved by the appropriate academic dean. In cases in which the faculty members find the decision of the academic dean unacceptable, the matter shall be brought before the provost of that campus for resolution.

Textbooks, once adopted, shall be used for a minimum of two years. More frequent changes will be approved by the provost in unusual circumstances. NOVA encourages College clusters to adopt a single textbook for use in a course Collegewide.

Each academic dean is responsible for ordering the textbooks and materials for each course and for adhering to reasonable standards of cost. The academic dean will submit orders for textbooks and materials directly to the appropriate campus bookstore. Copies of textbook orders sent to the bookstore should be maintained in the division office, the Workforce Development Office, or the Extended Learning Institute for two years or according to the state records retention policy.

Desk copies of textbooks for faculty members will be ordered directly from the publisher by each academic dean. If a publisher does not provide desk copies of textbooks, the academic dean should place an order for the number of textbook copies required for the faculty in that division. These books will then be issued to the division for use by the faculty member. The cost of these textbooks shall be charged to the appropriate division.

Faculty or staff shall not realize a pecuniary gain from students of the College on any books, teaching aids, or equipment required for classes except for royalties, commissions, or profits from commercial or university presses or production companies, with the exception of subsidy (vanity) presses, duplicating or printing companies, and self-production. Any books or teaching aids authored, edited, invented, or produced by the employee and published, printed, or produced by the employee or through subsidy publishing or production shall be made available to the students of the College at cost. Employees shall notify and receive approval of their academic deans in writing whenever the faculty or staff member requires or recommends purchase by students of the College of instructional materials or books in which the member holds property rights.

B. Customized Publications
A customized publication (textbook, student planner, etc.) is one that includes a certain amount of unique NOVA material printed in it. The College’s policy regarding the publishing of customized text is as follows:

1. No customized text will be adopted unless the unique NOVA material expands on the value of the text to students in that class. The NOVA material should consist of substantial academic materials that build upon the materials presented in the basic text. The NOVA material should not consist primarily of information generally available to students in other NOVA publications, College photographs and logos, or other materials that have little bearing on the course itself.

2. The coordinator of Media Relations Public Information is responsible for reviewing and approving the appearance of College materials that might be published in custom textbooks.

3. The College Media Relations Public Information Office will not unreasonably withhold its permission to use the College logo and other copyrighted materials in custom texts.

4. The vice president of Finance is responsible for negotiating legal agreements with publishers for the use of these materials and any other College services.

5. College staff, working on College time, will not support commercial publishers in the effort to gather and format College material, other than to transmit those materials in currently existing formats. Commercial publishers may buy overtime labor from College staff through appropriate contractual agreements.

6. A donation from a publisher to an NVCC Educational Foundation account, for the sole benefit of the faculty members who selected the publisher's text, violates the College's conflict of interest policies. However, a donation from a publisher to the NVCC Educational Foundation for the general support of faculty development and the acquisition of teaching equipment at the College does not violate the conflict of interest policy. The textbook-selecting faculty would be eligible, along with all other NOVA faculty, to apply for funds from such an account.

3.3400 Course Content Summaries and Course Syllabi

A. Definition and Purpose

1. Course Content Summary: A course content summary is a concise, general purpose document used by all faculty teaching a given course as a common basis for describing the major elements of the course. The course content summary is designed by the faculty within the discipline. The course content summary is used in the preparation of course syllabi and for various administrative purposes, including description of course content to external parties and students who are seeking advanced standing. Course content summaries are maintained in a permanent file by the associate vice president for Academic Services.

2. Course Syllabus: A course syllabus is an outline of a specific plan for conducting instruction in a course developed by the faculty member teaching the course. The course syllabus will inform the student about the objectives to be achieved, the topics that will be covered, how the course is going to be conducted, student responsibilities, attendance, assignments, and other requirements of the course, and how grades will be determined.
Each student will receive a syllabus at the beginning of the course, and the syllabus will be reviewed with students.

B. Required Elements

1. Course Content Summary: Course content summaries must contain each of the following:

   a. Course Description: Full College Catalog entry including prefix, number, title, credits, description, contact hours, and prerequisites.

   b. General Course Purpose: The broad overall goal of a course, including for whom the course is designed and where it fits into a curriculum or course sequence, if appropriate.

   c. Entry Level Competencies: Minimum level of knowledge and/or skill necessary for participation in the course. Skills may include specific reading and writing levels. Include course prerequisites or corequisites. Some curricula may establish expectations of good physical or mental health.

   d. Course Objectives: Exit level competence, knowledge and/or skill to be achieved by students completing the course. These should be written in a format which completes the sentence: "Upon completion of this course the student should be able to..." Objectives should be specific and measurable.

   e. Major Topics to be Included: These are the broad content areas required for attainment of the course objectives regardless of the textbook selected. For sequence courses, the delineation of the content of each course in the sequence is essential.

   f. Extra Topics Which May be Included: Additional content areas that may be offered at the faculty member's discretion.

2. Course Syllabus: The course syllabus must be consistent with the course content summary. Each syllabus must contain the following:

   a. Course number and title.

   b. Instructor's name, College phone number, e-mail address, and office hours.

   c. Objectives that students are expected to achieve upon successful completion of the course. These must be consistent with the objectives in the course content summary.

   d. Prerequisites and level of preparation expected to succeed in course.

   e. Description of how the course is going to be conducted (this is typically a proposed schedule of class meetings). Topics must be consistent with those described in the course content summary.

   f. Student responsibilities, including required textbook(s), assignments, and other requirements of the course.

   g. Statement of how grades will be determined.
h. Attendance policies (see Section 4.300).

Additional information or topics may be included (e.g., last day to drop for a refund, evacuation procedures, Rehabilitation Act of 1973, 504 accommodations). The information in the syllabus should be organized in a manner that is most appropriate to the course.

Academic deans may specify additional required information to be included and/or formats for course syllabi within their division. Academic deans are responsible for ensuring that appropriate course syllabi are developed by each faculty member and current copies are on file in the division.

Any policies listed or implied in course syllabi must be consistent with the policies of the College. If there is a conflict between a course syllabus and published College policies, the College policies supersede those listed in the syllabus.

C. Procedure for Revising and Updating Course Content Summaries

1. Course content summaries should be reviewed every five years and should be reviewed as part of the program/discipline evaluation process. They also may be revised as needed. Course content summaries must be updated when revisions are made to the College Catalog entries or VCCS course descriptions. Course content summaries follow the state course descriptions and cannot be changed without going through the proper channels.

2. The initial writing of the course content summaries and their revision and updating are to be accomplished through the appropriate discipline clusters.

3. The associate vice president for Academic Services shall coordinate the revision of course content summaries and will notify the academic dean with responsibility for the appropriate discipline cluster that a review is required.

4. Members of the discipline cluster, academic deans, and provosts may initiate a request for the review and updating of a course content summary. Such requests should be directed to the academic dean responsible for the appropriate discipline cluster, with a copy to the associate vice president for Academic Services.

5. All course content summaries submitted for permanent files must have a submission date in the upper right-hand corner of each page.

6. The Associate Vice President for Academic Services will compile revised course content summaries and maintain them in a permanent file.

3.3500 Distance Education and Hybrid Classes

The College has specific policies and procedures to be followed when offering distance education and hybrid classes (see Appendix K: Policies for Distance Education and Hybrid Classes).

3.4000 Advising Students
In addition to having a counselor available to each student, a student admitted to a program will be assigned a faculty advisor. The faculty advisor will be a member of the division that is responsible for the program in which the student has been accepted and, because of the faculty advisor’s knowledge of the technical and academic requirements of the program, will become the student's academic point of reference within the College. If the student changes to another program, the student will be assigned a new faculty advisor according to the new program. Near the midpoint of a student’s progress through a program of study, it is recommended that the student meet with an advisor to discuss his/her progress toward graduation. The registrar is responsible for assigning students to a division for advising. The academic dean is responsible for assigning a student to a particular faculty advisor within the division.

3.4100 Field Trips/Courses

A. General

Trips related to classroom instruction and courses held at off-campus sites are encouraged and should be used to provide more enriching experiences than the normal classroom activity can provide. Foreign study trips or courses and student activities trips are included. Field trips may be required or optional. During a field trip, a faculty or staff member as the College representative may become a Campus Security Authority (CSA) during the off-campus event and would need to report any “Clery Reportable” offenses using NOVA form 105-174.

B. Definitions

1. **Required Field Trips**: A required field trip involving travel away from the classroom is a trip that is required by the course description in the College Catalog or as a notation in the Schedule of Classes. Where such a trip is an established part of a course, the Schedule of Classes will provide an appropriate notation that such a field trip is required, and, if there is a cost to the student, what that cost will be. Further, for such approved trips, faculty conducting the field trips may be reimbursed their actual expenses from state funds in accordance with established travel regulations (Administrative Services Procedures Manual [ASPM] Section 5, Travel).

2. **Optional Field Trips**: An optional field trip is one that is planned by an instructor to permit the students to gather data firsthand, but such a trip has not been established as a requirement for the course, nor has it been published in the Schedule of Classes as a requirement for the course. Faculty conducting the field trips may be reimbursed their actual expenses from state funds in accordance with established travel regulations (ASPM Section 5, Travel).

3. **Field Courses**: A field course is a course that depends upon learning experiences at a site or sites different from the College as essential and integral educational components. The course may be noncredit, credit, or a component of a credit/noncredit course. Faculty will be given appropriate workload credit for the course. Certain faculty expenses may be covered by fees charged to students. Faculty may be reimbursed their actual expenses from state funds.

4. **International Field Trip or Course**: International travel consists of all travel to areas outside of the 48 contiguous United States. The approval of the president is required for courses and faculty travel abroad. See Appendix (iii) for complete policy on international travel.

5. **Student Life Trips**: Student Life may sponsor field trips, and such trips are subject to the procedures listed in Item C.
C. Procedures for Field Trips and Field Courses

In planning for required and optional field trips, field courses, or student activity trips, the following guidelines apply:

1. The faculty member completes Form 125-81, Field Trip/Course Request for Approval form for submission to the academic dean, director of Continuing Education, or dean of students, as applicable. This must detail the class or group involved, the number attending, the faculty member(s) in charge, the destination of the trip, the mode of transportation, the estimated cost, the purposes of the trip as related to the instructional program, and the expected value. If the students are to pay fees to cover expenses, Form 125-84, Student Travel Expenditure Request/Report form is to be completed. At the time of approving the field trip, the academic dean, director of Workforce Development or dean of students will specify whether the faculty member(s) will be reimbursed for actual expenses in accordance with established travel regulations. Form 105-2, Travel Request form, will be completed documenting formal approval for the faculty member to be reimbursed if appropriate, and to comply with established travel regulations (see Chapter 5 of the Administrative Services Procedures Manual). This form must be approved by the president if the proposed trip is outside the United States.

2. If the academic dean, director of Workforce Development, or dean of students approves the trip, the faculty member will forward the Field Trip/Course Request form to the provost for approval. The provost will assign a trip number if the trip is approved. If approved, the academic dean, director of Workforce Development, or dean of students will forward copies of the completed form to the campus business manager and the director of procurement services, and coordinate any necessary financial and purchasing details with the appropriate office.

3. Transportation for field trips or courses may take one of four forms:

   a. Faculty members may tell their students that the group will meet at the site of the activity. Students will then be responsible for arranging their own transportation. Faculty members must not transport students in their personal vehicles, nor be involved in arranging transportation in other private vehicles.

   b. Common carrier (bus, plane): Proper purchasing procedures must be followed if using a common carrier.

   c. A state vehicle may be used. Arrangements can be made through the College facilities office. Students must not drive state vehicles, except in an emergency.

   d. Rented vehicle. Proper purchasing procedures must be followed if renting a vehicle. Students must not drive rented vehicles, except in an emergency.

4. If the services of a travel agent are needed, proper purchasing procedures must be followed.

5. Field trips and courses should be planned to avoid conflict with student attendance in other classes. If the trip will cause any student to miss classes in any other course, the student is responsible for obtaining prior approval of the other faculty member(s).
6. No guests will be allowed to attend field trips or courses. Participants must be registered as credit, continuing education, or audit students.

7. Faculty members will complete the required information on the Assumption of Risk Certificate Form (125-152, Appendix T) indicating whether the trip is voluntary or mandatory for the course and have the student(s) sign. If the trip is mandatory for completion of the course, risks must be identified at the beginning of the course. See more detailed information in the *Field Trips and Courses Handbook* found in Section 5 of the *Administrative Services and Procedures Manual* (ASPM). Copies of this form will be filed in the division office or in the Office of Workforce Development, and retained on record for at least one year after completion of the trip. Faculty members are reminded that liability remains, and a trip leader is not released from the responsibility for using good judgment in all actions connected with the travel.

8. In announcing a field trip or course, appropriate notice will be given to all students as to whether they are expected to pay expenses out of their own funds. Funds handling procedures as outlined in ASPM Section 5, Travel, will be followed if students are to pay for portions of the field trip or course.

9. More detailed procedures can be found in ASPM Section 5, Travel, and the *Field Trips and Courses Handbook*.

### 3.5000 Faculty Loads (In accordance with the VCCS Policy Manual.)

The primary responsibility of a teaching faculty member in the Virginia Community College System is to provide quality instruction to students. Good teaching is demonstrated by working with students in classrooms, laboratories, individual conferences, and related activities to help students develop their interests and abilities to the fullest. To accomplish this goal, the following workloads are expected of faculty:

**A. Classes**

1. Faculty teaching loads during the academic year will include such combinations of day, evening, and weekend classes as the needs of the College require. Twelve-fifteen (12-15) credit hours and fifteen-twenty (15-20) contact hours (a contact hour is defined as an hour a faculty member spends with students in a class setting, whether lecture or lab) per semester are required for all full-time faculty. When the number of credit hours falls below twelve (12) because of the number of laboratory hours involved, the number of contact hours should be increased to bring the teaching load to the minimum of twelve (12) credit hours — utilizing the standard of three (3) laboratory hours equal one (1) credit hour or two (2) laboratory hours equal one (1) credit hour, depending upon the nature of the course taught — or to a maximum of twenty-four (24) contact hours.

2. The measurement period for all adjunct employees is May 1st to April 30th for each year. Adjunct faculty shall be limited to a maximum of 12 credit hours in the Fall semester and 12 credit hours in the Spring semester. Adjunct faculty may not teach more than 24 credit hours per academic year (Fall and Spring semesters of the measurement year). Adjunct faculty are limited to a total of 8 credit hours in all Summer terms that start on or after May 1st each year. Adjunct faculty are limited to 32 credit hours per measurement year, including Summer term and Fall and Spring semesters.
2. Faculty teaching loads shall be calculated for the academic year, with a teaching load less than or in excess of normal for one semester, being compensated for with adjustments in the teaching load in the subsequent semester.

3. A faculty member’s teaching load may also be adjusted by the College to take into consideration such factors as the use of instructional assistance, team teaching, nontraditional instructional delivery systems, special assignments, and curriculum development. Curriculum development should be primarily for the development of a new program or new course in a program and/or the complete revision of an existing course or program.

4. Teaching load adjustments shall be expressed in terms of an equivalent teaching load for the purpose of computing a faculty member's total teaching load. For the purposes of calculating when the faculty member will receive overload pay, the teaching load is expressed in teaching credits (lecture hour = 1 teaching credit and 1 contact hour; laboratory hour = 0.5 teaching credit and 1 contact hour). Overload is paid for all credit hours over 30, contact hours over 40 for the academic year, or workload hours over 30. (See Section 6.5500F)

5. Faculty loads will include such combinations of day, evening, weekend, and Extended Learning Institute classes as the needs of the College require. This will include such combinations of day, evening, and weekend classes as necessary to assure that there is a proper representation of full-time faculty during all instructional times.

6. A faculty load may include approved educational program development projects (see Section 3.5000 C.2.) such as:

   a. Instructional development projects approved by the provost to improve teaching materials, methods of presentation, and instructional competence.

   b. Curriculum development projects approved by the provost to improve curricular offerings. Such projects should be primarily for the development of a new program or a new course in a program and/or the complete revision of an existing course or program. When a faculty member's load includes educational program development projects, the academic dean may request approval for such reassigned time by the College president (see 3.5000 C.2.). Curriculum development projects may be funded by grant stipends. Credit-hour equivalencies will be applied to the faculty member's workload report; a twenty percent reduction in teaching load represents, for purposes of such equivalence, a full day's work of eight hours per week to be spent on the approved project.

7. The following provisions are made for special circumstances:

   a. Teaching Load for Cooperative Education Program:

      (1) The teaching load of full and part-time faculty shall be based on the student credit hours produced and calculated in accordance with the following formula:

      \[
      \begin{array}{|c|c|c|}
      \hline
      \text{Student Credit Hours} & \text{1 Credit Hour Load} \\
      \hline
      10-12 & = 1 \\
      13-24 & = 2 \\
      25-36 & = 3 \\
      37-48 & = 4 \\
      49-60 & = 5 \\
      \hline
      \end{array}
      \]
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(2) The Cooperative Education program coordinator may have a reduced teaching load of not more than 20 percent for program coordination.

(3) Full-time Cooperative Education teachers who have 100 percent of their teaching assignments in Cooperative Education courses may be eligible for overload pay when the semester credit-hour load exceeds 180 student-credit hours. Each 11-student credit hours in excess of 180 equates to 1 credit hour of overload pay.

b. General Usage Courses

(1) Experimental Courses (93, 193, 293).

(2) Coordinated Internship (90, 190, 290). Teaching credits will be calculated using the same formula as Cooperative Education (above).

(3) Topics In: (95, 195, 295). Teaching credits will be calculated as for a regular class.

(4) On-Site Training In: (96, 196, 296). Teaching credits will be calculated as for a regular class.

(5) Cooperative Education (97, 197, 297). Teaching credits will be calculated using the formula above.

(6) Seminar and Project (98, 198, 298). Teaching credits will be calculated as for a regular class.

(7) Supervised Study (99, 199, 299). Teaching credits will be calculated on the basis of 1 teaching credit for each 8 students. This applies to all disciplines.

c. Applied Music: Teaching load for coordinating applied music will be calculated on the basis of 22 applied music students = 1 credit hour of load.

d. Health Technology: Teaching load for health technology faculty shall be 15-20 credit-equivalent hours, using the standard that 2 clinical laboratory hours = 1 credit-equivalent hour; 1 clinical instruction hour = 1 credit-equivalent hour; and 2 clinical supervision hours = 1 credit-equivalent hour in accordance with the following definitions:

(1) Clinical instruction – a teaching-learning situation in which the student is engaged in a learning process that involves the care or treatment of patients outside the College and
(2) Clinical supervision -- a teaching-learning situation in which the student is engaged in a learning process which involves patients outside the College and is under the direction and guidance of a clinical practitioner who is under the direction of a College faculty member responsible for coordinating this learning process with related classroom instruction.

e. PLACE Program: Teaching load for portfolio evaluation in the PLACE Program will be calculated on the basis of 10 portfolios = 1 credit hour of load.

f. Extended Learning Institute: Teaching load for the Extended Learning Institute courses will follow the same workload scale as other courses taught at the College. Workloads will be calculated separately for each ELI course. Courses with enrollments of 25 to 44 are given a teaching credit load value equal to one comparable campus course. Sections of the same course taught by the same instructor but using different formats (i.e., telecourse versus Internet) will be considered different courses and the workload will be calculated separately for each. Small enrollment classes may be collapsed into other courses. The director of the Extended Learning Institute, in consultation with the faculty member and appropriate academic dean, may make other workload adjustments as necessary.

8. Classes with enrollments of 45-70 shall be afforded a teaching credit load value of one and one-half times the standard teaching credit load value for such a class. Classes with enrollments of 71-96 shall be afforded a teaching credit load value of twice the standard teaching credit load value for such a class. Classes with enrollments of 97 or more shall be afforded a teaching credit load value of two and one-half times the teaching credit load value.

9. The assignment of teaching loads and the distribution of related work, consistent with approved state and College guidelines, within a given division is the responsibility of the academic dean. Further, overall productivity in the total division workload is the responsibility of the academic dean. The rationale for the allocation of future faculty and staff positions may be significantly related to the productivity and accountability of a given division. Full-time faculty will be offered a minimum of full-load for the academic year. If a teaching load is less than or in excess of a full load for one semester, the teaching load for the subsequent semester will be adjusted to ensure a full load for the academic year. The academic dean will assign a teaching load to full-time faculty prior to consideration of a teaching load for adjunct faculty.

10. The provost is responsible for the productivity and accountability of a given campus. Decisions concerning cancellation of a class due to size are the responsibility of the academic dean and the provost. Further, in unusual cases, the provost may adjust an individual faculty load on the basis of need and justification by the faculty member's academic dean.

11. Faculty members are expected to arrange their schedules so as to be available on campus to work with individual students, to participate in student advisement and registration, to contribute to College committees, and to complete any assigned professional duties and responsibilities. Faculty members should recognize that the College requires them to complete tasks that go beyond their activities in the classroom and that many of these tasks require their presence on and off campus.

12. The class size guidelines (see Item 8) shall be utilized in determining teaching loads.
13. Standards for Calculating Summer Term Teaching Loads: The total teaching load is a sum of the teaching credits for the various combinations of lectures and labs that a faculty member teaches. Teaching credits shall be used when entering summer teaching load into the computer. (Each lecture hour = one teaching credit, each lab hour = 0.5 teaching credit. Consult the College Catalog for lecture/lab designations for each course).

Effective 2011, full-time nine-month teaching faculty teaching summer term will be eligible for up to seven teaching credits paid at the pro-rata rate (pro-rata rate: 1 teaching credit = 1/15 x 16.5 / 39 x previous year’s nine month salary). Those having more than seven teaching credits will be paid at the overload rate up to a maximum of thirteen teaching credits (overload rate: 1 teaching credit = 0.015 x previous year’s nine-month salary).

Teaching assignments will be determined after summer term registration is complete.

All pay for summer teaching (both at the summer formula rate and the overload rate) will be charged to the campus where credit is earned by the students.

14. Exceptions to the teaching load guidelines specified in this section may be approved by the president when said exceptions result in maintaining or increasing credit hour productivity in a given discipline. Such exceptions shall be justified utilizing historical enrollment data by discipline with reference to the most recent similar academic semester (e.g., fall semester 2009 to fall semester 2010). Further, such exceptions shall be noted on the appropriate semester/term Assignment Reports.

B. Office Hours

This section is currently under review. Please refer to VCCS Policy 3.5.1 Office Hours.

C. Faculty Reassigned Time

1. General

Reassigned time may be given to nine-month and twelve-month teaching faculty for administrative and special College/campus assignments, educational program development projects, and for Summer term duties. That portion of the faculty member's workload that constitutes reassigned time will be determined by the provost as delegated by the president, and noted in terms of teaching credits. Faculty assigned more than 50 percent released time for non-teaching duties for more than two years must be classified as administrative faculty unless an extension beyond two years is approved by the Chancellor. The College will maintain a record of all released time for audit purposes.

In the Spring Semester, the president will allocate a number of teaching credits to each provost to be used for the reassigned time for the following academic year (Summer, Fall and Spring). These teaching credits will be used for the purposes outlined herein.

Compensation for teaching credits used in the Summer term will be at the rate of $500 except for Item 2.a. below.
2. Special College/Campus Assignments

Special College/campus assignments may include:

a. Administrative activities assigned to academic deans, assistant academic deans, and program heads as identified in the listing of functions and duties of the respective positions in the Faculty Handbook. See Sections 3.5100-3.5300 for further details.

b. Faculty assignments to perform special services for the College beyond normal faculty duties, such as serving as chair of the College Senate and serving as chair of the Institutional Self-Study Reaffirmation of Accreditation Program.

c. Special assignments essential to the operation of the campus given to certain faculty members because of unique qualifications or professional skills.

3. Educational Development Projects

Educational development projects may include

a. Instructional development to improve teaching materials, methods, and effectiveness.

b. Curriculum development to improve curricular offerings such as the development of new curricular programs or courses.

Proposals for such projects should include

a. Purpose of the project.

b. Expected outcome.

c. Estimate of time needed to complete the project.

d. Evaluation of the project.

Recommended proposals for projects shall be submitted through the academic dean to the provost at least 30 days prior to the beginning of each semester or Summer term (each campus and/or division should establish a useable model for managing instructional development). Proposed reassigned time for new curriculum development shall be recommended by the provost, reviewed by the Administrative Council, and approved by the president.

4. Administration

A copy of the approved Faculty Reassigned Time form (105-85, Appendix W) for any reassigned time must be submitted by the provost to Human Resources for the Official Personnel File of the faculty member.

Summer term reassigned time will be a part of the total teaching credit allocation for the academic year, but will be paid separately. Academic deans will submit a memorandum to the provost requesting approval for reassigned time and attach a form 105-133, Request for Payment for Guest Speakers/Adjunct or Visiting Faculty/Individual Services. Indicate the amount to be paid based on $500 per teaching credit and source of funding (either grant-funded or from the provost's budgeted reassigned time teaching credit allocation). Upon approval, the form will be forwarded to Human Resources (Payroll) for payment.
3.5100 Assistant Academic Dean, Teaching Load

An assistant academic dean for an approved instructional grouping may be approved by the president upon recommendation of the academic dean and provost. Each assistant academic dean must teach at least 50 percent of a full teaching load during the regular nine-month academic year. If such a teaching load includes reassigned time for educational development, the project must meet the criteria set forth in section 3.5000 C. of the Faculty Handbook and must be in a discipline in which the assistant academic dean teaches.

3.5200 Occupational Program Heads, Teaching Load

Occupational program heads for an approved program area may be approved by the president upon recommendation of the academic dean and provost. Each occupational program head must teach at least 50 percent of a full teaching load during the regular nine-month academic year. If such a teaching load includes reassigned time for educational development, the project must meet the criteria set forth in Section 3.5000 C. of the Faculty Handbook and must be in a discipline in which the program head teaches.

3.6000 Instructional and Office Assistance

Assistance may be available in each division. Also, depending upon the courses and programs offered in the division, laboratory and shop assistants, technicians, and other assistance may be available. The academic dean assigns such instructional assistance.

Learning and Technology Resources, including the Learning Laboratories, has programmed material, specialized instructional equipment, and other audiovisual/instructional technology materials available for use by students and faculty.

3.6100 Substitute Faculty

This section is currently under review.

3.7000 Collegewide Learning and Technology Resources

Learning and Technology Resources (LTR) are provided at each campus and consist of library services, testing, and learning laboratory facilities. At some campuses, LTR also provides information technology support services and audiovisual services. The materials, systems, and services are designed to support the programs of the College and to create an environment conducive to learning. While the primary emphasis is directed towards supporting instructional programs at each campus, appropriate services are provided to citizens as a part of the College commitment to serve the educational needs of the community. The College-wide LTR consists of the six campus-level Learning and Technology Resources divisions, the Extended Learning Institute LTR, and the College staff-level Media Processing Services unit, which provides centralized technical services to all campuses.

The LTR deans, the ELI director of Instructional Services, and the coordinator of Media Processing collaborate in the establishment of procedures and policies relating to the general operations of the College-wide LTR. Those policies can be found in Section 25 of the Administrative Services Procedures Manual.
3.7100 Learning and Technology Resources (LTR)

The purpose of the campus Learning and Technology Resources (LTR) is to provide faculty, students, and staff with information technology support, instructional technology, library services, media services, learning laboratory services, and student testing. Each campus LTR is responsible for supporting curricular and instructional requirements for the programs of that particular campus, with access to resources and services for all students and staff at all campuses.

3.7200 Teaching Development Support

The LTR unit supports instructional development by providing materials, equipment, and staff assistance in instructional technology and design.

3.7300 Selection of LTR Materials

The guidelines for the selection of materials are set forth in the following Collegewide selection policy.

The policy of Northern Virginia Community College, through its Learning and Technology Resources, is to select, commensurate with budgetary allocations, materials in appropriate formats that support the following:

A. The mission and goals of the College.
B. Courses offered in the curriculum.
C. Teaching methods of faculty members.
D. Special needs of students of a given campus, including leisure reading.
E. Professional development reading for faculty and staff.

In the fulfillment of these objectives, selection of materials is considered to be a cooperative responsibility, with participation and recommendations by librarians, faculty, staff, students, and Learning and Technology Resources Committees. Responsibility for selection and quality of these materials on each campus rests with the dean of Learning and Technology Resources. The College holds to the tenet that professional integrity and responsibility to the academic community served by the College involves the freedom of access to a wide spectrum of significant materials that represent all sides of controversial or partisan issues and meet the educational objectives of the College.

This selection policy applies equally to all resource materials, whether acquired by purchase, gift, or exchange.

3.7350 Access to LTR Materials

The cataloged library resources and materials at all six campuses, several centers, and the virtual online collection constitute the College collection, which is accessed on site and remotely. Intercampus loan service between campuses and centers makes materials readily available. The use of special collections at individual campuses may be limited by priorities established by curricular requirements.

Specialized lab software purchased by the LTR and program support media and software purchased out of academic departmental funds may be restricted to use by NOVA students, faculty and staff.

3.7400 Library

The facilities and services of the library are available to registered students, faculty, and staff of the
College. Borrowing privileges are also extended to students in noncredit courses, to community patrons, and to students from George Mason University through formal, consortial agreement. Faculty members and students at NOVA can borrow books from George Mason University. Faculty members and students are also entitled to interlibrary loan services. The campus librarians should be consulted for assistance in obtaining these materials. Faculty members should also consult their campus librarians about procedures for placing materials on reserve, for creating instructional and research guides/ materials, for arranging library instruction for classes and other groups, and about other services and resources.

3.7500 Learning Laboratories and Testing Services

Systems for individual use of self-instructional materials are common to all campuses. Individualized instruction is offered through a variety of instructional systems. Testing services for placement purposes, for classes, and in support of the Extended Learning Institute are administered in the Testing Centers and learning laboratories. Trained staff provide access, instruction, and tutorial assistance in foundation subjects. Both specialized and generalized learning centers are designed to support and complement the instructional programs on the individual campuses.

3.7600 Media/Instructional Technology Support Services

Some campus Learning and Technology Resources staff provide media and/or instructional technology support services for students and faculty for classroom assignments or College classroom use. Staff may, in cooperation and coordination with faculty and administration, order materials such as DVDs, CDs, and recorded materials; and support presentation equipment and computers. Some campuses provide production equipment and facilities for creation of podcasts, video and interactive media for instruction. Teleconferencing areas are also maintained on each campus. Student production areas are available on some campuses for students to create materials as part of class assignments or special projects with the help of specialized equipment and knowledgeable staff.

3.7700 Campus Computer Laboratories

Some campus Learning and Technology Resources programs include Information Technology program computer labs. The computer lab staff provides assistance with equipment and a variety of software applications supporting the curriculum.

3.7800 Media Processing Services

Media Processing Services (MPS) is the technical services unit of the NOVA Collegewide Learning and Technology Resources. MPS staff purchase, receive, catalog, and process print, digital, and audiovisual materials for the Learning and Technology Resources. MPS maintains records in several databases for LTR: NOVA’s integrated online catalog and circulation system, an acquisitions system, and WorldCat. MPS also purchases all computer software for the College.

3.8000 Television Services

Campus video services and video conferencing facilities are provided on each campus by campus Audiovisual/Instructional Technology Services. The College Television Center provides support for the video conferencing network and coordinates with the VCCS for statewide video conferencing. The Television Center is located on the Annandale Campus and provides a complete television production, editing, and transmission facility for College video projects. The Television Center provides a direct link to local cable-TV systems for delivery of credit telecourses and other College programming. The Center also maintains and manages the College’s Video On Demand Server and live streaming.
services.

**3.8500 Accreditation**

The College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097, or call 404-679-4500 for questions about the accreditation of Northern Virginia Community College. For other information about the College, please contact NOVA’s Administrative Offices, 4001 Wakefield Chapel Road, Annandale, Virginia 22003-3796 or call 703-323-3000.

Specialized accreditation for individual programs of the College is sought and maintained only in those occupational fields where accreditation is essential for purposes of licensure and/or securing a job. Specialized accreditation may also be sought and maintained where there is demonstration that accreditation promotes a level of excellence and recognition for which the program is qualified. The need for specialized accreditation should be identified and justified at the time of curriculum approval.

To qualify for specialized accreditation for purposes of licensure and/or securing a job, evidence must be documented that accreditation is required to provide graduates access to licensure examinations. Further, there must be evidence that accreditation will provide graduates of the program equal status with other such programs in the College's service area and that accreditation will provide a vehicle for student recruitment and placement of graduates.

To qualify for specialized accreditation for purposes of excellence and recognition, justification must be provided that demonstrates the expected benefits that would result for the program, the students, and the College.

In all instances of requesting new specialized accreditation, an analysis must be submitted of direct and indirect costs associated with accreditation. Direct costs include any initial fees and any requirements to support site visits and the like. They also include ongoing fees and any periodic costs associated with reaffirmation. Indirect costs include any prescriptive specifications in the accreditation standards that have cost implications for the programs (e.g., credentialing requirements for faculty; number of full-time faculty; full-time to part-time faculty ratios; or student-faculty ratios). Also included in indirect costs is any projected need for reassigned time or other faculty support to apply for and maintain accreditation status.

The accrediting agency should be of national stature and should carry wide professional recognition.

The accrediting process must be established on a reasonable time cycle and be financially feasible.

Initiation of a special accreditation process shall be done by the academic dean for which accreditation is sought, with notification of the initiation given to the provost and College executive vice president of Academic and Student Services. The ensuing process shall be coordinated by the College executive vice president of Academic and Student Services, and all correspondence, reports, and institutional statements regarding the program under consideration shall be submitted to the accrediting agency over the signature of the president. The executive vice president of Academic and Student Services shall keep all reports and records dealing with accreditation for the College.
4.0000 STUDENT SERVICES POLICIES AND PROCEDURES

4.1000 Academic Load for Students

The normal academic load for students is 15-17 credits. The minimum full-time load is 12 credits and
the normal maximum full-time load is 18 credits excluding College Success Skills (SDV 100). A student
wishing to carry an academic load of more than 18 credits must have a 3.00 grade point average or
higher on the last 12 credits or most recent semester of full-time enrollment completed at NOVA or
another accredited college or university and the approval of the dean of students. In the case of students
with considerable professional experience, successful completion of college-level training may
substitute for the credit hour and GPA requirement. Approval for an overload based on professional
training may be granted by the dean of students in consultation with the appropriate program
head/assistant dean.

Students placed on academic warning or academic probation may be required to take less than the
normal course load.

Full-time Department of Veterans Affairs educational benefits are available to eligible students who
register and maintain enrollment in 12 or more credits in degree program courses.

4.1100 Academic Standing of Students

The College will take the initiative to advise and assist students who are having academic difficulty. The
student will be assisted in setting objectives, in planning improved study habits, and in dealing with
other factors that relate to academic progress. There must be some point at which the student, having
been offered assistance by the College and having been apprised of the situation, is best served by being
prevented from further registration for a period of time if no academic improvement has been shown.

A. Academic Warning

Any student who fails to attain a minimum grade point average of 2.00 for any semester
will receive an academic warning. Students on academic warning should be encouraged
to consult with their advisor/counselor and take advantage of academic support services
provided by the College.

C. Academic Suspension

The student on academic probation who fails to attain a semester GPA of 1.50 or better shall be
placed on suspension only after attempting 24 semester credits. Academic suspension shall be for
one semester. The statement “Academic Suspension” shall be placed on the student’s permanent
record. Students placed on academic suspension who wish to appeal should follow the appeal
process established by the College. The student may be reinstated at the conclusion of the
suspension period by following the process established by the College. Once the student has been
reinstated from academic suspension, s/he must achieve a 2.00 GPA for the semester of
reinstatement and must earn at least a 1.75 GPA in each subsequent semester of attendance. The
statement “Subject to Dismissal” shall be placed on the student’s permanent record. If a student
has been reinstated from academic suspension, s/he will remain subject to dismissal until his/her
cumulative GPA is raised to a minimum of 1.75. Reinstated students may be required to carry less
than a normal course load the following semester and are required to consult with their
advisor/counselor. Advisors should encourage these students to take advantage of additional
academic support available to students who have been reinstated following academic suspension.

D. **Academic Dismissal**

Students who do not achieve at least a 2.00 GPA for the semester of reinstatement following academic suspension will be academically dismissed. Students who achieve at least a 2.00 GPA for the semester of their reinstatement following academic suspension must maintain at least a cumulative 1.75 GPA in each subsequent semester of enrollment. Failure to attain a 1.75 GPA in each subsequent semester until cumulative GPA reaches 1.75 shall result in academic dismissal. The statement "Academic Dismissal" will be placed on the student's permanent record. Academic dismissal is normally final, but students who believe they have an exceptional case may appeal to the dean of students for reinstatement following an absence of five years (60 months). To appeal, the student must submit a written request to the dean of students explaining why he/she did not do well in the past and why the student thinks he/she will be successful if allowed to return to the College. The student must submit an appeal at least 30 days before the start of the semester when he or she wishes to return. Students who are readmitted after dismissal should consult College policy on academic renewal found in the College Catalog. Any student reinstated after academic dismissal will remain subject to dismissal until his/her cumulative GPA is raised to a minimum of 1.75. Reinstated students may be required to carry less than a normal course load the following semester and are required to consult with their advisor/counselor. Advisors should encourage these students to take advantage of additional academic support available to students who have been reinstated following academic dismissal.

E. **College Procedures for Students Academically Suspended or Dismissed**

The procedures listed below apply to students who have been academically suspended or dismissed:

1. Students are notified of their academic suspension/dismissal through both their grade report and a letter sent from the College that describes the suspension/dismissal policy and the steps available for appealing.

2. “Holds” are placed on student records so that they cannot register. The hold will indicate “academic suspension” or “academic dismissal” and is a part of the student’s academic record.

3. Students who choose to appeal are required to write a letter to the chair of the campus Admissions Committee requesting an exception to the policy. The letter should detail the causes for the academic difficulties and describe remedies that the student proposes to improve his/her academic performance.

4. Students requesting reinstatement to the College following suspension must meet with a counselor and/or dean of students.

5. The campus dean of students will make the reinstatement decision.

6. The dean of students’ reinstatement decision may be appealed to the campus provost.

F. **Academic Standing for Veterans**

Any change in the status of a student receiving veterans benefits, whether that be a change of curriculum, reduction or increase in course load, withdrawal, suspension, dismissal or other type of
changes, must be reported to the Department of Veterans Affairs as soon as possible but no later than 30 calendar days after the process has been officially completed at the College.

Veterans who do not make satisfactory progress toward completion of their program must be reported to the Department of Veterans Affairs for action.

Questions regarding entitlement to benefits should be directed to the veterans’ advisor on any campus.

G. Satisfactory Academic Progress Standards and Federal Refund Repayment Requirements for Student Financial Aid Eligibility

To be eligible for student aid funds, an applicant must be maintaining satisfactory academic progress. The U.S. Department of Education sets requirements for determining satisfactory academic progress.

1. Limitations

Students can be eligible for financial aid for 150% of the length of an associate degree or an eligible certificate program. All periods of enrollment count toward this limitation, whether or not aid was received. Developmental coursework is limited to 30 enrolled semester credits. English as a Second Language courses are limited to 60 enrolled semester credits. Developmental and ESL coursework is excluded from the 150% calculation.

2. Credit Completion and GPA Requirements – Satisfactory Academic Progress (SAP)

Students must demonstrate satisfactory academic progress by successfully completing at least 67% of cumulative attempted credits and achieving the minimum GPA. Satisfactorily completed credits are those for which a grade of A, B, C, D, P, or S was earned. Minimum GPA requirements are 1.5 for 1-15 attempted credits, 1.75 for 16-30 attempted credits, and 2.0 for 31 or more attempted credits. An evaluation of Satisfactory Academic Progress is calculated at the end of each term, including Summer. With the exception of those who fail the 150% rule, students failing to meet SAP requirements for the first time are given one term of Warning Status to improve their status without losing aid.

3. Attendance and Overpayment of Aid

Students whose financial aid status changes due to dropped classes or to nonattendance in each class beyond the census date for the term and the course census date will have eligibility for student financial aid recalculated, and will be liable for any overpayment.

Students who withdraw from all courses during a session, or withdraw from a course while not simultaneously attending another course, are subject to the Return of Title IV (federal) Aid calculation. Students earn the aid awarded them in proportion to the percentage of their term actually attended. Most students who withdraw, fade away, or finish the term with a 0.0 GPA will owe a portion of their aid back to federal programs. If a student actually attends beyond the 60% point in the period scheduled to attend, aid is considered earned. The student will be notified of any amount which must be repaid and given the time frame for repayment. Students will also be held responsible for the portion of the funds that the College must repay as a result of these calculations.
Official last date of attendance: The withdrawal form is completed by the student or instructor and submitted to the Student Services Center. An official last date of attendance is required of all students.

The last date of attendance is a critical element in calculating the repayment of federal financial aid.

Unofficial withdrawal process: A withdrawal is considered unofficial when the withdrawal form is incomplete; the student stops attending but does not notify the Student Services Center or provide a last date of attendance on the Course Withdrawal form; or, the instructor withdraws the student but does not list a last date of attendance on the Course Withdrawal form. Funds returned to Title IV financial aid programs would be calculated under the assumption that the student attended until the 50% point in the payment period.

Student never attended the course: Students who never attend a course should be reported as NVRK using form 125-034 Withdrawal Initiated by Instructor. This report must be completed and submitted to the Student Services Center immediately following the census date. Federal financial aid recipients may have their eligibility for financial aid recalculated due to a change in enrollment status.

4. Additional Information Sources

For further detail on students' receipt of financial aid and responsibilities for enrollment in connection with that aid, see either the current edition of the Student Services Financial Aid Handbook or contact the College Financial Aid Office.

4.1200 Academic Dishonesty

When College officials award credit, degrees, and certificates, they must assume the absolute integrity of the work done by the student; therefore, it is important that students maintain the highest standard of honor in their scholastic work.

Academic dishonesty shall not be condoned. When such misconduct is established as having occurred, it subjects the student to possible disciplinary actions ranging from admonition to dismissal, along with any grade penalty the instructor might, in appropriate cases, impose. Procedural safeguards of due process and appeal are available to the student in disciplinary matters.

Academic dishonesty, as a general rule, involves one of the following acts:

A. Cheating on an examination or quiz, including the giving, receiving, or soliciting of information and the unauthorized use of notes or other materials during the examination or quiz.

B. Buying, selling, stealing, or soliciting any material purported to be the unreleased contents of a forthcoming examination, or the use of such material.

C. Substituting for another person during an examination or allowing such substitution for one's self.

D. Plagiarizing. This is the act of appropriating passages from the work of another individual, either word for word or in substance, and representing them as one's own work. This includes any submission of written work other than one's own.

E. Colluding with another person in the preparation or editing of assignments submitted for credit,
unless such collaboration has been approved in advance by the instructor.

F. Knowingly furnishing false information to the College; forgery and alteration or use of College documents or instruments of identification with the intent to defraud.

4.2000 Change of Registration

In all cases students should follow established procedures for making any change in their programs after registration. Failure to do so could place their College records in jeopardy. Changes, refunds, etc., are effective as of the time requested and approved. Retroactive changes are usually not permitted.

A. Withdrawal from a Course

A student may withdraw from a course without academic penalty within the first 60 percent of a session and the student will receive a grade of W. After that time, the student will receive a grade of F, except under mitigating circumstances that must be documented on the Course Withdrawal form and approved by the instructor of the course and the academic dean. This documentation must be submitted by the division to the Student Services Center where it will be recorded electronically. Students may only withdraw after the 60 percent point if they are in good academic standing in the class. Refer to Section 4.1100.G3, Attendance and Overpayment.

C. Withdrawal from the College

Students who wish to withdraw from the College should contact any campus Student Services Center to determine the appropriate procedure. Failure to follow established procedures could place the student's College record in doubt and affect the return to this or another college. This must be done in person except under the most serious circumstances (hospitalization, death in family, etc.). The Student Services Center should be contacted for instructions.

D. Cancellation of a Section or Course by the College

The College will process a refund for courses or sections canceled by the College if no other courses or sections carrying the same number of credits are added. Tuition refunds are not automatic, except for courses canceled by the College.

E. Transfer of Students between Curricula

A student who wishes to transfer from one curriculum to another must consult a counselor before the change can be made.

F. Dropping Courses

Students may drop courses using NOVAConnect until the “last day to drop with a tuition refund or change to audit” deadline (census date). Students are responsible for assuring that their enrollments are what they intend and that course drops are implemented as expected.

4.2100 Auditing a Course

Students desiring to take a course without taking the examination or receiving credit for the course may
do so by auditing that course. The procedure to audit a course must be completed no later than the census date for the course.

Audited courses carry no credit and do not count as part of the student's course load. Students wishing to change status in a course from credit to audit or from audit to credit, must complete NOVA Form 125-012 Auditing a Class: Permission to Audit and have it signed by the instructor and the academic dean no later than the census date for the course. After this day, the audit grade X is invalid for students enrolled for credit. Students who wish to earn credit for a previously audited course must retake the course by reenrolling in the course for credit and paying normal tuition to earn a grade other than “X.” Advanced standing credit should not be awarded for a previously audited course.

4.2150 Repeating a Course

If a student repeats a course, only the last grade earned, not the higher of the two grades, is counted in computing the cumulative and curriculum GPA and for satisfying curricular requirements. If the subsequent grade is a W, X, or I, it does not replace the grade earned previously. This policy is effective only for students who have been enrolled since summer 1994. When a course is repeated and the grade of F is earned, all grades, credits attempted, credits completed, and quality points for previous enrollments in that course are no longer applicable to the GPA. Grades of W, X, and I shall not count as first or subsequent attempts for purposes of GPA calculation. These criteria apply only to courses taken under the semester system (beginning fall 1988) at NOVA. If a student has graduated from NOVA but retakes a course and receives a better grade after graduation, the curriculum and cumulative GPAs and honors designations (e.g., cum laude) earned at the time of graduation will not be changed.

All course attempts will be included in the student’s transcript.

Students are normally limited to two (2) enrollments in a credit course that is not designated as repeatable for credit or is not a General Usage course. Credit courses that are designated as repeatable for credit in the College Catalog or are identified as General Usage courses may be repeated for credit. (General Usage courses are 90, 190, 290; 95, 195, 295; 96, 196, 296; 97, 197, 297; 98, 198, 298; 99, 199, and 299.) Other than the general usage courses, the College may only designate those courses designed to develop and maintain proficiency in the visual and performing arts, or to meet requirements for certification or recertification in allied health or applied technology fields as repeatable for credit. Certain courses where repeat enrollments cover new subject matter are not subject to this policy. Examples are applied music and music ensemble, general usage courses, and others.

Exceptions to this policy will be considered on a case-by-case basis when the student submits a form 125-013, Course Repeat Request, to the academic dean in the academic division offering the course. In most cases, students will be limited to 10 credits earned through multiple enrollments in the same course.

4.2200 Waiver of Course or Program Requirements

Northern Virginia Community College subscribes to the philosophy that the educational process is a continuum that begins with helping students establish educational goals, assess past experiences as they relate to these goals, and identify an educational development plan that will facilitate accomplishing these goals. Advanced standing is the administrative placement of a student beyond the basic or first course(s) in a curriculum, allowing college credit for subject matter and/or other appropriate training, upon the submission of evidence showing previous academic study, examination, or occupational experience. Advanced standing may be granted students as described in Credit for Prior Learning Manual.
4.2300 Admission to the College

Any person who has a high school diploma or the equivalent, or is at least 18 years of age and is able to benefit academically from enrollment at Northern Virginia Community College as demonstrated by assessment in reading, writing, and mathematics, may be admitted to the College. Minimum assessment scores can be found in the Testing section of the College Catalog. Exceptions to this policy may be made by the College president only for documented reasons. All students not admitted to a degree or certificate program shall be considered noncurricular students. The complete policy on admission to the College may be found in the current College Catalog.

The College reserves the right to evaluate Applications for Admission, document special cases, and to refuse or revoke admission if the College determines that the applicant or student is a threat, is a potential danger, is significantly disruptive to the college community, or if such refusal is considered to be in the best interest of the College. Students whose admission is revoked after enrollment must be given due process. Applicants that have been expelled or suspended from, or determined to be a threat, potential danger, or significantly disruptive by, another college will not be admitted to NOVA.

Admission to nursing, allied health, and veterinary technology programs requires a separate process after students are admitted to the college. Details can be found on the program websites or in the Catalog.

Students are encouraged to meet with one of the College counselors (a) to discuss the applicant's educational interests, (b) to determine what additional tests should be taken, and (c) to plan admission to a specific curriculum or program at the College.

The act of enrolling as a student is an acceptance of the rules and regulations of the College. Any violation may be subject to appropriate institutional action.

Persons wishing to apply for the noncredit community service programs should contact the Office of Workforce Development on any campus for additional information. For additional information about admission to a specific curriculum, admission of international students and senior citizens, and transcript requirements, see the current College Catalog.

It is the policy of Northern Virginia Community College (NOVA) to maintain and promote equal employment and educational opportunities without regard to race, sex, color, national origin, marital status, religion, sexual orientation, gender identity, age, political affiliation, or against otherwise qualified persons with disabilities. The policy permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans. Inquiries concerning affirmative action and equal opportunity policies should be addressed to Therman Coles at 703.323.3266 or eo@nvcc.edu.

4.3000 Class Attendance by Students

Effective learning is facilitated by an interaction between an instructor and students regarding material covered in the course. Generally, the classroom is the principle arena for such interaction. Thus, students have an obligation to themselves, to fellow students, and to their instructor to attend and participate actively in class meetings.

Each student is personally responsible for regular and punctual class attendance. Each faculty member is responsible for establishing and communicating to students the specific attendance requirements of His/her courses that are consistent with the course objectives. Thus, specific course attendance policies will vary from course to course. Attendance requirements should be specified in the syllabus.
Faculty should be sensitive to the many responsibilities of students and establish reasonable attendance requirements, recognizing that students may need to miss an occasional class. While the importance of class attendance may vary, depending on the course and on instructional methods, frequent absences may result in administrative withdrawal of a student from a class. Faculty should make their policy on faculty-initiated withdrawals clear on their syllabus (e.g., if it is the student’s responsibility to withdraw or if the faculty member will withdraw students and, if so, under what circumstances). Administrative withdrawal is limited to the withdrawal without grade penalty period. (Refer to Section 3.2000 B, "Explanation of Grades" for clarification of the W grade.)

The student is responsible for making up all work missed during an absence. Any instruction missed and not made up will necessarily affect the grade of the student, regardless of the reason for the absence. When an instructor administratively withdraws a student from a course, it is the instructor's responsibility to complete a withdrawal form and submit it to the Student Services Center.

4.3010 Accommodations for Religious Observances

Northern Virginia Community College recognizes the rich and diverse religious backgrounds of its students and is committed to providing them access to education without undue hardship. Since religious observances do not always conform to academic holidays, fair, reasonable, and appropriate accommodations to students wishing to observe religious holidays are encouraged, provided that students notify their instructors well in advance of schedule conflicts. A list of commonly observed religious holidays may be found at the following link: www.nvcc.edu/calendars/holidays.htm.

When tests or exams fall on religious holidays, students should contact their instructors as soon as possible. Students, of course, are responsible for all work missed. Faculty, on the other hand, are encouraged to be sensitive to the religious practices of their students and to provide appropriate alternatives to those students whenever it is academically feasible to do so.

4.3100 Notice When Students Are Ill

Students should notify their instructors in advance if possible when they will miss classes due to illness, and students should make arrangements to make up any missed work. If a College representative learns that an illness will keep a student out of classes, that person should notify the dean of students who will inform the student’s instructors.

4.3200 Contagious Disease Policy

NOVA has a policy on contagious diseases for the purpose of preventing the spread of communicable/contagious diseases using safety, prevention and education. Contagious disease is defined for the purpose of this policy as an infectious disease that is spread from person to person through casual contact or respiratory droplets, which may lead to an epidemic or pandemic situation and threaten the health of the campus community.

These diseases include but are not limited to:
- tuberculosis (TB),
- measles or German measles (rubella),
- certain strains of hepatitis and meningitis,
- SARS and certain strains of influenza,
Other potentially less serious infectious diseases, such as chicken pox and pneumonia will be addressed on a case-by-case basis.

Persons who know or have reason to believe they are infected with a contagious disease:

- should seek expert medical advice;
- are encouraged to advise local health authorities of a possible public health threat;
- must follow the directions of local health authorities in order to prevent the spread of infection and to protect their own health.

Students who know or suspect they are infected with a contagious disease must notify the dean of students on their campus and/or their instructor(s). All records regarding this medical information must remain confidential and be filed separately from all other general student records and/or personnel files.

Employees who know they are infected with a contagious disease must notify their supervisor and Human Resources (Employee Services).

Confidentiality Statement: No person, group, agency, insurer, employer, or institution should be provided any medical information without the prior specific written consent of the student, employee, or other College community member unless required by state and/or federal law. Furthermore, all medical information relating to contagious diseases of students, employees, or other College community members will be kept confidential, according to applicable state and federal law. Medical information relating to contagious diseases of persons within the College community will only be disclosed to responsible college officials on a need-to-know basis.

For the complete Contagious Disease policy, please contact the Office of Emergency Management and Planning.

4.4000 Supervision of Student Organizations

Student activities and organizations are open to all interested students, faculty and staff. The Student Life Program is designed to complement the instructional program by providing a variety of meaningful educational, cultural, and social experiences. All faculty members are expected to share the responsibility of supervising student organizations. There must be a faculty or staff advisor for each student organization. The Student Government Association provides support to student groups in the promotion of activities on campus. The office of the coordinator/counselor of Student Life assists students and faculty in the planning of extracurricular events and in the development of student organizations.

