

RICHARD BLAND COLLEGE

of

The College of William and Mary

11301 Johnson Road, Petersburg, VA 23805-7100



ADJUNCT FACULTY

POLICIES AND PROCEDURES MANUAL

Revised Spring 2008

General College Information/Business Office 804-862-6100 (FAX 804-862-6207)

Office of the Provost 804-862-6242 (FAX 804-863-1666)

Division Chair/Secretary – Humanities & Social Sciences 804-862-6176 (FAX 804-863-1645)

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Richard Bland College Library 804-862-6228 (FAX 804-862-6125)

Office of the Registrar 804-862-6185 (FAX 804-862-6189)

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Recorded Announcements & Closings 804-751-4574

Campus Security (8:00 AM to 5:00 PM) 804-862-6213

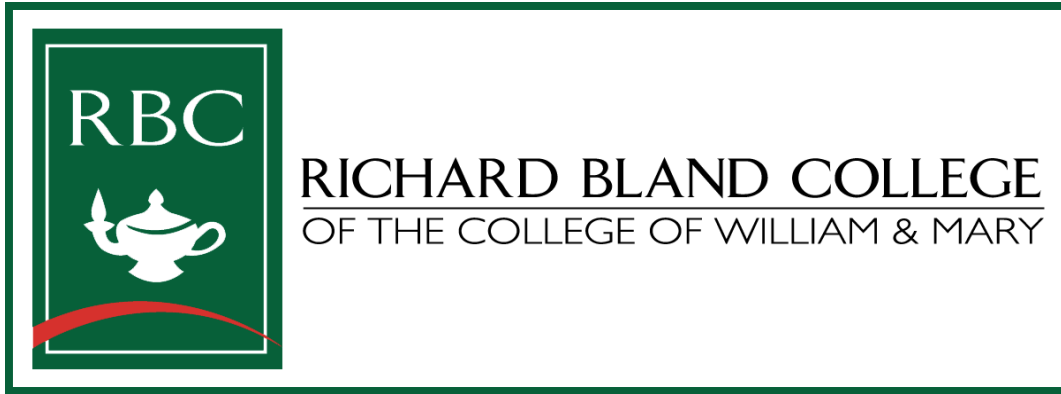
Campus Security (5:00 PM to 8:00 AM) 720-9179

(<http://www.rbc.edu>)

The Adjunct Faculty Handbook is published by the Office of the Provost.

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I. MISSION

Richard Bland College of The College of William and Mary in Virginia was founded in 1960. It is the junior college of the Commonwealth of Virginia. The College offers a traditional curriculum in the liberal arts and sciences leading to the associate degree, and other programs appropriate to a junior college. The curriculum is intended to allow students to acquire junior status after transferring to a four-year college, or to pursue expanded career opportunities. The College also recognizes its responsibility to serve the public by providing educational and cultural opportunities for the community at large.

II. GOALS

Institutional Goals

1. Be guided by the Mission Statement in its directions, decisions, and activities.
2. Engage in the development and support of dynamic operational and academic policies and practices.
3. Provide and support programs, services, activities, and learning/information resources to promote student learning and development.
4. Provide access to programs and services that promote community enrichment.
5. Integrate long-range planning and continuous improvement in the decision-making and budgetary processes.

Curriculum Goals

Upon graduation from Richard Bland College, the student will have acquired:

1. The ability to analyze and critique information through accurate reading, listening, and logical thinking, and the ability to acquire, organize, document, and present written and oral information clearly, precisely, and correctly.
2. The ability to acquire, process, understand, and use quantitative data.

3. An understanding of how major historical factors and events have influenced the development of civilization.
4. An understanding of major natural laws and theories that govern our universe and the ability to apply the scientific method to the acquisition of knowledge and problem-solving.
5. An understanding of major social forces that have shaped and continue to shape contemporary society.
6. An understanding of the human experience as revealed through creative expressions from the humanities.
7. An understanding of the components of a healthful lifestyle, including the benefits of physical fitness.

III. ACCREDITATION

Richard Bland College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-479-4500 for questions about the accreditation of Richard Bland College.

In accordance with the Commission on College's Criteria for Accreditation (1996) Richard Bland College agrees to and affirms the following:

That it will comply with the Criteria for Accreditation of the College Delegate Assembly consistent with the policies and procedures of the Commission on Colleges.

