TULSA COMMUNITY COLLEGE

POLICIES, PRACTICES, AND PROCEDURES HANDBOOK FOR EMPLOYEES

2015-2016
INTRODUCTION

Tulsa Community College is committed to providing a positive work environment for our employees. The policies, practices and procedures outlined in this handbook are intended to create a positive college environment.

The Policies, Practices, & Procedures Handbook presents in one booklet the most pertinent policies, practices, and procedures which relate to the employees of Tulsa Community College.

We believe this handbook is helpful in providing answers to questions that often arise. Please feel free to refer questions that might not be answered through this handbook to your supervisor or the appropriate member of the Administration.

Thank you for your commitment to Tulsa Community College and its students.

Leigh B. Goodson, President and Chief Executive Officer
PURPOSE/GENERAL STATEMENT

This Handbook has been prepared as a guide and reference for employees. It describes some (but not all) of the basic policies, procedures and practices of the College. This Handbook is for informational purposes and does not create or form an expressed or implied contract or promise that the policies, practices and procedures outlined will be applied in all cases. The College may add, revoke or modify policies, practices and procedures at any time.
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ORGANIZATIONAL INFORMATION
MISSION STATEMENT

Tulsa Community College betters its community through the intellectual achievement, creative energy, and responsible citizenship of its students, faculty, and staff by their engagement in teaching, learning, and service opportunities that transform and enrich lives. Tulsa Community College commits to innovative, flexible, and affordable public higher education that responds to a dynamic global environment.

VISION STATEMENT

TCC will excel as an inclusive, engaged center of life-long learning that transforms the world by empowering learners intellectually, culturally, economically, and socially.

Learning – for students, faculty, staff, and community members – comprises the heart of our institutional mission, and our core values ensure the primacy of learning. An aspiration without end, learning must be undertaken with passion, tended with reason, and shared with integrity. A collaborative endeavor, learning reveals the possibilities of our world, thus making our lives more meaningful and more productive.

CORE VALUES

As an educational institution charged with providing lifelong learning opportunities for its students and its community, Tulsa Community College identifies integrity and quality as the cornerstones upon which all other values rest – shaping both priorities and decision making throughout the institution.

TCC Integrity and Quality:

**Student Success** is the reason TCC exists. We strive for all students to be successful in their educations and we strive for the education to effectively prepare students for their lives. Learning is the focus because it is the essence of an institution of learning.

**Excellence** drives us. We strive to provide excellent education to our students, excellent resources to our community, and excellent administration and management for our employees.

**Stewardship** guides our daily decision-making. We investigate community needs and expectations and then respond by providing quality education that is responsive, convenient and affordable.

**Innovation** sparks our creativity and ensures that the hearts and minds of our students, faculty, staff and administration are actively engaged in acquiring learning, increasing our knowledge, and leading the community forward.

**Diversity** is our common bond. Sincere appreciation for and cultivation of difference enriches our lives, the community, and the education we offer. It is a source of our pride and integral to our success.
STRATEGIC PLAN

Through an inclusive process, the College has developed a Strategic Plan with goals and objectives to guide the work of the College over the next few years.

Learning Effectiveness and Student Success

Goal One: Academic Quality – Ensure quality instruction and academic support

Strategies

1a Recruit and hire additional full-time faculty members dedicated to student success
1b Institute a college-wide process for hiring part-time faculty members
1c Implement an institutional process for evaluating faculty, including ongoing classroom observations and reviews of credentials
1d Increase consistency in course content, outcomes, and requirements across campuses and modes of delivery
1e Increase access to quality tutoring and academic support labs
1f Expand the use of innovative and effective teaching methods that promote student learning
1g Increase faculty development in pedagogy, assessment, and student accessibility

Goal Two: Student-Centered Services – Enhance student-centered services and processes

Strategies

2a Streamline college services and processes for incoming students
2b Improve customer service and communication for students
2c Provide more personalized support services
2d Provide consistent student experiences across all campuses and locations
2e Initiate a college-wide process for strategically scheduling classes to meet student needs
2f Create clear degree plans and pathways to completion for each academic program
2g Implement policies that foster persistence and completion
2h Improve entry-level placement process and developmental education
2i Provide students access to affordable, quality textbooks and course materials
Organizational Development and Accountability

**Goal Three:** Performance-Based Culture – Advance a performance-based culture built on data-informed decisions and continuous improvement

**Strategies**
3a Develop and implement an institutional effectiveness plan including the assessment of all college operations, programs, and services
3b Improve college-wide assessment of student learning outcomes
3c Analyze the organizational structure and make changes necessary to maximize institutional efficiency, integration, and effectiveness
3d Create and implement a strategic enrollment management plan

**Goal Four:** Employee Development – Strengthen employee diversity, training, accountability, and compensation

**Strategies**
4a Recruit and retain quality employees who reflect the diversity of the local community
4b Attract and retain talented employees through competitive salaries and benefits
4c Implement a comprehensive training system for new and existing employees
4d Improve internal communication processes regarding institutional decisions
4e Increase professional development for all employees
4f Revise the performance appraisal process with a stronger emphasis on employee development and accountability

**Goal Five:** Resources -- Ensure financial, physical, and technological resources are adequate to support educational programs

**Strategies**
5a Implement a transparent process to allocate resources based on strategic priorities and the productivity of programs
5b Evaluate the sustainability and cost effectiveness of offering course at all locations
5c Increase financial contributions from private and public sources to support programs and operations
5d Update the facilities master plan to include improvements and necessary repairs with a focus on accessibility
5e Increase efforts to ensure campus safety
5f Increase efficiency and sustainability through paperless forms and processes
5g Utilize technology that best serves the mission and needs of students and employees
Community Engagement

Goal Six: Community Partnerships – Optimize community partnerships and outreach

Strategies
6a Strengthen partnerships with local businesses on workforce program development
6b Implement a comprehensive system for analyzing workforce trends to ensure programs are meeting the local community’s needs
6c Increase student recruitment efforts, emphasizing traditionally underserved students and regions experiencing population growth
6d Work with local high schools to improve college readiness
6e Create a seamless process for university transfer through systematic development and monitoring of articulation agreements with four-year partners

Goal Seven: Marketing – Enhance marketing and communication of programs and services

Strategies
7a Redesign the website to ensure accessibility and a user-friendly experience
7b Increase strategic marketing of programs to the appropriate audiences by all stakeholders
7c Reevaluate advertising campaign
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<th><strong>ACADEMIC CALENDAR 2015 - 2016</strong></th>
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<td><strong>16 Week Semester/8 Week Terms</strong></td>
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<td><strong>2015</strong></td>
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<td><strong>Open Enrollment, Schedule Adjustment (Add/Drop) Continues</strong></td>
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<td><strong>Labor Day, Martin Luther King Day, and Memorial Day - (College is Closed)</strong></td>
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<td><em><em>Last Day to Change from Credit to Audit &amp; Last Day to Withdraw with W Grade</em> (16 week Fall/Spring)</em>*</td>
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<td><strong>No Classes (College is Closed Thanksgiving, Independence Day)</strong></td>
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<td><strong>Final Exams scheduled during this week</strong></td>
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<td><strong>Commencement Ceremony</strong></td>
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<td><strong>Winter Break (College is Closed)</strong></td>
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<td><strong>Fall Term : * First 8-week session begins</strong></td>
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<td><strong>Last day to withdraw and/or change from credit to audit,</strong></td>
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<td><strong>Second 8-week session ends</strong></td>
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<td><strong>Fall Term: 16-week session ends</strong></td>
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<td><strong>Spring Term : * First 8-week session begins</strong></td>
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<td><strong>Second 8-week session ends</strong></td>
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<td><strong>Spring Term: 16-week session ends</strong></td>
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<td><strong>Intersession Term: * Begins</strong></td>
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<td><strong>Intersession Term: * Ends</strong></td>
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*Terms of a duration less than a regular semester will have different enrollment dates and refund policies. Please review the Refund Information section of the TCC website at www.tulsacc.edu for more information.

Schedule adjustment or 100% refund on a drop:

8 week terms - the first week of the term
Short Courses - before 5pm on the second day of class for internet classes or before 5pm of the next regular work day for all other classes.

** Use online services to add, drop or pay daily with the MyTCC portal.

Please Note: Any calendar is subject to change when circumstances dictate that it is in the best interest of the College to do so.
POLITICAL INVOLVEMENT

Tulsa Community College, like any other public college in the State System for Higher Education, by law cannot in any way as an institution show partiality of any kind for any political candidate for elective office or any candidate for appointive office. As private individuals, we all have personal feelings and convictions, but individually or collectively we cannot imply in any way that Tulsa Community College supports our personal political thought. Since we all work for Tulsa Community College and are state employees, the distinction between our possible support of candidates and the implication of Tulsa Community College support by this association, is often very difficult to make. To prevent a problem for our college, discretionary judgment of the highest degree must be used. If a question regarding this should arise in your mind, the matter should be discussed with your Associate Dean, administrative supervisor, or another member of the administration.

EQUAL OPPORTUNITY

Tulsa Community College is committed to establishing an environment for its students and employees that fosters inclusion, values equity and diversity, embraces and respects the dignity of people, and provides equal educational and employment opportunity.

The College does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, status as a veteran, sexual orientation, gender identity, genetic information, or any other basis protected by applicable discrimination law in its policies, practices or procedures. This includes, but is not limited to admissions, employment, financial aid and educational programs, activities, or services. To do so, the College will develop procedures, practices and guidelines that comply with applicable federal and state discrimination laws.

AFFIRMATIVE ACTION

Administrative Policy

It is one part of the operational policy of Tulsa Community College to practice nondiscrimination in employment. It is against the policy of the College to discriminate against, or exclude from participation in benefits or activities either on the staff or in the student body, any person on the grounds of race, color, national origin, sex, age, religion, disability, status as a veteran, sexual orientation, gender identity, genetic information, or any other basis protected by applicable discrimination law.

This policy applies to each of the following personnel areas: recruitment, selection, placement, training, promotion, termination and other personnel actions such as compensation, transfers, layoffs, return from layoffs, institution sponsored training.
program(s), institution sponsored social programs, and institution sponsored recreation programs.

Specific policies relating to these areas are written to assure equal opportunity. The Director of Civil Rights Compliance and the Associate Vice President for Student Affairs are monitoring these areas to assure that the administrative policy is applied to each area and that all persons are granted equal opportunity.

**Dissemination of the Administrative Policy**

The administrative policy will continue to be distributed at regular intervals to all College employees. The College will continue to inform recruiting services of the policy and receive their written assurance that they recruit and refer applicants for all positions without regard to race, color, national origin, sex, age, religion, disability, status as a veteran, sexual orientation, gender identity, genetic information, or any other basis protected by applicable discrimination law.

The administrative policy will continue to be included in all staff handbooks, other appropriate publications, agreements and contracts. Full-time employees will continue to be given a copy of the policy in their orientation packet and the policy will be discussed with them at the time of employment. Seminars have been held to discuss the administrative policy and to discuss the importance of implementation with supervisors and persons with hiring authority. The policy statement is redistributed as staff handbooks and other publications are updated.

When employees are featured in student recruitment brochures, employee handbooks, advertisement or related publications, both minority and non-minority men and women are pictured. These efforts are designed to communicate both to employees and prospective applicants the existence of the institution’s Affirmative Action programs.

**Responsibility for Implementation and Monitoring**

The President, as the Chief Executive Officer of the College, has the primary responsibility for the institutional implementation of the Affirmative Action Compliance Plan. Direct responsibility for the implementation and monitoring of this plan has been assigned to Pat Fischer, Associate Vice President for Human Resources, through designation of her as Director of Civil Rights Compliance. Assistance to the Director is provided by Jan Clayton, Associate Vice President for Student Affairs. Other administrators and supervisory personnel will assist to insure compliance in all areas of the College.

The responsibilities of the Director of Civil Rights Compliance and those assisting her shall include but not be limited to:
1. Developing policy statements, affirmative action programs and internal and external communication techniques.

2. The identification of problem areas.

3. Designing and implementing auditing and reporting systems that insure equal opportunities for both applicants and employees.

4. Serving as liaison to pertinent groups on matters of affirmative action.

5. Keeping the administration informed of the latest developments in the equal opportunity area.

6. Working with administrators, including provosts, deans, associate deans, directors, and supervisory personnel to:
   
a. Emphasize the importance of the College’s policies and assure that they are being followed;

   b. Assure that career counseling is provided for employees;

   c. Offer assistance in the solution of problems;

   d. Inform them of the latest developments in the equal opportunity area.

The College has developed employment policies and procedures for full-time professional staff. This also serves as a guide to develop an applicant pool for hiring in this area.

Institutional classification titles are assigned according to appropriate relationships with other positions within the institution and throughout the community.

Depending on the position, minimum qualifications may include a specific educational background and/or applicable experience. An equivalent combination of education and experience is given consideration wherever possible.

Salary ranges for positions are determined by internal relationships and labor market trends. During the interview procedure, the starting salary for the opening is made available to applicants for the position and conditions of employment are specifically discussed. Job responsibilities, reporting relationships and physical work surroundings are related to the candidate for consideration prior to any final selection.

The time involved on the part of the Director and those who assist her will vary. It should be noted, however, that a high priority is given to these responsibilities. During certain periods of time it may be necessary for the Director or her assistants to devote their full attention to Civil Rights Compliance.
Work Force Analysis

The Affirmative Action Plan contains a detailed analysis of Tulsa Community College’s total workforce. It analyzes other areas such as applicant flow, selection procedures, and various administrative procedures.

Goals

It is the goal of Tulsa Community College to correct any situation where under-utilization of individuals specifically designated by our Affirmative Action Plan is occurring. It is also a goal to continue good faith efforts in granting equal opportunity to all qualified applicants who wish to apply for a position within the institution.

Action Oriented Programs

Tulsa Community College will continue its attempt to actively attract minorities and women and to extend equal opportunities to qualified persons. In order to maintain an applicant pool that can be considered representative of all minority groups, a continuing effort is made to provide information to the community on all job vacancies. Position vacancies are announced internally to all current employees. In addition, each opening is released to Workforce Oklahoma, Tulsa Urban League, the “Oklahoma Eagle” (a minority newspaper) and local newspapers, as appropriate. All vacancies are listed on the TCC web page through OASIS, the College’s online application system.

Requirements for jobs will be announced that are realistic and necessary in order to adequately perform the jobs that are available. The selection process will be reviewed periodically by the Director of Civil Rights Compliance to assure nondiscrimination.

Internal Auditing Reporting Systems

The Director of Civil Rights Compliance monitor records of referrals, placements, transfers, promotions, and terminations.

Statistics on work force composition shall also be reviewed periodically by the Director of Civil Rights Compliance. Goals and timetables shall also be reviewed and re-evaluated to reflect the institution’s continued good faith effort to remain in compliance.

National or Community Contacts

Tulsa Community College works with community agencies such as the Tulsa Urban League to recruit applicants and to participate in on-the-job training programs to train or re-train minority applicants for positions.
The College will continue to work with appropriate organizations in the future that are concerned with employment opportunities for minorities and women.

**Minorities and Women Not Currently in the Work Force**

Tulsa Community College will continue to attempt to attract minorities and women who have requisite skills but who are not currently in the work force.

One method of attracting unemployed minorities and women is by announcing job openings to Workforce Oklahoma. Even though the person may not be actively seeking employment, the person may be advised by Workforce Oklahoma of job openings when filing for unemployment benefits.

Another method of attracting unemployed minorities and women is by advertising in various media such as minority newspapers, and through use of OASIS, the College’s online application system.

**Affirmative Action Compliance Statement**

Tulsa Community College, in order to comply with Title VI and Title VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972 and other appropriate federal laws and regulations, stamps or prints on all brochures, recruiting material, purchase orders, and any other documents distributed by the institution, the statement that it does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, status as a veteran, sexual orientation, gender identity, genetic information, or any other basis protected by applicable discrimination law in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid and educational services.

**SEXUAL MISCONDUCT**

**Sexual Harassment**

It is the policy of Tulsa Community College that sexual harassment of staff, students and visitors at any of the College’s locations or during college activities shall not be tolerated. This policy is in keeping with the spirit and intent of various local, state and federal guidelines which address the issue of fair employment practices, ethical standards and enforcement procedures. It is also the policy of the College that false accusations of sexual harassment are grievous and can have serious and far-reaching effects upon the careers and lives of individuals.

The College is committed to providing an environment of study and work free from sexual harassment and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding sexual harassment. However, it is
not the intent of this policy to limit the legitimate exercise of an individual’s freedom of speech or infringe upon the academic freedom of the college community.

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature in any of the following contexts:

(1) When submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic standing;

(2) When submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual;

(3) When such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile or offensive working or academic environment.

In the process of developing this policy, the College recognized the difficulty of an individual to determine what does and does not constitute sexual harassment. It is the responsibility of the staff to behave in such a manner that their words or actions cannot reasonably be perceived as sexually coercive, abusive or exploitative.

In order to implement this policy in the spirit in which it is written, any staff person who feels he/she has been the victim of sexual harassment shall report the incident to his/her supervisor. If the staff person is uncomfortable in reporting the incident to the supervisor, then he/she should report it to the Employee Relations Manager in Human Resources. All student incidents should be reported directly to the Dean of Student Services. It is the responsibility of each supervisor within his/her area of control, the Employee Relations Manager and the Deans of Student Services to forward reports of sexual harassment to the Director of Civil Rights (Associate Vice President for Human Resources) promptly upon having knowledge of the same.

The supervisors, Employee Relations Manager or the Dean of Student Services who receives a report of sexual harassment should carefully investigate the matter, questioning individuals who may have knowledge of either the incident in question or similar problems. The investigation, findings and any corrective action should be documented as thoroughly as possible and such documentation provided to the Director of Civil Rights. (Associate Vice President for Human Resources)

If the staff member or student feels that further action is necessary, the complaint should be reduced to writing and filed with the Director of Civil Rights.

No individual shall be subjected to any form of retaliation or discipline for reporting sexual harassment. Any attempt to penalize or retaliate against a person for filing a complaint of sexual harassment or participating in the investigation thereof will be treated as a separate and distinct violation of this policy. Appropriate disciplinary action
for violations of this policy may include a range of actions up to and including termination or dismissal.

The administration shall distribute and publish this policy and adopt such procedures as may be necessary for its implementation and enforcement.

Sexual Assault

Tulsa Community College prohibits sexual assault on its campuses and in connection with college-sponsored activities. To that end, the Tulsa Community College Board of Regents hereby authorizes and directs the college administration to implement an educational sexual assault program and disciplinary procedures aimed at the prevention of sex offenses on campus and in connection with college-sponsored activities. The program shall include education programs to promote the awareness of rape, acquaintance rape, and other sexual assault offenses and shall address the possible sanctions to be imposed following the final determination of an on-campus disciplinary procedure regarding such offenses. The administration is further authorized and directed to develop and distribute procedures to be followed once a sex offense has occurred, such procedures to include all substantive, informational, and notification requirements established by law.

GRIEVANCE PROCEDURE

Right to File Complaint

Tulsa Community College has an Equal Opportunity policy that prohibits discrimination on the basis of race, color, national origin, sex, age, religion, disability, status as a veteran, sexual orientation, gender identity, genetic information, or any other basis protected by applicable discrimination law. This prohibition of discrimination includes, but is not limited to admissions, employment, financial aid and educational programs, activities or services.

A current or former employee or student who has a complaint alleging a violation of the Equal Opportunity policy (including complaints of discrimination based upon harassment or failure to accommodate a disability) shall have the right to file a written complaint with the Director of Civil Rights Compliance. The complaint should be filed in the Human Resources Department located on the 5th floor of the Conference Center at 6111 East Skelly Drive, Tulsa, Oklahoma, 918-595-7856. Students may also file the complaint with the Dean of Students at any of the College’s Campuses: Metro Campus Room MC 317, 918-595-7148; Southeast Campus Room SE 2201, 918-595-7668; West Campus Room I 150, 918-595-8007; and Northeast Campus Room SU 216, 918-595-7468. The complainant should provide appropriate contact information and respond promptly to requests for information relating to the complaint. Any complaint filed with the Human Resources Department or with a Dean of Student Services should be promptly forwarded to the Director of Civil Rights Compliance. Complaints filed with a Dean of
Student Services should also be promptly forwarded by the Dean to the Associate Vice President for Student Affairs.

**Administrative Resolution**

The Director of Civil Rights Compliance may ask the complainant if he or she would like to first try to resolve the complaint administratively without the appointment of a Committee. If the complainant is agreeable to proceeding administratively, then the Director of Civil Rights Compliance, with the assistance of other College officials as may be appropriate, will attempt to resolve the matter. At any time, however, the complainant may notify the Director of Civil Rights Compliance that he or she no longer desires to have the complaint handled administratively and request that a Committee be appointed.

**Formal Resolution**

If the complaint is to be handled formally, the Director of Civil Rights Compliance will promptly request (usually within five (5) business days of receiving the written complaint or request to proceed formally) that the President of the College appoint a Committee to hear the complaint. If the complainant believes that the Director of Civil Rights Compliance has failed to timely request the appointment of a committee, then the complainant may notify the President of the College.

**Proceedings by Committee**

The Committee will hear evidence regarding the alleged complaint and investigate the matter in a prompt and impartial manner. The complainant shall have the right to present witnesses, documentation and other materials for consideration by the Committee. After thorough investigation, the Committee will render a decision (usually within 10 business days of appointment) regarding the validity of the complaint.

**Conflict of Interest**

Members on the Committee will be impartial and unbiased, and should report to the President or Director of Civil Rights Compliance any conflicts of interest or other matters which might affect their ability to be impartial and unbiased.

**Remedial Action**

The Committee will promptly advise the President of the College of its findings within two (2) business days. The President will advise the complainant of the decision of the Committee within three (3) business days. The President will work with the Director of Civil Rights Compliance to remedy the situation, to prevent future discrimination, and to take any appropriate disciplinary action.
Appeal from the Committee Decision

An appeal from the decision of the Committee may be made by the complainant to the President. Such appeal must be in writing, signed and dated by the complainant, and submitted to the President within seven (7) calendar days after the notice is sent to the complainant of the decision of the Committee which is being appealed.

The notice of appeal shall set forth in detail the basis for such appeal and the specific relief which the complainant requests. Grounds for an appeal may include, but are not limited to, the following:

- Insufficient evidence to support the decision;
- A procedural or substantive error that significantly prejudiced the rights of the complainant;
- Significant new information;
- Bias, prejudice, conflict of interest or other factors which might have improperly influenced the decision of the Committee.

Except as required to explain the basis of new information, an appeal normally shall be limited to a review of the record of the Committee and supporting documents for one or more of the following purposes:

- To determine whether the hearing before the Committee was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information;
- To determine whether the decision reached by the Committee was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to support the decision;
- To determine that the decision of the Committee was not improperly influenced;
- To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known at the time of the original decision or for some other justifiable reason was not presented earlier.

The President or the President’s designee, may take any of the following actions relating to the appeal:

- Uphold the decision of the Committee;
- Vacate the decision of the Committee and enter a new decision;
- Modify the decision of the Committee;
- Vacate the decision of the Committee and remand the matter to the Committee for further consideration;
- Vacate the decision of the Committee and refer the matter to a newly appointed Committee.
Absent extenuating circumstances, the President or the President’s designee will render a decision on the appeal within ten (10) business days and promptly notify the complainant thereof. The decision of the President or the President’s designee shall be final and there shall be no further appeal.

**Standing Grievance Panel**

The President shall appoint a standing Grievance Panel from which the Committees shall be appointed to hear and investigate complaints that are to be resolved formally. The Grievance Panel shall consist of 12-20 employees of the College, and should include employees from all campuses and a variety of employee classifications.

A Committee appointed from the Panel will typically have 3-5 members. In special circumstances, the President may appoint employees to the Committee who are not on the Panel. The special circumstances might include unavailability of a sufficient number of the Panel members, or particular knowledge, expertise or experience of one or more employees not on the Panel.

Members of the Panel shall undergo training in matters related to discrimination laws and proper investigation procedures. Legal Counsel for the College shall be available to advise the Panel members in such areas.

**Confidentiality**

The Committee Members and all other persons involved in the complaint, investigation and hearing process shall take reasonable precautions to maintain the confidentiality of the identity of complainant and any witnesses, the details of the complaint, the evidence reviewed and the witnesses interviewed, except as reasonably necessary or prudent to conduct a thorough investigation.

**Protection from Retaliation**

No person shall retaliate against the complainant or any other person participating in the investigation and resolution of the complaint because of the person’s involvement in the process. Complaints of retaliation should be filed and resolved under this Grievance Procedure in the same manner as complaints of discrimination. Any person found to violate this prohibition against retaliation shall be subject to disciplinary action.

**Desigenees**

To insure the process proceeds in a timely manner, the President and the Director of Civil Rights Compliance may designate one or more employees of the College to fulfill their duties or functions under this procedure in the event they are unavailable.
Office for Civil Rights

If the complaint is not resolved at the College level, then a student may choose to file a complaint with Office for Civil Rights.

Office for Civil Rights, Kansas City Office
U.S. Department of Education
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114-3302
(Phone) 816-268-0550
(TTY) 877-521-2172
Web Address: http://www.ed.gov/ocr/

ETHICS LINE

Ethics Line has been developed to provide an online/telephone system that gives TCC employees a confidential mechanism for reporting violations of TCC polices or appropriate conduct and ensures the College maintains its Core Values in its operations. The system is based on best practices for organizational development and is used by other higher education organizations. The system acknowledges that as a state agency utilizing public funds and adhering to the highest levels of transparency and accountability, TCC has a heightened responsibility to ensure we reflect the Core Values outlines for the College. A concern can still be expressed in person to an appropriate College administrator. Ethics Line provides an additional method for reporting concerns.

Access TCC Ethics Line by phone at: 888.706.1718
Access TCC Ethics Line online at: www.tulsacc.ethicspoint.com

SHARED LEADERSHIP

Tulsa Community College embraces a philosophy of shared leadership. As a College community, we agree to mutually discover, identify, evaluate, and integrate applicable best practices of shared leadership. We further believe that by committing to a culture of leadership, the achievement of the mission of Tulsa Community College will be enhanced.

One strategy to demonstrate our commitment to shared leadership is by the inclusion of stakeholders in various committees and projects that affect them. The College has developed a Council structure to organize the diverse committees of the College. The Councils currently include: Academic, Compliance, Diversity, Enrollment Management, Information Technology, Operations, President’s, and Student Services. Each Council has members representing multiple areas of the College and oversees a number of committees related to their function.

The faculty and the staff employees also have specific organizations.
College Staff Council

The College Staff Council is a key college committee. The composition of the committee includes staff employees from all college locations and representatives from different functional areas. The committee meets regularly to discuss issues of concern to staff employees and makes recommendations to administration regarding policy issues and staff development needs. They provide communications to staff employees on issues, concerns, and general information.

Professional Staff Council

The mission of the Professional Staff Council is to promote professionalism and collegiality at Tulsa Community College. The purpose of the Professional Staff Council is to foster communication and cooperation among important College constituencies, while acting as a collective and representative voice of the Professional Staff Council stakeholders and members, defined as full-time non-faculty and non-cabinet-rank professional staff.

The Professional Staff Council will be nominated and elected from each of the four main Campuses and the Conference Center. Any full-time non-faculty and non-cabinet-rank professional staff member who has successfully completed three months of continuous employment and has paid (or will commit to pay, in this first instance) annual dues is eligible for election to a seat on the Professional Staff Council.

Tulsa Community College Faculty Association

The TCC Faculty Association consists of all full-time faculty at TCC, with part-time instructors being associate members. The purpose of the faculty association includes the North Central Accrediting Association’s General Institutional Requirement 11, stating that “[an institution’s] faculty has a significant role in developing and evaluating all of the institution’s educational programs. Faculty not only provide instruction and advise students, but are also involved in institutional governance.”

The TCC Faculty Association promotes:

1. Professional rapport and communication among faculty members and between the faculty and the college administration, student body, and the community;

2. The professional growth and welfare of the faculty;

3. Educational goals that are consistent with the philosophy of the institution;
4. The welfare and academic achievement of the student body;
5. Professional practices;
6. High academic standards;
7. Faculty participation in determining institutional priorities and policies of the college.
GENERAL POLICIES AND PROCEDURES
ACCEPTABLE USE
STATEMENTS/STANDARDS

Access to computing resources is a privilege granted to all TCC faculty, staff, and students. Use of TCC computing resources is limited to purposes related to the College’s mission of education, research, and community service.

Certain responsibilities accompany that privilege, and understanding them is important for all computer users. Since the use of TCC computing resources are in the public domain, all users are subject to having all of their activities on this system monitored and recorded by college personnel. Any data created or accessed through college resources is considered to be the property of TCC and may be used in disciplinary or college proceedings.

All users of TCC’s computing resources (i.e., hardware, software, network, and information systems) will comply with the following standards:

Legal and Ethical Usage

College computing resources may not be used to violate or be in violation of any municipal, state, or federal law; or to interfere with or disrupt the orderly educational process of Tulsa Community College; or to exhibit conduct or activity generally considered to be grossly offensive or totally unacceptable to society at the time and place and manner of the commission of the activity. Computing resources shall be used in accordance with the high ethical standards of the College community. Examples of unethical use, which also may involve illegality, include but are not limited to:

- Violation of computer system security;
- Destruction of or damage to hardware, software, or data belonging to TCC or other users;
- Harassment of other users;
- Unauthorized use of computer accounts, files, and data which do not belong to the user;
- Unauthorized use of access codes assigned to others;
- Intentional use of computer telecommunication facilities in ways that impede the computing activities of others;
- Violation of another user’s privacy;
- Disruption, alterations, or unauthorized monitoring of electronic communications;
- Academic dishonesty (plagiarism, cheating);
- Violation of software license agreements and other copyrights;
- Unauthorized copying or use of copyrighted material;
• Violations of network usage. **Tulsa Community College accesses the Internet through OneNet; therefore, the OneNet Acceptable Use Policy applies to all internet usage.** (See http://www.onenet.net/onenet.aup.html)

**Security and Confidentiality**

Users are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their accounts. Under no conditions should a user make visible, available, or provide his/her password, account, or I.D. to another person.

Remember that the Internet is a public arena and is NOT secure.

**Reasonable Usage**

TCC endeavors to maximize the available computing resources within financial and physical constraints. Everyone is expected to make reasonable use of limited resources.

Unreasonable usage can include the unnecessary storage of disk files, careless execution of intensive programs, and the generation of excessive printer output or electronic mail.

If you need multiple copies of your output, use a copying machine, not computer printers. Remember, hard copy output devices are not printing presses.

As a courtesy to other people using the networks, do not transfer large amounts of data between computing systems. Also note that the computing resources are for instructional and research use, not for personal, recreational, or commercial use.

Use of connect time, information storage space, printing, or processing capacity should be confined to a reasonable length of time.

Refrain from overuse of interactive network utilities (such as those on Internet).

Refrain from reconfiguring the computer settings.

**Sanctions**

If a user is found to have violated these statements, the College is authorized to take action consistent with its existing policies and procedures including, but not limited to, suspension and/or revocation of access to computing resources as well as enforcing any policies and procedures stated in the Student Code of Conduct and Policy Handbook for Tulsa Community College and the Policies, Practices and Procedures Handbooks for Full-Time Professional Staff, Part-time Instructors, and Staff Employees.
BUILDING TEMPERATURE AND EMPLOYEE DRESS

Temperature controls are adjusted to higher or lower settings to meet Federal requirements. Due to the variations in use and occupancy of different areas of campus buildings, it is not possible to maintain a standard temperature at all times in all areas. For example, classroom temperatures will vary considerably according to the number of students in a room at a given time. The college engineers will be working to achieve the best temperature balance possible.

To compensate for a general rise in temperature in work areas, a more relaxed mode of dress may be appropriate. Less formal attire is suggested in keeping with warmer temperatures. Open collars and slacks for men are proper and appropriate and do not necessitate the wearing of a suit or sport coat. Light dresses, pants suits and short sleeves are appropriate dress for women. Unless involved in the teaching of physical education, shorts are not considered appropriate clothing for men or women.

It is very important to remember, however, that the mode of dress of any member of the staff of TCC should be appropriate and in keeping with dress standards common to the area in which he or she works. The mode of dress of staff members should complement the professional image of TCC in the community, and everyone benefits from this.

The college is now experiencing savings which even simple energy conservation measures produce. For example, greater care in turning off lights in areas when they are not in use, in combination with other energy reductions, has already produced some rather dramatic savings. This would not be possible without everyone’s cooperation, which is very much appreciated.

CONTINUING EDUCATION
NONCREDIT CLASSES

Continuing Education offers educational solutions to learning needs not being met by the formal degree and certified programs of the college. These are noncredit classes and are instructionally self-supporting through program fees. These courses are planned to assist people who want to:

- keep pace with technological change;
- advance in their jobs;
- better enjoy their leisure times;
- explore new areas of interest.

Most Continuing Education classes have no entrance requirements. Classes are offered both on and off campus as circumstances warrant. Special assistance will be given to companies who wish to conduct courses, workshops or seminars in conjunction with their own training programs.
Continuing Education is under the supervision of the Dean of Continuing Education. Any professional staff member desiring information concerning teaching in continuing education should contact his/her Associate Dean, supervisor or one of the directors of continuing education.

Schedules can be viewed on-line at: www.tulsacc.edu/CE

COPYRIGHT COMPLIANCE GUIDELINES

Scope

These Copyright Compliance Guidelines apply to all full-time and part-time members of the college community involved in the copying of material, including students on and off campus and part-time instructors teaching credit or continuing education courses.

General Statement

Tulsa Community College makes every effort to comply fully with the Digital Millennium Copyright Act of 1998. In addition to establishing procedures to prevent copyright infringement the college realizes the need for faculty, administration and others involved in use of copyrighted materials to understand their obligations to respect the rights of authors and to have a general knowledge of the US Copyright Law and its provisions respecting the Fair Use of intellectual property.

As a provider of intellectual content and the technological means of displaying, copying and transmitting that content the college accepts its responsibility for obeying the law. Students, guests, or other users of college facilities and equipment will be expected to comply with proper copyright procedures as outlined in these guidelines.

In all college locations where recording equipment, photocopy machines and copyrighted materials are housed there will be, prominently displayed, a warning of copyright restrictions.

Copyright Resource Office

The college has designated the Office of the Dean of the Libraries as the clearinghouse for copyright information and to provide general advice on all aspects of copyright for the college community. This office will also be responsible for maintaining guidelines for use of copyrighted material in the areas of:

A. Document Reproduction
B. Databases and CD-ROM's
C. Distance Learning Transmissions
D. Audiovisual Works  
E. Music and Performances  
F. Instructional Computer Presentations  
G. Computer Software

Fair Use Statement

Tulsa Community College will use an original or a lawfully made copy of resources in all aspects of teaching and learning at the college. This applies to print, non-print, video, audio or digital materials. In the case of Internet delivered resources, a lawfully made copy may be transmitted to remote learners but only via a closed access network where unauthorized use of the material is not possible.

The College will implement no systematic efforts to reproduce copyrighted material.

Tulsa Community College will make it a practice to seek permission to use copyrighted works in ways that may be restricted by contract. It also will be college practice to include a formal notice of copyright on materials, print or electronic, that are copied for instructional use.

Tulsa Community College faculty and staff are permitted to use and duplicate copyrighted material for instructional use provided such uses are within the standard of Fair Use, 17 U.S.C. section 107. The following factors determine if duplication or other educational activities constitute Fair Use of a copyrighted work:

A. Purpose and character of the use, including whether the use is of a commercial nature or is for nonprofit educational purposes;  
B. Nature of the copyrighted work; i.e. factual or fictional, published or unpublished;  
C. Amount and substantiality of the portion used in relation to the copyrighted work as a whole;  
D. Effect of the use upon the potential market or value of the copyrighted work.

Course Packets - "Coursepacks"

When collecting published material to create an anthology for a class particular, attention must be given to the securing of all legal rights to each item whether in print or electronic form.

Every article or chapter in a course packet, if derived from copyrighted material, requires permission, either from the copyright holder or through a royalty fee paid to the Copyright Clearance Center.

Each item included in a course packet must include a notice of copyright and all permissions given by publishers to reproduce copyrighted material should be retained on file for the duration of time, which a course packet is in use.
Please contact campus Library Supervisor for information on royalty payment to the
Copyright Clearance Center.

Guidelines for Classroom Copying with Respect to Books and
Periodicals

The purpose of the following guidelines is to state the minimum standards of
educational fair use under Section 107 of H.R. 2223. Conditions determining the extent
of permissible copying for educational purposes may change in the future. Certain types
of copying permitted under these guidelines may not be permissible in the future, and,
conversely, in the future other types of copying not permitted under these guidelines
may be permissible under revised guidelines.

The following guidelines are not intended to limit the types of copying permitted under
the standards of fair use, stated in Section 107 of the Copyright Revision Bill. There
may be instances in which copying does not fall within the guidelines stated below but
may nonetheless be permitted under the criteria of fair use.

Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his/her
individual request for his/her scholarly research or use in teaching or preparation to
teach a class:

1. A chapter from a book;
2. An article from a periodical or newspaper;
3. A short story, short essay or short poem, whether or not from a collective
   work;
4. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or
   newspaper.

Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course)
may be made by or for the teacher giving the course for classroom use or discussion;
provided that:

1. The copying meets the test of brevity and spontaneity as defined below;
2. Meets the cumulative effect test as defined below;
3. Each copy includes a notice of copyright.

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Definitions

1. **Brevity**

   a. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages, or (b) From a longer poem, an excerpt of not more than 250 words.

   b. Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) An excerpt from any prose work of not more than 1,000 words or 10 percent of the work, whichever is less, but in any event a minimum of 500 words.

   (Each of the numerical limits stated in "a" and "b" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)

   c. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

   d. "Special Works": Certain works in poetry, prose or in "poetic prose" which often combines language with the illustrations and which are intended sometimes for children and at other times for a more general audience falling short of 2,500 words in their entirety.

   Paragraph "b" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10 percent of the words found in the text thereof, may be reproduced.

2. **Spontaneity**

   a. The copying is at the instance and inspiration of the individual teacher, and

   b. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

3. **Cumulative Effect**

   a. The copying of the material is only for one course in the school in which the copies are made.
b. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, not more than three from the same collective work or periodical volume during one class term.

c. There shall not be more than nine instances of such multiple copying for one course during one class term.

(The limitations stated in "b" and "c" above shall not apply to current news periodicals, newspapers, and current news sections of other periodicals).

Prohibitions as to Single and Multiple Copies Above

Notwithstanding any of the above, the following shall be prohibited:

1. Copying shall not be used to create or to replace or substitute for anthologies, compilation, or collective works.

2. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests, test booklets, answer sheets and like consumable materials.

3. Copying shall not:

   a. substitute for the purchase of books, publisher's reprints, or periodicals;

   b. be directed by higher authority;

   c. be repeated with respect to the same item by the same teacher from term to term.

4. No charge shall be made to the student beyond the actual cost of the photocopying.

Guidelines for Off-Air Recording of Broadcast Programming for Educational Purposes

The following guidelines were developed by a United States Congressional Subcommittee in 1982 specifically for the purpose of applying the "fair use" provisions of the 1976 Copyright Law (PL 94-553) to the recording, retention and use of television broadcast programs for educational purposes.

a. These guidelines apply only to off-air taping by nonprofit educational institutions.
b. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a nonprofit educational institution for a period not to exceed forty-five (45) calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. "Broadcast programs" are television programs transmitted by television stations for reception by the general public without charge.

c. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster, or campus as well as in the homes of students receiving formalized home instruction during the first ten (10) consecutive school days in the forty-five (45) day calendar retention period. "School days" are school session days - not counting weekends, holidays, vacations, examination periods, or other scheduled interruptions - within the forty-five (45) calendar day retention period.

d. Off-air recordings may be made only at the request of and used by individual teachers, and not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

e. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.

f. After the first ten (10) consecutive school days, off-air recordings may be used up to the end of the forty-five (45) calendar day retention period only for teacher evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum, and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization.

g. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

h. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

i. Educational institutions are expected to establish appropriate control procedures to maintain the integrity of these guidelines.
Guidelines for Educational Uses of Music

The purpose of the following guidelines is to state the minimum and not the maximum standards of educational fair use under Section 107. The source of this material is U.S. Copyright Office Circular 21 p. 9. (2002).

Permissible Uses

1. Emergency copying to replace purchased copies, which for any reason are not available, for an imminent performance provided purchased replacement copies shall be substituted in due course.

2. For academic purposes other than performance, single or multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement or aria, but in no case more than 10 percent of the whole work. The number of copies shall not exceed one copy per pupil.

3. Printed copies that have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or the lyrics, if any, altered by lyrics added if non-exist.

4. A single copy of recordings of performance by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.

5. A signal copy of a sound recording (such as a tape, disc or cassette) or copyrighted music may be made from sound recordings owned by an educational institution or individual teacher for the purpose of construction aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright, which may exist in the sound recording.)

Prohibitions

1. Copying to create, replace, or substitute for anthologies, compilations, or collective works.

2. Copying of or from works intended to be “consumable” in the course of study or of teaching such as work-books, exercises, standardized tests and answer sheets and like material.

3. Copying for the purpose of performance, except as in A(1) above.
4. Copying for the purpose of substituting for the purchase of music, except as in A(1) and A(2) above.

5. Copying without inclusion of the copyright notice which appears on the printed copy.

**DISTRIBUTION OF PRINTED MATERIALS**

Printed materials can be reproduced and distributed through the Printing/Mailing Services Department, as long as it is related to the business of the college. A memorandum distribution form must be completed and attached to the documents being reproduced. This form is available at all campuses and can be used for memorandums, brochures, newspapers, catalogs, etc. The number of copies may be left blank; however, the audience must be clearly defined on the form.

**FACILITIES USAGE FOR OTHER THAN NORMAL EDUCATIONAL PURPOSES**

In keeping with the role of Tulsa Community College as a public community institution, the college desires that facilities under its jurisdiction be used to help meet general educational and cultural needs of the Tulsa community. The facilities of the college will be made available to community groups for these purposes whenever such use does not interfere with the instructional program and whenever it is consistent with the educational and community service objectives of the college.

The use of any college facility or property shall be under the direction of the Vice President for Administration and CTO. Permits shall be issued only after receipt of a written application that has been signed by a responsible officer of the requesting organization.

**GRANT DEVELOPMENT**

The mission of the Grant Development office is to maximize grant revenue to enhance student learning and success by serving as the clearinghouse for all TCC government grant opportunities, by providing training and technical assistance to faculty and staff in the development of competitive proposals, and by researching grant opportunities that best meet TCC’s prioritized needs.

**Services of the Office of Grant Development**

The Grants Office is responsible for pre-award functions, i.e. developing new and renewal grant proposals. While the level of support provided by Grants Office staff varies depending on the project, the grants team typically offers the following services:
• Research funding opportunities;
• Ensure project fit with grant opportunity;
• Develop relationships with agencies and program officers;
• Facilitate grant process and grant development teams;
• Write and/or edit proposals;
• Manage approval and review process;
• Coordinate final submission;
• Provide orientation for program director upon receiving grant award;
• Conduct grant development workshops for faculty and staff;
• Work with the Office of Grants Compliance & Accounting to ensure grants compliance in pre- and post-award processes.

For more information about developing a grant proposal, please refer to the Administrative Services Manual located on MyTCC in the College Operations tab and under the Business Services section.

GUIDELINES FOR THE USE OF ELECTRONIC MAIL

Purpose

Electronic mail (Email) services are provided to Tulsa Community College employees for the purpose of conducting College business in support of the College’s Mission and Vision. The present document sets forth the guidelines for facilitating this purpose.

Use

Authorized Users
Only Tulsa Community College employees, and other persons who have received permission under the appropriate college authority, are authorized users of Tulsa Community College electronic mail systems and resources.

Responsibility of Users and Supervisors
Every email user is responsible for reading and abiding by the Guidelines for the Use of Electronic Mail. Each supervisor is responsible for resolving concerns about email use/misuse within his/her area of supervision.

Authorized Use
The use of email resources should be related to College business. Employees should use non-college resources for extensive or recurring personal communications.

Prohibited Use
The following are prohibited uses of electronic mail at TCC:
• Use for commercial purposes not directly related to College business;
• Sending email on behalf of an organization outside of TCC, unless prior authorization has been granted by the appropriate college authority;
• Sending group email not in compliance with the Group Email section of this document;
• Use that violates laws or College policies;
• Use of email to threaten, harass or intimidate others, or to interfere with the ability of others to conduct College business;
• Use of email to solicit, communicate or proselytize for outside commercial ventures, religious or political causes, or organizations not connected to College business;
• Sending copies of documents in violation of copyright laws;
• Inclusion of the work of others into email in violation of copyright laws;
• Constructing email communication so it appears to be from someone else (i.e., “spoofing”);
• Obtaining unauthorized access to the files or email of others (i.e., “snooping”);
• Creating, sending, or forwarding of chain letters;
• “Flooding” the College’s computing system or another system, network, or user with email;
• Attempting to breach security measures on any email system;
• Attempting to intercept any email transmission without proper authorization.

Group Email
Sending email to a group necessitates special guidelines. The user should first determine whether the information logically belongs on one of the electronic bulletin boards contained within the Outlook “TCC Bulletin Board” database. If this is not the appropriate method, in most cases the user should create and utilize “Personal Mail Groups” (Outlook).

Sending email to “all users,” and entire campus, or a similar large entity should only be done when the message meets the criteria specified below:
• The message must be official Tulsa Community College business;
• The recipients must need the information;
• The information should be time critical;
• It should be clear to the recipient why he/she received the message;
• The message should be as brief as possible and to the point.

Access, Inspection and Disclosure
The College does not routinely inspect, monitor, or disclose the contents of user’s email. However such access and disclosure may occur without the user’s consent in special circumstances, such as the following:
• When there is substantiated reason to believe that a violation of law or College policy has occurred;
• In cooperation with investigations or in response to legal requirements for information;
• To protect and maintain the College’s computing services and equipment;
• As needed to protect health and safety.
NOTE: Exceptions to these guidelines must be approved by the Senior Vice President and Chief Academic Officer.

The term “appropriate college authority” in this document refers to the Vice President for Administration and Chief Technology Officer.

INFORMATION SECURITY & CONFIDENTIALITY

Tulsa Community College (TCC) is responsible for securing confidential information as required by federal, state, and local law. The College and its employees have a duty to protect all confidential information acquired during the course of employment or service that is not otherwise subject to public disclosure under Oklahoma Law or excluded by the TCC Intellectual Property policy. TCC shall provide its employees with the resources and protocols necessary to maintain the security of confidential information.

Applicability

These guiding principles included in the Information Security & Confidentiality Practices Statement apply to all full and part-time employees.

Definitions

A. **College Employee** is a person employed to perform duties or services for the College.

B. **Confidential Information** includes, but is not limited to: any personally-identifiable student and parent records, financial records including social security and credit card numbers, health records; contracts, institutional research data; alumni and donor records; personnel records other than an individual's own personnel record; College financial data; computer passwords, College proprietary information/data; and any other information for which access, use, or disclosure is not authorized by: 1) federal (HIPPA & FERPA), state, or local law; or 2) College employee's job function.

Tulsa Community College defines unauthorized access to be 1) Access to student, employee or college information not necessary to carry out your job responsibilities; 2) Non-business or non-institutional access to the records of a student or employee (This includes an employee’s children as protected under FERPA), spouse, parents, children and other relatives as well as friends and acquaintances; and 3) Release of student or employee information to unauthorized internal or external users.
Guiding Principles

Each employee granted access to data and information holds a position of trust and must preserve the security and confidentiality of the information he/she uses. Users of College data and information are required to abide by all applicable Federal and State guidelines, College policies and procedures regarding the confidentiality of data. Any employee with authorized access to TCC’s computer resources, information system, records or files shall use the data or files solely for College business. The following principles shall govern confidentiality at Tulsa Community College:

A. All employees have a duty to use available physical, technological, and administrative safeguards, in accordance with College policies and procedures, to protect the security of all confidential information regardless of form or medium.

B. All employees are responsible for the use of their individual account(s) and will take all reasonable precautions to prevent others from being able to use their account(s). It should be noted that the employee will be held responsible for any breach of confidentiality resulting from the intentional disclosure of their password, account, or I.D. to another person.

C. Documents and files (both electronic and hard copy) containing confidential information are to be accessed, used, and disclosed only with explicit authorization and only on a need-to-know basis for an employee’s job function.

D. College resources must not be used to obtain, store or transmit confidential information regarding any individual or entity without College authorization.

E. Confidential information regarding any individual or entity acquired during the Course of employment at, or providing services to, the College must never be divulged to anyone outside of the College without authorization or to anyone within the College without the need-to-know for the employee’s job function as established by the HR Department and the employee’s direct supervisor. TCC employees who have not been authorized or who do not have a legitimate institutional or business need to know should direct any questions regarding the release of such information to another person or entity to their direct supervisor, their designee or the appropriate College office, such as:

1. Student Information - Associate Vice President for Student Affairs
2. Employee Information - Associate Vice President for Human Resources
3. Financial Information – Comptroller and Chief Financial Officer
4. Electronic Information – Vice President for Administration and Chief Technology Officer
5. Open Records Information - Vice President for External Affairs
6. Academic Programs Information – Senior Vice President and Chief Academic Officer
7. Security Information – Provost Southeast Campus
F. Based on record retention requirements, documents and files containing confidential information must be disposed of in a way that ensures that the information is no longer recognizable or retrievable.

G. Disciplinary Action and the Right of Appeal:
If an employee is found to have violated this policy, the College is authorized to take action consistent with its existing policies, practices, and procedures.

1. Violations by a College employee may result in disciplinary action up to and including termination of employment/cancellation of contract. All faculty appeals will follow the processes as defined in the Tulsa Community College “Policies, Practices, and Procedures Handbook.” All administrative staff appeals will follow the processes as defined in the Tulsa Community College “Policies, Practices, and Procedures Handbook.”
2. A College employee may be subject to criminal or civil prosecution under federal or state statutes.

H. All College employees must sign a TCC Confidentiality Agreement as a condition of employment.

INSTITUTIONAL RESEARCH AND ASSESSMENT

The Office of Institutional Research and Assessment provides a variety of services for the college community and external agencies, including but not limited to data reports, survey development, research studies and statistical analysis, outcomes assessment support and implementation, and technical support on Cognos and WEAVEonline.

Mission

The Office of Institutional Research and Assessments supports the mission and strategic planning of the College by providing systematic and timely institutional data, research analysis, and outcomes assessment. In addition to preparing mandated reports, Institutional Research and Assessment contributes to institutional effectiveness and continuous improvement by facilitating evidence-based decisions.

Vision and Guiding Values

The Office of Institutional Research and Assessment will advance a culture of evidence and continuous improvement at TCC through a high-quality systems and reporting, effective communication of institutional data and its potential uses, exemplary development and implementation of outcomes assessment, and engaged collaboration with the College’s diverse stakeholders. The Office of Institutional Research and Assessment is guided by the following values: Accountability, Collaboration, Innovation, Integrity, Quality, and Strategic Improvement.
Availability of Institutional Statistics

The Office of Institutional Research and Assessment will maintain general data on the IR&A website located at: www.tulsacc.edu/ira. These data include official enrollment data, Fast Facts, and a Common Data Set that provides some general statistics about TCC. Reports created by the Office of Institutional Research and Assessment that contribute to the overall effectiveness of the institution will also be made available on the IR&A website.

Request Process

Requests for data or services, including institutional data, survey planning and analysis, research studies, and outcomes assessment planning and analysis, from the Office of Institutional Research and Assessment must be submitted electronically using the online form on the IR&A website. All starred items on the form, including preferred due date, must be completed. Processing time varies depending on the nature of the request, current workload, and availability of data. Consultation with the members of Institutional Research and Assessment team is available and encouraged in order to ensure that appropriate data are provided.

All reporting will adhere to the principles of confidentiality established by Federal, State, and College guidelines.

Final reports will be delivered to the requestor upon completion. The Office of Institutional Research and Assessment will maintain electronic copies of documentation related to the request, including email correspondence and completed reports.

INSTITUTIONAL REVIEW BOARD

Tulsa Community College recognizes the importance of research as a process for acquiring and contributing to academic theory and knowledge. The President and CEO is authorized to establish the Tulsa Community College Institutional Review Board (TCCIRB) that will review and, upon such favorable review, recommend approval to the TCC administration research proposals that involve human and/or animal subjects. The TCCIRB will review research requests and internal protocols in order to safeguard the rights and welfare of subjects involved in research at TCC and to comply with all federal, state, and local regulations regarding the safety and welfare of human and/or animal subjects.

INTELLECTUAL PROPERTY

It is in the best interest of Tulsa Community College to adopt a policy governing creation and disposition of intellectual property that encourages and rewards creativity on the part of faculty and staff. To do so, the College must insure that authors have a share in the financial success enjoyed through the creation of intellectual property.
The objective of this policy is to encourage research, publication and scholarships and to provide incentive and recognition to faculty and staff through proceeds derived from their works. A further objective of this document is to address the question of how the college community can hold the rights to such works in a way that best promotes quality scholarships while facilitating the creation and use of these works. This leads to a better understanding of how ownership rights associated with new intellectual property promote the mutual benefit of faculty, staff and students and their learning communities.

Tulsa Community College recognizes that the term ‘copyright’ is understood to mean that bundle of rights that protect original works of authorship at the time they are first fixed in a tangible medium. Works of authorship assume a wide variety of shapes at Tulsa Community College. This policy is designed to build independence into the creation of scientific and/or scholarly works while providing reasonable access to those works by the College to carry out its educational mission. This policy is concerned solely with ‘copyrightable works’ created by employees of Tulsa Community College in the course of teaching or administrative work.

Ownership of Intellectual Property

It is the policy of Tulsa Community College that all rights of copyright shall remain with the creator unless the work is specifically a ‘work for hire’ or a ‘joint work’ as defined herein. A work made in the course of a faculty member’s normal duties and responsibilities is the property of the faculty member who has the right to determine the disposition of such work and revenue there from.

However, material created for ordinary teaching use in the classroom and in department courses and programs, such as syllabi, assignment, and tests shall remain the property of the faculty author, but the College shall possess and retain rights to use such material for instructional, educational and administrative purposes for part of its course delivery. The College does not claim ownership of personal works as defined in this policy. Copyrightable intellectual property created by an individual faculty member for ordinary teaching use shall remain the property of the faculty author.

Works Made For Hire

The College retains full ownership of all ‘works made for hire.’ These are works created by College employees acting within the normal scope of their employment and producing the intellectual property generally for non-teaching purposes. This intellectual property includes but is not limited to:

(A) Computer programs related to College owned systems;
(B) College related data;
(C) Reports and data structures from the Office of Institutional Research and Assessment;
(D) Video productions made by College staff for College business;
(E) Planning documents and diagrams related to College business;
(F) Any work sponsored or commissioned by the College for which agreement is made to specifically create or use specified intellectual property;
(G) Closed Captioning and other accessibility aides.

**Joint Work**

The College may be considered a co-author of a ‘joint work’ as defined by the Copyright Act (USC 17. SEC 101). The College may exercise joint ownership of a work when it has contributed specialized services, funding or other forms of support in the creation of the work that goes beyond what is traditionally provided to faculty in preparation of course materials. The specifics of such an arrangement are to be agreed to in writing in advance of work on the project and the division of all rights to portions of the joint work shall be recorded in a written, signed agreement.

**Commissioned Works**

Ownership of copyrights to works produced for college purposes by persons not employed by the College or by College employees outside their regular college employment shall reside with the College. The ownership and use of commissioned works of this nature will normally be governed by a signed written agreement which if ownership is assigned other than to the College shall give to the College the right to use its commissioned works on any of its campuses and include the right to reproduce, distribute, perform, display, transmit, archive and prepare derivative works from these works.

**Licenses and Agreements**

The College shall provide for organizing and retention of licenses, contracts and agreements related to intellectual property and the bundle of rights associated with joint works, works made for hire and commissioned works as outlined in this policy.

The original copies of licenses, contracts and agreements will reside at a centrally managed site while signed copies may be held by the author(s) and their supervisor or associate dean.

**Use of Copyright Notice**

An individual creator of a work considered to be a “Work Made for Hire” or a “Joint Work” in which the College is sole or co-owner with the authors will protect the work by placing the following statutory copyright notice on all copies.

“Copyright (year produced) Board of Regents of Tulsa Community College.”
Appendix

Definitions

Agreement – A document which is completed in advance of creation of a copyrightable work that lists all commitments by authors to the completion of the work and all rights to joint ownership and use of the work when completed.

Author – An author is a person who produces a copyrightable product or other intellectual property and is the original creator of the work.

Copyright – A bundle of rights confined on an author of intellectual property by Title 17 of the US Code. These rights are to display or perform the work, to copy the work, to authorize the creation of derivative works and to sell the work. Copyright may be established by an author when an original work is fixed into a tangible medium.

Computer Program – A set of instructions which may exist in written form for the purpose of causing a computer to produce certain output. Included in this definition is any documentation that describes or aids in the understanding of a computer program.

Derivative Work – An adaptation of an original copyrighted work.

Work – A tangible result of the effort of any Tulsa Community College employee. A work of Intellectual Property refers to thoughts, analyses, ideas or creative arrangements of facts that are fixed in a tangible medium of use to convey knowledge.

Work Made For Hire – (Also Work or Works for Hire) (USC 17, SEC 101) A work prepared by an employee hired for the specific purpose of creating the work. This definition requires that parties agree in a written instrument signed by them that the work shall be considered a work made for hire.

Joint Work – (USC 17, SEC 101) A work prepared by two or more authors with the intention that their contributions be merged into inseparable or interdependent parts of a unitary whole.

Personal Work – Type of Intellectual Property that College employees create outside of their normal scope of employment which may be related to or is in some way similar to their work activities.

College Resources – Equipment, expertise, facilities or other substantial College resources that go beyond the normal resources supplied for an authors employment. This includes computing and networking resources, video recording and editing equipment and expertise supplied by technical staff or other College employees acting within the scope of their employment.
NEWS RELEASE AND PUBLICITY PROCEDURE

News releases, including requests for special coverage, to any newspaper, radio, or television station should be coordinated through the Office of the Media Relations Specialist or the Vice President of External Affairs.

The following guidelines will help to expedite requests for publicity:

1. Provide as detailed information as possible, in writing;

2. Spell all names, titles, etc., correctly and legibly;

3. Use complete names of organizations; (NOT abbreviations or shortened versions.)

4. Submit information as soon as possible, preferably two to three weeks in advance of event. For public service announcements, submit, if possible, six (6) weeks in advance to allow for adequate coverage;

5. In emergencies, or on short notice, call the Media Relations office: 918-595-7966.

Every effort will be made to secure publicity; however, due to the tremendous competition in metropolitan Tulsa for newspaper/radio/television coverage, no guarantee can be made that publicity items will be used by media. Requests from newspapers, radio, or television stations for individual interviews or programs should be referred to the Vice President of External Affairs, Media Relations Specialist or the Campus Provost.

For additional information on procedures for submitting news releases/obtaining media coverage, refer to the Administrative Procedures Handbook in your supervisor’s office.

POSTING OF SIGNS AND OTHER MATERIALS

In order to maintain the decor of the college and to prevent unsightly cluttering of wall surfaces, etc., the following items should be considered concerning posting of any materials.

1. Persons who desire to post materials from outside the college should clear the materials through the Office of the Deans of Student Services or their designee on each campus. Signs for in-house posting and information need not be cleared, but should be posted in a manner that is neat and orderly. Materials that might be considered offensive or in poor taste should not be posted or displayed. Materials should not be of extraordinarily large size. Special consideration for banners, etc., should be cleared through the Office of the Dean of Student Services or their designee on each campus.
2. Appropriate areas for posting materials on the campus will be designated by the Deans of Student Services or their designee.

3. Posters, signs, pamphlets, etc., to be displayed should be confined to bulletin board areas. TCC staff desiring to post materials on bulletin boards other than their own should have clearance or permission from the office to which the bulletin board is assigned before any materials are posted.

4. Persons who post materials are responsible for removing those materials within twenty-four hours following the termination of the function being advertised.

5. Materials placed on bulletin boards should be attached to the bulletin board surface with tacks or pins. Tape should not be used. (If tape is absolutely necessary, only masking tape should be used -- never scotch tape.)

6. Areas in which signs should specifically not be posted are:

   a. cafeteria
   b. campus store
   c. inside classrooms
   d. escalator wells
   e. elevators
   f. glass doors or windows
   g. any areas outside the building(s)
   h. stairwells
   i. building foyers

Please note that small stands have been constructed for the use of posting special materials to promote events or activities within the campus. These stands are available on a check-out basis from the Student Activities Office on each campus and can be used in the lobby, foyer, entryways, etc., where special attention or directions are needed on the day of a special event or in special temporary situations.

**PRINTED AND/OR DIGITAL PROMOTIONAL MATERIALS**

Requests for promotional materials, including printed brochures, posters, programs, etc., as well as digital materials, including photography, social media messages, graphical identities and Website content, should be submitted through Gameplan at: www.tulsacc.edu/gameplan. This site is available from any TCC-networked computer. Every request to the Marketing Communications Department must be submitted through Gameplan.

The Gameplan site also contains valuable resources for TCC employees, including the TCC Marketing Guidelines, TCC logos, PowerPoint Templates, Photography Model Release Form, Campus Maps, Letterhead Templates.
RELEASE OF INFORMATION--STUDENTS, STAFF AND STUDENT MESSAGES

Tulsa Community College makes every effort to comply with the Federal Law of 1974, pertaining to the privacy rights of parents and students. Student credit academic record files are maintained in the Office of Enrollment Services as well as a listing of other Tulsa Community College offices which maintain credit academic records. Prior and currently enrolled students have the right of access to their academic records as listed by the Office of Enrollment Services and the right to review these records according to established procedures. Tulsa Community College will continue to release student academic information upon the written request of the student.

It is the general policy of TCC not to release information concerning present or past students or staff without permission of that person. Also, TCC is NOT staffed or equipped to deliver “messages of convenience” to students.

The handling of these requests should be as follows:

Student Information Requests:
Refer to the campus Enrollment Services Office

Employee Information Requests or Emergency Messages:
Refer to College Human Resources Office

Emergency Message to Students:
Refer to Campus Police Office

General Procedures for the Director of Enrollment Services and Staff Personnel

1. Politely inform the person verbally requesting information of the policy not to release ANY student information without the written permission of the student.

2. Insistent or irrational reactions to the policy should immediately be referred to the campus Director of Enrollment Services.
   a. The campus Director of Enrollment Services will make use of a copy or excerpts of the Buckley Amendment to explain the policy.
   b. The campus Director of Enrollment Services should obtain the name and address of the person requesting information and the name of the student for which the information is requested.
c. It is the responsibility of the Director of Admissions, Records, & Registration to have the campus Directors of Enrollment Services fully informed of the Buckley Amendment and proper and professional procedures for handling requests.

**General Procedures for Human Resources**

Information and verifications of present and past TCC staff will be released to outside contacts only according to proper legal, and controlled procedures by the Human Resources office alone. All such inquiries are to be forwarded to the Human Resources office. You may call the Human Resources Office for more detailed information.

This information is presented to all staff in an effort to protect TCC employees and TCC from legal responsibilities for unauthorized release of information. Although more and more information is made available to employees, in an effort to assist you in better performing your job, extra care should be taken to properly protect the information from illegal or improper distribution.

**SOLICITATION OF FUNDS**

The solicitation of funds from either employees or students requires special permission from the President and CEO. In general, the only solicitations permitted are for the United Way Fund, the TCC Foundation, and specific professional associations. In order to protect employees from the many commercial solicitations and direct mailings, employee directories are not distributed by the college and employees are asked not to distribute their individual copies. Any contribution or membership made by an employee or student according to this regulation is strictly voluntary.

**STAFF DEVELOPMENT**

Tulsa Community College recognizes the importance of and encourages professional development, which is related to the improvement of job-related skills, knowledge, and attitudes, of everyone employed by the college.

There are many types of staff development, such as formal education, travel, and attendance at conferences and external workshops. The mechanics for participating in these staff development activities are handled through Project Management and the campus Associate Dean or Director. Reading books in groups, membership in professional or civic organizations, etc. can also be interpreted as staff development.

In addition to in-house programs that originate in individual areas or departments, programs are also designed to meet those needs that are identified by campus and College committees. In-house programs are coordinated through the Office of the Dean of Continuing Education. Staff development offerings are e-mailed through Outlook on a monthly basis.
Request for Campus/College Staff Development

College requests for staff development should be sent to the Dean of Continuing Education. The form to request staff development can be obtained from the Campus Provost’s office or from the Dean’s office. A committee has been established to review the requests and it meets three times a year (October, March, May). Proposals should be approved before funds are committed. Once the committee has met, the person(s) requesting the training will be notified of the outcome. Whether or not a proposed staff development program or activity requires funding, a Request for TCC Campus/College Staff Development Form should be completed and submitted to the appropriate campus supervisors before sending it to the Dean of Continuing Education. The College maintains records of all campus/college staff development presentations.

Staff Development Opportunities

The College offers several avenues for staff to advance their knowledge. It is the responsibility of the employee to stay updated on the opportunities that are relevant to their development. The following opportunities are advertised on Outlook.

- SPOD (Staff, Professional, and Organizational Development) is the in-house staff development offerings for the College. Computer technology classes as well as soft skills training are offered. For more information, e-mail: spod@tulsacc.edu

- TCC is a member of a consortium, The 8th Floor, with other colleges/universities and public and private schools. Staff development opportunities are available at the Conference Center in a variety of software programs such as Photoshop, MS Office Suite, and other classroom related technology. For more information, sign-on to: www.eighthfloor.org

STUDENTS AND EMPLOYEES WITH DISABILITIES

Whenever a student informs a TCC faculty or staff person that he/she is disabled, the faculty or staff person should refer the student to the Education Access Center (EAC) at eac@tulsacc.edu or call 918-595-7115 (Voice). Deaf and hard of hearing students may text 918-809-1864. Employees with disabilities should contact Human Resources at 918-595-7856. Anyone requiring information about parking permits for students or staff with disabilities should be referred to the campus Student Health Services office.

Contact the Associate Vice President for Human Resources at the Conference Center for problems or special concerns that cannot be resolved by the Student Health Services offices, Education Access Center or the Resource Center for the Deaf and Hard of Hearing.
TELEPHONE USE AND MESSAGES

Use of college telephones for long distance calls is always restricted to the business of the college. These calls are checked every month according to a limited access assignment.

Emergency Calls

Emergency messages for students, faculty, or staff will be referred to the Campus Police Office. Campus Police personnel will evaluate the nature of the call and respond accordingly.

Non-emergency Calls

1. Personal messages of a non-emergency nature will not be referred to students. Calls for faculty or staff will be referred to the Division Office or office to which the staff person is assigned.

2. Calls relating to student academic and/or other information of a non-emergency nature should be referred to the Office of Admissions and Records.

USE OF TULSA COMMUNITY COLLEGE/STATE OF OKLAHOMA ASSETS FOR PERSONAL USE

The Board of Regents of Tulsa Community College prohibits the personal use of College assets. However, the Board recognizes that under certain conditions it may be necessary for employees to use College assets off site. Any employee using College assets off of campus property must have proper written authorization and such assets shall be used for College business purposes only.
ABSENCE AND TARDINESS

If you find that it is necessary for you to be late for work or to be absent for the entire day, you are responsible for notifying your immediate supervisor or designate as soon as possible prior to the start of your workday. If you cannot contact your supervisor prior to the start of the workday, notification should be made as soon as possible.

APPLYING FOR ANOTHER POSITION

When a vacancy within the college occurs, the Human Resources office is notified of the opening and is requested to provide qualified applicants for the position in question.

These positions are announced to employees through a weekly announcement on Outlook issued by the Human Resources office. A complete listing of available positions is available on the TCC website by clicking on “Employment.” If you feel you are qualified and want to be considered for another position, you should complete the online Employment Application and submit it for consideration along with other internal and external applicants. Qualified candidates will be referred to the area where the opening exists. These applicants will then be evaluated for final selection.

COMPENSATION PHILOSOPHY AND PROCEDURES

Introduction and Rationale

In order for Tulsa Community College to attract and retain qualified personnel, it is the College’s intention to maintain a compensation plan that is fair and competitive without regard to race, color, national origin, sex, age, religion, disability, status as a veteran, sexual orientation, gender identity, genetic information, or any other basis protected by applicable discrimination law.

Purpose and Objectives

The purpose of the compensation philosophy, procedures and supporting strategies is to establish a foundation for a compensation plan that reflects:

- The relationships between positions and their value to the College as measured by market factors and internal equity considerations;
- Principles of equity and consistency;
- A competitive pay position for the College as compared against defined peer organizations.

Because equitable and competitive compensation is important to the College and its employees, the Board of Regents and the President have established a compensation plan that will attain the following:
1. **External Competitiveness** – to provide a pay range for each position that will enable the College to attract and retain the level of talent required to achieve College goals while assuring that the jobs are valued to reflect the market as defined by the College.

2. **Internal Equity** – to ensure that each job has been fairly and objectively evaluated and placed within the pay hierarchy based on how it relates to other jobs within the College community.

3. **Personal Motivation and Accountability** – to motivate each employee towards the specific achievement of his/her job performance in support of College goals recognizing different degrees of performance with differing levels of compensation.

4. **Effective and Timely Administration** – to develop appropriate parameters to ensure that salary decisions and actions are rendered in a consistent and fair manner.

5. **Adaptability to Change** – to provide a plan that is capable of recognizing changes in job design, and external economic influences through:
   
a. Revision of job descriptions and evaluations where job content has substantially changed;
   
b. Periodic review of positions in relation to external and internal equity factors;
   
c. Annual review of pay ranges in relation to external salary trends to stay abreast of changing conditions with the goal of remaining competitive with the College's defined recruiting sectors.

**Guiding Principles**

1. The achievement of excellence within each division and department is the primary measure of compensation strategy success. This concept of excellence includes, but is not limited to:
   
   • Attracting and retaining quality and diverse faculty and staff;
   • Investing in quality performance;
   • Achieving an appropriate environment of equity;
   • Encouraging the development of both expertise in a specialized area and the ability to utilize a broad set of skills and knowledge.

2. The College shall maintain a compensation plan that is competitive with other regional and national employers and comparable colleges within our defined recruiting markets.
• For faculty, our compensation structure shall be positioned at median of the data benchmarked for community colleges of comparable size;
• For administrators and staff, our compensation structure shall be positioned at median of the data benchmarked for community colleges of comparable size and/or with the local and regional general industry sectors for which the College competes for talent.

3. In view of the diversity of jobs within the College community, it is recognized that a single recruiting sector does not exist. Therefore, for purposes of defining the “sector” the following guidelines apply:

• For non-exempt staff - general industry employers within the local and regional areas;
• For professional, administrative and other exempt staff - peer institutions and general industry employers within the geographic region;
• For faculty positions - peer institutions of comparable size and classification covering a broad geographic region;
• For senior administrative positions - peer institutions of comparable size and classification covering the nation and/or broad geographic region.

4. The job level for positions within the salary structure and individual salary placement within the range shall be primarily determined as follows:

• As a principle, compensation data will be benchmarked for TCC jobs to establish the framework for setting pay levels;
• For full-time faculty, educational credentials will determine which range within the structure a position is assigned. Pay ranges may also be influenced by the teaching discipline that will be reviewed periodically. Individual salary placement within the range will be influenced by such factors as (1) individual performance, (2) prior and current teaching experience and relevant industry experience, and (3) academic rank;
• For administrators and staff, pay ranges will be set with each position assigned to a grade in accordance with external data and/or internal equity with similar jobs. Individual salary placement within the range will be influenced by such factors as (1) individual performance, (2) prior related experience, and (3) current experience in the job. Part-time employees will be placed at the minimum of the range established for each position;
• For part-time instructors, local and regional data will determine how the pay scale will be set.

5. Upper and lower salary limits shall exist for each job through established pay ranges:

• Employees shall be paid at least the published minimum of the pay range for their given position level within the salary structure. For new
employees, the individual’s credentials in terms of education, prior related experience, and special skills that may be needed for the job will dictate starting salary placement within the range. In general, starting salaries shall fall within the first quartile of the range. Placement beyond the first quartile shall be based on significant relevant experience and shall require the approval of the President or designee;

- Salaries meeting or exceeding the maximum of the range established for the position will be reviewed;
- The College shall monitor competitive practices on an annual basis to ensure salary structures keep pace with the external environment. As a result, the pay ranges shall be periodically adjusted, when possible, based on that evaluation and the College’s financial condition.

6. The compensation philosophy and procedures shall include strategies to motivate each employee to achieve job performance in support of the College’s goals and to evaluate each employee recognizing different degrees of performance through a merit compensation program.

7. The College recognizes the importance for employees to develop within their jobs and enhance career growth through promotional opportunities. Salary growth may be affected by a number of factors:

- Pay increase adjustments for full-time faculty for graduate level course work in teaching field or for doctoral level hours. Requests for these increases, with college transcripts, are submitted to the Office of the Chief Academic Officer no later than the first week of September for submission to the Board of Regents for approval at the September Board meeting;
- Pay increase adjustments within the range based on meritorious performance. Funding for variable pay increases shall be determined by external trends and the College’s financial condition;
- Pay increase adjustments associated with increased responsibilities that result in job movement to a different level or grade. For faculty, these changes may be associated with the Teaching Faculty Rank and Promotion Policy. For administrators and staff, a salary assessment shall be made when an employee moves from one position to another. Adjustments to salary may be made at that time based on how the current salary relates to the new salary range;
- Special recognition awards for individual or team performance in the form of a lump-sum stipend for performance at exceptional levels. Such awards would be associated with a special project, program or function to recognize extraordinary contribution, which can be measured and documented.
8. The College shall communicate compensation policies and procedures to all employees in a manner that will enable them to understand how the compensation program was developed, the means by which it will be maintained and updated in the future, and how it will affect them individually.