4.4100 Sponsors of Student Organizations, Responsibilities of

Each social event of any student organization must be sponsored by a member of the faculty. All such activities also need to be approved by the dean of students. It is the responsibility of the students involved to obtain faculty sponsorship for their organizations, cultural programs and social programs. The responsibility of the faculty or staff sponsor includes being at the function before it begins and remaining there until after all students have left the area of the function. Sponsors will also attend the meetings of student organizations, participating in an advisory capacity.

Sponsors of student organizations must check with the Student Life accounting officer regarding the proper manner for making purchases and approving invoices. The campus Student Life records are audited and, therefore, must be handled in the approved manner.
4.4200 Student Use of College Facilities

Students are welcome to use the facilities of the College but are not permitted to remain in any College building after College hours without faculty supervision.

4.5000 Academic Record and Transcript Control

Academic records are maintained electronically in the College Student Information System. Students are notified of entries made to official educational records by way of grades, registration, class schedule, etc. Access to the permanent educational record is guaranteed every student, subject only to reasonable regulation as to time, place, and supervision. Student requests to review academic records should be directed to the Student Services Center.

Transcripts of academic records are issued by the College Records Office. Official transcripts are released to other colleges or agencies upon a student's written request, and only after the student has completed one course at NOVA. There is no fee for transcripts.

4.6000 Counseling Services

The College provides a number of services that are designed to contribute to each student's educational, career, and personal development. These services include counseling, testing, information, faculty advising, financial aid, job counseling, student activities, and admissions. Students are encouraged to take advantage of these services and to feel free to contact the dean of students or other student services staff members for assistance. Students taking courses with the Extended Learning Institute can avail themselves of student services at any campus. Faculty with concerns should contact NOVACares.

4.6050 Academic Advising

Each student who has been admitted to a specific curriculum is referred in subsequent semesters to an academic advisor to assist in planning the student's program of study each semester. Application for graduation is performed online by the student. Students are encouraged to seek information and assistance from their academic advisors not only in planning their program of study each semester, but also in their career and occupational planning.

Noncurricular students are those students who are not enrolled in a specific curricular major and are not pursuing a degree or certificate award. They may seek assistance from academic advisors and counselors to select courses during registration periods. When assistance is needed prior to registration, noncurricular students may seek the help of counselors. Noncurricular students may become curricular students and after admission to a curriculum, they will then be referred to an academic advisor for further academic advising.

On occasion, an instructor might feel that a student could profit from special counseling of either an academic or a personal nature beyond that which is most feasibly conducted by the instructor in connection with the course or courses the student is taking. It is the responsibility of that instructor either to suggest that the student see a counselor or to suggest to the counselor that such counseling appears desirable. Instructors and counselors are urged to confer regarding a student's problems. For further information, please consult the College Catalog.

4.6100 Off-Campus Jobs, Referral of Students for
The College maintains a referral service for students who wish to secure off-campus employment while attending college, during vacations, or after graduation. The College cooperates with local businesses to assist students in securing part-time employment. An effort is made to assist students in finding jobs related to their college programs. Students who work more than 20 hours per week are advised to adjust their course loads accordingly. Job information may be secured from the career counselor on each campus.

Faculty members are invited to contact the job referral office on their campus on behalf of students who need help in finding work. If faculty members know of employment possibilities, the referral office would appreciate this information. If a faculty member assists a student in finding employment, this information should be given to the counselor so that the counselor may report the total placements secured through the College.

4.7000 Disciplinary Procedures for Students

See the current edition of the Student Handbook for the policy and procedures on student disciplinary action.

4.7100 Complaint and Grievance Policy for Students

See the current edition of the Student Handbook for the Student Complaint and Grievance Policy.

4.7200 Grade Appeal Policy for Students

See the current edition of the Student Handbook for the Student Grade Appeal Policy.

4.8000 Prohibition of Sexual Harassment of Students

Northern Virginia Community College does not and will not tolerate sexual harassment of students, faculty, and/or staff. This policy is part of the College's efforts to maintain a learning and work environment free from sexual harassment, exploitation or intimidation. Violation of this policy will subject individuals to disciplinary action, up to and including dismissal for employees and students.

Sexual harassment is a form of sex discrimination that is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. In keeping with the guidelines provided by the U.S. Equal Employment Opportunity Commission (EEOC) on sexual harassment in employment, NOVA defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed at an individual, or action taken in retaliation for reporting such behavior, regardless of where such conduct may occur, when:

A. Submission to the conduct is either explicitly or implicitly a term or condition of an individual's employment or academic performance.

B. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions including, but not limited to, promotion, transfer, selection for training or performance evaluation, or used as the basis for academic evaluation.

C. Such conduct has the purpose or effect of interfering with an employee's work performance or a student's academic performance or participation in educational pursuits.
Nothing herein is intended to prohibit expression protected by the First Amendment of the United States Constitution.

The NOVA Sexual Harassment policy as it relates to employees of the College is found in this handbook in Section 6. A copy of the College's Sexual Harassment policy, procedures, and complaint process for students is available from the Student Services Office.

Sexual harassment is a serious offense. As a consequence, any faculty or staff member who engages in such conduct or encourages such behavior by others shall be subject to disciplinary action that may include dismissal from state service. A student who engages or assists in such conduct shall be subject to disciplinary measures including reprimands, suspension, or dismissal, when justified, to remedy violations of this policy. Students accused of sexual harassment will have the right to a fair due process hearing.

4.9000 Drug Abuse Prevention Program

Recognizing the serious consequences resulting from the inappropriate use of drugs by practically all ages and segments of our society, Northern Virginia Community College has established student conduct policies that prohibit the possession or consumption of drugs on campus. Beyond potential disciplinary action that could result, the College recognizes the need and the responsibility to provide information and counseling services regarding the hazards of substance abuse. The following program of activities and services constitute Northern Virginia Community College's efforts to prevent drug abuse on the part of its students, faculty, and staff.

A. Each campus of the College will present, at least once a year, a seminar, workshop, presentation, or other programs of information and awareness that will be open to all students, faculty, and staff. Such programs may consist of an audio-video presentation, a speech by an authority on the subject, or seminar discussions.

B. Each Counseling Office at the College will maintain, readily available for faculty, students, and staff, appropriate brochures and information sheets which may be used by individuals for their own personal information and awareness.

C. Each campus of the College will post appropriate announcements about presentations, services, and seminars that may be available in the community through local public agencies as part of the public information and awareness about drug abuse.

D. Every counselor at the College will maintain a list of referral services in Northern Virginia that specialize in the assistance of persons who are either substance abusers or susceptible to substance abuse. Students, faculty, and staff requesting assistance will be referred to the appropriate public agencies.
5.0000  FISCAL AND ADMINISTRATIVE SERVICES POLICIES AND PROCEDURES

5.1000  Budget Preparation

The College operates on an annual budget with a fiscal year of July 1 through June 30. Responsibility for the preparation and implementation of the budget is vested in the president. Each year the Virginia Community College System prepares budget guidelines for the preparation of the budget. Division/unit managers give input on the budget to the appropriate member of the administrative council. The provosts are responsible for developing the budgets for their campuses. The College vice presidents develop the budgets for the units under their control. The vice president of Finance has supervisory responsibility for the preparation and implementation of the budget for the College as a whole. (See the Budget Advisory Committee Section 2.5106.)

5.1100  Receipt of Money

The campus business manager is responsible for assuring that all campus financial transactions comply with applicable audit and regulatory standards. When class or other curricular activities require students to pay special fees, the faculty member in charge should consult with the academic dean and the business manager to establish the proper procedures. Faculty should never take money from students directly. The dean of students, working with the business manager, is responsible for all cash operations of student activities.

5.1200  Gifts, Grants, and Contracts

Gifts, grants, and contracts help fulfill the mission of the College. Faculty members are encouraged to apply for outside support from appropriate sources, but such applications must be made through the proper channels.

The Office of Grants and Special Projects and the NVCC Educational Foundation work to advance the College's goals through the identification, cultivation and solicitation of financial support. Faculty members should consult the Office of Grants and Special Projects prior to submitting a grant application, and they must allow sufficient time for application materials to be reviewed and approved by the responsible College officers.

Please see Section 8 of the Administrative Services Procedures Manual for the complete policy on the grant application process.

5.1300  College Printing Services

Arrangements for duplication of examinations and other materials to be used for instructional purposes are made by the academic dean.

Class packets are submitted through a copyright clearance process to acquire duplication rights when needed. The copyright clearance process adds time to the duplication process. See Section 7.4000B for more information.

Duplicating service is available only on the Annandale campus. The College Printing Services accepts work from the Alexandria, Loudoun, Manassas, Medical Education, and Woodbridge campuses and the Arlington and Reston Centers in the order submitted. Normally, work can be completed within five working days, but because of the heavy load before each semester and prior to examination time; work
should be submitted to the College Printing Services so as to arrive there ten working days before the semester starts and fifteen working days before the examination date.

5.1400 Risk Management and Liability

Faculty members have an obligation to assist the College in creating a safe, secure, and healthy educational environment. They should report unsafe conditions to the campus director of operations. If College property is damaged destroyed or missing, that, too, should be reported immediately to the director of operations. If it appears that there has been an apparent breach of security, a theft, or vandalism, the Campus Police should also be notified. In emergency situations, faculty should call the Campus Police or 911.

The Commonwealth’s Division of Risk Management provides property insurance against loss with a deductible of $1,000. The College budget director is the College’s liaison with the Risk Management Division. In cases of theft or other covered losses, the College will pursue insurance reimbursement on behalf of the unit experiencing the loss.

Faculty can help to limit risks and potential liability by acting responsibly and with due care in compliance with College rules and regulations. Faculty members acting reasonably and within the scope of their employment will be defended by the Commonwealth Attorney General, and will not be personally liable for any claims that might be made against them as employees of the College.

5.2000 Mail

A. Intercampus Mail

The College operates a mail service for distributing official College mail, announcements, memoranda, and materials throughout its campuses on a daily basis. **Campus mail may not be used for personal or non-College purposes.** All mail, announcements, and ordinary correspondence must be sent through campus mail in perforated intercampus mailers (DPS-115). See Section 27 of the NOVA Administrative Services Procedures Manual for more information about College mail.

B. Mail

Official College mail is processed through campus mailrooms or the central distribution center. Except on the Annandale Campus, the business managers supervise the preparation of all outgoing mail and distribute incoming mail to boxes for pick-up by campus divisions and offices. At the Annandale Campus, this service is performed by the central distribution center.

C. Computers and Electronic Mail (Email)

Faculty and staff must only use NOVA email for official email correspondence. Email to registered students should only be sent to NOVA or VCCS student email addresses. If students use non-VCCS student email, faculty and staff may respond to that address with general information such as where to find things on the College web site, how to register, the nature of a class assignment, important dates, etc. If personal information pertaining to the student is involved such as grades, feedback on assignments, official actions, or registration/payment details, VCCS student email must be used.

College email may be used for incidental personal purposes provided it does not violate the
College’s IT Acceptable Use policy or any other applicable policy or law. There should be no expectation of privacy in regard to any email messages sent or received from College email accounts or from College computers. Email is subject to the Freedom of Information Act.

VCCS student email distribution lists do not allow the use of attachments or excessively large graphics and special features. Extra material should be placed on a web page with the link included in the email.

Email primarily of interest to a particular campus should only be sent to the individual Campus distribution list. If distribution on other campuses is desired, the request should be sent to the Provost or designee of the other campus(es). Provosts determine who on the campus has access to their distribution lists.

Email should not be used to store documents or messages that are the basis for official action, historical record, or official communication. Email or attachments that must be saved for document retention purposes should be printed or saved as a separate non-email document. Email can be converted and saved as a document (click File>Save As>HTML) or saved as a pdf file if that software is loaded on the computer. Attachments must be saved separately.

Email Best Practices

- Do not use large attachments when emailing to a large number of users. Instead, put the information on the web with a link in the email.
- Do not use wallpaper, colored backgrounds and graphics in email.
- Only use “Reply to All” when all addresses need to receive the information.
- Be careful with language in communications that might be sent to unintended audiences.
- Do not send perfunctory acknowledgement of messages (e.g. “Thank you”) unless required to complete the communication.
- If you receive emails with fantastic offers or warnings, also known as “Urban Legends” and Internet hoaxes, check out their validity. Do not forward them to others. Report direct threats to campus police and the IT Help Desk.
- Set up email addresses correctly. For large mailings, don’t put a distribution list name or list of addresses in the To: field. Instead, put your email address in both the To: and From: fields, and place the list name or list of email addresses in the Bcc: field. This prevents the list of recipients from being displayed and keeps replies from reaching the entire list.
- Instead of creating long chains of back-and-forth emails, it is often better and quicker to use the phone for a real-time conversation.

See the IT Help Desk website for a link to the complete NOVA Email Policy.

The College also provides faculty and students with access to Blackboard, a Web-based learning management system. This system allows faculty to post assignments and announcements, have students participate in asynchronous discussions, share written materials, etc.

Email, like the College telephones, is provided to expedite College communications and to make faculty, staff, and students more effective in their roles. It is not appropriate to use College email to support an unrelated personal business, for example.
5.2100 Conservation of Resources

All College employees are encouraged to cooperate in the conservation of electricity and to participate in the College’s recycling program.

5.2200 Inventory

The vice president and Chief Administrative Officer is responsible for maintaining an inventory of all plant assets and equipment. Provosts, academic deans, and program/office heads are responsible for the proper control and security of equipment assigned to them. Equipment is listed in detail on inventory records when purchased. Equipment inventories will be conducted annually, or as directed by the vice president. Missing or damaged equipment should be reported immediately after discovery of loss to the campus business manager. (See Section 5.3100.)

5.2300 Keys

All requests for keys begin with filling out section A of NOVA Form 105-156. The requester then must submit the form through his/her academic dean or department head for an approving signature. The form is then forwarded to the director of campus operations (DCO) for justification and final approval. The DCO will then forward the completed form to the NVCC Key Control Office located at the Annandale College Police Station. After the approval process, the requester will be notified by the College police department that the keys are ready for pick-up at the appropriate campus police station. At the close of the academic year, or upon termination of appointment, the faculty member shall be responsible for returning any keys to the local campus police station before departure. No key is to be duplicated or lent to another person. If a duplicate key is required, it should be requested in the same way as the original key using Form 105-156. Should a faculty member need to enter a College building after it has been locked, the faculty member should contact the police officer on duty by calling 703-764-5000. If entry is needed into a locked classroom, the faculty member should first contact his or her division office to see if personnel are available to unlock the classroom. If no one is available, a police officer may be requested using the procedure for a building unlock described above. Upon discovering assigned keys have been lost or stolen, the faculty member must notify the College police department to file a police report prior to being reissued any new keys.

Electronic Door Access

As the College transitions to electronic door access control, it is important to remember that if employees have a NOVACard programmed with access, it is also a key and should be guarded as such. When opening doors, users should be aware of unauthorized people following them into controlled areas. If an employee has a hard key to a door that also has electronic access, the employee is to use his/her issued NOVACard to open the door and not the key. (Exceptions to this are granted by the College police.) Electronic door access is granted by submitting Form 105-008 available on the College website at www.nvcc.edu/forms through campus directors of operations who informs the NOVACard Office, which updates and maintains electronic door access.

5.3000 Control of Equipment

The central College Warehouse is responsible for receiving, identifying, recording, and delivering to the appropriate division or office any and all equipment received by the College. Central inventory records are kept there and are subject to audit. Divisions or offices that receive such equipment must account for it so long as it is charged to that division or office. Equipment may not be transferred to another division, office or between campuses without first notifying the central Inventory Control Office. All College equipment must be labeled with Northern Virginia Community College identification numbers for inventory control.
There are established processes for removing equipment from the inventory when it is no longer needed. Surplus equipment cannot be traded, sold, or junked without proper authority. A surplus property report must be completed by the campus storeroom and forwarded to inventory control. If no other institution within the state system can make use of the equipment, it will be reported to the State Department of General Services, which will solicit bids for the surplus property.

Faculty seeking to use equipment off campus for official off-campus work must have appropriate approvals. A temporary custody authorization form (105-005) must be approved by both the academic dean and the campus provost. The form then must be forwarded to inventory control through the campus Business Office for record purposes. When the equipment is returned, the responsible equipment custodian must check its condition and notify the Inventory Control Office of its location at the College.

The College may loan equipment to public organizations such as public libraries, local schools, or to certain nonprofit organizations. The borrowing organization must provide a receipt for the equipment and accept responsibility for any damage or loss.

Equipment may be loaned to students through the Library Circulation Desk on a basis similar to library books, or using form 105-5 as the official means of handling the loan to nonregistered clients.

To validate insurance claims in case of theft, academic deans and other administrative officers are responsible for using the following procedures for property control:

A. Ensure that all rooms that contain office machines or other valuable portable equipment are kept locked when not under faculty or staff supervision.

B. Report immediately any missing item to the campus Business Office.

C. Advise employee borrowers of their responsibility to care for the equipment.

College equipment may not be loaned for personal or non-College activities.

5.3100 Breakage or Loss of Equipment

The person to whom equipment is assigned is responsible for promptly reporting breakage or loss to the campus business manager, in writing, stating the cause of damage or loss. The business manager will notify the Budget Office and Inventory Control. The inventory control section will survey the equipment for possible repair, replacement, or disposal. If breakage or loss was caused by a lack of due care by an employee, that person can be required to pay for the replacement.

5.3200 Purchasing—General

The College Office of Materiel Management provides purchasing services for all College divisions and offices. As an agency of the Commonwealth of Virginia, the College purchases all its goods and services in accordance with the Code of Virginia, the Department of Purchasing and Supply’s Venders and Agency Procurement and Surplus Property Manuals and the College’s Administrative Services Procedures Manual.

The Office of Materiel Management will process purchase requests, assign purchase orders/NV transaction numbers, encumber funds, expedite orders, correct discrepancies and provide status reports on outstanding orders. (Please refer ASPM Chapter 10, "Purchasing" for detailed information on
Section 5—Fiscal and Administrative Services Policies and Procedures

5.3300 Purchase Requests

Faculty who need supplies or equipment should request such items through the proper division offices according to local procedures. Division office staff will provide guidance on proper procedures.

5.3400 Supplies (Stores)

Supplies and forms are available through the division offices.

5.3500 Receipt of Supplies, Equipment, and Services

Normally, the receipt of all supplies and equipment for the College shall be handled by the College Warehouse. In the event equipment and/or supplies are received directly from a vendor by other offices, receiving reports must be submitted to the Warehouse, campus storeroom, and College purchasing section. Receiving reports must also be completed for services when a service vendor does not provide a receipt. Business manager's offices will provide assistance and coordination in processing receiving reports.

5.3600 Technical Support

Each campus has an information technology manager responsible for the computing environment at that location. Major information systems development is the responsibility of the vice president of Instructional and Information Technology. Central support for computing architectures is provided by Information Technology Support Services through the Help Desk. All users should report PC-related problems to the Help Desk at 703-426-4141.

5.3700 Information Security

The VCCS has established an information security policy to protect the investments made in computer resources and related assets and to guard against unauthorized or improper use of such resources. Included in this policy is the requirement that all College employees who have access to computer resources sign an Information Technology Employee Ethics Agreement (see Appendix Z-1). In addition, all currently enrolled students and patrons who use computer resources will acknowledge their acceptance of the Information Technology Student/Patron Ethics and Computer Use Agreement (see Appendix Z).

The VCCS Computer Ethics Guidelines approved by the chancellor on March 31, 1995, may be found in Appendix Z.

5.3800 Northern Virginia Community College Web Policy

The NOVA website is an online information system that provides access to services and resources of interest to the College and community. The NOVA website is designed to improve communications, accessibility, and ease-of-use of information. Information may be placed on the institutional sites of the NOVA web by the president, academic units, and administrative units. Information may be placed on the professional sites by faculty and staff.

The complete NOVA web policy is located on the College website under Faculty and Staff Resources/Technology Policies and Procedures/Web Policy or www.nvcc.edu/oit/Webpol.html#summary.
5.3900 **Computer Copying Policy**

U.S. copyright law and the policies of the VCCS and NOVA limit the use of computers for copying or transferring copies of music, videos, text, software, and other copyrighted works. Users may not use NOVA computers or the NOVA network to download or store any copyrighted works without the express written permission of the copyright owner. This policy applies to shared music files and software as well as other copyrighted works, where the user has not paid the appropriate license fee. Users may not make copies of any copyrighted software using NOVA equipment except as authorized in the applicable license agreement. Users may download software for evaluation purposes, only to the extent permitted by the copyright owner. It is the user’s personal responsibility to assure that his or her use of copyrighted material complies with all applicable laws and policies. Violators of the NOVA Policy on Computer Copying may subject themselves to significant personal legal liability.

5.4000 **NOVA Security Policies and Procedures On Storage of Sensitive Data and Portable Storage Devices** (Approved by Administrative Council 1/22/2008; Revised 2/10/2009)

See Appendix Z for latest policies on protecting sensitive electronic information and use of portable storage devices.

5.4200 **Loading Software on College Computers**

Software loaded on College computers must be approved by IT staff. Exceptions are provided for machines designated for specific purposes, such as those in classrooms or for faculty research and development in faculty resource centers. Campuses are encouraged to set up sufficient computers for research and development to meet faculty and staff needs. These machines must be configured according to guidelines established by IT Support Services. Faculty and staff who need software loaded on their individual workstation should make the request to the IT Help Desk for “Software Installation.” Except in unusual situations, IT staff will make contact to arrange for loading the software within two business days. If the IT staff member determines that the software should not be loaded, the reason must be provided to the requestor in writing and a notation made on the Help Desk ticket. It is not the intent to restrict loading of legitimate software of use to the faculty/staff member. This policy is to prevent the inadvertent loading of unlicensed software, software that can compromise the network and College data, or software that can interfere with machine or system operation. If an IT staff member determines that software should not be loaded, the requestor may appeal to their supervisor. The supervisor may request guidance from campus or College IT staff.

5.4300 **P-14 Employees Who Miss One Pay Period**

IT accounts for P-14 employees who miss one pay period will have their accounts locked. There is no other easy or reliable way to differentiate between those P-14s who only work at peak times (such as registration) from those who actually have left the College and are not coming back. It is important to insure that only those who actually work for the College have access to systems and data. When a P-14 employee whose IT accounts have been locked returns to work, any administrator can request the accounts be unlocked by sending an email from their College email account to the IT Help Desk. Accounts can only be unlocked via email; telephone requests are not sufficient. The request to unlock an account should include the P-14 employee’s name, emplID, and return-to-work date. After an account has been in locked status for 9 months (approximately two registrations), access will be terminated and a new 105-45 will be required if the employee returns to work. Any administrator can request that a P-14 employee retain email and HR access while their other accounts are locked. This special access is requested by sending an email from the administrator’s College email account to the IT
Help Desk. Accounts will be unlocked within one business day. Requests for expedited access can be made by phone to the IT Help Desk along with the required email request.
6.0000 PERSONNEL POLICIES AND PROCEDURES

6.1000 Academic Freedom and Responsibility

This section is currently under review. Please refer to VCCS Policy 3.5.5 Academic Freedom and Responsibility.

6.1100 Professional Ethics

Faculty members, guided by a conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Faculty members’ primary responsibility to their subject is to seek and to state the truth as they see it. To this end, faculty members devote their energies to developing and improving their scholarly competence and feel the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. Faculty members practice intellectual honesty. Although they may follow subsidiary interests, these interests must never hamper or compromise their freedom of inquiry.

As teachers, faculty members encourage the free pursuit of learning in their students. Faculty members hold before them the best scholarly standards of their discipline. Faculty members demonstrate respect for the student as an individual, and they adhere to their proper role as intellectual guide and counselor. Faculty members make every effort to foster honest academic conduct and to assure that students’ evaluations reflect the students’ true merit. Faculty members respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation, harassment, or discriminatory treatment of students. Faculty members acknowledge significant academic or scholarly assistance from students. Faculty members protect students’ academic freedom.

As colleagues, faculty members have obligations that derive from membership in the community of scholars. They respect and defend the free inquiry of their associates. In the exchange of criticism and ideas, faculty members show due respect for the opinions of others. Faculty members acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. They accept their share of faculty responsibilities for the academic governance of their institution. As members of the institution, they seek above all to be effective teachers and scholars. They observe the stated regulations of the institution, watch that they do not contravene academic freedom, and maintain their right to criticize and seek revision, while recognizing that the rights of others should not be abridged. Faculty members regulate the scope and character of their interests outside the institution with due regard to their responsibilities within it.

As members of their community, they have the rights and obligations of any citizen. Faculty members measure the urgency of community obligations in the light of their responsibilities to their subject, students, profession, and institution. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

6.1110 Conflicts of Interest

This section is currently under review. Please refer to VCCS Policy 3.3.3 Conflict of Interest in Employment.

6.1111 Recording Conversations
The recording of conversations with other College employees or with students, either individually or as a group without the permission of all subjects being taped is considered unprofessional and unethical. The unauthorized taping of coworkers, supervisors or students shall not be done on College property or during College-sponsored events. Acts of unauthorized electronic taping of conversations may be considered misconduct in accordance with this Handbook.

6.1200 Sexual Misconduct

View Northern Virginia Community College’s Title IX Policy on Sexual Violence, Domestic Violence, Dating Violence, and Stalking at: https://www.nvcc.edu/policies/student/_docs/Title-IX-Policy-2015.pdf. For more information, contact NOVA’s Title IX Office:

Title IX Coordinator: Dr. Elizabeth Harper
4001 Wakefield Chapel Road
Annandale, Virginia 22003-3796

Phone: 703-323-2262
Fax: 703-323-2238
Email: titleix@nvcc.edu

Title IX Deputy Coordinator: Dr. Marleen McCabe
4001 Wakefield Chapel Road
Annandale, Virginia 22003-3796

Phone: 703-323-2262
Fax: 703-323-2238
Email: titleix@nvcc.edu

6.1210 Sexual Assault

Sexual assault or abuse of any kind will not be tolerated at the College. All emergencies or any incident where someone is in imminent danger should be reported immediately to campus police/security or local police by dialing 911 or 703-764-5000. Email NOVA police at PoliceDispatch@nvcc.edu.

View Northern Virginia Community College’s Title IX Policy on Sexual Violence, Domestic Violence, Dating Violence, and Stalking at: https://www.nvcc.edu/policies/student/_docs/Title-IX-Policy-2015.pdf. For more information, contact NOVA’s Title IX Office:

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Fax: 703-323-2238
Email: titleix@nvcc.edu

Title IX Deputy Coordinator: Dr. Marleen McCabe
4001 Wakefield Chapel Road
A complainant may also contact NOVA Sexual Assault Services at 703-338-0834 if he/she needs accompaniment to a police station or for further information and support.

6.1211 Sexual Harassment

View Northern Virginia Community College’s Title IX Policy on Sexual Violence, Domestic Violence, Dating Violence, and Stalking at: [https://www.nvcc.edu/policies/student/_docs/Title-IX-Policy-2015.pdf](https://www.nvcc.edu/policies/student/_docs/Title-IX-Policy-2015.pdf). For more information, contact NOVA’s Title IX Office:

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D. Appeals of Disciplinary Actions

Any disciplinary action taken against a faculty member may be appealed as follows:

A faculty member may grieve the action using procedures outlined in the Faculty Handbook, Appendix B, Section 6.9600B, “Faculty Grievance Procedures.”

In cases where the president previously has rendered a decision such as termination, an Ad Hoc Hearing Committee may be utilized in lieu of action on the grievance by the president. Grievance Level Four (State Appeals Panel) is also an available option where applicable. For faculty, legal counsel may participate starting at Level One of the grievance process.

E. Responsibilities

1. Supervisors/managers at all levels are responsible for implementation and adherence to the sexual harassment policy.

2. The president and the Associate Vice President of Human Resources are responsible for the consistent application of this policy.

NOVA strives to hire the most qualified candidates for all open positions from among those who best meet the needs of the institution. In seeking these candidates, NOVA takes affirmative action to assure that hiring pools are as diverse as possible by making its employment opportunities broadly known to people of diverse backgrounds. Special efforts to inform underrepresented minorities and women of opportunities at NOVA are part of its affirmative action plan. Affirmative Action does not require or permit the lowering of bona fide job requirements, performance standards, or qualifications to give preference to any state employee or applicant for state employment.


Screening and interview committees must be used in the selection of prospective permanent faculty personnel. All vacant positions, with few exceptions, must be advertised in accordance with the College's Affirmative Action Plan. The president may fill pending vacancies through transfer of current faculty members prior to internal advertising. No commitments can be made until the personnel appointment is approved by appropriate agencies. It is the policy of Northern Virginia Community College (NOVA) to maintain and promote equal employment and educational opportunities without regard to race, sex, color, national origin, marital status, religion, sexual orientation, gender identity, age, political affiliation, or against otherwise qualified persons with disabilities. The policy permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans. Inquiries concerning affirmative action and equal opportunity policies should be addressed to Theraman Coles at 703.323.3266 or eo@nvcc.edu.

Hiring qualifications for both entry and experience level positions will be fairly applied. Any person who wishes to be considered for employment shall have the opportunity to file an application or resume for any externally advertised position. It is College policy to retain applications and resumes for advertised full-time and regular part-time positions for a period of three years. Unsolicited applications or resumes for adjunct faculty positions will be filed by discipline and retained in the Human Resources Office as an applicant pool for up to one year.

6.2100 Nepotism

This section is currently under review. Please refer to VCCS Policy 3.3.3 Conflicts of Interest in Employment.

6.3000 Original and Continuing Appointments

See Appendix B for the following:

   Section 6.3000B—“Policy for Original and Continuing Appointments”
   Section 6.9600B—“Faculty Grievance Procedure”

See Appendix C for the following:
Section 6.3000C—“Minimum Academic Preparation of Faculty”

A. **Faculty Qualifications**

These qualifications are stated in the “Normal Minimum Criteria for Each Faculty Rank” VCCS-29 as approved by the State Board. The following criteria shall be considered in the appointment, reappointment, and promotion of faculty.

1. **Teaching Effectiveness:**

   Components of teaching effectiveness may include but are not limited to the following:

   a. Performance in the classroom.

   b. Continuous updating, improvement, and innovation in teaching materials, methods, and assignments. Maintenance of regular office hours at times convenient to students.

   c. Advisement of students.

2. **Education and Occupational Training:**

   Components of education and occupational training may include but are not limited to the following:

   a. College degrees.

   b. Number of undergraduate and graduate credits in major teaching fields.

   Courses in field will normally have their substantive content in the principal discipline field for which the faculty member is hired. When neither department prefix nor course title reflects this substantive content, the faculty member must supply documentation to the supervisor who will recommend the appropriateness of the course content.

   Recommendations of acceptable courses will be reviewed by the provost and forwarded to the president for final approval.

   Courses in related teaching field will normally pertain directly to concepts or application of the principal discipline field for which the faculty member is hired. The faculty member must supply documentation of such direct pertinence to their supervisor, who will determine the appropriateness of the course content. Recommendations of acceptable courses will be reviewed by the academic vice president and forwarded to the president for final approval.

   Credential guidelines for faculty teaching developmental Mathematics or English courses include the following: “bachelor’s degree in a discipline related to the teaching assignment and either teaching/occupational experience related to the teaching assignment or graduate training in developmental education” (Section 3.2.0 of the VCCS Policy Manual). The VCCS-29 does not specifically differentiate between faculty teaching reading or writing. Reading is "a discipline related to the teaching assignment" just as much as writing is in the new integrated reading and writing curriculum. For instance, a faculty member
credentialed to teach reading can teach the ENF courses because reading is a “discipline related to the teaching assignment.” Any exceptions to the criteria as outlined in the VCCS-29 must be fully justified and documented in accordance with NVCC Justification Request for Faculty Competence (Form 105-015).

c. Professional and occupational certificates or licenses (only when they are competitively earned).

d. Apprenticeships.

e. Training in trade schools and special schools.

f. Internships.

g. Advanced studies.

h. Previous occupational experiences in business, government, industry, and the professions and previous educational experiences both inside and outside the VCCS.

Faculty teaching in the occupational-technical fields are required to possess some appropriate occupational experience in fields related to the subjects they are teaching and are encouraged to keep up-to-date with occupational developments through visitations, summer employment in industry, and other occupational experiences.

3. Professional Activities and Contributions:

In addition to teaching effectiveness, faculty members are expected to engage in and contribute toward the good of the College and its community. This requires that faculty members maintain current competence in their disciplines or specializations, and that they share their expertise, time, and talents with the larger College community. Performance in this category will be measured not only by membership or affiliation but also by the quality of the contributions made by faculty members toward these endeavors. Such activities may include but are not limited to

a. Membership and activity in professional and civic organizations (general and/or specialized organizations at the local, state, and/or national level).

b. The accomplishment of professional development activities that may or may not be part of an individual professional development plan.

c. Attending and participating in professional conferences, workshops, and meetings.

d. Keeping current regarding developments in education and industry.

e. Participating in business or industrial activities related to professional field.

f. Participating in campus, College, and state-level professional development activities.

g. Being active in campus, College, and systemwide committees.

h. Engaging in writing speeches and reports and in consulting.
i. Engaging in classroom-based research to improve teaching or in discipline-based research that may lead to publication.

j. Sharing innovations in using instructional technology with colleagues on other campuses and in other colleges.

k. Participating in the community service program on other campuses and at the colleges.

l. Participating in local College advisory committees.

m. Contributing to community welfare and community development.

4. Prevailing salaries and rank in comparable positions in other colleges and/or business and industry.

B. General

The official record of education and experience qualifications at initial appointment is the VCCS 10 form. When a faculty member is recommended for promotion, the form, 105-10, is forwarded to the president. At that time Human Resources prepares an updated VCCS-10. The faculty member and the academic dean will be provided with the VCCS-10 form for verification as appropriate.

When a faculty member is given an appointment with certain conditions that the faculty member is to meet within a set period of time, such conditions will be set forth on the yearly Faculty Employment Contract. Any contingency for appointment must be met or resolved within the first semester of employment. It is the responsibility of the supervisor to track contingencies to make sure that all documents are received and forwarded to the Human Resources Office in a timely manner. Human Resources will apprise the appropriate supervisors and provosts of any outstanding documents once during the semester. If the documents are not received by Human Resources by the end of the first semester of employment, the annual salary rate will be recalculated and the rank and/or salary will be reduced beginning with the second semester of employment.

The requirements of the columns of the VCCS 29 that govern the faculty member's teaching field must be met. If a faculty member teaches in more than one discipline, the minimum requirements for each teaching field must be met. The faculty member must meet the VCCS requirements for the highest track (A.A., A.S., A.A.A., A.A.S. or Certificate) in which the faculty member teaches. The faculty member must teach more than 50 percent of the teaching load in the discipline stated on the Faculty Employment Contract.

The English proficiency of all candidates being interviewed for teaching faculty positions will be evaluated at the time of the interview and through the evaluation of a writing sample from the candidates.

6.3500 Degree Equivalency

A. The earned doctorate degree normally includes the Ph.D., D.A., D.Sc., and Ed. D.
B. The Master of Fine Arts (MFA) degree is considered a terminal degree for faculty teaching in a field related to the degree. The requirement of the doctoral degree under columns one and two for such faculty will not be necessary; however, these faculty will still need to satisfy the requirements of credits in the teaching field and the other requirements for promotion to upper ranks of the professoriate.

C. For faculty whose effective employment date with the VCCS is July 1, 1995, or anytime thereafter, or for current employees who earn a master’s or bachelor’s degree on July 1, 1995, or anytime thereafter, only those graduate hours taken after the master’s or bachelor’s degree requirements are completed may be used to determine salary increments for initial salary calculations or to meet promotional requirements. For all faculty hired prior to July 1, 1995, the equivalency factor of 30 hours for the master’s degree is the standard.

D. Degrees such as M.D., D.D.S., D.V.S., and J.D. are normally equivalent either to the master’s or specialist degrees and must be evaluated on the basis of the number of years or credits of applicable graduate study. For appointment and promotion purposes, the first professional degrees may be regarded as equivalent to the earned doctor’s degree if these degrees include seven years or 84-90 post-baccalaureate semester credit hours in actual classroom instruction.

E. In considering college degrees for initial appointment or promotion, the highest degree accepted for consideration must have been awarded by a regionally accredited educational institution. If the highest degree is from a non-regionally accredited institution outside the United States, evidence must be presented showing that the faculty member has appropriate academic preparation. Foreign transcripts must be evaluated by an approved credential evaluation service.

6.3600 Use of Administrative and Professional Titles and Faculty Rank

This section is currently under review. Please refer to VCCS Policy 3.1.4 Use of Administrative and Professional Titles.

6.4000 Faculty Appointments by Definition

A. Nine-Month Teaching Faculty

Full-time teaching faculty members (including program heads and assistant academic deans) are normally on nine-month appointments that include the Fall and Spring Semesters of the academic year. All assistant academic deans and program heads are appointed as teaching faculty. Such appointments are made at the discretion of the individual college. Salaries for the year are based on the semesters taught, with each academic year being divided into two semesters (Fall - August 16 to December 31 and Spring - January 1 to May 15). Faculty members who do not fulfill the terms of an academic year appointment, due to leave or separation, shall have their final salary adjusted to the actual number of days worked based upon the College’s academic calendar.

B. Twelve-Month Professional Faculty

Professional faculty are individuals holding non-teaching positions with continuing responsibilities, employed on a twelve-month basis, beginning July 1 and ending on June 30. All professional faculty members are assigned a faculty rank for which they qualify. Librarians and counselors are professional faculty. Colleges may also designate coordinator, assistant coordinator,
and administrative officer level positions as professional faculty.

C. Twelve-Month Administrative Faculty

Administrative faculty members perform work related to the management of educational and general activities of the College, department, or division. Administrative faculty members (i.e., coordinators, vice presidents, directors, academic deans, and provosts) are employed on a twelve-month basis beginning on July 1 and ending on June 30. Twelve-month administrative faculty members are assigned a faculty rank for which they qualify. The minimum academic credential for the position of provost and executive vice president of Academic and Student Services in the VCCS is an earned doctorate.

D. Restricted Faculty

Restricted faculty members are individuals holding a restricted appointment for a minimum of one year to instructional, administrative, or professional faculty positions. A restricted appointment is an appointment to a position that is funded in whole or in part by non-state revenues, or has been accepted under special conditions, or that is identifiable as non-continuing in nature. Restricted faculty members are not eligible for educational or sabbatical leave.

E. Adjunct Faculty

Adjunct faculty are employed to teach less than a normal faculty load or to teach less than a full session on a semester-by-semester basis, or Summer term. Instruction may be during the day, evening, or weekend. The adjunct faculty appointment contains no guarantee of continued employment.

6.4100 Appointments of a Specific Defined Period

This section is currently under review.

6.4500 Part-Time Teaching Faculty

This section is currently under review.

6.4600 Promotion

This section is currently under review. Please refer to VCCS Policy 3.7 Faculty Promotions.

6.5000 Personnel File

There is only one official personnel file for each faculty member, including adjunct faculty, and that file is maintained in the College Human Resources Office. This official personnel file shall contain the following information:

A. Application materials and supporting data.

B. References, placement files, and other confidential initial employment information.
C. Records of education, employment, and professional growth, including official transcripts for all postsecondary education.

D. Routine personnel forms.

E. Evaluation material and other appropriate professional information as determined by the president or the president’s designees.

Each faculty member shall be provided the opportunity to request to the president, in writing, the removal or modification of any items which the faculty member believes do not belong in the personnel file or are not appropriate in the present form in the personnel file.

Each faculty member may receive, upon specific written request to the director of Human Resources, a copy of material previously included in the personnel file, with the exception of Item B above. Requests to be furnished copies of the state application form for updating and requests for unofficial copies of transcripts where the need is clearly justified will be considered. Material approved for release shall be provided to the faculty member by the director of Human Resources within five (5) working days of receipt of the written request.

A faculty member's official personnel file shall be made available under the following conditions:

A. To the faculty member upon written request during the normal working hours of the Human Resources Office. This file must be reviewed in the College Human Resources Office with an appropriate Human Resources Office employee present.

B. To coordinators, vice presidents, directors, and academic deans for those faculty members under their direct supervision during the normal working hours of the Human Resources Office. These administrators must review the files of the faculty members in the College Human Resources Office.

C. To provosts, for those faculty members assigned to their campus. Provosts may request to see the file of a faculty member from another campus who is an applicant for a position at their campus; however, this file may be reviewed only if the faculty member concerned is one of the final candidates for the position. All personnel files must be reviewed in the Human Resources Office.

D. To the vice president and Chief Administrative Officer and to the president when reviewing personnel actions.

E. To appropriate College committees responsible for review and recommendation of faculty members in accordance with the Original and Continuing Appointments (Appendix B) and other policies and procedures approved by the State Board for Community Colleges. These committees shall have access only to those personnel files for which the committee has specific responsibility for review and recommendation.

6.5100 Intellectual Property

A. General Policy

Any intellectual property that can be copyrighted or patented, regardless of format, is covered by
College policy published in the Administrative Services Procedures Manual, Section 29. The policy applies to all College employees including any students paid by the College to produce intellectual property.

The College may claim an interest in intellectual property with market value produced by College employees when it was produced within the course of College employment and with the substantial use of state facilities or funds. The College encourages and recognizes the creative efforts of its employees by sharing any financial returns equitably with creators. The policies and procedures set forth in Section 29 of the Administrative Services and Procedures Manual address procedures for notification, determination of equities, and conditions of ownership for patents and copyrights (also see Section 7.4000).

B. Distance Learning Education Materials and Faculty Rights

The rights of authors to intellectual property developed for use in NOVA courses are described in Section 29 of the Administrative Services Procedures Manual (ASPM) and are derived from Section 12 of the VCCS Policy Manual. For more information, see Section 29, Copyright and Intellectual Property, of the Administrative Services Procedures Manual.

6.5200 Release of Employment Information

The 1978 General Assembly enacted legislation, effective July 1, 1978, which makes provision for disclosure of information regarding position, job classification, official current salary or rate of pay, and records of allowances and reimbursements for expenses paid for any state employee whose annual rate of pay is over $10,000 per annum. This information may be disclosed to citizens of the state of Virginia and news media representatives with circulation in or broadcasting in or out of the state. Insofar as practicable, all employees will be advised when such a release of information is authorized by the president.

6.5300 Assignment of College Personnel

This section is currently under review. Please refer to VCCS Policy 3.4.0.5.5 Reassignment of Administrative and Professional Faculty.

6.5400 Intercampus Transfer of College Personnel

This section is currently under review.

6.5410 Faculty Members Transferring Within the VCCS

A lateral transfer is a permanent faculty assignment from one community college to another community college or the System Office under the following circumstances:

A. There has been no open competition for the position.

B. The positions are the same level, i.e., director level to director level.

C. The action has the consent of both presidents or the chancellor in the case of the System Office.
No change in faculty rank or salary shall be approved other than adjustments to reflect across-the-board increases or decreases. An exception to this is a lateral transfer to or from Northern Virginia Community College. The salary should be adjusted up or down by 8 percent in direct relationship to the VCCS 18.

If a lateral transfer results from the discontinuation of a program, a letter must be submitted to the chancellor for approval prior to any final action. In all cases, the receiving president shall submit all forms and correspondence pertaining to the transfer.

A faculty move from one community college to another shall not be considered a transfer if it is the result of an open recruitment. For rank and salary purposes, the faculty member will be considered a new hire. In such cases, years of service in the VCCS are transferable for purposes of promotion, but not for reduction in staff decisions.

6.5500 Salary Information

Sections 6.5500 E and H are currently under review. Please refer to VCCS Policy 3.8 Faculty Compensation.

In accordance with the provisions of the state personnel policies for institutions of higher education in the Commonwealth of Virginia, the maximum average salary standard for academic ranks in the Virginia Community College System is based upon the national mean salary for academic ranks for comparable type and size of institutions as reported by the U.S. Office of Education. The standards are based upon the latest national salary average information, projected from the national average salary trend for the previous three years and such other pertinent data as may be appropriate. Except for special circumstances in which a candidate has additional qualifications above entrance minimums, salaries for newly appointed or promoted staff shall be at entrance rates established by the State Board for Community Colleges. Special circumstances include, but are not limited to, (a) actions in recognition of exceptional qualifications, (b) exceptional performance, and (c) varied competitive requirements in diverse subject fields.

When an error is made in salary calculation, the revised Faculty Employment Contract will date from the effective date of the current Faculty Employment Contract. When a faculty member is given an appointment with certain conditions that the faculty member is to meet within a set period of time, such conditions will be set forth on the yearly Faculty Employment Contract. Any contingency for appointment must be met or resolved within the first semester of employment. If it is not met or resolved, the annual salary rate will be recalculated and the rank and/or salary will be reduced beginning with the second semester of employment.

A. Twelve-Month Appointment Salaries

Professional faculty members (i.e., counselors and librarians) and administrative faculty members (i.e., coordinators, deans, directors, vice presidents, and provosts) are employed on a twelve-month basis beginning on July 1 and ending on June 30. For salary ranges, see VCCS Policy 3.8.11 VCCS Faculty Compensation Plan, Item IV Northern Virginia Salary Ranges.
**B. Nine-Month Appointment Salaries**

All teaching faculty, program heads, and assistant academic deans shall be on nine-month appointments. Appointments begin on August 16 and end on May 15. For salary ranges, see VCCS Policy 3.8.11 VCCS Faculty Compensation Plan, Item V Northern Virginia Salary Schedule for Teaching Faculty.

**C. Summer Salaries**

Regular nine-month teaching faculty who were employed during the previous academic year, and are employed during the Summer term for teaching, approved curriculum development (see Section 3.3000), approved research projects, and/or other approved special projects, shall be paid based on the number of teaching credits assigned. Courses taught during the Summer will represent the equivalent of sixteen and one-half (16.5) weeks of instruction and related work regardless of the actual calendar length of the Summer term.

All pay for Summer teaching (both at the Summer formula rate and the overload rate) will be charged to the campus where credit is earned by the students.

Effective with the 2015 Summer term, full-time nine-month teaching faculty teaching Summer term will be eligible for up to ten teaching credits paid at the pro-rata rate (pro-rata rate: 1 teaching credit = 1/15 x 16.5 / 39 x previous year’s nine month salary), and a maximum overload of three teaching credits paid at the overload rate (overload rate: 1 teaching credit = 0.015 x previous year’s nine-month salary), provided there is no sudden significant enrollment decline or budget reduction.

The Summer Term Appointment Proposal, signed by the president, is issued by the division. It is to be addressed to the specific faculty member and signed by the faculty member when Summer course loads have been determined and teaching is assured. The appointment proposal sets forth the normal maximum full-time Summer teaching load but is not specific as to individual teaching load and rate of pay.

1. **Payroll Deductions:** Deductions for OASDI and HI (Social Security), federal and state (Maryland, West Virginia, and D.C.) taxes will continue to be deducted from the Summer payroll. No retirement credits accrue on Summer earnings. The faculty member’s group term life insurance and optional life insurance coverage remains in force. Payroll deductions for voluntary benefits are taken only from salaried employees (regular earnings) who are being paid over 24 pay periods. For those faculty members who are 9/18 pay, advance and retroactive deductions occur on May 16 and September 1.

2. **Withholding Exemptions:** Summer faculty who wish less income tax deducted from their Summer paycheck should file a revised federal tax form (W-4) claiming more exemptions. The revised federal tax form (W-4) will remain in effect until another federal tax form (W-4) is filed.

3. **Direct Deposit:** Faculty members who have direct deposit during the academic year will continue direct deposit of their Summer earnings. Any change in a bank or credit union must be reported to the Payroll Department before the existing account is closed.
D. **Adjunct Faculty Salaries**

Adjunct faculty salaries will be based on qualifications and experience according to the current adjunct faculty salary schedule.

**Teaching Credits for Adjunct Faculty**

To provide adjunct faculty who teach lecture and laboratory courses with appropriate compensation, the following procedure for determining teaching credits for pay purposes is used:

Teaching Credits = Lecture Hours plus \( \frac{1}{2} \) Laboratory Hours.

(Example: DRF 153 (3 credits) has 2 lecture hours and 3 laboratory hours. For pay purposes, teaching credits would be 2 plus \( \frac{1}{2} \) times 3 = 3 \( \frac{1}{2} \) teaching credits.)

E. **Substitute Faculty Salaries**

This section is currently under review. Please refer to VCCS Policy 3.8 Faculty Compensation.

F. **Teaching Overloads for Pay**

Academic deans will meet with the faculty members under their supervision at the appropriate time to meet deadlines imposed by the Working Calendar and agree on class schedules including overload. Choosing or not choosing to teach an overload shall not affect a faculty member's evaluation.

During the regular academic year, faculty members may be offered a teaching overload of not more than an average of five (5) teaching credits per semester, not exceeding ten (10) teaching credits per year (teaching credit: one for each lecture contact hour, 0.5 for each laboratory contact hour as identified by the College course catalog). Faculty members will not be considered as teaching overload unless they teach more than 30 credit hours or more than 40 contact hours per academic year (Fall and Spring Semesters), or if separation occurs after only one semester in that academic year and they taught more than 15 credit hours.

Faculty may be offered a teaching overload that brings their Summer term assignment up to a maximum of thirteen (13) teaching credits.

At the end of the academic year NVCC-NFPR32, Workload Option Faculty Worksheet, is to be completed, signed by the faculty member, the academic dean and the provost, and submitted to the Human Resources Office according to the Working Calendar.

Extra pay for an overload shall be at the rate of the faculty member's nine-month salary multiplied by .015 for each overload teaching credit.

Faculty members who evaluate portfolios for the PLACE program shall be paid .10 teaching credits for each course/section/portfolio evaluated, regardless of whether or not they had a total of
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30 teaching credits.

At the request of the faculty member and with the approval of the academic dean and the provost, an overload for Fall Semester may be used in calculating the full load for Spring Semester within the same academic year. In this case it will not be paid as an overload.

New employees shall not be eligible to teach an overload for pay until completion of one semester from the original date of employment.

Any overload pay will be charged to the campus where the credit is earned by the students.

Overload is paid in March and May of each academic year. In cases where the overload does not materialize, recovery of any overpayment must be finalized by May 15.

G. Procedures for Calculating and Paying Overload to Twelve-Month Teaching Faculty

1. For purposes of this procedure, only those employees who are classified as twelve-month teaching faculty are covered. Twelve-month teaching faculty positions must be approved annually by VCCS.

2. The employment contract for twelve-month teaching faculty is concurrent with the fiscal year. For teaching workload calculations, the academic year for these employees begins with the Fall Semester and ends with the Summer term.

3. For the purpose of teaching load, twelve-month teaching faculty are employed to teach fifteen (15) teaching credits in each of the Fall and Spring Semesters and ten (10) teaching credits in the Summer term.

4. Twelve-month teaching faculty are excluded from the regular Summer workload policy since these employees are already under contract with NOVA for this time period.

5. Twelve-month teaching faculty may teach an overload up to three (3) additional teaching credits for each Summer session, resulting in a maximum of thirteen (13) teaching credits for a Summer term. Overload credits taught during the Summer term will be paid in a one-time payment at the end of the Summer.

6. Twelve-month teaching faculty may teach an overload of up to five (5) additional teaching credits for each of the Fall and Spring Semesters in an academic year, for a total overload maximum of ten (10) credits for the regular academic year. Overload taught in the Fall Semester will be paid in March; overload taught in the Spring Semester will be paid in May.

In all cases, overload payments will be paid by memo to Human Resources. The twelve-month salary will be converted to the equivalent nine-month salary in order to calculate the overload rate of pay. The nine-month salary is then multiplied by .015 for each overload teaching credit in accordance with the Faculty Handbook Section 6.5500F—Teaching Overloads for Pay.

H. Twelve-Month Administrative and Professional Faculty Teaching Credit Courses

This section is currently under review. Please refer to VCCS Policy 3.8.5 Twelve-Month Administrative and Professional Faculty Teaching Credit Courses.
6.5600 Salary Increases for Faculty Personnel

This section has been removed. For salary ranges, please refer to VCCS Policy 3.08 Faculty Compensation, Item IV, Northern Virginia Salary Ranges.

6.5700 Retirement Program

In recognition that teaching personnel require retirement protection consistent with the opportunity for mobility among institutions of higher education throughout the United States, the Commonwealth of Virginia offers a choice of retirement carriers. Coverage is extended to all full-time/part-time salaried, regular faculty. There is a sixty- (60) day election period for new faculty to choose a retirement plan from the following two pension types:

A. Virginia Retirement System (VRS)

The Virginia Retirement System (VRS) is a defined benefit plan. That means that your retirement benefit is determined by the following: the amount of service you accumulate in VRS-covered positions (including certain types of services that you purchase); your age at retirement; and the average of your 36 or 60 (depending on Plan 1 or Plan 2 designation), consecutive months of highest creditable compensation. In a defined benefit plan your benefit increases with each year that you work and with your pay increases. In general, a defined benefit plan tends to produce a larger benefit for those who have longer service along with a 5 year vesting period. For VRS purposes, vesting means you meet the minimum service criteria for eligibility for a lifetime benefit.

Plan 1- You are covered under the provisions of the VRS Plan 1 if your membership date is before July 1, 2010. You may be an active or deferred member. You are active if you are currently working in a covered position. You are a deferred member if you are not currently working in a covered position but have not withdrawn your funds and have service credit in VRS or an account balance in an optional retirement plan. As of July 1, 2010, employees in Plan 1 contribute 5 percent of your compensation to your member contribution account each pay period through pre-tax salary reductions. To receive full retirement benefits, a member must be 65 years old with 5 years of covered service or 50 years old with 30 years of service. Early retirement with a reduction in benefits is possible with the minimum requirement to be age 50 with at least 10 years of creditable service or 55 years of age with at least 5 years of creditable service.