That the Commission on Colleges, at its discretion, may make known to any agency or member of the public requiring such information, the nature of any action, positive or negative, regarding the status of Richard Bland College with the Commission.

That the College will comply with Commission requests, directives, decisions, and policies, and will make complete, accurate, and honest disclosure.

IV. ACADEMIC POLICIES

A. Personnel Policies

1. Each adjunct faculty member must have official graduate transcripts on file in the Office of the Provost before a contract for instruction can be offered.
2. Personnel forms, to include the State Application for Employment, a current resume, an Employment Eligibility Form, and federal/state tax exemption forms, must be on file in the Office of the Provost prior to receiving payment for instruction.

3. Salaries for adjunct instruction will be specified in the contract. Contracts are dependent upon receipt of funds appropriated by the General Assembly, and are subject to the Appropriations Act. All contracts are contingent upon sufficient enrollment, as determined by the Provost. Contracts should be signed and returned to the Provost upon receipt. Adjunct faculty receive two checks per semester – half of the specified salary at mid-semester and the balance at the end of the semester, less federal and state withholding taxes and Social Security if applicable. Summer adjunct faculty will receive a pay schedule with their contract.
4. Direct Deposit – Adjunct Faculty are **required** to register for direct deposit.
5. Email – Adjunct faculty members are encouraged to establish a College email address to receive and send electronic mail. Applications are included in the initial paperwork distributed from the Provost's office. PLEASE NOTE: An on-campus email address must be checked regularly for incoming email. External access to campus email is available at <http://www.rbc.edu/ITS/OLWeb.html>. ALL adjuncts are required to comply with security test trainings mandated by the State of Virginia administered by the RBC Informational Technology Services department.
6. Office Facilities – Offices have been designated for use by on-campus adjunct faculty. A computer will be available in each of these offices for adjunct faculty use, and voice mail and email services are provided.
7. Secretarial assistance is available from division secretaries, except during summer terms. Secretarial support is provided by the Administrative Assistant to the Provost during the summer months.

Humanities and Social Sciences – Michelle Sars 862-6176
Math and Quantitative Methods – Catherine Fisher 862-6492

8. All faculty vehicles should have parking decals displayed on the rear bumper or window. Decals are free to adjunct faculty and are available at the Cashier's Office in Maze Hall.

B. Selection and Hiring Process

Recruitment: candidates are solicited through announcements on our college web page, through local and regional newspapers, and through notices to other institutions of higher education in the area. Often applicants submit materials unsolicited. All materials are received and filed in the office of the Provost and Dean of Faculty.

Initial Interview: periodically, the Provost and Dean of Faculty invites qualified candidates to campus for an introductory interview. Notes from those sessions are kept in the candidate's folder in the office of the Provost and Dean of Faculty.

Divisional/discipline review: copies of materials of qualified candidates may be forwarded to the Chair of the appropriate Division and then to either a discipline coordinator or appropriate faculty members. Those copies are kept in the office of the Division Chair for future reference.

On-campus interview: complementing the initial interview, candidates who are being considered for appointment are invited to return to campus to meet with faculty in the

discipline to be taught. Coordination of those sessions occurs through the office of the appropriate Division Chair. Either the discipline coordinator or the Division Chair meets with the Provost to identify the best candidate for the course(s) being offered.

Selection of the Instructor: the Provost and Dean of Faculty decides on the individual to whom to issue a contract.

Contract: the President issues a contract to the successful candidate.

C. Academic Division Structure

The Academic Division is an administrative unit composed of related academic disciplines. Academic disciplines are grouped under two divisions, the Division of Humanities and Social Sciences and the Division of Sciences and Quantitative Methods.

Current Divisional Structure:

Division of Humanities and Social Sciences – Professor David Majewski, Chair

Art, Business, Economics, English, French, Geography, Government, History, International Studies, Music, Philosophy, Religion, Psychology, Sociology, Spanish, Speech and Theatre.

Division of Science and Quantitative Methods – Professor Steve Martin, Chair

Accounting, Biology, Chemistry, Computer Science, Health, Mathematics, Physical Education and Physics.

D. Academic Freedom

Richard Bland College endorses the principles of academic freedom and subscribes to the Principles on Academic Freedom and Tenure, adopted jointly in 1940 and interpreted in 1970 by the Association of American Colleges and by the American Association of University Professors, the main points of which are:

Faculty members are entitled to freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties and compliance with College policies.