9. The College shall openly communicate the following information about the compensation programs to employees and supervisors:

- Personal base salary information;
- The minimum and maximum of the salary range to which the job is assigned;
- Compensation program policies (including job descriptions);
- The College’s core values and strategic plan;
- Personal performance evaluation (on an annual basis);
- The College’s defined recruiting sectors.

**EMPLOYEE ISSUE-RESOLUTION PROCESS**

The purpose of this process is the resolution of issues and concerns at the lowest level possible. Tulsa Community College believes that the majority of employee issues or concerns can be resolved with direct dialogue and meaningful discussion between the affected persons.

An employee issue or concern is defined for the purpose of this process as a work-related problem or condition that an employee believes is unfair, inequitable, or a hindrance to the effective performance of an employee’s job. Issues that are violations of the College’s Affirmative Action Policy or sexual misconduct issues should go directly to the Director of Civil Rights Compliance or the Associate Vice President for Student Affairs, as there is a separate procedure for resolving these concerns. This process does not apply to the dismissal of full-time non-probationary professional staff, which is covered under the “Employment Policies and Procedures for Full-time Professional Staff” section of the Policies, Practices and Procedures Handbook.

**Process**

Employees who have concerns or issues are to first utilize the direct means of resolution available to them. Within a reasonable time period of the occurrence of the issue, the employee should present the current issue or concern verbally to the person(s) with whom the issue exists. If not resolved, the issue or concern should be discussed next with the direct supervisor. If the issue or concern is based on the action of a supervisor or other administrative employee, the employee resolution process should begin at that level. If the issue or concern involves the employee’s direct supervisor, the employee may go to the next level of supervision for assistance. Concerns should be addressed in a reasonable time period. At any time, the employee may contact the Human Resources office for guidance and assistance if needed.
after trying to reach resolution through these means, the employee is still not satisfied, the following formal process may be initiated:

The formal process requires that the issue be described in writing by the initiating employee. The written documentation must include a description of the issue or concern, any dates related to the concern, efforts already taken to resolve it, and the employee’s recommendation for a reasonable resolution. The written and signed form with documentation should be submitted to the employee’s immediate supervisor or the appropriate level of supervision, depending on where the issue begins. A copy must also be sent to the Associate Vice President for Human Resources, who will monitor the process. The form is available on-line at MyTCC, Employee tab, scroll down on right side to ‘Form Finder’.

The supervisor who receives the issue/concern should respond, in writing, within 10 working days to the employee. After reviewing the written response, the employee can appeal the response to the next higher level of supervision within the next 5 working days. Again, that supervisor has 10 working days to respond in writing to the issue. All responses and appeals should be copied to the Associate Vice President for Human Resources. While every effort possible will be made to handle issues and concerns in a timely manner, the time frames may be extended if necessary. Communications regarding extensions should be made to the affected employee.

The appeals process can continue through successive levels of supervision to the Campus Provost for campus-based issues. For those employees who do not report to a Campus Provost, issues can be appealed through successive levels of supervisor to the appropriate Vice-President. The Campus Provosts and Vice-Presidents may confer on issues that overlap from one area to another.

At any time throughout the process, the employee or supervisor can receive counsel from the Associate Vice President for Human Resources, who serves as the Director of Civil Rights Compliance, or the Employee Relations Manager. There may be times when a meeting may be scheduled with the affected employee to more fully understand the issues involved. The employee may make a request to bring another employee to any meeting only to observe the proceedings.

No retaliation of any kind may be taken at any level against an employee for utilizing the issue resolution process. Issue resolution documentation is not considered part of an employee’s personnel file, but is maintained in a separate file by Human Resources.

The process does not alter the employment-at-will status of any employee.

**EMPLOYMENT OF RELATIVES**

Tulsa Community College permits the employment of relatives within the scope of the following policy. Relatives are defined by this policy to include relationships to the third degree of affinity or consanguinity such as: spouse, parents, grandparents, children,
grandchildren, siblings, and related in-laws of employees. All employees (full-time and part-time) of the College, as well as consultants and contractual individuals, are covered by this policy.

Placement of related employees, consultants and contractual individuals will be in accordance with the following:

- No employee is permitted to work within the "chain of command" or in a reporting or supervisory/management relationship of a relative such that one relative’s work responsibilities, salary, or career progress could be influenced by the other relative. Further, employees may not participate in professional review or decisions such as the hiring, promotion, retention and contractual arrangements of a relative;

- No relatives are permitted to work in the same division, department, work area, or under the same supervisor, nor in any other position in which the College believes an inherent or perceived conflict of interest, favoritism or a hostile environment may exist. It is the intent of the College that relatives who are full-time and regular part-time employees work at different campus locations including the Conference Center;

- If the marriage of two individuals will place either of them or one of their relatives as defined by this policy, in conflict with this policy, the College will make every effort to work with the affected employees to assist one of them in moving to another position within the College. Whenever possible, this will be an equivalent position and the input of the affected employees will be considered. If no decision is made by the affected employees, the College reserves the right to ask for the resignation of either employee.

As of the effective date of this policy, all current employees who are relatives will be retained within the College. The College will make every effort to work with the employees to assist one of them to move to another position. Employees who have a relative employed in conflict with this policy are to notify their supervisor and Human Resources.

Exceptions to the policy are allowed with the approval of the President or designate if such an exception is in the best interest of the College.

**LEAVING EMPLOYMENT WITH THE COLLEGE**

Employees of Tulsa Community College separating employment should return all assigned college property and complete a Property Check-Off form (TCC Form S100). The Property Check-Off form should be initiated by the employee’s immediate supervisor and filed with the Campus Police office by the employee. The completed Property Check-Off form must be on file with Human Resources three working days prior to scheduled paycheck distribution. Final payment for services performed and/or
benefits payable according to established policies, practices and procedures will be released by Human Resources upon receipt of the completed Property Check-Off form, on the next regular pay date.

**Pay upon termination of employment**

When the employment of a person terminates with the college, pay for time worked which has not been previously provided to the employee shall be made available on the next regularly scheduled pay date.

**MEDICAL EXAMINATIONS**

A person seeking employment, or presently employed by the college, may be required to pass a medical examination at any time such examination appears necessary for the welfare of the school or community or as medical proof of his/her physical or mental ability to perform satisfactorily his/her assigned duties.

**NAME AND ADDRESS CHANGES**

If there is a change in your name, address, or marital status, please notify the Human Resources office in writing so that the necessary changes can be made to your official records. This process is very important as it affects both insurance benefits, payroll records and other fringe benefits provided by Tulsa Community College. Forms for this purpose are available through the Human Resources office.

**NEW EMPLOYEE REQUIREMENTS**

All new employees of the College will complete all required forms and provide appropriate documentation to comply with applicable Federal and State laws and the regulations of the College and accrediting agencies.

These forms include, but are not limited to; Application for Employment, W-4 for withholding income tax, Employee Loyalty Oath as required by state law, U.S. Citizenship and Immigration Services Form I-9 and provide necessary documentation, Oklahoma State Teachers’ Retirement, Information Security & Confidentiality Practices and group insurance forms. In addition, original transcripts must be submitted to Human Resources for all teaching faculty and professional employees.

**OUTSIDE EMPLOYMENT**

It is recognized that some employees will be invited to participate as consultants or perform other duties for additional salary from time-to-time. The general position of the college is such that additional part-time work for other employers may be accepted provided that it in no way interferes with assigned duties and on-campus time and is done outside the employee’s normal workday.
PAYROLL DEDUCTIONS

Routine payroll deductions will be made from the salaries of Tulsa Community College employees as required by local, state and federal laws as well as insurance premiums and other deductions that may be approved by the Tulsa Community College Regents. When an employee is absent by administrative assignment, no reductions in salary will be made. Routine payroll deductions will include federal and state income tax, social security, parking fees, retirement contributions, insurance premiums and other deductions. Should an error be made on your payroll deduction contact the Human Resources or Payroll office.

FULL-TIME EMPLOYEES:

OVERLOAD CLASSES

For a full-time employee of Tulsa Community College, the maximum part-time teaching load in credit and continuing education combined and attendant salaries shall not exceed the equivalent of fifteen (15) credit hours during the combined fall and spring semesters, and seven (7) credit hours during the summer semester. Overload classes should be taught outside the employee’s normal work day.

Full-time faculty should refer to the section in this Handbook on ‘Summer School Teaching’ for information on loads and salary calculation.

FULL-TIME PROFESSIONAL AND FACULTY:

COMMENCEMENT CEREMONIES

The annual commencement exercise in May involves an academic processional, and participation in this ceremony is part of the contractual obligation of each full-time member of the professional staff or designated staff participant. Normally, all fees associated with the academic cap, gown and hood for designated staff participants will be borne by the college. Staff participants who are interested in purchasing their own regalia may obtain information through their Campus Store.

EMPLOYMENT POLICIES AND PROCEDURES FOR FULL-TIME PROFESSIONAL STAFF

Full-time professional staff includes all persons who are individually approved for full-time employment within Tulsa Community College by the Tulsa Community College
Board of Regents. Employment service is rendered to Tulsa Community College irrespective of campus or instructional site. This staff consists of faculty and administration.

The Philosophy of Employment

As an urban two-year college, Tulsa Community College strives to meet the needs of both students and community through a comprehensive program of instruction and other educational services. The college recognizes, realistically, that it will never be all things to all people, but it will constantly work to provide the best possible results in all of its efforts. The college was created and exists to serve the needs and interests of the public, and taxpayers support the institution in its performance of these tasks. The Tulsa Community College Board of Regents serves to insure a set of policies and an organization which will best achieve these needs.

It is one part of the operational policy of Tulsa Community College to practice nondiscrimination in employment. It is against the policy of the community college to discriminate against, or exclude from participation in benefits or activities either on the staff or in the student body, any person on the grounds of race, color, national origin, sex, age, religion, disability, status as a veteran, sexual orientation, gender identity, genetic information, or any other basis protected by applicable discrimination law. This policy applies to each of the following personnel areas: recruitment, selection, placement, training, promotion, termination, and other personnel actions, such as compensation, transfers, layoffs, return from layoffs, institution sponsored training program(s), institution sponsored social program(s), and institution sponsored recreation program(s).

Tulsa Community College is a student-centered college and a teaching-learning college and, as such, centers its attention upon assisting each student to maximize the development of his/her abilities to succeed in a career field and to enrich society through application of individual talents and skills.

This effort can be successful only if dedicated professional people, faculty and administrators alike, constantly focus their combined efforts as a team to provide the best educational opportunities and services to students in this teaching/learning process.

It is the responsibility of the administration to provide material benefit to professional staff insofar as possible and to recognize their efforts. These benefits and recognition are based upon educational and professional attainment as well as the current economic conditions. In addition, Tulsa Community College makes contribution toward or shares in other personnel benefit items such as comprehensive medical and dental insurance, accident insurance, life insurance, and income disability insurance. A system of recognition through salary advancement is available for certain kinds of work experiences and travel.
The administration actively involves the faculty in participation in decision making areas of curriculum development, student advising, class scheduling and facility planning, instructional progress and evaluation, and the welfare of the professional staff.

Faculty

a. Definition

Faculty consists of teaching faculty (instructors and assistant professors), whose primary responsibility is teaching students; and professional support staff-faculty whose primary responsibility is direct contact with students in support of instructional activities. This staff includes counselors, Library staff, and other positions logically defined as such in job descriptions.

b. Selection and Employment

Applications for faculty positions at the college have always been numerous. If the college is to do its work well, it must be staffed with highly competent people who truly have talent for teaching, as well as appropriate professional preparation. The first three years of Tulsa Community Colleges continuous full-time employment will be considered a probationary period.

Job openings will be announced for new positions and replacement positions, and an applicant pool will be developed. The best qualified person will be selected for the position.

The college has effective evidence that other qualities also must be possessed by each faculty member at Tulsa Community College. To assess these, a series of commitment statements has been developed and is called, “You and Tulsa Community College.” It is as follows:

If your major interest is teaching:

- If you have appreciation for the potential of every student—whether the student is enrolled in academic, technical-occupational, or community service classes;
- If you enjoy working as a member of a team;
- If you are eager to generate and utilize new ideas to improve instruction;
- If you are willing to develop instructional objectives and help devise methods to evaluate student and instructor success in achieving these objectives;
- If you are able to share your teaching talents with evening students;
• If you possess flexibility;

• If you can absorb pressure and keep your sense of humor;

• If you would enjoy participating in developing an open, friendly, and mutually supportive college climate -- operating within a framework of high expectation;

• If you find it stimulating to work among people of varied socioeconomic and ethnic backgrounds, and whose abilities vary significantly;

• If you are willing to devote time to advising and counseling students;

then Tulsa Community College may be the place for you.

Recommendation for employment is based upon administrative evaluation of all these factors. Applicants will be screened only in areas that relate directly to performance of the particular position.

c. Accountability

   An effective professional person must constantly evaluate his/her efforts. To assist each professional person in this process, a professional appraisal form has been developed which relates to the commitment statements of “You and Tulsa Community College.” At least once a year this evaluation is made by the individual as a self-evaluation, and by the Associate Dean or other professional staff. In addition, a specially designed student evaluation is completed by students in each class an instructor teaches. These two types of evaluations may constitute the basis for conferences between faculty members and Associate Deans or between other professional staff members and their respective administrators, and provide a basis for administrative judgment of the quality of professional performance. The appraisal forms themselves are periodically reviewed by a committee to assure continuing relevance.

   If changes in the requirements for program certification, or if logical changes in job descriptions make it necessary to require additional credentials of a faculty member, he/she will be notified as soon as possible, and a reasonable timetable should be established for acquiring the required credentials. During the time agreed upon for the faculty member to acquire the required credentials, he/she will be considered to have the appropriate professional preparation.
d. Movement to Other Positions Within the College

The organizational design does not provide for promotions. It provides opportunities for faculty to change roles.

A full-time faculty member who wishes to apply for a job opening on any campus operated by Tulsa Community College would follow the normal application procedure. Current full-time faculty who apply for such positions shall be granted the privilege of a job interview. Selection will be dependent upon employment criteria, affirmative action, and instructional needs as determined by the administration involved.

Under unusual circumstances where it is necessary to temporarily guarantee a full-time teaching load to a full-time instructor, so long as instructional needs of the institution are met, the administration may reallocate part-time assignments or assign a full-time instructor to teach in a related field. Permanent relocation of a full-time instructor in a related field is dependent on his/her meeting all the criteria for the full-time position and on the decision of the appropriate administrative unit for the related field.

If it becomes necessary to permanently transfer a full-time staff member, the following guidelines will be used:

Parties concerned will provide input in the transfer decision including, but not limited to, the following: The Provosts of the campuses, and Associate Dean/Directors of the respective campuses, in addition to the professional staff.

The determination of transfer will be based upon, but not limited to, the following considerations:

1) Reciprocal need for transfer;
2) Professional qualifications of transferee;
3) Willingness of transferee(s);
4) Mutual agreement by the administrators involved.

For temporary transfer of a full-time staff member the same guidelines will be followed.

e. Termination of Employment

A reasonable and effective system for employing quality, full-time faculty, combined with a positive and continuing system of evaluation, causes the
need for administrative determination for the termination or non-renewal of employment to be rare.

However, should it become necessary for the administration to make such a determination, the following principles and procedures will be applied:

1) Reasons for Termination - Termination of employment of any full-time faculty member following three years of probationary employment shall consist of either non-renewal or cancellation of contract.

Non-renewal of contract shall be determined by the President only for just cause (as later defined) or because of necessary staff reduction due to demonstrable financial exigency as determined by the administration. Cancellation of contract shall be determined only when just cause is evident and when the President believes such action necessary to assure continued normal operation of Tulsa Community College. Just cause is defined as one or more of the following:

a. Professional incompetence;
b. Substantial misconduct;
c. Neglect of instructional duty;
d. Repeated disregard for institutional objectives and policies.

Any faculty member whose yearly contract is not to be renewed shall be notified in writing by the President or designate of this impending action no later than seventy-five (75) days prior to the end of the college fiscal year (June 30). The requirement of this notice, seventy-five (75) days, shall not apply in the case of cancellation of contract, and a faculty member may be suspended from his/her regular duties on verbal notice of the President or designate followed by a written notification. This suspension shall remain in effect with pay until official action is taken by the Tulsa Community College Board of Regents. While under suspension, the faculty member will remain away from the campus except upon specific invitation by the President or designate to appear for a specific purpose.

2) Reduction in Numbers of Full-Time Faculty - If the administration determines that a reduction of full-time faculty within a program or discipline is necessary at an individual campus or institutional location because of financial exigency, every reasonable effort will be made to relocate an individual in a position in another program or discipline if the interests and professional preparation of the individual are compatible with the requirements of the position. If all faculty members cannot be retained, faculty members who possess the required credentials will be retained on the basis of the greatest number of years of full-time service to Tulsa Community College provided that this does not conflict with established legal guidelines, and unless it can be demonstrated that a faculty member
with fewer years of full-time service to any part of Tulsa Community College has provided substantially better professional service in teaching students or in support of instructional activities, as determined by Section C (Accountability).

The term “financial exigency” as used here may relate to loss or reduction of specific program or discipline dollar support, decreased student enrollment, or a combination of both.

3) **Option of Appeal** - Any faculty member who receives a non-renewal of contract notice or whose contract is canceled, shall have the option of filing, within seven class days, an appeal with a review committee. The review committee shall consist of five members: the president of Tulsa Community College’s faculty association, the president-elect of the faculty association, the secretary or treasurer of the faculty association, and two administrators of the college. The two administrators to serve on the Review Committee shall be selected by the President of the college or designate. This committee shall select its own chair each time the committee is formed.

The faculty member whose case is being reviewed shall have the option of choosing replacement of any or all of the faculty association officers on the Review Committee. Each time the committee is formed, those chosen as replacements must be members of the full-time professional staff of Tulsa Community College. This substitution in faculty representation on the Review Committee shall be effected only if the substitution request is filed in writing with the faculty association president before review proceedings commence.

4) **Review Procedure** - The review procedure is designed to encourage positive, effective, and efficient discussion of all facts relevant to the case being reviewed. Participants in the review discussion shall include, but not necessarily be limited to, five member of the Review Committee, the college President or designate and/or counsel and the faculty member who has been recommended for termination shall have the privilege of speaking on his/her behalf as well as presenting persons to speak also in his/her behalf, including counsel, and presenting pertinent information relating to the recommended termination.

Each member of the Review Committee shall make every reasonable effort to consider impartially all relevant evidence, statements, or documents presented to the committee.

The initial Review Committee meeting should be held no later than three days after the written request for appeal has been filed. The decision of the Review Committee will require a minimum of three votes for
concurrence or a minimum of three votes against concurrence with the termination recommendation of the President. Within fifteen class days of the initial Review Committee meeting, the committee shall make a written report of its decision to the President. The report of the Review Committee shall contain findings of facts and shall set forth the decision of the committee thereon. A copy of the findings shall be given to the appealing party by certified mail/return receipt requested, by the Review Committee chair or his/her designate.

5) Appeal to Board of Regents - Either the President of Tulsa Community College or the faculty member being terminated shall have the right of appeal to the Board of Regents of Tulsa Community College from the decision of the Review Committee. The appeal shall be effected by notice in writing by the appealing party given to the chair of the Board of Regents of Tulsa Community College or, if the chair is unavailable, a member of the Board of Regents. The appeal shall be presented within five class days from the date of the decision of the Review Committee. When an appeal from the Review Committee is taken to the Board of Regents, the chair of the Review Committee shall furnish to the Board of Regents copies of the written report of the Review Committee. Upon receipt of written notice of an appeal, the chair of the Tulsa Community College Board of Regents shall within thirty (30) days thereafter convene an executive session of the Board of Regents for hearing of an appeal. The hearing on the appeal shall be de novo. The Regents shall receive such evidence, written or oral, necessary or desirable in order to give all parties a fair and adequate hearing on the merits of the case. The President or designate, the faculty member aggrieved, and the Review Committee chair shall have the right to be present in person and represented by counsel. The Board of Regents may elect to go into executive session for the purpose of this hearing only, a decision must carry a majority of those then serving on the Board of Regents of Tulsa Community College. The decision of the Tulsa Community College Board of Regents on the appeal shall be final and binding on all parties.

Administration

a. Definition

Administration consists of administrative staff, whose primary responsibility is management of the institution, which function includes planning, organizing, directing, coordinating, and controlling (oftentimes a distinguishing feature of administration is the exercise of budget control); and professional support staff-administrative, whose primary responsibility is support to administrative activities. This support staff includes assistants to positions in the administrative staff; e.g., to Vice Presidents, Director of Admissions, Records and Registration, Directors of Student Activities and
Associate Deans. This support staff also includes other positions logically defined as such in job descriptions.

b. Selection

It is the policy of Tulsa Community College to obtain the best qualified person for a position within the college. Except for the President, the first three years of Tulsa Community College continuous full-time employment will be considered a probationary period.

A memo will be distributed to all full and part-time employees of TCC indicating the minimum job qualifications for a given position. The information will also be shared widely outside the college. From the response to this information-sharing, the applicant pool is developed. From this applicant pool, applicants will be initially screened by the Human Resources Office to determine those meeting the minimum qualifications. The supervisor for a particular position will then interview those best qualified for a position. During the interview, a job description will be shared with each applicant. Also, the “You and TCC” philosophy will be shared and openly discussed. The supervisor will recommend that the best qualified candidate(s) be interviewed by the appropriate administrator, and then recommendations will be sent to the President to be submitted for Board of Regents approval. The selection process shall be in accordance with and in no way in conflict with the most recent affirmative action policy.

c. Movement to Other Positions Within the College

The organizational design does not provide for promotion. It provides the opportunity for administrators to change roles. On occasion, an individual in the administration may desire to return to the faculty.

d. Retention-Administrative Evaluation

The evaluation system should be rooted in the traditions, purposes, and objectives of the college. The overall purpose of evaluation should be to improve the quality of administration. The approach of evaluative procedures should be positive and not negative or punitive. The person being evaluated will be made aware of the procedures, the timetable and the results. Confidentiality should be maintained. The “You and TCC” philosophy and the project management approach along with current, specific job descriptions should be used to assess performance. Immediate administrative supervisors should have the major responsibility in the evaluations. In the case of the President of the college, the members of the Board of Regents will be responsible for the evaluation.
The evaluative data should be derived from two groups: (1) from the immediate supervisors; and (2) from the persons under the immediate supervision of the person being evaluated. In the first case, mutually agreed upon objectives can serve as the basis for an objective judgment in determining whether the person being evaluated and his/her staff have fulfilled the obligations required by the goals. The purpose of allowing staff to evaluate their supervisor is to find out how that person comes across to the staff in helping them improve in their own job situations. In most cases, evaluation would take place on an annual basis. Self-evaluation should be an important part of the procedure. Informal conferences between the person and his/her supervisor will complete the procedure.

e. Review Committee for Administration

Except for the President, any member of the administration who receives a non-renewal of contract notice or whose contract is canceled shall have the option of filing, within seven class days, an appeal with a review committee. The Review Committee shall consist of two members from the administrative staff selected by the President or designate and three members selected by the administrative staff member, or the professional support staff-administrative member, whose termination of employment has been recommended. All five Review Committee members will be full-time professional staff employees of Tulsa Community College. The committee shall select its own chair each time the committee is formed.

f. Review Procedure

The review procedure is designed to (1) simplify the issues; (2) effect the stipulations of facts; (3) provide for the exchange of documentary or other information; and (4) achieve such other appropriate objectives as will make the hearing fair, effective and expeditious.

During the proceedings the administration member will be permitted to have counsel of his/her own choice. The administration member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The Review Committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every effort will be made to obtain the most reliable evidence available.

Each member of the Review Committee shall make every reasonable effort to consider impartially all relevant evidence presented to the Committee.
No later than four weeks following the first committee meeting, the findings of the Review Committee will be forwarded by the Committee Chair to the President for presentation to the Board of Regents.

The person whose contract is being recommended for cancellation or non-renewal shall have all the rights and privileges accorded to faculty who are so terminated, including the right of appeal to the Board of Regents.

The same procedures for review and appeal shall be followed as are prescribed under Section E, Numbers 3, 4, and 5.

**PAYROLL SCHEDULE**

All full-time faculty and professional staff, regardless of contract length, will receive twelve equal salary payments each fiscal year.

**PROFESSIONAL STAFF DEVELOPMENT**

The Board of Regents recognizes that the College’s greatest strength is its employees and is committed to providing resources for a variety of staff development opportunities to assist professional employees in reaching their greatest potential. Through the President and CEO, the Administration will establish a comprehensive Professional Staff Development Program that promotes learning through academic, personal and interpersonal growth.

The Professional Staff Development Program will be comprised of a variety of opportunities for growth. Activities offered will be based on recognized need and will include college-wide, campus and individual opportunities, as well as activities provided by outside resources. The Professional Development Program will support both formal education and/or planned nonacademic activities as a means of keeping professional employees current in their field. As part of the Professional Staff Development Program the Board of Regents, acting upon the recommendation of the President and CEO, may grant sabbatical or developmental leave to full-time professional employees.

A sabbatical leave may be granted to an eligible employee after six (6) or more consecutive years of full-time employment. Sabbatical leave is non-cumulative; as an example thereof, an eligible employee who has twelve (12) uninterrupted continuous full-time years of employment with the College will not be eligible for two (2) sabbatical leaves. An individual who has received a sabbatical leave shall not be eligible to begin another sabbatical leave until he/she has completed six (6) additional years of continuous full-time employment. No more than four (4) eligible full-time faculty and one (1) eligible full-time administrator may be granted sabbatical leave in any one fiscal year.

A developmental leave may be granted to an eligible employee after three (3) or more consecutive years of full-time employment. Thereafter, a full-time professional staff
member must have three (3) additional consecutive years of full-time employment to be
eligible for further developmental leave. The number of full-time professional staff
members participating in developmental leave per semester shall not exceed five (5)
employees.

Through the President and CEO, the Administration will develop procedures and
regulations that provide these opportunities through Board approved developmental
leave and/or sabbaticals. Any area not covered by this policy or any special situations
arising under this policy may be considered by the President and CEO on an individual
basis. If the President and CEO support the special situation as deemed necessary for
Board of Regents consideration, it will be submitted to the Board of Regents for their
action.

Professional Staff Development Administrative Procedures

The College provides a Professional Staff Development Program that promotes learning
through academic, personal and interpersonal growth. The Professional Staff
Development Program is composed of a variety of opportunities for growth. Activities
offered are based on recognized need and include college-wide, campus and individual
opportunities, as well as activities provided by outside resources. The following
programs support both formal education and/or planned nonacademic activities as a
means of keeping employees current in their professional field.

SABBATICAL LEAVE

A sabbatical leave is designed to provide the employee with the opportunity to
participate in focused activities away from the worksite. A sabbatical leave may contain
a study component, but will not be granted for enrollment in formal academic
coursework for an advanced degree (see Planned Academic Studies section). A
sabbatical leave may be granted for activities that, in the judgment of the President and
CEO, will contribute to professional development and will clearly benefit both the
employee and the College. It will be the responsibility of the employee to demonstrate
through the application process how a particular work, study, or travel plan will
accomplish this objective.

I. Priority Guidelines

Priority will be given to those applicants who have not previously been granted a
sabbatical leave and who effectively demonstrate, through the application
process, professional development and benefit to the College.

II. Eligibility

The Board of Regents, acting upon the recommendation of the President and
CEO, may grant a sabbatical leave to full-time faculty and administrators. A
sabbatical leave may be granted to an eligible employee after six (6) or more
consecutive years of full-time employment.
Sabbatical leave is non-cumulative; as an example thereof, an eligible employee who has twelve (12) uninterrupted continuous full-time years of employment with the College will not be eligible for two (2) sabbatical leaves. An individual who has received a sabbatical leave shall not be eligible to begin another sabbatical leave until he/she has completed six (6) additional years of continuous full-time service as herein defined.

The recipient of a sabbatical leave may accept grants, fellowships, stipends, or other monies that defray the cost of study, travel, research, and/or teaching abroad.

In those cases where a faculty member or administrator applies for and receives a sabbatical leave and is employed by private industry for work approved by the College, the payment of salary from college funds shall be no more than the difference between the employee’s college salary and the salary received during outside employment. In those cases where a faculty member or administrator applies for and receives a sabbatical leave and is employed by another educational institution in the United States, the payment of salary from college funds shall be no more than the difference between the employee’s college salary and the salary received during outside employment. In the event that the employee shall receive compensation from the outside employer in an amount equal to or more than his/her college salary, no salary will be paid by the College.

During the time that a faculty member or administrator is on sabbatical leave, he/she may not continue to perform additional services for the College, or receive any stipend, program coordinator pay or overload pay.

III. Number of Sabbaticals Granted

No more than four (4) eligible full-time faculty and one (1) eligible full-time administrator may be granted sabbatical leave in any one fiscal year.

IV. Assignment Following Sabbatical Leave

Upon returning from sabbatical leave, the employee shall normally, unless otherwise agreed upon, be reinstated in the position held at the time the sabbatical leave started. If this is impossible due to unforeseen circumstances, the employee will be placed in a position equal in base pay to the one when the sabbatical leave started.

V. Cancellation of Sabbatical Leave

The sabbatical leave obligation shall be canceled if death, serious accident, or disability prevents the applicant from fulfilling the terms of the written leave contract. The administration and the employee will recommend a course of action to the President and CEO for the remainder of the sabbatical leave if
circumstances warrant a change in the terms of the agreement. If warranted, the Board, acting upon the recommendations of the President and CEO, may cancel a sabbatical leave.

**VI. Length of Leave, Pay Formulas and Benefits**

Sabbatical leaves are granted for one regular semester, or an equivalent time period, at the base salary of the staff member or for two regular consecutive semesters, or an equivalent time period, at one-half the base salary of the employee. Sabbatical leave must be taken during the dates covered by an individual’s full-time employment contract. In the event the period covered by the sabbatical leave spans more than one fiscal year, an employee will be eligible for any Board approved salary adjustments at the time they are granted to all other employees.

The following employee benefits; life insurance, health and dental insurance, tax sheltered annuities, and OTRS* shall continue during the sabbatical leave to the extent permitted by applicable insurance carriers and as provided by the College. Other benefit and leave questions should be referred to Human Resources.

* The sabbatical leave shall be considered as time in service to the College for salary and benefit purposes. It shall be credited for retirement purposes as governed by the appropriate retirement policies.

**VII. Requirements Following Leave/Reports & Presentations**

Within three (3) months of the employee’s return to duty the following shall be submitted to the Sabbatical Leave Committee and the Chief Academic Officer:

A. A written report that shows how the objectives in the proposal were accomplished;

B. A copy of any document written or compiled during the sabbatical leave;

C. An oral report may be requested.

An employee shall not be considered as having completed sabbatical leave requirements until the objectives of the proposal have been completed, reviewed by the Sabbatical Leave Committee and accepted by the President and CEO and the Board. Copies of sabbatical leave reports shall be kept on file in the Learning Resource Centers.

Upon completion of sabbatical leave, the employee shall remain employed for a period of time at least equal to twice the length of the sabbatical.
Failure to meet the agreed terms and conditions of the sabbatical leave will obligate the employee to reimburse the College for salary and fringe benefits paid for during the leave. Employee reimbursements shall be made within thirty (30) days from notice of the President and CEO or designee for repayment.

Should the employee return for a portion of the required period, the repayment will be reduced proportionately. The President and CEO shall waive repayment in the event that the failure by the employee to meet his/her obligations is caused by the death or disability of the employee.

**PLANNED ACADEMIC STUDIES/DEVELOPMENTAL LEAVE**

The Planned Academic Studies program is designed to support professional staff in the pursuit of additional college course work and certificates or degrees. These procedures are designed to provide flexibility for staff taking eight credit hours a semester or less while employed full-time, or nine or more credit hours per semester while on a developmental leave.

I. **Eight semester credit hour maximum while working as a full-time professional staff member.**

   a. The full-time professional staff member shall develop a full-time working schedule with his/her supervisor appropriate to meet his/her professional obligations as an employee of the College prior to pursuing further academic study. A full-time professional staff member may take up to a maximum of eight (8) hours of credit classes during a given semester. Full-time teaching faculty are permitted to take no more than four (4) of the eight (8) maximum credit hours during his/her regular work schedule. These four hours of credit classes must be taken outside the faculty member’s teaching schedule and ten posted office hours. The “Classes Taken During Regular Work Schedule” form must be completed and approved and with approval noted, placed in the faculty member’s file.

   b. If a full-time professional staff member is enrolled for credit classes or is enrolled in absentia for a block of credit hours applicable to a thesis, dissertation, or internship to complete a degree, during his/her period of appointment at Tulsa Community College, approval of his/her teaching part-time classes for extra pay at Tulsa Community College will be at the discretion of his/her supervisor.

   c. If a full-time professional staff member is enrolled in absentia for a block of credit hours applicable to a thesis, dissertation, or internship at Tulsa Community College, only item (1, b) of this policy shall apply to this block of credit hours.
II. Nine or more semester credit hours through Developmental Leave

a. A full-time professional staff member will be able to petition for developmental leave after three (3) consecutive years of full-time employment at Tulsa Community College. Thereafter, a full-time professional staff member must have three (3) consecutive years of full-time employment to be eligible for further developmental leave.

b. A full-time professional staff member wishing to take nine (9) or more credit hours of classes may petition the Senior Vice President and Chief Academic Officer (or his/her designate). The petition must be on file no later than February 1, and may be canceled by the professional staff member no later than April 15. The College shall notify the individual of acceptance or rejection of the petition no later than May 1. A professional staff member taking developmental leave will have as a maximum, a workload at Tulsa Community College not to exceed the equivalent of nine (9) credit hours. The rate of pay shall be computed as a percentage of the regular, full-time, salary equivalent to the percentage of normal full-time teaching load up to a maximum of sixty percent (60%).

ii. Rate of equivalency shall be determined for non-teaching professional staff members not to exceed sixty percent (60%). Upon returning from developmental leave, the employee shall normally, unless otherwise agreed upon, be reinstated in the position held at the time the developmental leave started. If this is impossible due to unforeseen circumstances, the employee will be placed in a position equal in base pay to the one when the developmental leave started.

c. The number of full-time professional staff members participating in developmental leave per semester shall not exceed five (5) employees.

d. Upon returning to full-time status, the professional staff member will receive salary credit for any college hours attained or work or travel credit earned as may be applicable to the salary schedule. In the event the period covered by the developmental leave spans more than one fiscal year, an employee will be eligible for any Board approved salary adjustments at the time they are granted to all other employees.

The following employee benefits; life insurance and health and dental insurance shall continue during the developmental leave to the extent permitted by applicable insurance carriers and as provided by the College. Other benefit and leave questions should be referred to Human Resources.
FULL-TIME FACULTY:  
FULL-TIME FACULTY JOB DESCRIPTION

Summary Of Position

At Tulsa Community College, the full-time faculty member is directly responsible to the Associate Dean or Dean. As the primary function, the full-time faculty member serves as a catalyst in the learning process by keeping current in the chosen field, presenting course content in an organized and motivating manner, and responding to students as distinct individuals with varied interests, needs, and abilities.

Tulsa Community College defines a full-time teaching load as that agreed upon between any specific full-time faculty member and the appropriate administrative officer of Tulsa Community College, normally fifteen credit hours or the equivalent.

Position Qualifications

1. University Parallel - Master’s degree in appropriate field of study required with a minimum of 18 graduate hours in the discipline. Professional certification may be substituted for the Master’s degree in highly specialized disciplines.

2. Technical/Occupational – Master's degree preferred. Bachelor's degree required in appropriate field or an equivalent combination of training and experience. Appropriate certification or demonstrated proficiency may be substituted in performance or skill classes.

3. Philosophy compatible with that of a comprehensive urban community college.

4. Prefer teaching experience at the community college or university level.

Scope Of Responsibilities

Teaching

- Maintains the principle of academic freedom in highest regard and practice.
- Maintains high academic standards.
- Exhibits competence and knowledge in the discipline.
- Teaches in a manner that fosters and promotes the general education goals as defined by the college.
- Shows application of subject to related disciplines.
- Offers well-planned, organized instruction to maximize student learning and student retention.
• Uses teaching strategies appropriate to the discipline.
• Modifies instructional methods and strategies when necessary to address diverse student needs and assessment data.
• Chooses among available and appropriate instructional technologies.
• Employs fair and discipline-appropriate evaluation techniques to measure student achievement.
• Returns evaluated student work in a timely fashion appropriate to the discipline.
• Begins and ends classes on time as scheduled by the college.

Professional Development
• Remains current in discipline, both contextually and technologically.
• Participates in professional development activities contributing to the educational goals of the college.