Plan 2- You are covered under the provisions of the VRS Plan 2 if your membership date is July 1, 2010 or later. If you were previously employed in a covered position and withdrew your funds, you will be rehired under Plan 2 if you return to covered employment with no service credit in VRS or no account balance in a Virginia optional retirement plan. You contribute 5 percent of your compensation to your member contribution account each pay period through pre-tax salary reductions. To receive full retirement benefits, a member must be normal Social Security retirement age with at least 5 years of service credit or when age and service equal 90 (e.g. age 60 with 30 years of service credit). See Member Handbook at: www.varetire.org/Pdf/Publications/handbook-plan-2.pdf.

B. Optional Retirement Plan (ORP)
The Optional Retirement Plan (ORP) is a defined contribution plan. Under a defined contribution plan, the regular plan contributions are determined in advance as a percentage of employee salary. The benefits actually received at retirement will depend on the level of contributions, the duration of an employee’s participation in the plan, investment gains and losses, the employee’s actual age at retirement, and the retirement income option selected. The Optional Retirement Plan (ORP), on the other hand, is a defined contribution plan where vesting is immediate. For purposes of the ORP, vesting means the total balance in your account is available to you when you leave employment with the Commonwealth. Your retirement benefit is based on employer contributions and the investment gains and losses on those contributions. **Your employer bears no responsibility for the outcome of your investments.** In general, a defined contribution plan such as the ORP works best for people who have multiple employers during their careers and who prefer the plan’s portability.

**Plan 1**

a. Membership date is before July 1, 2012  
b. Vested as of January 1, 2013  
c. Five percent contribution made by employee


**Plan 2**

a. Membership date before July 1, 2012 but not vested by January 1, 2013 or  
b. Membership date is on or after July 1, 2010  
c. Five percent contribution made by employee


**C. Federal Social Security Program**

All faculty members participate in the federal Social Security program.

**6.5800 Voluntary Benefits and Insurance Programs**

NOVA employees have extended options for participation in voluntary benefits programs and in miscellaneous insurance programs. A statewide listing of companies is available. There may be fees associated with participation. In some instances, the vendor offering the product will assume the fee. If not, the employee is responsible for the fee that will be payroll deducted along with the premium. Employees who enroll in any one or more of the offered plans have an individually contracted benefit with a specific company. There is no group affiliation.

The 403(b) tax-sheltered annuity program and the UNUM group disability plan are group affiliated plans. NOVA is the group affiliation for the UNUM disability income plan. Enrollments with the accompanying payroll deduction are done through the Human Resources Office.

**A. Group Disability Plan from UNUM**

A Group Disability Plan offered by UNUM Life Insurance Company is available to both full-time and part-time salaried employees. The faculty member must choose to enroll within 60 days of
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employment or during the annual open enrollment period. When enrolling, an election from three categories of earnings protection (50, 40, or 25 percent of a nine- or twelve-month salary) is made. There is a 90-day elimination period. New faculty members who choose pension benefits with the optional retirement plan and desire no long-term disability protection with the College must check the waiver box on the UNUM enrollment form and return the form to Human Resources.

There is an annual open enrollment period in October for changes in coverage level or new coverage. Changes are effective January 1 of the following year.

B. NOVA’s Deferred Compensation Arrangements

1. Tax-Sheltered Annuities 403(b)

The Internal Revenue Code 403(b) (IRC) permits employees of nonprofit, tax-exempt organizations to defer portions of their taxable income to supplement retirement benefits. The deferred amount is forwarded to the chosen carrier by the third party administrator to be invested as directed. The terms, TSA or TDA, used interchangeably, refer to the 403(b). The program compares to a 401(k) in the private sector.

Information for selection of different companies offering tax-sheltered annuities is available in the College Human Resources office.

2. Commonwealth of Virginia Deferred Compensation Plan (IRC 457)

The Commonwealth of Virginia, a governmental employer, has a 457 Deferred Compensation Plan that is administered through the Virginia Retirement System, with ING providing third-party administrative services. Governmental plans are governed by the section of the IRC 457. Enrollment is automatic after 90 days of employment. The website for more information on the 457 plan is www.varetire.org.

3. Employer Cash Match Benefit

The state has a cash match program that makes an employer-match contribution to employees’ voluntary savings plans either under the Section 403(b) or the Section 457 Deferred Compensation Plans. Eligible employees will receive the lesser of 50% of their voluntary contributions to a deferred compensation plan or the maximum dollar amount as set by the Governor and the General Assembly. The cash match maximum amount is $20.00 per pay period for faculty on 24 pays. For nine-month faculty, on 18 pays, the maximum per pay period amount is $26.68. There can only be one cash match contribution to a deferred compensation arrangement. Employees having a dual enrollment in the 457 and 403(b) plans must tell Human Resources the plan that should receive their cash match money. To be eligible for the cash-match program, employees must be salaried and must be enrolled in and making contributions of at least $10.00 per pay period to an employer-sponsored savings plan.

The employer contributions under this cash-match program are deposited into a retirement plan established under Internal Revenue Code Section 401(a) and are fully employee vested. The employer contribution does not reduce the limits on voluntary deferrals to 403(b) or 457 plans.

C. Health Coverage
Full-time and part-time salaried employees have a choice at the time of initial hire to elect health coverage from the health plans offered for participation. The faculty member must either enroll or waive coverage within 30 calendar days of employment. This period is considered the initial enrollment period. An enrollment for healthcare coverage may also be done at a later time when experiencing a qualifying mid-year event as defined on the state’s health enrollment form. To waive participation complete the State Health Benefits Program Active Employee Eligibility and Enrollment Form at www.dhrm.virginia.gov/forms and submit it to Human Resources within the 30 calendar election period.

Coverage in the health plan for new hires takes effect the first day of the month coinciding with or following the date of hire, as long as Human Resources receives the enrollment action within 30 calendar days of that date. The 30 calendar-day count begins on the date of hire and ends 30 days later.

Health care changes due to a qualifying event may be made within 60 calendar days of the event. The count begins on the day of the event and ends 60 calendar days later. Coverage generally takes effect the first of the month following the date the agency receives the enrollment action.

Enrollment in health coverage may be done through Employee Direct (edirect.virginia.gov) – the state’s online self-serve enrollment system. Where necessary, a paper enrollment form may be completed and submitted to Human Resources for processing. When enrollment is made using Employee Direct, the information is uploaded to the state’s Benefits Eligibility System (BES). The BES information is downloaded to all carriers for their respective participant record base. Subscriber identification cards are issued by the carrier.

Eligible employees may also enroll or make changes to healthcare benefits during the annual open enrollment period in the spring of each year. Reenrollment in health plans is not required each year.

The state contributes to the cost of health care for full-time employees. There is no state contribution to premium cost for part-time salaried participating employees. Healthcare premiums are deducted on a pre-tax basis.

**D. Commonwealth’s Flexible Benefits Program**

The Commonwealth of Virginia has a Flexible Benefits Program for its employees. There are two types of reimbursement account – medical and dependent care. These accounts allow faculty members to lower their taxable income by placing pre-taxed dollars in a reimbursement account. When eligible expenses are incurred, billing statements and/or receipts are submitted for reimbursement. Participants may also choose reimbursement through use of the optional WageWorks Health Care Card. The WageWorks Health Care Card is issued by the state’s contracted third party administrator of the program – WageWorks. Enrollment in the Flexible Benefits Program must be made within 30 calendar days of hire for new employees or during the annual health and flexible benefits spring enrollment period. Participation in the Flexible Benefits Program carries a monthly administrative fee in the amount of $3.67 for faculty on the 24 pay cycle and $4.90 per month for faculty on the 18 pay cycle.

Employees may also enroll in the Flexible Benefits Program during the annual open enrollment period in the spring of each year. Reenrollment is required each year.

**E. Optional Life Insurance Plan**
Employees may voluntarily purchase optional life and accidental death and dismemberment insurance at group rates to supplement the basic employer-paid term life insurance (see Section 6.5900). The optional life insurance plan is administered by the Virginia Retirement System and provided under a group policy underwritten by the Minnesota Life Insurance Company. Additional life insurance is available to cover employees, spouses, and eligible children.

New employees may enroll for a guarantee-issued amount of coverage provided the employee completes the VRS-39 election form within 31 calendar days of initial eligibility. In some instances, a health status declaration form may be required when the option for dependent coverage is selected.

A VRS-39 form must be submitted to Human Resources by each newly hired employee within 31 calendar days of hire either waiving or electing Optional Group Life coverage.

An employee may choose optional life coverage once the initial enrollment period ends by completing an application and a health status declaration form.

Premiums for optional life insurance are payroll deducted. The amount an employee pays in premiums will change annually as of January 1 of each year, based on his or her age and annual salary.

Optional life insurance coverage may be carried over into retirement provided the coverage has been in force for 60 months prior to the retirement date.

F. Legal Resources

Legal Resources is a benefit program available to salaried employees offering limited legal services at a group rate of $18.00 per month. New employees may enroll within 60 calendar days of employment or during the annual open enrollment period which is the month of October every year. Open enrollment elections take effect January 1 of the following year. Premiums are eligible for payroll deduction. Contact Human Resources for enrollment materials.

G. Short-Term Disability Income Protection

A short-term disability income protection plan is offered to both full- and part-time employees (a part-time employee is one who works 20 hours or more a week in a salaried position) by Colonial Life and Accident Insurance Company. Colonial is a subsidiary of UNUM. A combination of leave, long-term disability with UNUM and the individualized short-term Colonial plan is a package of disability income offered. New faculty can elect coverage within the 60-day period granted for long-term disability coverage with either UNUM or VSDP.

This plan offers individualized choices in the length of an elimination period, benefit duration and amount of earnings protected. Enrollments are made with the Colonial agent. Premiums are payroll deducted on an after-tax basis. Because of the varied choices for selection, the plan is not a group plan, thus its benefits can be integrated with the UNUM or VSDP group disability plans.

H. Long-Term Care
Full-time faculty may elect to participate in a state-provided Long Term Care (LTC) benefit covering the employee, spouse, parents, and in-laws. Genworth Life Insurance Company is the provider. New faculty members have a guaranteed issue period of 60 days from the employment date. Medical underwriting is required for all family members. Participants’ premiums are direct billed and are not eligible for payroll deduction.

Faculty members who choose VRS as their pension plan and VSDP as their disability income package also have an LTC benefit as a part of their VSDP plan, a $96.00 daily benefit. This benefit is only for the employee.

I. Other Payroll Deductions

Participation in the NVCC Educational Foundation, the Virginia Combined Charitable Campaign, and certain approved employee associations (for example, the Virginia Governmental Employee Association) is offered by payroll deduction. Virginia Prepaid Tuition is an authorized payroll deduction service.

6.5900 Mandatory Insurance

A. Life Insurance

The state holds a Group Term Life Insurance Policy in which all full-time/part-time salaried regular College employees must participate. This life insurance is funded by the state. It provides double indemnity in case of accidental death and dismemberment payments for loss of one or more limbs and/or eyesight. The amount of insurance is determined by rounding one's salary to the next higher $1,000 (except where salary is an even thousand) and doubling that amount. A retiree’s coverage on retirement, or upon separation when meeting eligibility guidelines, will decrease incrementally until the coverage reduces to one-fourth of its original value. Section 79 of the IRS Regulations stipulates that coverage of over $50,000 must be included in gross wages and is subject to Social Security taxes. A voluntary, irrevocable assignment of group life insurance benefits may be made or in a terminal condition (fewer than 12 months to live) a withdrawal can be requested.

B. Teachers Public Liability Insurance

All faculty have public liability insurance coverage provided through the state Division of Risk Management. This insurance covers claims made against College employees arising out of activities in an official capacity.

Faculty members in the health-related programs (nursing and dental) are provided additional coverage in respect to "malpractice liability insurance."

6.6000 Employees Credit Unions

Any state employee who is on a salaried or salaried part-time payroll is eligible for membership in the Virginia Credit Union. Family members may also have membership. Members are eligible to participate in a wide range of services. Regular savings dividends are compounded quarterly. Loans of many different types are available with payments that can be conveniently deducted from the payroll. Membership can be continued after leaving state service if the employee has been a Credit Union member for at least one year. A membership application and further information may be obtained at www.vacu.org.
Employees are also eligible to join the Apple Federal Credit Union. Family members may also have membership. A membership application and further information can be obtained from Apple’s main office at 4029 Ridge Top Road, Fairfax, Virginia, or at one of their regional offices.

Upon enrollment, payroll deducted amounts are sent via direct deposit.

### 6.6100 Employee Assistance Program

An employee assistance program (EAP) is offered by an employer through the employee’s health carrier to maintain the health of a business and the well being of the employees. Both are equally important. A wide range of services is offered related to the quality of work and family life.

Employees may self-refer or be referred by the supervisor when problems affect work. Included are up to four free sessions for such services as mental health, alcohol or drug abuse assessment, child or elder care, grief counseling and legal or financial services. In general, care must be authorized in advance.

For the statewide plans, the contact information for Anthem Blue Cross and Blue Shield is 1-855-223-9277 and Aetna is 1-888-238-6232. Kaiser has its own coverage within its facilities. The first consultation visit may be charged to administrative leave if during work hours. Other visits may be covered under annual, sick, or personal leave. Value Options contact information for employees with Kaiser is 1-866-517-7042. Website: [http://my.kaiserpermanente.org/mida/commonwealthofvirginia/](http://my.kaiserpermanente.org/mida/commonwealthofvirginia/)

The EAP offers a variety of resources, including multimedia educational tools, to inform and educate about health and life issues such as stress management, anxiety, depression. There are tools available on EAP websites, including 5-to-12 minute videos on the COVA Care EAP site under “What’s New” and companion guides with a list of suggested articles on the topic covered.

**COVA Care and COVA HDHP**
[www.anthem.com](http://www.anthem.com)  
Tel: 855-223-9277

**COVA Health Aware**
[www.covahealthaware.com](http://www.covahealthaware.com)  
Tel: 888-238-6232

**Kaiser Permanente**
Tel: 866-517-7042  

For the statewide plans, the contact information for Anthem Blue Cross and

### 6.6200 State Wellness Program (CommonHealth)

Changes in your lifestyle can have a big impact on your health. The CommonHealth employee Wellness Program strives to make a difference in the health of employees and the workplace by integrating health into the work culture. More than 40 different health promotion services are offered to state agencies, including, fitness and stress management, personal health and safety, emergency preparedness, and weight control and nutrition.

In addition, CommonHealth offers the special *Future Moms* prenatal program designed to help women have healthy pregnancies. See [http://commonhealth.virginia.gov](http://commonhealth.virginia.gov).

[http://www.dharm.state.va.us/weightwatchers.html](http://www.dharm.state.va.us/weightwatchers.html)

6.6300 Occupational Safety and Health Administration (OSHA)

A. Hazard Communications

Federal law requires supervisors to inform all employees who potentially may be exposed to chemical or other hazards in their workplace about the specifics of the hazard and any risks involved. Records of such orientations must be maintained.

B. Blood-borne Pathogens

Faculty who are exposed to blood or other potentially infectious materials as part of their job duties must attend training on blood-borne pathogens to become cognizant of the College’s exposure control plan and the accessibility of Hepatitis B vaccine.

6.6400 Workers’ Compensation

Workers’ Compensation is the benefit provided to employees by the Virginia Workers Compensation Act, if they suffer work-related injury or disease. Claims and decisions will be made in accordance with the policies and procedures of the Worker’s Compensation division that is now a part of the Department of Human Resources Management. A preferred provider panel list has been distributed to the campus business managers and is available in the Human Resources office. It is the responsibility of the faculty member to immediately report an injury to the supervisor or the Human Resources Office.

Virginia Sickness and Disability participants will need to call UNUM, the third-party administrator, to arrange coordination of Worker’s Compensation benefits with VSDP benefits.

6.6500 Virginia Sickness and Disability Program

The Virginia Sickness and Disability Program (VSDP) provides eligible state employees supplemental or replacement income during non-work periods of partial or total disability. According to the VSDP, a disability is defined as “a medical condition that is expected to keep the employee out of work for more than 40 work hours in a seven (7) calendar-day period.” Its provisions cover faculty who have pension benefits with VRS as an eligibility requirement and who have elected to join the VSDP program. New faculty who choose VRS as their pension plan may either choose the VSDP or the College’s UNUM plan for disability income protection. The VSDP benefits affect leave and income thus appropriate sections of the faculty handbook have been modified to reflect differing provisions between VSDP and the existing leave and disability income protection for faculty members not electing VSDP. UNUM, Inc. is the third-party administrator for the program and is referred to as the case manager in pertinent literature. Leave usage rules are determined by the College and VCCS.

Effective 7/01/09: There will be a one-year waiting period for new hires or rehires before a claim can be submitted for income replacement during an absence. Employees who go without creditable compensation (eligible pension contribution) for one full calendar month would be considered a rehire and subject to the one-year waiting period requirement. After the first year of employment, income replacement will be 60% until the employee has been continuously employed for five years.

6.7500 Leave
All leaves, with the exception of Family Medical Leave, are subject to the approval of the president and must specifically be approved in writing by the faculty member's academic dean and provost.

In addition to the VCCS policy directives, the state’s Department of Human Resource Management policies and the Virginia Sickness and Disability Program are the basis for faculty leave policies. The sick leave provisions of the VSDP apply to all faculty members who elect the VSDP program.

6.7510 Educational Leave with Pay (Teaching, Professional, and Administrative Faculty)

A. Eligibility

To be eligible for educational leave with pay consideration, all faculty personnel must meet the following criteria:

1. Teaching/professional faculty shall not become eligible for educational leave with partial pay until they become eligible for or are in a multi-year appointment. Administrative faculty shall become eligible for educational leave with partial pay when they have completed a minimum of three years of service at the College.

2. Teaching, professional, and administrative faculty must have completed three years of continuous, creditable full-time or equivalent part-time (P-3) service in the VCCS since a previously approved paid leave (sabbatical or educational). There is an absolute maximum of educational leave that may be taken in a four-year period: for teaching faculty, two semesters; and for twelve-month administrative/professional faculty, one year.

The number of applicants to be approved will depend upon funds available. First consideration will be given to the following categories, dependent upon the needs of the College:

1. Faculty members needing to complete requirements for an advanced degree or for promotion.

2. Faculty members requiring further training.

Educational leave with pay will be granted only for taking credit bearing courses or undertaking an approved course of study.

Application: Submit the educational leave request form VCCS-16 (Educational Aid) to the College president through appropriate supervisors. The deadline for applications for educational leave is in the College Working Calendar.

B. Monetary Compensation and Benefits

The pay rate while on educational leave with pay will not exceed 50 percent of the (current) salary in effect on the last workday covered by the Faculty Employment Contract prior to the effective date of educational leave with pay. For administrative/professional faculty, leaves for the academic year will normally begin on July 1; for one semester only—July 1 for Fall and January 1 for Spring. For nine-month teaching faculty, leaves for the academic year will normally begin on August 16; for one semester only—August 16 for Fall and January 1 for Spring.

The individual shall execute a promissory note agreeing to repay the gross salary and any educational aid (tuition assistance) received while on leave if that individual does not return to the
college which granted the leave with pay, or to another VCCS college, or to the VCCS System Office upon completion of the educational leave.

If the faculty member resigns prior to the completion of the obligation, the outstanding pro rata portion of the note shall be paid in full within one year following termination of employment.

The individual who fails to complete successfully any portion of the educational leave may be required by the president (or chancellor in the case of the president) to reimburse the College a proportional amount of the moneys received while on leave. In the event of death or approved disability, this note is canceled.

For benefits, see Leave Summary Statement, 6.8000.

C. Obligation to the College upon Completion of Educational Leave with Pay

While on educational leave with pay, faculty members shall advise the provosts in writing by February 1 of their plans to return the following academic year (for Fall Semester only, by November 15; for Spring Semester only, by April 1). The provosts shall, in turn, notify the president and the College Human Resources Office of faculty members’ plans.

An official transcript listing the courses completed while on educational leave with pay shall be furnished to the Human Resources Office for placement in the faculty member's official file.

A faculty member granted educational leave with pay must agree to return to the College (or the VCCS) as a full-time employee for a period of time twice that of the period of educational leave with pay.

If a faculty member fails to serve in the VCCS the required length of time after educational leave with pay, the faculty member shall be responsible for repayment of that portion of salary, tuition, and fees for the time not served. The outstanding pro rata portion of the note shall be paid in full within one year following termination of employment. Payment arrangements shall be finalized with Human Resources/College Accounting during the exit time.

A member who transfers to another educational institution outside the VCCS, within the state of Virginia, after receiving educational leave with pay, will be responsible for repaying NOVA for any portion of the required two years of service which has not been completed. In the event the receiving institution is willing to repay the cost of the educational leave with pay by interagency transfer of funds, then the faculty member may be released from the repayment agreement. Lacking this consideration or on transferring outside the state service, the repayment agreement as stated on the back of the VCCS-16 would be the exclusive responsibility of the faculty member.

6.7520 Faculty Exchange Program

Another means by which one may acquire educational leave with pay is through the Faculty Exchange Program. Faculty members may exchange with faculty members of the same discipline in another institution, or if possible, faculty members may make replacement arrangements in another institution in a different discipline. The following rules apply:

A. The credentials of counterpart faculty members must be acceptable to the NOVA academic dean, provost, and president. No final agreement can be signed by any party involved without prior
written consent from the president. This approval must be on file, and a copy of all signed documents must be included in faculty members’ personnel file prior to the beginning of the exchange.

B. Faculty members exchanging with NOVA faculty members assume all of the NOVA faculty members’ professional responsibilities.

C. Faculty members receive their salary from their own institution and not from the institution they are visiting. The NOVA faculty members receive all increases in salary, including promotion increments, as though they were on campus.

D. The length of exchange may vary from one semester to two, depending upon the faculty members' and the colleges' special circumstances.

E. All fringe benefits, insurance, leave, retirement, and other features of NOVA faculty members’ current compensation package remain intact throughout the term of the exchange as though the faculty member were on campus.

F. NOVA faculty members’ Faculty Employment Contract and eligibility for a Multi-Year Appointment Proposal remain intact as though they were on campus.

G. NOVA faculty members arrange through appropriate NOVA channels for a written agreement with the exchange institution that provides for a formal written evaluation of the NOVA faculty members’ performance during the exchange to be sent to the president at the end of the exchange term.

H. NOVA provides a written agreement for the counterpart faculty member specifying the duties and performance criteria expected during the term of the exchange.

I. For a foreign exchange, faculty members are responsible for coordinating arrangements through appropriate international agencies.

6.7530 Sabbaticals (Teaching, Professional and Administrative Faculty)

A. Purpose

The purpose of a sabbatical is to permit longer-term activities that will improve a faculty member’s teaching effectiveness, enhance creative and/or artistic activities, improve professional competency and provide a renewed capacity for significant contribution of service to the College and the community at large.

Sabbatical leave for professional development is available to teaching, administrative, and professional faculty, and the College president. Sabbatical leave is not designed for planned courses of study for academic credit.

B. Description

A sabbatical leave is a compensated leave of absence of one or two semesters for full-time academic faculty and up to 12 months for administrative and professional faculty and the College president. Sabbatical leave shall be granted for approved projects of full-time independent study,
research, and/or creative work that will renew teaching abilities and foster and enrich intellectual and professional growth and development. Projects may be concerned with wide-ranging interests or with work in specialized fields and should address issues in the substance of the applicant's teaching field, research interests, professional field, or in some other area which will enhance understanding of related fields. It is not designed for planned courses of study or academic credit.

C. **Eligibility**

To be eligible for consideration, all faculty applicants for sabbatical must meet the following criteria:

1. Hold a full-time nine-month teaching Faculty Employment Contract or a twelve-month teaching, professional, or administrative Faculty Employment Contract.

2. Have completed six years of creditable full-time or equivalent regular part-time P-3 service in the VCCS at the time of application for sabbatical leave.

3. Have completed six years of creditable full-time or equivalent regular part-time P-3 service in the VCCS since a previously awarded paid leave (sabbatical or educational). There is an absolute maximum of sabbatical leave that may be taken in a seven-year period for teaching faculty, two semesters; for twelve-month administrative/professional faculty, one year.

4. For teaching faculty, the sabbatical project must be aligned with the four performance domains as outlined in the Faculty Development and Evaluation Plan available at the following link: [http://www.nvcc.edu/about-nova/committees/facultyevaluation/docs/Fac-Final-Evaluation.pdf](http://www.nvcc.edu/about-nova/committees/facultyevaluation/docs/Fac-Final-Evaluation.pdf). For administrative and professional faculty, the sabbatical project must be aligned with VCCS, College, and/or division goals.

5. The number of sabbatical leave awards in any year will depend on the availability of funds.

Application: Submit Form 105-99 (Sabbatical Leave Request) to the College President through appropriate supervisors and Human Resources. The deadline for applications for sabbatical leave is in the College Working Calendar.

D. **Obligation to the College during and upon Completion of Sabbatical Leave**

1. While on a sabbatical with pay, faculty members shall advise the provost in writing, with a copy to Human Resources, by February 1 of their plans to return the following academic year (for Fall Semester only, by November 15; for Spring Semester only, by April 1).

2. Faculty members who are awarded sabbatical leave shall serve twice the time of the approved leave at the College after return from sabbatical leave with pay.

3. A written report summarizing project accomplishments must be submitted to the president through the appropriate administrative channels.

4. A faculty member who transfers to another public educational institution outside the VCCS, within the state of Virginia, after receiving sabbatical leave with pay will be responsible for repaying NOVA for any portion of the required years of post-leave service which has not been completed. In the event the receiving institution is willing to repay the cost of the sabbatical leave by interagency transfer of funds, then the faculty member may be released from the
repayment agreement. Lacking this consideration or on transferring outside the state service, the repayment agreement as stated on the back of the NOVA Form 105-099 is the exclusive responsibility of the faculty member.

E. **Monetary Compensation and Benefits**

1. The rate of pay while on leave with pay will be no less than 50 percent of the (current) salary in effect on the last workday covered by the Faculty Employment Contract prior to the effective date of sabbatical leave.

2. The individual shall execute a promissory note agreeing to repay the gross salary received while on leave if that individual does not return to the College which granted the leave with pay, or to another VCCS college, or to the VCCS System Office upon completion of the sabbatical leave. If the faculty member resigns prior to the completion of the obligation, the outstanding pro rata portion of the note shall be paid in full within one year following termination of employment. The individual who fails to complete successfully any portion of the sabbatical may be required by the president (or chancellor in the case of the president) to reimburse the College a proportional amount of the salary received while on leave. In the event of death or approved disability, this note is canceled.

3. See Section 6.8000 of this chapter for benefits eligibility while on paid leave.

F. **President's Sabbatical Award**

*This section is currently under review.*
PREAMBLE TO THE FOLLOWING SECTIONS ON LEAVE (6.7540 Family Medical Leave - 6.9100 Personal Obligations):

Human Resources e-Service:

NOVA has an automated system, Human Resources e-service, which integrates HR systems, services and processes within the College. The Human Resources e-Service system allows employees to monitor much of their personnel-information, request leave, submit electronic timesheets and update personal information. An immediate benefit for timesheet and leave request use is the ability to submit information (and know your leave balances) from any web connection at any time. Submissions are immediately forwarded to supervisors for approval, then to payroll or HR for leave tracking.

6.7540 Family Medical Leave (FML)

Faculty employees, who meet the eligibility requirements of the Family and Medical Leave Act (FMLA), may be granted up to 12 workweeks of unpaid leave** per calendar year for conditions qualifying under the act. If eligible, the leave will be granted for one or more of the following reasons:

A. The birth of a child (to be taken within 12 months of the child's birth).

B. Because of the placement of a child with the employee for adoption or foster care within the first 12 months of the placement.

C. To care for a spouse, child, or parent who has a serious health condition.

D. Because of the employee's own serious health condition where the employee is unable to perform their job.

E. Because of any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter or parent is covered military on active duty, or has been notified of an impending call or order to active duty in support of a contingency.

Note:
Federal legislation in 2008 and 2009 has provided additional leave protections under the FMLA to employees with family members in the armed services. The leave must meet the requirements of a qualified exigency arising out of the fact that the spouse, son or daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty in the armed forces in support of a contingency operation). This qualifying exigency leave is limited to circumstances involving a family member in the National Guard or Reserves or a retired member of the regular armed forces or the reserve.

The National Defense Authorization Act of October 30, 2009, specifically expanded military caregiver leave so that it may be used to care for veterans undergoing treatment, recuperation or therapy for an injury, as long as the veteran was a member of the armed forces, National Guard or Reserves within five years of requiring care. The amendments also expand military caregiver leave so that employees may use it to care for a covered service member’s serious injury or illness**.

** FMLA is unpaid leave. Applicable earned leave, as defined by specific leave policies found in Sections 6.0000 and 6.7500, may be used to provide income while on FML.
incurred because service on active duty aggravated existing or preexisting injuries. Additionally, qualifying exigency leave will now cover family members of the regular armed forces deployed to a foreign country in addition to current coverage of family members of the Guard or Reserves.

A minimum of 30 days advance notice of intent to take leave is required when it is foreseeable. The advance notice requirement may be waived if leave has to begin in fewer than 30 days. In case of an emergency, verbal notification to Human Resources will be acceptable. If the leave for planned medical treatments is taken intermittently, the employee is expected to schedule the treatment so as to create minimum disruption for the College. Family medical leave may also be taken on a reduced time basis if necessary to do so. To be considered for FMLA protection for an absence, a request must be made orally or through email to the immediate supervisor. Supervisors can and should notify Human Resources of an absence of three days or more and need to keep Human Resources informed as to the FMLA status.

The Human Resources office will designate leave as Family Medical Leave when it learns that a qualified employee’s absence qualifies for such treatment under the Family Medical Leave Act. For this to happen, faculty must meet the eligibility criteria of the Act. Because of privacy issues, a faculty member’s medical provider information is sent directly to Human Resources.

The FMLA stipulates that the faculty member who is granted such leave must be returned to the same or equivalent position. Healthcare coverage (medical and healthcare spending accounts) will be continued on the same basis as if the faculty member had been actively at work. The faculty member remains responsible for any employee share of premium costs.

Intermittent Leave: Intermittent leave must be taken on an hour-for-hour basis or planned as part of a reduced workload. For a reduced workload, the difference between a full load and a reduced load may be charged to Family Medical Leave. The reduction cannot exceed 12 workweeks or 480 hours. A medical certification may be required. The work schedule must be approved by the academic dean or other designated person.

6.7550 Leave to Provide Community Service

Objective and Intent: To provide employees time off with pay for service within the communities. Such service may be provided through school assistance or as a volunteer member of a community service organization.

Full-time employees may take up to 16 hours of paid leave per leave year for service within their communities. Such service may be provided through school assistance or as a volunteer member of a community service organization. Leave under this policy may be used for volunteer fire and rescue squads, voluntary "hands on" service to the community or school assistance. The paid leave granted under this policy is in addition to other paid leave such as annual leave. Part-time employees will be provided leave based on the proportion they work of a 40-hour week.

The Code of Virginia increases from 16 to 24 the number of hours of paid leave in any leave year (in addition to other paid leave) that may be allowed to state employees to serve with a volunteer fire department and rescue squad or auxiliary unit thereof. NOTE: This time is not in addition to the 16 hours of paid volunteer service leave to provide other volunteer service or school assistance.

This leave is not carried over or accumulated from year to year. Additionally, faculty members are not compensated for unused leave if they terminate employment. Faculty members are credited with the
full 16 hours (or prorated for less than 100 percent employment) of leave immediately upon their employment regardless of the date of employment.

Employees should receive approval in advance from their supervisors regarding the scheduling of this leave.

The employee must complete a Community Service/School Participation form 105-041, and submit it to the Human Resources Department. The leave is accounted on the electronic time sheet through the Human Resources e-Service.

Eligible faculty members (exception teaching faculty) who volunteer to provide help in response to a disaster may take up to 80 hours of paid leave to serve as volunteer. An employee interested in being a volunteer and taking this leave must be associated with a care-giving organization and be selected by that organization to provide specific volunteer services.

6.7551 Leave to Donate Bone Marrow or Organs

This policy authorizes eligible employees to use up to 30 workdays of paid leave in any calendar year in addition to other paid leave, to donate bone marrow or organs. Paid leave under this policy provides eligible employees with a period that is medically necessary for donation of bone marrow or an organ and recuperation for up to 30 days in a calendar year. Employees must submit medical certification to support the use and expected duration of the leave. Employees must receive approval in advance from their supervisors regarding the scheduling of their leave.

An eligible employee is a faculty member who presents medical certification supporting his or her intent to donate bone marrow or an organ. Restricted employees whose positions are contingent upon project grants as defined in the Catalog of Federal Domestic Assistance may receive paid leave for bone marrow or organ donation only if the funding source has agreed to assume all financial responsibility for this benefit in its written contract with the Commonwealth.

This leave will not be considered Family Medical Leave or VSDP leave. Refer to the Department of Human Resource Management’s Policies and Procedures Manual, Policy 4.37.

6.7560 Civil and Work-Related Leave (All Full-Time and Regular Part-Time Faculty)

Faculty members are permitted time off to serve on a jury, to appear in court under subpoena (exception: appearance in court as a defendant in a criminal case); to attempt resolutions of work-related conflicts; to attend administrative hearings; employment discrimination complaint resolution: to serve on councils, commissions, boards, or committees of the Commonwealth; to respond to traffic summons; to interview for other state positions; or to accompany a minor child to court when the child is legally required to be present in court.

Compensation for Court Appearances

*Reimbursement for services* is money paid to an individual for serving in court as a juror or witness. Employees must submit these fees to the agency in order to charge their absence to administrative leave. Employees who choose to retain reimbursement for services must charge their absence to annual, personal leave, or leave without pay.

*Reimbursement of daily expenses* is money paid to an individual to cover out-of-pocket expenses such
as meals, parking fees, mileage, and other expenses related to required court appearances. Employees may retain moneys that the court provides for reimbursement of daily expenses. Note: Circuit courts in Virginia pay jurors $30.00 per day. Employees may retain that amount since it has been designated as reimbursement of expenses.

6.7570 Military Leave

Military leave is granted with or without pay to faculty employees for active duty in the armed services of the United States or to employees who are former members of the armed services, or current members of the U.S. reserve forces or the Commonwealth militia, or the National Defense Executive Reserve who are called to service. Requests and approvals will be made in accordance with the policies and procedures of the state Department of Human Resource Management and the Uniformed Services Employment and Reemployment Rights Act (USERRA). For more information on military leave, see the U.S. Department of Labor’s web address at www.dol.gov/elaws/userra0.htm.

6.7600 Annual Leave (Twelve-Month Administrative/Professional and Presidents, Twelve-Month Teaching Faculty)

A. Annual Leave

The State Board approved a new annual leave option for presidents, administrative/professional faculty and 12-month teaching faculty effective January 1, 2007. The new annual leave program establishes “up-front” leave, higher accrual rates per pay period, and reduces the carry-forward and pay-out limits for unused annual leave. Positions are divided into categories of president, executives/senior administrators, and administrators/professional with different up-front leave, accrual rates, carry-forward and pay-out limits for each category. The categories and accrual rates are displayed in the following chart:

<table>
<thead>
<tr>
<th>Category</th>
<th>Up Front, Upon Hire</th>
<th>Accrual Per Pay Period Worked</th>
<th>Maximum Accrual Per Year</th>
<th>Maximum Carry Forward Limit</th>
<th>Maximum Payment Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presidents</td>
<td>120 hours</td>
<td>10 hours</td>
<td>240 hours</td>
<td>240 hours</td>
<td>240 hours</td>
</tr>
<tr>
<td></td>
<td>15 days</td>
<td></td>
<td>30 days</td>
<td>30 days</td>
<td>30 days</td>
</tr>
<tr>
<td>Executive/Senior Administrators</td>
<td>96 hours</td>
<td>8 hours</td>
<td>192 hours</td>
<td>192 hours</td>
<td>192 hours</td>
</tr>
<tr>
<td></td>
<td>12 days</td>
<td></td>
<td>24 days</td>
<td>24 days</td>
<td>24 days</td>
</tr>
<tr>
<td>Administrators, Professional faculty, 12-month teaching faculty</td>
<td>84 hours</td>
<td>7 hours</td>
<td>168 hours</td>
<td>168 hours</td>
<td>168 hours</td>
</tr>
<tr>
<td></td>
<td>10.5 days</td>
<td></td>
<td>21 days</td>
<td>21 days</td>
<td>21 days</td>
</tr>
</tbody>
</table>

1. Positions Included in Leave Categories
   a. Executives: Executive Vice President, Vice President, Provost, Executive Vice Chancellor, Vice Chancellor, faculty rank members of the Chancellor’s Cabinet, and Associate Vice Chancellors with State Board Responsibility.

   b. Senior Administrators: Assistant Vice President, Associate Vice President, Assistant Vice Chancellor, Dean, Campus Dean, Director.

   c. Administrators: Assistant Director, Associate Director, Coordinator, Assistant Coordinator,
Administrative Officer, Counselor, Librarian, twelve-month teaching faculty.

   Up-front leave is granted on the date of hire for current presidents, administrative/professional faculty and 12 month teaching faculty. In addition to the one-time up-front leave, annual leave is accrued each pay period. On January 10th of each year, the annual leave balance will be reduced to the carry-forward limit. Upon termination of employment, payment will not exceed the pay-out limit.

3. Application of Policy
   The new annual leave policy is the only option available to presidents, administrative/professional faculty and 12-month teaching faculty hired on or after January 1, 2007. Faculty employed under the old plan, who chose not to switch to the new option during the designated window period, will remain under the old plan.

   Leave is not advanced unless when designated by VCCS 3.9.3 as advanced; it is accrued in semi-monthly periods that coincide with the lag pay schedule. Such leave is credited at the end of the pay period. Leave may not be used until it is credited.

   The president, vice presidents, and provosts who elected not to join the new plan will continue in their existing arrangement which does include some advancement of leave up to a certain level of service.

   All leave reporting is done using Human Resources e-service.

   Accrual rates are covered in DHRM policy 4.10. Accrual rates for state employees with previous state service are covered by DHRM Policy 1.55 and DHRM Policy 2.20.

   When terminating employment or when moving from an administrative or professional position to a nine-month teaching position, an employee shall be paid for only the maximum leave allowed by the policy covering the employee.

B. Carryover of Unused Leave (does not apply to employees covered by the new plan provision)

   All annual leave in excess of the maximum allowed shall be carried over beyond January 1 of each year. However, the excess leave must be used by June 30 of the same calendar year. The remaining excess hours will be converted to sick leave on an hour-for-hour basis as of July 1, except for participants in the Virginia Sickness and Disability Program (VSDP). As annual leave is used during the first six months of the calendar year, the hours used shall be deducted from the excess hours balance. When all excess hours have been used, annual leave taken shall be deducted from the current calendar year balance.

   Note: Converting excess annual leave to sick is not possible for faculty members who have chosen to participate in the Virginia Sickness and Disability Program (VSDP) or the new annual leave plan.
6.7650 Sick Leave (Twelve-Month Administrative/Professional and Presidents, Nine-Month Administrative/Professional)

(Note: This section is modified to address VSDP participants in addition to faculty who chose to remain under the VCCS leave provisions and VRS long-range disability coverage. In reading through the following sections, it is important to understand the significant differences between accrued versus advanced leave with or without carry-over provisions.

A. Sick Leave Accrual

Sick leave credits shall be provided according to the state Department of Human Resource Management Policy 4.55. Transfer of sick leave credits from another state agency or state institution of higher education shall be in accordance with Department of Human Resource Management Policy No. 2.81, Section II.C. Note.

Regular, full-time, non-VSDP, twelve-month faculty employees, earn sick leave credits at the rate of 5 hours semi-monthly. No sick leave credit shall be provided for any semi-monthly period in which the employee is absent and suffers a loss of pay because of insufficient leave balances. No sick leave credit shall be provided for any period of leave with pay immediately following an absence of 90 consecutive calendar days regardless of type of leave to which the absence is charged. A doctor’s certificate must be provided at the end of the 60-day period and monthly thereafter. Unused credits may be accumulated with no maximum. Earned sick leave permits continuation of full pay during absences caused by illness, injury, medical appointments, maternity, or illness of members of the immediate family. Special benefits are allowed if an illness is compensable under the Worker’s Compensation Act.

For both nine- and twelve-month faculty, pregnancy is treated as any other illness. However, a statement from the faculty member's physician defining the period of medical incapacity (including pre- and post-delivery) is required. Authorized use of sick leave hours is based on this medical certification. Use of any other leave time will be charged to personal or annual, if applicable and available; otherwise to leave without pay.

B. Sick Leave Advanced – VSDP

The number of sick-leave days advanced is dependent on the total state service of the faculty member as of the first reporting period in a new calendar year, January 10. Up to ten days of sick leave may be advanced for incidents of medical illness, doctors or dentist appointments and up to 33 percent for family sick leave if qualified under FMLA. Sick leave may be used to satisfy the seven (7) calendar day [five (5) workdays] requirement for VSDP short-term disability.

There is no accumulation of sick-leave hours. Nor is there payment for unused sick leave at the end of a year regardless of a resignation or retirement with one exception. Upon leaving the College, faculty members who voluntarily chose to join VSDP during the one-time election period and converted existing sick leave hours to disability credits will need to complete VRS-5A. Completion of this form will indicate whether the employee wishes pay or additional VRS credit. Payment for any unused disability credits is paid under the current sick-leave payout provisions.

C. Family Sick Leave

An absence taken to deal with a family illness may be charged against appropriate leave balances.
for income purposes. The amount of leave that can be charged by category depends on the leave program the faculty member is enrolled in.

The state's 33% Rule allows a sick leave balance to be charged for a family illness regardless of the leave program under which the faculty member is covered. Human Resources must qualify the leave as Family Medical Leave (FML). The relationship category for FML purposes is to care for a spouse, minor child or parent. To request Family Medical Leave, please notify your immediate supervisor verbally or by email. Once approved, a statement stating the 33% amount is sent from Human Resources to the faculty member. The faculty member must acknowledge and designate the amount to be used. The charge to sick leave will decrease the amount of sick leave available for the employee's use or for a subsequent family illness. Faculty must use HR e-service to submit and report all leave.

For VSDP Participants: In addition to charging a sick leave balance for an absence that qualifies as FML, the faculty member may also use Family and Personal leave. This leave is advanced at the beginning of the first reporting period in a new calendar year, January 10. The amount is dependent on the faculty member's total state service as of that date. Up to five days may be advanced. Because this leave is designated as personal leave as well, it can be used at the faculty member's discretion. There is no relationship category for this leave usage if it is being used for family illness.

In addition to sick and F/P leave, the faculty member may charge annual leave.

For Non-VSDP Participants: Faculty members are given six (6) workdays in a calendar year, which may be charged to their sick leave for family illness. For the traditional sick leave usage, there is a relationship category. Sick leave may be taken only if the stricken person is the employee's parents, stepparents, wife, husband, children, stepchildren, brother, stepbrother, sister and any other relative (either blood or by marriage) living in the household of the faculty member.

In addition to sick leave, the faculty member may charge an absence to annual leave with no relationship category or limit.

BEREAVEMENT: (The state has no stand-alone bereavement policy.) Following is how faculty members, according to their leave programs, may charge an absence due to bereavement:

VSDP faculty participants may charge leave for an absence due to bereavement. The Family and Personal VSDP leave may be used as well as annual leave. VSDP sick leave cannot be used for bereavement purposes.

Non-VSDP faculty members may use sick leave to charge an absence arising from bereavement in the immediate family. The relationship category as defined under sick leave applies. In the event a faculty member's absence is due to the illness of a family member followed by death, the total period of six days can be used for the bereavement period.
6.7700 Personal Leave (Nine-Month Teaching Faculty)

A. Personal Leave for Non-VSDP Faculty

Personal leave of three (3) days shall be granted at the beginning of the academic year to each full-time (P-3) nine-month teaching faculty member. This leave may be taken by the faculty member at his/her discretion, provided satisfactory prior arrangements have been made with the faculty member's supervisor. Personal leave is not intended for recreational purposes. This leave may be used for family medical leave, sickness, religious holidays, or matters of an emergency nature generally not under the control of employees; i.e., appearances in court (when not covered by Civil & Work-Related Leave), financial settlements, legal consultations, tax matters, or family emergencies. All personal leave not used by the end of the Summer term following the academic year for which granted shall be carried forward as accrued sick leave. Once personal leave has been converted to sick leave, it may only be used in accordance with DHRM's Policies and Procedures Handbook, 4.55.

Personal leave taken shall be reported using the electronic submission of the Human Resources e-Service as no less than 4 hours and is submitted on the 1st or 16th of the pay period in which the leave was taken. Note: If personal leave is used for a Family Medical Leave absence, it is an hour-for-hour charge. Leave taken over 4 hours shall be charged as 8 hours per day, 5 days per week regardless of the faculty member's schedule.

B. Family and Personal Leave for VSDP Participants

Family and personal leave for VSDP participants has more flexibility in that the use of personal leave days is at the discretion of the faculty member, however, advanced notice must be given to the supervisor. This leave category is leave available for family illnesses and may be used for bereavement. There is no conversion of unused personal leave within this category for additional sick leave credits.

C. Time Reporting

Anytime the College is open and a faculty member is scheduled to be on campus (or other work site) but is not available for duty, the absence must be reported using the electronic leave reporting function in HRMS. Faculty members should check with their deans or provosts on the internal procedures for requesting leave and reporting absences.

6.7750 Sick Leave (Nine-Month Teaching Faculty)

A. Accrued

Sick leave for full-time (P-3) nine-month teaching faculty members shall accrue at the rate of four and one-half (4½) days per academic semester, awarded on the first day of each semester. There shall be no limit on the amount of sick leave that can be accrued. When a nine-month faculty member's request for paid sick leave, accompanied by the doctor's certification, is approved for a full semester, the dates of commencement of such leave will be congruent with the semester dates, August 16 and January 1. The absence of a faculty member for the reasons stated below shall be a charge against earned sick leave credits.

1. An illness or injury incapacitating the member to perform the job duties.
2. An exposure to contagious disease such that presence on duty would jeopardize the health of fellow employees or the public.

3. Appointment for examination and treatment related to health when such appointment cannot reasonably be scheduled during non-work hours.

4. A physician's statement is required for absences due to illness for 15 days or more.

B. Advanced

Sick Leave Advanced-VSDP: The number of sick-leave days advanced is dependent on the total state service of the faculty member as of the first reporting period in a new calendar year, January 10. There is no difference between a twelve-month employee and a nine-month employee in this regard. Nine-month faculty members are considered to have twelve months of employment when beginning and ending an academic year. Up to ten days of sick leave may be advanced for incidents of medical illness, doctors or dentist appointments, and up to 33 percent usage for family sick leave, that is leave qualifying under FMLA. Sick leave may be used to satisfy the 7-calendar days (5-workdays) requirement for VSDP short-term disability.

There is no accumulation of sick leave hours or payment for unused sick leave at the end of a calendar year regardless of a resignation or retirement with one exception. Faculty members who voluntarily chose to join VSDP during the one time election period and converted existing sick leave hours to disability credits may be paid for any unused disability credits under the current sick leave pay out provisions when leaving employment.

C. Family Sick Leave

An absence taken to deal with a family illness may be charged against appropriate leave balances for income purposes. The amount of leave that can be charged by category depends on the leave program the faculty member is enrolled in.

The state's 33% Rule allows a sick leave balance to be charged for a family illness regardless of the leave program under which the faculty member is covered. The leave must be qualified as Family Medical Leave (FML), refer to section 6.7540. The relationship category for Family Medical Leave purposes is to care for a spouse, minor child or parent. Faculty must use HR e-service to submit and report all leave. Once approved, a statement stating the 33 percent amount is sent from Human Resources to the faculty member. The faculty member must acknowledge and designate the amount to be used. The charge to sick leave will decrease the amount of sick leave available for the employee's use or for a subsequent family illness.

For VSDP Participants: The only leave available for family illness, unless the illness is FML qualified as detailed above, is the VSDP Family and Personal leave advanced at the beginning of the first reporting period in a new calendar year, January 10. The amount is dependent on the faculty member's total state service as of that date. Up to five days may be advanced. Because this leave is designated as personal leave as well, it can be used at the faculty member's discretion. There is no relationship category for this leave usage if it is being used for family illness.

For Non-VSDP Participants: Teaching faculty may use up to the ten days for one occurrence. No more than ten days of sick leave in any calendar year may be charged for such purposes. For the
traditional sick leave usage, there is a relationship category. Sick leave may be taken only if the 
stricken person is the employee’s parents, stepparents, wife, husband, children, stepchildren, 
brother, stepbrother, sister and any other relatives (either blood or by marriage) living in the 
household of the faculty member.

BEREAVEMENT: (The state has no stand-alone bereavement policy.) Following is how faculty 
members, according to their leave programs, may charge an absence due to bereavement:

**VSDP faculty** participants may charge leave for an absence due to bereavement. The only 
leave chargeable is the Family and Personal VSDP leave. It can be used for bereavement and 
family illness without any relationship requirement.

**Non-VSDP faculty** members may use sick leave to charge an absence arising from 
bereavement in the immediate family. The relationship category as defined under sick leave 
applies. Teaching faculty may charge up to 10 days of sick leave in a calendar year.

The traditional personal leave (3 days) per academic year may be used as well.

**D. Use of Credits**

All leave use must be submitted electronically to the faculty supervisor who upon approval will 
electronically finalize the submission for reporting. Extended sick leave, if not designated and 
qualified under the *Family Medical Leave Act*, must be approved by the provost or College vice 
president. Extended leave is defined as a leave for which a substitute faculty hire action is 
requested to complete the semester, with approval of the president. The smallest unit of leave shall 
be a half-day. For example, an absence of 2 hours will be charged as 4 hours of sick leave.

Absences of more than one-half day shall be charged on a day for day basis (5 days per week, 8 
hours per day) regardless of the faculty member’s schedule. Faculty members on approved family 
medical leave will have the first 8 hours of leave charged on an hour-for-hour basis. Longer 
absences will be charged on a day-for-day basis (5 days, 40 hours per week) regardless of the 
faculty member’s schedule. Those on family medical leave with approved intermittent leave or a 
reduced schedule will have all absences charged on an hour by hour basis counting class hours and 
designated office hours, etc.

Nine-month faculty members who are employed in teaching, curriculum development, etc. during 
the Summer term are authorized to use accumulated sick leave during their Summer term period of 
employment. Absence may be charged against the earned sick leave or personal leave credits 
during Summer employment based upon the smallest unit of leave being a half-day. No sick or 
personal leave is accrued during the Summer.

*VSDP participants may charge an absence during the Summer term against their advanced sick 
leave or use their family and personal leave. However, there is no VSDP income protection for 
Summer earnings, unless there is a residual to be paid of the nine-month rank and salary amount 
until satisfied.*

**6.7800 Leave without Pay**

**A. Leave without Pay Request**

Leave without pay may be requested for the following reasons:
1. Educational purposes.
   a. Professional development related to one's discipline or occupational field when recommended by the provost.
   b. Full-time study.
   c. Foreign teaching assignments or exchange teaching.

   Note: For Educational Leave without Pay, faculty members may buy back Virginia Retirement System service credit for retirement purposes upon their return to 100 percent employment.

2. Family and medical leave up to 12 workweeks in a calendar year for eligible employees.

3. Serious illness of the employee or a member of the employee’s immediate family. This applies to those faculty members not eligible for family medical leave (FML). This also may apply for extended periods beyond the time allowed under the family medical leave provision of the Family Medical Leave Act (FMLA).

4. Military leave in excess of such leave allowable with pay.

5. Personal reasons when recommended by the provost or College vice president.

   Note: Any extended leave without pay for faculty members (except for family medical leave under the FMLA) must be submitted for approval to the president.

B. Eligibility

(Note: Because family and medical leave is a mandated unpaid leave up to 12 workweeks in any calendar year if a faculty member meets the eligibility provisions of the Family and Medical Leave Act, the following statements that refer to academic year limits or to an approval process are not relevant. Under family medical leave, the faculty member's position or its equivalent must be retained and the leave is automatically granted.)

Since granted leave involves a reemployment, leave is not automatically given to any faculty member who requests it. Faculty members who qualify are the following:

1. All full-time tenured faculty members and faculty members eligible for or on multi-year appointments may apply for leave without pay for a period not to exceed 12 calendar months.

2. All full-time faculty members not on tenure or multi-year appointments may apply for leave without pay for a period not to exceed one semester.

C. Notification

The following notification procedures shall apply:

1. In cases where leave without pay is approved, an agreement will be prepared and signed by the president and the faculty member, which states the conditions of the leave and the terms of reinstatement.
2. A full-time tenured faculty member or faculty member on multi-year appointment is responsible for notifying the provost in writing (with a copy to Human Resources) by November 15 (if on leave for the Fall Semester only) or by February 1 (if on leave for the academic year) or by April 1 (if on leave for the Spring Semester) if the faculty member intends to return for the following academic year. The provost will assure that the College Human Resources Office is informed of whether or not the faculty member intends to return. A faculty member who has not by the dates indicated above notified the College in writing of the intent to return will be automatically separated as an employee of the College at the end of the academic year.

3. If a full-time faculty member, who is not tenured or is not on multi-year appointment, is granted leave without pay during an academic year but fails to return at the end of the approved period of leave without pay, the faculty member will automatically be separated as an employee of the College at the end of the academic year, or in the case of a twelve-month administrative/professional at the end of the approved period.

D. Placement upon Return

A full-time faculty member returning from leave without pay will return to the same campus and division unless College organizational changes require the reassignment of the faculty member. While the College cannot guarantee the faculty member the same assignment held before taking leave, the academic dean must hold a faculty position by recommending an appointment to fill the position of the faculty member on leave only for the term of the leave without pay. A faculty member returning from FML must be returned to the same or equivalent position and cannot be required to use more FML than needed. A VSDP participant receiving short-term disability income has their job held even beyond the FML requirement of 12 workweeks provided UNUM continues to qualify the absence as due to a disability.