Faculty members are entitled to freedom in the classroom in discussing their subjects. Controversy is at the heart of free academic inquiry. Faculty members should be careful not to introduce into their teaching controversial matter that has no relation to their subjects.

Faculty members are entitled to their political rights and should be free from institutional censorship or discipline for exercising them; but their special position in the community imposes special obligations. They should remember that they are members of a learned profession and officers of an educational institution. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not institutional spokespersons.

This protection of academic freedom applies to all faculty members and to all others who exercise teaching or research responsibilities while they are fulfilling their responsibilities as faculty members.

E. Faculty Responsibilities

Faculty members are responsible for supporting the mission and goals of Richard Bland College and its academic, administrative, and institutional policies.

F. Faculty Evaluation

Adjunct and part-time (collateral) faculty will engage in an evaluation system designed to assess their contributions in their circumstances. The evaluation will consist of three elements: student evaluations, classroom visitations, and personal reflections on teaching.

1. Student evaluations: using the same student evaluation tools and system available to full time faculty, part-time faculty and adjuncts will conduct student evaluations of each class taught. For off campus (dual enrollment) courses, the Office of the Provost and Dean of Faculty will provide logistical support.

2. Classroom visitations: in the first year of service of any adjunct or part-time faculty member, the appropriate Division Chair or the Provost and Dean of Faculty will visit at least one class session each semester as agreed upon by the instructor and the evaluator. Subsequent visitations will occur in all odd-years thereafter.

3. Reflection on teaching: All adjunct and part-time faculty members will reflect on aspects of their teaching each semester and incorporate those reflections in the biennial Faculty Development Report (see below).

4. At the end of each even year of teaching (second, fourth, etc.) each adjunct faculty member will submit an Adjunct Faculty Development Report. For each course taught, an assessment of all sections in the two year period will be included as well as student evaluations, classroom visitation appraisals and the formal observation report.

G. Faculty Work Schedules

All faculty members are expected to meet all assigned classes and are encouraged to maintain office hours, attend all meetings of committees to which such member may be elected or assigned.

H. Faculty Absence From Class

Faculty members unable to meet a class or classes for extenuating circumstances (i.e., illness or car trouble) will notify the Provost or the Division Chair and submit a Faculty/Staff Absence Request/Report (see Appendix B for guidelines).

www.rbc.edu/Faculty/forms_page.htm

I. Faculty Office Hours

Any conference held with a student related to a College activity should be held on campus and structured to reduce the possibility of a serious problem or misunderstanding between the student and faculty member.

J. Laboratory Supervision

In all laboratory situations the faculty member is responsible for the supervision and instruction in the laboratory. Even though student assistants are used at times, no student will be expected to take charge of or direct the laboratory.

K. General Academic Policies

General academic policies are printed in the *Richard Bland College Catalog*.

L. Course Content

Richard Bland College respects the principles of academic freedom and the autonomy provided faculty in the selection of their instructional materials. However, it is the responsibility of the faculty to provide instruction that is current and consistent with the course descriptions listed in the *Richard Bland College Catalog*. Because RBC is primarily a transfer institution, it is the responsibility of the faculty to provide instruction consistent with the general expectations of academe.

M. Course Syllabus

A well-developed course syllabus that provides students with essential information about the course in which they are enrolled is required for each course offered by Richard Bland College (see Appendix A for guidelines). At the beginning of every semester, a syllabus for each course taught that semester must be forwarded through the Division Chair to the Office of the Provost. For a course with multiple sections taught by more than one faculty member, these faculty should coordinate major course expectations and requirements. Specific information to be covered in the course syllabi includes:

1. Instructor's Name, Instructor's Office Phone Number/Email Address, Course Name, Course Number, Section Number and Semester/Year.
2. Richard Bland College Mission Statement.
3. relevant College curriculum goals.
4. course prerequisites.
5. course objectives.
6. course textbooks, workbooks, supplementary texts and selected readings, and other resources.
7. importance of class attendance and the individual faculty member's attendance and tardiness policies (federal regulations require a record of attendance taken at least once a week).
8. treatment of late course requirements.
9. attendance at the final examination.