Service
• Supports faculty in college governance through participation in relevant task forces.
• Provides service to college by participating in activities such as mentoring students, mentoring student activity groups, recruiting students, mentoring probationary faculty, mentoring part-time instructors, supporting full-time colleagues, and being involved in community activities.
• Participates in technical-occupational advisory committee meetings and/or discipline/program review processes related to teaching disciplines, and compile and present required program status reports.

General and Administrative
• Meets all requirements for full-time faculty members in the Policies, Practices, and Procedures Handbook.
• Develops a clear, unambiguous syllabus with well-articulated learning objectives.
• Maintains accurate scholastic records.
• Submits grade records and final grade reports to designated administrative office(s) according to institutional guidelines.
• Keeps all student information confidential and secure.
• Communicates to students and division office regular hours of availability for students and colleagues.
• Attends meetings and events as required by college administration.
• Makes timely responses to information requests from appropriate college administrators.
• Contributes to division and program curriculum development.
• Contributes to college development, planning, and budgeting processes through appropriate institutional channels.

NOTE: The omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position.
FLEXIBLE SCHEDULING FOR FACULTY

Tulsa Community College requires full time faculty to teach 15 credit hours or the equivalent for each fall and spring semester. Opportunities to teach no more than 9 credit hours, depending on the faculty member’s regular contract length, are also available during the summer semester.

Changing demographics in terms of the “traditional” student, course delivery systems that continue to change with the increased use of technology, variable course scheduling and other factors make traditional scheduling ineffective. The College requires a fluid response by its faculty to meet student needs with a variety of scheduling and course delivery options. Flexibility is required of faculty to adjust their teaching loads to meet the delivery demands of short courses, weekend classes, online classes, blended courses, and the like. The College’s scheduling model as specified below allows for flexibility in assigning full-time faculty teaching loads to better meet the needs of TCC’s students.

- Full-time faculty loads will be assigned on an annual basis for fall and spring semesters. The annual full-time load is 30 credit hours or the equivalent. By allowing flexibility in scheduling this 30-hour load over two semesters, the College can better meet the needs of its students and the requirements of the academic divisions in charge of faculty assignments.

- Associate Deans and Deans will schedule full-time faculty loads based on course scheduling and student needs, which could result in a minimum of a 9 credit hour regular teaching load or a maximum of a 21 credit hour regular teaching load for a full-time faculty for either the fall or spring semester.

- Based upon student need, a maximum of 15 credit hours may be taught as overload classes during the combined fall and spring semesters by any full-time employee. However, the combined faculty load of regular and overload classes may not exceed 24 credit hours in any one semester.

- Overload classes can be assigned without regard to time of day.

- Office hours will continue to be scheduled at 10 hours per week during fall and spring semesters, and adjusted in terms of the faculty’s full-time load assignment.

- Summer class scheduling is not affected by this procedure.
ON-CAMPUS TIME

As a general practice, full-time professional staff employees are expected to be available for campus responsibilities forty (40) hours each week. The full-time work schedule will be arranged with the immediate supervisor. It is recognized that when TCC uses businesses, hospitals, and industries as field experience training facilities for certain programs which require considerable employee involvement, that these facilities are considered “on campus.” Those who conduct classroom activities via distance learning shall count that time as “on campus” time. It is recognized that work schedules can affect the specific hours an individual full-time staff employee will be on campus. Full time faculty shall identify ten (10) hours of availability each week and communicate those hours to both the affected students and the appropriate administrative office(s). Instructors should let their Associate Dean know when they are going to be unavailable during their normal work schedule.

PROBATIONARY FACULTY

All faculty members are considered to be probationary for the first three years of employment.

The Academy for Teaching Excellence (ATE) provides an orientation for probationary faculty to facilitate a successful transition into the TCC learning community. All probationary faculty will participate in the ATE during the first three years of their employment. As part of the Academy experience, they will work with their Associate Dean and Faculty Mentor to design individualized professional development plans. The ATE will provide experiences that support successful performance in the full scope of responsibilities outlined in the Full-time faculty member job description.

PROFESSIONAL GROWTH EQUIVALENCY POLICY

Nonacademic activities are recognized and encouraged as contributing to total professional growth. Such activities are normally considered a type of learning experience related directly to an instructor’s field and may be in the form of employment in the field or travel.

General Principles Underlying the Establishment of Academic Equivalencies

Professional growth is not considered in retrospect, but is a planned program for the future designed to augment an instructor’s professional experience. Proposals for professional growth must be planned for a time when the instructor is not under contract to Tulsa Community College. A proposal should be presented to the Senior Vice President and Chief Academic Officer for consideration sufficiently in advance of the request date of commencement of this experience to allow time for evaluation of the
request. An advisory committee to the Senior Vice President and Chief Academic Officer will assist in the evaluation of these proposals.

Mechanics of Implementation

1. Travel: When satisfactory evidence is submitted that the approved travel plan proposal has been accomplished, the following equivalency will be applied:

   Three weeks continuous travel equals one semester hour. Continuous travel in excess of three weeks shall be credited at a minimum increment of three weeks equal to a semester credit hour. No credit will be considered for a travel program of less than three weeks of continuous duration. Travel related experiences receiving credit under other provisions will not receive credit under this provision. Credits for travel may be accumulated up to and including twelve (12) credits.

2. Related Work Experience: When satisfactory evidence is submitted that the approved related work experience has been accomplished, the following equivalency will be applied:

   Three weeks of continuous satisfactory full-time work equals one semester hour of credit. Satisfactory work in excess of three weeks shall be credited to a minimum increment of three weeks equal to a semester credit hour. No credit will be considered for a work program of less than three weeks duration. Credits for work experience may be accumulated up to and including twelve (12) credits.

PROMOTION IN RANK - TEACHING FACULTY
(Pending Board Approval)

The Tulsa Community College Board of Regents supports the professional growth and development of the full-time teaching faculty of the College. In addition, the Board recognizes the significant contributions made by faculty, both in student learning and development and in organizational and community development.

Therefore, the Board directs the President and CEO to reward the contributions of full-time teaching faculty by establishing faculty ranks and instituting procedures that will allow full-time faculty to seek promotion from the initial rank of Assistant Professor to Associate Professor and then from Associate Professor to Full Professor.

Approval of promotion from one faculty rank to the next will be based on candidates meeting the criteria and procedures that the TCC Faculty Association and the TCC Administration have established. Implementation of the schedule of financial remuneration related to both ranks is the responsibility of the President and CEO of the College in consultation with the Board of Regents.
Teaching Faculty Rank and Promotion Procedures

Criteria for Promotion from Assistant to Associate Professor:

To qualify for consideration for promotion to Associate Professor:
- University Parallel Faculty must hold at least a Master’s Degree relevant to their area of instruction.
- Workforce Development Faculty must hold at least a Master’s Degree or the equivalent in certifications and/or experience in their area of instruction.
- All candidates must have completed six* years at the rank of Assistant Professor.
  *Except for the phase-in period described below for transitional provisions.

Successful candidates will have submitted application materials that, in total, satisfy the following criteria:
- Commitment to TCC’s Mission
- Service to the college
- Engagement in professional development
- Effective approaches to teaching
- Commitment to high academic standards
- Participation in discipline-related activities

Required materials for promotion to Associate Professor

All candidates must submit the following materials, from the past six years only, to document that they meet the criteria outlined above. These materials should be in clearly labeled sections/files and appear in the same order in your portfolio as they appear below. There should be one section/file for each bullet point.
- A curriculum vitae.
- Annual Appraisals for the three years prior to application indicating satisfactory status as determined by the candidate’s Associate Dean.
- Two letters of recommendation from a combination of the following: (a) a current or retired full-time TCC faculty member; (b) an Associate Dean, Provost, or other supervisor. Work Force Development/Allied Health faculty may submit their second letter from an appropriately credentialed colleague or supervisor who works closely with the faculty member in the clinical/work setting. (Recommendation letters should not be written by members of the rank and promotion committee.)
- A coherent, 500-1000 word statement of teaching philosophy that demonstrates the candidate understands and supports TCC’s mission and its role as an urban, multi-campus community college with a diverse student body. It is important for candidates to address their commitment to their disciplines in the teaching philosophy statement. Candidates should provide specific information about how course design, syllabus organization, approaches to the teaching/learning process, and assessment tools used promote student learning. Describe approaches used to engage students. The teaching philosophy must clearly
explain not just what the learning objectives and strategies are but how they are implemented and assessed. How does the applicant know that the students are learning and applying the learning objectives as described?

- One current syllabus/course schedule and at least two **detailed** assignments that support your teaching philosophy. Candidates should explain both the process and how the assignment connects to stated learning outcomes/TCC’s Strategic Goals and Outcomes.

- Representative student evaluations with an in-depth statement regarding how evaluations have influenced the candidate’s teaching. Candidates may also include other evidence from students, e.g. emails, personal notes.

- Two peer classroom observations to be completed during the period of the fourth (4) through the sixth (6) year of teaching:
  - One observation must be completed by a faculty member in the candidate’s discipline or in a related discipline;
  - One observation must be completed by a faculty member in a discipline other than the candidate’s discipline;
  - Faculty being observed will choose their observers;
  - Observations may occur in any order;
  - Faculty observers will participate in a training session to assure consistent observations.
  - Pre- and post-observation meetings between observers and the faculty member being observed are required. Details regarding the pre- and post-meetings, peer observation guidelines, and the observation forms are attached to this procedure.

- Provide evidence of Service to the **College** with at least two (2) of the following items. Items included in this criterion must demonstrate clear connection to the goals and mission of TCC. Evidence should be limited to the past six (6) years.
  - leadership/sponsorship of student-related activities;
  - significant contribution to College committees;
  - attendance/active participation in professional organizations, meetings, workshops, and seminars;
  - professional journal or monograph publication(s);
  - service on the Faculty Association Executive Board or other FA committees;
  - acquisition of grant funds for TCC advancement;
  - participation in local organizations, meetings, workshops, community programs, etc.;
  - active participation in community and/or cultural activities.

- Provide evidence of Service to the **Profession** with at least two of the following items. Items included in this criterion must demonstrate clear connection to the goals and mission of TCC. Evidence should be limited to the past six (6) years.
significant innovations to teaching and learning;
od professional awards or accomplishments;
od presenting at professional conferences, seminars, institutes, workshops, etc.;
od attending professional conferences, seminars, institutes, workshops, etc.;
od professional journal or monograph publication(s);
od engagement in an active research agenda;
od leadership role(s) in a regional or a national professional association;
od participation in curriculum development;
od participation in Tulsa Community College Faculty Development workshops.

Application Process

Each faculty member must submit an application for promotion that satisfies the requirements articulated above. Applications will be submitted to the office of the Chief Academic Officer. The application deadline will occur during the fall semester, no later than December 1. Evaluation of applications will be completed during the spring semester, no later than April 30. Once the process has been completed, the Chief Academic Officer will provide the President with the names of successful candidates. The President, in turn, will submit the names of those recommended for promotion to the Board of Regents for final approval. New titles will be effective immediately upon Board approval. Base pay raises of $2,500.00 will go into effect when new yearly faculty contracts go into effect.

The Promotion in Rank selection committee will be composed of four administrators and seven faculty (eleven members total) with a two-year rotation. The Chief Academic Officer will select two new administrative members to serve with two administrative members who will remain on the committee, and one alternate administrator. The TCCFA Presidents, past and present, will select three (or four for alternate years) new faculty members to serve with those remaining a second year on the committee, as well as two alternate faculty, who have achieved the rank of Associate Professor. Each group will approve the other’s appointments, making every effort to achieve a balanced representation of academic areas. The CAO will serve as the continuous committee chair, but will not vote.

Within a given four-year period, faculty members will serve two years only. Faculty appointed to the committee as alternate members, but who were not called up to serve as voting members, will be eligible to serve as voting members in a subsequent year. Acceptance of the assignment as a committee member or an alternate constitutes a pledge to attend all meetings.

All of this should occur during the fall semester.
Faculty materials will be judged according to the criteria stated above. Submission of required application materials does not guarantee promotion, nor does length of employment with TCC.

The committee will review the submitted materials as evidence that the faculty does or does not meet the criteria for promotion. Upon completion of the review process, the committee chair will notify all candidates of their final status in a timely and respectful manner. Candidates who fail to earn promotion will be informed of areas of weakness and may reapply in future promotion cycles. All candidates who receive the promotion are required to attend an observer training session so they are prepared to participate in this process for future candidates.

**Phase-in Period (Fall 2014 – Spring 2017)**

**Criteria and Procedure Variations for a Phase-In Period of the Promotion in Rank Procedure:**

The intent of the phase-in period is to address the number of potential candidates for promotion in a manner that is just and fair. The phase-in period encompasses three years: 2014 – 2015, 2015 – 2016, and 2016 – 2017. During the phase-in period, the Chief Academic Officer will invite those Assistant Professors who have completed 9 or more years of full-time teaching service to apply for promotion to the rank of Associate Professor.

The Chief Academic Officer will invite those Assistant Professors who are eligible to apply for promotion to the rank of Associate Professor in August.

**SUMMER SCHOOL TEACHING**

For a summer school instructor who is employed on a nine-month basis as a full-time instructor of TCC during the immediately preceding school year, the rate of annual pay shall be in proportion to that which an instructor currently earns times a .7 factor. More specifically, the rate of pay is based on comparing the summer school teaching load with what is determined to be the normal teaching load for a given course(s) during the regular year.

In addition to teaching obligations, summer school personnel selected from the TCC full-time instructors shall be on campus for advising students, faculty meetings, committee assignments, etc. However, it is recognized that the summer school operation will require fewer activities outside of classroom teaching. Therefore, as a general rule, the instructor needs to plan on being at the college on the following basis:

The instructor shall post weekly office hours equivalent to one office hour for each credit hour to cover the previously mentioned outside classroom activities, (i.e., if an instructor teaches nine credit hours, he would post nine office hours
per week). These office hours will be on file in the Associate Dean’s office as well as the Academic & Campus Services office.

Maximum teaching load for any summer school instructor shall not exceed the equivalent of nine credit hours of teaching. Availability of such a load (nine credit hours) is dependent upon the number of sections making in a given subject area. Instructors employed for a summer school assignment who have not been on a regular full-time contract the immediately preceding school year shall be paid at the fixed part-time instructor rate. The instructors will be obligated for minimal responsibilities outside classroom teaching.

**NOTE:** Full-time instructors may exercise the option of contracting for summer school on a temporary part-time basis and assume minimal responsibilities provided they accept the fixed part-time rate of pay. If a full-time instructor chooses this option, he/she loses priority status in course selection.

Although no actual guarantee of instructor load can be given by the college, full-time instructors will be given top priority over part-time instructors in the event that classes within a given discipline fail to make.

**NOTE:** This top priority is based on the full-time instructor giving the Associate Dean sufficient notice of his/her intentions concerning summer school employment.

The associate dean(s), to the extent possible, will assign instructor loads on the basis of teaching requests as these requests fit the summer school schedule and shall attempt to maintain equity with respect to the number of assigned sections within a discipline, appropriate to his/her specific campus, in the event a class is canceled.

Summer school instructors who are to be employed under this policy are required to sign the part-time employment agreement for summer school. As part-time instructors for this period of time, leave benefits applicable only to part-time instructors will be provided.

Faculty on ten-month contracts are eligible to receive up to six credit hours of summer pay based on the formula outlined above. Faculty on eleven-month contracts may teach up to six credit hours in the summer semester, but are paid at the part-time rate.
PART-TIME FACULTY:

PART-TIME INSTRUCTOR JOB DESCRIPTION

Summary of Position

At Tulsa Community College, the Part-time Instructor is directly responsible to the Associate Dean or Director of Academic and Campus Services. As the primary function, the Part-time Instructor serves as a catalyst in the learning process by presenting course content in an organized and motivating way, keeps current in the chosen field of study, and responds to students as distinct individuals with varied interests, needs, and abilities.

Position Qualifications

1. University Parallel - Master’s degree in appropriate field of study preferred with a minimum of 18 graduate hours or Bachelor’s degree with a significant combination of training, experience or appropriate certification.

2. Technical/Occupational (Workforce Development) – Master’s degree preferred. Bachelor’s degree or equivalent combination of training and experience in appropriate field of study required. Appropriate certification or demonstrated proficiency may be substituted in performance or skill classes.

3. Philosophy compatible with that of a comprehensive urban community college.

Scope Of Responsibilities

- Teaches in a professional manner that reflects high academic standards and promotes general education and discipline goals as defined by the College.
- Maintains the principle of academic freedom in highest regard and practice.
- Exhibits competence and knowledge in the discipline.
- Uses teaching strategies appropriate to the discipline and in coordination with division guidelines.
- Offers well-planned, organized instruction to maximize student learning and student retention.
- Modifies instructional methods and strategies when necessary to address diverse student needs and assessment data.
- Employs fair and discipline-appropriate evaluation techniques to measure student achievement.
• Returns evaluated student work in a timely fashion appropriate to the discipline.
• Maintains accurate scholastic records.
• Submits grade records and final grade reports to designated administrative office(s) according to institutional guidelines and within stated deadlines.
• Keeps all student information confidential and secure in accordance with the Family Educational Rights and Privacy Act.
• Meets each class as scheduled by the College, begins and ends all class(es) on time and reports any exceptions to the appropriate supervisor.
• Uses the TCC Model Syllabus and/or other discipline guidelines to develop a clear, unambiguous syllabus, professional in appearance with well-articulated learning objectives.
• Chooses among available and appropriate instructional technologies and support services.
• Remains current in the discipline, both contextually and technologically.
• Enforces student codes of conduct and discipline as set forth by the policies of the College.
• Responds to student requests in a timely manner.
• Participates in TCC’s assessment program.
• Makes timely responses to information requests from appropriate college administrators.
• Meets all requirements as stated in the appropriate part-time instructor handbooks.
• Participates in required professional development activities that contribute to the educational goals of the College; all Part-time Instructors teaching three (3) or more credit hours are required per contract to complete two (2) clock hours of professional development each semester.
• Attends meetings and events as required by the College administration.
• Contributes to discipline and/or program curriculum development as requested.
• If requested, contributes to College development, planning, and budgeting processes through appropriate institutional channels.
• Reviews proposed new course books and materials if requested.
• Performs other duties related to the position as required or directed.

NOTE: The omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position.

PART-TIME INSTRUCTOR
PROFESSIONAL DEVELOPMENT PLAN

The Strategic Vision states that “TCC will promote the professional development of its faculty, staff, administration, advisory councils and governing board. The college will develop patterns of professional growth for each employment area.”
Professional Development Requirements:
In accordance with the Strategic Vision, the Part-time Instructor Professional Development Plan requires the completion of the following by every part-time instructor at the college, with the exception of full-time faculty teaching overloads.

All New Part-time Instructors (except full-time faculty teaching overloads):
- Complete the online college orientation review quiz posted on the Part-time Instructor Blackboard Website before the beginning of the second week of the first course taught in the semester.
- Complete the campus specific orientation review quiz posted on the Part-time Instructor Blackboard Website before the beginning of the second week of the first course taught in the semester. If a part-time instructor is teaching at more than one campus, the part-time instructor will complete the specific orientation review quiz for each campus.

All Returning Part-time Instructors (except full-time faculty teaching overloads):
- Review the options for professional development posted on the Part-time Instructor Blackboard Website and complete a Plan for Professional Development form with one of the Directors of Academic and Campus Services before the first course taught in the semester is 25% complete. The Plan for Professional Development for Part-time Instructors teaching three (3) or more credit hours will consist of the completion of a minimum of two (2) clock hours per semester of professional development activity that can be selected from the options listed on the Part-time Instructor Blackboard Website. The options will include online instruction through the Part-time Instructor Blackboard Website, on-campus instruction, and professional development earned through the workplace or professional organizations related to maintaining skills and knowledge in the field in which the part-time instructor is teaching. Part-time instructors will provide written evidence of completion of any professional development not completed through the Part-time Instructor Blackboard Website.
- At the discretion of the associate dean of the division in which the part-time instructor is employed, part-time instructors may be required to attend a discipline specific meeting each semester.

New Part-time Instructors or Part-time Instructors who did not teach for Tulsa Community College during the previous academic year:
- Attend an on-campus orientation. If teaching at more than one campus, the part-time instructor will attend an orientation on each campus.

The Office of Academic and Campus Services will maintain a record of professional development participation for each part-time instructor and evaluate the degree to which each part-time instructor has fulfilled this requirement. These records will be shared with the appropriate division office.
PART-TIME INSTRUCTOR COURSE LOAD

The maximum part-time teaching load in credit and continuing education combined and attendant salaries shall not exceed the equivalent of sixteen (16) credit hours during the fall and spring semesters and eight (8) during summer semesters. No more that the equivalent of ten (10) credit hours can be taught in one semester – fall or spring.

A part-time instructor's contract may be terminated in the event it is necessary to complete a regular teaching load for a member of the full-time faculty.

FULL-TIME AND PART-TIME STAFF EMPLOYEES:

EMPLOYMENT AT WILL

Oklahoma public policy prescribes all employment as 'at-will' employment unless otherwise specifically provided. [Burk vs. K-Mart Corp., Oklahoma, 1998, 770 P² 24, 956 Fed. 2d 213]

It is the administrative policy of the College to comply with Oklahoma public policy and to employ staff employees for an indefinite period of time. Employment is 'at-will' and can be terminated at any time, with or without cause being shown by either the employee or the College. No one has the authority or power to alter this at-will relationship. No handbooks, statements, representations, practices or procedures published, made or followed by the administrators, officers or employees of the College will operate to alter the at-will relationship of staff employees.

FULL-TIME STAFF:

PROBATIONARY PERIOD DURING EMPLOYMENT

New full-time employees will serve a probationary period. Applicants selected for employment for the first time with Tulsa Community College or after a previous employment with Tulsa Community College will serve a probationary period of one (1) year (12 months) from date of hire. An evaluation of your performance will be made by your appropriate supervisor every three (3) months during this period of time.

Covered employees moving from one position to another position must serve a probationary period of three (3) months in the newer position provided that all other probationary periods have been met. In those cases where the original probationary period (one year) has not been completed, the employee must serve a probationary period in the newer position of such a length as to ensure that at least one (1) year
probation has been fulfilled between both positions. In no case, however, can a probationary period in the newer position be less than three (3) months in length.

**WORKWEEK, WORKDAY, AND OVERTIME PAY**

The workweek for staff employees shall normally be forty (40) hours within any seven (7) day period, each seven (7) day period to commence at Friday, midnight. The workday for staff employees shall normally be eight (8) hours within any twenty-four (24) hour period.

Non-Exempt Positions: Overtime shall be paid at the rate of one and one-half times (1 1/2) the regular hourly rate for hours worked in excess of forty (40) hours in a seven (7) day workweek. Paid benefit leaves granted by the college during this period of time, such as vacation, holidays or sick leaves, shall not be included in calculations for overtime pay. Overtime is only scheduled when necessary to carry on College services and must be approved by the President or designate.

Accurate record keeping is necessary to properly compensate employees and to meet federal and state requirements. Employees will be paid for all hours worked.

It is the responsibility of each employee to maintain his/her own time record only. Employees may not record time for any other employee or ask someone else to record their time.

Overtime is only scheduled when necessary to carry on College services and must be preapproved by the appropriate member of management.

Exempt Positions: The college has identified certain positions within its schedule of full-time hourly employees as being Exempt in accordance with the provisions of the Fair Labor Standards Act as amended. The college does not pay overtime for work performed by Exempt hourly employees. Instead, the college will provide Compensatory Time Off, on the basis of one hour for one hour, for time worked in excess of forty (40) hours in a normal work week, to be taken either during the same pay period or the immediately following pay period.

**PART-TIME STAFF:**

**WORKING SCHEDULE**

Part-time or seasonal employees shall be employed for 50% or less of a fiscal year, or a maximum of 1040 hours between July 1 and June 30, or an average work schedule of 15-20 hours per week. Part-time or seasonal employees shall be entitled to benefit programs mandated by federal or state statute, including Social Security, worker's

The College is closed for the following days due to holidays. Part-time employees do not receive holiday pay and in general are not scheduled to work on these days. Consult with your supervisor regarding work schedules on these days.

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<tr>
<th>Date Range</th>
<th>Day(s)</th>
<th>Holiday</th>
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<tr>
<td>September 7</td>
<td>Monday</td>
<td>Labor Day</td>
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<td>November 25-29</td>
<td>Wednesday-Sunday</td>
<td>Thanksgiving</td>
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<td>December 24-January 3</td>
<td>Thursday-Sunday</td>
<td>Winter Break</td>
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<td>January 18</td>
<td>Monday</td>
<td>Martin Luther King Day</td>
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<td>May 30</td>
<td>Monday</td>
<td>Memorial Day</td>
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<tr>
<td>July 4</td>
<td>Monday</td>
<td>Independence Day</td>
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BENEFITS
EMPLOYEE ASSISTANCE PROGRAM

An Employee Assistance Program (EAP) is available to any Tulsa Community College employee who is experiencing difficulty in their attendance and/or job performance due to an outside influence. It is the goal of this program to provide TCC employees assistance with their problems through referral to appropriate professional resources.

Referrals to contact the EAP Administrator can be made by the employee, the employee’s supervisor, or by another employee.

No written records regarding a request or referral for assistance shall ever be a part of an employee’s personnel file and all conversations are kept confidential.

The employee is expected to cooperate with a supervisory referral for assistance. Participation in this program shall not provide any special regulations, privileges, or exemptions from standard administrative practices or disciplinary procedures applicable to job performance requirements. For referral or additional information contact the EAP Administrator through Human Resources at x7856 or contact our provider, EMPAC, at 1-800-234-0630.

FITNESS CENTERS

The Board of Regents supports an environment promoting professional as well as personal, physical, and emotional wellbeing for all students, faculty, and staff.

Full-time employees will be eligible for Fitness Center use through an open enrollment period each semester. Upon enrollment, each full-time employee will have access to services and use of facilities at no cost to the employee.

Part-time staff and adjunct faculty may have access to the Fitness Centers by enrolling in a one credit hour fitness seminar class or participating in the following fee schedule:

- $50.00 per semester (Fall or Spring 16 week term) $25.00 per semester (Summer 8 week term) or;
- $10 per month on an annual basis.
HOLIDAY AND BREAK SCHEDULE

Faculty will be entitled to holidays as designated.

Faculty Holidays and Breaks (2015-2016)

September 7  Monday Labor Day
November 25-       Wednesday-Sunday Thanksgiving
    November 29
December 24-       Thursday-Tuesday Winter Break
    January 5
January 18        Monday Martin Luther King Day
March 14-20       Monday-Sunday Spring Break

Other Professional and Staff Employees Holidays (2015-2016)

Other professional and staff employees are entitled to holidays as specified below. The College is closed for the following days.

September 7  Monday Labor Day
November 25-       Wednesday-Sunday Thanksgiving
    November 29
December 24-       Thursday-Sunday Winter Break
    January 3
January 18        Monday Martin Luther King Day
May 30          Monday Memorial Day
July 4           Monday Independence Day

Should any recognized holiday fall on a Saturday, the Friday before will be observed. If the holiday falls on a Sunday, the Monday after will be observed.

Full-time employees will be credited with holiday pay when actively employed the day preceding and the day following the holiday.

Full-time employees on approved medical leave will receive holiday pay for holidays occurring during the leave for medical reasons.

Part-time employees do not receive holiday pay and in general are not scheduled to work on these days. Consult with your supervisor regarding work schedules on these days.
JURY DUTY/REQUIRED COURT APPEARANCE

An employee called for jury duty shall immediately report such notice to his/her supervisor. For full-time employees such leave will be without loss of pay, provided an employee turns over to the College any compensation, exclusive of reimbursement for expenses, received for his/her services, while on such leave.

If a full-time employee must appear in court due to being subpoenaed as a witness, no deduction in salary will be made. This privilege does not apply to court cases involving an employee’s personal business.

Full-time employees shall submit a copy of the jury duty summons or subpoena with the Leave Request form.

MILITARY LEAVE

Military leave will be granted to all employees to engage in military service according to the following procedures. Procedures related to military leave will comply with Federal and State law. Employees who are called to active military service must notify the College as soon as possible and provide a copy of their orders to the Human Resources office.

Pay

An employee with orders for active military duty, either for training or deployment, will receive compensation at full regular pay from the College during the first thirty (30) regularly scheduled work days of such leave of absence during any federal fiscal year. Full regular pay shall include compensation which the employee would have received from the College for that period exclusive of payment for overtime hours which otherwise may have been worked. For part-time employees, an average rate will be paid based on the average weekly hours worked over the six months prior to the commencement of military leave.

During the period of time that Operation Enduring Freedom is in effect, any employee who reports for active duty on or after September 11, 2001, will receive the difference between their full regular pay and their military pay if the full regular pay is greater than the active military pay received. An employee on active military duty must provide payroll documentation to the Human Resources office to initiate the differential payment.

Benefits

A full-time employee who is on active military leave will continue to be covered by the College’s health and dental insurance for a period up to 18 months. Arrangements may
be made for the continuation of dependent and elective insurance coverage during a covered leave of absence.

An employee who returns to work after military service is not considered to have a break in service with the College. Military service will be considered service with the College for vesting, pay, and benefit accrual purposes.

Return to Work

Upon return to work from military leave, an employee will be re-employed in the position held prior to the leave or in a position with like status, seniority and pay, if qualified for that position. A copy of the release orders from active military service must be provided to Human Resources.

Military leaves of absence are limited to five years with certain exceptions granted under Federal Law. Employees on military leave must report to the College within the following time frames following release from active duty:

Service of 30 days or less – Report on the first full regularly scheduled work period on the first full calendar day following completion of service, plus 8 hours.

Service of 31 to 180 days – Report no later than 14 days following the completion of service.

Service exceeding 180 days – Report no later than 90 days following the completion of service.

If it is impossible or unreasonable for the veteran to report within the above period through no fault of his/her own, he/she must report as soon as possible. The above deadlines may be extended for up to two years if the returning employee is hospitalized, or convalescing from, a service-incurred illness or injury.

Persons employed in grant positions should contact Human Resources regarding the current availability of grant funding.

Reemployment rights are not extended to an employee who is separated from military service with a dishonorable or bad conduct discharge.

TULSA TEACHERS CREDIT UNION

All employees are eligible for membership in the Tulsa Teachers Credit Union. Payments for loans and/or savings accounts can be processed for full-time employees through payroll deduction upon proper notice from the Tulsa Teachers Credit Union to the college Human Resources Office.
For further information as to how to join the Tulsa Teachers Credit Union, please contact the Human Resources Office.

The Tulsa Teachers Credit Union main office is located at 3720 East 31st Street, Tulsa, Oklahoma. Their mailing address is P. O. Box 3168, Tulsa, Oklahoma, 74101. There are numerous branch offices located throughout the Tulsa area. More information about TTCU is available on their website at: www.ttcu.com

WORKERS’ COMPENSATION

Workers’ compensation is provided for full-time, part-time and work-study employees, fully paid by the college. This relates to any on-the-job injury or occupational illness that occurs during the hours the employee is at work.

When the employee becomes injured while performing his/her job duties at work, he/she is expected to immediately:

1. Report the injury or occupational illness to his/her supervisor.

2. Report to Student Health Services for emergency or first aid care by the college nurse. The nurse will complete and provide the injured employee with an “Authorization for Treatment” form if the injury requires attention by a physician. This form authorizes the employee to receive care from the medical provider the nurse directs him/her to see. If the employee is unable to drive, and an ambulance is not required, the college will assist in arranging transportation of the injured employee to the appropriate medical facilities. The nurse will notify the employee’s supervisor of the incident, complete all necessary forms, and forward them to the Campus Safety/Compliance Coordinator.

3. After receiving medical care by the physician, the injured employee must obtain a “Release to Return to Work” form completed by the physician. This form must state when the injured employee may return to work and state what job duties the injured employee will be able to perform.

4. The injured employee, if physically able, must bring the “Release to Return to Work” form and review that form with his/her supervisor. If the injured employee is physically unable to bring the “Release to Return to Work” form to the supervisor, the employee should mail the “Release to Return to Work” form and must contact his/her supervisor concerning their work status.

5. The supervisor will review the “Release to Return to Work” form with the employee to determine when the employee will be able to perform his/her normal job duties or with certain restrictions. After reviewing this information with the employee, the supervisor will refer the employee to the campus
nurse to complete the workers’ compensation “Form 2” which is used to initiate a claim.

6. The supervisor will send a copy of the “Release to Return to Work” form to the Campus Safety/Compliance Coordinator at the Conference Center.

7. Whenever the injured employee is unable to return to work, it is the employee’s responsibility to keep the college informed of their condition and progress. The employee must provide written documentation from the treating physician as to the status of their condition. This documentation must be provided after each visit to the employee’s physician. The employee must contact the Campus Safety/Compliance Coordinator at least weekly with a status report.

8. The injured employee may not return to work without the attending physician’s written “Return to Work Authorization” stating the limitations, if any, the employee may have.

9. If the employee is prescribed medication for a work related injury, the employee should take it to their local pharmacy and explain that it is for a work-related injury. The employee should ask them to contact either the Campus Safety/Compliance Coordinator, 918/595-7850, or Student Health Services at the campus where the injury occurred. If the Pharmacy will not bill the workers’ compensation insurance carrier, the employee may pay for any prescriptions or medical bills related to the on-the-job injury. The employee should then send the original bills and receipts to the Campus Safety/Compliance Coordinator at the Conference Center. In turn, these bills and receipts will be sent to the workers’ compensation insurance carrier for reimbursement to the employee.

10. Employees injured during the third shift should report to their supervisor immediately. The supervisor can provide them with the “Authorization for Treatment” form for emergency medical care if necessary. The next workday, the injured employee must contact the campus nurse with the details regarding the injury so the necessary workers’ compensation forms can be completed.

11. If the injured employee will be off work more than three (3) calendar days, he/she must come, if physically able, to the Campus Safety/Compliance Coordinator at the Conference Center and complete a workers’ compensation “Form 3”. This form must be completed and signed by the injured employee to initiate lost-time compensation payments according to applicable state laws. The employee will not receive such benefits until the fourth lost-time day and thereafter from the workers’ compensation insurance carrier.
12. When the injured employee is released to return to work after a lost-time accident, it is the responsibility of the injured employee to bring a completed written medical release to his/her supervisor. The employee will not be allowed to return to work without a completed medical release.

13. If an employee is released to return to restricted work duties by their attending physician, the injured employee is required to return to work and, when possible, be assigned duties that are compatible with these restrictions.

14. The injured employee and/or his/her supervisor must inform the campus nurse that he/she has been released to return to work, normal or restricted duty. The campus nurse will inform the Campus Safety/Compliance Coordinator of the injured employee’s return and a workers’ compensation “Form 5” (termination of compensation) will be completed which indicates the date the employee is released to return to work.

15. Any person receiving temporary disability benefits from an employer or the employer’s insurance carrier shall promptly report in writing to the employer or insurance carrier any change in a material fact or the amount of income he/she is receiving or any change in his/her employment status, occurring during the period of receipt of such benefits.

16. Any person who commits workers’ compensation fraud, upon conviction, shall be guilty of a felony.

FULL-TIME EMPLOYEES:

EMPLOYEE EDUCATION/TUITION AND FEE WAIVERS FOR FULL-TIME EMPLOYEES

The Employee Education/Tuition and Fee Waivers program is available to full-time employees of Tulsa Community College as authorized by the Board of Regents. TCC will waive tuition and fees for each full-time employee upon approval of the waiver application to a maximum of 8 hours for each Fall or Spring semester and 4 hours for each Summer semester during which the employee is a full-time employee of TCC. The annual total of twenty (20) credit hours of tuition and fee waivers may be used by a full-time employee, or the full-time employee’s spouse, or dependent child up to the semester limit for each semester. The employee will be responsible for the cost of books and instructional materials.
For full-time employees, courses should be taken outside of the normal workday. Schedules regarding work and class times should be discussed and approved by an immediate supervisor prior to enrollment.

A full-time employee’s legal spouse and dependent children are eligible for tuition and fee waivers under the terms of these procedures. For this purpose, a dependent child is an individual who is the natural or adopted child, stepchild or eligible foster child of the full-time employee who is claimed as a dependent on the full-time employee’s IRS income tax return. A child of divorced or separated parents who is claimed as a dependent on the IRS income tax return of one parent shall be treated as a dependent child of both parents for purposes of these procedures. This restriction is due to the taxability of benefits if the dependent child is not an IRS eligible dependent.

Application deadline: An application for each individual student requesting the waiver should be submitted to the Enrollment Services Office on any TCC campus two weeks prior to the start of the semester. Employees should notify the Bursar Office prior to enrollment so that the account may be appropriately flagged in the payment system. Subsequent enrollment/schedule adjustments to a different course require a new application. Applications are available via the Employee Tab within the My TCC portal and should be completed by the employee, discussed and approved by the immediate supervisor, and forwarded to Enrollment Services. Conference Center staff may submit applications to the Office of the Dean of Enrollment Management, CC 201-E. Applications may also be completed, scanned and emailed. After a review for retention standards and course repeats, the form will be processed and the eligible waiver applied to the account.