6.7900 Leave Balances—Applies to Both Nine- and Twelve-Month Faculty

A. Nine- and twelve-month faculty may be paid 25 percent of their sick leave balances up to a maximum of $5,000, upon separation from state service, provided they have five years of continuous service with VCCS. Continuous service for this purpose is defined as salaried service computed from the last employment or reemployment date, including approved leave without pay.

Faculty with five or more years of continuous service, who are on leave without pay for more than three calendar months during the term of their academic contracts, are eligible for payment of 25 percent of their accrued sick leave not to exceed $5,000. This does not apply to VSDP participants.

Leave balances are available by accessing the Human Resources e-Service system any time and are current (within 5 days) of the end of the latest pay period.

B. Upon leaving college, faculty members who have VSDP disability credits, need to complete the VRS-5A form. Completion of this form will indicate whether the employee wishes pay or additional VRS service credit. Payment for unused disability credits is paid under the current sick-leave payout provisions as outlined in A above.
6.7950 Leave Sharing

Twelve-month faculty employees may donate annual leave to another employee who may need additional leave as a result of an illness or accident. Teaching faculty will be eligible to participate only as leave recipients since they do not earn annual leave. Eligibility for leave sharing as a recipient differs depending on the leave provisions of traditional or VSDP:

A. Traditional Leave Recipient

A traditional leave recipient shall have no balance of earned leave (sick or annual/personal) remaining. In effect, the faculty member will have been placed on a FMLA/LWOP (Leave without Pay) status.

B. VSDP Leave Recipient

A VSDP leave recipient is only eligible for leave sharing money after exhausting all leave balances (exception for VSDP sick leave balance) due to a Family Medical Leave qualified absence for the FML relationship status of father, mother, spouse, minor child. Leave donations cannot be made to a VSDP participant with an active claim who is receiving short-term disability payments at less than 100 percent. Leave donations are made in 8-hour increments and will be prorated for part-time employees.

Donors shall request and complete a donor form available from Human Resources when donating leave. The form is to be completed and returned to Human Resources. Employees wishing to receive leave must initiate such requests by contacting Human Resources and provide the required certification from a physician in a confidential manner. For all other purposes other than the receipt of salary, employees receiving donations through leave sharing shall be considered on leave without pay status.

Following are some exclusions for qualifying for leave sharing:

A. Any occupationally related accident or illness for the period for which Worker's Compensation benefits have been awarded.

B. Intentionally self-inflicted injuries.

C. Injuries occurring in the course of committing a felony or assault.

D. Employees are ineligible to use donated leave during the period of any disciplinary suspensions.

If one of the following conditions occurs, the recipient will be required to reimburse leave hours donated to them at the current salary rate of the recipient and the leave hours will be returned to the original donor:

A. Compensation is received from another source for the same period of time (such as Worker's Compensation).

B. If Human Resources determines that abuse has occurred, the recipient may be required to repay all donated leave, and/or may be subject to disciplinary action in accordance with the Department of Human Resource Management’s Standards of Conduct Policy 1.60.
Leave given by a donor can be reclaimed only if the donor form has not been processed by Human Resources.

Please refer to DHRM policy No. 4.35, Leave Sharing.

6.8000 Leave Summary Statement—Effect of Leave with and without Pay for Periods Exceeding 14 Calendar Days (This section must be read in its entirety, including Item B Exceptions.)

Periods of leave without pay (except for the use of earned annual or sick leave, educational leave, sabbaticals, family medical leave, or military leave) of over 14-calendar days cause a discontinuity for a semester, disqualifying it from counting towards a full year of employment. A discontinuity is not a break in service. Since granted leave involves reemployment, leave is not automatically given to any person who requests it, unless for family medical leave events. A leave of absence with or without pay shall not be granted for more than 12 calendar months, per one request.

A. Leave Agreements

Leave agreements shall be developed and signed by both the College president and the faculty member. Agreements shall state the right and condition of reinstatement and must include an explanation of personnel policies that affect changes in salaries, benefits, retirement, and seniority. Faculty members may be allowed to retain any applicable leave balance to their credit as part of the leave agreement. No leave without pay agreement shall exceed one fiscal year in length. Prior to signing, the faculty member shall be informed of the contents of the agreement. A copy of the agreement shall be placed in the faculty member’s personnel file. While leaves with and without pay are considered on an individual basis, the following will apply:

1. Merit Salary Award: Faculty returning from leave that has prevented them from receiving an evaluation shall be awarded salary increases in accordance with written guidelines developed by the College. The merit salary award shall be applied to the salary in effect on the last contractual work date prior to the effective date of leave.

2. Leave Accrual: For twelve-month faculty the leave accrual anniversary date for annual leave will be advanced according to the time the faculty member is on leave without pay. During the time of the leave without pay period, no leave will be earned. It will also not accrue after 90 consecutive calendar days of leave with pay regardless of the type of leave to which the absence is charged.

3. Service Credit toward Sick Leave Payout: Leave time is credited as service towards the five years of continuous service which is required to receive a payment for sick leave balances upon separating from service. However, 12-month faculty will have their leave anniversary date advanced, if the leave time is unpaid.

4. Retirement: Service credit for faculty members covered by Virginia Retirement System (VRS) is granted for any reporting period in which creditable compensation has been received by the faculty member. If a faculty member is on leave without pay for one or more reporting periods, contributions may be decreased (to zero) for either VRS participants or participants in the Optional Retirement Plan. Retirement contributions are made on the 100 percent salary while on sabbatical/educational leave or when receiving 80 percent or 60 percent of VSDP short-term disability pay.

5. Health Benefits: For faculty on leave with pay or with partial pay, deductions for health
insurance continue. For leave without pay, health insurance payments for the employee portion must be paid by the first day of each month of coverage, unless taken in advance in anticipation of the leave without pay period.

6. **Multi-Year Appointments and Promotions:** A year of full-time employment is comprised of two academic semesters (Fall and Spring), the salary for which is chargeable to a single year’s fiscal budget. Unpaid leave resulting in employment less than this period shall not count toward the time eligibility period for a multi-year appointment or for promotion. Faculty holding three- and five-year appointments who are granted educational leave of absence/sabbatical with partial pay, and who are not employed full time during at least two academic semesters of the period August 16 - August 15 of the following year, may have their current multi-year appointments extended for one year. Faculty members eligible for their first multi-year will have the appointment delayed until their return from educational leave.

7. **Return from Leave:** A faculty member returning from a leave of absence without pay during or at the end of the period for which the leave was granted shall be entitled to reinstatement under the conditions of the leave agreement. Faculty members returning from leave without pay shall normally be reinstated to their former positions unless they sign an agreement releasing the College from this commitment or unless College organizational changes require the reassignment of the faculty members.

8. **Required Notice:** Faculty members who have not notified the president/provost in writing by February 1 of their intent to return will automatically be separated as employees of the College. Any other date for notification must be agreed to by the provost or vice president and the faculty member and be included in the leave agreement.

**B. Exceptions**

The following leave periods will be counted towards a full year of employment:

1. **Educational Leave:** For administrative and professional faculty on educational leave with half pay, the leave period will be counted as full-time employment when determining the rate of annual leave accrual. Upon returning from the educational leave, a merit salary award shall be applied to the salary in effect on the last contractual workday prior to the effective date of the educational leave. For all faculty, educational leave with or without pay shall not disqualify the leave period as counting towards a year of service for purposes of promotion or multi-year appointments.

   However, no more than two academic years may be exempted from the years of full-time service requirement because of educational leave.

2. **Sabbaticals:** Faculty granted sabbaticals will have the leave period regarded as a year of full-time employment, except that leave will not accrue. For administrative and professional faculty the leave period counts when determining the rate of annual leave accrual. Upon returning from the sabbatical, a merit salary award shall be applied to the salary in effect on the last contractual workday prior to the effective date of the sabbatical. A salary increase will be awarded in accordance with the written guidelines developed by the College.

3. **Military Leave:** A military leave of absence for a member of a reserve unit that is called to active duty, and who upon completion of their military obligation returns immediately to the
College, shall not disqualify the active military duty period as counting towards a year of service for purposes of promotion or multi-year appointments. Leave will not accrue during the leave period.

4. Family Medical Leave: Designated and approved family medical leave will be counted towards a year of service for purposes of promotion or multi-year appointments.

6.8100 Holidays

There are twelve (12) official holidays annually for all College employees. The College Working Calendar establishes the exact days subject to modification dependent on any proclamation by the governor granting extra days.

Employees who are in a leave without pay status the day before or the day following a holiday will lose payment for the holiday. Exception: If an employee's first day of work is in a pay period that begins with a holiday and the employee works the next day, the employee will be paid for the holiday. This provision also applies to employees who are returning from a LWOP status whose date of return is a holiday.

A faculty employee who is on approved annual or sick leave during a period in which a holiday falls shall not be charged leave for the holiday. For VSDP participants who are receiving short-term disability pay, the holiday pay will be the approved percentage amount and the holiday will count in the 125 workdays allocated.

Nine-month teaching faculty members are authorized only the holidays that fall within the nine-month appointment period as prescribed by state policy.

6.8300 Faculty Evaluation

Different categories of faculty are evaluated following different procedures. The chart below provides an overview and assists in identifying the appropriate evaluation form for each faculty classification. The forms are available at: http://www.nvcc.edu/forms/.

<table>
<thead>
<tr>
<th>Category</th>
<th>Evaluation Form</th>
<th>Fall</th>
<th>Spring</th>
<th>Annual Performance and Professional Development Objectives (APPDOs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Probationary (first year) appointment. Includes faculty on restricted contracts.</td>
<td>105-181</td>
<td>✓</td>
<td>✓</td>
<td>Fall – November 1                        Spring – March 1</td>
</tr>
<tr>
<td>Second and third year appointment. Includes faculty on restricted contracts.</td>
<td>105-182</td>
<td>✓</td>
<td></td>
<td>December 1</td>
</tr>
<tr>
<td>Senior Faculty (multi-year appointment)</td>
<td>105-183</td>
<td>✓ In last year of multi-year appointment</td>
<td></td>
<td>December 1</td>
</tr>
</tbody>
</table>
### Section 6—Personnel Policies and Procedures

<table>
<thead>
<tr>
<th>Role</th>
<th>Code</th>
<th>First Year</th>
<th>Spring Semester</th>
<th>After first year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Instructor</td>
<td>105-096</td>
<td>✔</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>105-095</td>
<td>✔</td>
<td>Evaluated as described in the Adjunct Faculty Handbook</td>
<td>N/A</td>
</tr>
<tr>
<td>Administrative &amp; Professional Faculty</td>
<td>105-084</td>
<td>✔</td>
<td></td>
<td>As per guidelines outlined below in section D</td>
</tr>
<tr>
<td>First Year</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative &amp; Professional Faculty</td>
<td>105-084</td>
<td>✔</td>
<td></td>
<td>As per guidelines outlined below in section D</td>
</tr>
<tr>
<td>hired in Spring Semester</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative &amp; Professional Faculty</td>
<td>105-084</td>
<td>✔</td>
<td></td>
<td>As per guidelines outlined below in section D</td>
</tr>
<tr>
<td>After first year</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### A. Full-time 9-month, 12-month, and Restricted Teaching Faculty

In Fall 2013, VCCS implemented a new development and evaluation plan for full-time 9-month and 12-month teaching faculty. NOVA’s plan received approval in Fall 2013. All full-time teaching faculty at NOVA, including restricted teaching faculty, must meet the expectations as outlined in NOVA’s Development and Evaluation Plan for Full-Time Teaching Faculty for professional development and performance, as well as the selection criteria for the Reward and Recognition Program.

This plan is published electronically and is located on NOVA’s website at the following link: [http://www.nvcc.edu/faculty-and-staff/human-resources/handbooks-policies/index.html](http://www.nvcc.edu/faculty-and-staff/human-resources/handbooks-policies/index.html). Please refer to NOVA’s plan for specific information on the evaluation criteria for the four evaluation domains (Teaching, Scholarly and Creative Engagement, Institutional Responsibility, and Service), the evaluation process, the Annual Professional Development Performance Objectives (APPDO) process, the student evaluation survey process, the yearly calendar of events, the evaluation meeting guidelines, and the teaching faculty evaluation grievance procedure.

#### B. Associate Instructors

**B.1 Duties and Responsibilities**

Each Associate Instructor must meet with the academic dean on their assigned campus for the purpose of clarifying their duties and responsibilities.

**B.2 Associate Instructor Evaluation**

Each Associate Instructor in their initial year of employment must be evaluated during the first and second semesters. If the contract is extended, each Associate Instructor will be evaluated once during their appointment contract. Each Associate Instructor is evaluated using Form 105-096. This evaluation form will be completed by the Associate Instructor’s supervisor. The evaluator shall provide a written copy of the evaluation along with any narrative comments prior to an evaluation conference with the Associate Instructor.

Each Associate Instructor is required to conduct student evaluations as per NOVA policies and...
Section 6—Personnel Policies and Procedures

The deadline for these actions shall be in accordance with the Faculty Evaluation and Appointment Working Calendar.

B.3 Criteria for Job Performance Rating

The main responsibility for Associate Instructors is Teaching. The evaluation criteria shall include but not be limited to the following:

a. Effectiveness in Instructional Delivery
b. Demonstrate Instructional Effectiveness
c. Demonstrate Instructional Expertise
d. Fulfill Institutional Responsibility to include among others adherence to policies, procedures, and regulations of Northern Virginia Community College and the Virginia Community College System; establishing and maintaining positive professional relationships with administrative faculty, staff, colleagues, and students.

B.4 Additional Instructions

When narrative comments are attached to the evaluation form by the evaluator, the evaluatee must be given the opportunity to make appropriate comments thereon. These comments, along with the evaluation form, would then be forwarded in the normal manner within the College along with the Associate Instructor Evaluation Form (105-096). If any comments are added by the reviewer, the evaluatee will have an opportunity to comment on those remarks. This evaluation form, along with all attached narrative comments, will be made a part of the Associate Instructor member's official personnel file.

C. Adjunct Faculty

Adjunct Faculty will be evaluated as described in the Adjunct Faculty Handbook, using form 105-095. For evaluation due dates, please refer to the Employment and Evaluation of Adjunct Faculty Working Calendar.

D. Full-time Administrative and Professional Faculty

Full time administrative/professional faculty will be evaluated in accordance with the policies and procedures of NOVA’s evaluation plan as implemented prior to Fall 2013. See VCCS Policy 3.6.1.

The administrative/professional faculty member and supervisor will meet annually and discuss the faculty member's goals for the coming year. These goals will relate to the faculty member's basic responsibilities as defined in the Faculty Handbook and in supplemental campus and divisional position descriptions and the criteria as set forth in the VCCS Policy Manual. The goals may also relate to one or more of the following areas: professional activities related to discipline; professional development activities designed to improve instructional/administrative effectiveness; professional development activities designed to improve teaching effectiveness; College and campus activities; community service. The faculty member's performance and progress toward achieving these goals should be discussed by the faculty member and his/her supervisor during the evaluation cycle.

At the end of the cycle, the administrative/professional faculty member and the supervisor will assess the progress made in achieving the goals and the fulfillment of basic professional responsibilities. This progress will be reported in a narrative on form 105-84, with appropriate attachments (see Appendix J.
for a copy of 105-84, and instructions for its completion). The faculty member will receive a copy of
the form, the narrative, and any attachments.

Administrative and professional faculty members in their first year of employment will be evaluated
twice. Faculty in their first full year of employment will be evaluated once in the Fall and once in the
Spring in accordance with the dates published in the Faculty Evaluation and Appointment Working
Calendar. Faculty hired in the Spring Semester will be evaluated in accordance with the Spring
Semester evaluation deadline as per the working calendar, and again in the Fall. Administrative and
professional faculty who are hired after the Spring evaluation deadline will be evaluated in the Fall and
Spring of the next academic year.

Administrative and professional faculty members in their second or more years will be evaluated in the
Fall in accordance with the published dates in the Working Calendar.

When there is a change in supervision, the former supervisor shall provide the new supervisor with
input in the form of a written summary of the administrative/professional faculty member’s
performance for the period from the last evaluation to the time of changing supervision. This written
assessment will be used as an attachment to the evaluation form. At the faculty member’s normal
evaluation date according to the Working Calendar, the supervisor shall complete the evaluation form
105-84 with the input from the former supervisor to be considered in determining the final rating.

It is mandatory that each supervisor clearly explain the evaluation process to ensure that all
administrative/professional faculty members in the unit understand the method, sources of information,
items to be considered, and timing that the supervisor uses in preparing the evaluation form. The
sources of information used in the evaluation process should be varied and acknowledged by both the
evaluator and evaluatee.

A supervisor has the responsibility, whenever possible, to take appropriate measures to apprise the
administrative/professional faculty member of the area of concern before the evaluation date
established by the Working Calendar, or to be in the process of taking corrective measures at the time
an evaluation report is required by the Working Calendar. In this way a supervisor provides the
evaluatee adequate opportunity to have taken corrective measures or to be taking corrective measures
and not to be first apprised of a deficiency when presented the evaluation form.

When an administrative/professional faculty member has been temporarily assigned to another unit,
either on his/her own or another campus, during the evaluation period, the supervisor of the normally
assigned unit shall coordinate with the supervisor of the temporarily assigned unit to determine an
evaluation of the administrative/professional faculty member in the temporary assignment. This can be
accomplished either by consultation between the two supervisors concerned or by the submission by
the supervisor of the temporarily assigned unit of an evaluation form covering the period of
assignment. In case of involvement of more than one evaluator during the rating period, there must be
coordination to assure that the entire period is adequately covered.

D.1. Student Evaluation of Full-Time Administrative and Professional Faculty

Administrative and professional faculty who have teaching assignments as part of their job
responsibilities will conduct student evaluations in accordance with the full-time teaching faculty
evaluation plan found here: http://www.nvcc.edu/about-
nova/committees/facultyevaluation/docs/Fac-Final-Evaluation.pdf. This website includes
requirements for student evaluation of faculty.
Section 6—Personnel Policies and Procedures

6.8500 Drug-Free Workplace

The College adheres to the federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 which state that it is unlawful to manufacture, dispense, distribute, possess, or use a controlled substance in the workplace (state owned, controlled, or leased property where state work is performed).

The use of alcohol or other drugs in the workplace is prohibited, except when legal drugs are used for legitimate medical purposes. Employees who come to work impaired by the use of alcohol or illegal drugs are subject to discipline.

Anyone convicted under criminal drug statutes must report it no later than five (5) days after the conviction. Satisfactory participation in a drug-free rehabilitation assistance program may be necessary, or sanctions may be imposed up to and including termination from employment. As a condition of employment, all NOVA employees must abide by the provisions of these laws.

A description of the health risks associated with drugs and alcohol and a list of drug-free awareness programs are available on each campus.

Information concerning drug-free counseling and rehabilitation is available through the Human Resources Office. Copies of summaries of both the laws stated above are also available for review.

The College adheres to the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, Section 22, which requires that, as a condition of receiving financial assistance under any federal program, students must be provided annually information regarding (a) standards of conduct and a description of applicable legal sanctions under local, state, or federal laws on the prohibitive use or distribution of illicit drugs and alcohol on school property or as part of any of its activities, and (b) a description of the health risks associated with the use of illicit drugs and the abuse of alcohol and a list of programs for counseling, treatment, or rehabilitation which are available to employees.

6.8600 Americans with Disabilities Act (ADA) Complaint Procedure

The Americans with Disabilities Act (ADA) gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services, and telecommunications.

The College has an internal procedure that provides for the prompt and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act (ADA). The ADA provides a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities.

ADA policy guidelines are available on the College website at www.nvcc.edu/current-students/disability-services/index.html. Faculty and staff seeking accommodations for any disability they may have should put their request in writing addressed to the Office of Equity and Diversity.

Student complaints are handled through the Student Grievance Procedures available at https://www.nvcc.edu/policies/_docs/nova-policy-student-grievance.pdf.

Complaints by faculty/staff and applicants for employment should be addressed to the Office of Equity
and Diversity, 703-323-3006, which has been designated to coordinate ADA compliance efforts. In filing an ADA complaint the following procedures apply:

A. A complaint should be filed in writing, contain the name and address of the person filing it, and contain a brief description of the alleged violation of the ADA regulations or a reason for the complaint.

B. A complaint should be filed within 90 calendar days after the complainant becomes aware of the alleged violation.

C. An investigation, as may be appropriate, shall follow the filing of a complaint. The investigation shall afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.

D. In the case of a complaint by an applicant for employment or a member of the faculty or staff, a written determination as to the validity of the complaint and a description of the proposed resolution, if any, shall be submitted to the president for approval. The president shall make a decision on the complaint and direct any corrective action to be taken. The final determination shall be issued and forwarded to the complainant no later than 120 calendar days after its filing.

E. For complaints of employees and applicants for employment, the College shall maintain the files and records for a period of not less than three years from the date of resolution of the complaint.

F. A complainant can request a reconsideration of the case in instances of dissatisfaction with the resolution. The written request for reconsideration must be made within 15 calendar days of receipt of the president's/provost's determination. All requests for reconsideration shall be made to the president in writing and shall state the specific reasons why the complainant feels that the initial determination was incorrect. Upon receipt thereof, the president will review the matter and issue a final determination within 30 calendar days.

G. The right of a person to a prompt and equitable resolution of the complaint filed shall not be impaired by, nor shall the use of this procedure be a prerequisite to, the pursuit of other remedies.*

6.8700 AIDS Policy

Because there is no evidence that the AIDS virus can be transmitted via work interaction, the state will not discriminate against applicants for employment or employees because they have AIDS or are suspected of having AIDS. Should an employee express concern about working with a coworker who has AIDS, ARC, or HIV, the supervisor should arrange for that employee to talk with an expert resource to try to allay the concern.

6.9000 Community Involvement

A. Employment Outside the College

Faculty employees may engage in outside employment when it does not conflict with their

* Other remedies include the filing of an ADA complaint with the federal EEOC or other responsible federal agency. State employees may also file a complaint with the Department of Human Resource Management's EEO Office or initiate a grievance under the state grievance procedure.
professional responsibilities to the College. Faculty members shall not engage in any employment at any time that prejudices their usefulness as members of the College faculty or which compromises or embarrasses the College, or creates a conflict of interest. Faculty may not use College resources to support their outside employment or personal businesses.

B. Consulting

This section is currently under review. Please refer to VCCS Policy 3.8.9 Professional Duties and Consulting.

C. Public Speaking

Faculty members are sometimes invited to speak before community groups. Since this service is greatly appreciated by the community and provides a valuable public relations liaison between the College and the community, faculty members are encouraged to participate in speaking engagements. To assist them in this activity, the office of the coordinator of Media Relations Public Information will provide information concerning the activities and programs of the College. Further, when slides, filmstrips, and motion pictures are used for such presentations, the campus audiovisual office shall make available College equipment and materials to assist the faculty member.

D. Political Activities and Public Office

The Virginia Community College System recognizes and encourages the exercise of the right of VCCS employees, as citizens, to engage in political activities on their own time.

Should a faculty member or staff member campaign for and/or be elected to local, state, or federal office, it is necessary that the individual give written assurance to the president, and the president in turn will give assurances to the chancellor and the State Board for Community Colleges that the individual's duties in the College System are being carried out fully with no diminution of effectiveness caused by absences that might be required as a public official.

In conformance with the foregoing policy, the following guidelines are set forth:

1. Faculty or staff members should, as a matter of courtesy, notify the president (or chancellor for System Offices) of their intention to seek public office or to accept an appointment to public office prior to the time such information is made public through notices of the press or other media.

2. Should faculty or staff members be elected or appointed to local, state, or national office, they must understand that their first and primary responsibility is to their position with the institution.

3. Should faculty or staff members choose to seek public office, the campaigning must be done on their own time and without taking advantage of any resources or settings directly involving the institution. Candidates must be ready to assure their constituents that their candidacy is not subsidized by public funds.

4. When faculty or staff members are elected or appointed and assignments conflict with
institutional duties, the member is required to take available annual leave or, if a VSDP participant, Family Personal Leave. If such leave is not available, then the faculty member must request leave without pay, subject to existing rules and policy. If leave without pay is not appropriate, the member should resign from the College.

E. Professional Associations

Membership in professional associations is not required of faculty members but is encouraged; however, the College cannot defray the cost of such membership. However, teaching/professional faculty who achieve leadership roles in state, regional, or national professional organizations may request College funding to represent the College on such organizations. Serving on the organization’s board or as an officer of the organization will be considered to be a leadership position. A request for funding must be sent through the appropriate member of the Administrative Council to the president for consideration by the Administrative Council. The request should be made prior to accepting a leadership responsibility. Requests will be considered until the funds budgeted for this purpose have been exhausted.

6.9100 Personal Obligations

A. Direct Deposit

All P-3 faculty members are expected to utilize direct deposit for their salaried paychecks. New P-3 faculty members are required to receive their pay through the direct deposit of pay program.

An Employee Direct Deposit Authorization form is included in the new employee’s packet with a detailed explanation of the procedure. The direct deposit arrangement is to be completed as soon as possible. A faculty member may elect up to four direct deposit options (two savings, two checking), with the requirement that one of four receive the balance or net pay.

Both credit unions have deduction amounts remitted via the direct deposit routing.

A change in direct-deposit accounts can be made, but it is essential that a depository account not be closed without notification to the Payroll Department.

B. Financial Obligations of Faculty

Employees of the College are expected to handle their personal and financial obligations in such a manner as to prevent the involvement of the College. Garnishment of wages clearly involves the College as a court-ordered collection agent.

A service charge will be assessed for the handling of any dishonored check made payable to the Northern Virginia Community College, whether to state or local funds, unless the bank is at fault, in which case there will be no charge. When the College needs to utilize the services of a collection agency for debts owed, the debtor is subject to all late fees and collection costs.

C. Change of Name, Address, or Telephone Number

The Human Resources Office is required to maintain a current address and telephone number (home and work) for each member of the faculty and staff. Employees are to use the HRMS self-service feature to keep an address current. A current address in the Human Resources Personnel Management System is increasingly important, in that the address in that database drives the
health and flex data for the state carriers. This statement only applies to salaried employees (P-3).

Local income tax withholding will be taken for employees who reside in the District of Columbia, Maryland, and West Virginia. A move to or from Virginia or among one of these locales will require the employee to fill out new tax forms.

To Change a Name: A name change is an official change to your personnel and pay records. It is essential that any change in name(s) be officially made as soon as practicable after such changes become effective. A copy of your revised Social Security card is required. There may be other forms to complete reflecting the name change, e.g. a savings bond card or a retirement record for optional retirement carriers. Check with Human Resources to assure that all such data is accurately reported. Originals should be sent to Human Resources with copies to the academic dean’s office and provost.

To Change an Address: A change in address is made as summarized above. If the move is in or out of Virginia or to one of the listed locales for which NOVA withholds taxes, new tax forms must be promptly submitted. Affected employees need to closely monitor tax withholding as it appears on their pay stub/earnings statement.

To Change a Phone Number: Employees are encouraged to use the self-service feature of HRMS in keeping their home and emergency numbers updated.

To Update Data in the State’s Health Benefits Eligibility System (BES): It is the obligation of the faculty member to review eligibility and dependent data in the Health Benefits Database (BES). Social Security numbers are required for all dependents over one year of age. Another area for review is the status for over-age dependents for continued eligibility. To continually carry an over-age dependent and/or any ineligible dependent, such as a divorced spouse, constitutes fraud.

6.9200 Faculty Involvement

A. Committee Assignments

Serving on College committees is one of the responsibilities of faculty members.

B. Registration Responsibilities

Working in registration is a part of the professional responsibility of every full-time College faculty member.

C. Commencement

Faculty participation in Commencement is voluntary. The faculty member must wear appropriate academic regalia at the ceremony.

6.9500 Professional Development

A. General

Professional development is that growth in qualifications that faculty members achieve beyond the qualifications upon which they were granted their first appointment to the NOVA faculty. It is
characterized by increasing competence to perform the particular functions of the professional position to which they have been appointed.

The College believes that the professional development of faculty members is essential in the continuing improvement of its service to the community and in the accomplishment of its goals. Accordingly, the College both supports policies and procedures leading to professional development and expects faculty members to initiate appropriate action to develop their own professional competence.

Although the College provides some support through available funding and materials to enable faculty to develop professionally, the primary responsibility for professional development lies with the individual faculty member. Similarly, the responsibility of supervisors at each level in the College administration is to lead faculty and staff through example, by their participation, support, and encouragement of both the individual and the unit in professional development planning and activities.

Supervisors should regularly assist and encourage faculty and staff in their area to improve their professional effectiveness and to organize appropriate professional development work.

B. **NOVA Professional Development Plan**

The NOVA Professional Development Plan has outlined programs and activities to provide professional enrichment for teaching, administrative, and professional faculty. As a part of the plan, faculty members may be funded to attend conferences or professional meetings, scholarly activities, and many workshops and seminars.

C. **Faculty Tuition Assistance Program**

1. **Policy:** Faculty at NOVA are encouraged to continue their formal educations to remain current in their scholarship and teaching and to bring a breadth of intellectual experience to the classroom. NOVA provides tuition assistance for job-related coursework taken at other institutions and access to NOVA credit classes free of charge to qualified employees who apply. Tuition assistance and access to NOVA classes are neither a guaranteed benefit nor an entitlement of employment at NOVA. Access to tuition assistance is limited based on the availability of funds. Priority for tuition assistance is given to education and/or training directly related to job performance.

   a. In order to receive tuition assistance or to be granted NOVA free tuition, faculty members must receive prior approval for the coursework they wish to pursue. Tuition assistance and NOVA's free tuition is limited to the actual tuition and associated laboratory fees. Charges for admission fees, student activity fees, course books and materials and other special fees are the responsibility of the faculty member taking courses.

   b. Faculty may be approved to take up to six (6) credit hours a semester (Fall, Spring, and Summer) under this policy. However, the president may approve more than these limits provided it is in the interest of the effective and efficient operation of the College.

   c. Faculty must select classes that do not conflict with their own teaching, office hours, and service schedules. Administrative and professional faculty may take no more than three credit hours a year during their normally scheduled work hours.
d. Faculty may be eligible for educational leave with partial pay or without pay. See Section 6.7510 for information about educational leave.

2. General Provisions

a. Tuition assistance for classes at other institutions is available to full and part-time (P-3) faculty, whether they be teaching faculty, professional faculty or administrative faculty. Courses taken at regionally accredited academic institutions must qualify as enhancing one of the following criteria:

   i. To enable qualified administrative, professional and teaching faculty to attain advanced degrees or to maintain established NOVA standards or to meet specific documented needs that have been pre-approved by NOVA.

   ii. To provide additional training for faculty who meet only minimum qualification and who were appointed because more qualified applicants were not available.

   iii. To provide training in skills and knowledge required by changes in the faculty member’s current position.

b. Free tuition for credit classes at NOVA is available to full and part-time (P-3) faculty and adjunct faculty. Continuing Education classes at NOVA are not covered by this policy. Faculty wishing to take Continuing Education classes at NOVA must pay the going rates.

   i. The same credit hour limits apply to NOVA free tuition as apply to tuition assistance.

   ii. Faculty may choose credit classes at NOVA that are of general interest. NOVA classes do not need to meet the criteria listed under section 2.a. above.

c. Faculty may apply and be approved for tuition assistance or free NOVA tuition as follows:

   i. Administrative and Professional faculty may apply for tuition assistance and free NOVA tuition after six months of employment at NOVA.

   ii. Nine- and 12-month teaching faculty may apply for tuition assistance and free NOVA tuition after completing one semester of teaching at NOVA. However, this waiting period is waived for faculty members who have already taught fifteen or more credit hours at NOVA.

   iii. Adjunct faculty may apply for free NOVA tuition after teaching for two semesters at NOVA. Free tuition at NOVA is available only to adjuncts with current teaching contracts.

d. Faculty participating under these policies must obtain a grade of “C” or better in any classes taken. Faculty may audit NOVA classes, but they must take classes at other institutions for grades. If a faculty member fails to achieve a grade of “C” or better in any classes taken for a grade under this policy, that person will not be eligible for reimbursement and will be required to refund any tuition and fees paid.

e. Payment Options:
i. Reimbursement Option: This option is available when a 9- or 12-month faculty member, with prior approval to take a course with tuition assistance, pays tuition and fees in advance. Once the coursework is completed and appropriately documented, the faculty member may submit proof of payment and be reimbursed for eligible tuition charges. The faculty member will execute a promissory note which obligates the faculty member to reimburse NOVA in the event that the faculty member does not remain employed with NOVA for six months from the start date of the course. Faculty members who receive tuition assistance in any form from any outside entity are not eligible for tuition reimbursement.

ii. Up-front Payment Option: A 9- or 12-month faculty member may request that NOVA pay for the course in advance. In this situation, the faculty member will execute a promissory note which obligates the faculty member to reimburse NOVA in the event that the faculty member fails to complete the class, receives an unsatisfactory grade, or leaves NOVA employment before the class is complete or before the continuation requirement has been met.

f. Funding Limitations per Fiscal Year: The fiscal year runs from July 1 through June 30. Tuition assistance is limited to $1900 per year for 9- and 12-month faculty. Nine- or 12-month faculty members are eligible for a pro-rated share of $1900 based on their full-time equivalent. For example, a half-time (P-3) faculty member would be eligible to apply for up to $950 in tuition assistance.

g. During the course of employment at NOVA, a faculty member may receive a maximum of nine (9) semester credit hours or the equivalent of tuition assistance for independent research, the dissertation or thesis.

h. Tuition assistance is available only for courses offered at regionally accredited colleges or universities.

i. If a faculty member decides not to take the course after the course has been approved for tuition assistance, it is incumbent on that faculty member to notify the Human Resources Department, their immediate supervisor, and the supervising Administrative Council member. If the faculty member desires tuition assistance for an alternate course, a new Educational Assistance Request must be completed according to the normal application procedures. If an up-front tuition payment has already been made by the College, it is the faculty member’s responsibility to repay tuition that is not refunded to the College.

3. Continuation Requirements: When a payment by the College is used to pay for the course, the benefiting faculty member is required to remain in NOVA’s employ for six months after the start of the course. Leaving before that time has elapsed is a violation of the promissory note and will require the tuition be repaid pro rata to the College.

4. Repayment Provisions: When a payment by the College is used to pay for the course, the benefiting faculty member must successfully complete the course or appropriate reductions in the faculty member’s salary will be initiated to recover the cost of tuition. The faculty member will not be eligible for further tuition assistance until the full repayment has been made. A faculty member who terminates employment at NOVA before the continuation requirements are met will repay the tuition from existing leave balances or the final salary payment.
recovery of the funds is not possible from these sources, a repayment schedule with interest at the prime rate plus one percent shall be paid with final payment due within six (6) months of the employee’s last date of employment. If a faculty member moves to employment with another State agency, a release from the promissory note may be obtained provided that the employing agency reimburses NOVA in full.

5. Procedures to Request Tuition Assistance and NOVA Free Tuition:

a. Submission of Requests: Requests for tuition assistance and NOVA free tuition must be approved through HR prior to registering for a course. A current and completed Employee Educational Assistance Request (NVCC#105-43) along with the necessary supporting documentation must be submitted through the appropriate supervisory chain to the Human Resources department for approval. When submitting a request through the supervisory chain, faculty should be mindful of registration deadlines and allow several business days for the approval process to take place. When the president’s endorsement is required, Human Resources will forward the request to the president.

b. Documentation: If a faculty member is pursuing a degree, he or she must attach to the request for tuition assistance documentation of acceptance into the degree program and a copy of the program’s course requirements.

6. Confirmation Communication to Faculty: Upon receipt and review of a request for educational assistance under this policy, Human Resources will notify the faculty member of the status of the request. When a promissory note is required, Human Resources will prepare the note and send it to the faculty member for execution. When free tuition is being given, HR will provide written confirmation to the faculty member.

7. Priorities for Awarding Assistance: Campus provosts approve tuition assistance requests according to the following priorities:

a. Faculty members in need of training, retraining, or updating clinical technical and other discipline-specific skills that are fundamental to the improvement of instruction.

b. Faculty members who, because of critically needed skills, have been employed with less than minimum credentials and who need to complete undergraduate or graduate studies, usually leading to the bachelor’s or master’s degree, as required.

c. Faculty members undertaking graduate studies in the teaching or an appropriately related field. Such planned programs of graduate study, which may lead to higher degrees, must be of direct benefit to the College.

d. Requests for tuition assistance not included in the priorities above should be judged on their own merits, but in every case such requests must demonstrate a benefit to NOVA. However, in cases where free NOVA tuition is involved, no benefit to NOVA need be demonstrated.

8. Reimbursement procedures: A faculty member who is eligible for tuition reimbursement must follow State reimbursement procedures. Reimbursement will not be granted unless a pre-approved Educational Assistance Request is on file in HR. Upon successful completion of a course, the faculty member must submit the following documentation to HR:
a. A copy of the approved Educational Assistance Request
b. Proof of satisfactory grade in the course by a grade report or a transcript
c. Proof of tuition payment by copy of the canceled check or credit card statement
d. Check Request, NOVA form #105-111, payable to the faculty member who is requesting reimbursement, and
e. An executed Promissory Note

The HR department will submit all requisite documentation to the controller who will reimburse the employee in accordance with State reimbursement policies.

9. Policy Exceptions: The College president may waive eligibility requirements in the interest of effective and efficient operation of the college. When eligibility requirements are waived, an explanatory justification statement approved by the president shall be attached to the Educational Assistance Request.

6.9600 Faculty Grievance Procedure

A faculty grievance procedure is available to provide an equitable and orderly process to resolve any grievances of a faculty member (see Appendix B) including provision of due process procedures for faculty members involved in non-reappointment, revert to one-year appointment (senior faculty only), dismissal, and reduction in staff actions. Full-time teaching faculty who wish to appeal a summative rating of “Does Not Meet Expectations” may do so using the Faculty Grievance Procedure outlined in the Faculty Development and Evaluation Plan (http://www.nvcc.edu/about-nova/committees/facultyevaluation/docs/Fac-Final-Evaluation.pdf#page=19).

The faculty grievance procedures may be used to handle complaints of allegedly unlawful discrimination, including sex discrimination relating to the work activity of the faculty member.

The faculty grievance procedures may be used by teaching, professional, and administrative faculty to appeal the results of the evaluation.

For student grievance procedures, see the Student Complaint and Grievance Policy section in the Student Handbook.

6.9700 Faculty Sanctions

See Appendix B.

6.9800 Resignation

Faculty can submit resignations/retirements electronically via the NOVA website. The Letter of Resignation/Retirement 105-021 e-form is available online at https://eforms.nvcc.edu/formslibrary/105-021/. This electronic process ensures that supervisors, IT, Human Resources, payroll, and other departments at NOVA are notified so the employee can successfully out board from the College. Teaching faculty on leave without pay, or sabbatical/educational leave with half pay, may resign effective the date of the resignation letter or the end of the academic semester. Administrative/professional faculty may resign effective the date of the resignation letter or at the end of the period originally approved.

Faculty members leaving College employment must comply with the exit procedures described on the NOVA Human Resource web page, http://www.nvcc.edu/faculty-and-staff/human-
Before a final pay or leave balance check can be released, an employee must complete a checkout form to ensure that the departure is made as smoothly as possible and that the College will have information necessary for future contacts with the employee, and, at the same time, clear the employee's record in respect to computer access, books, equipment, etc. The Check-Out Sheet for Termination of Employment form 105-22, found on the online NOVA forms page (www.nvcc.edu/forms), must be completed by the employee and delivered to the Human Resources Office before departure. If the employee is unable to, or fails to complete the checkout form, then the supervisor of the employee shall be responsible for completing the checkout form.

6.9850 Retirement Age

This section is currently under review. Please refer to VCCS Policy 3.16.1 Tenure.

6.9900 Professor Emeritus and President Emeritus

A. Eligibility Requirements

1. In accordance with the VCCS Policy Manual, to be eligible for the rank of professor emeritus, an individual holding faculty rank (usually that of associate professor or professor) must have retired from Northern Virginia Community College after a minimum of five years full-time service to the College and a minimum of ten years of service in the Virginia Community College System and must have made meritorious and significant contributions to the College.

2. To be eligible for president emeritus, an individual must have retired from Northern Virginia Community College after a minimum of five years full-time service to the College and ten years of service in the Virginia Community College System and must have made meritorious and significant contributions to the College in the position of College president.

3. Meritorious and significant contributions to the College and/or Virginia Community College System may reflect, but not be limited to, exemplary teaching; a maintained currency in and contribution to the teaching field; a maintained currency in and demonstrated successful use in a variety of teaching methods; exemplary leadership on behalf of the College through campus, College, and system activities; outstanding community service as an extension of College employment.

B. Selection

1. The president shall appoint an ad hoc committee of seven persons (representing the respective campuses, to include teaching faculty, counselors, librarians, and administrators, all of whom have been employed by the College at least six years or have assumed leadership responsibilities), no later than September 15 of each academic year, to review nominations for the status of professor emeritus and president emeritus (if appropriate). The chairperson of the committee shall be chairperson of the College Senate.

2. Retired president and faculty members meeting the eligibility requirements may be nominated
by other faculty members. The academic dean or other appropriate administrator shall evaluate the nomination to ensure that it is in compliance with the criteria and documentation standards as stated on Form 105-152 prior to making a recommendation to the sitting provost of the nominee’s last campus of record, who shall in turn sign the form and forward the recommendation, if favorable, to the president no later than November 15 of each academic year. In instances of faculty rank personnel who are College staff, the appropriate vice president shall perform the function assigned to the provost. The president shall within three working days submit the nominations to the chair of the ad hoc committee. The nominating administrator will be informed of the outcome. An individual evaluated unfavorably by the academic dean or other appropriate administrator, however, shall have the right to appeal that recommendation directly to the provost or the appropriate vice president.

3. The ad hoc committee shall consider and vote on each nominee’s recommendation; a two-thirds majority (five committee members) shall be necessary for approval of each candidate.

4. The ad hoc committee, though its chair, shall submit its recommendation on nominations to the president no later than December 15 of each academic year.

5. The president, after reviewing the report submitted by the ad hoc committee chair, shall recommend nominations for approval to the College Board at its February meeting each academic year.

C. Privileges and Honors to Accompany the Status of Professor Emeritus and President Emeritus

1. Listing in the faculty and staff section of the College Catalog, with identification as president or professor emeritus.

2. The president emeritus and professors emeriti may appear in the academic procession at Commencement and will march at the head of the faculty.

3. Full use of the facilities of Learning and Technology Resources.

4. Faculty parking privileges.

5. President or professor emeritus ID card.

6. President emeritus and professors emeriti shall be welcome to attend special events, concerts, presentations, or lectures sponsored by the College and entitled to participate in College intramural and recreational programs.

7. The president emeritus and professors emeriti shall be accorded the faculty discount at the College bookstores.

8. The president emeritus and each professor emeritus shall be awarded a plaque acknowledging their emeritus status.

9. All holders of president emeritus and professor emeritus status shall be invited as honored guests at the College Service Awards luncheon the year of their approval by the Board.

10. All holders of president emeritus and professor emeritus status shall have access to NOVA's e-
D. Nomination Form

Nominations for the status of president or professor emeritus shall be forwarded on the Nomination for Professor Emeritus or President Emeritus form, 105-152, (see Appendix S).
7.0000 GENERAL POLICIES AND PROCEDURES

7.1000 NOVA Cares Program and NOVA's Threat Assessment Team

Northern Virginia Community College cares about its students’ emotional and physical well-being, as well as their academic success. NOVA has developed campus-based assessment response, and evaluation (CARE) teams that are committed to a proactive approach to helping its students succeed while maintaining a safe community.

The CARE team’s mission is to provide a systematic and professional response in instances where a student’s behavior is concerning or disruptive to themselves, to others, or to the community. While NOVA does not provide mental health services (per the policy of the Virginia Community College System), it does provide faculty, staff, and students with resources and referrals. As warranted, the College may take appropriate disciplinary actions for violations of the Student Code of Conduct.

Individuals who are evaluated to be at elevated risk for violent behaviors are referred to NOVA’s College-wide Threat Assessment Team. Its mission is to assess potentially threatening behaviors, including communications, and provide steps to mitigate risk when an individual may post a threat to self or others within the NOVA community.

Faculty members who have a concern about any individual’s behavior should complete and submit the NOVA Cares: NOVA Concerning Behavior online form at www.nvcc.edu/novacares.

7.1100 Campus Conduct

Campus and College activities by students and/or College employees are under the jurisdiction of the College and must conform to the following College rules and regulations:

A. Student Conduct

Please see the "Statement on Student Rights and Responsibilities” page on the Student Handbook.

B. Regulations for Students and College Employees

This section is currently under review.

C. Disruptive Students

Classroom management is the responsibility of the faculty member. Faculty and students have the right to a positive learning environment, one that promotes the free exchange of ideas and cultivates mutual tolerance. The learning of the whole class should not be jeopardized for the sake of a single student.

Faculty has the right to temporarily dismiss a student from class when the student's behavior distracts or disrupts the other students' learning.

1. Category I: Non-Violent

   a. Disruptions that can be handled by the faculty: Annoying, rude, or disruptive student
behavior that necessitates faculty action. Remedies: The faculty may talk with the student during the class, after class, or call the student at home. The faculty member discusses classroom expectations with the full class, including rules of behavior. Syllabi should contain behavioral expectations. Warnings to the student should be made with progressive penalties as judged appropriate. The student may be given the Student Handbook with specific reference to the Student Conduct section that refers to "disruption or obstruction of teaching."

Depending on the severity and persistence of the problem, the student may be given a letter from the faculty member, or sent an email. The faculty member may also meet with the student and develop a behavioral contract specifying what will happen if misconduct continues. The faculty member may ask the student to leave the classroom.

b. Referral to dean of students: These are "Next Day" solutions, where the safety of individuals is not an issue. In cases where disruptions continue and faculty efforts fail, the faculty member talks with the dean of students. The dean provides advice to the faculty member, and takes appropriate actions that may include a phone call or letter to the student with reference to the Student Conduct policy. The student may be required to meet with the dean prior to returning to the class. The student may be charged formally with a conduct violation and provided a disciplinary hearing. A behavioral contract may be developed by the dean that would formalize an agreement whereby the student agrees to stipulations in order to continue in the class.

2. Category II: Threat of Violence

a. Where hostilities and anger are present and the faculty member has attempted to de-escalate the situation, but is unable to resolve the conflict.

The faculty member should provide a 10-minute break for the class and contact the dean of students or evening administrator or the College Police. This official should become immediately involved in the dynamics of the classroom. College Police should be called if deemed appropriate or at least advised to be on standby in the area.

b. Where a physical threat exists and emergency actions are necessary. In this type of disruption there is the presence of imminent danger existing that requires immediate attention.

The faculty member informs the class to take a 10-minute break, and then the faculty member (or designee) immediately goes to (or calls) the College Police for assistance, briefly describing the nature of the emergency. If given opportunity, the police officer will contact the dean of students or evening administrator and advise that individual of the status of the situation. The police officer will respond immediately and determine the best course of action to take. If a crime is in progress, the police will make an arrest of the violator and remove that individual from the area. If a crime is not present, the police officer will involve the dean/evening administrator. Should the dean/evening administrator determine that the student must leave the area for the remainder of the class, the officer will become involved in that process and escort the student off campus. Should the student refuse to leave, the officer will effect a removal of the student. Class would generally resume after the police officer has escorted the student to the appropriate location. In cases where a Disruption 1) or 2) can be anticipated based on prior student
behavior, College Police, and the appropriate dean of students and provost, should be notified at least one full day prior to the class.

*Note 1:* The dean of students will inform the academic dean on the action taken, if any, regarding the disruptive student.

*Note 2:* Any disciplinary actions taken must be in accordance with the current [Student Handbook](#) policy on student discipline and the relevant due process steps.

### D. Illegal Substance Policy

In accordance with the Drug-Free Schools and Communities Act of 1989, NOVA supports efforts to eliminate drug and alcohol abuse through a series of programs and services designed to prevent use of substances that are illegal and harmful, and to assist individuals who suffer from substance abuse. The use of drugs and the abuse of alcohol can endanger one's health and one's future. If someone is in need of help, the Counseling Services at any campus has information about referral to community agencies.

No one on a NOVA campus may possess, sell, use, manufacture, give away, or otherwise distribute illegal substances while on campus or at College-sponsored events or meetings off-campus. Anyone who violates this policy will be subject to College discipline imposed through established due process procedures. The College will notify its police and any other appropriate law enforcement agencies when its rules regarding illegal substances are broken, and cooperate fully in any investigation and prosecution.

#### 7.1200 Emergency Information

**General:** In emergency situations requiring fire or ambulance response, call 911 and then notify the College Police at 703-764-5000. Call the College Police in other emergencies.

**Bomb Threat or Possible Act of Sabotage:** The individual receiving a bomb threat or information concerning a possible act of sabotage shall immediately inform the College Police at 703-764-5000. The Police will make appropriate notifications as time permits (e.g., provost, the vice president and Chief Administrative Officer). If the vice president and Chief Administrative Officer cannot be reached, the president shall be informed. Once a determination has been made by the College concerning the threat, the campus provost will inform all faculty and staff through appropriate channels. Specific instructions are available in the division offices of each campus. **DO NOT** activate the fire alarms.

**Fire:** In case of fire, activate the fire alarm and evacuate the building. If it seems reasonable to do so, find a fire extinguisher and attempt to put out the fire. When a fire alarm sounds, evacuate the building in an orderly fashion assisting students to find their way out. If possible, call 911.

**Security:** Notify the College Police and request police assistance.

#### 7.1300 Safety

Safety is the responsibility of all College employees and everyone is expected to adhere to the following safety regulations:

A. Faculty members shall instruct students in the proper use of all instructional equipment.
B. During class and laboratory time, it is the responsibility of the instructor to supervise the use of all equipment. Instruction given concerning the use of equipment should also include relevant safety precautions.

C. At the end of each laboratory session, it is the responsibility of the instructor to supervise the use of all equipment and supplies, turn out the lights, and lock the door of the laboratory.

D. Supply rooms are to be kept locked at all times when not under the direct supervision of the instructor or a laboratory assistant.

E. Although students should be encouraged to practice and experiment when their classes are not in session, such activity should not be permitted in College premises unless there is an instructor or laboratory assistant responsible for the safety of the student and the security of the equipment involved.

F. All accidents involving life safety matters or medical emergencies should be reported immediately to the College police and the provost.

G. Medical Emergencies: If a medical emergency arises and immediate attention is necessary, the faculty member (or designee) is to call “911” on an outside line for rescue assistance. The faculty member should be prepared to give the victim’s vitals (age, gender, nature of the emergency, consciousness or lack thereof) to the operator. The faculty member should call the College Police to advise them of the nature of the medical emergency and the impending response of rescue personnel.

If the medical situation is not of an emergency status, the faculty member should contact the College Police for response to the scene.

7.1350 Firearms, Dangerous Weapons and Materials

NOVA’s weapons on campus policy defines “weapons” and identifies who may carry them on campus, a process to grant exceptions, and potential responses to violations. This policy contains the following general provisions:

The only persons who are authorized to bring weapons on campus and into NOVA buildings and College-sponsored events are currently sworn and certified law enforcement officers.

NOVA faculty, staff and students, if they hold a valid concealed carry permit, may bring a weapon on campus, but it must be secured in a locked vehicle and completely out of sight. Under no circumstances are NOVA personnel allowed to carry a weapon (either in open view or concealed) on NOVA grounds, bring a weapon into a building or carry a weapon at a NOVA event.

Visitors, not affiliated with the College, are entitled to carry a weapon in plain view on public property within or adjoining a campus. However, they may not bring a weapon into a NOVA building or a sponsored College event.

- Northern Virginia Community College Policy on Weapons
7.1400 **Crime Statistics**

NOVA is compliant with the Department of Education’s Clery requirements.

Information on the incidence of crime at the College is available in the annual *Annual Security Report* that may be obtained at any campus Police and Public Safety Office or by accessing the College website at [www.nvcc.edu/depts/collegesafety/index.html](http://www.nvcc.edu/depts/collegesafety/index.html). The report includes statistics for the previous three years concerning reported crimes that occurred on campus, adjacent areas to the campuses, and in certain off-campus buildings or property owned or controlled by the College. The report also includes institutional policies concerning campus safety and security, such as policies on alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

7.1500 **Mandatory Reporting of Child Abuse and Neglect**

*This section is currently under review. Please refer to VCCS Policy 3.14.6 Reporting Sexual Child Abuse or Neglect.*

7.1510 **Consensual and Familial Relations**

*Please refer to VCCS Policy 3.14.2 Consensual and Familial Relations.*

7.1520 **Workplace Violence Prevention and Threat Assessment**

*Please refer to VCCS Policy 3.14.5 Workplace Violence Prevention and Threat Assessment.*

7.1550 **Speech and Expression**

The College’s Speech and Expression Policy establishes guidelines for the protection of speech and expression, of all forms and for all members of the College community on a wide range of public and private concerns, without discrimination on the basis of content or viewpoint, so as to foster the robust exchange of ideas and opinions in a safe academic environment. The policy and related details can be accessed on the College website at [https://www.nvcc.edu/policies/speech.html](https://www.nvcc.edu/policies/speech.html).

7.1560 **Breastfeeding/Lactation**

NOVA supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday. Employees seeking time away from work to express breast milk must request time off, in advance, from their supervisor in accordance with their unit’s procedure for requesting time away from work. For up to one year after the child’s birth, any employee who is breastfeeding her child will be provided reasonable break time to express milk for her newborn. Two break times of no more than 15-20 minutes in length will be approved as paid break time. You may request for reasonable unpaid break time and/or use your meal times for this purpose. Please work with your supervisor to meet your needs for a clean, private, comfortable space with an electric outlet, a chair and a small table/counter-flat surface for the breast pump.
Nursing mothers should be prepared, if no refrigerator is available, to carry cooler and cold packs for personal storage of expressed milk. If an employee has access to a refrigerator, breast milk may be stored in the refrigerator. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date. Any non-conforming products stored in the refrigerator may be thrown away. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering.