10. discussion in the syllabus and during the first week of class of the principles of the Richard Bland College Honor System. The consequences of their violation are defined extensively in the *Student Handbook*, from which the following is paraphrased:

Faculty cooperation is required in order for the Honor System to function effectively. Therefore, a professor who observes a violation of the Honor Code should report it in accordance with the procedures outlined in the Student Handbook and on the Council on Academic Integrity's website at <http://www.rbc.edu/HonorCode/>. If a faculty member feels that he/she has sufficient evidence, these concerns should be brought to the attention of the organization's advisor within five (5) days of the incident for a violation to be considered by the Council. The faculty member must submit a written statement describing the nature of the offense.

11. course requirements—nature and approximate number of course activities, projects, and examinations.
12. grading scales (i.e. 80-89% = B) and weighting of course requirements in relation to the semester grade, including percentage for class attendance and participation if so desired.

(Sufficient course work should be evaluated and returned to students before the semester's date by which to drop a course or to change from credit to audit status without academic penalty in order to indicate to the student his or her level of performance.)

13. dates important to the course, such as the semester's date by which to drop a course without academic penalty, dates of examinations, due dates for projects and papers, the final examination date.
14. disclaimer statement to the effect that should any change in course requirements be necessary (i.e., a scheduled due date), the students and the Provost will receive sufficient notification in writing.

N. Class Rolls

Faculty members must verify official class rolls (student name, course, and section) by each semester/term deadline, so that total class count, grade sheets, and student directories are accurate and that if necessary a student can be located.

O. Final Examinations

1. Faculty members should assure that all quizzes, tests, and final examinations are conducted according to the Honor Code.
2. Final examinations will be given for all scheduled academic classes. These examinations will be conducted at the established examination time.
3. Final examinations will not normally involve take-home examinations. A special request to administer a take-home final examination must be discussed with the Provost significantly prior to the final examination period.
4. All faculty members will retain a copy of each student's final examination for at least one year, in the event of a grade appeal or litigation.

P. Final Grades

Final grades should be turned in to the Office of the Registrar within forty-eight (48) hours of the examination. Final grades for Friday and Saturday classes must be received in the Office of the Registrar by 10:00 A.M. the following Monday.

Q. Incomplete Grades

The grade of “Incomplete” exists for unusual circumstances. It is not an automatic option for the student who does not complete the required work in a course. A student may not “take an incomplete”. A faculty member may award an “Incomplete” in a special or unusual circumstance. However, this requires a meeting or discussion between the faculty member and the student, and the completion of the “*Application for Temporary Grade of Incomplete*” (forms available from the Office of the Registrar). This completed form must then be submitted to the Registrar with the final class grade roster. If the grade of “Incomplete” is given, the faculty member should inform the student that such a grade might influence the student’s financial aid status for the next semester.

The faculty member should also clarify with the student that the requirements for a grade of “I” (Incomplete) must be completed prior to “THE LAST DAY TO DROP A CLASS WITHOUT PENALTY” during the next regular semester, or the grade will become an “F”. A faculty member may extend an “Incomplete” for unusual circumstances.

“Incomplete” grades for an entire class are not acceptable.

R. Submission and Posting Grades

Faculty members must submit grades to the Registrar’s Office no later than those dates published on the College calendar. Official grades are posted on Banner (RBC’s official information system) by the Office of the Registrar.

S. Student Course Evaluations

All courses taught by Richard Bland College faculty will be evaluated each semester through Student Course Evaluations. Evaluation forms are distributed by the Division secretaries and must be administered prior to the final examination. Each faculty member will arrange for another faculty member or other responsible individual to administer the Student Course Evaluations and return the evaluations to the respective Division secretary.

T. Drop/Withdrawal Policies

Students requesting to drop or withdraw from the College must complete the appropriate form (available in the Office of the Registrar), obtain the signature of their advisor, and a representative of the Office of Financial Aid (if applicable). To avoid academic penalty, this procedure must be completed before the academic penalty/withdrawal date published in the Course Schedule for each semester. Unless a student officially drops a course or officially withdraws, a grade of “F” will appear on his or her permanent record. Students requesting to drop a course or withdraw from the College after the academic penalty deadline has passed should be referred to the Provost.

Any exceptions to this rule must be for verifiable extenuating circumstances and be approved by the Provost.

U. Bookstore

The College Bookstore is located in the Campus Center adjacent to the Cafeteria. Textbooks, College shirts, jackets, and various supplies are available to both faculty and students.

V. Library Hours

The Library is undergoing major renovation. The temporary Library Annex is open during the following hours:

Monday – Friday	8:00 a.m. – 5:00 p.m.
Sunday	2:00 p.m. – 5:00 p.m.