The waiver will not cover courses that are repeated for which credit will not be earned. A list of courses eligible for repeated credit will be available to employees via the Employee Tab within the My TCC portal. The list of eligible repeated courses is subject to the approval of Academic Affairs. Note: One exception to the non-eligibility of repeated courses would be if an employee is repeating a course for which TCC did not pay for the first attempt.

The employee, spouse, or dependent child must be an admitted TCC student and meet retention standards as defined in the TCC catalog as well as student conduct standards as defined in the TCC Student Policies and Resources Handbook. The employee, spouse, or dependent child must meet appropriate course proficiency and pre-requisite requirements for enrollment as outlined in the TCC catalog. The waiver, if granted, will not apply to class auditing, workshops, or non-credit (Continuing Education) courses.

The Enrollment Services staff will review the submitted waivers and notify the employee of the approval or any issues related to the waiver request. Each employee, spouse, or dependent child is responsible for completing the standard enrollment procedures in addition to submitting the Full-Time Employee Tuition Waiver Application.
The waiver will not apply to Withdrawals (W, WN, or AW) and will not apply to grades of Incomplete (I), D, F, AU, or U. The employee will subsequently be billed for courses that are not completed with earned grades of A, B, C, or S (whichever is applicable). A report will be developed for use by the Bursar’s office at the end of term to identify these courses and subsequently bill the employee as appropriate. A copy of the report will be forwarded to the Associate Vice President for Human Resources each semester.

The waiver program will be integrated with any other financial aid received such as; Tulsa Achieves or ACE. Multiple awards may be granted, but in no case shall waivers exceed the number of hours in which a student is enrolled (i.e., waivers cannot generate a cash refund or credit to be applied to other charges or fees). Scholarships and federal financial aid do not apply to this waiver and could generate a cash refund or credit with the exception of dependents participating in the Tulsa Achieves program or Oklahoma’s Promise.

GROUP INSURANCE BENEFITS

Group Medical Insurance

Tulsa Community College will contract for a comprehensive group hospital-surgical-major medical-dental insurance program for each employee, and pay the employee’s premium on this policy up to an amount based on the average monthly cost of the offered plans. Optional coverage will be made available for spouses and eligible dependents on a payroll deduction basis. Coverage will be in accordance with guidelines established with the carriers as contracted by the college. Listed below are the current benefits/insurance provided by the College, some of which are a paid benefit.

Group Life Insurance

The college will contract for a group life insurance program providing each full-time regular employee with term life insurance equivalent to two times the annual contractual salary, rounded up to the nearest $1,000. The college will pay the monthly cost of the term life insurance premium. The employee may elect supplemental life insurance on self and eligible dependents. Coverage will be in accordance with guidelines established with the carriers as contracted by the college.

Disability Insurance

Disability income insurance is available to any full-time regular employee of the college under a disability income insurance plan, negotiated and approved by the college. If an employee elects to participate in this plan, the college will pay one-half (1/2) of the individual monthly premium for the first two years. The college will pay the full cost of the monthly premium after two years of employment. Coverage will be in accordance with guidelines established with the carrier as contracted by the college.
Other Insurance

Cancer insurance, Supplemental and Dependent life insurance, Vision, Long Term Care and Pre-paid Legal insurance are available on a voluntary basis and the premium is paid by the employee. Coverage will be in accordance with guidelines established with the carriers as contracted by the college.

Additional Insurance Information

Medical and dental insurance is currently provided through the Office of Management and Enterprise Services Employees Group Insurance Division (OMES-EGID). You may choose between the state’s indemnity plan, HealthChoice, or one of several HMO options. Complete details are available each year during open enrollment in the Fall. Plan changes can be made at that time, effective January 1 of each year. Changes can only be made during the year if there is a qualifying event, such as, marriage, divorce, death, etc.

Group life insurance is provided through Mutual of Omaha. Optional supplemental life insurance is also available through Mutual of Omaha and through the OMES-EGID. Supplemental life insurance allows for additional coverage for employees and dependents at group rates.

Long-term disability insurance is available through American Fidelity Assurance Company and is paid in full after two years of employment. This insurance provides salary protection during extended periods of absence from work. The current plan pays seventy percent (70%) of the employee’s salary after sixty (60) consecutive days of disability, or the expiration of accrued sick leave, whichever is longer. Application forms are sent to employees by the Human Resources department as soon as possible after notification of a medical absence. The employee needs to complete the form, take it to their physician for further completion, and then return it to Human Resources for processing to the insurance provider. A delay in completing the necessary paperwork will affect the processing of your claim.

Other optional insurance plans are also available. These include cancer insurance and long term care insurance through American Fidelity Assurance Company, vision insurance provided by the OMES-EGID, and pre-paid legal insurance through Pre-Paid Legal Casualty, Inc.

In addition, full-time employees may voluntarily participate in the College Flexible Benefits Plan (Section 125), which allows for pretax dollars to be used for payment of approved insurance premiums, medical expenses and dependent care expenses. The decision to participate in this plan must be renewed each calendar year. Contact the Human Resources department for additional information on any of the insurance plans.
Continuation of Insurance (COBRA)

The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), a federal law, entitles employees and their eligible (covered) dependents in certain circumstances to continuation of group medical insurance coverage after it would otherwise end. These circumstances include:

- termination of employment for any reason, except gross misconduct;
- loss of eligibility due to reduced work hours;
- death of employee;
- divorce or legal separation;
- dependent child ceases to be a "dependent child" under the plan:

Employees or their eligible dependents, if applicable, should notify the Human Resources office immediately if any of these events occur.

LEAVES OF ABSENCE

When an employee is unable to work due to illness, injury, or other circumstances, the employee and supervisor are responsible for facilitating the employee’s earliest possible return to work.

The employee is responsible for providing acceptable documentation of the necessity for leave, and for keeping the supervisor informed of their status and expected date of return to work. Leave should be requested through use of the Leave Request form and submitted by the employee to the supervisor for approval prior to the leave being taken, when possible.

The supervisor is responsible for notifying Human Resources of any employee absence from work, according to Leave Procedures. Upon notification, Human Resources will supply the employee and supervisor with information concerning College benefits which may be available. Human Resources will assist the supervisor with any required supplemental staffing during the employee’s absence.

As required, the employee’s attending, licensed physician will be asked to establish a date by which the employee can return to work in their assigned classification. Any absence for a serious health condition exceeding three (3) consecutive workdays or requiring hospitalization will require a written release to return to work from the employee’s physician. A serious health condition does not include routine physicals, eye or dental examinations. Recommendation by the attending, licensed physician for accommodation will be considered whenever reasonable. The college will also attempt to ensure that the employee’s return to work does not jeopardize the health or safety of the employee or others in the work place.
The employee is responsible for the payment of all applicable insurance premiums due during any leave of absence. For information concerning benefits available during leaves of absence, contact Human Resources.

In cases of long-term absence due to personal illness, the College will evaluate the viability of continued employment at approximately twelve months of absence for full-time professional and faculty, and at six months of absence for full-time staff employees. This does not alter the employment at will policy for staff employees.

**Sick Leave**

Twelve (12) days sick leave per year (96 hours) will be granted to each full-time employee. Sick leave will be credited on July 1, of each year.

Sick leave shall be used for the illness or injury of the employee; with prior approval it may be used for medical and dental appointments when it is not possible to have the appointments after working hours or in the case of medical emergencies. In addition, the College may approve the use of accumulated sick leave during any fiscal year for family care. Such approval may be given when it is necessary for the employee to care for a member of the immediate family (as defined under the Compassionate Leave Policy) who is ill or injured.

A leave request form must be submitted by any employee requesting Sick Leave. A statement from a physician may be required at the discretion of the administration.

Newly accrued sick leave is available from the first day the continuing employee reports for work in each fiscal year. New employees will be credited with a pro-rated amount upon employment.

A maximum of one hundred twenty (120) days (960 hours) sick leave may be accumulated. Unused cumulative sick leave will not be paid upon termination.

The College will certify to Teachers’ Retirement System of Oklahoma any unused sick leave days accumulated since 1970, up to the maximum allowed by the Retirement System (only for retirement purposes).

Employees may donate unused sick leave to the Sick Leave Sharing Bank. In the event of a catastrophic personal illness, faculty and staff who have exhausted their paid leave may apply for assistance from the Sick Leave Sharing Bank.

**Sick Leave Sharing Procedures**

Tulsa Community College’s Board of Regents authorizes the administration to establish a sick leave sharing bank to which full-time faculty and staff members can contribute. The following definitions shall be utilized in establishing procedures for this policy.
The Sick Leave Sharing Bank is intended to assist employees who are fully incapacitated due to a catastrophic illness and off work for a continuous period of time, possibly leading up to the need for long-term disability, and without other form of compensation from the College to assist them.

Catastrophic illness or injury is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee. Such illness or injury must be severe enough in nature to force the employee to exhaust all sick leave, and other time earned and result in potentially lost compensation. Application of this definition must comply with the Family Medical Leave Act.

The following procedures shall be utilized in the establishment of the sick leave bank:

1. The donating employee must be a current full-time Tulsa Community College employee.

2. The donating employee may donate annual sick leave provided the donation does not cause his/her sick leave balance to fall below 80 hours.

3. All donated sick leave shall be given voluntarily. Solicitations and campaigns for specific individuals shall not be permitted.

4. Employees who donate to the sick leave bank shall remain anonymous.

5. Any employee who donates to the sick leave bank will not be able to reclaim any unused sick leave. Donated leave cannot be reclaimed for the purpose of meeting the 120 days extra service credit for OTRS.

6. Current employees can only donate sick leave in eight (8) hour increments to a maximum of six (6) days (48 hrs) annually. Employees who are resigning or retiring can donate up to a maximum of ten (10) days (80 hrs). Verification of the employee’s ability to donate must be handled through the College’s Human Resources department.

7. Recipients must apply in writing to the Human Resources department for assistance from the Sick Leave Sharing Bank during their leave or within 30 days of their return to work. They must meet the definition of the catastrophic illness or injury, be full-time employees with a minimum of twelve months continuous service, and not be receiving College provided benefits; i.e. Long-Term Disability, Workers Compensation, etc.

8. Recipients of the donated sick leave program shall receive his/her regular pay during the period of donated sick leave.

9. Qualified recipients are limited to a maximum of 45 days of accumulated paid leave from the sick leave bank per occurrence.
10. The decision on who is eligible for consideration will be determined by the College’s Human Resources area and will include a review of medical records from a qualified physician(s).

11. The President and CEO of the College shall establish a five member committee who will have the responsibility for determining the eligibility of applicants. The committee shall work with the College’s Human Resources area to assure all procedures are followed.

**Compassionate Leave**

A leave of absence due to a death in the immediate family of a full-time employee, not to exceed five (5) days at any one time, may be granted without loss of pay. This leave is discretionary and does not accumulate from year to year. Immediate family will be interpreted to mean the father, mother, spouse or domestic partner, child, sister, brother, grandparent, grandchild, or in-laws of the previous stated relatives of the employee (or other person who occupies such positions in the family).

A leave of absence due to the critical illness in the immediate family of a full-time employee, not to exceed three (3) days at any one time, may be granted without loss of pay. This leave is discretionary and does not accumulate from year to year. Immediate family will be interpreted to mean the father, mother, spouse or domestic partner, child, sister or brother of the employee (or other person who occupies such positions in the family). The employee must file a signed statement from a licensed physician with a Leave Request indicating that the family member was critically ill before such leave may be credited.

**Maternity Leave**

A full-time employee may be granted maternity leave upon presentation to the Associate Vice President for Human Resources written advisement of a licensed physician designating a recommended time prior to childbirth for placement on maternity leave. At the time that this written advisement is presented to the Associate Vice President for Human Resources, the full-time staff member will receive information concerning college benefits that may be available.

The employee is responsible for the enrollment of new dependents they may wish to cover under the college medical plan within thirty (30) days of birth.

Return to employment will be at a time designated by written advisement of a licensed physician. This letter shall be filed with the Associate Vice President for Human Resources prior to the staff member’s return to work. During maternity leave staff members may, at their discretion, utilize any sick leave accumulated in accordance with the sick leave policy of the college.

Paternity Leave is also available under Family and Medical Leave (FMLA).
Family Medical Leave

The Family Medical Leave Act of 1993 (FMLA) ensures employees special job protection when balancing work responsibilities with the demands of personal illness, injury or in caring for family members.

The purpose of employees applying for Family Medical Leave (FML) is to protect their job within the rights of the FMLA. FML is taken concurrently with other college leave benefits. Once you have exhausted all your paid leave, FML becomes unpaid leave time. Depending on individual circumstances of the leave, faculty and staff with be required to exhaust any accrued leave which may consist of paid Sick Leave, Vacation, Personal Circumstance Leave, Extenuating Circumstances Leave and Worker's Compensations leave prior to being unpaid. In the applicable situation, Compassionate Leave, sick leave sharing bank, organ/bone marrow donation leave and Worker’s Compensation may apply to the FML.

FML provides twelve (12) weeks (480 hours) of protected leave to employees who meet the qualifications. The FMLA benefit year will be based on fiscal year, twelve (12) month period, measured from July 1st to June 30th each year.

To be eligible for FML, an employee must have been employee with the college for twelve (12) months, which need not be consecutive; must have at least 1,250 hours of service within the previous twelve (12) months, as of the beginning of the fiscal year; and work at a location with 50 or more employees within a 75 mile radius.

To qualify for FML, employees must complete the necessary forms and certifications and take leave for one of the following reasons:

1. Prenatal medical care or birth of a child and to bond with the newborn child within one year of the birth;
2. The placement with the employee of a child for adoption or foster care and to bond with the newly placed child within one year of the placement;
3. For the employee’s own serious health condition that makes the employee unable to perform the functions of his or her job;
4. For care of an immediate family member who has a serious health condition;
5. Any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a military member on covered active duty.

Military Family Leave Entitlements
FML includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is otherwise on a temporary disability retired list for a serious injury or illness or (2) a veteran who was
discharged or released under conditions other than dishonorable at any time during the five (5) year period prior to the first date the eligible employee takes FML to care for the covered veteran and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness.

The FMLA definition of a “serious injury or illness” for current service members and veterans are distinct from the FMLA’s definition of a “serious health condition.”

**Employee Responsibilities**
When feasible, employees should give a 30 day notice to their supervisors when requesting leave. When 30 days’ notice is not possible, the employee must provide notice as soon as practical.

To be approved and protected under the FMLA, employees must return the necessary medical certification paperwork supplied by Human resources which will need to be completed by a licensed physician. Medical certification may be required prior to approval of leave, indicating the employee is unable to perform their job or the employee is needed to provide care for a family member. Continued medical certification may be required but not more frequently than every 30 days unless the college has reason to believe the employee is able to return to work. Leave may be denied if the employee fails to provide the required medical certification.

A medical release from the treating physician will be required prior to an employee returning to work.

**Employer Responsibilities**
The College will notify employees requesting leave whether they are eligible under the FMLA. The notice will specify any additional information required as well as the employee’s rights and responsible. If an employee is not eligible for FML, the reason(s) will be defined in the notice.

**Coordination of Leave**
If a husband and wife bother work for the college and each wish to take leave for the birth of a child, placement of a child for adoption or foster care, the husband and wife may only take a combined total if twelve (12) weeks of leave. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child. Additionally, if both a husband and wife work for the college, the husband and wife may only take a combined total of 26 weeks of qualifying exigency leave.

**Definition of a Serious Health Condition**
Under the FMLA, a serious health condition is an illness, injury, impairment, physical or mental condition that requires either inpatient care or involves continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job or prevents the qualified family member from
participating in school or other daily activities. A serious health condition does not include short-term conditions which may require brief treatment or recovery of less than three (3) calendar days or voluntary or cosmetic treatments that are not considered medically necessary.

**Definition of Immediate Family Member**
An immediate family member will be interpreted to mean the father, mother, spouse or domestic partner, child, sister or brother of the employee (or other person who occupies such positions in the family). An employee may be needed to provide care to the family member, for example:
- When the family member is unable to care for his or her own medical, safety or other needs, because of the serious health condition or needs help in being transported to the doctor; or
- To provide psychological comfort and reassurance to the family member with a serious health condition.

**Definition of Qualifying Exigency on a Covered Active Duty**
Qualifying exigencies are situation arising from the military deployment of an employee’s spouse, son, daughter, or parent to a foreign country. Qualifying exigencies for which an employee may take FML include:
- Making alternative child care arrangements for a child of the military member when the deployment of the military member necessitates a change in the existing child care arrangement;
- Attending certain military ceremonies and briefings;
- Taking leave to spend time with a military member on rest and recuperation leave during deployment;
- Making financial or legal arrangements to address a covered military member’s absence;
- Activities related to the care of the parent of the military member while the military member is on covered active duty;
- An employee may take qualifying exigency leave for deployment of a son or daughter of any age.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. Eligible employees include current members of the Armed Forces, including a member of the National Guard or Reserves or a veteran who is temporarily discharged or released under conditions other than dishonorable.

**Use of Intermittent Leave**
Employees are not required to use leave in one block of time. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees should make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt college operations.
Benefits and Protection
During FML, employees will retain health coverage under any “group health plan” on the same terms as continuing to work. While on leave, the college will pay medical premiums incurred for employee coverage only.

Employees failing to return to work from unpaid leave, except where health conditions will not permit or death, may be required to reimburse the college for premiums paid on the behalf of the employee during the extended leave.

Time on leave of absence without pay may not count toward credited service for Oklahoma Teachers Retirement (OTRS) purposes. In these instances, the rules of the Oklahoma Teachers Retirement System will prevail.

Returning from Family Medical Leave
Medical proof of a full release to return to work will be required prior to an employee returning to work. Any release with restrictions must be approved by Human Resources prior to the employee returning to work.

Upon return from FML, most employees must be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms. Use of FML cannot result in the loss of any employment benefit that accrued prior to the state of the employee’s leave. Key employees ranking in the top 10% of the highest paid employees at the College may be excluded from the job guarantee provision if there are reasons justifying such an action.

Employees will be required upon return from leave to reimburse the college for any pending insurance premiums paid that were a normal deduction from the employee’s payroll. While on leave, employees will normally pay for their premiums on a payroll-by-payroll basis or through direct bill. Any pending premiums due will be deducted from the employee’s paycheck upon return from leave.

Exhaustion of Family Medical Leave
Other appropriate College leave policies may run concurrently with the provisions of FMLA. Once an employee has exhausted eligibility under FMLA, the employee must return to work promptly or pursue additional paid or unpaid leave consistent with another College approved leave of absence.

The college will not interfere with, restrain or deny the exercise of any right provided under the FMLA and the college will not discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to the FMLA.

Exceptions
The authority to grant exceptions to one or more of these policies and procedures is vested in the Office of the President.
**Nursing Mothers in the Workplace Act (Pending Board Approval)**

The College supports the rights of nursing mothers in the workplace in compliance with the Patient Protection and Affordable Care Act. Mothers returning to work following the birth of a child will be provided reasonable break periods to express breast milk. Human Resources will work with nursing mothers to help determine a private, functional area (other than a restroom) to express milk.

On the main campuses, the Student Health Services offices will be available for this purpose. At other locations, Human Resources will provide assistance in arranging a private location.

The same consideration will be available to students who are nursing mothers.

**Attendance at Conferences**

The President & CEO or designate is authorized to approve attendance of full-time employees at conferences and committee meetings, as well as continuing education or licensure exams when necessary to maintain licenses required by Tulsa Community College to perform the assigned position.

When an employee is absent by administrative assignment, no deductions in salary will be made.

**Extenuating Circumstances**

For reasons not covered by other leave, a full-time employee may be paid for an absence not to exceed one day (8 hours) in one fiscal year, providing other available leave has been exhausted first. This leave is discretionary and does not accumulate from year to year. The validity of such absence will be determined by the President and Chief Executive Officer or designee.

**Personal Circumstance Leave**

For personal circumstances not covered by other leave provisions for full-time employees, the college may grant and pay for two (2) days (16 hours) personal leave during each fiscal year. This leave does not accrue, and must be approved by the individual’s supervisor and the appropriate Vice President or Provost.

**Community Service Leave**

The Mission of the College includes faculty and staff engaging in service opportunities to better the community and enrich lives. To support full-time employees in meeting this objective, full-time employees may be granted one day (8 hours) of leave per fiscal year to participate in a community service activity. This day of leave must be approved in
advance by each employee’s supervisor. Community service may include participating in the United Way - Day of Caring, other United Way agency activities or events, or assisting community service agencies. Employees will be asked to submit documentation of participation from the agency to support usage of this leave. This leave is discretionary and does not accrue.

**Organ and Bone Marrow Donation Leave**

The College recognizes the personal sacrifice an employee makes to be an organ or bone marrow donor. The following leave procedures have been developed to address the need for leave in such rare circumstances.

A full-time employee shall be granted a leave of absence. Subject to the approval of the College, with medical necessity being the primary reason for the leave under the following circumstances:

A full-time employee who serves as a bone marrow donor will receive up to five (5) days (40 hours) of paid leave with written medical documentation.

A full-time employee who serves as an organ donor will receive up to thirty (30) days (240 hours) of paid leave with written medical documentation.

The medical documentation should be submitted to the Human Resources department, who will assist with the coordination of the leave. A return to work statement will be required from the medical provider.

If additional paid leave is required beyond what is covered by this procedure, the employee will need to utilize other types of available paid leave, such as sick leave, vacation, etc.

**LIABILITY INSURANCE**

All college employees, being agents of the State of Oklahoma, are afforded protection against liability under the Governmental Tort Claims Act and the Oklahoma Risk Management Act. These statutes afford coverage for liability that may occur as a result of any incident or act occurring while in the employ of the college and while the employee is acting within the scope of his/her employment.

Suits may be maintained against the State of Oklahoma in any action arising from negligence of a state employee but the employees are absolutely immune from liability and may not be named as a defendant in an action arising from the negligence of state employees.

The Risk Management Administration rules provide coverage on behalf of the State in the sum of $25,000 for any property damage that might be sustained by a claimant; $175,000 for personal injuries sustained by any one person or a total of $1,000,000 for
all injuries arising out of one event or one occurrence. Relevant information can be accessed via the web at www.dcs.ok.gov.

So long as an employee is acting as an agent of Tulsa Community College and acting within the scope of his/her employment, their acts will be defended by the State of Oklahoma without cost to them. No coverage is afforded, however, for willful, intentional or malicious acts that result in damage or injuries to others.

RETIREMENT PROGRAMS FOR FULL-TIME EMPLOYEES

Tulsa Community College provides or contributes to various retirement programs which provide retirement benefits for eligible employees, including participation in the Teachers’ Retirement System (TRS) of Oklahoma, Social Security, the Retirement Supplement Program and 403(b) Match, and a Retirement Program for Full-time Employees. Each retirement program has its own eligibility and participation requirements. You may be eligible to participate in one or more of the programs, but you may be ineligible to participate in others. More information on all of these plans is available through the Human Resources office.

Teachers’ Retirement System of Oklahoma

Membership in the Teachers’ Retirement System of Oklahoma is required for full-time professional employees, but membership is optional for full-time staff employees. Employee contributions are made through payroll deduction. Member contribution for 2015-2016 will be seven percent (7%) on all compensation, as defined in the Teacher’s Retirement statutes.

Full-Time Professional & Faculty Employees
For 2015-2016 fiscal year, the payment of 100 percent (100%) of the Teachers’ Retirement contribution for each eligible employee is made by the College for full-time professional employees.

Full-Time Staff Employees
For 2015-2016 fiscal year, the payment of 100 percent (100%) of the Teachers’ Retirement contribution for each eligible employee is made by the College for full-time staff employees, employed on a full-time continuous basis by the College for a minimum of two years. The payment of 50 percent (50%) of the Teachers Retirement contribution for each eligible employee is made by the College for full-time staff employees, employed on a full-time continuous basis by the College for a minimum of one year.

Social Security

Tulsa Community College matches the Social Security contribution made by each employee through payroll deduction per pay period up to the limit provided by the law.
Retirement Supplement Program and 403(b) Match

Tulsa Community College will provide a Retirement Supplement Program and Incentive Match for employees through the Tulsa Community College 403(b) Retirement Plan ("Plan") in accordance with the following:

1. Participation in the Plan is voluntary. Effective January 1, 2009, participants will be permitted to invest only in funds that are available on the Plan’s recordkeeping platform and which are selected as the Plan’s investment options by the Plan’s outside investment advisor. Participants will, however, be permitted to choose among such investment options, including an option to utilize a self-directed brokerage “window”

2. The Plan meets the following requirements:
   (a) The carrier of the plan is licensed by the State of Oklahoma to sell tax sheltered annuities pursuant to Okla. Stat. tit. 70, § 6-101.1; and
   (b) The Plan meets the requirements of Section 403(b) of the Internal Revenue Code

3. All employees except “student employees” are eligible to make voluntary, pre-tax or post-tax, Roth, salary reduction contributions to the Plan effective as of the first day of employment. For purposes of this paragraph, student-employees are those employees who are enrolled and regularly attending classes at Tulsa Community College while also providing service to the College through the Federal Work-Study Program.

4. An incentive match will be provided under the Plan for employees who meet all of the following criteria:
   (a) Employees must be employed full-time at Tulsa Community College. In the case of Professional Staff (faculty and administration), “full-time” means being employed pursuant to a full-time contract with the College. In the case of other staff employees, “full-time” means being scheduled to normally work 40 hours a week, 52 weeks a year, for the College. 
   (b) Employees must be currently enrolled members of Teachers’ Retirement System of Oklahoma and Social Security.
   (c) Effective September 1, 1977, an incentive match will only be made for employees who have performed two (2) years of full-time, continuous service for the College.

5. The incentive match is three percent (3%) of the employee’s full-time base salary (as determined by Tulsa Community College) for a pay period,
provided the employee voluntarily contributes at least one percent (1%) of his/her full-time base salary for such pay period.

For this purpose, full-time base salary does not include overtime pay or pay from additional assignments such as teaching overload and summer school classes.

6. All salary reduction contributions (including post-tax Roth salary reduction contributions) and incentive match contributions shall be 100% vested at all times.

7. The Retirement Supplement Program and Incentive Match will be reviewed prior to the end of each fiscal year and a recommendation will be made by the administration prior to the beginning of the next fiscal year to the Tulsa Community College Board of Regents concerning the feasibility of continuing the Retirement Supplement Program and Incentive Match or concerning any modifications of the program which may be necessary.

Retirement Program for Full-time Employees

The College has established a Retirement Program (Plan) for all eligible employees who complete a period of service and otherwise become eligible pursuant to the terms and conditions of the Plan. Unless you were hired as an eligible full-time employee prior to October 2, 2000 and you were participating on October 2, 2002, you are not eligible to participate in the Plan.

The benefits provided by the Plan will be paid from a trust fund established by Tulsa Community College pursuant to the Plan and are limited by the assets held in the trust fund. The terms and provisions of the Plan are effective on and after July 1, 1999, except as otherwise stated in the Plan; provided however, that the benefits of any former employee for whom an individual annuity was purchased under the prior plan before July 1, 1999, shall be determined under the provisions of the prior plan and not under the Plan.

The Plan replaces the Retirement Program for Tulsa Community College Full-time Employees, as in effect on June 30, 1999, which was terminated with respect to all eligible employees covered by the Plan. The benefits under the Plan are in lieu of, not in addition to, all benefits of such prior plan.

The Plan has been approved by the Tulsa Community College Board of Regents, and approved by the Internal Revenue Service (“IRS”).

Complete details of the Plan can be found in the Plan document that is available from Human Resources.
FULL-TIME NON-FACULTY PROFESSIONAL:

Vacation

Full-time administrative and professional staff employees shall be entitled to a vacation allowance on the basis of twenty (20) working days (160 hours) each fiscal year. Up to twenty (20) days (160 hours) vacation may be accrued by administrative/professional staff employees with less than fifteen (15) years of service. For employees with fifteen (15) years of service or greater, up to twenty-five (25) days (200 hours) of vacation may be accrued. All vacation must be taken at a time convenient to the department to which an employee is assigned.

For purposes of calculating vacation leave, only full-time continuous service will be considered.

New employees will receive a prorated vacation allowance in the first fiscal year of employment based on hire date.

At the time of termination for administrative and professional staff members, vacation usage and accrual for the current fiscal year will be reviewed, and appropriate adjustments will be made to payroll.

FULL-TIME STAFF:

Vacation

All employees who are part of the regular full-time staff and who have completed six (6) months service shall be entitled to a vacation allowance on the basis of twelve (12) working days (96 hours) each year. An employee who has worked less than six (6) months is not eligible to use vacation allowance, but credit is given for the first six (6) months of service when eligibility requirements have been met. Employees terminating employment with less than six (6) months of service shall not receive vacation allowance.

Up to twenty (20) days (160 hours) of vacation may be accrued by staff employees with less than fifteen (15) years of service. For employees with fifteen (15) years of service or greater, up to twenty-five (25) days (200 hours) of vacation may be accrued. All vacation must be taken at a time convenient to the department to which an employee is assigned.
Full-time staff members who have completed five years or more of full-time employment shall receive an annual vacation allowance according to the following schedule:

- Over five (5) years of full-time employment – Fifteen (15) working days (120 hours);
- Over ten (10) years of full-time employment – Eighteen (18) working days (144 hours);
- Over fifteen (15) years of full-time employment – Twenty (20) working days (160 hours).

For purposes of calculating vacation leave, only full-time continuous service will be considered.

At the time of termination, vacation usage and accrual for the current fiscal year will be reviewed, and appropriate adjustments will be made to payroll.

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**PART-TIME EMPLOYEES:**

**RETIREMENT SUPPLEMENT PROGRAM 403(B)**

Tulsa Community College will provide a Retirement Supplement Program for employees through the Tulsa Community College 403(b) Retirement Plan (“Plan”) in accordance with the following:

6. Participation in the Plan is voluntary. Effective January 1, 2009, participants will be permitted to invest only in funds that are available on the Plan’s recordkeeping platform and which are selected as the Plan’s investment options by the Plan’s outside investment advisor. Participants will, however, be permitted to choose among such investment options, including an option to utilize a self-directed brokerage “window.”

7. The Plan meets the following requirements:

   a) The carrier of the plan is licensed by the State of Oklahoma to sell tax sheltered annuities pursuant to Okla. Stat. tit. 70,§ 6-101.1; and

   b) The Plan meets the requirements of Section 403(b) of the Internal Revenue Code

3. All employees except “student-employees” are eligible to make voluntary, pre-tax or post-tax, Roth, salary reduction contributions to the Plan effective as of the first day
of employment. For purposes of this paragraph, student-employees are those employees who are enrolled and regularly attending classes at Tulsa Community College while also providing service to the College through the Federal Work-Study Program.

4. All salary reduction contributions (including post-tax Roth salary reduction contributions) shall be 100% vested at all times.

5. The Retirement Supplement Program will be reviewed prior to the end of each fiscal year and a recommendation will be made by the administration prior to the beginning of the next fiscal year to the Tulsa Community College Board of Regents concerning the feasibility of continuing the Retirement Supplement Program or concerning any modifications of the program which may be necessary.

**TEACHER’S RETIREMENT SYSTEM OF OKLAHOMA**

Teacher’s Retirement System of Oklahoma requires that contributions be made on total compensation of each member. If you are a member of OTRS due to full-time employment at another agency, you are required to contribute 7% of your salary from Tulsa Community College. A form is available in the Academic and Campus Services office or Human Resources to ensure this contribution is made from your TCC check.
SAFETY
AND
SECURITY
BUILDING HOURS

The Metro Campus (909 South Boston Avenue), Northeast Campus (3727 East Apache), Southeast Campus (10300 East 81st Street South) and West Campus (7505 West 41st Street) will be open during regular school hours, Monday through Friday, and from 8 a.m. until 4 p.m. on Saturday. The Conference Center will be open normal business hours Monday through Friday, 8 am to 5pm. Deviations to these operational hours will be posted. Arrangements are to be made by the instructors with their Associate Dean if students are to be in the buildings other than these hours. The Associate Dean should then contact Campus Police and the Director of Physical Facilities.

The buildings generally will not be open on holidays.

COLLEGE CLOSINGS AND ESSENTIAL EMPLOYEES

Tulsa Community College is officially open during normal business hours. During periods of severe inclement weather, public emergency or other crisis, the President or designee may announce through the College’s electronic mail system, mass notification systems, or local media that all or some of the College’s offices or facilities are closed for all or part of a workday.

Essential Employees

Essential Employees are those employees designated essential by a member of the President’s Cabinet and directed to work before, during and/or after an emergency, critical incident, or natural disaster. They are required to perform duties assigned by their supervisor that may not be consistent with normal responsibilities or work schedules.

Essential employees may include employees in facilities and grounds maintenance, campus police, student services staff, information technology, telephone operators, and/or others whose expertise makes their services essential due to the nature of the particular emergency. Every effort will be made to inform essential employees immediately of their role in the emergency or critical incident.

Essential employees will be notified annually, in writing, by July 15th by the Cabinet member responsible for each area. The Human Resources office will receive a list of notified employees.

Other personnel may be designated as essential for a specific emergency by a member of the President’s Cabinet by notifying those employees of the need for their services.
Pay of Essential Employees

During an emergency closure, non-exempt (hourly-paid) essential employees will be paid at their regular rate for the hours they were scheduled to work during the emergency closure, plus regular pay for any hours they are required to work as essential employees. When the College re-opens, these employees will continue to be compensated at their regular hourly rate until they have physically worked forty hours in that pay week. They will be paid at their overtime hourly rate for time worked above forty hours within that pay week.

The provisions of compensation for all hours actually worked during the College closing do not take effect until the officially announced closure time and do not apply to:

- Time spent securing and preparing the work area prior to the College closing. These duties may include but are not limited to packing supplies and/or records; disconnecting and moving equipment; and spreading protective covering;

- Non-essential employees remaining on campus without the direction of supervision are not eligible for and will not receive compensation beyond that approved for employees released from work and sent home;

- The period of the College closing will be based upon the announced closing and opening times of the college.

To ensure proper crediting of employee efforts, supervisors are expected to create and maintain a record of essential employees required to remain on campus, or other designated locations, during an official College closing. Employees who are required to remain on campus, or at another designated location, must have the approval of a Cabinet member to be eligible to receive payment.

If a non-exempt employee is required to travel (other than from their residence to the worksite) to perform an emergency assignment for the College, all time spent on such travel is considered work time.

If a non-exempt employee is required to remain in a College facility, or another designated location, to perform their assignment during a designated emergency, all time spent on-site is considered work-time.

Non-exempt employees who are required to work during a closure under these guidelines will be compensated as described until such time as the crisis is over and/or recovery efforts are underway.
Full-time salaried/exempt employees designated as essential employees may be required to remain on campus during an unscheduled closure as part of their regular employment.

**Pay for Non-Essential Employees**

Full-time employees not designated as essential employees will be paid for the time scheduled and missed due to a school closing.

An employee not scheduled to work at the time of a school closing will not be paid for the school closing. Likewise there is no extra time off for an employee if a school closing occurs on an employee’s normal day off or on a scheduled leave day. Schedule leave will still be charged to an employee’s record.

Part-time employees who do not work during the closure will be paid for hours scheduled and missed due to the emergency. Likewise, if required to work, a part-time employee will be paid for any hours actually worked at their regular rate.

Full-time faculty scheduled to teach an overload class during school closure, will be paid for their assigned overload. Part-time faculty who were scheduled to teach during a school closure will be paid for their assigned classes.

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**COMMUNICABLE DISEASES POLICY**

The College administration will comply with all Federal and State laws applicable to College employees, students and job applicants with communicable, life-threatening diseases, including but not limited to AIDS, HIV, hepatitis-B (HBV) and tuberculosis. The Board recognizes that employees and students with a communicable, life-threatening disease may wish to continue their employment or education activities. The Board also recognizes that the College must satisfy its legal obligation to provide a safe work environment for all employees, students, customers, and other visitors to our premises.

The Board is committed, insofar as is reasonably possible, to providing a working and educational environment free of health hazards to its employees, students, customers and other visitors. As long as the weight of medical evidence supports with reasonable medical certainty that a particular disease is not communicable by the casual contact normally found in the workplace and/or classroom, the workplace and/or classroom will not be considered to be hazardous as a result of the presence of an afflicted student or employee.

The confidentiality of information regarding individuals afflicted with a communicable, life-threatening disease shall be respected.
Through the President and Chief Executive Officer, the Administration will develop procedures and regulations concerning communicable life-threatening diseases in accordance with this policy. Such procedures and regulations will be published in the Policies, Practices and Procedure Handbooks and in the Student Code of Conduct.

**Communicable Diseases Practices And Procedures**

**Purpose**

The purpose of these procedures is to establish guidelines to be followed when a College employee or student is diagnosed or becomes infected with a communicable, life-threatening disease, including but not limited to AIDS, HIV, hepatitis-B (HBV) and tuberculosis. The College recognizes that employees and students with a communicable, life-threatening disease may wish to continue their employment or education activities. The College also recognizes that it must satisfy its legal obligation to provide a safe work environment for all employees, students, customers and other visitors to our premises.