7.1600 Smoking Policy

In accordance with the Virginia Indoor Clean Air Act (15.2-282), smoking is prohibited in all College facilities including parking garages, covered walkways, temporary enclosed structures, trailers and tents, and structures placed on state-owned property by contractors or vendors within 25 feet of entrances and air intakes.

Due to their disruptive nature, the use of e-cigarettes and other nicotine vapor products are prohibited in all College facilities and within 25 feet of entrances.

7.1650 Food and Drinks

Food and drinks are not permitted in classrooms, laboratories, or the library by either faculty or students. The faculty is responsible for adhering to and enforcing this regulation.

7.1700 Accidental Injuries or Illness

Any accidental injury or illness sustained on the job during College hours should be reported immediately to the immediate supervisor and HR campus consultant. A panel list of physicians and immediate care facilities acceptable to the worker's compensation insurance administrators for the Commonwealth of Virginia, Consolidated Risk Management, is available from the Human Resources. In the event that an immediate care facility has been used and further treatment by a physician is needed, the employee is to use the referral list. As stated in the Workers Compensation Act of 1984, “If the employee selects their own doctor for treatment rather than choosing from the panel, the employee must pay the expense.” If an injury occurs when the College is closed, and emergency medical attention is received through a private physician, clinic, or hospital emergency room, it should be reported to the immediate supervisor and HR campus consultant the following day. An individual requesting worker's compensation leave for a work-related accident or illness must submit a leave slip for College approval or disapproval.

The rescue squad will be called to take any major emergency case to the nearest hospital emergency room. A major emergency shall be classified as any life or death threatening situation, especially with anyone who has stopped breathing, whose heart has stopped, who is unconscious, who is bleeding heavily, or who has sustained a severe burn or a fracture of the neck, back, or leg. In case of injury or illness not requiring immediate emergency room attention, the student's relatives may be called to pick up the student at the College to take the student to their family physician or home. If the student is a minor, but legally emancipated, the student may make the decision as to transportation to physician (whether by friend, family, or self-transport if deemed able). Under no circumstances should an employee of the College transport an injured person.

7.1710 Disability Accommodations for Employees
NOVA employees and other persons who have disabilities and need assistance in attaining any services from the College are invited to request accommodation. Such requests should be directed to the Office of Equity and Diversity.

7.1750 Assumption of Risk Certificate

The standard agreement to serve as a liability disclaimer for field trips, intramural activities, and other voluntary activities involving risk of physical injury is the Assumption of Risk Certificate (Form 125-152, Appendix T).

7.1800 Disability Services for Students

The College is committed to the goal of providing each qualified student an equal opportunity to pursue a college education regardless of disability. Faculty and staff are expected to respond positively to reasonable requests for accommodations and services that come from students with disabilities as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

When students request accommodations because of a disability, faculty should refer them to the campus NOVA counselor for students with disabilities. The counselor will ask the student to provide clear and specific evidence from a qualified professional of a formal diagnosis of a disability. In order for students to qualify for services, they must provide from a qualified professional clear and specific evidence that documents a formal diagnosis of a disability. Except in certain cases, the diagnosis must have been made within the past three years.

The College is required to keep medical information, diagnostic and medical reports confidential. Faculty acquiring such information must not share that information with anyone either inside the College or outside unless that person has a compelling need to know directly related to the student’s education and standing at Northern Virginia Community College. When in doubt, consult the vice president for Academic and Student Services.

The College will retain medical information for three full years after a student’s last enrollment. After that time, student medical records will be destroyed.

Faculty should advise students early in a course that any request for services associated with a disability must be submitted at least two weeks before the service will be needed. This time is needed to assure proper consideration of the request and to make the arrangements needed.

7.1900 Inclement Weather Policy

The following is the inclement weather policy for NOVA (from NOVA website):

**Inclement Weather and Other Closing Information**

If the College is closed, a text alert will be sent to cell phones registered on NOVA Alert, a notice will be posted on the home page of the College’s website, and a message will appear on our cable television station (channel 19, 25, 37 or 59 – check your local listing). Individuals may also call the College Call Center at 703–323–3000. Do not call individual offices. The home page of the College’s website will always have the most reliable and up-to-date information about weather closures.

If inclement weather forces the cancellation of classes or requires a delay in the opening of the College,
announcements will be made on the following local TV and radio stations.

<table>
<thead>
<tr>
<th>FM RADIO STATIONS</th>
<th>TELEVISION STATIONS</th>
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</thead>
<tbody>
<tr>
<td>WAMU 88.5</td>
<td>WRC Channel 4</td>
</tr>
<tr>
<td>WFLS 93.3</td>
<td>WTTG Channel 5</td>
</tr>
<tr>
<td>WASH 97.1</td>
<td>WJLA Channel 7</td>
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<tr>
<td>WITH 99.5</td>
<td>WUSA Channel 9</td>
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<tr>
<td>WTOP 103.5</td>
<td>NOVA-TV Channel 19, 25, 37, or 59 (Check local cable listing for your area.)</td>
</tr>
<tr>
<td>WRQX 107.3</td>
<td></td>
</tr>
</tbody>
</table>

If weather conditions cause the College to close, all NOVA campuses and off-campus locations are closed. Classes held at area schools are cancelled if the school is closed, even if other NOVA locations remain open. However, NOVA makes its closing decisions independently of the public schools and other colleges and universities.

The decision to close is based on the condition of the campuses’ roads and parking lots, the roads immediately surrounding the campuses and the major highways in the region. The College is likely to be open when these facilities are in reasonably good condition, regardless of the condition of secondary roads around the region.

This is how to interpret closing announcements you hear on the media:

**Northern Virginia Community College is closed.** The College will be closed until classes begin on the following morning. When this announcement is made, it means no day or evening classes will be held.

**Northern Virginia Community College will open X hour(s) late.** The College’s official opening time is 8 a.m. **Delay example**, a two-hour delay means that the College will open at 10 a.m. Classes that begin at 10 a.m. or later will be held as usual. College employees should arrive at the College by 10 a.m. Supervisors of employees who work special shifts should make clear how delayed openings affect attendance expectations. To avoid confusion, we try to provide the actual time of opening.

**Morning classes at Northern Virginia Community College are canceled.** The College will be closed until noon. The College will open at noon and classes beginning at noon or later will be held as usual. College employees should arrive at the College by noon.

**Day classes at Northern Virginia Community College are canceled.** Day classes are those classes that begin before 4:30 p.m. Classes that begin at 4:30 p.m. or later will be held as usual. Employees whose normal work schedules extend beyond 6 p.m. should report to work by 4:30 p.m.

**Evening classes at Northern Virginia Community College are canceled.** Evening classes are those classes that begin at 4:30 p.m. or later. The College will close at 4:30 p.m. and no further classes will be held until the next morning.

Please note that in all cases of delayed openings, classes that would have started prior to an opening time and continued at least 45 minutes after the opening time will go on at the opening time. For example, in the case of a two-hour delay, a three-hour class that normally begins at 9:30 a.m. and continues to 12:30 p.m. would start at 10 a.m. and continue as usual until 12:30 p.m.
If weather conditions cause the College to close, all NOVA campuses and off-campus locations will also be closed.

The College makes its closing announcements as quickly as possible. During the workday, please do not call to ask whether the College will be closing. If the decision is to close, everyone will be notified. Responding to telephone calls prevents staff from receiving information from police and weather services and often slows down the closing decision.

**Frequently Asked Questions:**

1. **When will a decision be made to close the College?**
   If snow or ice develops overnight, a decision to close the College will be announced before 6 a.m. If no announcement has been made by then, you can expect the College to open on time.

   During the school day, an announcement will be made when decision makers determine that campus roads and parking lots or major highways are or will soon be too dangerous for students and employees to drive on. Decision makers expect drivers to be able to negotiate snowy conditions, but decide to close because accumulations are building or serious icing is taking place on and around the campuses. A decision to close will be announced immediately once it has been made, and will be communicated with as much notice as changing conditions permit. When the decision is made to close the College at a specific time, all College-related activities will stop at the announced time.

2. **Why doesn’t the College close when snow is forecast?**
   NOVA’s service region sits at a weather transition point at which forecasting is very difficult. Forecasters frequently hedge their bets about the likelihood of bad weather, and when they don’t, they are often wrong. NOVA closes when the weather emergency is at hand, and not before. We believe class time is precious and we should cancel classes only when it is necessary.

3. **How do I find out that the College is closed?**
   If the weather is bad and you do not see or hear the closing announcement, check a second source. Sign up for NOVA Alert, and a text message will be sent to your cell phone when the College is closed. Check the homepage for a list of media and other sources of closing information to look to in case of bad weather. The closing announcement will also be reported right on the College’s homepage.

4. **How do I cancel my class when the College is open?**
   If an instructor cannot get to campus because of bad weather, he or she must notify the responsible division. The faculty member or the division will try to contact students using their NOVA email, so faculty should encourage students to check their email messages.

5. **If the local schools are closed, why isn’t the College?**
   Unlike public schools, NOVA does not operate a school bus system and uses different criteria to decide that it is appropriate to close. NOVA closes only when its own roads, parking lots, the main highways, or the roads immediately around the campuses are too dangerous to negotiate safely. Thus, NOVA will often be open when other local schools are closed.

6. **I take an NOVA class at a local school. How do I know when my class is cancelled?**
If the College closes, classes at off-campus locations, such as local schools, are also cancelled. If the College remains open but the school is closed, the NOVA class is cancelled for that day. So, students should pay attention to local school closing information if they are taking classes at a local school.

7. **Why were my classes cancelled when there was practically no snow at all?**

When the weather makes one campus too dangerous to keep open, NOVA closes all six of its campuses, regardless of what the conditions are at the other campuses. We serve a large geographic area, and it can be quite safe to drive in one place, but not in another. Media announcements must be clear and precise. Making individual campus announcements is likely to be confusing. In addition, students and staff often must travel from one side of our service area to another to come to campus, so bad roads in one region can keep people from getting to other campuses safely.

8. **What will happen if I do not attend class because I decide it is too dangerous for me to come?**

We realize that a general decision for the College cannot account for the individual circumstances of all individuals. Use your good judgment, and be prompt in communicating your situation to your supervisor.

9. **If my class starts before the late opening time, but continues afterward, should I come to campus?**

When the College announces a delayed opening, any class with at least 45 minutes of class time remaining after the College opens will be held. (For example, if the College opens at 10:00 a.m., a 9:30-10:45 a.m. class will begin at 10:00.) This procedure applies to all credit classes.

10. **I came to class and right after it started, the College closed. Why?**

The safety of students and employees is the most important consideration. Sometimes decision makers get information indicating that the College should close at times that do not exactly coincide with the beginning and ending of every class. It is better to cancel the class in this case than to keep the students when conditions are getting dangerous. NOVA’s classes do not all start and stop on a uniform schedule. Any early closing time is likely to interrupt some classes.

11. **Whom should I call to find out if the College is open?**

The College uses several media sources to announce delays and closings. These may be found on our website under “Emergency Preparedness: Closing Information.” Closings and delays will also be posted on the scroll bar on the NOVA home page. If you must call, call the Call Center at 703-323-3000. Messages will be posted there as soon as a decision to close is made. Do not call College offices to ask about closing.

12. **May I bring my child with me to campus when the schools are closed?**

No. The College has no facilities to care for children, and children are often disruptive in the classroom or in the work place.

13. **What is extended closing?**

Based upon the road conditions in the area, the College will determine and announce when an extended closing has occurred. Faculty are to communicate to students what their back-up-plan is for instruction when the College experiences an extended closure.

### 7.2000 Bulletins and Bulletin Boards

Bulletin boards are provided for the convenience of the faculty, staff, and students. Authorization to post
on the general bulletin-use boards throughout each campus must be obtained through the office of the campus dean of students. Authorization to post on specific bulletin boards, for example, the Human Resources Office, must be obtained from the supervisor concerned.

7.2100 Lost and Found

Lost and found articles are kept and may be called for at the Campus Police and Public Safety Offices. Articles left unclaimed in classrooms and other places on campus should be taken to the Police and Public Safety Office where they may be identified and picked up by their owners.

7.2200 Telephones

All services are provided through a Voice Over IP (VOIP) system operated by IT Support Services on a network in conjunction with the VCCS.

A. System Features and Instructions

Information on the College phone system can be found on the IT Help Desk web page.

B. Incoming Calls

The College Call Center is not permitted to accept messages for anyone. All offices and divisions are to provide for appropriate coverage of their direct lines.

C. Outgoing Calls

Different levels of call restrictions have been applied to various College lines, as required by individual circumstances. While some lines have only on-campus call capability, the majority has local access. Long-distance capabilities may be restricted to calls within the U.S. only, or full international, direct-dial access may be enabled, where appropriate. Contact the IT Help Desk if additional capability is required on a particular line, or submit a 105-45 form.

D. Third-Party Calls

Because they are the most frequent source of outside abuse of state telephone systems, third-party and collect calls have been blocked or prohibited on most College lines.

E. Other Call Restrictions

As noted in greater detail in Section 21 of the Administrative Services Procedures Manual, calls of a personal nature should be kept to a minimum in the workplace, and the following types of calls are prohibited: personal long-distance, personal faxes, acceptance of collect calls, placement of 900-number calls.

F. Office Telephone Equipment

Cordless and many digital telephones do not work during power outages, so they should not be the only phone sets connected to main numbers for offices and divisions. Information Technology Support Services can provide advice and assistance on the selection of appropriate devices for various applications. The costs of office telephone instruments and related equipment are borne by
the individual departments initiating the purchase. Please see Sections 10 and 21 of the 
Administrative Services Procedures Manual for details on telecommunications acquisitions and 
general purchasing procedures, respectively.

G. Service Requests

Telephone service problems should be reported to the IT Help Desk (703-426-4141, 
ithelpdesk@nvcc.edu). To add or change a telephone line, route a form 105-45 through appropriate 
channels to Information Technology Support Services.

7.2500 NOVACards

The NOVACard is the official Northern Virginia Community College photo identification 
card. NOVA employees may be asked to show their NOVACard to verify identification while at any NOVA campus, 
center, or administrative building. Official names, as they appear in the College records, will be printed 
on the card. The NOVACard has many purposes, including identification, the purchase of items at NOVA 
campuses, and verification of the employee’s College status for third parties.

College faculty or staff must have a College Identification number (EMPLID) before getting a 
faculty/staff NOVACard at any campus NOVACard office.

Faculty, staff and students can add funds onto their NOVACard to use when making purchases at campus 
restaurants, bookstores, and soft drink machines, as well as other campus locations. For a complete list of 
benefits and services with the NOVACard, visit www.nvcc.edu/novacard.

The NOVACard is not transferrable. The NOVACard can only be used by the person to whom it was 
originally issued or it can be forfeited back to NOVA at NOVA’s discretion. The use of the NOVACard 
by any person other than the person to whom it was issued is a violation of College policy. Northern 
Virginia Community College Police reserves the right to terminate any NOVACard used in such a 
manner.

A. NOVACard Issuance

In order to obtain a NOVACard photo identification card, a person must show a primary form of photo 
identification such as a driver’s license, state ID, or government-issued passport. Upon separation from 
the College, the NOVACard will be returned through the HR checkout process.

B. NOVACard Replacement

An individual must present the old NOVACard in order to receive a replacement card free of charge. 
Expired cards can be replaced free of charge only if the expiration date field in the NOVACard system 
indicates it is expired. Otherwise, a reissue fee must be paid by the cardholder.

C. Reprinting due to name change

Name changes or corrections must be submitted to Human Resources. Upon completing a name change 
request, any faculty or staff should wait at least 24 hours before requesting a NOVACard reprint in order 
for the system to update. A valid government-issued photo identification reflecting the new name must be 
presented at the time of reprint.
D. Lost or Stolen NOVACard

A lost or stolen NOVACard must be reported to a NOVACard office as soon as possible. The NOVACard holder will be liable for all financial transactions on the card until it is formally reported as lost or stolen. There is a fee to replace lost or stolen cards.

7.3000 Office Assignments

The assignment of office spaces on a given campus is the responsibility of the provost.

7.3100 Room Assignments

The assignment of rooms on a given campus is the responsibility of the provost.

Classes are to be held at the time and in the room designated in the Schedule of Classes. Any change in assignment of classes to a classroom must be requested by the academic dean and approved by the provost.

7.3200 Parking and Traffic Regulations

Each member of the faculty and staff is responsible for obtaining a parking permit and for obeying all traffic regulations. Permits are distributed by mail or at the Parking Services Office at each campus. Full-time and adjunct faculty must obtain their permit(s) through online ordering. (See Appendix L for parking and traffic regulations.)

7.3250 Pollution Prevention

College employees, students, visitors, contractors, or other persons under their control, shall not litter on any NOVA owned or leased property; dump objects, substances, or liquids into storm drains; or carry out personal vehicle maintenance, personal vehicle washing, or state vehicle washing, subject to certain conditions, on any NOVA owned or leased property. All persons disposing of pollutants shall use specified trash or recycling containers on campus, or dispose of items properly through local jurisdictional waste and recycling facilities.

7.3300 Solicitation and Distribution of Materials on College Property

The College welcomes and respects the free expression of ideas. In order that these activities not be disruptive to the regular operations of the College, conditions of time, place, manner, and frequency will generally be established by the campus dean of students. The following procedures will apply:

A. Student, Employee, or Other College-related Groups and Activities

1. When no special facilities, equipment, or services (e.g., rooms, audiovisual equipment, duplicating equipment, maintenance or set-up services) are requested of the College:

a. Distribution of materials or solicitation may be conducted with prior approval in any appropriate campus area except for the following: classrooms, laboratories, rest rooms, library, administrative and academic offices, doorways, and parking lots. The campus dean of students is responsible for identifying the appropriate areas for his or her campus.

b. Any material remaining after the distribution or solicitation must be properly discarded.
Sponsors will be responsible for any littering.

2. When special facilities, equipment, or services are requested of the College:
   a. A Facilities Use form (105-112) must be completed in those cases where a specific room or rooms are required for distribution of materials. Appropriate forms should be submitted to the provost's office or their designee. See Section 31 of the Administrative Services Procedures Manual for procedures on use of College facilities.
   b. A request for audiovisual or maintenance services must be submitted in accordance with campus policy.
   c. Arrangements for facilities use payment and/or services must be made at the time that forms are submitted.

3. Decision by the dean of students on the request for approval to solicit or distribute will be made within five working days, unless good cause exists for additional time, in which case the decision will be made as soon as reasonably possible. The requestor may appeal the decision of the dean to the provost by presenting such an appeal within five working days of the dean's decision. The provost or their designee will respond to the appeal within five working days, unless good cause exists for additional time, in which case the decision will be made as soon as reasonably possible.

B. Commercial Distribution or Solicitation

No commercial distribution or solicitation is permitted except with the approval of the dean of students or designee. In addition, distribution and solicitation involving faculty and/or staff must have prior approval of the provost. All requests for commercial distribution or solicitation must be reviewed in light of existing contracts. Approval will be subject to regulation as to time, place, and manner to assure non-interference with operations of the College.

C. Distribution or Solicitation Conduct Regulations

All distribution or solicitation must be conducted with regard to conduct regulations contained in the Student Handbook.

D. College Jurisdiction

College jurisdiction extends to the property boundaries of each campus. Jurisdiction also includes all property owned, leased, controlled, used or occupied by the College except where the College may be bound by legal restrictions which may be contrary to these regulations.

E. Posting Printed Materials

Posting of printed materials by students and non-student groups will follow established campus procedures as to location, time limits, and responsibility for removing posted items. Approval for posting is granted only by the dean of students or designee. Materials printed in a foreign language must be presented in the English translation prior to approval for posting.

F. Failure to Adhere to Regulations
Failure to adhere to these regulations may lead to loss of distribution or solicitation privileges, conduct charges, fines for littering, and legal proceedings.

7.4000 Copyright Regulations

A. General

Section 29, “Copyright and Intellectual Property,” of the Administrative Services Procedures Manual sets forth guidelines on the use of all forms of copyrighted materials for instructional purposes and the procedures for obtaining copyright protection for original works. Included in Section 29 is a discussion of "fair use" policy and procedures regarding faculty rights to distance education materials developed for courses taught at NOVA, procedures for obtaining copyright clearance, guidelines for copying materials for use in courses, duplication of audiovisual materials, off-air recording provisions, and regulations for music other than classroom use. See also Section 6.5100, Intellectual Property.

Pursuant to Virginia Public Law 101-553 (December 1990) the College itself can now be held liable for copyright violation. In addition, the College will not indemnify nor hold harmless any persons who violate copyright provisions in the course of the work for the College. Substantial fines for copyright violation can be levied, and acquiring permission to reproduce copyrighted materials will protect individuals and the College from liability. If ever found to be in violation, the College will seek to recover damages from the particular individual(s) at fault. (See Section 6.5100 for information on Intellectual Property.)

B. Procedures for Obtaining Copyright Clearances

1. Course Packs and Readers

The College has contracted with George Mason University’s (GMU) Copyright Assistance Office for copyright permission services for materials to be sold in the bookstores. The College wishes to ensure that its students have access to the best and most current information, but not at the risk of copyright infringement.

In advance of each semester, faculty members will submit course packets and readers to their division. The division will submit the course packets and readers to NOVA College Printing Services; Printing Services will forward the packets and readers to George Mason. Staff at GMU will write for permission, and will tell the faculty member if the cost is unusually high. Finally, GMU will factor the cost of permission into the price students will pay for the materials. NOVA Printing Services will reproduce the readers and course packets for the NOVA bookstores to sell.

2. Other

Faculty and staff needing copyright permission for other applications must write for permission to the copyright holder. The GMU’s Copyright Assistance Office is available to assist with copyright questions. Copyright problems should be referred to the vice president and chief administrative officer.

7.4100 Publicity and Media Relations
College Media Relations Public Information will be responsible for preparing and/or releasing communications to the news media so that the community served by the College may be kept informed of the development and activities of the campuses of the College. All news releases concerning any College activities should be made through the College Media Relations Public Information office and no individual member of the faculty or the staff is to issue press releases except through this office. This does not preclude the answering of routine questions asked of faculty members by the news media; however, the College Media Relations Public Information Office should be made aware of any inquiries made by the press or electronic media.

Should a member of the faculty or staff make a trip, write a book, give a lecture, win an honor, hold a conference, or receive an award, it should be reported to the College Media Relations Public Information Office so that an appropriate news release can be prepared.

7.4200 Gift Giving

Solicitation for giving gifts may be embarrassing to those involved; therefore, this practice, whether for members of the faculty, staff, or administration of the College, should be spontaneous and circumspect. Because of possible misinterpretation, solicitation for gifts to members of the administration is discouraged.

7.4300 Official Entertainment

Any official entertainment or the hosting of a convention or conference on campus must be approved by the provost. Any arrangements for meeting expenses for such activities, either in full or in part, must be considered by the president. State funds may be used to pay for food and beverages only with the prior approval of the vice president of Finance.

7.4400 Research Projects, Participation in

As a part of the education community, Northern Virginia Community College recognizes the importance of scholarly research both to the continued improvement of education and to the development of knowledge. NOVA receives requests from both inside and outside the College for cooperation with research projects. To assure that such requests are responded to in a consistent manner, the procedures and guidelines stated in this section must be followed.

A. It shall be the primary responsibility of each researcher to conduct all aspects of the work in accordance with highest professional standards and to protect human subjects in accordance with the principles stipulated in Items H through L below.

B. Proposals from NOVA faculty or staff to conduct research on one campus must be approved by (1) the academic dean or administrative equivalent of each unit requested to participate in the research project and (2) the provost of the campus to be involved. NOVA faculty or staff who conduct research with College constituencies which are external to the College (e.g., NOVA alumni, local employers, local residents) are requested to inform the Office of Institutional Research (OIR) of such research to avoid the College's making multiple requests of the same individuals.

C. Proposals from NOVA faculty or staff to conduct research on more than one campus and from a person or agency outside the College are to be coordinated through the Office of Institutional Research. The proposal must include a copy of the research instrument, the credentials of the
researcher(s), and the following information: (1) how the research will benefit NOVA; (2) a description of the research project which must include recent literature, variables used and how they will be measured, how research instruments will be administered, desired sample(s), research hypotheses, data analysis, and time frame; (3) agreement from the requestor to provide NOVA with a written final report of the project to include findings and implications; and (4) if human subjects are involved, a signed Agreement to Protect Confidentiality of Individual Information. The Office of Institutional Research is responsible for securing the above required information and agreements for research projects conducted by outside individuals, agencies, or NOVA faculty/staff conducting research on more than one campus.

D. When human subjects are not involved, OIR will review the request and will either complete it directly or will secure the necessary data from other sources and forward the data to the requestor as deemed appropriate.

E. Research proposals that involve human subjects submitted by NOVA faculty or staff for approval to conduct research on more than one campus or by an outside person or agency will be forwarded by the Office of Institutional Research to the Human Subjects Subcommittee, a permanent subcommittee of the Instructional and Student Services Committee. Members of this committee will include the director of Institutional Research (as a permanent member), faculty, staff, and administrators. The membership will be appointed by the chair of the Instructional and Student Services Committee. The Human Subjects Subcommittee will evaluate research requests in accordance with the principles stipulated in Items H through L.

F. After the Human Subjects Subcommittee has approved a request, the director of Institutional Research will forward it to the appropriate provost(s). The provost makes the final decision as to whether or not the campus will participate in the proposed project. A research request that is institutional in scope will be forwarded to the president, rather than to the provosts, for consideration.

G. The Office of Institutional Research will serve as the College contact for the requestor and will monitor the request as it proceeds through the approval process. OIR will perform clerical functions such as scheduling meetings of the Human Subjects Subcommittee, distributing copies of requests to members and, when appropriate, distributing requests to the provosts or president. OIR will publish a quarterly list of requests received and their status in the approval process.

H. All research utilizing humans as subjects (for example, in cases of behavioral or biomedical research) must assure strict compliance with the principles outlined in the Ethical Principles in the Conduct of Research With Human Participants (American Psychologist, Vol. 45, No. 3, March 1990, pp. 394-395, American Psychological Association, Inc., 1200 17th Street, NW, Washington, D.C. 20036) as follows:

1. In planning a study, the investigator has the responsibility to make a careful evaluation of its ethical acceptability. To the extent that the weighing of scientific and human values suggests a compromise of any principle, the investigator incurs a correspondingly serious obligation to seek ethical advice and to observe stringent safeguards to protect the rights of human participants.

2. Considering whether a participant in a planned study will be a "subject at risk" or a "subject at minimal risk," according to recognized standards, is of primary ethical concern to the investigator.
3. The investigator always retains the responsibility for ensuring ethical practice in research. The investigator is also responsible for the ethical treatment of research participants by collaborators, assistants, students, and employees, all of whom, however, incur similar obligations.

4. Except in minimal-risk research, the investigator establishes a clear and fair agreement with research participants, prior to their participation, which clarifies the obligations and responsibilities of each. The investigator has the obligation to honor all promises and commitments included in that agreement. The investigator informs the participants of all aspects of the research that might reasonably be expected to influence willingness to participate and explains all other aspects of the research about which the participants inquire. Failure to make full disclosure prior to obtaining informed consent requires additional safeguards to protect the welfare and dignity of the research participants. Research with children or with participants who have impairments that would limit understanding and/or communication requires special safeguarding procedures.

5. Methodological requirements of a study may make the use of concealment or deception necessary. Before conducting such a study, the investigator has a special responsibility to (a) determine whether the use of such techniques is justified by the study's prospective scientific, educational, or applied value; (b) determine whether alternative procedures are available that do not use concealment or deception; and (c) ensure that the participants are provided with sufficient explanation as soon as possible.

6. The investigator respects the individual's freedom to decline to participate in or to withdraw from the research at any time. The obligation to protect this freedom requires careful thought and consideration when the investigator is in a position of authority or influence over the participant. Such positions of authority include, but are not limited to, situations in which research participation is required as part of employment or in which the participant is a student, client, or employee of the investigator.

7. The investigator protects the participant from physical and mental discomfort, harm, and danger that may arise from research procedures. If risks of such consequences exist, the investigator informs the participant of that fact. Research procedures likely to cause serious or lasting harm to a participant are not used unless the failure to use these procedures might expose the participant to risk of greater harm, or unless the research has great potential benefit and fully informed and voluntary consent is obtained from each participant. The participant should be informed of procedures for contacting the investigator within a reasonable time period following participation should stress, potential harm, or related questions or concerns arise.

8. After the data are collected, the investigator provides the participant with information about the nature of the study and attempts to remove any misconceptions that may have arisen. Where scientific or humane values justify delaying or withholding this information, the investigator incurs a special responsibility to monitor the research and to ensure that there are no damaging consequences for the participant.

9. Where research procedures result in undesirable consequences for the individual participant, the investigator has the responsibility to detect and remove or correct these consequences, including long-term effects.

10. Information obtained about a research participant during the course of an investigation is confidential unless otherwise agreed upon in advance. When the possibility exists that others
may obtain access to such information, this possibility, together with the plans for protecting confidentiality, is explained to the participant as part of the procedure for obtaining informed consent.

I. It shall be required that subjects be clearly informed, in writing, that questions concerning ethical conduct in research projects are to be submitted to the immediate supervisor of the senior researcher in care of a specific, named person(s), at a specific address(es) and telephone number(s). If, however, the subject has not reached their majority and/or suffers sufficient psychological and physical impairment, questions concerning ethical conduct in research projects are to be submitted to the immediate supervisor of the senior researcher in care of a specific, named person(s) at a specific address(es) and telephone number(s) and also shall be given to a parent or legal guardian of the subject.

J. The decision as to whether an individual faculty member, staff member, or student will participate in a research project rests with that person. In general, the use of class time for research projects is discouraged. However, if class time must be used, it is expected that the research project will afford minimal interference with course objectives.

K. Persons requested to participate in a research project may neither be offered any inducement nor be led to believe that any negative effects will accrue, relative to employment, coursework, or grades at the College, as a result of their decision regarding participation.

L. Routine gathering and/or tabulations of data by NOVA faculty or staff shall not be construed here as research so long as (1) data is used to serve usual administrative services and (2) the anonymity of all personnel is strictly protected. Electronic taping of individual or group conversations is considered a form of research or data gathering that is not routine. Taping conversations may be done only with the permission of the subjects being taped and with review and approval as a research activity.

7.4500 Public Visitation and/or Telephone Contacts

The complexity of the program and the physical size of the multiple campus operation make it difficult for people or organizations outside the College to contact either students or faculty either by telephone or visitation. The College can assume no responsibility for making such contact. In case of an emergency, every attempt will be made to reach the concerned individual. It is therefore suggested that when faculty members are expecting special calls or visitors, they leave word in the academic dean’s office where they may be located if they are to be away from their office.

7.4600 Release Agreement

The official Release Agreement form (see Appendix I) must be used for any person participating in a film, photo, etc., produced by the College or specifically for the College for College use. All Release Agreements should be sent to the College Media Relations Public Information Office for their records.

7.4700 Institutional Memberships

The College will consider membership in those organizations principally structured for institutions
and/or those organizations that affect institutional accreditation.

7.5000 Classified Staff Support

Based upon the availability of funds and personnel allocations, permanent (P-3) and hourly (P-14) clerical and instructional assistant classified personnel are assigned in direct support of the educational program of the College.

A. Office Assistance: Office assistance for the faculty may be provided through the academic dean.

B. Instructional Assistants and Learning Lab Assistants: Instructional assistants and learning lab assistants are assigned primarily to those disciplines requiring laboratory support, and will provide instructional assistance as determined by the academic dean.

C. Overtime for Classified Employees: The U.S. Fair Labor Standards Act requires non-exempt employees (generally state classified pay bands 1-4) to be compensated at the time-and-one-half rate for hours worked beyond the 40-hour work week. The supervisor's authorization to work overtime should be in writing and stipulate whether compensation is to be overtime leave or overtime pay. Any overtime leave balance is paid at the time of resignation or retirement. The annual state Maintenance and Operation Budget must reflect funding for such overtime.

7.6000 Working Calendar for Faculty and Staff

The College Working Calendar provides information concerning dates and deadlines important to the operation of the College. The Working Calendar is available for reference on the College website at www.nvcc.edu/sis/WrkCal/ or in the office of each assistant academic dean, program head, academic dean, and other administrative offices of the College.

7.7000 Symbolic Abbreviations of the Campuses, Centers, and College Staff

When it is necessary in the official literature of the College to refer specifically to one of the campuses of the College or Centers or to make distinctive designations, the following symbols are used:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Abbreviation</th>
<th>Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AL</td>
<td>Alexandria Campus</td>
<td></td>
</tr>
<tr>
<td>AN</td>
<td>Annandale Campus</td>
<td></td>
</tr>
<tr>
<td>CS</td>
<td>College Staff</td>
<td></td>
</tr>
<tr>
<td>LO</td>
<td>Loudoun Campus</td>
<td></td>
</tr>
<tr>
<td>MA</td>
<td>Manassas Campus</td>
<td></td>
</tr>
<tr>
<td>MEC</td>
<td>Medical Education Campus</td>
<td></td>
</tr>
<tr>
<td>RES</td>
<td>Reston Center</td>
<td></td>
</tr>
<tr>
<td>WO</td>
<td>Woodbridge Campus</td>
<td></td>
</tr>
<tr>
<td>ELI</td>
<td>Extended Learning Institute</td>
<td></td>
</tr>
</tbody>
</table>
Hiring Procedures for Full-time Teaching Faculty
Approved by Administrative Council February 7, 2006
Effective February 8, 2006
Revised by the Administrative Council on May 29, 2007

This section is currently under review.
INTERNATIONAL TRAVEL
POLICY AND PROCEDURES for FACULTY AND STAFF
Approved by Administrative Council, May 12, 2015

1.000 International Travel

Northern Virginia Community College’s programs and initiatives in international and intercultural education derive from its commitment to develop productive, globally competent citizens. Its richly multicultural communities and student body, its location near the nation’s capital, and above all the realities of an increasingly global economy further compel the need to address global learning and engagement beyond the local and national context. The College therefore views travel outside the United States as a necessary component of broadening perspectives and deepening knowledge among students, faculty and staff, which will in turn improve global learning and teaching. All international travel supported and approved by the institution must pertain to the institutional mission. The Commonwealth of Virginia has strict policies regarding such travel that require prospective travelers to make their international travel plans early. The College president or his or her designee is required to approve all international travel.

While the following requirements may serve as guidelines for international travel, meeting the requirements should not be seen as guaranteeing approval.

1.100 Procedures

The president or his or her designee has sole institutional authority to approve international travel associated with the College, regardless of purpose, funding source, or destination. The Commonwealth of Virginia defines international travel as travel to any destination outside the 48 contiguous United States (CAPP Manual Topic 20355 – State Travel Regulations, p. 6) and thus, for the purposes of this policy, travel to Alaska and Hawaii comes under these provisions. In accordance with ASPM regulations (Section 5), when using College or College-associated resources (e.g., grant funding, students’ payments for study abroad programs, etc.), College employees must apply individually to the president for permission to travel outside the United States, using the appropriate forms and supporting materials:

- For travel as an individual, at least 30 days in advance of the travel,
- For travel with students for credit, by a date designated by the Office of Global Studies and Programs in the summer prior to the year of travel.

Proposals for approval of international travel do not replace the need for other formal requirements – e.g., NVCC 125-81 (Field Trip/Course Request for Approval), NVCC 125-84 (Student Travel Expenditure Request/Report form), or NVCC 125-152 (Assumption of Risk Certificate) – as described in the Faculty Handbook, Section 3.4100.

In making the request for approval, the prospective traveler must prepare the Chrome River Pre-Approval Travel Request and the requirements described below. The protocol for approval is, first, the dean or unit supervisor, then the campus provost or unit vice president. With those approvals and the associated documentation (see below), the president will consider the request. Abiding by the timelines can be critical. In developing an international travel proposal, the Office of Global Studies and Programs can be of assistance if contacted with sufficient lead time.

1.200 Requirements

The purpose of the international travel determines the requirements one must provide for approval. These come under two basic categories, travel as an individual College employee and travel as a College employee with students. For
travel as an individual faculty member or in a group of faculty members, complete Part 1; for travel with students when credit is to be earned, complete Part 2A; for travel with students when no credit is to be earned, complete Part 2B.

1. **International Travel for**
   - Professional development
   - Faculty exchange
   - Conference or meeting attendance

### I. General requirements

A. A completed Pre-Approval Travel Request via Chrome River procedures;

B. In addition to the form, a proposal including the following:
   1. Statement of the purpose of the travel;
   2. Goals and the plan for how the experience will be applied to one’s teaching or role at the College and, if applicable, shared with the NOVA community.
   3. Source(s) of the funding requested to support the travel and activity, identifying the following:
      a) Institutional funding, amount, and account number(s),
      b) Other funding source(s) and amount(s);

Additional requirements depending on purpose

C. For Professional Development
   1. Identification of the organization or institution structuring or sponsoring the learning activity, and any schedule or agenda describing what is to take place;
   2. If the activity is not sponsored, a detailed description of what is to take place and how it constitutes a significant development experience.

D. For Faculty Exchange
   Identification of the exchange partner, the duration of the exchange, the institutional affiliation, and, if applicable, the organizational affiliation under which the exchange is coordinated or sponsored.

E. For Conferences, Invitations, Meetings, etc.
   1. Title and description of the meeting;
   2. Statement of purpose for wishing to attend (e.g., the event represents an uncommon opportunity for the individual and the College, the opportunity does not exist within the U.S., etc.) and its anticipated contribution to the College.

**Upon return from international travel:**

Within 60 days of return, the traveler must submit a written report (copies submitted to the unit supervisor and to the Office of Global Studies and Programs) describing:

1. Activities in which one engaged, including an itinerary;
2. Outcomes achieved and how these will be applied.

2. **For International Travel with Students**

The intent of study abroad is to provide students with a cross-cultural learning experience outside the U.S. that adds extraordinary value not otherwise obtainable in an on-campus course. To ensure both the students’ safety as well as the quality of the courses under development, all faculty and staff considering travel with students, regardless of whether
credit is or is not to be awarded, must consult the *Faculty Handbook on Short-term Study Abroad* (URL) as they develop the program plan. In regard to international trips with NOVA students, whether they are taking credit or non-credit courses, all such programs will be considered associated with the College. Association in this context includes programs that have been in any way advertised directly or indirectly to NOVA students and classes and to the NOVA community generally or that have used any NOVA resources, such as its Web site or associated Web pages, on-campus meetings, emails, and similar uses. The involvement of a third-party provider to assist in the development and/or delivery of the program does not remove association with NOVA.

In addition, faculty considering leading an international program with students must first decide whether it will be for credit or not for credit, and from that decision derives the course’s structure, experiences, learning objectives, etc. Just as is the case with on-campus classes, a program proposed for credit and structured to meet the criteria described here may enroll students who do not seek credit (i.e., they can elect to audit). However, a program not proposed for credit may not after-the-fact change this status for the benefit of any student. Faculty are not permitted to entice students to a program advertised as non-credit by suggesting the possibility of conversion to credit, a provision for extra credit, or the like.

All proposals for study abroad programs for credit will first be reviewed by the Faculty Peer Review Committee for Study Abroad.

**A. For Study Abroad with Students for Academic Credit**

1. For completion:
   a. Review the *Faculty Handbook on Short-term Study Abroad* and complete the Acknowledgement Form (required from the program leaders of all programs with students);
   b. Clery Certification;
   c. Pre-Approval Travel Request via Chrome River procedures;
   d. Field Trip/Course Request for Approval (NVCC 125-81);
   e. Student Travel Expenditure Request/Report (NVCC 125-84).

2. A proposal including the following:
   a. Statement of the purpose of the travel;
   b. Course title, description, number of credits;
   c. List of course learning outcomes and description of how intercultural/international competencies are addressed;
   d. Source(s) of the funding requested to support the travel and activity, identifying the following:
      1. Institutional funding, amount, and account number(s)
      2. Other funding source(s) and amount(s)
   e. Third-party (or Service) provider collaborating on the program, if any;
   f. Course itinerary of planned events, indicating all course activities and locations where course contact hours are earned (the total number of contact hours must match that required for the course, e.g., 1 credit hour requires 15 hours of classroom or other supervised instruction);
   g. Cost of the trip per student, including costs for faculty leader travelling.

**Upon return from international travel with students for credit**

Within 60 days of return, the program leader must complete and submit the Study Abroad report form to his or her academic dean and the Office of Global Studies and Programs.
B. For Travel Abroad with Students for No Academic Credit

1. For completion:
   
   a. Review the *Faculty Handbook on Short-term Study Abroad*;
   b. Clery Certification;
   c. Pre-Approval Travel Request via Chrome River procedures;
   d. Field Trip/Course Request for Approval (NVCC 125-81);
   e. Student Travel Expenditure Request/Report (NVCC 125-84).

2. A proposal including the following:
   
   a. Course title, description, and course goals;
   b. Sponsorship or affiliation other than NOVA that is also associated with the trip (e.g., a travel agency, company or overseas vendor arranging the events);
   c. Schedule of planned activities.

Travel Risk Assessment

NOVA may warn travelers and/or impose additional requirements for faculty, staff, or students seeking to travel to destinations where health, safety, or security risks are determined to be of sufficient significance as to require unusual caution. In this regard, NOVA reserves the right to prohibit or suspend travel for NOVA-related purposes to any destination by faculty, staff, or students if significant health, safety or security concerns pose extreme risks that warrant such a decision. For example, travel to destinations experiencing serious outbreaks of infectious disease, war, or civil unrest may be temporarily prohibited. The Associate Vice President for Global Studies and Programs, based on the recommendation of the Faculty Peer Review Committee on Study Abroad, is responsible for determining which destinations warrant such warnings or prohibitions.
Appendix ii-A

Recruiting a 21st Century Faculty for
Northern Virginia Community College

Located close to the nation’s capital, Northern Virginia Community College is Virginia’s largest institution of higher education and one of America’s largest community colleges. Enrolling over 75,000 students on its six campuses, three centers, and Extended Learning Institute, NOVA serves the higher and postsecondary educational needs of students from over 170 nations enrolled in over 100 degree and certificate programs. The College meets the educational and training needs of the region and its people with excellent and affordable courses and programs, offered by an inspired and inspiring faculty.

Northern Virginia Community College seeks faculty members who share the institution’s strategic vision to create educational opportunity for all people as the Gateway to the American Dream. NOVA’s faculty embraces the rich diversity of the multicultural area that it serves and demonstrates its commitment to student success by fostering an environment of world-class teaching and learning. Faculty members maintain currency and contribute actively to their disciplines. They are sensitive to different learning styles and are knowledgeable about best practices in higher education. They model efficient use of appropriate technologies in the learning process, preparing their students for further academic study and the demands of the 21st century workplace. Outside the classroom they are actively involved in the broader life of the College as members of governing committees, as student advisors, and as participants in College and community projects.

Northern Virginia Community College is an integral part of a region rich in history and tradition, yet the global crossroads of the information technology economy, an important center of biotechnology and biomedical facilities, and the progressive home to America’s fastest growing international airport. With excellent public schools and extensive cultural amenities, the region boasts an enviable quality of life. Our past is rich, and our future is bright. We invite applications from those who share our vision and our commitment.
2.4000 FUNCTIONS AND DUTIES OF COLLEGE PERSONNEL

The functions and duties as listed are representative of indicated positions. Additional related functions and duties may be assigned as appropriate. All College personnel are responsible for establishing and maintaining positive working relationships with colleagues and supervisors. If the applicant or employee cannot perform all of the essential requirements of the position due to a physical/mental disability, they may request reasonable accommodations under the Americans with Disabilities Act.

2.4099 Functions and Duties of College Staff Personnel

The functions and duties as listed are representative of indicated positions. Additional related functions and duties may be assigned as appropriate.

2.4100 President*

The president is the chief executive officer of a community college in the Virginia Community College System. The president is responsible directly to the chancellor of the Virginia Community College System for the establishment and operation of the community college. The president's responsibilities include the following:

Organizes and operates the community college in accordance with the policies, procedures, and regulations of the State Board of Community Colleges and the local community college board.

Serves as secretary to the local community college board.

Provides leadership and supervision for the total community college program including the following:

- Instructional program of occupational-technical education, liberal arts and sciences, general education, adult education, developmental studies program, special training programs, and community services.
- Student services, including guidance and counseling service.
- Budgeting and other financial operations.
- Campus development, including site and facilities.
- Research and reports.
- Staff recruitment and professional development.

Represents the College at appropriate local, state, and national events.

Develops effective regional and community relations with other organizations and individuals.

Maintains professional activities for self-development and for educational leadership of the College staff.

*As provided under Item 2 on page 2A-24 in the Policy Manual of the Virginia Community College System.
Appendix A

2.4120 Vice President for Institutional Research, Planning and Assessment

Functions and Duties:

Provides an in-house research and evaluation capability responsive to the needs and commitments of the College and its programs.

 Maintains close awareness of research trends and activities in related fields, institutions and associations, and of professional reports imposed on, or beneficial to, the College.

 Recommends and conducts research programs, projects, and studies responsive to these trends and requirements.

 Recommends and conducts research programs, projects, and studies of College programs, services, and activities including, but not limited to, student follow-up (graduates and nongraduate withdrawals), student services, program evaluation, instructional evaluation, student enrollment patterns, student profiles, instructional costs, faculty data, management policies and procedures, and program planning.

 Analyzes the findings of periodic or special information reports, and prepares statements of implications for use by a variety of research and nonresearch College personnel.

 Collects, synthesizes, and analyzes information about manpower, demographic, and economic trends about the Northern Virginia Planning Region, the Washington metropolitan area, and the state to support the decision-making processes of the College.

 Prepares research findings in the form of reports, research briefs, newsletter memoranda, and other communications.

 Develops appropriate procedures for enrollment reports, projections, and productivity data analyses for use in determining faculty and staff resource requirements.

 Establishes and oversees an appropriate College institutional information system for research and management purposes.

 Assists other units in following valid and reliable data collection procedures.

 Provides a central repository of statistical information for use by the College, prepares and coordinates all statistical reports, and serves as technical consultant to the faculty and staff in research activities related to their various functions or programs.

 Serves as the central point for referral of requests from faculty and staff, or from outside the College, for research data and coordinates the College’s response to external requests for data such as surveys and questionnaires.

 Leads an assessment of the educational needs of the Northern Virginia Planning Region and assists in relating those needs to the planning and development of programs and services at the College.

 Coordinates development and implementation of the College planning and institutional effectiveness processes, including the regular update of the College Plan.

 Provides assistance to campus and College units for their planning and evaluation activities.
Maintains an understanding of the principles of institutional effectiveness as defined by the Southern Association of Colleges and Schools Commission on Colleges and assists College units in developing planning and evaluation processes consistent with the principles of institutional effectiveness.

Works with appropriate College groups to assure that the College’s mission, goals, and objective statements are reviewed and updated appropriately.

Assembles and maintains documentation as evidence of the College’s planning and evaluation processes and indicators of institutional effectiveness.

Works with appropriate College groups, serving as a focal point for the assessment of internal and external scanning and its application to the development of programs and services at the College.

Works cooperatively with other offices, particularly the executive vice president for Academic and Student Services and the vice president of Workforce Development in understanding workforce data and trends impacting on future programs and services of the College.

Assists the executive vice president for Academic and Student Services with self-study and institutional accreditation reports and activities.

Assumes supervisory responsibility for academic assessment activities.

**2.4200 Vice President for Institutional Advancement**

*Functions and Duties:*

Responsible for managing relationships between the College and its key external stakeholders.

Oversees programs related to fundraising, marketing, public relations, and publications.

Provides leadership in the areas of government and community relations, alumni affairs, and other College communications.

Develops programs to strengthen the financial resources of the College and to devise effective methods to communicate with both the external and internal audiences, in concert with the president.

Serves as chief liaison officer to the NOVA Foundation and is the principal architect of major capital campaigns for the college, advising the president and trustees on the planning and execution of those campaigns.

Provides experienced counsel to the president and other senior leadership; negotiates mutually beneficial agreements between the organization and its constituents.

**2.4220 Executive Director, NVCC Educational Foundation, Inc.**

*Function and Duties:*

Develops and implements the annual College plan for developing resources from private sources.
Develops and implements public relations objectives to support resource development from private sources including the development of plans, procedures, and promotional materials to achieve them, working closely with members of the College Marketing and Public Affairs team.

Establishes, maintains, and administers a comprehensive Collegewide program for grants development from nonpublic sources in coordination with the coordinator of Grants Development to include:

- Maintaining a library of grant resource material.
- Distributing information about available funding from nonpublic sources.
- Researching and identifying nonpublic funding sources whose priorities are commensurate with College programs and faculty and staff development needs.
- Developing of grant writing/seeking manual for faculty and staff.
- Offering grant writing/research seminars and workshops.
- Providing technical assistance to faculty or staff during proposal development.
- Serves as chief staff officer of the Board of Directors of Northern Virginia Community College Educational Foundation, Inc. and performs duties as assigned to include:
  - Planning and implementing of meetings and agenda for the Board and its committees.
  - Planning, coordinating, and managing fund-raising campaigns to include annual, special, and capital programs.
  - Conducting prospect research and maintaining a library of resource materials.
  - Soliciting resources as deemed appropriate by the NVCC Educational Foundation Board of Directors.
  - Training staff and volunteers.
  - Preparing case statements.
  - Preparing and implementing the budget.
  - Establishing and maintaining a positive working relationship with the College Accounting office.
  - Soliciting scholarship support from nonpublic sources.
  - Serving as ex-officio member of the Student Financial Aid Committee.
  - Maintaining comprehensive records of contributions received from nonpublic sources.
  - Developing and maintaining an active and supportive alumni organization and programs.
2.4240 Associate Vice President for Marketing and Communications

**Functions and Duties:**

Responsible for implementing a comprehensive and integrated strategic marketing and communications plan to raise visibility, awareness and enhance the reputation and image of Northern Virginia Community College among its key external and internal constituents.

Provides leadership and vision needed to promote communication and understanding among the College and its core internal and external constituencies.

Oversees and manages all official public communications and media relations for the college, the president, and the campuses.

Serves as spokesperson for the College and represents the president and the College in public forums and meetings.

Plays an integral role in fostering positive town/gown relationships in the communities NOVA serves; advise the College in enhancing relationships with local high schools, institutions of higher education, and local governments to support the College’s transfer education and workforce development functions.

Assumes lead responsibility for the logistics planning, execution and promotion of major Collegewide events such as Commencement, convocation and cross campus days, and serves in a consulting capacity with NOVA’s individual campuses as requested to assist in quality campus-based events.

Responsible for managing NOVA’s publications, public relations, call center, and web strategy and communications, including the development and enforcement of Collegewide procedures for the College community related to these areas.

2.4260 Director of Equity and Diversity

**Functions and Duties:**

Manages Collegewide equal opportunity and diversity programs and initiatives promoting fairness, organizational accountability, inclusion, sensitivity and cultural awareness. Facilitates understanding of and manages Collegewide responsibilities and compliance efforts pertaining to NOVA’s responsibilities under the American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (504) with respect to its student, faculty and staff populations, and the public.

Provides liaison/outreach and serves as a Collegewide ambassador to minority communities, organizations, fraternities/sororities, churches, HSIs and HBCUs on behalf of NOVA.

Ensures Collegewide compliance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act via assisting with educational efforts pertaining to these matters directed towards the NOVA community, by conducting investigations of complaints and overseeing adherence to the laws covered by these acts, and by providing responses to local, state and federal agencies, and officials.

Interfaces with and responds to inquiries from students, faculty, staff, government agencies, special interest groups, and the general public and represents NOVA before such external groups and professional organizations at regional and national meetings and conferences related to responsibilities assigned to the Office of Equity and Diversity.
Advises and serves on College committees including Disability Services Leadership Team (DSLT) and Student Financial Aid Committee (SFAC). Provides support and assistance to campus diversity committees and student organizations serving NOVA's minority student communities and constituencies. Advises and assists campus-based NOVA CARE teams as requested and only as it pertains to accommodation requests under ADA.

Supports the development, implementation, and updating of the College's Affirmative Action Plans for students, faculty, and classified staff. Advises senior leadership on impact of policies on achievement of AA plans, goals, and objectives. Works with all echelons of the College to assure awareness and implementation of the goals and objectives of the College's Affirmative Action Plan.

Serves as liaison and conducts outreach efforts on behalf of NOVA to minority organizations, businesses, and constituencies.

Provides research, advice, assistance to the College regarding diversity/outreach-related initiatives and to the Office of the Vice President and Chief Administrative Officer as may be required for special projects.

Interfaces with NVCC Office of Legal Affairs with respect to issues that may arise requiring input and counsel. All communications beyond the level of the NVCC Office of Legal Affairs (for example, VCCS system counsel, county/state government counsel) will only be made by the director of the Office of Legal Affairs.

2.4270 Director of Grants and Special Projects

Functions and Duties:

Directs, maintains, and administers a comprehensive Collegewide Grants Development Office, including directing the development of Collegewide proposals.

Serves as chief grants officer of the College for pre-award and post-award grant and sponsored program activities.

Serves as the official College contact for paper and electronic submission of proposals and grants reports.

Establishes contacts with agencies and organizations that may be a source of funding for Collegewide and campus-based projects.

Attends meetings to represent the College regarding various issues around funding.

Researches and identifies funding sources whose funding priorities are commensurate with College programs and faculty and staff needs and disseminates information to College units.

Analyzes project requirements.

2.4280 Director of Government Affairs and Community Relations

Functions and Duties:

Provides leadership and supervision for College government and public affairs activities.
Participates in the development and promotion of College legislative priorities.

Coordinates the development and implementation of the College’s legislative strategy.

Participates in local, state, and federal legislative activities.

Participates in community-based educational, corporate, and cultural activities.