Faculty members are urged to check the Library website for any scheduled changes during the renovation period.

W. Emergency Closing of the College

Any decision made regarding the closing of Richard Bland College for emergency reasons (such as snow) will be announced on local radio and television stations, placed on the College website and on the College recorded announcement line, 804-751-4574. The announcement will be made as early in the morning as possible or if practical, the night before.

X. Supply Requisition Procedures

General office and classroom supplies (paper, pencils, paper clips, etc.), and desk copies of textbooks may be requested and obtained from appropriate Division Secretaries.

V. COLLEGE POLICIES

A. Equal Education/Employment Opportunity Policies

The Richard Bland College Student Recruitment and Retention Plan is designed to promote, consistent with law, equal opportunity in education and employment without unlawful regard to sex, race, color, age, religion, national origin, sexual orientation, or disability.

The College also is committed to assuring that all affirmative action and equal employment programs and activities are developed and implemented consistent with law. In particular, it is the policy of the College to maintain and promote equal employment opportunity, consistent with law, and without regard to race, color, sex or age (except where sex or age is a bona fide occupational qualification), religion, national origin, sexual orientation, or disability.

An integral part of this policy is to provide equal employment opportunity for all persons, to recruit, and to administer hiring, working conditions, benefits, and privilege of employment, compensation, training, appointments for advancement, including upgrading, promotions, and transfers, and terminations of employment, including layoffs and recalls for all employees, without illegal discrimination.

A complete description of these plans may be found in the Office of the Director of AA/EEO, the Administrative Offices, the Division Chair Offices, and the Richard Bland College Library.

B. Student Record Policy

The College maintains a Student Record Policy dealing with student records, their use and their access. This policy reflects the requirements of both state and federal law, including the federal family Educational Rights and Privacy Act (FERPA). A copy of the Student Record Policy is available in the Office of the Registrar.

C. Intellectual Property and Software Use Policy

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to all works of all authors and publishers in all media. It encompasses the right to acknowledgement, right to privacy, and right to determine the form, manner, and terms of publication.

Because electronic information is easily reproduced, respect for the work of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, defamation, unauthorized access, and trade secrets and copyright violations may be grounds for sanctions against students or employees of Richard Bland College.

- a. Richard Bland College licenses the use of computer software from a variety of outside companies. Richard Bland College does not own this software or its related documentation and, unless authorized by the software developer, neither the College nor its students has the right to reproduce it.
- b. With regard to use on local area networks or on multiple machines, Richard Bland College students and employees shall use the software only in accordance with the license agreement.
- c. Richard Bland College students and employees learning of any misuse of software or related documentation within the College shall notify the Director of Academic Computing.
- d. According to the U.S. Copyright Law, persons involved in the illegal reproduction of the software or related documentation can be subject to substantial civil damages, and criminal penalties, including fines and imprisonment. Richard Bland College does not condone the illegal duplication of software or related documentation. Richard Bland College students or employees who make, acquire, or use unauthorized copies of computer software or related documentation shall be disciplined as appropriate under the circumstances.
- e. Richard Bland College faculty and staff who use software and/or the intellectual property of others must sign the following statement:

I am fully aware of the Intellectual Property and Software Use Policies of Richard Bland College and agree to uphold those policies.

Signature _____ Date _____

A copy of this document is available for signature in the Office of the Provost and Dean of Faculty.

D. Sexual Harassment Policy

Richard Bland College desires to provide a positive, discrimination-free educational and working environment. In this spirit, sexual harassment in the educational setting

or work place is unacceptable and will not be tolerated. This policy applies to all members of the College community including students, classified employees, and members of the instructional, administrative, and professional faculty.