**General Procedures**

The administration is committed, insofar, as is reasonably possible, to providing a working and educational environment free of health hazards to its employees, students, customers and other visitors. As long as the weight of medical evidence supports, with reasonable medical certainty, that a particular disease is not communicable by the casual contact normally found in the workplace and/or classroom, the workplace and/or classroom will not be considered to be hazardous as a result of the presence of an afflicted student or employee.

The College will comply with all Federal and State laws applicable to its employees, students and job applicants with communicable, life-threatening diseases.

The Confidentiality of information regarding individuals afflicted with a communicable, life-threatening disease shall be respected. College employees are to take all reasonable precautions to insure such confidentiality. If an employee other than the affected employee inappropriately releases confidential medical information, other than to those administrators who have a bona fide need to know, he or she shall be subject to disciplinary action, which may include termination of employment. In certain situations, specific government reporting requirements or a medical justification may necessitate the disclosure of that information.

As long as an employee with a communicable, life-threatening disease is able to perform job duties satisfactorily and the weight of medical evidence indicates that the condition is not a threat to self or others, the employee is to be treated
consistently with others in the workplace. Similarly, as long as a student with a communicable, life-threatening disease is able to pursue an education within the established academic standards and medical evidence indicates that the condition is not a threat to self or others, the student is to be treated consistently with other students. Discrimination against and/or harassment of the employee and/or student may result in disciplinary action. In determining such employee’s or student’s ability to continue in employment or education activities, the College will consider making reasonable accommodations to the employee’s or student’s condition, consistent with applicable federal, state and local laws.

Health care workers, personal service workers, and food service workers employed by the college will follow guidelines issued by the Centers for Disease Control for the prevention of transmission of AIDS and other communicable diseases.

The College will make educational materials on communicable, life-threatening diseases available for students and employees.

**Procedure for Individuals Afflicted with a Communicable, Life-threatening Disease**

An individual with a communicable, life-threatening disease which, according to the weight of medical evidence, is a threat to self or others shall be required to inform the proper College personnel of such condition. Failure to do so may cause the employee to be terminated and/or the student to be administratively withdrawn from classes.

**Employees**

An employee will inform the immediate supervisor if he/she has been diagnosed as having a communicable, life-threatening disease that constitutes a threat to self or others. It will be the responsibility of that supervisor to inform the administrator within the normal channel of communication of this situation. The College may request from the employee, and the employee will provide, a medical report from a licensed physician, which may be reviewed by a physician designated by the College. The College reserves the right to request that the employee be examined a second time by a physician designated by the College. Medical reports or medical evidence will be used to assess each reported illness on a case-by-case basis. Those evaluating each case will include the Associate Vice President for Human Resources and other members of the College administration, in conjunction with the employee and, if desired, the employee’s physician. A determination will be made, based on reasonable medical judgments given the state of medical knowledge, concerning the nature of the risk posed by the illness, the likely duration of the risk, the severity of the risk and the probability the disease will be transmitted and will cause varying degrees of harm.
If, upon the request of the Associate Vice President for Human Resources, the employee refuses or otherwise fails to provide the medical report, the employee may not be allowed to return to work until such time as the medical report is provided. Should the illness persist, an updated medical report from a licensed physician shall be provided monthly or as required by the College.

The employee may be placed on appropriate leave status or terminated in accordance with established College policy, if it is determined that his/her continued association poses an unacceptable risk to self or to others.

**Students**

A student will inform the Campus Student Health Services Supervisor if he/she has been diagnosed as having a communicable, life-threatening disease that constitutes a threat to self or others. It will be the responsibility of the Student Health Services Supervisor to notify the appropriate administrator(s) within the normal channel of communication of this situation. In the event the student is a minor and the minor’s parents are aware of the disease, the student’s parents shall have a concomitant duty to so inform the Student Health Services Supervisor. If the student is a minor, the College, through the Campus Dean of Student Services, shall notify the parents or legal guardians of the student’s illness by certified mail, return receipt requested. The College shall request from the student (or, if the student is a minor, from the parents of the minor), and the student or student’s parents will provide a medical report from a licensed physician which may be reviewed by a physician designated by the College.

The College reserves the right to request that the student be examined a second time, by a physician designated by the College. The medical report or medical evidence will be used to assess each reported illness on a case-by-case basis. Those evaluating the case will include the Campus Dean of Student Services and appropriate administrative personnel, in conjunction with the student (the student’s parents or legal guardians if the student is a minor) and, if desired, the student’s physician. A determination shall be made, based on medical evidence, concerning the nature of the risk posed by the illness, the likely duration of the risk, the severity of the risk and the probability the disease will be transmitted and will cause varying degrees of harm.

If, upon the request of the Campus Dean of Students Services, the student refuses or otherwise fails to provide the medical report, the student may not be allowed to return to the College until such time as the medical report is provided. Should the illness persist, an updated medical report from a licensed physician shall be provided every six (6) months or as required by the College.

The student may be administratively withdrawn from classes if it is determined on the basis of medical evidence that his/her continued attendance poses an unacceptable risk to self or the others.
DEALING WITH EXPOSURE TO HUMAN BODY FLUIDS

The Bloodborne Pathogen Standard, codified as 29 CFR 1910.1030, i.e., designed to reduce workers’ occupational exposure to potentially infectious body fluids, which include Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other infections bloodborne diseases. The college has identified those employees that might have the possibility of being exposed to these diseases and has implemented a plan that will help protect these employees.

However, any employee has the possibility of contacting such body fluids through acts such as providing emergency care, vomiting, or being involved in helping break up a fight. Therefore, it is necessary for every employee to know the procedures for dealing with body fluids.

If you encounter another person’s body fluid at the college, you should contact the campus police immediately and try to keep others away from the area. The campus police will contact the proper personnel who are knowledgeable about the precautions required to clean up the site.

If you are involved in an emergency such as administering mouth-to-mouth resuscitation, you should use a mouth shield mask if possible or be prepared to have a post exposure test for HBV, HIV, etc.

If the victim is bleeding, try to use gloves to protect yourself from contamination. If gloves are not available, be sure to thoroughly wash your hands and other exposed areas as soon as possible following the incident. Take extreme care to not touch your eyes, nose or mouth before washing your hands. Report to Student Health Services as soon as possible to determine if post exposure testing or treatment is necessary.

These precautions are being distributed to provide everyone with information and to remind employees that there is a potential for contracting a communicable disease from body fluids. However, with proper protective equipment and common sense precautions, there should be little cause for the average employee to worry about exposure to one of these diseases.

If you have further questions, contact Student Health Services or the Campus Safety/Compliance Coordinator. Either will be glad to furnish more information on protecting yourself from the possibility of contracting one of the diseases.
DEPARTMENT OF CAMPUS POLICE

Tulsa Community College commissions campus police officers as appointed by the Tulsa Community College Board of Regents with all power and authority vested by law in peace officers of the State of Oklahoma, as described in Title 70, Section 3311 of the Oklahoma Statutes. Furthermore, TCC police officers provide protection, by lawful security measures, to the College, its grounds, buildings, and equipment as well as protection from bodily harm or injury to the College employees, students and persons lawfully on the premises.

They detect and prevent conditions endangering public safety and possible damage, loss or destruction of the institution’s property by fires, explosions, accidents or unlawful acts. TCC campus police officers enforce the statutes of the State of Oklahoma, pertaining particularly to the protection of Oklahoma educational institutions by law and the statutory authority of the TCC Board of Regents as prescribed therein. They render courteous information services and assistance to the employees, students and visitors on the campuses of Tulsa Community College.

In keeping with these objectives, the Tulsa Community College Board of Regents directs the President and CEO to adopt, publish, make readily available and implement appropriate procedures for the operations of the TCC Campus Police department.

DRUG AND ALCOHOL FREE ENVIRONMENT

The Federal Drug-Free Workplace Act of 1988 became effective March 18, 1989, and by Executive Proclamation of the Governor of Oklahoma, dated March 31, 1989, all Oklahoma agencies, boards and commissions are directed to adopt and issue policies implementing its provisions. In addition, the Drug-Free Schools and Communities Act (DFSCA) and Part 86 of the Department of Education’s General Administrative Regulations require each institution of higher education to certify that it has developed and implemented a drug and alcohol abuse education and prevention program.

The Tulsa Community College Board of Regents has complied by enacting the following policy:

- The unlawful manufacture, distribution, dispensation, possession or use of drugs or alcohol in the workplace, on College property, or as part of College-sponsored activities is strictly prohibited. Provided however, the use of alcohol may be permitted by the College at College-sponsored or College-authorized activities as approved by the Senior Vice President and Chief Academic Officer and the Vice President for Administration.
Students or employees who violate this policy are subject to both the institution’s sanctions and to criminal sanctions provided by federal, state, and local law.

The Board of Regents directs the President to develop procedures and programs to ensure compliance for the College community.

**DRUG AND ALCOHOL PREVENTION PROGRAM FOR STUDENTS AND EMPLOYEES**

Tulsa Community College recognizes its responsibility as an educational institution to promote a healthy, productive learning and working environment. To that end, and based upon policies established by the Tulsa Community College Board of Regents and State and Federal laws, the College has established a program to aid in the prevention of drug and alcohol abuse by its students and employees.

The Associate Vice President for Human Resources and the Associate Vice President for Student Affairs have been assigned the coordination of this policy for TCC. Should you have any questions regarding this policy, please feel free to contact either of them at 918-595-7856 or 918-595-7901, respectively, or by visiting their offices at the Conference Center.

**Activities Prohibited by Tulsa Community College**

Tulsa Community College prohibits the unlawful manufacture, distribution, dispensation, possession or use of drugs and alcohol in the workplace, on College property, or as part of College-sponsored activities. Provided however, the use of alcohol may be permitted by the College at College-sponsored or College-authorized activities as approved by the Senior Vice President and Chief Academic Officer and the Vice President for Administration.

**Health Risks**

Serious health risks associated with the use of drugs or the abuse of alcohol include, but are not limited to: addiction to or dependency upon the substance, memory loss, liver failure, kidney failure, cancer of the kidney or liver, personal injuries while under the influence, infectious diseases including AIDS (if needles or other delivery devices are shared), a lowered immune system, heart damage, loss of ability to concentrate or reason, personality changes, insanity, hallucinations, delusions, depression, inability to sleep or to remain awake, loss of judgment, and death. The use of drugs or alcohol before or during pregnancy can lead to birth defects or death to the children involved.
Available Counseling, Prevention and Educational Programs

The following counseling, prevention and educational programs are available to students and employees:

Students and employees may obtain educational literature with respect to alcohol and drug abuse from Student Activities, Student Health Services, or the Human Services program.

Employees also may obtain educational literature with respect to alcohol and drug abuse from the Employee Assistance Program or Human Resources department.

Students needing assistance on a voluntary basis are encouraged to contact Student Health Services for a confidential meeting. Any assistance provided is confidential and includes referral to outside professional services.

Students may also be referred for assistance by their instructor, counselor, campus nurse, or Dean of Student Services. Anyone referred for assistance must make an appointment with Student Health Services. Failure to make an appointment upon referral may result in disciplinary action in accordance with College policies.

Employees needing assistance on a voluntary basis are encouraged to contact the Employee Assistance Program by calling 918-595-7856.

Employees may also be referred for assistance by their supervisor to the Employee Assistance Program or Student Health Services. Failure to make an appointment upon referral may result in disciplinary action in accordance with College policies.

The College makes the Victim Impact Panel, an educational program offered annually, available to students, faculty, and staff. The College has established the Center for Addiction Prevention and Recovery Services (CAPRS) and sanctioned the TACKLE (Recovery Support) student organization at the Northeast Campus to provide additional support. Student Health Services and Student Activities partner to provide educational programming such as Red Ribbon Week throughout the academic year.

Legal Sanctions

Federal and state laws impose severe penalties on those who unlawfully manufacture, distribute, dispense, possess, or use drugs or alcohol. The potential sanctions may depend on the quantity of the drug involved and whether the charge is made under state or federal law. Potential sanctions include, but are not limited to: fines, incarceration and/or community service requirements.
Convictions become a part of an individual’s criminal record and may preclude certain career opportunities.

In addition to criminal penalties, a person may become liable for personal injuries or property damage that occurs because he/she unlawfully sells or in some circumstances, furnishes drugs or alcohol to another person. This liability may include liability for injuries or death of the person to whom the drugs or alcohol were furnished, and may include liability to third persons who are injured or suffer property damage by the actions of a person who was furnished drugs or alcohol.

**Enforcement**

The College will impose disciplinary sanctions on students and employees who unlawfully manufacture, distribute, dispense, possess or use drugs or alcohol in the workplace, on College property, or as part of a College-sponsored event. Violations of these standards of conduct can result in referral for criminal prosecution, a requirement of satisfactory completion of an appropriate drug or alcohol rehabilitation program, suspension or expulsion from the College, and disciplinary action up to and including termination from employment. A criminal conviction is not required for sanctions to be imposed upon a student or employee for violation of this policy.

Employees are required to notify their supervisor of a criminal conviction for a drug-related offense no later than five (5) calendar days following the conviction.

Employees have the responsibility to refrain from performing sensitive safety functions while a prohibited drug or alcohol is in their system.

Information related to the Drug and Alcohol Prevention Program is distributed annually to employees and students; is available online through MyTCC in the student and employee handbooks; and is available for review in the following offices: Student Activities, Student Health Services, Human Resources and Campus Police.

**EMERGENCY CARE**

The Campus Student Health Services Office provides emergency care, first aid, and assistance to students and staff while they are on campus. A nurse is on duty in the Student Health Services Office during posted hours.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Room</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Metro Campus</td>
<td>1101</td>
<td>918-595-7270</td>
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<tr>
<td>Northeast Campus</td>
<td>1452</td>
<td>918-595-7570</td>
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<tr>
<td>Southeast Campus</td>
<td>2116</td>
<td>918-595-7769</td>
</tr>
<tr>
<td>West Campus</td>
<td>SC100</td>
<td>918-595-8232</td>
</tr>
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An employee who becomes injured or ill while performing his/her job duties should report the injury or illness to his/her supervisor immediately. After reporting the injury or illness to his/her supervisor, the employee should report to the campus nurse for emergency care.

If the injury or illness requires attention by a physician, the campus nurse will provide the injured or ill employee with an Authorization for Treatment form. This form authorizes the injured or ill employee to receive emergency care at the emergency room or doctor's office. (Please refer to the Workers’ Compensation section for additional information.)

Contact the Nurse by calling them at their office or at the Campus Police Office if the nurse is out of the office. The caller should state the nature of the emergency, and ask that the nurse respond to the location. In the event the nurse in not available, Campus Police will respond to the call. If it is a life threatening emergency call 911. Campus Police will also respond to the call.

**EMERGENCY PROCEDURES**

**Policy**

The Campus Police Department provides for the personal protection and the safety of students, faculty and staff. Campus Police will also detect and prevent conditions endangering public safety and damage (i.e. loss or destruction of the institution’s property by fires, explosions, accidents, or unlawful acts).

Planning for emergency operations is based upon the National Incident Management System (NIMS), Incident Command System (ICS) and various U.S. Department of Homeland Security Presidential Directives (HSPD5 and 8).

**Procedure**

Campus Police assumes logistic authority and responsibility for evacuation and/or movement of persons during any emergency or natural disaster involving the campus community.

1. Campus Police will assume control and be responsible for contacting emergency service organizations, externally and internally (e.g., engineers, TPD, TFD, PSO, ONG, Emergency Management, etc.) and other appropriate agencies during a given emergency situation.

2. Campus Police will recommend evacuation or other action as warranted. This is done in connection with TPD, TFD, and/or emergency services.
3. Campus Police will share its findings and consult with the lead campus administrator who is available and activate the emergency notification system.

4. The campus administrator in charge will be responsible for contacting other college administrators and making appropriate decisions to put the recommended action into effect and responding to media on the scene as appropriate. The Vice President for External Affairs, or designee, will respond to media requests on the scene as appropriate.

5. Campus Police will update information from the scene of the emergency and share it with the designated administrator as appropriate.

6. Campus Police will maintain a record of events and reports. Reports will be shared with the appropriate administrator.

7. Campus Police will provide assistance to students and to staff as needed both during and/or after any incident.

**FIRE AND TORNADO ALARMS**

The College has in operation sophisticated alarm systems for emergencies such as fires and tornadoes. Evacuation procedures for fire and tornado are listed below.

**Fire Alarm**

A pre-recorded emergency message is used at each campus to signal for evacuation in case of fire.

Each instructor with a class in session at the time of the alarm must clear his/her classroom and instruct students to proceed to an exit with their personal belongings according to the emergency plan posted on each floor. It is the instructor’s responsibility to know the evacuation route. Other staff members who are in service areas during an alarm sounding (i.e., library, student union, lounge, etc.) should attempt to clear those areas and proceed immediately to the nearest exit. Designated persons will check all areas of the building to assure total evacuation.

After building evacuation has been accomplished, TCC faculty and staff should assist in keeping the student flow moving on sidewalks away from exit areas and buildings. **DO NOT USE ELEVATORS IN CASE OF A FIRE.**
Special Instruction for Emergency Evacuation of Persons With Disabilities

Instructors in the classroom and persons in charge of student services (i.e., library, student union, food service, etc.) are responsible for individuals who are in wheelchairs, on crutches, deaf or blind. **Faculty and staff shall accompany persons with disabilities to the stairway landings, and remain with them until help arrives and their safe evacuation is assured.** During an actual emergency, the instructor should advise the floor warden to report the location of the person with disabilities to campus police or fire emergency crew. If smoke or fire can be seen, the person with disabilities should be evacuated from the building immediately.

1. **Mobility Impaired**

   The persons using wheelchairs and crutches should go immediately to the nearest stairwell and wait to be evacuated by campus police, policemen, or firemen. **The instructor or area monitor should remain with the mobility impaired student until help arrives, or until he/she is moved to a safer place.** Persons on the ground floor should follow the normal evacuation route.

   **Special Note:** At the Metro campus, persons using wheelchairs and crutches should go to the east and west stairway landings in the main academic building. These stairway landings are wider and will accommodate persons in wheelchairs and on crutches.

2. **Visually Impaired**

   These persons should follow the regular evacuation route designated for that classroom area. Special assistance will be given as needed to insure safe exit via stairways.

3. **Deaf and Hard of Hearing**

   Special care should be given to insure that these persons are aware that an evacuation is in progress. Instructors or area monitors should **write** a note indicating emergency exists or lead the person through the normal evacuation route.

4. **DO NOT USE THE ELEVATORS IN CASE OF A FIRE.**

5. Persons with disabilities will not be evacuated from the building during preplanned fire drills.
**Special Note:** All TCC faculty and staff, remember to close your door as you exit. Remind students to take their personal belongings with them.

**Tornado Alarm**

A pre-recorded message warning listeners to take cover is used at each campus. Conference Center staff will be notified by Campus Police. **All employees should remain in the building during this type of an alarm.** Proceed as per the instructions on the red signs above each classroom door if available. Move away from exterior windows, doors, and glassed areas. Use inner hallways and other areas designated as shelters.

**Fire and Tornado Alarms for Satellite Locations**

Instructors should check with the satellite campus coordinator for information regarding the emergency evacuation procedures for fire and tornado at that location.

Instructors should assist students with disabilities to evacuate or shelter during an emergency.

**KEYS**

Objective: To provide security for the property and equipment which is the responsibility of Tulsa Community College. To provide a system of key control which will prevent the unauthorized issuance of keys in any area which is the responsibility of Tulsa Community College.

The following procedures will apply:

A. **Distribution of Keys (Full-Time Employees Only)**

1. **Individual Office Keys**

   Administrative, faculty and staff office keys will be issued to the full-time employees occupying a specific office (or complex) which has been designated as their permanent work space.

   Each full-time employee requiring an office or room key or card key should ask their supervisor to initiate a key request via Call 2000. Such request will be approved by the Employment Manager for full-time status of the employee and official authorization for card key use. All persons receiving an office or room key will sign the
key request form in the Campus Police offices. Once approved, carpenters will cut the key and give it to the Campus Police. Employees will check out the new keys from Campus Police.

2. **Special Room Key**

Certain classrooms, labs, storage areas, etc., have been provided with special locks. Persons requiring special room keys/card keys must follow the same procedure as stated previously for the individual office key. Authorization from the Vice President for Administration and Chief Technology Officer or his designate must be indicated for a special key. The supervisor requesting a special key should attach a justification explaining why the special key is needed. Facilities and HR will verify with relevant departments whether such special keys (especially master keys) should be granted.

3. **Equipment and Furniture Keys**

Keys for files, desks, machinery, etc., will be furnished by the manufacturer of said equipment.

B. **Key Replacement (lost keys/card keys)**

1. **Individual Office, Special Room, Equipment and Furniture Keys**

The loss of College keys, ID cards, access card or property must be reported to the individual’s immediate supervisor. If the loss involves a key or access card to a highly sensitive or secure area, the supervisor should advise a Campus Police Supervisor immediately. The Campus Police Supervisor will report the matter directly to the Campus Facilities Manager along with a recommendation to re-key the door locks to the area. The Campus Facilities Manager will make the appropriate arrangements to re-key the locks. Campus Police will secure the area until the maintenance is completed. Any loss of the TCC id/access card or key loss should be reported immediately to the Director of Campus Police or the On Call Police Supervisor at 918-595-8888. They will take action to prevent unauthorized entries. Replacement keys and TCC id access card will be issued according to the College policy and procedure.

C. **Surrendering Keys Upon Leaving the College**

1. Separation of employment with Tulsa Community College will require all keys/access cards to be returned before the individual
receives his/her final paycheck. Surrender of keys/access cards will be made to the Campus Police office. The employee should first pick up a “Property Check Off” form (available in any Campus Police office). The supervisor should initiate the form, signing it, and certifying that all department equipment has been returned. The supervisor should then direct the employee to the Library. The Library will verify that all resource materials have been returned before directing the employee to the Campus Police office. Campus Police will, in the presence of the employee, ask them to sign on the Key Return Form when their key(s) and TCC ID/access card are returned. Campus Police will send the completed form to Human Resources. Final payment for services performed and for benefits payable, according to established policies, practices and procedures, will be released by Human Resources upon receipt of the completed “Property Check Off” form on the next regularly scheduled pay date.

2. Employees being relocated to another office will follow the key surrender and key issue procedure. There is no charge for office relocation.

LOST AND FOUND

Lost and found items are located in the Campus Police office. Students, faculty and staff may claim personal property upon proper identification of the item. Any item turned in to Lost and Found will be kept for a period of six (6) months after which time it becomes the property of Tulsa Community College and the item(s) will be inventoried for surplus sale. Property abandoned in the Fitness Center will be inventoried and turned over to Campus Police. The TCC Connection will publish a general list of abandoned property in their next issue. Abandoned property will be kept at Campus Police for 30 days after the Connection article at which time it will be donated to local charities.

ORDERS TO LEAVE COLLEGE FACILITIES OR GROUNDS

The President and Chief Executive Officer of Tulsa Community College or anyone designated by the President and CEO to maintain order at the College shall have the authority and power to direct any person to leave the College who is not a student, officer or employee thereof, and who:

1. Interferes with the peaceful conduct of activities at the College;

2. Commits an act which interferes with the peaceful conduct of activities at the College; or
3. Enters the College for the purpose of committing an act, which may interfere with the peaceful conduct of activities at the College.

“Interferes with the peaceful conduct” includes but is not limited to:

- Actions that directly interfere with classes, study, student or faculty safety, housing or parking areas or extracurricular activities;
- Threatening or stalking any person;
- Damaging or causing waste to any property belonging to another person or the College; or
- Direct interference with administration, maintenance or security of property belonging to the College.

Persons who have been required to leave the College pursuant to this policy may file a written appeal within seven (7) days of receipt of the Order to Leave College Facilities or Grounds form. Appeals shall be filed with the Dean of Student Services on the campus at which the infraction took place. For infractions that take place at the Skyline Conference Center, the Associate Vice President for Student Affairs shall receive requests for appeal.

Any person removed from the College pursuant to this policy shall be given written notice of the procedure for filing an appeal. If a person timely and properly files an appeal, such appeal shall be conducted by the Associate Vice President for Student Affairs. The Associate Vice President for Student Affairs shall be responsible for correspondence with the person submitting the appeal, and will serve as the depository of all records. The appeal shall be conducted within thirty (30) days upon receipt of the request for appeal. The Associate Vice President for Student Affairs decision shall be final.

During the appeal procedure, the person filing the appeal shall have a right to testify in his/her own behalf, to present testimony or written statements of witnesses, and to review and respond to the testimony and other evidence presented to support his/her removal from the College. It is not required that the hearing conform to the procedural formality of a trial as long as any requirements of due process are satisfied.

**PARKING AND TRAFFIC MANAGEMENT**

The Board of Regents of Tulsa Community College recognizes that all students, faculty, and staff have accessible and adequate parking available to them during the time that they are present at any Tulsa Community College facility. It is understood that the access to parking is not a guaranteed right but a privilege
that requires the cooperation of all persons concerned. It is also acknowledged
that parking cannot be provided in any degree without some expense being
incurred. This expense must be borne by the users of the service and cannot be
assumed to be provided at no cost. The cost will be determined by a fee
structure that will be equal insofar as is possible to all users.

The President of Tulsa Community College will continually promote the
development of safe, adequate, and accessible parking at all of its facilities and
will support the improvement and maintenance of these facilities.

The President of Tulsa Community College or designee is directed to develop,
maintain, and facilitate a parking and traffic management system that will provide
for the safe and orderly operation of parking services at all facilities owned,
leased or controlled by the College.

**Administrative Procedures, Rules And Regulations**

**Philosophy**

It is the desire of Tulsa Community College that all students, faculty, and staff
have accessible and adequate parking available to them during the time they are
present at any TCC facility. It is understood that the access to parking is not a
guaranteed right but a privilege that requires the cooperation of all persons
concerned. It is also acknowledged that parking cannot be provided in any
degree without some expense being incurred. This expense must be borne by
the users of the service and cannot be assumed to be provided at no cost. The
cost will be determined by a fee structure that will be equal insofar as is possible
to all users.

Tulsa Community College will continually strive to promote the development of
safe, adequate, and accessible parking at all of its facilities and will attempt to
support the improvement and maintenance of these facilities.

**Introduction**

The purpose of the Tulsa Community College Parking and Traffic Management
Rules and Regulations is to acquaint the TCC community with the nature of the
parking system at the College and to clearly state the various parking
regulations, which affect the system. They are adopted to promote an orderly
flow of traffic, accessibility by emergency vehicles, and the safety of persons
using institutional facilities.

The use of a motor vehicle on College property is a privilege, not a right, and is
made available only under the procedures established in the parking information
and regulations of Tulsa Community College. Copies of these regulations shall
be made available for persons using TCC parking facilities.
The Department of Campus Police is responsible for administering and enforcing campus parking. The campus police officers attempt to assist students, faculty, and staff members or visitors at any time. Although the campus police officers make regular tours of all parking lots, the College can assume no responsibility for the care and protection of any vehicle and its contents at any time the vehicle is operated or parked on the campus.

The cooperation of all persons who use the TCC parking lots is needed to maintain adequate control and supervision of these areas. The regulations set forth have evolved in an effort to provide the maximum benefit for all concerned. Everyone driving on campus is expected to comply with the spirit as well as the letter of these regulations. All parking is available on a first come, first served basis. Entrance to the parking area does not ensure the availability of parking space but grants the privilege of parking in a specified area when space is available.

Failure of the Department of Campus Police to strictly enforce any parking and traffic regulations shall not be construed as a waiver for the future enforcement of the regulations.

Operational Definitions of Terms

1. "Students" refers to all persons enrolled in classes at TCC, whether for credit or otherwise, full or part-time.

2. "Faculty-staff" refers to all employees of the College, whether full or part-time.

3. "Visitors" refers to persons other than students, faculty, or staff who park vehicles on the campus.

4. "Motor vehicles" include any motor-powered and/or passenger carrying vehicle.

5. "Parking" refers to stopping or waiting regardless of whether or not a vehicle is attended.

6. "Campus police officers" are state certified, uniformed, or identified peace officers whose responsibilities include: the enforcement of all the protection of property, the prevention of trespass, and the maintenance of peace and order. Failure to comply with the directions of the campus police officers acting in performance of their duties will result in disciplinary action being taken by the College.
7. “Parking Permit” refers to the recognized college-wide permit that all currently enrolled students, faculty and staff are required to display on their vehicles’ rear window on the top right side.

Parking Fees

A parking fee will be assessed to all students, faculty and staff of Tulsa Community College in order to construct, maintain, and operate surface parking at TCC facilities.

Exceptions to the parking fee requirement will be made to individual students, faculty, or staff who are willing to attest in writing to the fact that they will not, at any time, be driving any type of motor driven vehicle or bicycle to a Tulsa Community College owned or leased facility or using in any way the parking service at that facility. This waiver of payment for parking fees will be considered and approved on a case-by-case basis and will be approved only by designated TCC administrative staff. Violators of the waiver system will be subject to penalties and/or disciplinary action by the College.

Students and staff parking on campus facilities will be required to display a current Tulsa Community College parking permit on their vehicle. Permits will be issued by Campus Police during the registration period. The parking permit will be displayed from inside the vehicle and placed so that it is located on the top right side of the vehicle’s rear window.

Visitors and vendors are exempt from fee assessment.

Students

Parking fees will be assessed to all students using the semester credit hour as the basic unit rate with a maximum assessment of twelve (12) hours for a regular semester. This will be the standard for the entire fee structure. Students enrolled in summer school will be assessed for the hours in which they are enrolled with a maximum or cap of six (6) semester hours. Students enrolled in a one semester hour class will be assessed a parking fee for one semester hour unit. The total parking fee will be determined by multiplying the number of semester credit hours in which the student is enrolled by the base-parking fee per credit hour. The total parking fee will be paid by the student at the same time tuition and fees for each semester are paid.

Persons enrolled in non-credit Special Programs classes will be assessed based on the number of "clock hours" that a class meets. Clock hours will be converted to the semester credit hour equivalent. One semester credit hour is generally considered to be equivalent to sixteen (16) clock hours. The maximum fee or cap is based on twelve (12) converted hours and a minimum is based on five (5)
converted hours. The parking fee for a non-credit course will be assessed on this basis.

Teaching Faculty, Professional and Staff

All TCC teaching faculty will be assessed a parking fee using the basis fee structure.

All full-time professional staff, including teaching faculty who are employed on a ten-month contract will be assessed ten-twelfths (10/12) of the annual fee. Those professional staff assigned to contracts greater than ten (10) months or are assigned to a continuing contract will be assessed at 100 percent of the annual rate.

All full-time employees will be assessed a parking fee equal to the standard annual rate for all full-time faculty and staff.

Part-time staff will be assessed a parking fee established at the time of employment.

All parking fees for professional and staff, full-time or part-time faculty and staff will be prorated as hereinbefore set out and based on the employee's normal pay period deduction for the employee's normal pay period increment.

TCC will pay the parking fee for employees.

Refund for Parking Fees

Refunds for parking fees will be made to students on the same basis as refunds for tuition and fees. Students who withdraw from credit or non-credit classes after the deadline for refunds for tuition and fees will not be entitled to receive a refund on parking fees.

Faculty and staff refunds will not be made on a prorated basis if the employee works any part of the pay period affected.

General Regulations

All persons using TCC parking facilities are subject to all applicable laws dealing with traffic and parking situations. In addition, the following regulations, adopted by TCC, specifically apply to TCC traffic and are applicable to all members of the College community including: faculty, staff, students, visitors, and vendors.

The individual motor vehicle operator (driver) is responsible for all parking citations written against that vehicle. If a member of faculty, staff or student body is identified with a vehicle cited for reported violations that have been returned by
a visitor, the College will assume that it is the faculty/staff or student member, and not the visitor, who is operating the vehicle on campus. In such event, the faculty, staff or student member will be held accountable for the citations.

Designated Parking

**Handicapped:** Parking areas are marked by signs within the various parking lots and are restricted to vehicles displaying current authorized handicapped permits.

A temporary permit may be applied for in Student Health Services by persons with temporary physical limitations (surgery, recovery, etc.) and for persons with permanent disabilities while they are awaiting the issuance of a permanent permit from the Department of Public Safety. These parking spaces are strictly reserved for use by disabled individuals 24 hours a day, seven days a week. It shall be unlawful for any person to place or park a motor vehicle in any parking space that is designated and posted as a reserved area for the parking of a motor vehicle operated by or transporting a physically disabled person unless such person has applied for a permit. Title 47 11-1007

**Motorcycle:** Parking is provided in specially designated areas of the parking lots. A parking permit is available at Campus Police.

**Bicycle:** Racks are provided in the parking lots for any two-wheeled vehicle that is not self-propelled. Bicycles will not be parked inside buildings, on walkways or vegetation, chained to trees, doors or railings, or on ramps that provide access for disabled individuals. Bicycles parked in violation will receive notice of violation or be impounded.

**Students, Faculty, and Staff:** Parking is available to all students, faculty, and staff in any of the parking areas within the various campus parking lots except those areas reserved for specifically designated vehicles.

Parking Permit Procedure

1. The parking permit will be valid at all TCC campus locations.

2. All currently enrolled students and employees will receive the new parking permit.

3. The new permit should be placed on the top right passenger side of the vehicle’s rear window.

4. One permit will be assigned to each student, faculty and staff member. If the permit fails to adhere to the windshield, return the permit to Campus Police for a replacement.
5. A temporary permit is available to all visitors as well as to students, faculty and staff driving a different vehicle. A second permit may be obtained upon request.

6. TCC Fitness Center users will sign in on location and will not need a visitor permit.

7. Faculty and staff can notify Campus Police via email of any special guest (lecturers, interpreters, etc.). A temporary parking permit can be mailed to the guest, if time permits, or furnished to them upon arrival.

8. Parking permits will not be required during special events or performances on a campus.

9. Student/part-time college employees will receive the student parking permit. Part-time and full-time faculty/staff will be assigned an employee parking permit.

10. Permits that have been lost or left in a vehicle that has been sold should be reported in writing to the Campus Police. You will be given an opportunity to purchase a replacement. If your car has been stolen along with your permit, make a report with the local police or sheriff. Share a copy of the police report with the Campus Police and they will replace the permit.

11. Parking at Metro campus facilities were designed to accommodate currently enrolled students with assigned classes and its employees. You cannot park on Metro campus facilities and go uptown to work even if you have evening classes.

12. New students and staff should pick up their college-wide parking permit at the Campus Police department prior to the third week of each semester.

Parking Regulations

1. Drivers must park their vehicles within properly marked spaces on paved or gravel surfaces taking no more than one vehicle space.

2. Unauthorized parking in a designated space is prohibited and could cause the vehicle to be towed or booted.

3. Parking in No Parking Zones, Fire Zones, or along any of the roadway curbing is prohibited.
4. Driving into or parking a vehicle in any area of the campus which has been closed by the use of barricades, chains, or other traffic control devices is prohibited.

5. Parking a vehicle in such a location as to obstruct a properly parked vehicle is prohibited.

6. Parking a motorcycle, motor scooter, motorbike, or moped type vehicle in the bicycle racks is prohibited.

7. Blocking a drive, driveway, wheelchair ramp, loading dock, or dumpster is prohibited.

8. Parking in an unmarked area is prohibited.

9. A current parking permit must be displayed to park on TCC facilities.

10. Drivers failing to display the parking permit or who are improperly parked will be cited for a violation of College parking regulations.

**Traffic Regulations**

1. Pedestrians have the right-of-way at all marked crosswalks.

2. Driving a motor vehicle on pedestrian paths, sidewalks, or any part of the campus not designated as a roadway is prohibited.

3. A maximum speed limit of 10 mph is assigned unless otherwise designated.

4. All accidents involving motor vehicles that occur on campus property must be reported immediately to the Department of Campus Police office.

5. All posted directional signs must be adhered to.

6. Full stops are to be made at all stop signs. Directions from traffic control personnel and campus police officers must be adhered to.

7. All vehicles must be operated safely -- not recklessly or carelessly.
Pedestrian Responsibilities

Every pedestrian crossing a roadway at any point other than within a marked crosswalk (e.g., within an unmarked crosswalk at an intersection) shall yield the right-of-way to all vehicles upon the roadway. Every pedestrian will use utmost caution in crossing a roadway and shall cross only at marked crosswalks. Pedestrians crossing other than marked crosswalks should do so only after determining that there is no traffic coming from any direction and that they can cross safely. Students and staff at Metro Campus will use marked crosswalks at each intersection to cross the street.

Removal of Vehicle

The College reserves the right to remove vehicles when illegally and/or improperly parked and assumes no responsibility for damages incurred in moving any vehicle. Any vehicle remaining on College property for more than 72 hours will be considered abandoned. Abandoned vehicles will be towed at the owner’s expense. Towing a vehicle may also occur when a vehicle is:

- Blocking a fire hydrant;
- Blocking a drive, loading area, roadway, dumpster, or other vehicle;
- Creating a real or potential safety hazard;
- Parked in violation of posted signs.