Coordinates a process of identification and development of new strategic community relationships with potential members of the College Board and NOVA Educational Foundation Board.

Coordinates a process of identification and development of new strategic relationships with key members of the legislature and local government as well as business and civic leaders in the community.

Coordinates for the College president a calendar of engagement activities designed to facilitate the College’s community outreach and building of effective community relationships.

Monitors the formation of external policies affecting the College.

Develops and maintains a cordial relationship with the Board of Directors of the Northern Virginia Community College Educational Foundation, Inc.

Assists in the garnering of additional resources for the College.

Supervises the development, implementation, and updating of the College Affirmative Action Plan.

Provides leadership and coordination to College special events including the annual NOVA Commencement ceremony, annual College Awards Luncheon, annual NOVA Board Dinner, ground breaking ceremonies, and building dedications.

2.4300 Executive Vice President for Academic and Student Services

Functions and Duties:

Works together with the president, providing administrative and operational oversight of the College.

Serves as the chief assistant to the president in implementing and executing policy decisions on behalf of the College.

Responsible for internal coordination of VCCS and NOVA policies and procedures.

Responsible for promoting the systematic enhancement of the academic mission and functional operation of a single college with programs and services delivered on multiple campuses in response to the needs and aspirations of a dynamic metropolitan region.

Provides College-wide leadership for all instructional, curricular and personnel issues related to academic affairs, student services, and academic support programs of the College.

Serves as the institution’s chief accreditation officer for both regional and specialized accreditations.
Serves as the College’s primary liaison to the VCCS, SCHEV and other federal and state agencies on matters pertaining to academic and student services.

Provides supervisory administration for the preparation of the College Catalog, Schedule of Classes, Student Handbook, Faculty Handbook and other publications as directed by the president.

Acts as CEO in the president’s absence.

2.4320 Associate Vice President for Academic Services

Functions and Duties:

Serves as the curricular staff officer for the College.

Coordinates the development and implementation of curricula, courses, and programs for the College.

Coordinates articulation of the College curriculum with secondary schools, colleges, and external agencies.

Initiates needed curricular changes, through the College Curriculum Committee. Coordinates the activities of program advisory committees and maintains a current list of the membership of all advisory committees.

Coordinates action on requests from individuals and groups interested in the development of programs and courses at the College.

Serves as the chief transfer officer.

Coordinates policies and procedures on awarding of credit-by-exam and other forms of advanced standing.

Maintains Collegewide course content summaries.

Maintains current knowledge about external developments in curriculum and instruction and makes such information available throughout the College.

Works with the vice president for Institutional Research, Planning and Assessment and the coordinator of Academic Assessment to develop, implement, and maintain a comprehensive curriculum evaluation system.

Coordinates Collegewide basic skills assessment and placement examinations.

Assumes supervisory responsibility for the preparation of the College Catalog, the Schedule of Classes, the Faculty Handbook, the Adjunct Faculty Handbook, the Student Handbook, and other publications originating with Academic and Student Services as referred by the executive vice president.

2.4350 Associate Vice President for Student Services and Enrollment Management

Functions and Duties:

Provides direct supervision and leadership for Collegewide offices with responsibility for college
Appendix A

records functions (to include admissions, transcript evaluation, degree audit and graduation certification, and transcript production); student financial aid and support services; and Collegewide services to international students.

In conjunction with campus deans of students, provides leadership and guidance for the variety of information and transactional functionalities available to students in Student Services Centers, to include academic advisement, admissions and domicile determination, financial aid assistance, veterans benefits, placement testing, career counseling, transfer counseling, disabilities services, personal counseling, as well as student recruitment and retention.

Collaborates with the deans of students, academic deans, the staff of the executive vice president for Academic and Student Services, other administrators, faculty, and staff to ensure the effective and consistent provision of all student services activities and enrollment management functions throughout the College.

Coordinates the development, implementation, review, and updating of various policy and procedural matters related to student services and enrollment management, as contained in the *Student Handbook*, *Catalog*, and *Schedule of Classes* as well as on the College website.

Promotes an enhanced collegiate environment to serve the comprehensive needs and aspirations of students attending Northern Virginia Community College.

Serves as primary liaison with the Virginia Community College System with respect to student services and enrollment management policies and procedures.

Maintains memberships in appropriate state, regional, and national associations, participates in and attends appropriate professional meetings, workshops, and conferences.

Serves on the staff of the executive vice president for Academic and Student Services and works collaboratively with other associate vice presidents and staff members.

Performs other duties as assigned.

2.4354 Cooperator, Office of International Student Services

*Functions and Duties:*

Provides comprehensive and effective service to NOVA’s international students (F-1) and provides support to campus-level international student offices.

Manages the full operation of the College-level International Student Office to include:

Coordinating the recruitment and admissions of F-1 students (development of recruitment strategy, updating of website, development of recruitment materials, working with CRO on application process, etc.).

Coordinating advising to F-1 students regarding immigration issues (training for DSOs, development of handouts and website, etc.).

Coordinating with appropriate College staff/committees to establish policies related to F-1 students.
Coordinating F-1 student record-keeping.

Serves as PDSO for College.

Directs Office of International Student Services.

2.4356 Director of Student Financial Aid and Support Services

Functions and Duties:

Responsible for the budget, operations, and information systems of NOVA Student Financial Aid.

Ultimately responsible for the work of all financial aid staff in the College and campus Financial Aid offices.

Provides leadership in the development and coordination of all financial aid programs for the College, including programs and systems required to support them.

Develops annual cost of attendance budgets, packaging plans, and award notices that meet federal and state regulations and assist students fairly, consistently, and equitably.

Manages all financial aid funds to ensure proper usage and utilization without exceeding available funds.

Provides oversight in the development of NOVA Financial Aid Policies and Procedures.

Represents the College in communications with federal and state agencies pertaining to student financial aid programs, with professional associations that work with higher education and financial aid issues, with NOVA's Community Business Organizations, and with community-based scholarship organizations.

Collaborates with other College offices to provide oversight for the design and implementation of financial aid information and delivery systems that provide quality service to students and appropriate internal controls and compliance with external regulations.

Assumes general administrative responsibility for the preparation of financial aid forms and publications, such as the Student Services Financial Aid Handbook, Student Financial Aid Policies and Procedures Manual, the Financial Aid Working Calendar, the NOVA Financial Aid website and social media sites, plus any other publications supporting NOVA financial aid.

Provides oversight for the planning and implementation of training for all financial aid staff and other NOVA staff and partners with need for basic financial aid knowledge and understanding.

Acts as the primary liaison with other administrative branches of NOVA and works collaboratively to improve processes and find solutions for institutional challenges.

Provides oversight for NOVA's financial aid outreach for northern Virginia and for providing financial aid updates for guidance counselors.

Prepares and submits NOVA Financial Aid reports accurately and in a timely manner. Reports include, but are not limited to, the SCHEV S1/S2, SCHEV 5, FISAP, and Gainful Employment reports.
Appendix A

Provides timely and accurate updates and submissions to the Department of Education for NOVA’s Program Participation Agreement.

Acts as executive secretary of the Student Financial Aid Committee and works with the Financial Aid Scholarship coordinator to ensure proper administration of student scholarships.

Serves as executive secretary to the Student Financial Aid Committee, and as ex-officio member of the Veterans Advisors Group and other student services groups as assigned.

2.4400  *Vice President of Finance*

*Functions and Duties:*

Serves as the chief financial officer of the College.

Manages and controls all financial services including the areas of accounting, budget control, and payrolls.

Coordinates the preparation of all budgets.

Develops and recommends financial policies and procedures and coordinates the implementation and exercise of all such policies and procedures.

Reviews and approves all College contracts and other binding agreements.

2.4500  *Vice President and Chief Administrative Officer*

*Functions and Duties:*

Serves as the chief administrative officer of the College.

Manages and controls all administrative services including the areas of human resources, procurement and material management, auxiliary services, campus police, emergency management and planning and facilities operations and maintenance.

Assists all areas of the College in planning the educational specifications for facilities, equipment, and services, consistent with approved educational program plans.

Works with all areas of the College during all stages of planning and construction of College facilities.

Oversees the construction of all College facilities and serves as the contact person for the College with architectural and engineering firms, construction contractors, the VCCS, and other state agencies, in all matters pertaining to planning and construction of College facilities.

Develops and recommends administrative policies and procedures and coordinates the implementation and exercise of all such policies and procedures.

Develops and manages the College’s safety and risk management programs.

Establishes and oversees policies and procedures for the use, operation, maintenance, and protection of equipment, buildings, and grounds. Procures equipment, supplies, and services on behalf of College
functions.

2.4600 **Vice President of Instructional and Information Technology**

**Functions and Duties:**

Serves as chief information officer, provides leadership, and administers Northern Virginia Community College's information technology planning, development, acquisition, implementation, and support services.

Manages the Collegewide technology and distance education environments. Supports campus technology staff by ensuring adherence to minimum quality standards for ongoing network operability, equipment installation and repair, database and application server operation, integration of voice/data/video networks, software installation and debugging, routine job processing, technology staff training, distance education and help-desk functions.

Works with vice presidents, provosts, faculty, and other administrative staff to develop information technology and distance education agendas, and to provide aggressive leadership to support faculty and staff technology application development that identifies and integrates new technologies into the educational and administrative activities of the College.

Manages existing College information systems (including student information system, human resources information system, and financial information system) and actively supports their conversion to new client-server models. Manages the College website, and oversees the College’s Virtual Campus to integrate technology into all aspects of the College.

Administers the Collegewide compressed-video services, cable television services, and satellite services.

Directs the identification, research, evaluation, acquisition, development, and implementation of new advanced technology systems to identify future tools that need to be implemented by the College, and communicates the findings with appropriate College constituencies.

Prepares and manages the College technology plan and administers technology budgets.

Coordinates the establishment, maintenance, and communication of technology policies and procedures. Oversees technology audits and reports, and prepares audit responses.

Coordinates Collegewide responses to VCCS technology initiatives such as SIS and AIS conversion and vendor certification training.

Participates in various College, VCCS, state and national task forces, and committees involved with technology planning and implementation.

2.4610 **Associate Vice President for e-Learning**

**Functions and Duties:**

Provides Collegewide coordination for the design, development and support of e-learning applications that enhance and support instructional programs for the College, includes implementation of nontraditional programs and delivery systems (including videoconferencing and web conferencing) as
student options.

Provides Collegewide oversight and leadership for the application of e-learning to campus-based hybrid instruction by coordinating the planning, development and policy matters for these programs for the College.

Coordinates the development and implementation of the VCCS Shared Services Distance Learning Project; and supervises the delivery of courses and services statewide through this program.

Works with the vice president for Instructional and Information Technology to serve as the focal point within the College for all information and liaison activities with external institutions/agencies and the community pertaining to e-learning; and represents the College on statewide e-learning committees.

Coordinates and plans with the Office of Human Resources and the Technology Applications Center Collegewide professional development activities related to e-learning and hybrid course applications.

Coordinates the development of administrative policies and procedures that facilitate expanded use of emerging technologies related to e-learning for the College.

Serves as the chief administrative officer for the Extended Learning Institute (ELI) and coordinates all ELI planning, development, and policy matters; supervises the leadership team that directs the instructional design, student services, and support operations of the institute.

Serves as the chief academic officer, organizes and supervises the instructional program of the Extended Learning Institute (ELI); assumes general supervisory administration for the development of curricula, courses, and programs; stimulates and institutes needed curricular changes related to ELI.

Provides general supervision of the student services function of ELI.

Works with the appropriate College Administrative Services and Finance staff in coordinating ELI plans, services, and resource requirements.

Supervises all contact with students related to distance education, including initial student inquiries, dissemination of information concerning instructional programs of the institute, enrollment in courses, collection of tuition and fees, and maintenance of student records.

Recruits, assigns, supervises, and evaluates instructional campus faculty members assigned to the institute; assists the institute’s instructional faculty in making recommendations to their campus division and the Curriculum Committee concerning new course offerings of the College.

Coordinates the development of each semester's course offerings, number of sections, workload assignments, and special requirements.

Assumes general supervisory administration for the professional activities of the faculty and staff at ELI, especially relating to requests for leave of absence, assignment of temporary duty off-campus, special work assignments, professional development, evaluation, and other matters pertaining to or affecting ELI.

Coordinates the preparation and management of the budget for ELI; provides an adequate system of receiving, maintaining, and inventorying all equipment assigned to the institute.

Makes appropriate recommendations concerning ELI personnel, equipment, and facilities.
Coordinates the allocation of instructional and office space for ELI.

Represents ELI on the Academic Deans and the Deans of Students Working Groups.

Collaborates with the campus deans of Learning and Technology Resources, business office personnel, and student services staff to establish policies and procedures and provide materials that include the needs of the institute’s students.

2.4630 Director, Technical Applications Center

Functions and Duties:

Supports faculty and staff in developing and producing applications that take advantage of modern information technology through workshops and individual consultation.

Supervises the staff and activities of the Technology Applications Center to support faculty and staff use of technology.

Assists the associate vice president of Instructional Technology as a member of the management team, giving guidance and support to the future development of technology use at the College.

Evaluates courses and business practices at the College to identify appropriate applications of modern technology.

Provides leadership in information technology to other faculty and staff.

Maintains the technical hardware and software environment at the Technology Applications Center to support development of applications that take advantage of modern technology.

Assists faculty and staff in the use of microcomputers, new office systems, and instructional applications of modern technology.

Serves on internal and Collegewide committees.

2.4700 Vice President of Workforce Development

Functions and Duties:

Coordinates the College's workforce training and development programs and services in both the credit and noncredit areas.

Develops an innovative strategic plan to expand the College's portfolio of customized services and programs for business, industry, and government, and to position the College as a major player in advancing the region's economic development agenda.

Develops collaborative partnerships and joint ventures in both the public and private sectors to increase participation of underserved populations in the region's workforce.

Provides leadership for designing and implementing curriculum and instruction that is workforce oriented.
Establishes and works with appropriate advisory committees, to guide the development of policies, programs, and services that meet regional workforce development requirements.

Designs and implements an assessment of the College's workforce training and development programs and services to assure continuous program improvement.

Provides the College leadership for establishing an ongoing, proactive relationship with area business, industry, and government and serves as the primary liaison with each entity.

Coordinates the development of the College's position statements on state and federal legislation pertaining to workforce training and development.

In concert with the campus provosts, makes any necessary organizational adjustments to affect a highly effective Collegewide team in workforce training and development.

Collaborates with the credit area of the College in both anticipating and responding to the demands for world-class education and training.

Works with the vice chancellor for Workforce Development of the Virginia Community College System to ensure collaboration between the College and the System's office in advancing the vision for workforce development.

Develops and implements a set of operational procedures for the management of noncredit programs, which includes instructor salaries, tuition and fees, and program certificate requirements.

Initiates effective management and leadership abilities in carrying out assigned requirements.

Serves as a broker between and among various partners to encourage a system of pooled expertise and shared resources.

2.4900 Provost

Functions and Duties:

Serves as the chief administrative officer of the local campus and coordinates all campus planning, development, and policy matters.

Serves as the chief academic officer of the local campus.

Provides general supervision of the student services function of the local campus.

Works with the campus business manager in coordinating campus plans, services, and resource requirements.

Assumes general supervisory administration for the development of curricula, courses, and programs; stimulates and institutes needed curricular changes on the local campus.

Assumes general supervisory administration for the professional activities of the faculty on the local campus, especially relating to requests for leave of absence, assignment of temporary duty off-campus, special work assignments, professional development, evaluation, and other matters pertaining to or affecting the local campus.
Coordinates the preparation of the budget for the local campus.

Makes appropriate recommendations concerning campus personnel, equipment, and facilities.

Coordinates the allocation of instructional and office space on the local campus.

Coordinates the development of each semester's course offerings, number of sections, and class sizes.

2.4910 Dean of Students

The dean of students, as the chief student services officer of the campus, leads and manages a comprehensive program of services that promotes engagement and facilitates student success for a diverse student population. The dean of students is responsible for providing leadership and coordination for selected Collegewide student services, collaborating with other administrators to ensure a consistent application of policies and procedures across the College. The dean of students reports directly to the campus provost and is a member of campus provost’s staff and the College’s Deans Working Group.

Functions and Duties:

Administers campus student services, to include the student services center, student financial aid, veterans affairs, and student activities; coordinates with members of the campus provost’s staff in all issues related to campus life.

Provides Collegewide leadership and coordination for selected components of a comprehensive program of student services, including counseling and academic advising, enrollment, career planning and job placement, financial aid, disability, veterans affairs, student life, to include student activities and intramurals, and other student support services and programs.

Directs the implementation of administrative policies and procedures pertaining to all facets of student development.

Ensures compliance with federal and state requirements with regard to delivery of services to students, including international students and students with disabilities.

Is responsible for the Student Services budget and supervises its execution during the fiscal year. Monitors, reviews, and approves all campus-budgeted expenditures and deposits pertaining to the student activity budget.

Ensures compliance with College policies regarding student rights and responsibilities, academic progress, and other policies related to student services.

Collaborates with academic deans to support student success initiatives focusing on retention, graduation, transfer, and career placement.

Directs a comprehensive program of student development instruction.

Provides leadership and operational coordination for outreach, recruitment, and early student engagement in collaboration with other campus personnel.

2.4915 Coordinator—Evening Administration Academic Support
Functions and Duties:

Functions as primary administrative decision-maker during evenings and on weekends.

Coordinates the development and administration of a wide range of support services for adjunct faculty.

Conducts orientations of new and returning adjunct faculty.

Acts as adjunct faculty liaison to campus as chair of Adjunct Faculty Advisory Committee.

Coordinates the scheduling and maintenance of computer labs and computer classrooms under the aegis of EAAS.

Works with appropriate personnel with regard to continuing development and implementation of campus technology.

Develops and maintains an Adjunct Faculty Web Page in cooperation with other appropriate personnel of the College.

Maintains appropriate records.

2.4920 Coordinator of Counseling and Student Activities

Functions and Duties:

Supervises the coordination of campus programs that educate the College community to value diversity.

Plans and coordinates the counseling services on the local campus.

Supervises the development of campus programs and services related to the retention of students, and consults with faculty and staff for retention strategy development and outcomes assessment.

Supervises development of grant proposals to secure funds, focusing on the recruitment and retention of targeted student populations.

Supervises counselors in Counseling Services and Co-curricular Activities.

Coordinates orientation and new student advising.

Establishes articulation with the instructional divisions and faculty members.

Coordinates and maintains current educational and occupational information.

Coordinates student development instruction, to include SDV 100 (orientation) and other SDV classes.

Maintains current resources and specialized referral agencies and personnel.

Coordinates career and job referral services, to include career testing services, labor market information, and job search skill development.

Coordinates services to special populations, such as international students, learning disabled, physically disabled, honors, dual enrollment, etc.
Coordinates the faculty advisor program.

Coordinates student job placement and liaison with area employers.

Coordinates group counseling activities.

Supervises and coordinates participation in high school orientation programs.

Works in concert with and advises the dean of students on issues pertinent to the issues of the division.

**2.4925 Coordinator of Counseling Services**

*Functions and Duties:*

Plans and coordinates the student counseling services on the local campus.

Establishes articulation with the instructional divisions and faculty members.

Coordinates and maintains current educational and occupational information.

Coordinates the freshman orientation program.

Maintains current resources of specialized referral agencies and personnel.

Coordinates the faculty advisor program.

Coordinates student job placement and liaison with area employers.

Coordinates group student counseling activities.

Supervises and coordinates participation in high school orientation programs.

**2.4930 Counselor**

*Functions and Duties:*

Provides individual counseling services to students to assist them in self-understanding and in setting and attaining appropriate personal, educational, and vocational goals.

Assists students in planning, developing, and accepting adequate career goals.

Advises students.

Interviews students and develops significant information about their personal traits, interests, educational background, work experience, general intelligence, aptitudes, ability, physical capacities, skills, values, and standards of life, through personal inventories, conferences, records, and aptitude testing, that may be appropriate to facilitate their development and adjustment.

Develops, coordinates, and makes available information for occupational and educational planning, and assists in examining and solving personal problems involved.
Appendix A

Arranges for the administration of intelligence, aptitude, achievement, personality, and interests tests and inventories, and interprets results to the students tested. Interprets student test results to instructors, administrators, parents, and employers consistent with College policy.

Interprets the counseling program to teachers, students, and the community.

Identifies and provides counseling services for students with physical, emotional, and academic handicaps and, when needed, coordinates referral of students to specialized individuals and agencies.

Identifies exceptional students and assists teachers in establishing a program to fit individual needs and differences.

Assists students in securing financial assistance and job placement as required.

Assists in the development, improvement, and implementation of the College's orientation programs.

2.4935 Program Developer for Community Education

Functions and Duties:

Plans, develops, implements and evaluates (noncredit) courses, conferences, seminars, or workshops, along with non-CEU activities or public services.

Selects, supervises, and evaluates Community Education full-time, part-time, or volunteer staff.

Develops marketing plans, including promotion of courses. Assembles materials, writes and produces mailers and specialized flyers. Interacts with College Media Relations Public Information Office.

Provides budget input on special projects and other Continuing Education activities.

Contacts business and community agencies about training needs and other educational services. Implements and evaluates these programs.

Administers noncredit programs. Activities may include supervision and assistance with registration, accounting, computer entry and verification, use of facilities, identification of off-campus location, cancellation and refund decisions, provision of course materials, interaction with general public and College departments, maintenance and management of files, and record keeping related to courses and teachers.

Plans and manages in-service professional development training for Northern Virginia Community College employees at respective campuses. Manages programs unique to the campuses, such as the Small Business Institute or the Driver Improvement program, etc.

Performs other duties as assigned and appropriate to each campus.

2.4940 Dean of Learning and Technology Resources

Functions and Duties:

Provides campus leadership for instructional services and administers the overall organization and procedures of Learning and Technology Resources on the local campus.
Serves as a member of provost’s staff, and makes recommendations to the provost concerning academic support services.

Coordinates the preparation and stewardship of the budget for Learning and Technology Resources.

Coordinates development, implementation, and assessment of unit goals.

Evaluates, purchases, and implements new technologies for academic support services.

Provides assistance and training opportunities for faculty/staff/students/administrators to assist them in making use of academic support services.

Initiates and approves requisitions for equipment; ensures an adequate system for receiving, maintaining, and inventorying equipment assigned to Learning and Technology Resources.

Undertakes special projects relating to the campus as requested by the provost.

Works with the divisions on the campus to encourage liaison between Learning and Technology Resources and other phases of the instructional program.

Supervises and administers the campus library services, including instruction, use of technological resources, collection development, supervision of faculty and staff, and professional development.

Administers the approved College policy for selection of instructional and library materials and maintains the standards of suitability of the total campus library collection.

Following best practices, collaborates with appropriate campus, College, VCCS, and state agencies and committees to develop and implement policies, procedures, projects, grants, and other initiatives which support the mission and goals of the unit, campus and College.

Oversees campus copyright clearance policy and procedures.

Depending on campus need, includes additional responsibility for one or more of the following areas: Instructional Technology, Computer Labs, Tutoring, Testing, Academic Support Centers, Information Technology Support, web services, and classroom technology.

Depending on campus assignment, oversees College records retention, College copyright and intellectual property, information literacy, LTR disaster recovery, and instructional support.

2.4950 Associate Dean of Learning and Technology Resources

Functions and Duties:

Plans, develops, coordinates, and administers all library programs, operations, and services.

Provides leadership within the Learning and Technology Resources and the campus to implement the LTR philosophy as a total approach to the instructional support of the College.

Serves as dean in dean’s absence, providing administrative oversight of all Learning and Technology Resource Services units.

Leads and directs a staff of professional librarians, paraprofessionals, and student assistants.
Coordinates and manages all library services, including circulation, reference services, and collection development.

Guides the materials selection process, with the assistance of the faculty, to support the instructional program.

Provides the development and expansion of reference services to students, faculty, and staff, including new methods of information retrieval such as online bibliographic searching.

Develops and administers programs of instruction in library use. Coordinates and facilitates library instructional services including workshops, orientations, and credit/noncredit courses. Coordinates and manages computer-based library information systems.

Maintains awareness of emerging trends in library technology systems and shares this knowledge with the Learning and Technology Resources and the campus.

Works cooperatively and exchanges information with other campus libraries and Media Processing Services and coordinates applicable policies and procedures. Maintains a cooperative relationship with librarians on other Northern Virginia Community College campuses. Facilitates communication with other libraries external to the College including public, college, and university libraries.

Undertakes special projects as requested by the LTR dean.

2.4955 Librarian

Functions and Duties:

Assists the coordinator of Media Processing Services, dean, or associate dean of Learning and Technology Resources, as appropriate; on campuses where the organizational structure does not provide for a coordinator, assumes such duties of the associate dean as are assigned by the dean of Learning and Technology Resources.

Provides professional staff services in specific areas (e.g., acquisitions, circulation, reference, information literacy, cataloging, etc.).

Collaborates with teaching faculty/program heads to integrate required information literacy core competencies into appropriate transfer courses. Provides students with opportunities to learn how to access information in a variety of formats and works cooperatively with teaching faculty to instruct students in the evaluation and effective use of resource materials.

Provides personal assistance to those conducting library research.

Works with faculty in a liaison capacity to assist with the development of specialized materials for the instructional program and collection development to support specific programs.

Supervises library specialists, part-time librarians, clerical staff, and student workers.

Provides on-the-job training in library methods and procedures; contributes to the development of procedures and training tools.
Assists with maintenance of the library collection.

Helps to design, improve, and implement systems for gathering and analyzing usage and other data for planning or to meet state and federal requirements.

Assists in providing coverage of the library during assigned hours and as needed.

Coordinates troubleshooting and maintenance of computer workstations and other equipment used to provide access to electronic resources.

Cooperates with other Learning and Technology Resources staff to implement the philosophy of NOVA Learning and Technology Resources as necessary to the instructional support of the College.

Undertakes special projects as requested by the supervisor.

2.4960 Coordinator of Media Processing Services

Functions and Duties:

Supervises and administers Media Processing Services (MPS).

Coordinates the preparation and stewardship of the budget for Media Processing Services including the central budget for College library materials.

Coordinates development, implementation, and assessment of unit goals.

As agent for the campus libraries, provides for centralized ordering and receiving of print and audiovisual materials. Purchases and manages electronic database subscriptions and troubleshoots access problems.

Maintains the library acquisitions system database and provides budget status reports.

Provides library cataloging services for the campus libraries. Maintains College holdings records in the local library system and in WorldCat. Administers the use of OCLC services and acts as College liaison to Lyrasis and OCLC.

Provides online integrated library system services. Organizes implementations for the College. Maintains the bibliographic database and holdings database. Provides training and user support. Maintains authorization file. Acts as College liaison to the VCCS director of library automation and learning resources for online library system activities.

Provides budget, activity, and usage reports for the libraries and LTR. Maintains appropriate records for input into College, state and national reports requiring multi-campus information. Coordinates and compiles combined library reports.

Implements and maintains for the College a system for previewing and purchasing microcomputer software. Maintains a file of license agreements. Maintains an online list of College-owned microcomputer software which includes licensing information.

Works cooperatively with the Information Technology Support Services office to provide necessary automated services to Media Processing Services and the campus Learning and Technology Resources.
Initiates and approves requisitions for equipment; ensures an adequate system for receiving, maintaining, and inventorying equipment assigned to Media Processing Services.

Works closely with the administrators of campus Learning and Technology Resources to assure that the technical and instructional service requirements are met.

2.4965 Division Dean

*Functions and Duties:*

Organizes, administers, and supervises the instructional program of the division on the local campus.

Makes recommendations to the provost concerning recruitment, appointment, assignment, classification, and evaluation of teaching faculty members in the division.

Recommends to the provost each semester's course offerings, number of sections, and class sizes for the division.

Makes teaching assignments of divisional teaching faculty members to day classes and arranges for approved substitutes in classes of absent faculty members. Selects and assigns faculty members to evening classes in cooperation with the director of Continuing Education.

Supervises the divisional instructional program for both the day and evening class offerings.

Studies and makes recommendations to the provost concerning textbooks, materials, and equipment after consulting with the appropriate faculty in their division and division deans on the other campuses of the College; initiates appropriate requisitions.

Provides an adequate system of receiving, maintaining, and inventorying all equipment assigned to the division.

Disseminates information concerning instructional programs in the division.

Coordinates in-service activities of the division and assists the teaching faculty members in improving their effectiveness.

Makes recommendations to the provost and the Curriculum Committee concerning divisional offerings and curricula.

Cooperates with the director of Continuing Education in establishing day and evening activities in the form of conferences, symposiums, seminars, workshops, discussion groups, noncredit offerings, and credit offerings.

Coordinates the preparation of the instructional budget for the division.

Makes recommendations to the campus director of Learning Resource Services concerning books, periodicals, and audiovisual aids required to meet the needs of the division.

Works cooperatively with and exchanges information with the divisions on the other campuses.

Works closely with the community to determine whether existing programs are meeting the needs of the community.
Determines the need for, plans, and develops additional programs for the College.

2.4970 **Assistant Division Dean**

*Functions and Duties:*

Serves as the assistant to the division dean for an instructional area(s) of the division.

Works with the division dean in the recruitment, assignment, classification, and evaluation of teaching faculty members in the assigned area(s).

Makes recommendations to the division dean concerning curriculum, courses, and programs.

Maintains contact with the community in matters relating to the activities of the division.

Teaches.

Performs additional duties as assigned by the division dean.

2.4975 **Occupational Program Head**

*Functions and Duties:*

Assists the occupational division dean in organizing and supervising the occupational program.

Coordinates the activities of the occupational program including the development, advancement, and presentation of the program curriculum.

Makes recommendations to the division dean concerning employment and assignment of faculty, course offerings, facilities, and equipment.

Teaches.

Maintains contact with the occupational areas in the community that relate to the occupational program.

Serves, at the discretion of the division dean, as the executive secretary for the program advisory committee.

Promotes the program in the community and coordinates the recruitment of students.

Assists the division dean in evaluating the effectiveness of the program.

Performs additional duties as assigned by the division dean.

2.4980 **Teaching Faculty**

*Functions and Duties:*

The primary responsibility of a faculty member in the Virginia Community College System shall be to provide quality instruction for the students. The major emphasis shall be on good teaching by working with students in classrooms, laboratories, individual conferences, and related activities—to help the
student develop their interests and abilities to their fullest capacity to become a better person, a better worker, and a better citizen. As a part of this primary responsibility, the College expects each faculty member to:

Meet assigned classes regularly.

Submit required records and reports routinely.

Teach the prescribed courses of study with the established texts.

Conduct requisite student conferences.

Hold required office hours.

Attend to assigned divisional and College duties.

Contribute to the development of the program of instruction.

Adhere to the statement on professional ethics (see Section 6.1100.) in accordance with College policies, procedures, and regulations.

Maintain current competence in the particular discipline or field of specialization.

Advise students.
6.3000B  Policy for Original and Continuing Appointments

This section is currently under review. Please refer to VCCS Policy 3.4.0 Original and Continuing Appointment Policy.

Attachment 1 Multi-Year Appointment Recommendation (Form)

Attachment 2 Operating Procedures for the Ad Hoc Appointment Advisory Committee at NOVA (Procedure)

Attachment 3 Reduction in Staff for College Personnel Holding Faculty Rank (Policy)

6.9600B  Faculty Grievance Procedure

This section is currently under review. Please refer to VCCS Policy 3.13 Faculty Grievance Procedure.

Attachment 4 Faculty Grievance Procedure (Form)

6.9700B  Faculty Sanctions

This section is currently under review. Please refer to VCCS Policy 3.12 Faculty Sanctions.

Revision dates reflect approved changes by the State Board for Community Colleges.

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Revised 6/87
Revised 10/87
Revised 5/88
Revised 1/89
Revised 5/92
Revised 3/94
Revised 5/95
6.3000C  Minimum Academic Preparation of Faculty

This section is under review. Please refer to the VCCS Policy Manual, 3.04 Faculty Appointments and 3.07 Faculty Promotions.
NORTHERN VIRGINIA COMMUNITY COLLEGE

CONSTITUTION AND BYLAWS

of the

COLLEGE FORUM

Ratified:

Faculty and Staff 4/25/74
Alexandria Student Government 4/26/74
Annandale Student Government 4/26/74

Approved:

President 4/29/74

Amended:

12/7/77
2/16/78
3/17/78
6/01/79
8/15/84
4/22/88
4/11/89
3/20/90
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11/10/92
5/2/95

by College Senate
8/01/02

Amended by the College Senate and Approved by the President
4/29/08
6/3/2009
6/21/2016
CONSTITUTION AND BYLAWS
OF THE COLLEGE FORUM

PREAMBLE

In order to promote the philosophy and objectives of Northern Virginia Community College and to apprise the president as to the thinking of the faculty, staff, and student body on any matter pertaining to the affairs of the College through a system of representative participation, the teaching faculty, professional faculty, administrative faculty, classified staff, and student body do hereby ordain and establish this constitution.

ARTICLE I

NAME

The structure for the exercise of the aforementioned purposes shall be entitled the College Forum.

ARTICLE II

NATURE, FUNCTIONS, AND RESPONSIBILITIES

1) College Forum
   a) The College Forum is composed of the College Senate, standing committees (Instructional and Student Services Committee and the Personnel Services Committee) and Forum Councils (consisting of a Council on each campus, and a Council of College Staff). The College Forum shall be representative of teaching and professional faculty, administrative faculty, students, and classified staff.

   b) The College Forum in its entirety shall function during the organizational year from May 1 through the subsequent April 30. All terms of membership and terms of office on the College Senate, Forum Councils, and College Forum committees shall be for this period, except that incoming Senate, Councils, Forum Committees, and their duly elected officers are empowered to meet and act prior to May 1 for purposes of organization only, in accordance with specific provisions of this Constitution.

2) College Senate
   a) The College Senate shall serve as an instrument for the formulation and expression of faculty, student, and staff points of view, generally reserving its deliberations for major questions that are important to the faculty, the student body, the staff, and the institution as a whole.

   b) The College Senate shall formulate its opinions on any subject germane to the interests of the College and make suggestions or recommendations thereon to the appropriate College committee, working group, officer, or Forum Councils for further consideration.
c) The College Senate shall have the privilege and duty to advise and seek advice from the president of the College and to initiate recommendations on policy in all areas of College activity.

d) The College Senate shall provide an alternative channel to all constituencies for appeal, influence, and recommendation to the president.

e) The College Senate shall, as the appropriate constituent group of the College, be empowered to submit advice, counsel, and recommendations to the Northern Virginia Community College Board, the Virginia Community College System, such service to be rendered through and by the president of the College.

f) The College Senate shall encourage the development and maintenance of a beneficial climate for excellence in teaching and learning within a framework of academic freedom and professional responsibility and ethics.

g) The College Senate may establish standing and special committees to deal with specific substantive issues. In addition to establishing its own operational committees, the Senate shall annually require its Committee on Committees to nominate representatives for appointment to the standing committees of the College. Such nominations shall be subject to approval by majority vote of the Senate, whereas appointments may be made only by the president or designee of the College. The Senate shall also elect members to Forum Committees in accordance with procedures specified herein.

h) The College Senate shall keep and post a public record of the agendas and minutes of its meetings.

3) Forum Councils

a) Each Forum Council shall serve as an instrument for the formulation and expression of faculty, student, and staff points of view college-wide, generally reserving its deliberations for questions of the campus or College staff responsibility which are germane to the College constituencies. The Forum Council for College Staff represents all College Staff not reporting to a campus.

b) Each Forum Council shall have the privilege and duty to advise and seek advice from the appropriate Administrative Council member on issues germane to that campus and College Staff; and to make recommendations to or communicate with (a) campus committees, (b) College committees, and (c) the College Senate regarding all pertinent topics.

c) Each Forum Council shall, as the appropriate constituent group of each campus and College Staff, be empowered to submit advice, counsel, and recommendations to the president of the College, such service to be rendered through and by the appropriate Administrative Council member.

d) Each Forum Council shall have the duty of receiving recommendations from College Forum committees for deliberation and action in the form of approval, disapproval, or counter recommendation. The action of the Forum Councils on these recommendations shall be forwarded to the chair of the appropriate College Forum committee.

e) Each Forum Council shall have the duties of assisting in the selection of members for the College Senate and for the College Forum committees according to the processes described herein, participating with the College Senate in the nomination of representatives to standing committees of the College, and nominating to the respective provosts representatives for appointment to campus standing committees.
f) Each Forum Council shall encourage the development and maintenance of a beneficial climate for
excellence in teaching and learning within a framework of academic freedom and professional
responsibility and ethics.

g) Each Forum Council may establish such standing or special committees as each deems necessary to
fulfill its responsibilities.

h) Each Forum Council shall keep and post a public record of their agendas and minutes of their
meetings.

4) College Forum Committees
The committees of the College Forum shall be (1) Instructional and Student Services Committee and (2)
Personnel Services Committee. These committees are described in all of their particulars in Article VI.

ARTICLE III
MEMBERSHIPS

1) Definitions
a) Administrative faculty shall be defined as Executive Vice President, Vice Presidents, Associate Vice
Presidents, Provosts, Deans, Associate Deans, Directors, Associate Directors, and Coordinators.

b) Teaching and Professional faculty shall be defined as all 9-month and 12-month College personnel
who hold both P-3 status and faculty rank, with the exception of administrative faculty as defined
herein.

c) Classified staff shall be defined as all P3 College personnel not holding faculty rank.

d) Students shall be defined as all persons registered for a course or courses of instruction leading to
academic credit at the College.

e) Adjunct faculty shall be defined as temporary (P-14) part-time teaching faculty who are appointed on a
semester basis to teach in the day, evening, or weekend.

f) Ex officio shall be defined as "by virtue of office and without vote."

2) Composition
a) Forum Councils
Forum Councils are defined as one council per campus and one council representing College Staff.
Voting membership of each Campus Forum Council shall be based upon a ratio of two students to one
classified staff to one administrative faculty to three teaching or professional faculty. By March 15th
of each year, each campus provost, in consultation with the incumbent Forum Council, will determine
and announce the number of members required for each Forum Council the following organizational
year. Such number must include no less than six teaching or professional faculty, four students, two
administrative faculty, and two classified staff.
Voting membership of the Forum Council representing College Staff shall be based upon a ratio of
two students to one professional faculty, three classified staff and one administrative faculty. By
March 15th of each year, the Executive Vice President will, in consultation with the incumbent Forum
Council, determine and announce the number of memberships of which that Forum Council will
consist for the following organizational year. Such number must include no less than six classified staff, two professional faculty, four students and two administrative faculty. Forum Councils may include one or two adjunct faculty representatives, who shall not be eligible for Senate membership.

b) **College Senate**
   i) Voting membership of the College Senate shall consist of two students (as available), one classified staff, one administrative faculty, and three teaching or professional faculty, elected from each Forum Council plus presidential appointees from among all those eligible at large, in number equal to one third the total number of elected teaching or professional faculty members.

ii) Alternate membership of the College Senate shall consist of one alternate member for each student, classified staff, teaching and professional faculty, and administrative faculty voting member from each Forum Council.

c) **College Forum Committees**
The composition of College Forum Committees is described in Article VI.

d) **College Forum**
Membership on a Forum Council, the College Senate, or a Forum Committee constitutes membership in the College Forum.

3) **Eligibility**
   a) All administrative faculty, except Administrative Council members, are eligible for membership on their respective Forum Councils, and are eligible for membership on the College Senate through campus election or presidential appointment. Provosts and the Executive Vice President are ex-officio members of their respective Forum Councils and are eligible for membership on the College Senate through presidential appointment only.

b) All teaching and professional faculty are eligible for membership on their respective Forum Councils, and are eligible for membership on the College Senate through election or presidential appointment.

c) All classified staff are eligible for membership on their Forum Councils, and are eligible for membership on the College Senate through election or presidential appointment.

d) All College Staff not assigned to a campus are eligible for membership on their Forum Council and are eligible for membership on the College Senate through election or presidential appointment. The Executive Vice President is ex-officio member of the Forum Council for College Staff

e) As reflected in Article III, Section II, a, adjunct faculty are not eligible for membership on the College Senate.

f) All students in good standing and not on probation, as defined in the current College Catalog, are eligible for membership on their respective Forum Councils, and are also eligible for membership on the College Senate through campus selection or presidential appointment, after successful completion of 12 credit hours at NOVA and upon meeting the standards of selection for membership as adopted by the recognized campus student governments, where one exists.

g) All administrative faculty, teaching and professional faculty, and classified staff not elected to a Forum Council, the College Senate, or holding presidential appointment to the College Senate are eligible for membership on College Forum committees.
h) All students in good standing, not on probation as defined in the current College Catalog, and not elected to a Forum Council or holding presidential appointment to the College Senate, are eligible for membership on College Forum committees after successful completion of 12 credit hours at NOVA.

i) The president of the College is an ex officio member of the College Senate.

4) Selection
   a) Forum Councils
      i) Administrative Faculty Representatives
         (1) Administrative faculty representatives to the Forum Councils shall be selected at large for a term of two years by and from among those administrative faculty eligible for membership, and shall be eligible for reelection, except that no administrative faculty representative shall serve more than two consecutive terms, not including terms that are less than a full term.

         (2) Regular elections shall be held by March 31 and shall be conducted by the Senate Elections and Credentials Committee. Special elections may be held at other times to fill unexpired terms and shall be authorized and supervised by the Senate Elections and Credentials Committee.

      ii) Teaching and Professional Faculty Representatives
         (1) Teaching and professional faculty representatives to the Forum Councils shall be elected at large for a term of two years, by and from those teaching and professional faculty eligible for membership, and shall be eligible for reelection, except that no teaching or professional faculty representative shall serve more than two consecutive terms.

      iii) Adjunct Faculty Representatives
         Forum Councils choosing to include adjunct faculty representatives must establish appropriate selection procedures.

      iv) Classified Staff Representatives
         (1) Classified staff representatives to the Forum Councils shall be elected at large for a term of two years, by and from among those classified staff eligible for membership, and shall be eligible for reelection, except that no classified staff representative shall serve more than two consecutive terms. Prior to March 7th of each year, the Senate Elections and Credentials Committee shall submit to the secretary of the College Senate a list of classified staff who are eligible for election to each Forum Council, such list to be made public in advance of the election proceedings of each campus.

         (2) Regular elections shall be held by March 31 and shall be conducted by the Senate Elections and Credentials Committee. Special elections may be held at other times to fill unexpired terms and shall be authorized and supervised by the Senate Elections and Credentials Committee.

      v) Student Representatives
Selection of student representatives shall be in accordance with constitutional provisions of the recognized campus student government where one exists; otherwise, by a fair and open process under the direction of the campus dean of students and the Forum Council Chair.

vi) Upon completion of elections of representatives to the Forum Councils, the Senate Elections and Credentials Committee shall announce, not later than April 8, the members of the Forum Councils for that organizational year.

vii) Each Forum Council shall be the judge of the conduct of its members, and for any cause deemed sufficient, may remove an elected representative or officer upon concurrence of three-fourths of the total membership of the Forum Council. Such removal constitutes removal from membership in the College Forum and the College Senate held by virtue of election to a Forum Council.

viii) Forum Council members absent from regular meetings three times without designating an alternate forfeit membership and will be replaced by special election.

b) College Senate
   i) Elected Representatives from Campuses and College Staff
      (1) Administrative Faculty
          Each Forum Council will select one administrative faculty representative from among its membership to serve as voting member of the College Senate. See Article VI, item 1.

          (2) Teaching and Professional Faculty
          Each Forum Council will select three teaching and/or professional faculty representatives from among its membership to serve as voting members of the College Senate. See Article VI, item 1.

          (3) Classified Staff
          Each Forum Council will select one classified staff representative from among its membership to serve as voting member of the College Senate. See Article VI, item 1.

          (4) Students
          Each Forum Council will select two students to serve on College Senate.

   ii) Presidential Appointees
       (1) By April 10 of each year, presidential appointments to the College Senate shall be announced for the organizational year beginning May 1. Each presidential appointment is for a one-year term, and such members are eligible for reappointment, except that no appointee shall serve more than three consecutive terms. Appointment and removal of presidential appointees to the College Senate shall be by letter with a copy provided to the secretary of the College Senate, who shall inform the chair of the Senate Elections and Credentials Committee accordingly.

       iii) Upon completion of elections and appointments to the College Senate, the Senate Elections and Credentials Committee shall announce, not later than April 12, the members of the College Senate for that organizational year.
iv) Membership Succession
   (1) Teaching and Professional Faculty
       In the event of a teaching or professional faculty voting membership vacancy in the College Senate during the organizational year, the affected Forum Council shall elect a replacement from among the alternate Senate members from that campus or College Staff. A teaching or professional faculty member elected to fill a Forum Council vacancy during the organizational year shall also serve as a voting Senate member where no incumbent alternate member is available; otherwise, as an alternate Senate member where such vacancy exists.

(2) Administrative Faculty and Classified Staff
   In the event of an administrative faculty or classified staff voting membership vacancy in the College Senate during the organizational year, the alternate Senate member shall become the voting member. An administrative faculty or classified staff member elected to fill a Forum Council vacancy during the organizational year shall also serve as voting Senate member where no incumbent alternate member is available; otherwise, as alternate Senate member where such vacancy exists.

(3) Students
   In the event of a student voting membership vacancy in the College Senate during the organizational year, a replacement shall be selected by the affected Forum Council.

(4) Alternate Membership to College Senate
   All members of Forum Councils (with the exception of the adjunct faculty members) shall be eligible to serve as an alternate member of the College Senate as necessary. Each Forum Council shall select alternate Senate members from among its membership.

v) Senate members absent from regular meeting three times without a designated alternate forfeit membership and will be replaced by their respective Forum Council.

c) College Forum Committees [See section 2 of the Faculty Handbook for additional committee information]
   i) Nominations for College Forum Committees, in accordance with the specified composition of these committees, will be sent by each Forum Council to the Senate Committee on Committees. These nominations will be in accordance with such numbers and procedures as are set by the Committee on Committees, will give consideration to candidates to be recommended by the outgoing Forum Council, and must be sent within five days following the organizational meeting of the incoming Forum Council.

   ii) Any Forum Council may at its own option decline to tender nominations for specific memberships, by notification in writing to the Senate Committee on Committees. In such instance, nominations shall be solicited and selections made from other campuses or College Staff at large.

   iii) The Committee on Committees will then select names from among these nominations according to the specified composition and recommend to the Senate for election at its organizational meeting a slate of nominees for Committee memberships. Nominations may be made from the Senate floor at that meeting.
ARTICLE IV

OFFICERS

The president of the College is the chair of the College Forum.

The officers of the College Senate and Forum Councils shall, in each case, consist of a chair, vice chair, and secretary.

1) College Senate
   a) Election to Office
      At the Senate Organizational Meeting a majority of continuing members and newly elected members will receive nominations for officers and vote by secret ballot. In the absence of a quorum, a special meeting will be called before the end of term.
   
   b) Eligibility for Office
      Any College Senate representative, with the exception of the ex-officio representative, shall be eligible for office.
   
   c) Tenure of Office
      All officers shall have terms of one organizational year. No person may serve more than two consecutive organizational years in the same office.
   
   d) Vacancies in Office
      i) When the office of the chair becomes vacant, the vice chair shall assume the chair and serve the remainder of the unexpired term of their predecessor.
      
      ii) Vacancies in the office of vice chair and secretary shall be filled according to the following procedure. Candidates shall be nominated from the floor. When the nominations cease, the Senate shall vote by secret ballot. The candidate who receives a majority vote of the members present shall be declared elected. A vice chair or secretary so elected shall serve the remainder of the unexpired term of their predecessor.
   
   e) Duties of the Office
      i) The chair of the College Senate will preside at Senate meetings; call special meetings as provided in Article V, Section 2; have the prerogative of attending meetings of Forum and Senate committees; and shall be on call for consultation by all College committees. The chair shall also transmit directly to the president all College Forum committee recommendations which have been approved by the appropriate number of Forum Councils. The chair is Marshall of the College and also serves on the Budget Advisory Committee, College Convocation Committee, College Commencement Committee, College Advisory Committee on Safety and Security, Professor Emeriti Ad Hoc Committee (Chair), and attends NVCC College Board and Senate of Virginia meetings. [see Faculty Handbook 2.5505, 2.5540, 2.5555, 2.5560, 2.5640.]
      
      ii) The vice chair of the College Senate shall preside at Senate meetings in the absence of the chair and shall perform such other duties as delegated by the chair.
      
      iii) The secretary of the College Senate shall be responsible for keeping the minutes of all regular and special meetings; distribute copies of minutes to members, appropriate individuals, and groups;
conduct necessary correspondence; keep an accurate list of the membership of the Senate; keep an accurate record of attendance; and perform such other duties as may be delegated by the chair.

f) Parliamentarian
The parliamentarian may be appointed by the chair of the Senate for a term of one organizational year, shall be selected upon the basis of knowledge of parliamentary procedure, and need not be a member of the Senate.

2) Forum Councils
a) Election to Office
The officers of each Forum Council shall be elected from the membership of the Council by secret ballot of the council members at the organizational meeting, such meeting to be held at the call of the provost or appropriate Administrative Council member no later than April 20.

b) Eligibility for Office
Any Forum Council member, with the exception of the ex-officio member, shall be eligible for office.

c) Tenure of Office
All officers shall have terms of one organizational year. No person shall serve more than two consecutive organizational years in the same office.

d) Vacancies in Office
i) When the office of chair becomes vacant, the vice chair shall assume the chair and serve the remainder of the unexpired term.
ii) Vacancies in the office of vice chair and secretary shall be filled by secret ballot vote by the Council membership.

e) Duties of the Office
i) The chair of the Forum Council will preside at Council meetings and shall be on call for consultation by the College Senate. The chair may appoint a Parliamentarian.
ii) The vice chair of the Forum Council shall preside at Council meetings in the absence of the chair and shall perform such other duties as delegated by the chair.
iii) The secretary of the Forum Council shall keep and post minutes of all regular and special meetings; distribute copies of minutes to members, appropriate individuals, and groups; conduct necessary correspondence; keep an accurate list of the membership of the Council; keep an accurate record of attendance; and perform such other duties as may be delegated by the chair.

ARTICLE V
MEETINGS
1) College Forum
The College Forum in its entirety may meet in general assembly on call of the president of the College.

2) College Senate
a) Regular Meetings
Regular meetings of the College Senate shall be held at least six times per year; at least three times in the fall semester and at least three times in the spring semester. The Chair will set the dates for the following year and submit them as part of the Working Calendar, and will distribute the dates to each Senator. An additional meeting for organizational purposes only shall be held by the incoming Senate prior to May 1st.
b) Special Meetings
Special meetings of the College Senate shall be held at the call of the chair of the College Senate at the initiative of the chair, upon the request of the president of the College, in response to a petition signed by one-half of the members of the College Senate, or upon request of a majority of the Steering Committee of the College Senate.

c) Quorum
A majority of the voting members of the College Senate shall constitute a quorum at any regular or special meeting.

d) Visitors
All visitors shall be duly recognized and identified. Any member of the faculty, staff, or student body shall have the right to attend meetings of the College Senate but shall not be entitled to have the floor unless they are reporting at the request of the Senate, or unless their petition has been granted prior approval by the Steering Committee. Requests to address the College Senate shall be presented by interested parties to the chair of the College Senate or the Steering Committee.

e) Notice
Written notice of the time, place, and purpose of all meetings shall be given to members of the College Senate by the secretary or Senate Chair five days or more in advance of each meeting.

3) *Forum Council*
   a) Each Forum Council will meet in April of each organizational year prior to the April meeting of the incoming College Senate, for purposes of Forum Council organization only, and at that time will establish a schedule of subsequent meetings.

   b) Special Meetings
   Special meetings of each Forum Council shall be held at the call of the chair of the Forum Council on initiative of the chair, upon request of the appropriate Administrative Council member, or in response to a petition signed by one-half of the members of the Forum Council.

   c) Quorum
   A majority of the voting members of the Forum Council shall constitute a quorum at any regular or special meeting.

   d) Visitors
   All visitors shall be duly recognized and identified. Any member of the faculty, staff, or student body shall have the right to attend meetings of the Forum Council but shall not be entitled to have the floor unless he/she is reporting at the request of the Council, or his/her petition has been granted prior approval by the chair of the Forum Council.

   e) Notice
   Written notice of the time, place and purpose of all meetings shall be given to members of the Forum Council by the secretary three days or more in advance of each meeting.

**ARTICLE VI**

**COMMITTEES**
1) **College Forum Committees**

The College Forum Committees shall be (1) the Instructional and Student Services Committee and (2) the Personnel Services Committee. Subcommittees of these committees may be formed at the discretion of these committees and the membership of these subcommittees may be drawn by the committee from those eligible for membership on College Forum Committees. All administrative faculty, teaching and professional faculty, and classified staff not elected to the College Senate or holding presidential appointment to the College Senate are eligible for membership on College Forum committees. The president of the College shall be an ex-officio member of all College Forum Committees. A quorum for any College Forum Committee shall consist of a simple majority of its voting members. Selection procedures are covered in Article III, Section 4.c.

a) **Instructional and Student Services**

i) The Instructional and Student Services Committee shall have the following duties:

1) To receive proposals from the College Senate, Forum Councils, working groups, and the College community and to make recommendations concerning matters pertaining to the quality of education in the College.

2) To receive proposals from the College community and to make recommendations concerning matters pertaining to student life and the welfare of the student body of the College.

3) To study, gather information, conduct discussions, and otherwise survey the intellectual and/or student environment, academic standards, and teaching-learning conditions in the College.

4) To discharge such other duties as may be assigned to it by the College.

ii) Recommendations will be sent to the College Senate for approval. Recommendations which are approved shall be forwarded by the chair of the Senate for immediate and direct transmission to the president of the College. At the discretion of the Senate, recommendations may be forwarded to the Forum Councils for further consideration.

iii) The Instructional and Student Services Committee shall consist of the following:

1) Thirteen teaching and professional faculty -- at least two teaching faculty from each campus, and at most three from any one campus, and two counselors.