Sexual harassment is a form of sex discrimination prohibited by Title IX of the Educational Amendment of 1972 and Title VII of the Civil Rights Act of 1964. For purposes of this policy, sexual harassment is defined as unwelcome conduct of a sexual nature, physical or verbal, by a member of the College community when:

1. submission to such conduct is made explicitly or implicitly a term or condition of work or academic performance, or,
2. submission to or rejection of such conduct is used as a basis for an employment decision, performance evaluation, or to create an intimidating, hostile, or offensive working or educational environment.
3. such conduct is known or should have been known to interfere with an work or academic performance, or to create an intimidating, hostile or offensive working or educational environment.
4. It is a violation of College policy for any faculty member, administrator, student or staff employee, hereafter referred to as a member of the College community, to seek or offer gain, advancement or consideration in return for sexual favors.
5. It is a violation of College policy for any member of the College community to make an intentionally false accusation of sexual harassment.
6. It is a violation of College policy for any member of the College community to initiate a negative personnel or academic action against an individual in retaliation for reporting an incident or allegation of sexual harassment, except in cases of intentionally false accusations of sexual harassment.
7. In determining whether the alleged conduct constitutes sexual harassment, those charged with making such determinations will consider all relevant information including the nature of the alleged sexual conduct and the context in which the alleged conduct occurred. Such determination will be based on fact and will be made on a case-by-case basis.

In cases of alleged sexual harassment, an ad-hoc faculty committee will be appointed by the Provost to review and resolve the allegation. Procedural standards, similar to the Appeal Procedure outlined in the *Faculty Handbook*, will be observed.

E. Policies and Procedures Affecting Consensual Amorous Relationships

The appearance of a compromising conflict of interest or of coercion, favoritism or bias in educational or academic evaluation is prejudicial to the interests of Richard Bland College, its members, and the public interest that it serves. Amorous relationships between faculty members and students with whom they also have an academic evaluative role create such an appearance, even where the relationship is genuinely consensual. Such relationships are particularly susceptible to exploitation. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in an academic or evaluative role, make voluntary consent by the student suspect. Even when both parties initially have consented, the development of such a relationship renders both the faculty member and the

institution vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between faculty and students.

Therefore, faculty members are advised against participating in amorous relationships with students enrolled in their classes or with students whom they otherwise evaluate, grade, or supervise. Similarly, faculty members should avoid situations requiring them to evaluate, grade or supervise students with whom they currently have an amorous relationship. Whenever such a situation arises or is foreseen, the faculty member shall report the situation promptly to an appropriate administrative superior (Division Chair, Provost) and seek advice and counsel. That superior shall take effective steps to ensure unbiased supervision or evaluation of the student.

For purposes of this policy, “faculty” shall include all full-time or part-time College personnel who teach, and administrators with faculty status. Evaluative situations may include, but are not limited to, supervising instruction, evaluating academic performance, or serving on committees for awards or prizes.

Members of the College community who believe themselves to be affected adversely by a violation of this policy may initiate a complaint with the appropriate division chair. A complaint alleging that a division chair or an administrator has violated this policy may be filed with the Provost or other appropriate administrative authority. Complaints should be filed within ten (10) calendar days of the time at which the complainant becomes aware of the adverse effect of an alleged violation of this policy, but not more than one year after the alleged violation.

Failure of members of the College community to comply with the foregoing policy shall be handled in accordance with the provisions for handling allegations of misconduct described in the *Faculty Handbook*, the procedural guarantees therein outlined.

F. Smoking Regulations

1. Regulation: As an institution of higher education, Richard Bland College of the College of William and Mary has a responsibility to its students, faculty, staff, and members of the surrounding communities to provide an atmosphere in which healthful living is promoted. The College has adopted the following as one of its curriculum goals: “An understanding of the components of a healthful lifestyle, including the benefits of physical fitness.” To achieve this, the College educates students on many issues related to health. Therefore, the following regulation has been established regarding smoking:

- a. All classrooms, hallways, and other inside public areas of all buildings on campus will be smoke free.
- b. Faculty and staff may utilize the privacy of their offices for smoking as long as there is no objection from persons in neighboring offices. Faculty and staff should not smoke when non-smokers are present.
- c. Additionally, the Virginia Indoor Clean Air Act prohibits smoking in (1.) elevators, regardless of capacity, except any open material hoist elevator, not intended for use by the public, (2.) indoor service lines and cashier lines and (3.) public restrooms in any building owned or leased by the Commonwealth.

2. Enforcement:

- a. In addition to the enforcement mechanism set forth in the Virginia Indoor Clean Air Act: cases involving students who have violated the Policy will be handled through the Student Disciplinary Policy outlined in the *Student Handbook*.
- b. Cases involving faculty and staff that have violated the Policy will be handled through the corresponding discipline policies.

G. Alcohol and Illicit Drugs

No employee will report to work while under the influence of alcohol or illegal drugs. In addition, the possession, use, distribution, or sale of any alcoholic beverages (with the exception of functions wherein such possession or use is authorized by the Office of the President) or illicit drugs on College property or at College activities is prohibited.