The College reserves the right to immobilize vehicles when improperly parked in designated spaces after three violations. Students, staff or other repeat offenders wishing to have the wheel lock removed, must appear at TCC Campus Police and pay an administrative removal fee in the amount of $50.00 plus any other fees or fines. Unauthorized removal or attempted removal of the wheel lock (boot) may result in arrest or prosecution.

If it becomes necessary to remove an illegally and/or improperly parked vehicle, it will be towed away from the campus by an independent wrecker service. The towed vehicle’s owner or driver will responsible for all towing fees. The owner of the vehicle shall be required to show proof of ownership.

Traffic Parking Citations

Traffic citations may be issued for any violation of the Oklahoma Vehicle Laws, Municipal Codes, and/or the College Parking Regulations.
Fines

1. Illegal and/or improper parking on campus $5.00;
2. Exceeding the speed limit $10.00;
3. Handicapped parking violation $50.00;
4. Reckless driving $25.00;
5. Failure to stop at stop sign $15.00;
6. Failure to yield right-of-way to pedestrian $15.00;
7. Pedestrian failure to yield right-of-way in an unmarked crosswalk to moving vehicle $15.00;
8. Breach of Waiver of Payment agreement $50.00;
9. Improper Parking in Designated Space $50.00;

Payment of Fines

It is the driver's responsibility to pay the fine in any TCC campus Bursar's office or to appeal the citation in any TCC Campus Police office within ten (10) days from the date of violation.

Failure to pay the fine within ten (10) days from the date of violation will result in the amount of fine being doubled.

Failure to pay the fine may prevent a student from receiving his/her degree, transcript, grades, or permission to register. Fines exceeding $100.00 will be subject to administrative review.

Traffic Appeals Committee

Each TCC campus will appoint persons from that campus to a Traffic Appeals Committee (TAC) for the purpose of considering appeals by persons on that campus to citations issued by the Department of Campus Police. The TAC will be composed of six (6) persons as follows: Three (3) students to be appointed by the Campus Student Association, two (2) faculty to be appointed by the Campus Provost, and one (1) staff member to be appointed by the Campus Dean of Student Services. At least two alternates from each area should also be
appointed to fill in for student/staff on leave. The term of appointment will be for one (1) semester term. Each member may serve one (1) additional term. The TAC meetings will be held at least one time per month at a time and place to be determined by the campus police supervisor. The campus police supervisor will be an ex officio, non-voting member of the TAC and will coordinate the meetings and act as a resource person to the committee.

Procedures

1. The person requesting appeal must file a written request in the College Department of Campus Police within ten (10) class days of the date of the citation.

2. The nature or reason for the appeal must be clearly stated in writing on the Traffic Appeal Request Form (TARF) and signed by the person making the request.

3. The TARFs will be collected by the Campus Police Supervisor and given to the TAC chairperson at the time of the meeting.

4. The TAC will select its own chairperson and recorder. The chairperson will conduct the meeting and disposition of the appeals will be decided on a case by case situation by majority vote. Four (4) committee members will constitute a quorum. The votes will be reconsidered until a majority decision is reached.

5. The disposition of the appeal will be communicated on a Traffic Appeals Disposition Form (TADF) in writing and mailed to the person making the appeal within three (3) days following the meeting of the TAC. The decision of the TAC will be final.

Parking Fee Waiver

The parking fee waiver is the means that a student or faculty/staff member has to waive the required fee to park at any TCC owned or operated facility during the period covered by the fee waiver.

Students and staff with questions concerning the parking fee or the waiver should contact Campus Police. Students must file the Parking Fee Waiver form prior to fee payment for each enrollment period in the Campus Police office. It shall be the responsibility of the staff member to renew their application for a parking fee waiver at the beginning of the fall semester. All parking fee waivers for staff will expire on August 31 of each year regardless of when they were approved. It shall also be the responsibility of students and staff to inform the Campus Police Office in writing, of any changes in their driving/parking status during the time the
parking fee waiver is in force (Metro MC 1005, Northeast 1134, Southeast 2108, West 1182, and in the lobby of the Conference Center).

If after filing a waiver, a student or employee wishes to pay for his or her parking, because of a change of circumstances, or for other reasons, the student should be directed first to the Bursar and the employee should be directed to Human Resources to be assessed the parking fee. They should return to the Campus Police Office to remove the waiver from the file. Campus Police will maintain an up to date computer generated list of students, faculty, and staff who have waived the parking fee.

Parking Fee Exemption

The parking fee exemption is the means that a part-time or full-time employee has to exempt the required fee to park at any TCC owned or operated facility during the period covered by the exemption. Since parking fees for employees remain constant throughout the year, conditions must be met before an exemption will be granted. Certain stipulations exist for each condition as follows:

1. Nine and ten month faculty who do not teach during the summer months can request an exemption from the parking fee during the summer months through Human Resources.

2. Full-time employees enrolling in a class can request an Employee Parking Fee Exemption through the Bursar’s office. Verification of full-time employment will be required to grant the exemption.

3. Full-time students who become part-time employees can request an Employee Parking Fee Exemption through the Human Resources department at the time of employment. The student must present a copy of the paid fees showing that parking has been paid in full to be granted the exemption.

4. Exemptions must be renewed each semester. The decision on granting an exemption will be based on the employee and/or student’s status at the time of the request.

SAFETY

Tulsa Community College has been furnished with copies of the rules and the regulations of Occupational Health and Safety (OSHA) as administered by the Oklahoma State Department of Labor; the Oklahoma Hazard Communication Standard as administered by the Oklahoma State Department of Labor; and the National Fire Protection Code as administered by the Tulsa Fire Department under the direction of the State Fire Marshall’s Office. All of such rules,
regulations and codes are on file in the Office of the Campus Safety/Compliance Coordinator and are always available to affected personnel.

It is the intention of the college to provide a safe work place for all employees. Employees are to follow the college’s safety rules as well as any rules or guidelines provided to them by their supervisors. All employees are required to report any unsafe conditions to their supervisors and the supervisors in turn are required to report the unsafe condition(s) to the Campus Safety/Compliance Coordinator.

Supervisors should inform their employees of any and all hazardous conditions in their work environment and should coordinate, develop and provide proper training to avoid incidental injury or illness while performing their job duties.

The Campus Safety/Compliance Coordinator will provide the supervisors with safety related information, inform supervisors of changes in the safety standard and hazard communication standard and assist with obtaining materials for training sessions.

TCC ALERTS

TCC Alerts is the comprehensive notification system for Tulsa Community College students, faculty and staff which allows the College to contact you in case of a college emergency via:

- Voice messages to home phones, work phones, cell phones and e-mail addresses;
- Text messages to cell phones, PDAs, networked digital signage, and other text-based devices;
- Text messages to e-mail accounts;
- Messages to TTY/TDD receiving devices for the Deaf or hard-of-hearing.

For more information and to register, employees should log onto the MyTCC portal and click on the Home tab, or log onto the TCC website to click on the TCC Alerts icon. Employees may also log onto update or change any of their contact information for TCCAlerts.

TEMPORARY HANDICAPPED PARKING PERMITS

The Oklahoma Department of Public Safety has authorized Tulsa Community College to issue temporary handicapped parking permits. Tulsa Community College temporary handicapped parking permits are valid ONLY on Tulsa Community College property.
These permits are intended for use by persons with temporary physical limitations (broken leg, surgery recovery, etc.) and for persons with permanent disabilities while they are awaiting the issuance of a permanent permit from the Oklahoma Department of Public Safety. Application for a temporary handicapped-parking permit is made with the Campus Nurse in the Student Health Services office.

TOBACCO-FREE ENVIRONMENT

Scientific studies have shown that public health is endangered by both direct and indirect tobacco smoke and the use of smokeless tobacco products. Therefore, in an effort to better ensure a healthier and safer environment for our students, faculty, staff and guests, the College will implement the following procedures:

Tulsa Community College prohibits smoking or the use of tobacco products on all property owned, leased or contracted for use by Tulsa Community College. This includes both indoor and outdoor areas such as, but not limited to, classrooms, laboratories, offices, work areas, vestibules, hallways, enclosed walkways, restrooms, elevators, stairwells, sidewalks, parking lots, and green spaces, etc. This policy also includes vehicles owned, leased, or rented for College business.

The prohibition includes, but is not limited to, cigarettes, cigars, chewing tobacco, pipes, hookahs, e-cigarettes, vaping devices, dip, snuff, smokeless pouches, or any form of loose leaf or rolled tobacco.

The administration will communicate this information through signage, posters, internal and external communications and other appropriate means to ensure that students, faculty, staff and guests are aware of Tulsa Community College’s Tobacco-Free Environment.

The administration may provide support for students, faculty, and staff who wish to stop using tobacco products by making available resources for each group through Student Health Services, Human Resources, and information through the College’s website.

Sanctions

Courtesy and consideration will be exercised when informing others unaware of and/or in disregard of this policy. Complaints regarding violations of this policy will be handled as follows:

- If a violation occurs in a building, the person with responsibility for the area should ask the violator to discontinue the behavior. If the violator refuses, the person will ask the violator to leave. If the violator refuses to leave, the person will call Campus Police;
• If a Police Officer finds a person violating the Tobacco-Free Environment Policy, he/she will inform the person that Tulsa Community College is a Tobacco-Free Environment and ask the person to discontinue the behavior. If the person refuses, the Officer will obtain the person’s identification. Student violations will be referred to the Dean of Students. Employee violations will be referred to the supervisor or Human Resources;
• If a Police Officer has issued repeated warnings to the same person, a $10 fine may be levied against that person. In the case of a guest, a No Trespass order may also be issued;
• If the violator is a student, the matter shall be referred to the Dean Student Services to be handled as a violation of College policy;
• If the violator is a faculty or staff member, the matter shall be referred to the employee’s supervisor or to Human Resources to be handled as a violation of College policy.

Requests for Exceptions

In rare instances, a request for an exception to this policy may be granted for educational, ceremonial, or cultural events or activities. Requests must be submitted in writing to the Senior Vice President and Chief Academic Officer at least ten business days in advance. The decision of the Senior Vice President and Chief Academic Officer will be final.

Appeals

Appeals related to violations of this policy will follow the established process under the Traffic Appeals Committee. The person requesting an appeal must file a written request in the Campus Police office within ten class days of the date of the citation. The nature or reason for the appeal must be clearly stated in writing on the Traffic Appeal Request Form and be signed by the person making the request. The Campus Police Supervisor will give the appeal to the chair of the Traffic Appeals Committee. The disposition of the appeal will be communicated on a Traffic Appeals Disposition Form in writing and mailed to the person making the appeal within three days following the committee’s meeting. The decision of the committee will be final.

UNATTENDED CHILDREN

Because of reasons related to safety and potential problems in supervision, children will not be permitted on campus unless they are attended by a parent or guardian. No children are permitted in the classrooms or teaching areas.
FINANCE
AND
PURCHASING
INFORMATION
COMPUTER/TECHNOLOGY PROCUREMENT PROCEDURES

Tulsa Community College operates under the assumption that all software and Information Technology hardware throughout the College is properly approved and purchased through the College’s purchasing system prior to use. All technology related purchases are subject to review by the department of Information Technology to ensure compatibility with existing IT infrastructure.

Software

Instructional software packages and administrative packages must have college approval prior to installation and use on college equipment. All copying of software packages must adhere to applicable license agreements. Individuals using licensed software assume the legal responsibility for utilization.

Selection and purchase of instructional software is only to be made after discussion with the Director of Client Services to ensure it meets technical standards, is compatible with college computing systems, and to ensure compliance with any software licensing requirements. Software requisitions will be routed through Client Services for review prior to issuing a purchase order. This procedure assists in providing the College with the lowest possible price for products and services. The procedure is also intended to eliminate duplication of purchasing when appropriate. Please note, the College approved administrative software does includes Microsoft Office and is available for download to all college employees. Contact Client Services at ext. 2000 for details.

Computer/Server Hardware

All technology related hardware purchases must first be approved through the College’s IT department to ensure the appropriate level of application support and system administration. This coordination is essential to establish long-term sustainability for any IT system. Additionally, in order to assess the total cost of ownership for the College adequate time must be allowed for IT to review and evaluate prior to purchase—please make this a consideration when developing an implementation timeline.

Telephones & Data Network Installations

Each department is responsible for the initial purchase of telephone handsets for their respective employees as well as any requisite labor necessary to install new voice and data wall outlets. Associated costs vary depending upon market conditions and should be factored in to any anticipated remodel projects and included in the annual budget process when requesting funds. Please contact Client Services at ext. 2000 for a current list of prices.
Exceptions to any of these procedures must be requested in writing to the Director of Client Services. Software packages and technology that is not approved through these College procedures should not be used on College equipment.

**DONATED EQUIPMENT OR MATERIALS**

The following procedure should be utilized for accepting donated equipment or materials:

1. Donated item(s) are examined by the appropriate college personnel (Vice President of Administration) to see if it could be utilized by the college.

   a. If the item(s) cannot be utilized, the initiator should communicate with the donor by telephone or letter the reasons why the college cannot utilize the item(s).

2. The item(s) will then be received and installed at the appropriate campus. Notification should be made to the Purchasing Department for identification and inventory purposes.

3. The college Foundation will write a thank you letter to the donor.

**DONATIONS FOR SCHOLARSHIPS AND SHORT-TERM LOANS**

Contributions and payments for student financial assistance are received through the TCC Foundation. The sponsoring individual, organization, business, or industry should establish an account by contacting the TCC Foundation at 918-595-7836.

**Purpose**

The donor may designate the purpose of the assistance as (a) a TCC scholarship; (b) an agency sponsorship; or (c) a TCC short-term revolving loan contribution.

Donations to the TCC scholarship program and the TCC short-term loan fund are tax-exempt since the college determines the recipients. Criteria for selecting the recipient(s) may be provided by the donor.

Donors of agency sponsorship may name recipients by providing either a listing of the name(s) and social security number(s) or an authorization letter that is
given to each recipient to submit. When the recipient is selected by the donor, TCC may not provide tax exempt verification.

**Disbursement**

The donor may authorize disbursement by (1) depositing cash and specifying allowances, (2) depositing cash and allotting cash payments by semesters, or (3) specifying charge allowances and being billed for total charges.

Allowances may include tuition, fees, books, supplies, uniforms, tools and personal allowances.

**GIFTS POLICY**

**Preamble**

It is the policy of the Board of Regents to encourage gifts to the college which will further the college’s educational mission. As the governing board of the community college and having the supervision and management thereof, the Board of Regents regard gifts of private monies, goods, services and lands to colleges and universities and the subsequent wise management of them as essential if Oklahoma is to have truly fine colleges and universities. Many unselfish and public-spirited people have given or left property to the college. The Board of Regents believe it is their duty to encourage such gifts and, upon acceptance, to use and/or invest them wisely. It is the Board of Regents’ firm resolve that these gifts to the college should always be used in addition to the public dollar and not in place of the public dollar. The purpose of this policy is to establish standards and procedures to promote, encourage, and govern the giving, receipt, use and investment of gifts to and for the benefit of the college.

**Gifts of Real Property**

The college is authorized to accept gifts of real property made to the college or related entities, specifically including, but not limited to, the Tulsa Community College Foundation. The college is authorized to use or dispose of gifts of real property in accordance with the laws of the state of Oklahoma, the IRS Code and Regulations and the policies of the Oklahoma State Regents for Higher Education, and shall be mindful of the suggestions, recommendations and directions of the donors.

For gifts of real property, the college administration will evaluate the use, and the environmental and economic consequences of acceptance of the property and submit a recommendation to the Gifts Committee. The Gifts Committee shall be composed of the chair of the Finance Committee, Community Relations Committee, and the Policy Committee. Upon the recommendation of the Gifts
Committee, the proposal may be submitted for acceptance and approval by the full Board of Regents.

**Gifts of Personal Property, Money and Other Things**

The college administration is authorized to accept gifts of money, equipment, services, and other things, and to use or dispose of same in accordance with the laws of the State of Oklahoma, the IRS Code and Regulations, the policies of the Oklahoma State Regents for Higher Education, and shall be mindful of the suggestions, recommendations, and directions of the donors. The college administration is authorized to accept gifts of money in amounts of less than $25,000; gifts of money in amounts of $25,000 or more may be accepted by the Board of Regents. For gifts of equipment, services, and other things, the college administration will evaluate the use and environmental and economic consequences of acceptance of the property.

**Naming College Facilities and Endowed Positions**

The college may, from time to time, name certain of its buildings and facilities or portions thereof, and endowed positions in honor of friends, benefactors, and persons who have made a significant contribution to the college or to education in Oklahoma in accordance with the laws of the State of Oklahoma, the IRS Code and Regulations, the policies of the Oklahoma State Regents for Higher Education, the direction of the donors and the approval of the Board of Regents of Tulsa Community College.

Proposals to name a college facility or endowed position shall be initially evaluated by the college administration. The college administration may bring a proposal to the Gifts Committee for consideration if the proposal is deemed worthwhile. Upon the recommendation of the Gifts Committee, the proposal may be brought before the full Board of Regents for approval.

This policy is prospective only in its operation and effect.

The words “person” and “donor” as used in this policy include corporations and other legal entities, and should be read to include the plural as well as the singular.

**LETTERHEAD, ENVELOPES AND POSTAGE USE**

Use of college letterhead and envelopes should always be for correspondence related to business in which Tulsa Community College is officially involved, not for personal correspondence. The same is true for use of the college logo.
Special care must always be exercised that the mail posted through the college postage meter must be official college mail. Serious consequences can result if the college-metered stamp ever appears on any outgoing correspondence that is not official business of Tulsa Community College.

PERIODICALS
ORDERING DEPARTMENTAL COPIES

The Library assists the Purchasing Office in the handling of departmental copies of periodicals. To request a departmental copy of a periodical, fill out a request form, have it signed by your immediate supervisor and submit it to Library Technical Services Manager. The Library will research source and price information, submit the order, receive, check in and deliver the title to your area. They will also handle claims for missing issues and renewals. The Library, however, will not handle personal subscriptions paid by individuals and items received through membership in a group.

PURCHASING PROCEDURES

The purchase of supplies, equipment, and services or any activity involving the expenditure of college funds, must be cleared with the Associate Dean or supervisor through the use of requisitions. In order to avoid delays of purchase of supplies, equipment and services, all requisitions should be completed with the required information; i.e., approval by appropriate officers, cost estimate, etc. Incomplete requisitions will be returned to the issuing office for the appropriate information. Information regarding procedures shall be available from the Associate Dean or supervisor.

No goods or services should be purchased by any employee of Tulsa Community College in the name of the college for which the college is billed and later reimbursed by the employee.

All contractual arrangements or agreements affecting the college must have approval of the Vice President for Administration and CTO.

Agreements and orders for purchases between Tulsa Community College employees and companies will not be honored by the Purchasing Department unless the aforementioned procedures are followed.
REQUEST FOR PROJECTS TO BE SUPPORTED
BY PRIVATE FUNDS

Any project for which the source of funding is expected to be the donation or
solicitation of private funds must be authorized through the following process:

1. A completed “Project to be Supported by Private Funds Request” form
accompanied by a project outline with project description, budget, and
recommended sources of private funding; shall be prepared by the
project coordinator. This form is available in the Provost’s office on
each campus and in the Office of the Vice President for External
Affairs at the Conference Center. This form must be submitted a
minimum of six (6) months in advance of the date funds are needed. It
is the responsibility of the project coordinator to monitor the progress of
this form through the approval chain. A request will not be considered
or taken to the TCC Foundation for possible funding without a project
outline attached to the request form.

2. If the project is approved and funds are available, a “Project to be
Supported by Private Funds Approval” form will be sent to the project
coordinator by the External Affairs office. If the project is approved and
a solicitation plan is necessary and approved, sufficient contributions
must be received before funding can be made available for the project.
Expenditures may not be made for any project until funding is available
and approved.

3. Upon completion of the project, the project coordinator shall submit a
brief written report summary on the project to the Vice President for
External Affairs. This report must be submitted within 30 days of the
project’s completion.

4. Any person in the approval chain who does not recommend or approve
the project may sign the “Project to be Supported by Private Funds
Request” form at the “Project Not Approved” line and return the form to
the project coordinator, thereby stopping the project approval process.
SALE OF COMMODITIES

No instructional materials or commodities may be sold by (1) any individual or (2) organizations not officially a part of the college, except through regularly approved distribution channels such as the Campus Store or food service, unless specifically approved by the college President.

It is not appropriate for an employee of the college to take college time to sell private goods or services to another employee during their work hours at Tulsa Community College.

TRANSFER OF INVENTORY FROM ONE AREA TO ANOTHER WITHIN THE COLLEGE

Equipment or supplies no longer needed by an operating area of the college should be referred to the inventory section of the Purchasing Department for possible transfer to another area of the college. To insure that the unused inventory be dropped from the user account, no equipment or supplies should be disposed of or transferred to another area without authorization from the inventory section.

TRAVEL

Full-time professional staff travel leads to a greater inflow of ideas, methods, and materials to enhance learning at Tulsa Community College. Prior approval is required for in-state and out-of-state travel. In evaluating requests, the primary criterion for approval shall be the value of such travel to the educational program and the availability of funds designated for this purpose. Also, consideration is given to problems related to the absence of the employee from the job and the relevance of the activity to the employee’s specific role at the college. The college, in an effort to maximize available monies, generally approves only one person to attend a given conference for out-of-state conferences, with the intent that the person attending will share ideas gained from the conference with others at the college who might benefit. No employee should pay travel expenses for another employee on his/her credit card.

Tulsa Vicinity

Travel by privately owned vehicle may be reimbursed at a rate not to exceed 57.5 cents per mile based on the distance set to the various instructional centers. Amount subject to change based on state guidelines. Mileage for local conferences or workshops will not be reimbursed.
Reimbursement to attend local conferences or workshops will be for registration fees only.

**In State**

Whenever a travel reimbursement claim has private car mileage being claimed OR a state-owned vehicle is marked, the vehicle license tag number should be listed on the Travel Voucher. This provides documentation to verify state versus private ownership.

Travel by privately owned vehicle may be reimbursed at a rate not to exceed 57.5 cents per mile, based on the distance set forth in the latest Transportation Commission Road Map. Amount subject to change based on state guidelines. Vicinity travel must be entered on travel claims as a separate item. Travel by railroad, buses or other such public conveyance will be reimbursed at a rate not to exceed the normal charge of such conveyance, and in no instance shall the rate exceed coach airplane fare.

**Out-of-State**

For travel on commercial airlines on official college business, employees must purchase tickets by submitting an approved requisition to the Office of the Director of Administrative Services. Tickets purchased by individuals must have prior approval. Requests for reimbursement by any other means may not be reimbursed. Regardless of the mode of travel (including privately owned vehicles) reimbursement for out-of-state transportation costs shall not exceed that of coach airplane fare. Documentation should be provided by TCC’s contracted travel agent.

**Local Transportation**

It is generally more economical to take a limousine or bus from the airport to the hotel. Also, sometimes the hotel may provide a free mini-bus to and from the hotel. Another possibility is for a group to share expenses of a taxi to the same or nearby hotel.

Taxicab fares in-state will be reimbursed only upon justification as to the necessity for their use. Local transportation costs incurred during out-of-state travel may be reimbursed on the basis of an itemization of such costs.

Taxi, limousine, and other local conveyances are reimbursable without receipts, provided they are reasonable. Such transportation must be limited to travel necessary for reaching conference or meeting locations, places of lodging and places of college business. The amount of fares must be itemized individually showing starting and ending locations of each trip. Taxi fares will be reimbursed
only upon justification as the necessity for their use as compared to bus, limousine, and other local conveyances.

Local transportation to and from any of Tulsa’s airports will be reimbursed only upon a written justification statement, submitted with Form 20, as to the necessity of payment and approved by the respective Vice President, Provost or Associate Vice President.

**Reimbursement for Leased or Rented Automobiles**

1. Reimbursement for automobiles leased or rented within this state from so-called car rental agencies or private parties, to be used in lieu of a privately owned vehicle on official business for the state, shall not exceed the rate provided for the use of a privately owned automobile.

2. The actual cost of leasing or renting an automobile outside of Oklahoma to be used on official business for the college may be reimbursed provided:
   a. It is determined to be the most cost-effective means of travel;
   b. Prior to traveling, approval is obtained by the appropriate Vice President or designate for an amount if the amount will exceed $50.

**Reimbursement of Registration Fees**

Reimbursement of registration fees for attending workshops, conferences, etc. on official state business must be submitted on a travel claim form as a miscellaneous travel expense. If the registration fee includes meals and the staff member is in travel status, the per diem allowance should be adjusted as follows:

1. A reduction of one-fourth (1/4) of one day’s per diem should be applied for each meal provided and included in the registration fee;

2. The underlying philosophy for this procedure is the fact that the college has paid for this meal(s) once, via the registration fee;

3. Refreshments served during meeting breaks or “continental breakfasts” (typically rolls and beverage) do not count as meals.

When the registration fee is billed to and paid by the college, the invoice must show the name and date(s) of the conference, and the name(s) of the staff member attending said conference. If meals are included in the fee, the claim must also include a similar statement as follows:
“Employee(s) not in travel status, therefore no per diem to adjust on travel claim.”

OR

“Per diem will be (has been) adjusted accordingly on travel claim(s).”

The travel claim should state the registration fee is being paid by the college. If meals are included, the number of meals that are the basis for per diem adjustments should also be stated. Whenever possible, claim numbers should be cross-referenced and claim copies attached.

Reimbursement For Privately Owned or Chartered Airplane

Travel by privately owned or chartered airplane on official business for the state, may be reimbursed in an amount which, when added to per diem and reimbursement for lodging for that trip, does not exceed the equivalent of automobile mileage plus per diem and reimbursement for lodging had a privately owned automobile been used for the trip.

Direct Purchase of Commercial Airline Tickets

Full-time professional staff is authorized to make request for direct purchase of commercial airline tickets for out-of-state travel by means of TCC Form 10. Each TCC Form 10 submitted to the Director of Administrative Services for processing shall bear the name of the full-time professional staff member, social security number, destination – city and preferred airport, required arrival time and date, desired departure time and date and the estimated cost (if possible).

An affidavit must be submitted to the Director of Administrative Services stating the full-time professional staff member did use the direct purchase of commercial airline tickets received for his/her approved out-of-state travel within three (3) days of the completion of that flight.

It shall be the responsibility of the full-time professional staff member who has requested the direct purchase of a commercial airline ticket to fulfill all requirements related to this transaction and shall bear any loss that may result in nonperformance.

Purchase Order for Registration Fees

Purchase orders may be issued for registration fees, to attend meetings, workshops, and conferences, using an on-line requisition and submission of a copy of the approved “Request for Authority to Travel on TCC Business” Form 20. The following information must be included in the on-line requisition:
• The complete vendor’s name;
• The vendor’s Federal Identification Number;
• Name of the conference;
• Beginning and ending dates of the conference;
• Place where the conference is being held;
• Person(s) attending the conference and their Social Security number or CWID number;
• Cost.

Also, attach an approved “Request for Authority to Travel on TCC Business” for each individual name on the requisition. It shall be the responsibility of the full-time professional staff member, who has requested the issue of a purchase order for registration fee, to fulfill all the requirements related to this transaction and shall bear any loss that may result in nonperformance.

Miscellaneous Expenses

Reimbursement claimed for miscellaneous travel expenses, such as parking for attending workshops, conferences, etc., must be itemized. Reimbursement claimed for necessary parking and turnpike fees incurred for the use of a privately owned automobile for official state business must be itemized.

Special Instruction

If any one of the three major categories of reimbursement: (1) per diem expense, (2) lodging, or (3) mode of transportation is not claimed on a travel form, and the others are, the claim should show a statement cross-referencing another claim, statement of another form of payment, or statement that no reimbursement for special expenses will be claimed.

Receipts Required

Lodging receipts from a motel, hotel, or other public lodging place must accompany claim for reimbursement. If the lodging receipts indicate more than one person occupied the room, the receipt must display the single rate. Claim for reimbursement of registration fees must be supported by a receipt. Reimbursement for official use of leased or rented automobiles must be supported by a receipt indicating miles traveled. Turnpike and parking receipts must accompany claims for reimbursement.

NOTE: Internal Revenue Service allows an adjustment to Gross Income for certain business travel expenses which have not been reimbursed to you. A personal file of expenses and reimbursement may save you some out-of-pocket travel expenses.
Air Travel Arrangements

All commercial air travel arrangements/reservations must be made through the Office of the Director of Administrative Services prior to travel. The following procedures should be followed:

1. The employee should submit a “TCC Form 20 - Request for Authority to Travel on TCC Business” through proper channels for approval.

2. After the “Request For Authority to Travel on TCC Business” has been approved, a purchasing requisition and a copy of the approved TCC Form 20 should be submitted through normal channels. Information on the requisition must contain the name and social security number of the traveler as well as the destination, departure and return times and dates. All blocks of the TCC Form 10 will be required to be complete.

3. The Director of Administrative Services will notify the employee of the travel arrangements and of the time when the tickets will be available for pickup. The tickets must be picked up in person by the employee who is traveling. Tickets may be picked up at the Office of the Director of Administrative Services at the Conference Center.

4. If for any reason the trip is canceled, the tickets should be returned to the Office of the Director of Administrative Services as soon as possible.

5. An affidavit must be submitted to the Director of Administrative Services stating that the employee did use the direct purchase commercial airline tickets for official college business. This affidavit must be submitted within three (3) days after the completion of the flight. Affidavit forms are available in the Office of the Director of Administrative Services.

TRAVEL REIMBURSEMENT PROCEDURES AND REGULATIONS

General Provisions and Guidelines

Reimbursement for documented meals, incidentals, and lodging on out-of-state trips shall not begin more than twenty-four (24) hours before or continue more than twenty-four (24) hours after the objective of the trip, such as a meeting, workshop or conference, except as stated below. Traditionally, in-state trips are reimbursed using the same 24-hour rule stated above for out-of-state trips.
Under the following limited circumstances involving airline travel, reimbursement may begin as many as forty-eight (48) hours before and extend as many as forty-eight (48) hours after the objective of the trip may apply.

1. If the purpose of the trip begins on Monday, reimbursement status cannot begin earlier than Saturday.
2. If the purpose of the trip begins on Tuesday, reimbursement status cannot begin earlier than Sunday.
3. If the purpose of the trip ends on Friday, reimbursement status cannot end later than Sunday.
4. If the purpose of the trip ends on Thursday, reimbursement status cannot end later than Saturday.
5. The claim shall have attached a detailed cost comparison of the additional meals, incidentals, and lodging versus the savings on airfare. The airfare rate used in the comparison must come from the same travel agency where the ticket was purchased.
6. The total reimbursement cannot exceed the amount of eligible reimbursement if the twenty-four hour rule were adhered to including the airfare rate available at that time.
7. Any extra day must be a weekend day. For example, a trip where the business purpose ends on Wednesday, must end on Thursday for meals and lodging purposes.

This procedure allows state employees in travel status to take advantage of the least expensive airfares available for weekend departure or arrival, particularly Saturdays.

All forms of travel on college business, except that of mileage between instructional centers, must be submitted for approval on TCC Form 20. (Request for Authority to Travel on TCC Business).

TCC Form AC-12, (Travel Voucher) is used to claim reimbursement for travel on official college business. The blue copy of TCC Form 20 needs to be attached. Claims should be filed by the end of the month following the month traveled. Example: April travel must be filed by May 31.

**Lodging**

Reimbursement for overnight lodging while in official travel status may be made, based upon a receipt issued by a hotel, motel, or other public lodging place, as follows:
1. **$83.00 per night within the State of Oklahoma** or the actual cost if lower.

   **$94.00 per night in Oklahoma City** or the actual cost if lower.

   **$83.00 per night out of the State of Oklahoma** or the actual cost if lower.

2. The Legislature has recognized areas where the standard reimbursement is not sufficient to pay lodging cost and has provided for a higher allowable lodging reimbursement rate within certain geographical areas. Rates for the Continental United States (CONUS) and locations outside the Continental United States (OCONUS) can be obtained from the Government Services Administration’s (GSA) per diem website: [www.gsa.gov](http://www.gsa.gov).

   After entering the website, go to the section titled “2015 Per Diem Rates”. Choose the state you are visiting from the map provided and scroll the list to find the appropriate city. The applicable rates for meals and lodging should be provided. Any associated tax charges will be reimbursed in addition to the maximum rate. A printed copy of your travel rates should be submitted with your reimbursement forms.

   The Office of State Finance will follow GSA’s definition of “per diem localities with county definitions”. Per diem localities with county definitions shall include “all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)”.

   For example, if an employee is in overnight travel status and obtains lodging in Edmond, OK, reimbursement rates for the Oklahoma City locality ($66/$94) will apply (rather than the ‘standard’ rates $46/$83), as Edmond is within the same county as the “Oklahoma City locality”.

   If your city is not listed on the per diem rate listing, have you looked at the county location? The city should be local within one of the counties listed. The following commercial website may help you determine in what county your city is located: [National Association of Counties Website](http://www.naco.org). You can click on this link, which is located on the website: [www.naco.org](http://www.naco.org)
Lodging Reimbursement at Designated Hotel

State officers or employees attending meetings, workshops, conferences or other objectives of trips which are conducted at a designated hotel, motel or other public lodging place or where lodging has been arranged by the blocking of rooms or by rate reductions for the participants by the sponsor as evidenced by the announcement or notice of the meeting, workshop, conference or other objective shall be reimbursed the actual lodging expense not to exceed the single occupancy room rate charged by the designated hotel, motel, or other public lodging place, provided that said officials or employees are in official travel status approved by the agency head or his/her designee. Those state officers or employees attending meetings, workshops, conferences or other objectives of trips, which are conducted at a designated hotel, motel or other public lodging place, who choose to acquire less expensive lodging at another hotel, motel or other public lodging place, shall be reimbursed the actual lodging expense not to exceed the single occupancy room rate charged by the designated hotel, motel or public lodging place. Also, state officers or employees so choosing this option shall not be reimbursed for local transportation cost incurred traveling between such optional lodging and the designated hotel, motel or other public lodging. Receipts issued by the hotel, motel or other public lodging place shall accompany claims for reimbursement.

The Office of State Finance requires that documentation of a designated hotel, motel or other public lodging place be attached to the travel claim in order to be reimbursed for the actual single room rate as authorized.

Direct Purchase of Lodging Facilities Operated by the Oklahoma Tourism and Recreation Department

Purchase orders may be issued for the direct purchases of lodging from facilities operated by the Oklahoma Tourism and Recreation Department.

It shall be the responsibility of the full-time professional staff member who has requested the issue of a purchase order for direct purchase of lodging facilities operated by Oklahoma Tourism and Recreation Department to fulfill all the requirements related to this transaction and shall bear any loss that may result in nonperformance.
Reimbursement For Meals

Per diem reimbursement rate for meals per day, while in official travel status, is authorized at a rate not to exceed:

1. $46.00 per day within the State of Oklahoma;
2. $66.00 per day within Oklahoma City;
3. $46.00 per day outside the State of Oklahoma for cities not found on the GSA website.

In computing reimbursement for meals, a day shall be a period of twenty-four (24) hours. Reimbursement for each 1/4 day (6 hours) or major fraction thereof (more than 3.5 hours) may be made at a rate not to exceed:

1. $11.50 per quarter day within the State of Oklahoma;
2. $16.50 per quarter day within Oklahoma City;
3. $11.50 per quarter day outside the State of Oklahoma for cities not found on the GSA website.

No reimbursement for meals shall be made for periods that do not include overnight status. If meals and lodging at a meeting, workshop, conference or object of travel are furnished as a "package plan", reimbursement may be made, based upon receipt, at a daily rate of not to exceed the total daily rate provided.
ACADEMIC AND INSTRUCTIONAL PROCEDURES
ACADEMIC AND CAMPUS SERVICES

Many services rendered to part-time instructors are under the direction of the Director of Academic and Campus Services on each campus. In addition to the use of full-time instructors to teach classes, the College uses part-time instructors from other fields of employment. The Associate Deans have responsibilities in the area of instructor assignment and course content. Any person qualified to teach as a part-time instructor may contact the Associate Dean responsible for the discipline in which one desires to teach. The assignment of these classes is always subject to schedule change and student interest.

Many college services such as academic counseling, college admission, assistance with instructional media, the Library, campus store, and food services are available on a limited schedule beyond the regular 9 a.m. to 6 p.m. hours.

Classes that are not a part of one’s regular annual contract have no provision for sick leave or personal leave. In case of instructor absence, the instructor will pay the substitute.

A part-time instructor’s contract may be terminated in the event it is necessary to complete a regular teaching load for a member of the full-time faculty. This does not apply to the case of “overload” classes for full-time faculty during the fall and spring semesters nor the full-time faculty who contract for temporary part-time status with minimal responsibilities during the summer session.