2) Seven administrative faculty -- at least one from each campus and College Staff, to include one provost and one dean of students.

3) Three classified staff not from the same campus or College Staff.

4) Six students -- one from each campus.

iv) Elected faculty and classified staff members of the committee shall hold office for a term of two years. Student members shall hold office for a term of one year. Seven members of the teaching and professional faculty membership, one member of the classified staff membership, three members of the administrative faculty membership, and one counselor shall be elected in odd numbered years. Six members of the teaching and professional faculty membership, two members of the classified staff membership, three members of the administrative faculty membership, and
one counselor shall be elected in even numbered years. Elected members may serve a maximum of two consecutive terms, not including terms of less than a full organizational year.

v) The executive vice president for Academic and Student Services shall serve as an ex officio member of the committee.

vi) The Instructional and Student Services Committee shall elect its own chair and vice chair. The executive vice president for Academic and Student Services shall serve as ex-officio executive secretary of the Committee.

b) Personnel Services

i) The Personnel Services Committee shall have the following duties:

(1) To receive proposals from the College Senate, Forum Councils, working groups, and the College community and to make recommendations concerning matters pertaining to the welfare of the faculty (teaching, professional and administrative) and classified staff of the College.

(2) To study, gather information, conduct discussions, and otherwise survey the environment relating to this charge.

(3) To discharge such other duties as may be delegated to it by the College.

ii) Recommendations will be sent to the College Senate for approval. Recommendations which are approved shall be forwarded by the chair of the Senate for immediate and direct transmission to the president of the College. At the discretion of the Senate, recommendations may be forwarded to the Forum Councils for further consideration.

iii) The Personnel Services Committee shall consist of the following:

(1) Ten teaching and professional faculty -- at least one from each campus and one from College Staff, and at most three from any one campus and College Staff.

(2) Eight classified staff -- one from each campus, one from the College Human Resources Office and one additional from the College Staff.

(3) Three administrative faculty -- at most one from any one campus or College Staff.

iv) Elected members of the committee shall hold office for a term of two years. Five members of the teaching or professional faculty membership, four members of the classified membership and two of the administrative faculty membership shall be elected in odd-numbered years. Five members of the teaching and professional faculty membership, four members of the classified staff membership, and one member of the administrative faculty membership shall be elected in even-numbered years. Elected membership may serve a maximum of two consecutive terms, not including terms of less than one full year. In the event of a vacancy of an unexpired two-year term, the Committee on Committees will fill the remainder of the term upon Senate approval.

v) The Vice President of Finance and Administration shall serve as an ex-officio member of the committee.
vi) The Personnel Services Committee shall elect its own chair and vice chair. The chair also serves on the Professional Development Committee. The Vice President of Finance and Administration shall serve as ex-officio executive secretary of the Committee. [see Faculty Handbook 2.5590]

2) **College Senate Committees**

The committees of the College Senate shall consist of (1) the Steering Committee, (2) the Elections and Credentials Committee, (3) the Committee on Committees, and (4) the Constituency Committee. Special committees may be formed by the College Senate as needed. Subcommittees of the College Senate committees may be formed at the discretion of these committees and the members of these subcommittees may be drawn by the committee from the College. The president of the College shall be an ex-officio member of all College Senate committees. A quorum for any committee of the College Senate shall consist of a simple majority of its voting members.

a) **Steering Committee**
   i) The Steering Committee of the College Senate shall have the following duties:
      1) To plan the agenda for Senate meetings.

      2) To assign matters to Senate Committees, College Forum Committees, or Forum Councils for study or appropriate action.

      3) To design procedures whereby the policy-recommending activities of the Senate, its committees, and Forum Councils may be expedited.

      4) To discharge such other duties as may be delegated to it by the Senate or its Chair.

   ii) The Steering Committee shall consist of at least 7 members: the chair of the College Senate, the vice chair of the College Senate, the secretary of the College Senate, and three additional members elected from among the College Senate representatives at the organizational meeting of the Senate each year. The Senate Steering Committee shall have at least one representative from each Forum Council.

   iii) Members of the Steering Committee shall hold office for a term of one organizational year. Members may succeed themselves.

   iv) The chair of the College Senate shall serve as chair of the Steering Committee. The vice chair of the College Senate shall serve as vice chair of the Steering Committee. The secretary of the College Senate shall serve as secretary of the Steering Committee.

   v) Additional members may be invited to serve by the Chair of the Senate.

b) **Elections and Credentials Committee**

   i) The Elections and Credentials Committee shall have the following duties:

      1) To conduct all elections of the College Senate which require secret ballot, such elections to include elected representatives of the Senate and each Forum Council, Senate officers, and elected members of the College Senate Committees and College Forum Committees.

      2) To conduct all elections requiring the participation of the faculty (teaching, administrative and professional) and classified staff at large.
(3) To examine the credentials, to rule on the eligibility, and to recommend the seating of all College Senate representatives, Forum Council representatives, and College Forum Committee members.

(4) To establish criteria and guidelines for campus representatives to follow in conducting elections.

(5) Each member of the committee shall be responsible for conducting Forum Council elections on their own campus, in accordance with established guidelines, and with assistance of persons selected by them.

(6) To discharge such other duties as may be delegated to it by the Senate.

ii) The Elections and Credentials Committee shall consist of seven (7) members elected from the Senate membership at the organizational meeting of the Senate each year. There shall be included within the membership of the Elections and Credentials Committee at least one representative from each Forum Council.

iii) Members of the Elections and Credentials Committee shall hold office for a term of one year. Members may succeed themselves.

iv) The Elections and Credentials Committee shall elect its own chair, vice chair, and secretary.

c) Committee on Committees
i) The Committee on Committees shall have the following duties:
   (1) To recommend to the Senate nominations to be made to the president of the College for appointment to the Standing Committees of the College.

   (2) To recommend to the College Senate nominations for election to the two College Forum committees for the subsequent year. These nominees are to be selected from among the nominees proposed by each Forum Council.

   (3) To recommend to the Senate nominations for election to Standing Senate Committees for the subsequent year.

   (4) To recommend to the chair of the Senate, on the Chair’s request, nominations for appointment or election to special Senate committees.

   (5) To assure equitable distribution of College and Senate committee assignments among all areas of the College.

   (6) To attempt always to call for the best expertise and talents of the College available for the purpose of the work of the given committee.

   (7) To establish means and procedures to discover special interests and abilities of individuals willing to serve on College committees.

   (8) To recommend the formation or abolition of College or Senate committees.

   (9) To discharge such other duties as may be delegated to it by the Senate.
ii) The Committee on Committees shall consist of nine (9) members, at least one from each Forum Council and at least one from each constituency. The committee membership shall be elected from the Senate membership at the organizational meeting of the Senate each year.

iii) Members of the Committee on Committees shall hold office for a term of one year. Members may succeed themselves.

iv) The Committee on Committees shall prepare its recommendation for Forum committee membership and Senate committee membership subsequent to the Senate elections and shall present them at the April organizational meeting of the College Senate.

v) The Committee on Committees shall elect its own chair, vice chair, and secretary.

3) **Forum Council Committees**

Special committees of the various Forum Councils may be formed by the Forum Councils as needed and the membership of these special committees may be drawn by the Forum Councils from the campus. The appropriate Administrative Council member shall be an ex-officio member of all Forum Council committees. A quorum for any Forum Council committee shall consist of a simple majority of its voting members.

**ARTICLE VII**

**AMENDMENTS AND BY-LAWS**

1) **Amendments**

a) Amendments to this constitution shall become effective when (1) recommended by a two-thirds vote of the College Senate, and (2) approved by the president of the College.

b) Proposed amendments shall be simultaneously tendered to all Forum Councils by the College Senate during the regular academic year, at least (30) days prior to the College Senate vote.

c) The chair of the College Senate shall present to the president of the College proposed amendments which are recommended by a two-thirds vote of the membership of at least four Forum Councils. Such presentation shall be made within fourteen (14) days of notification of results of Council votes, and in any case, no later than April 10 of the current organizational year.

2) **By-Laws**

The authority to adopt by-laws for the College Senate in conformity with this constitution is vested in the College Senate. Proposed by-laws or changes thereto shall be published in the call for any College Senate meeting at which such by-laws or changes thereto are to be considered, and may be adopted by a two-thirds vote of the members present.

**ARTICLE VII**
**RATIFICATION**

1) This Constitution shall be ratified by an affirmative vote of two-thirds of the administrative faculty and staff and teaching and professional faculty, an affirmative vote of two-thirds of the Student Government Association and approval of the president of the College.

2) Upon such ratification and approval, this Constitution shall become the effective governing instrument for the College Forum of the Northern Virginia Community College.

**ARTICLE IX**

**PARLIAMENTARY AUTHORITY**

*Roberts Rules of Order (Revised)* shall be the controlling authority on all procedural matters before the College Forum and its committees except where inconsistent with this Constitution and standing rules pursuant thereto.

**BY-LAWS FOR THE FORUM/SENATE**

When a voting senator who is elected from one Forum Council moves to a temporary or permanent position on a different campus or to a College Staff position, the senator must resign. The alternate becomes the voting delegate. When an alternate to the College Senate who is selected from one campus moves to a temporary or permanent position at a different campus or to a College Staff position, the alternate must resign. The Elections and Credentials Committee must fill the vacancy by consulting the records of the election and award the seat to the person who received the next highest number of votes from the constituency or call a special election if that data or the person with the next highest number of votes is unavailable.
Form 105-164: NOVAGraphics: Release Agreement
COLLEGE’S EVALUATION PLAN


Form 105-084: NOVA Report on the Evaluation of Faculty Personnel at NOVA – Confidential
Policies for Distance Education and Hybrid Classes
Northern Virginia Community College
Approved by Administrative Council – December 14, 2010

Definitions

For purposes of SACSCOC accreditation, “distance education is a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place.” At NOVA, the following classes fall under this definition of distance education:

- Classes that meet 100% online (online classes)
- Classes where face-to-face instruction is less than 50% but not 100% online (distance education hybrid classes)
- Classes where the instructor and students are in different locations (synchronous distance education classes)

This means that these classes must deliver instruction and be administered in accord with the SACSCOC Policy Statement on Distance and Correspondence Education. Compliance with provisions of this policy must be regularly and systematically documented.

The term “hybrid classes” is closely related to distance education, but the term has different meanings depending on the context in which it is used. Sometimes, hybrid classes count as distance education, and sometimes they do not. The common element for all hybrid (or “blended”) classes is that a portion of the instruction is face-to-face and a portion is online. A standard hybrid class at NOVA is structured so that 50% of the instruction is face-to-face and 50% of instruction is online. In this case (and others where the face-to-face component is more than 50%), the hybrid class is not considered distance education for SACSCOC purposes. However, if the class is structured so that less than 50% of the instruction is face-to-face, it is considered distance education for SACSCOC purposes (see second bullet above).

For purposes of course coding in SIS, there is another definition of “hybrid” that must be used as prescribed by SCHEV. This definition and coding scheme are primarily formulated to account for facility utilization (see section below).

Expectations

Because distance education classes do not follow the traditional pattern of meeting face-to-face for the time periods specified by the number of credit/contact and lecture/lab hours in course descriptions, special attention must be given to the way the instruction is delivered and the classes are administered. As indicated above, NOVA must demonstrate through regular and systematic documentation that all classes considered distance education for purposes of accreditation meet all provisions of SACSCOC policy. At the same time, NOVA must ensure that its non-distance education hybrid classes meet the institutional standards of quality expected for all instruction at the College. (See below for Special Requirements for All Hybrid Classes.)

It should be noted that the College promotes and supports the appropriate use of instructional technologies that make it possible for instruction to continue in circumstances (notably emergencies) where it is not possible for faculty and students to meet according to the prescribed schedule. There may also be an occasional necessary absence on the part of the faculty member (in consultation with the dean) or of the student (in consultation with the faculty member). That said, the College expects all standard classes to meet face-to-face as scheduled.
Responsibility for Administering Distance Education and Hybrid Classes

At NOVA, the three types of classes that constitute distance education are administered as follows:

- Classes that meet 100% online (online classes) must be offered through ELI.*

- Classes where face-to-face instruction is less than 50% but not 100% online are considered Distance Education Hybrid Classes:
  - Hybrid classes that meet face-to-face less than 30% are administered the same as online courses and must be offered through ELI.
  - Hybrid classes that meet between 30 and 49% face-to-face are jointly administered by the campus and ELI. They are campus classes listed in the campus section of the Schedule of Classes and have a campus section number, but the campus must coordinate these classes with ELI when the Schedule of Classes is developed so ELI can track and report student success according to SACSCOC guidelines, ensure correct PeopleSoft coding according to VCCS and SCHEV standards, and track compliance with the Collegewide standards on training, course quality, student support, etc.

- Classes where the instructor and students are in different locations at the same time through the use of technology (synchronous distance education classes) will be jointly administered by the sponsoring campuses and ELI. An on-campus face-to-face section is a campus class listed in the campus section of the schedule and has a campus section number, but the campus must coordinate these classes with ELI when the Schedule of Classes is developed so ELI can arrange technical support, track and report student success according to SACSCOC guidelines, ensure correct PeopleSoft coding according to SCHEV standards, and track compliance with the Collegewide standards on training, course quality, student support, etc. The section at the remote site will carry a section number at that campus. Campus deans are responsible for coordinating scheduling and room use for these synchronous distance education classes.

Classes that meet face-to-face 50% or more, but less than 100% of the normal meeting pattern for that course, are considered a Non-Distance Education Hybrid Class.

- Non-Distance Education Hybrid Classes are administered by the campus.

- Hybrid classes that meet face-to-face 50% or more are a campus class listed in the campus section of the schedule and have a campus section number. The academic deans are responsible for correct PeopleSoft coding according to VCCS and SCHEV standards, and for tracking compliance with the Collegewide standards on hybrid courses.

- The academic deans are expected to hold non-distance learning hybrid course faculty and courses to the same standards, such as faculty training requirements, as the hybrid courses overseen at the College level.

* A transition plan will be followed beginning Spring 2011 that allows existing campus online courses to be offered through ELI only on the originating campus. These courses must adhere to College distance education standards. The future of these courses for Fall 2011 and beyond will be negotiated on a case-by-case basis, depending on existing ELI courses and student demand.
Special Requirements for All Hybrid Classes

All courses at the College, whether delivered in a face-to-face, hybrid, or online format, must teach the content defined in the Course Content Summary for that course and must achieve the student learning outcomes identified by the relevant program/discipline.

To improve the clarity of information provided to students, class notes in the Schedule of Classes for all hybrid courses must:

- Use the hybrid icon;
- Include at least the following standard College hybrid course statement: “Hybrid class. Includes both classroom meetings and significant additional online work which replaces some classroom meetings. Class meets face-to-face (insert schedule). Computer with Internet access required.”
- Include the required note as the first note in PeopleSoft, because only the first note shows in the online schedule available on the NOVA website.

All faculty who will teach a hybrid course must complete training prior to offering their first hybrid class.

- The associate vice president for e-Learning will work with the academic deans to establish a grandfathering procedure for faculty currently teaching hybrid courses who can demonstrate that their courses meet quality standards for hybrid instruction.
- TAC will provide training and develop a certification process which will include course design training, technology training, and training on successfully teaching a hybrid course.
- Faculty – particularly adjunct faculty – should not be assigned a hybrid course without prior training, or mentorship by an experienced hybrid instructor (in those instances where staffing must occur on an emergency basis and a trained hybrid instructor is not available).
- Training should be ongoing – hybrid faculty are required to regularly update their skills by attending periodic refresher workshops to work on course updates, learn new strategies, share with other faculty about what is and is not working, see demonstrations of what other faculty are doing, etc.

Faculty may not offer hybrid classes, or any class that meets less than 100% face-to-face, without the specific approval of their academic dean. Academic deans, in consultation with their provost, will review all hybrid class schedules and coordinate their scheduled meeting times and locations as necessary to fully utilize classrooms throughout the term before finalizing the class schedule.

Course Coding of Hybrid Classes

Campuses are responsible for entering all hybrid courses in the Schedule of Classes, whether distance education hybrids or non-distance education hybrids, and coding them according to College SIS procedures.

- Hybrid courses that meet face-to-face less than 50% of the time must be coded as a hybrid to meet SCHEV and VCCS requirements.
Appendix K

- Courses that meet face-to-face 50% of the time or more are not coded as hybrids, but should be identified as hybrids in the Schedule of Classes, and include the standard College hybrid class note.

- Classes where the instructor and students are in different locations through the use of technology (synchronous distance education classes) require special coding to show whether distance education is being delivered or received by that particular section. (Consult the specific coding for guidelines from College Information Systems for details.)

**Interpretation**

Questions concerning policies and procedures affecting hybrid classes and distance learning should be directed to the associate vice president for e-Learning.

*These recommendations were developed by a group, convened by Vice President Steven Sachs and Associate Vice President Jennifer Lerner, informally called the Hybrid Policy Advisory Group. The group includes Sheri Robertson (Associate Vice President for Academic Services), Alicia Tucker (Acting TAC Coordinator), Patty Fleck (long-time instructor of TAC’s summer institute on hybrid instruction), Susan Johnson (long-time hybrid instructor), and Joyce Samuels (Chair, Academic Deans Council), with input from John Dever (Executive Vice President) and Charlotte Calobrisi (Special Assistant for Compliance Certification).*
Parking Rules and Regulations/Parking Permits

Information about specific parking areas and about parking permits, as well as fine schedules for parking tickets and appeals procedures, can be found in the *Parking Services Brochure*, which is available in the Parking Services Office at each campus or on the College website at www.nvcc.edu/parking/. 


Form 105-010: Faculty Promotion Recommendation: http://www.nvcc.edu/forms/pdf/105-010.pdf

Form 105-014: Request for Review of Credentials for Promotion: http://www.nvcc.edu/forms/pdf/105-014.pdf
INSTRUCTIONS AND GUIDELINES FOR THE PREPARATION OF THE FORM ENTITLED
ADJUNCT FACULTY EVALUATION
AND THE FORM FOR STUDENT PROFILE OF ADJUNCT FACULTY

I. General Instructions

Evaluation is required of all adjunct faculty members during the first semester of employment and, following this initial evaluation, at least once during each fiscal year in which employed. The basic evaluation instrument will be Form 105-95, Adjunct Faculty Evaluation (see Attachment 1).

This evaluation form will be completed by the adjunct faculty member's supervisor, then reviewed by the director of Continuing Education, or academic dean, or their designee. The evaluation instrument shall be reviewed by the evaluator's supervisor, etc., on through the provost.

The evaluator shall provide a written copy of the evaluation along with any narrative comments to the evaluatee with an invitation to confer with the evaluator. All of these actions shall be in accordance with the College's Working Calendar on Adjunct Faculty Evaluation.

II. Criteria for Job Performance Rating

The evaluation as to "Satisfactory" or "Unsatisfactory" shall include, but not be limited to, the following criteria:

A. Effectiveness in the performance of instruction.

B. Effectiveness in establishing and maintaining positive professional relationships with colleagues, students, and the community.

C. Effectiveness in maintaining a current competence in the particular discipline or field of specialization.

D. Adherence to policies, procedures, and regulations of Northern Virginia Community College and the Virginia Community College System.

"Unsatisfactory" ratings require a written narrative. The "Unsatisfactory" rating indicates the individual fails to meet the standards of performance expected of them as an adjunct faculty member at Northern Virginia Community College. The evaluator giving this rating must be specific in narrative comments to be attached to the evaluation form setting forth the ways in which the individual has failed to meet expected performance standards. The evaluator will not give the rating of "Unsatisfactory" without having first given the individual written notice of their need for improvement.

III. Student Evaluation Form, 105-96, Form for Student Profile of Adjunct Faculty

The Form for Student Profile of Adjunct Faculty (see Attachment 2) or a comparable substitute form approved by the academic dean and campus provost will be a part of the evaluation procedure. This form will be mandatory for all adjunct faculty in the first academic year or first two semesters they are employed by the institution.

All other adjunct faculty members shall be evaluated on form 105-96 or comparable substitute at least once during the academic year in which employed. All adjunct faculty members, however, will be encouraged to use the student evaluation form each semester and review the results with the evaluator.

Operationally, the student evaluation instrument will be presented and collected by someone other than the evaluatee and returned to the evaluator prior to review by the adjunct faculty member.

IV. Additional Instructions

In any case, where narrative comments are attached to the evaluation form by the evaluator, the evaluatee must be
given the opportunity to make appropriate comments thereon. These comments, along with the evaluation form, would then be forwarded in the normal manner within the College along with the Adjunct Faculty Evaluation form, (105-95). If any comments are added by the reviewer, the evaluatee will have an opportunity to comment on those remarks.

This evaluation form, along with all attached narrative comments, will be made a part of the adjunct faculty member's official personnel file.

Form 105-095: Adjunct Faculty Evaluation: [http://www.nvcc.edu/forms/pdf/105-014.pdf](http://www.nvcc.edu/forms/pdf/105-014.pdf)

Form 105-096: Faculty Development and Evaluation Plan for Associate Instructors: [http://www.nvcc.edu/forms/pdf/105-096.pdf](http://www.nvcc.edu/forms/pdf/105-096.pdf)
Form 105-116: Faculty Personnel Record Update: http://www.nvcc.edu/forms/pdf/105-116.pdf
Form 105-043a: Employee Educational Assistance Request – NOVA Credit Course: 
[http://www.nvcc.edu/forms/pdf/105-043A.pdf](http://www.nvcc.edu/forms/pdf/105-043A.pdf)

Form 105-043b: Employee Educational Assistance Request – External Course:
[http://www.nvcc.edu/forms/pdf/105-043B.pdf](http://www.nvcc.edu/forms/pdf/105-043B.pdf)

Form 105-099: Sabbatical Leave Request: [http://www.nvcc.edu/forms/pdf/105-099.pdf](http://www.nvcc.edu/forms/pdf/105-099.pdf)

VCCS Form: Educational Assistance and Continuous Learning Request:
[https://www.cvcc.vccs.edu/Human%20Resources/Downloads/Education%20Assistance.docx](https://www.cvcc.vccs.edu/Human%20Resources/Downloads/Education%20Assistance.docx)
Appendix R

Form 105-047: Proposal for New Faculty Appointment (Full-Time): http://www.nvec.edu/forms/pdf/105-047.pdf
FACULTY QUALIFICATIONS SUMMARY

A. Complete the sections as appropriate and submit with:

(1) All original appointments and rehires.
(2) All rank promotions.
(3) All changes in faculty categories; e.g., 9-month teaching to 12-month administrative and vice versa.

B. Written justifications must be submitted for:

(1) Appointments in which actual qualifications vary from normal column criteria.
(2) Appointments below qualifying rank and/or below salary range minimums (sponsored programs).
(3) Any salary given for reasons of competitiveness.
(4) Any salary beyond the midpoint of the range.

Name: ___________________________ Rank Requested: ___________________________

Teaching Field or Admin. Title: ___________________________________________________


Criteria Analysis
for Requested Rank

<table>
<thead>
<tr>
<th>Minimum Criteria per VCCS-29</th>
<th>Actual Qualifications/Experience</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column: Education:</td>
<td>Year(s)</td>
<td>Degree</td>
</tr>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Experience:
Related Occup: ________ yrs. ________ yrs.
Total Teaching: ________ yrs. ________ yrs.
In VCCS: ________ yrs. ________ yrs.
In Rank: ________ yrs. ________ yrs.

Justifications: ________________________________
Appointment at above entrance rate is requested because of above minimum experience qualifications.

Salary: From $ ________ To $ ________ % Increase ________.
Certified Correct: __________________________ Date: __________.
### Entry Level Salary Computations - Original Appointment Only

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Scale</td>
<td>Salary Scale</td>
</tr>
<tr>
<td>Effective</td>
<td>Effective</td>
</tr>
</tbody>
</table>

**Minimum Salary for Rank (9mos.)**

Minimum Salary for Rank (9mos.)

- $______

**Salary Increments Beyond Minimum Criteria**

- Education ........................................ $______
- Related Occupational Experience ........ $______
- Teaching Experience ......................... $______

**Sub-total**

- $______

**Assignment of Additional entry level salary for Competitiveness of Discipline:**

Prior Approval is required (See paragraph 3.4.4, VCCS Policy Manual). $______

**Total (9 mos. Salary)**

Total (9 mos. Salary)

- $______

**Conversion for 12 Month Salary:**

(9 mos. Salary x 1.3333)

- $______

Annual Salary

- $______

---

To be Completed for Original Appointment, Promotion or Transfer/Reemployment from Within VCCS (Circle One)

Effective date of original appointment and rank:

List inclusive dates for each period of absence (15 days or greater) and indicate whether LWP or LWOP:

<table>
<thead>
<tr>
<th>Departure Date</th>
<th>Return Date</th>
<th>Leave Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Present faculty rank and effective date:

Qualifications at time of original appointment or as shown on VCCS-10 at time of last promotion or transfer/reemployment within the VCCS (Circle One):

- Criteria Column:
- Education:
- Related Occupational Experience:
- Teaching Experience:
- Time in VCCS:
- Time in Rank:

Additional Comments:

* _______ Salary scale same as _________ salary scale

**See Section IX, VCCS Transactions Manual for other conversion factors.
Form 105-152: Nomination for Professor Emeritus or President Emeritus: http://www.nvcc.edu/forms/pdf/105-152.pdf
Appendix T

NOVA Northern Virginia Community College

Assumption of Risk

I agree that as a participant in the _______________________________ (internship/externship/clinical program name or curriculum name) at _______________________________ (name of company or organization) associated with (college name) _______________________________ Community College (the “College”) scheduled for ______________ to ______________ (end date), I am responsible for my own behavior and well-being. I accept this condition of participation, and I acknowledge that I have been informed of the general nature of the risks involved in this activity, including, but not limited to (potential risks of the activities or related to the work environment [very specifically, list here the potential risks involved that the student is assuming]):

________________________________________________________________________

________________________________________________________________________

I understand that in the event of accident or injury, personal judgment may be required by _______________________________ (name of company or organization) or College personnel regarding what actions should be taken on my behalf. Nevertheless, I acknowledge that the College and/or _______________________________ (college name or company or organization) personnel may not legally owe me a duty to take any action on my behalf. I also understand that it is my responsibility to secure personal health insurance in advance, if desired, and to take into account my personal health and physical condition.

I further agree to abide by any and all specific requests by the College and _______________________________ (name of company or organization) for my safety or the safety of others, as well as any and all of the College’s and _______________________________ (name of company or organization) rules and policies applicable to all activities related to this program. I understand that the College reserves the right to exclude my participation in this program if my participation or behavior is deemed detrimental to the safety or welfare of others.

In consideration for being permitted to participate in this program, and because I have agreed to assume the risks involved, I hereby agree that I am responsible for any resulting personal injury, damage to or loss of my property which may occur as a result of my participation or arising out of my participation in this program, unless any such personal injury, damage to or loss of my property is directly due to the negligence of the College and/or _______________________________ (name of company or organization). I understand that this Assumption of Risk Form will remain in effect during any of my subsequent visits and program-related activities, unless a specific revocation of this document is filed in writing with _______________________________ (program coordinator or College administrator), at which time my visits to or participation in the program will cease.

In case an emergency situation arises, please contact _______________________________ (name) at _______________________________ (phone number).

I acknowledge that I have read and fully understand this document this document. I further acknowledge that I am accepting these personal risks and conditions of my free will.

I represent that I am 18 years of age or older and legally capable of entering this agreement.

________________________________________________________________________

________________________________________________________________________

Participant’s signature Date Address

If participant is less than 18 years of age and I am hereby providing provision for him/her to participate in this program, and I agree to be responsible for his/her behavior and safety during this event.

________________________________________________________________________

________________________________________________________________________

Child’s Name Parent’s or guardian’s signature

________________________________________________________________________

Address Date

Approved as to form by Rita R. Waltz, System Counsel for the VCCS, on February 10, 2005.
Northern Virginia Community College
Assumption of Risk Certificate

Instructions for Completing the
Assumption of Risk Certificate Form (NVCC 125-152, Rev. 9/09)

- The Assumption of Risk Certificate (NVCC 125-152) shall be completed by the instructor and signed by the students who are participating in the field trip/activity once the activity is approved.

- The completed and signed Assumption of Risk Certificate (NVCC 125-152) form must be filed before the activity takes place. The Assumption of Risk Certificate must be kept on file in the office of the division dean, director of continuing education or dean of student development, as appropriate, and retained according to the Commonwealth's records retention policies.

- The Assumption of Risk Certificate form must indicate whether or not the activity is voluntary.

- All significant risk factors must be identified on the form. The Assumption of the Risk Certificate must be presented to enrolled students at the beginning of any course in which the activity is required so that students have an option to drop the class with a refund should any of them not want to assume the risks of the activity.

- The Assumption of Risk Certificate should clarify the hazards of a specific trip or activity. It may not be completed for an entire semester in which different kinds of activity may take place.

Reference: Field Trip and Courses Handbook, May-1995
Form 105-080: Adjunct Faculty Personnel File Checklist: http://www.nvcc.edu/forms/pdf/105-080.pdf
Form 105-085: Faculty Reassigned Time: [http://www.nvcc.edu/forms/pdf/105-085.pdf](http://www.nvcc.edu/forms/pdf/105-085.pdf)
Appendix X

Appendix Y

Form 105-075: Faculty Applicant Referral: http://www.nvcc.edu/forms/pdf/105-075.pdf

VIRGINIA COMMUNITY COLLEGE SYSTEM

Information Technology Student/Patron Ethics Agreement

As a user of the Virginia Community College System's local and shared computer systems, I understand and agree to abide by the following acceptable use agreement terms. These terms govern my access to and use of the information technology applications, services and resources of the VCCS and the information they generate.

The college has granted access to me as a necessary privilege in order to perform authorized functions at the college where I am currently enrolled. I will not knowingly permit use of my entrusted access control mechanism for any purposes other than those required to perform authorized functions related to my status as a student. These include logon identification, password, workstation identification, user identification, digital certificates or 2-factor authentication mechanisms.

I will not disclose information concerning any access control mechanism unless properly authorized to do so by my enrolling college. I will not use any access mechanism that the VCCS has not expressly assigned to me. I will treat all information maintained on the college computer systems as strictly confidential and will not release information to any unauthorized person.

Computer software, databases, and electronic documents are protected by copyright law. A copyright is a work of authorship in a tangible medium. Copyright owners have the sole right to reproduce their work, prepare derivatives or adaptations of it, distribute it by sale, rent, license lease, or lending and/or to perform or display it. A student must either have an express or implied license to use copyrighted material or data, or be able to prove fair use. Students and other users of college computers are responsible for understanding how copyright law applies to their electronic transactions. They may not violate the copyright protection of any information, software, or data with which they come into contact through the college computing resources. Downloading or distributing copyrighted materials such as documents, movies, music, etc. without the permission of the rightful owner may be considered copyright infringement, which is illegal under federal and state copyright law. Use of the college's network resources to commit acts of copyright infringement may be subject to prosecution and disciplinary action.

The penalties for infringing copyright law can be found under the U.S. Copyright Act, 17 U.S.C. §§ 501-518 (http://www.copyright.gov/title17/92chap5.html) and in the U.S. Copyright Office's summary of the Digital Millennium Copyright Act (http://www.copyright.gov/legislation/dmca.pdf).

I agree to abide by all applicable state, federal, VCCS, and college policies, procedures and standards that relate to the Virginia Department of Human Resource Management Policy 1.76-Use of Internet and Electronic Communication Systems, the VCCS Information Security Standard and the VCCS Information Technology Acceptable Use Standard. These include, but are not limited to:

- Attempting to gain access to information owned by the college or by its authorized users without the permission of the owners of that information.
- Accessing, downloading, printing, or storing information with sexually explicit content as prohibited by law or policy;
- Downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images;
- Installing or downloading computer software, programs, or executable files contrary to policy;
- Uploading or downloading copyrighted materials or proprietary agency information contrary to policy;
- Sending e-mail using another's identity, an assumed name, or anonymously;
Appendix Z

- Attempting to intercept or read messages not intended for them;
- Intentionally developing or experimenting with malicious programs (viruses, worms, spy-ware, keystroke loggers, phishing software, Trojan horses, etc.) on any college-owned computer;
- Knowingly propagating malicious programs;
- Changing administrator rights on any college-owned computer, or the equivalent on non-Microsoft Windows based systems;
- Using college computing resources to support any commercial venture or for personal financial gain.

Students must follow any special rules that are posted or communicated to them by responsible staff members, whenever they use college computing laboratories, classrooms, and computers in the Learning Resource Centers. They shall do nothing intentionally that degrades or disrupts the computer systems or interferes with systems and equipment that support the work of others. Problems with college computing resources should be reported to the staff in charge or to the Information Technology Help Desk.

If I observe any incidents of non-compliance with the terms of this agreement, I am responsible for reporting them to the Information Security Officer and/or management of my college.

I understand that I must use only those computer resources that I have the authority to use. I must not provide false or misleading information to gain access to computing resources. The VCCS may regard these actions as criminal acts and may treat them accordingly. I must not use VCCS IT resources to gain unauthorized access to computing resources of other institutions, organizations, individuals, etc.

The System Office and colleges reserve the right (with or without cause) to monitor, access and disclose all data created, sent, received, processed, or stored on VCCS systems to ensure compliance with VCCS policies and federal, state, or local regulations. College or System Office officials will have the right to review and/or confiscate (as needed) any equipment (COV owned or personal) connected to a COV owned device or network.

I understand that it is my responsibility to read and abide by this agreement, even if I do not agree with it. If I have any questions about the VCCS Information Technology Acceptable Use Agreement, I understand that I need to contact the college Information Security Officer or appropriate college official.

By acknowledging this agreement, I hereby certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to the same. I further acknowledge that should I violate this agreement, I will be subject to disciplinary action.
Northern Virginia Community College Computer Use Agreement

Northern Virginia Community College's computing resources have been deployed to enhance the educational experience of its students and the operating efficiency of its faculty and staff. As with its other resources, these computing resources are the property of the College and are to be used for College purposes. Computers and other computer resources are College property and the rules and regulations that apply to College property apply to computing resources.

Computer software, databases, and electronic documents are protected by copyright law, and users may not violate the copyright protection of any information, software, or data with which they come into contact through the College's computing resources. Students, faculty, and staff are responsible for understanding how copyright law applies to their electronic transactions.

Users of Northern Virginia Community College's computing resources are required to respect the privacy of other users. They may use only their own user identification, unless they have been authorized by a College official to use someone else's. They may not allow others to use their user identification.

Users may take advantage only of the computing equipment and services they have express permission to use. They may use these resources only for the purposes for which they have been given permission. They may not use any system loopholes or special knowledge of computer systems to make any changes in the system, to make use of any extra resources, or to take resources from others.

Users may not attempt to gain access to information owned by the College or by its authorized users without the permission of the owners of that information. They may not attempt to intercept or read messages not intended for them. Users must identify themselves in all messages sent from College computers.

The College's computing resources may not be used to support any commercial venture or for personal financial gain, unless such use has been specifically approved in advance by the College president. The College's computing resources may not be used to send or seek out obscenities or obscene materials except to the extent that doing so is a component of a bona fide College activity.

Users must follow any special rules that are posted or communicated to them by responsible staff members, whenever they use the College's computing laboratories and classrooms and computers in the Learning Resources Services. Users shall do nothing intentionally that degrades or disrupts the computer systems or interferes with systems and equipment that support the work of others. Users may neither transmit nor make accessible offensive or harassing material. Users must report problems with the College's resources to the staff in charge, or to the IT Help Desk.

Violating College or VCCS policy regarding computer use is a serious offense that will result in disciplinary action as well as possible prosecution under federal and state law.
VCCS Technology Standard

Personnel Security – Acceptable Use

Version: 1.0
Status: Approved: 02/21/07
Contact: Director, Technology Services

PURPOSE

Thousands of users share VCCS Information Technology resources. Everyone must use these resources responsibly since misuse by even a few individuals has the potential to disrupt VCCS business or the work of others. Therefore you must exercise ethical behavior when using these resources.

State Law (Article 7.1 of Title 18.2 of the Code of Virginia) classifies damage to computer hardware or software (18.2-152.4), invasion of privacy (18.2-152.5), or theft of computer services (18.2-152.6) of computer systems as (misdemeanor) crimes. Computer fraud (18.2-152.3) and use of a computer as an instrument of forgery (18.2-152.14) can be felonies. The VCCS's internal procedures for enforcement of its policy are independent of possible prosecution under the law.

SCOPE

In accordance with the COV ITRM 501-01 (www.vita.virginia.gov/uploadedFiles/Library/ITRMSEC501-01ITSecStd.pdf), Acceptable Use requirements define acceptable and permitted use of COV, VCCS, and college IT resources.

APPLICABILITY

The Acceptable Use Standard is applicable to the System Office and all Colleges.

DEFINITION

VCCS information technology resources include mainframe computers, servers, desktop computers, notebook computers, handheld devices, networks, software, data files, facilities, and the related supplies.

STANDARD

The following standards shall govern the use of all VCCS information technology resources:

1. All users of VCCS IT resources must adhere to Virginia Department of Human Resource Management Policy.

2. You must use only those computer resources that you have the authority to use. You must not provide false or misleading information to gain access to computing resources. The VCCS may regard these actions as criminal acts and may treat them accordingly. You must not use VCCS IT resources to gain unauthorized access to computing resources of other institutions, organizations, individuals, etc.

3. You must not authorize anyone to use your computer accounts for any reason. You are responsible for all use of your accounts. You must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of your account by unauthorized persons. You must not, for example, share your password with anyone.
4. You must use your computer resources only for authorized purposes. Students or staff, for example, may not use their accounts for private consulting or to support a personal business venture. You must not use your computer resources for unlawful purposes, such as the installation of fraudulently or illegally obtained software. Use of external networks connected to any VCCS facility must comply with the policies of acceptable use promulgated by the organizations responsible for those networks.

5. Other than material known to be in the public domain, you must not access, alter, copy, move or remove information, proprietary software or other files (including programs, members of subroutine libraries, data and electronic mail) without prior authorization.

6. The data owner, data custodian, security officer, appropriate college official or other responsible party may grant authorization to use electronically stored materials in accordance with policies, copyright laws and procedures.

7. You must not distribute or disclose third party proprietary software without prior authorization from the licenser. You must not install proprietary software on systems not properly licensed for its use.

8. You must not use any computing facility irresponsibly or needlessly affect the work of others. This includes transmitting or making accessible offensive, annoying or harassing material. This includes intentionally, recklessly, or negligently damaging systems, intentionally damaging or violating the privacy of information not belonging to you. This includes the intentional misuse of resources or allowing misuse of resources by others. This includes loading software or data from untrustworthy sources, such as free-ware, onto official systems without prior approval.

9. You should report any violation of these regulations by another individual and any information relating to a flaw or bypass of computing facility security to the Information Security Office or the Internal Audit department.

10. You must not use the Commonwealth’s Internet access or electronic communication in cases where it:

   a) interferes with the user’s productivity or work performance, or with any other employee’s productivity or work performance;

   b) adversely affects the efficient operation of the computer system;

   c) results in any personal gain or profit to the user

   d) violates any provision of this policy, any supplemental policy adopted by the agency supplying the Internet or electronic communication systems, or any other policy, regulation, law or guideline as set forth by local, State or Federal law. (See Code of Virginia §2.1-804-805; §2.2-2827 as of October 1, 2001.)

Note: Any user of VCCS IT resources employing the Commonwealth’s Internet or electronic communication systems for personal use must present their communications in such a way as to be clear that the communication is personal and is not a communication of the agency or the Commonwealth.
ENFORCEMENT PROCEDURE

1. Faculty, staff, students, and patrons at the college or System Office should immediately report violations of information security policies to the local Chief Information Officer (CIO).

2. If the accused is an employee, the CIO will collect the facts of the case and identify the offender. If, in the opinion of the CIO, the alleged violation is of a serious nature, the CIO will notify the offender's supervisor. The supervisor, in conjunction with the College or System Human Resources Office and the CIO, will determine the appropriate disciplinary action. Disciplinary actions may include but are not limited to:

   a. Temporary restriction of the violator's computing resource access for a fixed period of time, generally not more than six months.

   b. Restitution for damages, materials consumed, machine time, etc. on an actual cost basis. Such restitution may include the cost associated with determining the case facts.

   c. Disciplinary action for faculty and classified staff in accordance with the guidelines established in the DHRM Standards of Conduct Policy 1.60.

3. In the event that a student is the offender, the accuser should notify the Vice President of Instruction. The VP, in cooperation with the CIO, will determine the appropriate disciplinary actions which may include but are not limited to:

   a. Temporary restriction of the violator's computing resource access for a fixed period of time, generally not more than six months.

   b. Restitution for damages, materials consumed, machine time, etc. on an actual cost basis. Such restitution may include the cost associated with determining the case facts.

   c. Disciplinary action for student offenders shall be in accordance with the college student standards of conduct.

4. The College President or designee will report any violations of state and federal law to the appropriate authorities.

5. All formal disciplinary actions taken under this policy are subject to the Commonwealth’s personnel guidelines and the accused may pursue findings through the appropriate grievance procedure.

APPROVAL
This guideline shall remain in effect from February 21, 2007, until superseded or suspended.
NOVA Security Policies and Procedures
On Storage of Sensitive Data and Portable Storage Devices
(Approved by Administrative Council 1/22/2008)
Revised 2/10/2009

Storage of Sensitive Data and Information

Sensitive information should only be stored within secure network applications such as PeopleSoft, Blackboard, and the NOV A HR System or on an individual’s network drive which is located on a college server. Sensitive information should not be stored on portable storage devices, individual desktop computers, personal web pages/sites, or home computers. Sensitive data/information is any data where the unauthorized access, loss, misuse, modification, or improper disclosure could negatively impact the ability of the college to provide benefits and services to its students or could compromise the privacy of an individual’s records. This includes, but is not limited to, personally identifiable information outside the scope of the college’s directory information policies; social security numbers; personal financial information; sensitive plans and procedures; personnel records; individual student records; and student grades. Any storage of sensitive data/information other than on a network application or network drive must be approved in advance by the Vice President for Instructional & Information Technology and should only be done on devices provided by the College. Any loss of sensitive information should be reported immediately to the Vice President of Instructional & Information Technology.

Portable Storage Devices

Sharing files, copying and moving files, and flexibility with respect to digital information is essential to the instructional process, as well as for disaster recovery and continuity of operations. The College is willing to assume the risk associated with the use of portable storage devices (such as USB drives, laptops, CD-R, DVD-R, floppy disks, etc.), and will rely on our antivirus software and other network safeguards to protect our network and digital information.

To provide further protection of the College’s network and sensitive information without interfering with the instructional process and academic freedom, the use of portable storage devices—USB drives, laptops, CD-R, DVD-R, and floppy disks—must be limited to data that can be made public (in case they are lost or stolen). Private, sensitive data should never be stored on these devices—especially identifiable personal data like social security numbers, emplids, student grades, etc. This applies to any of these devices—even personally owned ones. Any of these devices that are owned by the college (especially laptops), connected to a college computer, or connected to the college network should use ITSS approved encryption software to protect all document/data files on these types of devices to prevent them from being compromised if the device is lost or stolen. In the limited cases where potentially sensitive data that should not be made public must be stored on a portable device (such as for disaster recovery or continuity of operations), ITSS approved encryption software must always be used.

In the rare event where sensitive data must be stored outside a network application or network drive, the following information is required to process approval of an exception: business or technical justification, scope of data, duration (not to exceed one year), description of potential risks, steps to protect the data.
Northern Virginia Community College
Policy on Disciplinary Actions for
Violation of IT Security and Acceptable Use
(Approved by Administrative Council on 11-16-2010)

Violations such as responding to a phishing email:

- **First offense:** the account will be locked until Security Awareness Training is completed and a new account is requested through a 105-45, and a letter of concern will be placed in the employee’s supervisor’s file. If it is determined that the violation was not inadvertent but was willful, the disciplinary action may proceed to one of the next levels.

- **Second offense:** the account will be locked until Security Awareness Training is completed and a new account is requested through a 105-45, and a letter of concern will be placed in the employee’s official HR file;

- **Further offenses:** disciplinary action as specified in the faculty handbook and may result in permanent loss of access to NVCC systems or termination.

Violations that involve fraud, compromise official records, or present a threat to the college or any member of the college community:

- **All offenses:** disciplinary action as specified in the faculty handbook and may result in permanent loss of access to NVCC systems or termination.
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<tbody>
<tr>
<td>1.</td>
<td>Title</td>
<td>Updated EEO/AA Policy to comply with the Governor’s Executive Order 1, to include Non-Discrimination Statement requirements, and to add contact information for the Assistant Attorney General. Updated the new statement throughout the Handbook (Sections 4.2300 and 6.2000).</td>
</tr>
<tr>
<td>2.</td>
<td>1-1</td>
<td>Removed outdated Faculty Handbook review process.</td>
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<tr>
<td>3.</td>
<td>1-4</td>
<td>Removed outdated addresses from NOVA listings. Added NOVA Interpreter Services phone number per VCCS Policy 7.3.1.1.</td>
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</table>

### STATEMENT OF NON-DISCRIMINATION: EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

It is the policy of Northern Virginia Community College (NOVA) to maintain and promote equal employment and educational opportunities without regard to race, sex, color, national origin, marital status, religion, sexual orientation, gender identity, age, political affiliation, or against otherwise qualified persons with disabilities. The policy permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans. Inquiries concerning affirmative action and equal opportunity policies should be addressed to the Assistant Attorney General, 4001 Wakefield Chapel Road, Annandale, VA 22003.

**Northern Virginia Community College**

**College Staff**

4001 Wakefield Chapel Rd.
Annandale, VA 22003
703-323-3000

**Alexandria Campus**

5000 Dawes Ave.
Alexandria, VA 22311-5097
703-845-6200

**Annandale Campus**

8333 Little River Tpke.
Annandale, VA 22003-3796
703-323-3000

**Arlington Center**

4600 North Fairfax Dr.
Arlington, VA 22203-1553
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<tr>
<td>4. 2-3</td>
<td>2.3000 Organizational Chart</td>
<td>Removed outdated College organizational charts.</td>
<td>Editor</td>
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</tbody>
</table>
| 5. 2-16 | 2.5520 Articulation Committee (Collegewide) | Removed Articulation Committee.  
**2.5520 Articulation Committee (Collegewide)**  
The Articulation Committee reviews drafts of new articulation and guaranteed admission agreements and updates of existing agreements with senior institutions. Members assist with the dissemination of information from four-year colleges and universities to the campuses and ELI and recommend | Approved by College Senate (Sept. 2015 Meeting) and Admin Council |

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**Summary of Revisions**

**2016-2017 Faculty Handbook**

<table>
<thead>
<tr>
<th>Loudoun Campus</th>
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<tbody>
<tr>
<td>21200 Campus Dr.</td>
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<tr>
<td>Sterling, VA 20164-8699</td>
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<tr>
<td>703-450-2500</td>
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**Manassas Campus**

| 6901 Sudley Rd. |
| Manassas, VA 20109-2399 |
| 703-257-6600 |

**Manassas Innovation Park Center**

| 9485 Innovation Dr. |
| Manassas, VA 20110-2225 |

**Medical Education Campus**

| 6699 Springfield Center Dr. |
| Springfield, VA 22150-1913 |
| 703-822-6500 |

**Reston Center**

| 1831 Wiehle Ave., Third Floor |
| Reston, VA 20190-5266 |

**Signal Hill Center**

| 21335 Signal Hill Plaza, Suite 300 |
| Sterling, VA 20164 |

**Woodbridge Campus**

| 15200 Neabsco Mills Rd. |
| Woodbridge, VA 22191-4099 |
| 703-878-5700 |

**Extended Learning Institute**

| 3922 Pender Dr. |
| Fairfax, VA 22030-0967 |
| 703-323-3368 |

**NOVA Interpreter Services**

| 703-323-3187 |

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**4. 2-3**

**Removed outdated College organizational charts.**
improvements to the College Transfer Services website.

They also identify and help resolve Collegewide and discipline-specific problems experienced by transfer students, and meet with senior institutions’ representatives to clarify or resolve transfer problems. Members are invited to attend statewide articulation meetings and related workshops sponsored by individual colleges and universities.

The committee is appointed by the president annually for two-year staggered terms and consists of the following members:

- Transfer counselors from each campus and ELI
- 6 teaching faculty representatives
  - (1 from each campus, at least 1 career/technical discipline representative)
- Coordinator for Transfer Services, (ex officio)
- Associate Vice President for Academic Services, (ex officio)

The chair of the committee is elected at the first meeting of each academic year.

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### Added Learning and Technology Resources Deans Council.

**2.5406 Learning and Technology Resources Deans Council**

The core membership of the Learning and Technology Resources Deans Council (LTRDC) consists of the LTR deans of all six campuses. The LTRDC makes recommendations to the Administrative Council regarding the development, implementation, and evaluation of policies, procedures and programs pertaining to learning support for academic curricula, programs of study and instructional faculty. Services include libraries, testing, tutoring, open and instructional labs, faculty instructional resources and may include campus IT support. The LTRDC formulates college wide instructional support goals and coordinates uniform LTRDC services across campuses in collaboration with the Deans of Students Council and the Academic Deans Council. The LTRDC advises the Administrative Council on issues and initiatives related to instructional and learning support of academic programs.

The Learning and Technology Resources Deans Council is composed of the following: The chair shall hold office for two years after which the position shall rotate to a representative of
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the next campus in alphabetical order. A chair elect shall be designated for one year from the campus to which the chair position rotates. The LTRDC is composed of:

- LTR Deans (each campus)
- Director, Instructional Services (ELI) (ex officio)
- Executive Vice President, Academic and Student Services or designee (ex-officio)
- Vice President, Instructional & Information Technology (ex-officio)
- Provost Representative (ex-officio)

### Added description and committee member composition for Global Studies Committee. Note: This committee is still under discussion.

#### 2.5576 Global Studies Committee

The purpose of the Global Studies Committee is to promote, coordinate and give advice on programs aimed at increasing the global awareness and competency of our students, faculty, and staff and build global learning and global awareness across the college. Another purpose for the GSC was to shepherd the globalization objectives within the strategic plan, review them, identify areas not sufficiently accomplished, and to propose courses of action to address these; thereby, providing advice for improving these programs and/or expanding them across the college. The committee reports to the Executive Vice President for Academic and Student services. The committee’s membership is as follows:

- 1 provost* (Appointed by Executive Vice President)
- 1 academic dean* (Appointed by Executive Vice President)
- 1 student dean* (Appointed by Executive Vice President)
- 2 representatives from each campus (Annandale, Alexandria, Loudoun, Manassas, MEC and Woodbridge) (Appointed by campus provost)
- 1 representative from each of the following (suggested): world languages, humanities, social sciences, English as a Second Language, business, sciences, and information technology) (Appointed by campus provost)
- 1 member from each campus to also serve as
2016-2017 Faculty Handbook

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<tr>
<td>8. 2-21</td>
<td>2.5580 Honors Committee (Collegewide)</td>
<td>Updated Honors Committee description.</td>
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</table>

The College Honors Committee coordinates honors, grants, distributes College funds among six campuses, oversees the Honors Core Curriculum, provides guidance on what makes a course an Honors course, organizes Collegewide events, decides which regional and national conferences faculty and students should attend, and reports to the College on the program as a whole.

The president appoints the committee annually and it consists of the following members:

- Collegewide Honors Coordinator, chair
- Associate Vice President for Academic Services, (ex officio)
- Executive Director of the NVCC Educational...
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<td>9.</td>
<td>2.5590 <strong>Professional Development Committee (Collegewide)</strong></td>
<td>Updated Professional Development Committee.</td>
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**2.5590 Professional Development Committee (Collegewide)**

The Professional Development Committee supports NOVA’s commitment to continuous learning and excellence by providing recommendations in regards to Collegewide training and Professional Development initiatives, as charged and requested by the president or the chair of the Professional Development Committee. In addition, the committee administers the Adjunct Faculty Grant program and selects the Adjunct Faculty Grant recipients. The committee studies, identifies, prioritizes, and forwards recommendations to the president through the chair of the Professional Development Committee.

The committee is appointed by the president and consists of the following members:

- Provost, chair*
- Associate Director of Training and Professional Development, Human Resources
- Chair of the Personnel Services Committee
- Chief of Police
- Director, Emergency Management and Planning
- Director, Office Student Mental Health and Behavior Coordinator, CETL
- Director, TAC
- Director of QEP/Compliance
- Director, IT Client Services
- Chair of the Dean’s Working Group
- Chair of the Academic Deans Council
- Chair of the Learning and Technology Resources
- Deans Leadership Council

Two at-large members (teaching or professional faculty and/or classified staff):
- One from the Senate and one from the Personnel Services Committee

Members and at-large members can vote.