Under local, state and federal laws, those individuals who violate this policy are subject to the full-range of criminal penalties including fines and imprisonment. In addition to criminal penalties, violators of this policy may be subject to College disciplinary action up to and including termination.

In order to comply with federal law and state policy, the College requires that an employee notify a supervisor, in writing of any criminal drug statute conviction no later than five (5) days after such conviction. The College must notify any federal contracting agency within ten (10) days of having received notice that an employee engaged in the performance of such contract has had a criminal drug conviction for a violation occurring in the workplace. The College will impose a sanction on or require satisfactory participation in a drug/alcohol abuse assistance or rehabilitation program by an employee who is so convicted.

Violations of these rules by an employee will be reason for evaluation/treatment for a substance use disorder or for disciplinary action up to and including removal. This policy applies to all employees (full-time, part-time, students, etc.).

VI. APPENDICIES

APPENDIX A: SYLLABUS FORMAT

RICHARD BLAND COLLEGE of The College of William and Mary

COURSE SYLLABUS

COURSE/NO/SECTION:

SEMESTER/YEAR:

INSTRUCTOR:

OFFICE NO:

OFFICE PHONE:

OFFICE HOURS:

INSTRUCTOR E-MAIL:

THE RICHARD BLAND COLLEGE MISSION

Richard Bland College of The College of William and Mary in Virginia was founded in 1960. It is The Junior College of the Commonwealth of Virginia. The College offers a traditional curriculum in the liberal arts and sciences leading to the associate degree, and other programs appropriate to a junior college. The curriculum is intended to allow students to acquire junior status after transferring to a four-year college, or to pursue expanded career opportunities. The College also recognizes its responsibility to serve the public by providing educational and cultural opportunities for the community at large.

HONOR CODE

Giving and/or receiving unauthorized assistance on tests, quizzes, or other graded activities, as well as plagiarism will be considered a violation of the College's Honor Code and will be referred to the Student Honor Court for disciplinary purposes. Also, students who observe cheating or other violations of the Honor Code have a responsibility to follow the procedures detailed in the RICHARD BLAND COLLEGE STUDENT HANDBOOK. The Honor Code will be reviewed during the initial meeting of this course.

I. COURSE DESCRIPTION

II. COURSE GOALS

III. ATTENDANCE POLICY

IV. EVALUATION METHODS

A. Grading Policy:

B. Tests:

C. Quizzes:

D. Class participation:

E. Research Papers or Other Activities:

F. Final Examination:

V. REQUIRED TEXT(S)

Title of Text

Author

Publisher

VI. COURSE SCHEDULE

DISCLAIMER STATEMENT: The test dates, assignments, policies, etc. stated in this syllabus are subject to change in response to exceptional circumstances. If such exceptional circumstances occur and changes are needed, students will be notified as soon as possible.

(Forms/Course Syllabus Format)

**RICHARD BLAND COLLEGE
FACULTY/STAFF ABSENCE REQUEST/REPORT
and/or
REQUEST FOR TRAVEL APPROVAL**

NAME _____ **DATE SUBMITTED** _____

I request / I report absence from duties on the following date(s):

ث Personal

ث Professional

If travel request, destination: _____

Purpose of trip: _____

Disposition of classes (if applicable): _____

*Total estimated expenses: \$ _____
(Include registration fees, lodging, airfare/mileage and M&IE)

ث Expenses not applicable

*Source(s) of funds: _____

*Must be completed if expenses will be claimed. Copy of approved form must be forwarded to Administration and Finance Office prior to registration, travel, and/or lodging arrangements request.

INSTRUCTIONS:

1. Upon receipt of approval, contact the Office of Administration and Finance for payment of any registration fees and applicable reimbursement rates. (Must be at least three weeks prior to trip).
2. Purchasing Office will make all lodging and transportation arrangements.
3. Travel reimbursement voucher must be submitted to the Office of Administration and Finance within eight working days after completion of travel.

APPROVAL:

Division Chair/Supervisor: _____

Provost or Dean of Administration & Finance: _____

President: ث Over \$1,000 or ث Out-of-State _____

DISTRIBUTION:

ث Original – Provost

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ث Copy – Administration and Finance (for expenses)

ث Copy – Purchasing Office (for travel arrangements)