*The chair shall be rotated biannually among the campus provosts.
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</table>
| 10. 3-15 | 3.5000 Faculty Loads, A. Classes | Updated and added Adjunct Faculty information.  
2. The measurement period for all adjunct employees is May 1st to April 30th for each year. Adjunct faculty shall be limited to a maximum of 12 credit hours in the Fall semester and 12 credit hours in the Spring semester. Adjunct faculty may not teach more than 24 credit hours per academic year (Fall and Spring semesters of the measurement year). Adjunct faculty are limited to a total of 8 credit hours in all Summer terms that start on or after May 1st each year. Adjunct faculty are limited to 32 credit hours per measurement year, including Summer term and Fall and Spring semesters. | AVP of HR |
| 1. 3-18 | 3.5000 Faculty Loads, A. Classes | Removed reference to “restricted faculty.” | AVP of HR |
| 2. 3-18 | 3.5000 Faculty Loads, B. Office Hours | This section is under review and refers readers to the VCCS Policy Manual.  
B. Office Hours  
This section is currently under review. Please refer to VCCS Policy 3.5.1 Office Hours.  
VCCS Policy: 3.5.1 Office Hours (C) | VCCS |

Regular nine and twelve month teaching faculty may be temporarily assigned non-teaching duties (released time) for administrative/professional activities of more than 50% of an individual’s full-time teaching load for a maximum of two academic years by the college president. Faculty assigned more than 50% released time for non-teaching duties for more than two years must be classified as administrative faculty unless an extension beyond two years is approved by the Chancellor. The
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<tr>
<td></td>
<td>college shall maintain a record of all released time for audit purposes.</td>
<td>This section was updated to be consistent with VCCS policy.</td>
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<td><strong>3.5000 Faculty Loads</strong></td>
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<td></td>
<td><strong>C. Faculty Reassigned Time</strong></td>
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<tr>
<td>3.3-19</td>
<td><strong>3.5000 Faculty Loads, C. Faculty Reassigned Time</strong></td>
<td>Reassigned time may be given to nine-month and twelve-month teaching faculty for administrative and special College/campus assignments, educational program development projects, and for Summer term duties. That portion of the faculty member's workload that constitutes reassigned time will be determined by the provost as delegated by the president, and noted in terms of teaching credits. Reassigned time of more than 50 percent of an individual's full-time teaching load is limited to a maximum of two consecutive academic years. Faculty assigned more than 50 percent released time for non-teaching duties for more than two years must be classified as administrative faculty unless an extension beyond two years is approved by the Chancellor. The College will maintain a record of all released time for audit purposes.</td>
<td>VCCS</td>
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<td>In the Spring Semester, the president will allocate a number of teaching credits to each provost to be used for the reassigned time for the following academic year (Summer, Fall and Spring). These teaching credits will be used for the purposes outlined herein. Compensation for teaching credits used in the Summer term will be at the rate of $500 except for Item 2.a. below.</td>
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<tr>
<td>4.3-21</td>
<td><strong>3.6100 Substitute Faculty</strong></td>
<td>This section was flagged by VCCS and requires further review.</td>
<td>VCCS</td>
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<td><strong>3.6100 Substitute Faculty</strong></td>
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<td><strong>This section is currently under review.</strong></td>
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| 5. 4-1 | 4.1100 Academic Standing of Students | Changed wording to be consistent with VCCS policy.  
*4.1100 Academic Standing of Students*  
**B. Academic Probation**  
Any student who fails to maintain a cumulative grade point average of 1.50 will be placed on academic probation until such time as the average is 1.75 or better. The statement "Placed on Academic Probation" will be included on the student’s permanent record. Students on probation are ineligible for appointive or elective office in student organizations unless special permission is granted by the dean of students or another appropriate College administrator. The student may be required to carry less than a normal load the following semester and is required to consult with his/her advisor/counselor. The student shall be placed on probation only after attempting 12 semester credits. | Editor/Consultants |
| 6. 6-1 | 6.1000 Academic Freedom and Responsibility | This section is under review and refers readers to the VCCS Policy Manual.  
*This section is currently under review. Please refer to VCCS Policy 3.5.5 Academic Freedom and Responsibility.*  
VCCS Policy Manual: 3.5.5 Academic Freedom and Responsibility (SB)  
To ensure the college an instructional program marked by excellence, the Virginia Community College System supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, college faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism.  
Faculty members are entitled to freedom in the classroom in discussing their subjects, but should be careful not to introduce teaching matters which have no relation to their fields. 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.  
The System also recognizes that commitment to every freedom carries with it attendant responsibilities. Faculty members must fulfill responsibility 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 | VCCS |
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<td>6.110 Conflicts of Interest in Employment</td>
<td>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 every effort to indicate that they are not an institutional spokesperson.</td>
</tr>
<tr>
<td>7.</td>
<td>This section is under review and refers readers to the VCCS Policy Manual.</td>
<td><strong>This section is currently under review. Please refer to VCCS Policy 3.3.3 Conflict of Interest in Employment.</strong></td>
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<td>VCCS Policy:</td>
<td>VCCS Policy:</td>
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<td>3.3.3 Conflict of Interest in Employment (SG; SB)</td>
<td>Purpose: It is the purpose of this policy to protect college personnel, Local Board members and State Board members from any appearance of impropriety that could undermine the integrity of the VCCS employment process.</td>
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<td>a. Definition: For purposes of this section, immediate family shall be defined as any son, daughter, or spouse whether living in the employee’s household or not. Son and daughter shall include those related by blood, marriage, or adoption. Also included in the definition are all dependents residing in the employee’s or board member’s household and anyone for whom the employee or board member is a dependent.</td>
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<td>1. College Personnel. An employee of the college shall not exercise any control over the employment or the employment activities of a member of the employee’s immediate family and shall not be in a position to influence those activities.</td>
<td>1. College Personnel. An employee of the college shall not exercise any control over the employment or the employment activities of a member of the employee’s immediate family and shall not be in a position to influence those activities. For example: a spouse of the president, or a member of the president’s immediate family, shall not be employed by the college. The spouse of a vice president, or a member of the vice president’s immediate family, shall not be employed in the area of responsibility of a vice president.</td>
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<td>2. Local Board Members. No member of a local college board shall apply for a full or part-time position in the VCCS while serving as a member of a local college board. Each community college is prohibited from employing for remuneration, in any capacity whatsoever, either on a full-time or part-time basis, a member of the college’s board, or the Board member’s immediate family.</td>
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<td>3. State Board Members. No member of the State Board shall apply for a full or part-time position in the VCCS while serving as a member of the State</td>
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<td>8.</td>
<td>6.1200 Sexual Misconduct, 6.1210 Sexual Assault, 6.1211 Sexual Harassment</td>
<td>Removed current Sexual Misconduct, Sexual Assault, and Sexual Harassment sections and added contact information below. The Title IX office is updating their policies and creating a website. This section will provide a link to the Title IX website when it is available.</td>
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<tr>
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<td>View Northern Virginia Community College’s Title IX Policy on Sexual Violence, Domestic Violence, Dating Violence, and Stalking at: <a href="https://www.nvcc.edu/policies/student/_docs/Title-IX-Policy-2015.pdf">https://www.nvcc.edu/policies/student/_docs/Title-IX-Policy-2015.pdf</a>. For more information, contact NOVA’s Title IX Office:</td>
</tr>
</tbody>
</table>
| | | Title IX Coordinator: Dr. Elizabeth Harper  
4001 Wakefield Chapel Road  
Annandale, Virginia 22003-3796 | |
| | | Phone: 703-323-2262  
Fax: 703-323-2238  
Email: titleix@nvcc.edu | |
| | | Title IX Deputy Coordinator: Dr. Marleen McCabe  
4001 Wakefield Chapel Road  
Annandale, Virginia 22003-3796 | |
| | | Phone: 703-323-2262  
Fax: 703-323-2238  
Email: titleix@nvcc.edu | |

Board. The community colleges and the System Office are prohibited from employing for remuneration in any capacity whatsoever, either on a full-time or part-time basis, a member of the State Board, or the Board member’s immediate family.

4. New State Board members who have a family member covered by the definition of immediate family in a., above, who is employed or has accepted employment with the Virginia Community College System prior to the effective date of the board member’s term of service shall be asked to abstain from all votes regarding conditions of employment or any issue which may raise a perception of conflict of interest as determined by the Board Chair.

c. Student Employment. An exception to this policy is granted in circumstances wherein a family member of an employee or board member is enrolled in a course of study, their employment is related to their status as a student, the employment concludes at the end of their course of study, and the student does not both live in the employee’s household and receive more than half of their financial support from the employee.
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<td>9.</td>
<td>6.2100 Nepotism</td>
<td>This section is under review and refers readers to the VCCS Policy Manual. See number 13 for full policy.</td>
<td>VCCS</td>
</tr>
<tr>
<td>10.</td>
<td>6.3000B Policy for Original and Continuing Appointments; Faculty Grievance Procedure; Faculty Sanctions</td>
<td>This section is under review and refers readers to the VCCS Policy Manual.</td>
<td>Editor</td>
</tr>
<tr>
<td>11.</td>
<td>6.3500 Degree Equivalency</td>
<td>The D.A. and MFA degrees were added, and the section was renumbered.</td>
<td>VCCS, Consultant</td>
</tr>
<tr>
<td>12.</td>
<td>6.3600 Use of Administrative and Professional Titles and Faculty Rank</td>
<td>This section is under review and refers readers to the VCCS Policy Manual.</td>
<td>VCCS</td>
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</table>

6.2100 Nepotism

This section is currently under review. Please refer to VCCS Policy 3.3.3 Conflicts of Interest in Employment.

6.3000B Policy for Original and Continuing Appointments; Faculty Grievance Procedure; Faculty Sanctions

This section is currently under review. Please refer to VCCS Policy 3.4.0 Original and Continuing Appointment Policy.

6.3500 Degree Equivalency

A. The earned doctorate degree normally includes the Ph.D., D.A., D.Sc., and Ed. D.

B. The Master of Fine Arts (MFA) degree is considered a terminal degree for faculty teaching in a field related to the degree. The requirement of the doctoral degree under columns one and two for such faculty will not be necessary; however, these faculty will still need to satisfy the requirements of credits in the teaching field and the other requirements for promotion to upper ranks of the professoriate.

6.3600 Use of Administrative and Professional Titles and Faculty Rank

This section is currently under review. Please refer to VCCS Policy 3.1.4 Use of Administrative and Professional Titles.

VCCS policy:

3.1.4 Use of Administrative and Professional Titles and Faculty Rank (C)

All faculty employees shall use the faculty rank and/or administrative titles as recommended by the college president and approved by the VCCS, and the State Board, in all formal or official operations of the college. Approved working titles may be used when they are reflective of the position level and responsibilities.
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<tr>
<td>13. 6-17</td>
<td>6.4100 Appointments of a Specific Defined Period</td>
<td>VCCS has flagged this section. There is no related section in the VCCS Policy Manual. This section has been temporarily removed from the Faculty Handbook. <strong>6.4100 Appointments of a Specific Defined Period</strong> <em>This section is currently under review.</em></td>
<td>VCCS</td>
</tr>
<tr>
<td>14. 6-18</td>
<td>6.4500 Part-Time Teaching Faculty</td>
<td>This section was flagged by VCCS and requires further review. <strong>6.4500 Part-Time Teaching Faculty</strong> <em>This section is currently under review.</em></td>
<td>VCCS</td>
</tr>
<tr>
<td>15. 6-19</td>
<td>6.4600 Promotion</td>
<td>This section is under review and refers readers to the VCCS Policy Manual. <strong>6.4600 Promotion</strong> <em>This section is currently under review. Please refer to VCCS Policy 3.7 Faculty Promotions.</em></td>
<td>VCCS</td>
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</table>

**VCCS Policy Manual**

3.7 Faculty Promotions

3.7.0 Academic Rank Promotions (SB)

**Purpose** -- To provide for the academic rank promotion of faculty members using the VCCS-29, Normal Minimum Criteria for Each Faculty Rank.

3.7.0.0 Definitions

a. **Year of Service** -- For purposes of eligibility for promotion, a year of full-time employment for both nine-month and twelve-month faculty is full-time employment for two academic semesters (fall and spring), the salary for which is chargeable to a single fiscal year's budget. Employment for less than this period shall not constitute a year of full-time employment and shall not count towards the time eligibility period for a promotion.

b. **Faculty Member** -- For purposes of this policy, faculty members are those employees who hold faculty rank and teach or occupy an administrative, counselor or librarian position which is exempt from the classified service.

3.7.0.1 Eligibility

3.7.0.1.0 Minimum Criteria -- Qualifications for promotion to regular faculty ranks and Assistant Instructor are stated in the VCCS 29,
Normal Minimum Criteria for Each Faculty Rank. Fulfillment of normal minimum criteria does not guarantee promotion to a given faculty rank.

3.7.0.1.1 Crediting Experience -- No more than one year of experience, teaching or related occupational, may be credited in a single twelve-month period. Therefore, no more than one year of experience credit may be given for a combination of teaching and related occupational experience in the same year.

a. Experience Creditable Towards Time in VCCS -- Only permanent P:3 (Report of Appointment or Change of Status) employment with the VCCS can be counted towards time in the System.

b. Creditable Teaching Experience -- Creditable teaching experience shall be the sum of:

   (1) Experience computed in accordance with the VCCS Procedure to Determine Faculty Entry Level Salaries at the time of initial appointment and

   (2) Teaching experience subsequent to initial appointment.

c. Related Experience -- A year of related occupational experience must contain twelve months and shall be computed in accordance with the VCCS Procedure to Determine Faculty Entry Level Salaries.

d. Leave of Absence -- A military leave of absence, for a member of a reserve unit who is called to active duty, and who, upon completion of her or his military obligation, returns immediately to the college, shall not disqualify the active military duty period as counting towards a year of service for purposes of promotion. An educational leave of absence, with or without pay, shall not disqualify the year of its occurrence as counting towards a year of service. No more than two academic years may be exempted from the years of full-time service requirement because of educational leave.

   Other periods of leave, with or without pay (except for the use of earned annual or sick leave), of over 15 calendar days cause a discontinuity for a semester, disqualifying it from counting towards a full year of employment, unless specific arrangements have been made between the president and faculty member. The arrangements must be in writing and in the faculty member's personnel file prior to the beginning of the leave.

3.7.0.2 General Provisions

3.7.0.2.0 Authority -- All promotions are granted by the State Board upon recommendation of the president of the college and the
### Summary of Revisions
#### 2016-2017 Faculty Handbook

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<td>Chancellor.</td>
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<td>3.7.0.2.1 Multi-Campus Institutions -- In a multi-campus college within the VCCS, the provisions of this policy shall apply to the institution as a whole.</td>
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<td>3.7.0.2.2 Faculty Rank and Salary Proposals -- Faculty rank and salary proposals shall be dated August 16 through May 15 or July 1 through June 30 as applicable.</td>
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<td>3.7.0.2.3 Contingency Conditions for Promotion – Administrative and teaching faculty must be fully qualified for promotion by the effective date of the Rank and Salary Proposal. Contingency conditions for promotion must be entered in the special conditions or assignments section of the rank and salary proposal.</td>
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<td>3.7.0.2.4 Substitutions – Requirements for promotion may not be waived, however, certain substitutions for experience and education may be granted, as outlined in the VCCS-29.</td>
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<td>3.7.0.2.5 Promotion of Assistant Instructor to Instructor – The salary computation for persons promoted from Assistant Instructor to Instructor shall be handled in accordance with the VCCS Procedure to Determine Faculty Entry Level Salaries.</td>
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<td>3.7.0.2.6 College Promotion Procedure</td>
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<td></td>
<td>1. Each college shall have a written procedure for considering faculty personnel for promotion in rank.</td>
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<td>2. Each college has flexibility in determining the dollar amount for promotion in rank; however, the established amount may not be less than $500.</td>
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<td>3. The following general provisions will apply:</td>
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<td>A. Instructional Faculty. The promotion increase will be the base promotional increase established by the college or the amount required to bring the faculty member to the minimum of the new rank range, whichever is greater. For example, if the college base promotional increase is $1,000 and the amount required to bring the faculty member to the new rank minimum is $1,500, the instructional faculty member will receive $1,500 for the promotion.</td>
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<td>B. Administrative/Professional Faculty. The promotion increase will be the base promotional increase established by the college. Academic rank ranges do not apply to administrative faculty positions.</td>
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<td></td>
<td>4. Colleges may establish different base promotional increases for administrative and instructional faculty and also different increases for the academic ranks.</td>
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<p>| 6.5300 Assignment of College | This section is under review and refers readers to the VCCS Policy Manual. | Editor |</p>
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<td>17. 6-22</td>
<td>6.5300 Assignment of College Personnel</td>
<td>This section is currently under review. Please refer to VCCS Policy 3.4.0.5.5 Reassignment of Administrative and Professional Faculty.</td>
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<tr>
<td>18. 6-22</td>
<td>6.5400 Intercampus Transfer of College Personnel</td>
<td>This section is under review and requires further discussion.</td>
<td>VCCS</td>
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<tr>
<td></td>
<td>6.5400 Intercampus Transfer of College Personnel</td>
<td>This section is currently under review.</td>
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<td>Sections E and H are currently under review and refer readers to the VCCS Policy Manual. The AVP of HR is currently reviewing this section.</td>
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<td>6.5500 Salary Information</td>
<td>This section is currently under review. Please refer to VCCS Policy 3.8 Faculty Compensation.</td>
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<td>E. Substitute Faculty Salaries</td>
<td>This section is currently under review. Please refer to VCCS Policy 3.8 Faculty Compensation.</td>
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<td>H. Twelve-Month Administrative and Professional Faculty Teaching Credit Courses</td>
<td>This section is currently under review. Please refer to VCCS Policy 3.8.5 Twelve-Month Administrative and Professional Faculty Teaching Credit Courses.</td>
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<td></td>
<td>3.8.5 Twelve-Month Administrative and Professional Faculty Teaching Credit Courses (C)</td>
<td>Twelve-month administrative and professional faculty may teach and earn pay for teaching up to and including nine (9) credits per fiscal year within the VCCS, for teaching assignments beyond those that are required as part of the regular duties. The college president will determine the positions eligible to receive extra pay for teaching credit courses and shall specify the teaching portion of those administrative or professional faculty member’s regular workload in the college’s faculty handbook or other appropriate publication. Administrators involved in determining teaching loads (e.g., directors, division chairs, vice-presidents, and provosts) shall not be</td>
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<td>19. 6-29</td>
<td>6.5600 Salary Increases for Faculty Personnel</td>
<td>assigned a course for extra pay until all full-time teaching faculty in that discipline are given an opportunity to accept a teaching assignment for extra pay at their institution. Extra pay for such an overload shall be at the rate of the faculty member's equivalent nine-month salary multiplied by .015 for each overload credit hour. Such overload teaching shall be approved in advance by the president.</td>
<td>VCCS</td>
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<tr>
<td>19. 6-29</td>
<td>6.5600 Salary Increases for Faculty Personnel</td>
<td>This section has been removed and a link to the NOVA salary ranges has been added. The AVP of HR and the ADC are developing a merit plan that provides guidelines for the multi-year appointment and promotion procedures. This section has been removed. For salary ranges, please refer to VCCS Policy 3.08 Faculty Compensation, Item IV, Northern Virginia Salary Ranges.</td>
<td>VCCS</td>
</tr>
<tr>
<td>20. 6-32</td>
<td>6.5700 Retirement Program, A. Virginia Retirement System (VRS)</td>
<td>Change in wording to align with VCCS policy. Plan 1- You are covered under the provisions of the VRS Plan 1 if your membership date is before July 1, 2010. You may be an active or deferred member. You are active if you are currently working in a covered position. You are a deferred member if you are not currently working in a covered position but have not withdrawn your funds and have service credit in VRS or an account balance in an optional retirement plan. As of July 1, 2010, employees in Plan 1 contribute 5 percent of your compensation to your member contribution account each pay period through pre-tax salary reductions. To receive full retirement benefits, a member must be 65 years old with 5 years of covered service or 50 years old with 30 years of service. Early retirement with a reduction in benefits is possible with the minimum requirement to be age 50 with at least 10 years of creditable service or 55 years of age with at least 5 years of creditable service.</td>
<td>Editor</td>
</tr>
<tr>
<td>21.</td>
<td>6.7530 Sabbaticals (Teaching, Professional and Administrative Faculty)</td>
<td>This section is under review. VCCS flagged this item and noted that NOVA does not have a right to offer this sabbatical as it is currently written.</td>
<td>VCCS</td>
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<tr>
<td>22. 6-63</td>
<td>6.8600 Americans with Disabilities Act (ADA) Complaint Procedure</td>
<td>Corrections made to comply with Americans with Disabilities Act. Sections not pertaining to faculty were removed. 6.8600 Americans with Disabilities Act (ADA) Complaint Procedure The Americans with Disabilities Act (ADA) gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for</td>
<td>Associate, Office of Legal Affairs</td>
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individuals with disabilities in public accommodations, employment, transportation, state and local government services, and telecommunications.

The College has an internal procedure that provides for the prompt and equitable resolution of complaints alleging any action prohibited by the *Americans with Disabilities Act* (ADA). The ADA provides a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities.

ADA policy guidelines are available on the College website at www.nvcc.edu/current-students/disability-services/index.html. Faculty and staff seeking accommodations for any disability they may have should put their request in writing addressed to the Office of Equity and Diversity.

*Student complaints shall be directed to the dean of students at the respective campus of the student complainant.* Student complaints are handled through the Student Grievance Procedures available at https://www.nvcc.edu/policies/_docs/nova-policy-student-grievance.pdf.

Complaints by faculty/staff and applicants for employment should be addressed to the Office of Equity and Diversity, 703-323-3006, which has been designated to coordinate ADA compliance efforts. In filing an ADA complaint the following procedures apply:

A. A complaint should be filed in writing, contain the name and address of the person filing it, and contain a brief description of the alleged violation of the ADA regulations or a reason for the complaint.

B. A complaint should be filed within 90 calendar days after the complainant becomes aware of the alleged violation.

C. An investigation, as may be appropriate, shall follow the filing of a complaint. The investigation shall afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.

D. In the case of a complaint by an applicant for employment or a member of the faculty or staff, a written determination as to the validity of the
complaint and a description of the proposed resolution, if any, shall be submitted to the president for approval. The president shall make a decision on the complaint and direct any corrective action to be taken. The final determination shall be issued and forwarded to the complainant no later than 120 calendar days after its filing.

E. In the case of a complaint by a student, a written determination as to the validity of the complaint and a description of the proposed resolution, if any, shall be submitted to the campus provost for approval. The provost shall make a decision on the complaint and direct any corrective action to be taken. The provost's determination shall be issued and forwarded to the complainant no later than 60 calendar days after its filing.

F. For student complaints, a summary of the dean of students' investigative report file and provost's determination shall be forwarded to the executive vice president of Academic and Student Services, who shall maintain these files for not less than three years from the date of resolution of the complaint. The Office of Legal Affairs shall be available to the campus deans of students and provosts for advice and counsel on ADA matters as needed and shall maintain legal and other reference materials pertaining to the ADA.

G. For complaints of employees and applicants for employment, the Office of Legal Affairs shall maintain the files and records for a period of not less than three years from the date of resolution of the complaint.

H. A complainant can request a reconsideration of the case in instances of dissatisfaction with the resolution. The written request for reconsideration must be made within 15 calendar days of receipt of the president's/provost's determination. All requests for reconsideration shall be made to the president in writing and shall state the specific reasons why the complainant feels that the initial determination was incorrect. Upon receipt thereof, the president will review the matter and issue a final determination within 30 calendar days.
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<td>6-65</td>
<td>6.9000 Community Involvement</td>
<td>4G. The right of a person to a prompt and equitable resolution of the complaint filed shall not be impaired by, nor shall the use of this procedure be a prerequisite to, the pursuit of other remedies.*</td>
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<td>23.</td>
<td>Section B is under review and refers readers to the VCCS Policy Manual. VCCS policy is much more comprehensive than current NOVA policy.</td>
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<td>B. Consulting</td>
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<td>This section is currently under review. Please refer to VCCS Policy 3.8.9 Professional Duties and Consulting.</td>
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<td>VCCS Policy 3.8.9 Professional Duties and Consulting (SB)</td>
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<td></td>
<td>3.8.9.0 Eligibility:</td>
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<td>a. This policy applies to full-time administrative, professional and instructional faculty (including restricted faculty positions).</td>
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<td>b. Adjunct faculty may be compensated for non-instructional services only through procedures governing wage employment or by contract.</td>
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<td>c. Classroom instruction is not addressed by this policy.</td>
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<td>3.8.9.1 Opportunities Within the VCCS</td>
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<td>a. Without Compensation:</td>
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<td>1. Full-time teaching, administrative, and professional faculty may provide professional services such as consulting or conducting workshops to VCCS colleges and to the System Office as part of their employment contract with their current college. These services shall be performed on an expense only basis.</td>
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<td>2. Faculty members must receive approval of the college president or designee in advance of performing such service. Such approval may be withheld if the proposed services are perceived to interfere with the assigned responsibilities and duties of the individual.</td>
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<td>b. With Compensation</td>
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* Other remedies include the filing of an ADA complaint with the federal EEOC or other responsible federal agency. State employees may also file a complaint with the Department of Human Resource Management's EEO Office or initiate a grievance under the state grievance procedure.
1. Compensation may be provided for professional services such as consulting or workshops to the VCCS colleges or the System Office under the following circumstances:
   i. Faculty members must receive approval of the college president or designee in advance of performing such service. Approvals must be documented through a stipend agreement between the faculty member and the faculty member’s college or the System Office. (See VCCS Form 14). Such approval may be withheld if the proposed services are perceived to interfere with the assigned responsibilities and duties of the individual.
   ii. During Normal Work Hours: If the services, including preparation time, are provided during normal working hours or at a time that does not otherwise create a conflict with work duties, administrative, professional faculty and teaching faculty members must take an appropriate amount of annual or personal leave (including leave to cover preparation time) from the System Office or the “home” college.
   iii. Outside of Normal Working Hours: If the professional services, including preparation time, are provided outside of normal working hours, it will not be necessary for the faculty member to take annual or personal leave.

2. Payment
   i. The rate of compensation will be negotiated directly between the faculty member and the System Office or the college receiving the proposed services.
   ii. All payments for professional services may be paid through stipend. Payment for professional services may be made by vendor contract only when the contract amount does not exceed $500 in order to comply with the State and Local Government Conflict of Interest Act.
   iii. All payments exceeding $500 will be made by stipend. A stipend agreement must be completed prior to the provision of any services. A copy of the stipend agreement between the faculty member and the college or System Office receiving services will be transferred to the “home” college or System Office for payment through payroll to the faculty member. The stipend will automatically become an addendum to the faculty member’s employment contract.
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| 24. 6-66 | 6.9500 Professional Development     | Changes in policy to Faculty Tuition Assistance Program.  
1. Policy: Faculty at NOVA are encouraged to continue their formal educations to remain current in their scholarship and teaching and to bring a breadth of intellectual experience to the classroom. NOVA provides tuition assistance for job-related coursework taken at other institutions and access to NOVA credit classes free of charge to qualified employees who apply. Tuition assistance and access to NOVA classes are neither a guaranteed benefit nor an entitlement of employment at NOVA. Access to tuition assistance is limited based on the availability of funds. Priority for tuition assistance is given to education and/or training directly related to job performance. | AVP of Operations |
| 25. B-1  | 6.9600B Faculty Grievance Procedure  | This section is under review and refers readers to the VCCS Policy Manual.  
This section is currently under review. Please refer to VCCS Policy 3.13 Faculty Grievance Procedure. | Editor       |
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| 26. B-1 | 6.9700B Faculty Sanctions | This section is under review and refers readers to the VCCS Policy Manual.  
*6.9700B Faculty Sanctions*  
This section is currently under review. Please refer to VCCS Policy 3.12 Faculty Sanctions. |
|        |                   | Editor |
| 27. B-1 | 6.9700B Faculty Sanctions | Updated Adjunct Faculty dismissal information will be added to the final version of the Faculty Sanctions section. Revised from Adjunct Faculty Handbook 2.16.2 Dismissal.  
**Adjunct Faculty Dismissal**  
Adjunct Faculty are employed to teach less than a normal faculty load or to teach less than a full session on a semester by semester or Summer term basis. The Adjunct Faculty contract contains no guarantee of continued employment. However, the College may recognize circumstances that justify termination of an Adjunct Faculty member's appointment prior to the normal expiration of that appointment. |
<p>|        |                   | AVP of HR |</p>
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| 28. 6-73 | 6.9850 Retirement Age | Section B is under review and refers readers to the VCCS Policy Manual.  

**6.9850 Retirement Age**

This section is currently under review. Please refer to VCCS Policy 3.16.1 Tenure.

VCCS Policy Manual  
3.16.1 Tenure (SB)

a. Tenure shall terminate at the normal retirement age under the State Retirement Act.

"At the time the Tenure Policy was approved by the State Board, the mandatory and normal retirement age were both age 65. The 1987 General Assembly revised Section 51-111.54 of the Code of Virginia by removing the mandatory retirement age. Section 5l-ill.10 of the Code of Virginia defines the normal retirement age as age 65. Tenure will terminate effective with the retirement of the tenured faculty member.

| 29. 7-1 | 7.1100 A. and B. | The Student Conduct webpage was added under Student Conduct. Regulations for Students and College Employees is currently under review by the Deans of Students.  

**A. Student Conduct**

Please see the "Statement on Student Rights and Responsibilities" page on the current Student Handbook website:  
http://www.nvcc.edu/students/handbook/conduct.html.

**B. Regulations for Students and College Employees**

This section is currently under review.
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<tr>
<td>30. 7-4</td>
<td>7.1350 Firearms, Dangerous Weapons and Materials</td>
<td>Added current policy provided by College Police. <strong>7.1350 Firearms, Dangerous Weapons and Materials</strong> NOVA’s weapons on campus policy defines “weapons” and identifies who may carry them on campus, a process to grant exceptions, and potential responses to violations. This policy contains the following general provisions: The only persons who are authorized to bring weapons on campus and into NOVA buildings and College-sponsored events are currently sworn and certified law enforcement officers. NOVA faculty, staff and students, if they hold a valid concealed carry permit, may bring a weapon on campus, but it must be secured in a locked vehicle and completely out of sight. Under no circumstances are NOVA personnel allowed to carry a weapon (either in open view or concealed) on NOVA grounds, bring a weapon into a building or carry a weapon at a NOVA event. Visitors, not affiliated with the College, are entitled to carry a weapon in plain view on public property within or adjoining a campus. However, they may not bring a weapon into a NOVA building or a sponsored College event. • Northern Virginia Community College Policy on Weapons</td>
<td>Associate, Office of Legal Affairs</td>
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<tr>
<td>31. 7-5</td>
<td>7.1500 Mandatory Reporting of Child Abuse and Neglect</td>
<td>This section is under review and refers readers to the VCCS Policy Manual. <strong>7.1500 Mandatory Reporting of Child Abuse and Neglect</strong> <em>This section is currently under review. Please refer to VCCS Policy 3.14.6 Reporting Sexual Child Abuse or Neglect.</em> VCCS Policy Manual 3.14.6 Reporting Sexual Child Abuse or Neglect Purpose: The purpose of this policy is to recognize the responsibility of the Virginia Community College System to provide a safe environment for children and to comply with relevant state laws related to the mandatory reporting of suspected child abuse or neglect. 3.14.6.1 Definition from Code of Virginia §63.2-100</td>
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Abused or Neglected Child: Any child under 18 years of age whose parent or any person responsible for his or her care:

- Causes or threatens to cause a non-accidental physical or mental injury, or allows such an injury;
- Allows a child to be present during the manufacture of a controlled substance or during the unlawful sale of such substance where such activity would constitute a felony violation;
- Neglects or refuses to provide adequate food, clothing, shelter, emotional nurturing or health care;
- Abandons the child;
- Neglects or refuses to provide adequate supervision in relation to a child’s age and level of development;
- Knowingly leaves a child alone in the same dwelling with a person, not related by blood or marriage, who has been convicted of an offense against a minor for which registration is required as a violent sexual offender; or
- Commits or allows to be committed any illegal sexual act upon a child, including incest, rape, indecent exposure, prostitution or allows a child to be used in any sexually explicit visual material.

3.14.6.2 Coverage of Personnel
All employees of the VCCS are covered by this policy.

3.14.6.3 Policy Requirement:
All employees, who in their official or professional capacity, have reason to suspect that a child is an abused or neglected child, are required to report the matter as soon as possible, but not longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect.

3.14.6.4 Procedures

1. Each college will designate an office to be responsible for Child Abuse and Neglect Reporting.
2. The designated office will develop a communication plan which includes an initial communication of the policy to employees and the inclusion of the policy in the new employee orientation programs for all employees. Policy details should also be placed on the college website.
3. Communications must include the following information:
   A. Definitions of Child Abuse and Neglect
   B. Where to Report Suspected Abuse Including Specific Phone Numbers

      Information will include the Local Department of Social Services, Department of Social Services (DSS) toll-free child abuse and neglect hotline (1-800-552-7096), State Child Abuse HotLine, and the number of the college office of responsibility. Reporting information should also note the employee’s supervisor as a reporting source.
   C. Explanation of Employee Responsibility
All employees are responsible for reporting suspected child abuse. If a report is made to the designated college office, that office will forward the report to the Department of Social Services. Employees shall make available any information, records, or reports that document the basis for a report of child abuse or neglect.

D. Explanation of the Penalties for Failing to Make a Required Report.
   1. Any person who fails to file a report as soon as possible, but not longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect, may be fined not more than $500 for the first failure and, not less than $1,000 for any subsequent failures. In cases involving certain crimes of sexual assault, a person who knowingly and intentionally fails to file a report may be guilty of a Class 1 misdemeanor.
   2. Employees who make or cause to be made a report of child abuse or neglect that they know to be false may be guilty of a Class 1 misdemeanor.
   3. The Faculty Sanctions Policy and the Standards of Conduct Policy can be used with disciplinary actions commensurate with the severity and/or frequency of the offense and may include termination of employment.

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### Added policy from VCCS.

#### 7.1510 Consensual and Familial Relations

Please refer to VCCS Policy 3.14.2 Consensual and Familial Relations.

VCCS Policy:
3.14.2 Consensual and Familial Relations (SB)

3.14.2.0 Purpose
The purpose of this policy is to provide clear direction about the professional risks associated with consensual amorous and/or sexual relationships and familial relationships where a definite power differential between the parties exists.

3.14.2.1 Policy
The VCCS prohibits consensual amorous and/ or sexual relationships between employees and students for whom the employee has direct professional responsibility; familial relationships where a faculty member or supervisor will have a power differential over one’s immediate or extended family (activities generally prohibited are instruction, advising, counseling or supervising work activities); other potential conflicts of interest which have a negative impact on college operations.
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<td>3.14.2.2 Coverage</td>
<td>This policy applies to all employees.</td>
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<td>3.14.2.3 Definitions</td>
<td>Power Differential: Unequal positions such as instructor to student or supervisor to employee.</td>
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<td>Faculty: For purposes of this policy, “faculty” shall include all full- or part-time college personnel who teach and administrators or professionals with faculty rank who are appointed pursuant to the VCCS Policy Manual.</td>
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<td>Direct Professional Responsibility: Applies to all college-sponsored academic, co-curricular and extra-curricular activities, both within and outside of the classroom, including, but not limited to: teaching, academic advising, counseling, coaching (athletics, drama, etc.), service on evaluation committees (awards, prizes, scholarships, etc.), club or organization sponsorship, etc.; and in employment activities such as hiring, salary determinations, evaluations, or similar activities that have a financial impact on an individual.</td>
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<td>Immediate Family: Spouse (including a divorced or separated spouse), parent or step-parent, parent-in-law, siblings (by blood relationship or step siblings) children (natural born or step-children) adopted children, foster children, or other person for whom the employee holds as a dependent, and/or any individual who resides in the household.</td>
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<td>Extended families: Aunts, uncles, cousins, grandparents, step-grandparents, relatives related by marriage or previous marriages or any close and personal friends with whom the relationship is such that a credible conflict of interest claim could be filed.</td>
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<td>3.14.2.4 Relationships that endanger the development of learning and work environments characterized by professional and ethical behavior.</td>
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<td>1. Amorous and or Sexual Relationships:</td>
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<td>a. Amorous and/or sexual relationships where one holds a distinct power differential over someone else risks creating conflicts of interest and perceptions of undue advantage.</td>
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<td>b. These relationships have the potential for other adverse consequences including filing of charges or complaints of sexual harassment, sexual misconduct, sexual assault and/or retaliation, favoritism, unequal treatment or preferential treatment.</td>
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<td>2. Familial Relationships</td>
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<td>a. Familial Relationships where one holds a distinct power differential over someone else risks creating conflicts of</td>
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interest and perceptions of undue advantage.

b. If other options/alternatives exist, a family member will not be enrolled in the faculty member’s class(es).

i. The following exception applies: a class taught by the faculty member is the only option/alternative available to the family member.

- In such cases, the faculty member must notify the Program Head or Dean that a potential conflict of interests exists.

- The evaluation of the family member’s academic work may be deferred to the Program Head, Dean, or other qualified professional through agreement with the faculty member. In these situations, the faculty member will deliver the instruction and the Program Head or Dean shall determine the academic progress of the family member so as to not compromise the direct professional responsibility of the faculty member over the class.

ii. The President, upon request of the respective Dean and Vice President, may grant an exception to this policy. If an exception is granted by the President, it shall be in writing and will become part of the student’s and faculty member’s records with the college.

iii. It is the faculty member’s responsibility to notify the program head or dean before the start of the class of any potential conflict of interest.

3. Nepotism

Nepotism is addressed in Policy 3.3.3 Conflict of Interest in Employment.

4. Other Employment Relationships

Any employment relationship that could potentially create a conflict of interest is generally prohibited and is therefore governed by this policy (e.g. peer to peer, employee and vendor, etc.), as are any behaviors that are inconsistent with Virginia’s Conflict of Interest policies and regulations.

3.14.2.5 The VCCS Code of Ethics Defines the Ethical and Professional Relationships of Faculty to Their Students; or similar employee relationships.

1. The following language from the VCCS Code of Ethics sets forth the appropriate relationships between faculty/employee and the students/employees they supervise.
• We are committed to learning environments that foster academic/professional integrity.

• We encourage and expect all members of the community to act in good faith and bring to the attention of the appropriate official any violation or potential violation of these principles.

To adhere to these principles faculty members must:

• support the unfettered pursuit of learning in their students.
• adhere to their proper professional roles as instructors, advisors and counselors.
• ensure that their evaluations of students fairly reflect each student’s true meritorious performance in their academic and other college related work.
• be aware that even when they have no direct professional responsibility for students, consensual amorous and or/sexual relationships may still be asymmetrical and or disruptive to the community.

2. Employees must adhere to the spirit and intent of the VCCS Code of Ethics.

3. Duty to Disclose:

All employees have the duty to disclose to their supervisor or Chief Human Resources Officer any personal or professional relationship that has the potential of creating a conflict of interest or that could have a negative effect on college operations.

3.14.2.6 Adverse Consequences of Power Differential Relationships

1. Power differential relationships may undermine the trust inherent in the employee-student relationship and also have the potential for other adverse consequences, including the filing of charges or complaints of sexual harassment, sexual misconduct, sexual assault and/or retaliation.

2. Complaints and charges may occur when one party to the relationship wishes to terminate the relationship to the other party’s objections. In these situations, the apparent consensual nature of the relationship is inherently suspect due to the fundamental asymmetry of power in the relationship and it may be difficult to establish consent as a defense to such charges.

3. Even when both parties consented at the outset to an amorous involvement, this past consent does not remove
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<td>3.14.2.7 Complaints</td>
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<td>1. Even when both parties have consented to the development of a relationship, it is the faculty member or supervisor who, by virtue of his or her special responsibility, may be held accountable for unprofessional behavior. Complaints alleging discrimination/harassment may be filed by either party to the consensual relationship or by an aggrieved party outside the relationship using existing VCCS policy.</td>
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<td>2. Members of the VCCS community who believe that violations of this policy have occurred may initiate a complaint with the appropriate college official, or the college Human Resource Office.</td>
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<td>3. Complaints under this policy must be brought forward within 180 calendar days.</td>
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<p>| 3.14.2.8 Sanctions |
| 1. Treatment of the allegations and imposition of sanctions will be governed by procedures specified in the Sex Discrimination and Sexual Misconduct Policy #3.14.1, VCCS Policy Manual and in accordance with the DHRM Policy 1.60, Standards of Conduct. Violations of this policy by faculty will also be considered misconduct on the part of a faculty member and will be subject to the Faculty Sanctions Policy #3.12, VCCS Policy Manual, including dismissal. |
| 2. The VCCS Code of Ethics and any supplemental policies, programs and procedures shall also be applied in assessing allegations. |
| 3. In cases where both parties consented at the outset to an amorous involvement, past consent does not remove grounds for or preclude a charge or subsequent finding of sexual harassment, sexual misconduct or sexual assault based unwelcome conduct. |
| 4. The individual in the relationship with greater power will normally bear greater burden of accountability, however this does not absolve the other party from being held accountable for their actions. |</p>
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| 33. 7-6 | 7.1520 Workplace Violence Prevention and Threat Assessment | Added link to VCCS policy.  

7.1520 Workplace Violence Prevention and Threat Assessment

*Please refer to VCCS Policy 3.14.5 Workplace Violence Prevention and Threat Assessment.*

3.14.5 Workplace Violence Prevention and Threat Assessment Policy Guidelines

Purpose: The purpose of this policy is to establish guidelines for the development of a College/System Office policy for the prevention of workplace and general campus violence. It includes the formation of campus Threat Assessment Teams and the promotion and maintenance of a productive environment for learning and working that is free from threats, intimidation, and violence.

3.14.5.0 Coverage: These policy guidelines will apply to all faculty, staff, students, visitors, contractors, and other third parties. Students may be covered under additional provisions of their respective college’s Student Handbook.

3.14.5.1 Policy Components:

A. Definitions:

**Workplace:** Any location, either permanent or temporary, where an employee performs any work-related duty. This includes, but is not limited to, the buildings and the surrounding perimeters, including the parking lots, field locations, alternate work locations (other than an individual’s home when telecommuting), and travel to and from work assignments.

**Workplace Violence:** Any physical assault or threatening behavior occurring in the workplace by employees, students, or third parties. It includes, but is not limited to, beating, stabbing, suicide, shooting, rape, attempted suicide, psychological trauma such as threats, obscene phone calls, intentionally damaging property, an intimidating presence which makes a reasonable person apprehensive of imminent harm, and harassment of any nature such as stalking, shouting so as to cause a disruption, swearing or committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

**Third Parties:** Individuals who are not state employees, such as relatives, acquaintances, strangers, contractors, or visitors.

B. The colleges/system office prohibits threats and acts of violence on college property, within college/system office facilities, at any college/system office-sponsored event; while engaged in college/system office business, educational, or athletic activities; and while traveling in state vehicles.
Summary of Revisions  
2016-2017 Faculty Handbook

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Prohibited conduct includes but is not limited to:

- injuring another person physically;
- engaging in behavior that creates a reasonable fear of injury to self or another person;
- engaging in behavior that would subject a reasonable person to, and does subject another individual to, extreme emotional distress;
- possessing, brandishing, or using a weapon while on state premises by students, except where possession is a result of participation in an organized and scheduled instructional exercise for a course, or where the student is a law enforcement professional, or when the weapon is secured in the student’s vehicle;
- possessing, brandishing, or using a firearm, weapon, or other device by faculty or staff that is not required by the individual’s position while on college/system office property or engaged in college/system office business; or in violation of law or other college/system office policy, except where the employee is a law enforcement professional, or when the weapon is secured in the employee’s vehicle;
- Brandishing, using, or possessing a weapon by third parties while on campus in academic or administrative buildings, or while attending a sporting, entertainment or educational event. This provision does not apply to law enforcement personnel.
- intentionally damaging property;
- threatening to injure an individual (including oneself) or to damage property;
- committing injurious acts motivated by, or related to, domestic violence or sexual harassment; and
- retaliating against any employee or student who, in good faith, reports a violation of this policy.

C. Consequences of Policy Violations:

1. Employees violating this policy will be subject to disciplinary action up to and including termination and criminal prosecution using existing policies and procedures including Section 3 of the VCCS Policy Manual or DHRM Policy 1.60, Standards of Conduct. Additionally, employees who are identified as engaging in the use of threatening language or behavior may be required, as a condition of continued employment, to participate in a mental health evaluation as part of a threat assessment process, and receive approval from the mental health evaluator that they are not a risk to themselves or others.

2. Students violating this policy will be subject to disciplinary action as outlined in their respective college’s Student Handbook, and other college policies as appropriate. Additionally, students who are identified as
engaging in the use of threatening language or behavior may be required, as a condition of continued enrollment, to participate in a mental health evaluation as part of a threat assessment process, and receive approval from the mental health evaluator that they are not a risk to themselves or others.

3. Visitors and third parties violating this policy will be subject to applicable local, state, federal laws, and associated regulations, and may be barred from the college/System Office at the college’s/System Office’s discretion for violating this policy.

D. Violence Prevention Committees and Threat Assessment Teams

1. Each college shall establish a committee with responsibility for education and violence prevention on campus. The membership of this body shall include representatives from the following areas: student affairs, human resources, law enforcement, a mental health professional or counseling services representative, and others who have knowledge, professional expertise, or responsibilities that could assist the committee with completing its work. However, in all cases the membership of the committee must comply with the requirements of Virginia Code § 23.9-2:10. The committee should consult VCCS legal counsel when necessary, through established protocols.

2. Each violence prevention committee shall publish for its college community, a clear statement of its mission and membership, as well as the committee’s leadership role in the area of violence prevention.

3. Each violence prevention committee shall publish periodic guidance to faculty, staff and students regarding the following:
   a. how to recognize and report aberrant or potentially harmful behavior that may represent a threat to the community;
   b. policies and procedures for the assessment of individuals whose behavior may present a threat;
   c. appropriate means of intervention with such individuals;
   d. college/system action to resolve potential threats; and
   e. to whom on the college’s threat assessment team, or through what method, potentially threatening behavior should be reported.

4. Each college shall organize a threat assessment team to be established by the State Board for Community Colleges. Membership of this body shall include representatives from the following areas: student affairs, human resources, law enforcement, and a mental health representative. The violence prevention committee may also be designated the campus threat assessment team if
E. Procedures for reporting or responding to threats or incidents of workplace violence:

1. Employee and student responsibilities should include:
   - Reporting incidents or threats of violence to their immediate supervisor, Human Resource Office, campus police/security, Threat Assessment Team members, or other designated individuals or offices by stated college policy.
   - Providing Human Resources and the immediate supervisor, or a college’s counseling services office where a student or employee, with a copy of any Protective Orders from a court which lists the College/System Office as protected areas so that appropriate enforcement activities occur.
   - No person who, in good faith, reports threatening or otherwise troubling behavior in accordance with this policy will be subject to retaliation.

2. Management Responsibilities include:
   - Designate a Workforce Violence Prevention Coordinator.
   - Colleges must obtain the name(s) of an emergency clinician at each Community Services Board (CSB) in the college’s service region to serve as a contact person. Each President must designate a college staff member with responsibility for communication with the CSB contact person(s) to prepare for and
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respond to potential emergency situations, to include requesting an assessment to determine whether a student, faculty or staff member poses a threat of violence to self or others.

- Establish a college violence prevention committee and organize a threat assessment team for the State Board’s establishment to comply with § 23-9.2:10 of the Code of Virginia. Each college’s administration should ensure that its threat assessment team remains able to quickly receive information about, assess, and respond to potential threats that are reported in accordance with its policies, and to determine corrective actions and prepare necessary reports on given situations. In addition, each college’s administration should ensure that its violence prevention committee remains able to publish education and prevention information and recommend ways to, (1) to respond to incidents, (2) investigate all reported incidents of workplace violence, and (3) determine the appropriate response and the actions necessary to address a particular situation.

3. Threat Assessment Team Responsibilities include:

- Establishing or utilizing existing relationships with local and state law-enforcement agencies as well as mental health agencies to ensure compliance with § 23-9.2:10 of the Code of Virginia, and expedite assessment and intervention with individuals whose behavior may present a threat to campus safety.
- Upon a preliminary determination that an individual poses a threat of violence to self or others, or exhibits significantly disruptive behavior or need for assistance, a threat assessment team may obtain criminal history record information, as provided in Virginia Code §§ 19.2-389 and 19.2-389.1, and health records, as provided in § 32.1-127.1:03.
- No member of a threat assessment team shall redisclose any criminal history record information or health information obtained pursuant to this section or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team. Va. Code § 23-9.2:10(E).

3.14.5.2 Communication and Training

A. The Workplace Violence Prevention Policy will be posted on the College/System Office website.
B. Information on the Workforce Violence Prevention Policy, will be included as part of the employee orientation.
C. Training on recognizing and responding to potentially violent
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| 34. 7-5 | 7.1550 Speech and Expression | Added policy from VCCS.  

**7.1550 Speech and Expression**  
The College’s Speech and Expression Policy establishes guidelines for the protection of speech and expression, of all forms and for all members of the College community on a wide range of public and private concerns, without discrimination on the basis of content or viewpoint, so as to foster the robust exchange of ideas and opinions in a safe academic environment. The policy and related details can be accessed on the College website at [https://www.nvcc.edu/policies/speech.html](https://www.nvcc.edu/policies/speech.html). | Associate, Office of Legal Affairs |
| 35. 7-6 | 7.1560 Breastfeeding/Lactation | Added policy to align with Classified Staff Handbook.  

**7.1560 Breastfeeding/Lactation**  
NOVA supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday. Employees seeking time away from work to express breast milk must request time off, in advance, from their supervisor in accordance with their unit’s procedure for requesting time away from work. For up to one year after the child’s birth, any employee who is breastfeeding her child will be provided reasonable break time to express milk for her newborn. Two break times of no more than 15-20 minutes in length will be approved as paid break time. You may request for reasonable unpaid break time and/or use your meal times for this purpose. Please work with your supervisor to meet your needs for a clean, private, comfortable space with an electric outlet, a chair and a small table/counter/flat surface for the breast pump. | Associate, Office of Legal Affairs |
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<td>36. 7-6</td>
<td>7.1600 Smoking Policy</td>
<td>Nursing mothers should be prepared, if no refrigerator is available, to carry cooler and cold packs for personal storage of expressed milk. If an employee has access to a refrigerator, breast milk may be stored in the refrigerator. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date. Any non-conforming products stored in the refrigerator may be thrown away. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering.</td>
<td>Editor</td>
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<td>36. 7-6</td>
<td>7.1600 Smoking Policy</td>
<td>Change in wording of Smoking Policy to align with other NOVA handbooks.</td>
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<td>37. 7-7</td>
<td>7.1710 Disability Accommodations for Employees</td>
<td>NOVA employees and other persons who have disabilities and need assistance in attaining any services from the College are invited to request accommodation. Such requests should be directed to the Office of Equity and Diversity.</td>
<td>Associate, Office of Legal Affairs</td>
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<td>38. 7-14</td>
<td>7.3250 Pollution Prevention</td>
<td>Added Pollution Prevention Policy to comply with federal Clean Water Act and NOVA’s Municipal Separate Storm Sewer System permit.</td>
<td>Director of Facilities Management Service (Approved by College Senate at Nov. 2015 Meeting)</td>
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<td>38. 7-14</td>
<td>7.3250 Pollution Prevention</td>
<td>College employees, students, visitors, contractors, or other persons under their control, shall not litter on any NOVA owned or leased property; dump objects, substances, or liquids into storm drains; or carry out personal vehicle maintenance, personal vehicle washing, or state vehicle washing, subject to certain conditions, on any NOVA owned or leased property. All persons disposing of pollutants shall use specified trash or recycling containers on campus, or dispose of items properly through local jurisdictional waste and recycling facilities.</td>
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<td>39. (i)-1</td>
<td>Appendix (i): Strategic Vision 2015</td>
<td>Removed outdated vision.</td>
<td>Editor</td>
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<td>40. (ii)-1</td>
<td>Appendix (ii), Hiring Procedures for Full-Time Faculty</td>
<td>This section was flagged by VCCS and requires further review. The AVP of HR is currently reviewing this section.</td>
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<td>41. A-7</td>
<td>2.4290 Director of Legal Affairs</td>
<td>Removed position.</td>
<td>AVP of HR</td>
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<td>42. A-11</td>
<td>2.4360 Associate Vice President for Global Studies and Programs</td>
<td>Removed position.</td>
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**Associate Vice President for Global Studies and Programs**

**Functions and Duties:**

Provides strategic leadership and operational coordination for all aspects of international programming at the College.

Coordinates and assists in the development of international education, professional development, outreach and services programs, through collaborations among deans, provosts, and academic and student services units.

Serves as the College’s principal point of contact with professional associations, community groups, four-year institutions, and other similar entities concerned with international education and matters related to internationalization/globalization.

Serves as the College’s principal point of contact with educational institutions, businesses, agencies, embassies and other governmental entities from foreign countries.

Provides organizational coordination and oversight for faculty/staff development activities involving international education and for curricular development and extracurricular programs that promote greater global awareness and learning across the College.

Provides organizational coordination and oversight for student study abroad opportunities and student exchanges.

In collaboration with academic deans and the associate vice president for Academic Services, promotes the incorporation of global learning objectives and experiences into all disciplines and programs.
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<td>In collaboration with academic deans and the associate vice president for Academic Services, promotes the development of major programmatic initiatives, such as world languages, directly supportive of or closely aligned with comprehensive internationalization.</td>
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<td>In collaboration with the Office of Grants and Special Projects and other appropriate offices, pursues grant opportunities and entrepreneurial projects that bring resources to the College in support of institutional goals.</td>
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<td>In collaboration with Marketing and Communications, provides guidance for the international image of the College and College information in relation to international recruitment, promotion, marketing materials, and web pages.</td>
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<td>In collaboration with the Office of International Student Services, promotes the recruitment of international students to the College.</td>
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<td>43.</td>
<td>C-1</td>
<td>This section is under review and refers readers to the VCCS Policy Manual.</td>
<td>VCCS</td>
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<td></td>
<td>6.3000C Minimum Academic Preparation of Faculty</td>
<td>6.3000C Minimum Academic Preparation of Faculty</td>
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<td>This section is under review. Please refer to the VCCS Policy Manual, 3.04 Faculty Appointments and 3.07 Faculty Promotions.</td>
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<td>44.</td>
<td>H-1</td>
<td>Replaced outdated version of NOVA Constitution and Bylaws with updated version.</td>
<td>Editor</td>
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<td></td>
<td>Appendix H: NOVA Constitution and Bylaws</td>
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