ACADEMIC INTEGRITY

Preamble

Tulsa Community College is dedicated to providing the strongest learning-centered environment possible for student development. The faculty has defined critical thinking, oral and written communication, global awareness, computer literacy, and civic responsibility as the major educational goals for students to attain as they pursue their individual academic objectives.

The cornerstone for intellectual achievement is academic integrity. Tulsa Community College realizes that academic dishonesty abounds in our society because of the many pressures that exist for students in job attainment, competition for grades, survival under economic difficulties, balancing complex personal work and study schedules, and many other, similar societal demands. However, the College also realizes that academic honesty is the vital key to a student’s true intellectual growth and ultimate personal satisfaction and success.

Admission to Tulsa Community College carries with it the presumption that the students will conduct themselves as responsible members of the College community. Thus, when students are admitted to and/or enrolled in Tulsa
Community College, they likewise assume the obligation to observe standards of academic conduct appropriate to the pursuit of educational goals as they interact with peers, faculty, staff, administration and even members of the external community in pursuit of these goals both on and off campus.

**Student Responsibilities for Intellectual Pursuit**

Intellectual pursuit is at the heart of all college work. All higher education endeavors require that students possess certain values and characteristics. Specifically, students should

- remain open to different and sometimes disconcerting ideas;
- learn independently, outside a classroom;
- take full responsibility for the work of learning the material presented in course textbooks, activities and lectures;
- devote several hours of study time outside of class each week for each class;
- demonstrate, in their own work and through interactions with others, honesty, trust, fairness, respect, and responsibility.

**Academic Dishonesty**

Academic dishonesty (cheating) is defined as the deception of others about one’s own work or about the work of another. Examples of academic dishonesty include, but are not limited to:

- Submitting another’s work as one’s own or allowing another to submit one’s work as though it were his or hers;
- Several people completing an assignment and turning in multiple copies, all represented either implicitly or explicitly as individual work;
- Failing to contribute an equal share in group assignments or projects while claiming equal credit for the work;
- Using a textbook, notes, or technology tools during an examination without permission of the instructor;
- Receiving or giving unauthorized help on assignments;
- Stealing a problem solution or assessment answers from a teacher or other student;
- Tampering with experimental data to obtain “desired” results, or creating results for experiments not done;
- Creating results for observations or interviews that were not done;
- Obtaining an unfair advantage by gaining or providing access to examination materials prior to the time authorized by the instructor;
- Tampering with or destroying the work of others;
Submitting substantial portions of the same academic work for credit or honors more than once without permission of the present instructor;

Lying about these or other academic matters;

Falsifying college records, forms or other documents;

Accessing computer systems or files without authorization;

Plagiarizing (see section below).

Adapted from “Oklahoma State Regents Faculty Advisory Council Recommended Attributes for Model Policy on Academic Integrity”

**Plagiarism**

Plagiarism is a specific type of academic dishonesty. It is claiming, indicating, or implying that the ideas, sentences, or words of another are your own; it includes having another person do work claimed to be your own, copying the work of another and presenting it as your own, or following the work of another as a guide to ideas and expressions that are then presented as your own without citing the original source.

Specific examples of plagiarism include, but are not limited to:

- copying long or short passages from a text without putting quotation marks around them and without documenting;
- incorporating ideas from a text, even when the wording has been changed, without giving credit to the originator of the ideas;
- asking someone to write all or parts of an assignment;
- imitating the organizational structure, key ideas, and style of another work—published or unpublished—and presenting it as your own;
- buying or reprinting all or parts of a paper from an online or other commercial source.

To avoid plagiarism:

- place quotation marks around *any* language that you borrow from a source, even if you borrow only a short phrase or even a term that would not be considered common knowledge;
- substantially change the wording (sentence structures, clauses, phrases) of the original text so that you express the text’s ideas in your voice, and then document the information;
- mark the beginning of borrowed passages that you put into your own voice (i.e. paraphrases and summaries) by using an introductory or attributive phrase;
- always provide documentation when you borrow anything from another source, including ideas.
Consequences of Academic Dishonesty

Academic dishonesty or misconduct is not condoned or tolerated at campuses within the Tulsa Community College system. Most cases of academic dishonesty are governed by the Student Code of Conduct. Certain forms of authority for disciplinary action are traditionally delegated to faculty, and Tulsa Community College adopts this policy. Such disciplinary actions delegated to the faculty include, but are not limited to:

- requiring the student to redo an assignment or test, or requiring the student to complete a substitute assignment or test;
- recording a “zero” for the assignment or test in question;
- recommending to the student that the student withdraw from the class, or administratively withdrawing the student from the class;
- recording a grade of “F” for the student at the end of the semester;
- filing a complaint and requesting that disciplinary action be taken against a student at the administrative level.

Some cases of academic dishonesty may be violations of state or federal laws or professional code and may have serious legal consequences.

CAMPUS STORE COURSEBOOK BUY-BACK POLICY

The Campus Stores will conduct a coursebook buy-back on each campus at the end of each semester. The buy-back is presented as a service to the TCC student. It is an opportunity afforded to the student to reap some benefit from the sale of those coursebooks no longer wanted or needed.

Buy-Back Policy Is As Follows:

1. The buy-back will be held the last five days of finals during the fall and spring semesters and the last two days of finals during the summer semester;

2. The student will receive up to fifty percent (50%) of the established TCC new book price for any book the Campus Stores need;

3. Books not needed by the TCC Campus Stores that are of marketable value may be sold at a price established by the wholesale book company.
CAMPUS STORE REFUND POLICY

For college credit and noncredit classes, coursebooks and supplies will be available for student purchase two weeks before classes begin.

Books Are Eligible for Refunds:

1. First TWO WEEKS of a 16-week semester;
2. FIRST WEEK of a 9-week semester;
3. Until the first class meeting of a LESS THAN 8-week class.

The Campus Stores will only grant coursebook refunds to students with a current semester cash register receipt. Books must also meet the following conditions.

1. A one hundred percent (100%) refund will be given on a new coursebook that is clear of any marks or erasures and is in new condition;
2. If a new coursebook has been marked in or is not in new condition it will be refunded at seventy-five percent (75%) of the new coursebook price;
3. Used books still in salable condition will be refunded at one hundred percent (100%) of the price paid at the time of purchase.

Refunds will be given on defective class supplies and materials.

CLASS RECORDS - GRADE BOOKS

Prior to the first class meeting, each faculty member is advised to print a copy of their class roll(s) from TED. Grades are recorded and maintained on Blackboard for each section. Instructors are required to keep careful records of each student's attendance and performance. These recordings should reflect the way in which the final grade was calculated and assigned.

The Blackboard grade books should be regularly updated until the end of the semester, at which time they should be turned in to the appropriate Academic and Campus Services office via the e-gradebook process. The faculty member will retain a copy of the grade book on the Blackboard site and each is encouraged to maintain an electronic copy for his/her class records. Once submitted via e-gradebook, Academic and Campus Services offices will maintain an electronic copy of each instructor's grade book. It is important that all grade records be provided for the permanent file in the Academic and Campus Services office.
All faculty will post their final grades on TED. The college catalog, as well as the section site on TED, lists the approved grades that may be assigned. Upon completion, the Instructor posts the grades by the appropriate deadline and submits the gradebook to the appropriate Academic and Campus Services office via the e-gradebook process.

CLASSROOM PROCEDURES

Furniture in the classroom should be left in an orderly manner for classes that will occupy the room following your class. If it is necessary to rearrange the furniture for your class, please return it to the original arrangement before leaving the classroom.

No food or drink will be allowed in the classrooms, laboratories, or auditoriums. The student center food service or student lounge areas provide students with opportunities to select food and soft drinks, which should be consumed within the food service areas. It is the responsibility of the classroom instructor to monitor and enforce rules.

EXAMINATIONS

The instructor is to prepare and give course examinations during the semester. Tentative examination dates should be listed in the course syllabus. A final examination will be given during the assigned time of finals. In some instances this type of procedure may not be appropriate; however, in each such instance the instructor should have the approval of the Associate Dean.

FIELD TRIPS

If an instructor takes a student on a field trip in his/her own personal vehicle, current laws hold the individual instructor liable rather than the institution. The division office should be notified in advance of the date and location of the planned field trip.

GENERAL EDUCATION GOALS FOR ALL DISCIPLINES AND PROGRAMS

Tulsa Community College graduates value cultural diversity, ethical behavior, and the unique role of public education in sustaining a free society. The following general education goals function independently and in concert. TCC graduates demonstrate:
Communication Skills – effective written, oral, visual, technological, and interpersonal interactions.

Critical Thinking – aesthetic and qualitative reasoning for creative inquiry, analysis, synthesis, and evaluation of information, both abstract and concrete.

Empirical Skills – problem solving and quantitative reasoning in support of scientific and mathematical concepts.

Teamwork – the ability to collaborate in support of shared purposes and goals.

Personal Responsibility – choices and actions that recognize consequences and exhibit decision-making.

Social Responsibility – the ability to evaluate one’s own ethics and traditions in relation to others and to embrace the diversity of human experience while engaging local, regional, and global communities.

GRADe APPEAL PROCEDURES

Any student at Tulsa Community College or member of the College community who wishes to file a complaint against the College or a member of the staff may do so according to a prescribed procedure. Generally complaints fall within one of two basic categories: (1) Academic, (2) Other complaints.

Academic

It should be noted by the student that grades are the prerogative of the Faculty, and that appeals or questions concerning assigned grades should be directed to the faculty member who assigned the grade. An appeal to an assigned final course grade may be initiated by a student only on the contention that the grade is clearly erroneous or was assigned in an arbitrary or capricious manner. The procedure must be initiated by the end of the third week of the semester immediately following the semester in which the final course grade was officially transcripted.

Steps for a Final Course Grade Appeal

1. The student requests a meeting with the faculty member to discuss the grade in question. The problem may be resolved at this meeting.

2. If the question concerning the grade has not been resolved, the student files a written complaint to the Associate Dean for the division in which the course is offered, outlining the specific rationale for a final course grade appeal and subsequently meets with the Associate Dean. The Associate Dean for the division will involve the faculty
member in the conference(s) with the student in the resolution of the issue. The Associate Dean will contact the student within ten (10) business days regarding the appeal after receiving a signed Academic Appeals Form.

3. If the question concerning the grade has not been resolved by meeting with the Associate Dean, the student may file an appeal to the Academic Appeals Committee by completing the Academic Appeals Form and submitting it to the Academic and Campus Services Office no later than the end of the third week of classes during the subsequent semester after the grade has been officially transcripted.

**Academic Appeals Committee**

The Academic Appeals Committee will be composed of three members of the college community from each campus and one student from each campus for a total of sixteen (16) members. The composition of each campus’s representatives will be as follows:

Director of Student Development or his/her counselor designate, one faculty representative chosen by the faculty, and one member appointed by the Provost. The Student Government Association will recommend one student member from each campus for approval and appointment by the Dean of Student Services from each campus.

With the approval of the President, additional members may be appointed to the Academic Appeals Committee if circumstances warrant an increase in the number of committee members, such as a large case load or the unavailability of committee members. The Committee will convene and select a Chairperson annually by the fourth week of classes during the fall semester.

**Procedures for Final Course Grade Appeal**

Upon the receipt of a completed Academic Appeal Form, the Committee Chair shall promptly appoint a panel to preside over the hearing, usually within fifteen (15) business days. The panel will consist of four (4) members, at least one of which will be a faculty member, and one (1) student. The Chair of the committee will be responsible for all correspondence with a student that has submitted a request for a final course grade appeal. Hearings shall be conducted in a manner consistent with established procedures. The committee’s decision shall be final.

**Other Complaints**

Filing Complaints: Any regularly enrolled student of Tulsa Community College, or any member of the community at large, may file a complaint that a violation of College policy has been committed. Such a complaint must be registered in
writing to the Director of Campus Police or Supervisor of Campus Police, Dean of Student Services, or Campus Provost. Ultimately, a complaint must be reduced to writing and signed by the complaining party. If the complaint involves allegations of discrimination under federal laws such as Section 504, Sexual Harassment, Title VI or Title IX, the complaint shall be filed with the Dean of Student Services. All formal complaints will be investigated within (30) days by the administrative officer having jurisdiction.

**FACULTY SELF-SERVICE**

Faculty Self-Service is a system that provides full-time and part-time faculty with an easy, efficient and secure method to access their class schedule, class rosters, student majors, student contact information and entering final grades. For assistance, contact Client Services at ext. 2000.

**INSTRUCTIONAL MATERIALS**

The Tulsa Community College Board of Regents is committed to providing high quality textbooks and instructional materials at the lowest possible cost. Faculty and staff are encouraged to work closely with the campus bookstore and publishers in considering the least costly options in assigning instructional materials for a course without sacrificing educational content.

In compliance with Oklahoma State Statute, The Tulsa Community College Board of Regents directs the President and CEO or designee to develop, maintain and publish, and implement appropriate procedures to address the needs of students and the College regarding textbooks and instructional materials.

**Instructional Materials Administrative Procedures**

As used in Section 3218.8: “instructional material” means any textbooks, workbooks, CD-ROMs, and other course-related material required or recommended by the higher education faculty or staff for a given course; and

“Bundled” means a textbook and other supplemental instructional materials that may be packaged together to be sold as course materials for one price but shall not include instructional materials that are designed solely for sale as an integrated combination of two or more units or materials that cannot be sold separately due to third-party contractual agreements, custom editions, or special editions.
Oklahoma state law (70 O.S., Section 3218.8) requires:

1. Bookstores located on campus or bookstores which contract with the institution to provide bookstore services to students:
   a. provide students with the option of purchasing instructional materials that are unbundled when possible, disclose to faculty and staff the costs to students of purchasing instructional materials, and disclose publicly how new editions vary from previous editions;
   b. actively promote and publicize book buy-back programs; and
   c. disclose retail costs for instructional materials on a per-course basis to faculty and staff and make this information publicly available.

2. Higher education faculty and staff members to consider the least costly practices in assigning instructional materials for a course, such as adopting the least expensive edition available when educational content is comparable as determined by the faculty and working closely with publishers and bookstores to create bundles and packages if they deliver cost savings to students.

3. Each publisher of instructional material used by students enrolled at institutions in The Oklahoma State System of Higher Education shall make available to the faculty and staff of that institution the:
   a. Price at which the publisher will make the instructional materials available to bookstores, either those located on campus of the institution or those which have a contract with the institution to provide bookstore services to students; and
   b. A list of the revisions for the instructional materials since the last published edition, if any.

4. No employee or department at an institution within The Oklahoma State System of Higher Education shall demand or receive any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, as an inducement for requiring students enrolled at the institution to purchase specific textbooks or instructional material required for coursework or instruction. An employee or department of an institution may receive:
   a. Sample copies of textbooks or instructional material, instructor copies of textbooks or instructional material, or other instructional material, that are not to be sold by faculty, staff, or bookstores;
b. Royalties or other compensation from sales of textbooks or instructional materials that include the writing or work of the employee;
c. Honoraria for academic peer review of instructional materials; and
d. Training in the use of instructional materials and technologies.

5. No instructional material vendor or bookstores located on campus or bookstores which contract with the institution to provide bookstore services to students shall solicit higher education faculty and staff members for the purpose of selling free review instructional materials that have been provided by a publisher at no charge to the faculty or staff. Bookstores shall not permit book wholesalers conducting buy-backs on campus to accept review instructional material from faculty or staff. No bookstore shall engage in any trade of any instructional material marked as or identified as free review instructional materials.

Textbook Selection

The purpose of a textbook is to supplement and ensure quality educational experiences for students. Textbook selection should reflect faculty pedagogy and philosophy, which also allows for flexibility and academic freedom for instructors.

Therefore, textbook selection should reflect the following principles:

- Campus-based selection for non-series-based courses to reflect the student population of each campus;
- Encouragement of innovative and experimental approaches to teaching, including teaching formats and delivery methods;
- Recognition of varied textbook formats: (traditional text, websites, audio/visual texts, etc.)
- Effort to coordinate across campuses the selection of a textbook for series-based classes (i.e., courses that may use the same text for more than one semester), reflecting each campus student population and faculty pedagogy;
- Support of the college’s general education and discipline goals;
- Inclusion of support materials for part-time instructors.

The fulltime faculty members from each discipline on each campus are responsible for selecting texts for their discipline.
If fulltime faculty members do not teach a specific course, the fulltime faculty in that discipline should select the text in collaboration with part-time instructors in the discipline, whenever feasible.

If no fulltime faculty members are available, then the Associate Dean will be responsible for textbook selection in collaboration with part-time instructors, whenever feasible.

When a textbook has been selected for a course, the campus will use the text for at least two years, unless the textbook proves unsatisfactory.

**Complimentary Textbooks**

Instructors or Associate Deans should contact the publisher or the publisher’s representative directly to place their order for complimentary textbooks and other course materials. Books ordered by the Campus Store are considered by the publishers to be for resale and are invoiced accordingly.

In the event of a late arrival of a complimentary desk copy, the Campus Store Administrative Assistant will furnish a copy of the book to the division office. The division office should complete a campus store supply requisition listing the title and quantity of each book needed. The Campus Store will write up a departmental charge for books provided. If the book is returned within 30 days and in new condition, a departmental credit will be issued for the new book price. If the book is returned within 30 days in used condition, a departmental credit will be issued for the used book price.

Complimentary copies of textbooks or instructional materials may not be sold by faculty, staff or bookstores.

**LIBRARY SERVICES**

**Web Based Information** ([http://library.tulsacc.edu/home](http://library.tulsacc.edu/home))

The Library provides information resources online and in person. Online information is available 24 hours a day, 7 days a week, 365 days a year. The Library’s home page provides detailed information about Library services. The Library also houses videos, books, journals, and more.

**Research Assistant and Information Literacy**

Professional librarians and trained staff are available in each Library to assist users with research needs. Librarians also provide information literacy training. Librarians teach classes both specific and general in nature. Not only can they tailor information sessions, but they can also provide general introductions to
Library services and resources. Faculty are also invited to schedule class research periods in the Library. In addition, librarians offer workshops for faculty on a variety of subjects including database use, copyright, and other sources for doing research. Librarians also schedule appointments with any user who needs additional assistance. For distance users, the Library provides a virtual reference service including chat and email available most hours the Library is open.

**Reserve Materials**

Reserve materials are resources (book, journal articles, A/V items, instruction materials, etc.) deemed critical to a course and are controlled by limited circulation policies. Certain high use textbooks are placed on reserve in the Library as well as materials from the Library collection that are identified and requested by faculty. Faculty may also place personal resources on reserve. An instructor who wishes to place material on reserve should make the necessary arrangements at the information desk. At the end of each semester the instructor should pick up personal materials and alert the Library to release Library materials from reserve status.

**Library Catalog and Intra-campus Delivery Service**

There is a Library on each campus. Satellite outreach centers also have access to Library services. The Library catalog of its resources is accessible via the Library web page: http://library.tulsacc.edu/home. After locating an item using the Library catalog, a user can request the item from any campus be moved to another campus for pick up. Turnaround time is usually two business days. Items can be returned to any Library.

**Collection Building, Materials Circulation and Interlibrary Loan Services.**

The Library invites suggestions from faculty, staff, and students. To make a suggestion, a user simply needs to contact a librarian.

Books are checked out for two weeks and can be renewed for an additional two weeks. Videos may be viewed in the Library by students and checked out by faculty for classroom use.

If the Library does not own an item, the item may be borrowed from another library via Interlibrary Loan. Users should make a request using the form on the Library website. The form is found under Library Services on the main page. http://library.tulsacc.edu/home
SEMESTER CREDIT HOUR DEFINITION

Tulsa Community College’s assignment and award of credit hour shall conform to commonly accepted practices in higher education and with the federal definition of the credit hour.

Federal Credit Hour Definition

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:

1. One hour of classroom or directly faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen (15) weeks for one semester or trimester hour of credit, or ten (10) to twelve (12) weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work and other academic work leading toward the award of credit hours. 34CFR 600.2 (11/1/2010)

TCC Short-Term Courses

TCC will offer classes in which the duration of the class meets the Federal Credit Hour Definition. For example, a one-credit hour class translates to 16 hours of direct faculty instruction time and a minimum of 32 clock hours of out-of-class student work. This one-credit hour lecture class consisting of 48 clock hours could reasonably be offered in a minimum of one (1) week (span of 7 days). Using the basic definition for a one-credit hour class, a two-credit hour class could be offered in a minimum of two (2) weeks (span of 14 days), and a three-credit hour course could be offered in a minimum of three (3) weeks (span of 21 days).

For purposes of this policy, a short –term course will be defined as a course less than four (4) weeks in length.

These procedures support the Board policy related to Semester Credit Hours in compliance with the Federal Credit Hour Definition.
Student Enrollment in Short-Term Courses

Due to the demands of an accelerated format, students will be limited to enrollment in one short-term course for the duration of that short-term course. Students may appeal to TCC’s Chief Academic Officer or his/her designee for an exception to this policy.

Faculty Assigned to Teach Short-Term Courses

Faculty assigned to teach a short-term course will follow the same guidelines as given for students, so that faculty will have adequate time to (a) prepare and deliver instruction, (b) provide assistance to students, and (c) assess student work. Faculty will be limited to teaching only one short-term course for the duration of that short-term course. Faculty may apply for a policy exception to offer and teach more than one short-term course simultaneously to TCC’s Chief Academic Officer or his/her designee.

Faculty Requests for Policy Exception

Exception: Faculty may apply for a policy exception to offer and teach a short-term course less than four weeks in duration to TCC’s Chief Academic Officer or his/her designee.

With the approval of the campus Associate Dean and Provost, the faculty member will submit a request with supporting documentation to TCC’s Chief Academic Officer a minimum of two (2) months prior to master course schedule submission date. The faculty member will prepare and submit documentation including:

1. Rationale for why an exception to policy is necessary;
2. Course syllabus with specific details demonstrating how content and rigor of the proposed courses are the same (or better) as the same courses offered in a longer format; and
3. Methods for course delivery and implementation with rationale/research supporting these methods as best practices.

The Chief Academic Officer will appoint an ad hoc committee including a minimum of three (four maximum) faculty and two administrators representative of that discipline or program to review the request. The committee will evaluate the request, and prepare a written summary rationale including the recommendation to the Chief Academic Officer.

The Chief Academic Officer will approve or disapprove the recommendation, and will maintain permanent records of exception request and all related documentation. If the short-term course exception is approved, the faculty member who proposed the courses will be expected to teach the courses.
The process must be repeated for each semester a faculty would like to apply for an exception to policy. If the simultaneous teaching of multiple specific short-term courses has been previously approved within the current academic year, the Chief Academic Officer has the discretion to approve or disapprove the request without repeating the ad hoc committee review process.

**Exception:** Faculty may apply for a policy exception to simultaneously teach more than one short-term at the same time to TCC’s Chief Academic Officer or his/her designee.

With the approval of the campus Associate Dean and Provost, the faculty member will submit a request with supporting documentation to TCC’s Chief Academic Officer a minimum of two months prior to master course schedule submission date. The faculty member will prepare and submit documentation including:

1. A rationale for why an exception to policy is necessary;
2. Methods describing how adequate time will be set aside to (a) prepare and deliver instruction, (b) provide assistant to students, and (c) assess student work for multiple short-term courses at the same time.

The Chief Academic Officer has the discretion to approve or disapprove the request.

**Student Request for Policy Exceptions**

Any student who wishes to enroll in a short-term course which will overlap another short-term course during the same time period, must petition to have the additional enrollment approved by submitting the following documentation to Enrollment Services to the start date of the additional course:

1. Completed “Short-Term Course Petition form.
2. Supporting statement explaining the need for the additional enrollment and the student’s plan to be successful in each course.

Enrollment Services will forward the documentation to the appropriate Associate Dean and Provost on the campus where the additional course is scheduled for their review and recommendation. The Associate Dean and Provost will forward their recommendation, along with supporting documentation, to the Chief Academic Officer or his/her designee who will make the final decision regarding the student’s petition.
The Chief Academic Officer will return the documentation to the Associate Dean’s office. The Associate Dean is responsible for notifying the student of the final decision and will forward the documentation to Enrollment Services to archive and to process the additional enrollment if approved.

This process must be repeated for each semester a student would like to appeal the short-term enrollment policy.

**STUDENT ACCESS TO GRADES**

After the close of the course, final grades are placed on the student’s record and may be obtained via the TCC web Student Self Service (TED) at www.tulsacc.edu/ted. Official transcripts are available for students two (2) business days after the Faculty grade-posting deadline at the close of the semester/term. For courses ending throughout the term, final grades normally appear on the student unofficial transcript one (1) week after the course ends.

**STUDENT CODE OF CONDUCT**

To enable the College to provide an opportunity for education to all of its students, the Board defines a standard or a code of conduct for behavior which will enable students to work together with other students and with the faculty, staff and administration in a positive manner. Enrollment at the College is not compulsory. The voluntary entrance of a student into the College means that the student also voluntarily assumes obligations of performance and behavior reasonably imposed by the College. The student is not entitled to greater immunities or privileges before the law than those enjoyed by any other citizen. The discipline of students at the College is, in all but the case of expulsion, a part of the educational process.

**Basic Standard of Conduct**

The Board defines a basic standard of conduct in general terms. The President may define and publish examples of specific actions that are prohibited by the basic standard of conduct. The basic standard of conduct for behavior of students of the College requires students:

1. To not violate or be in violation of any municipal, state, or federal law;
2. To not interfere with or disrupt the orderly educational process of the College;
3. To not engage in any dishonest acts or activities, including but not limited to cheating, plagiarism, forgery, theft, vandalism, and the alteration or unauthorized use of College property or services;
4. To not exhibit conduct or activity generally considered to be grossly offensive or totally unacceptable to society at the time and place of the commission of the activity; and
5. To not violate any of the rules and regulations of the College.

Authority for Student Discipline

The Board directs the President to adopt, publish, make readily available and implement appropriate procedures for handling Student Discipline Cases for violations of the Basic Standard of Conduct. Such procedures shall provide students facing discipline with the appropriate level of due process to which they are entitled by applicable law, and shall comply with all other applicable laws. The procedures will set forth the sanctions which may be imposed for violations of the Basic Standard of Conduct, including, without limitation, warning, censure, fine, restitution, probation, college program or services withdrawal, suspension and expulsion. When appropriate and legally permissible, interim suspension may also be imposed. The involvement of one or more members of the student body in the disciplinary process is encouraged.

The President or the President’s designee(s) shall have the final authority and decision regarding Student Discipline Cases, and there shall be no right of appeal to the Board.

The Board recognizes and reaffirms that certain forms of authority for disciplinary action are traditionally delegated to faculty. Such disciplinary actions delegated to the faculty include, but are not limited to, the dismissal of disrespectful or disorderly students from classes and in the cases of academic dishonesty:

1. Require the student to redo an assignment or test, or require the student to complete a substitute assignment or test;
2. Record a "zero" for the assignment or test in question;
3. Recommend to the student that the student withdraw from the class, or administratively withdraw the student from the class; or
4. Record a grade of "F" for the student at the end of the semester.

Appeals from disciplinary actions by the faculty may be made pursuant to the policies and procedures relating to academic appeals. Additionally, faculty may file a complaint and request that disciplinary action be taken against a student at the administrative level.

A transcript notation may be placed on the records of students who have been placed on disciplinary probation, suspension or expulsion. While a question of misconduct exists, the College may place a hold on the student’s records.
STUDENT CODE OF CONDUCT PROCEDURES

Complaint

Any member of the college community may file a complaint against a student for violations of the Student Code of Conduct. A complaint shall be prepared in writing and directed to any Dean of Student Services (DoSS) office and should be submitted as soon as possible after the event takes place. If there is any uncertainty concerning the appropriate campus that should have primary jurisdiction over the complaint, the Associate Vice President for Student Affairs shall assign the complaint to the appropriate DoSS.

Investigation

The DoSS will conduct an investigation of the complaint. The DoSS shall send notice to the student of the alleged violations, the evidence supporting the allegations, potential sanctions, and provide the student an opportunity to respond. Such notice shall be sent to the student’s official address in the College’s records, or may be hand-delivered. It is the responsibility and duty of the student to notify the College of any changes in the student’s address. The investigating DoSS shall promptly schedule a meeting with the student, usually within ten (10) business days of the receipt of the complaint. The student shall have the responsibility and duty to cooperate with the investigation and to appear at the scheduled meeting. The student will be provided the opportunity to respond to the allegations at such meeting by providing supporting materials, including witnesses and written statements.

As a result of this investigation, the DoSS may dismiss the complaint, impose certain disciplinary sanctions or propose certain more severe disciplinary sanctions against the student. The DoSS at his/her discretion may refer the matter directly to the Student Conduct Hearing Committee.

If the DoSS dismisses the complaint, he/she shall notify the student in writing within ten (10) business days of such action.

If the DoSS determines that an infraction of prohibited conduct has occurred and can be disposed of administratively by mutual consent of the parties involved, such disposition shall be final and there shall be no subsequent proceedings.

If the DoSS determines that an infraction of prohibited conduct has occurred, and mutual consent of the parties involved cannot be reached, then he/she shall determine what sanction(s) is warranted and notify the student thereof.

The DoSS shall be entitled to impose any disciplinary sanction other than suspension or expulsion. The DoSS may propose any disciplinary sanction, including suspension or expulsion.
Notice of Disciplinary Action

If the DoSS imposes or proposes disciplinary action against the student, the DoSS shall inform the student in writing of the imposed or proposed disciplinary action and the reasons, including the specific violations which have been alleged.

If the DoSS imposes a disciplinary sanction other than suspension or expulsion, the notice shall also inform the student of the student’s right to appeal such disciplinary sanction directly to the Associate Vice President for Student Affairs.

If the DoSS proposes a disciplinary sanction (excluding expulsion), the notice shall also inform the student of the student’s right to request a hearing before the Student Conduct Hearing Committee on the complaint, and that the proposed disciplinary action will become effective without further action if the student does not timely request in writing such a hearing.

If the DoSS proposes expulsion, the DoSS shall inform the student that a hearing in accordance with the Administrative Procedure Act will be held on the complaint and shall direct the student to contact the Associate Vice President for Student Affairs within ten (10) days concerning the scheduling and procedure for such hearing. Thereafter, the Associate Vice President for Student Affairs shall coordinate the scheduling of such hearing.

Student Conduct Hearing Committee

A request for a hearing on the sanction proposed by a DoSS must be submitted in a written and signed notice of request for hearing to the DoSS or Committee Chair of the Student Conduct Hearing Committee within five (5) business days from issuance of the proposed sanction letter. A request properly submitted will be heard by a Student Conduct Hearing Committee panel. Matters referred directly by the DoSS will also be heard by a Student Conduct Hearing Committee panel.

The Student Conduct Hearing Committee will be composed of three members of the college community (administration, faculty or staff) from each campus and one student from each campus for a total of sixteen (16) members. The Campus Provosts will appoint the members of the college community. The Student Government Association will recommend one student member from each campus for approval and appointment by the DoSS from each campus. With the approval of the President, additional members may be appointed to the Student Conduct Hearing Committee if circumstances warrant an increase in the number of committee members, such as a large case load or the unavailability of committee members.
The Committee will convene and select a Chairperson annually by the fourth week of classes during the fall semester. Upon the receipt of a signed request for hearing or of a referral directly from a DoSS, the Committee Chair shall promptly appoint a panel to preside over the hearing, usually within fifteen (15) business days. The panel will consist of four (4) members of the college community and one (1) student. The Chair of the committee will be responsible for all correspondence with a student that has submitted a request for hearing.

Hearings shall be conducted in a manner consistent with established procedures, which shall be available in the offices of the DoSS. These procedures shall insure that the student shall have the right to testify in his/her own behalf, to present witnesses or written statements, to review and respond to the testimony of those testifying against the student, and to be accompanied by his/her own legal counsel. It is not required that the hearing conform to the procedural formality of a trial.

The panel should endeavor to conduct the hearing and inform the DoSS in writing of their decision within ten (10) business days after their appointment, although circumstances may require additional time. The decision will contain a summary of the important details of the hearing. The Student Conduct Hearing Committee panel may impose any disciplinary sanction it deems appropriate (except expulsion). The DoSS will then forward the decision to the parties concerned, including the student, and notify the student of the right to appeal the decision of Student Conduct Hearing Committee panel. It is the duty and responsibility of the student to provide the DoSS with a current address for notices.

**Appeal to Associate Vice President for Student Affairs**

An appeal from the imposition by a DoSS of a sanction or of the decision of a Student Conduct Hearing Committee panel may be made by the student to the Associate Vice President for Student Affairs. Such appeal must be in writing, signed and dated by the student, and submitted to the Associate Vice President for Student Affairs within ten (10) calendar days after the notice is sent to the student of the action by the DoSS or Student Conduct Hearing Committee panel which is being appealed.

The notice of appeal shall set forth in detail the basis for such appeal and the specific relief which the student requests. Grounds for an appeal may include, but are not limited to, the following:

1. Insufficient evidence to support the decision;
2. Sanction imposed is too harsh;
3. A procedural or substantive error that significantly prejudiced the rights of the student; or
Except as required to explain the basis of new information, an appeal normally shall be limited to a review of the record of the DoSS or Student Conduct Hearing Committee panel and supporting documents for one or more of the following purposes:

(a) To determine whether the DoSS or Student Conduct Hearing Committee panel decision was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code of Conduct was violated, and giving the student a reasonable opportunity to prepare and to present a response to those allegations. Usually, deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

(b) To determine whether the decision reached regarding the student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code of Conduct occurred.

(c) To determine whether the sanction(s) imposed was appropriate for the violation of the Student Code of Conduct, which the student was found to have committed.

(d) To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the student at the time of the original decision or for some other justifiable reason was not presented earlier.

The Associate Vice President for Student Affairs may, in his/her discretion, meet with the student or any relevant witnesses.

The Associate Vice President for Student Affairs may take any of the following actions relating to the appeal:

(i) Dismiss the complaint;
(ii) Impose a lesser disciplinary sanction;
(iii) Uphold the disciplinary sanction; or
(iv) Overturn the disciplinary sanction and remand the matter to The DoSS of Student Services, the Student Conduct Hearing Committee panel or a newly appointed Student Conduct Hearing Committee panel for further consideration.

The decision of the Associate Vice President for Student Affairs shall be final and there shall be no further appeal.
Sanctions

One or more of the following sanctions may be imposed by a DoSS or Student Conduct Hearing Committee panel upon any student found to have violated the Student Code of Conduct:

1. **Warning.** Written or verbal notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.

2. **Censure.** Written reprimand for violation of specified regulation.

3. **Fines.** Previously established and published fines may be imposed.

4. **Discretionary Sanctions.** Work assignments, essays, service to the College or other related discretionary assignments.

5. **Probation.** Exclusion from participation in privileges or extracurricular College activities as set forth in the notice of disciplinary probation for a specified period of time and/or specified restrictions, including but not limited to; letter of apology, presentation of a workshop, preparation of a research paper or project, social probation, community service, evaluation of any referral assessment, or counseling.

6. **Restitution.** Reimbursement for damages to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

7. **Interim Suspension.** Exclusion from classes and other privileges or activities as set forth in the notice of interim suspension pending final determination of an alleged violation.

8. **College Program/Services Suspension.** Separation of the student from Selected Admissions Programs/Support Services for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified (See student handbook for the specific program). Examples of Selected Admission Programs are Nursing and Allied Health programs, Legal Assistant, etc. Examples of Support Services include use of the tutorial labs such as those for microcomputers, mathematics, etc.

9. **College Program/Services Expulsion.** Permanent separation of the student from Selected Admissions Programs/Support Services.
10. **Suspension.** Exclusion from classes and other privileges or activities for a specific period of time as set forth in the notice of suspension.

11. **Revocation of Admission and/or Degree.** Admission to a College program or a degree awarded from the College may be revoked for fraud, misrepresentation or other violation of College standards in obtaining the admission or degree, or for other serious violations committed by a student prior to graduation.

12. **Expulsion.** Permanent termination of student status without possibility of readmission to the College.

The College may withhold awarding a degree/certificate otherwise earned until the completion of the process set forth in this *Student Code of Conduct*, including the completion of all sanctions imposed, if any.

A transcript notation may be placed on the records of students who have been placed on disciplinary probation, suspension, or expulsion.

**Continued Enrollment Pending Resolution**

A student may continue his or her regular enrollment in the College pending administrative resolution of misconduct allegations, unless an interim suspension has been enacted. However, while a question of misconduct exists, a student will have a hold placed on their student records.

**STUDENT MISCONDUCT RELATED TO THE CLASSROOM**

The purpose of this procedure is to guide faculty members when it becomes necessary to dismiss a student from class because of disruptive behavior.

The Board recognizes and reaffirms that certain forms of authority for disciplinary action are traditionally delegated to faculty. Such disciplinary actions delegated to the faculty include, but are not limited to, the dismissal of disrespectful or disorderly students from classes and in the cases of academic dishonesty:

1. Require the student to redo an assignment or test, or require the student to complete a substitute assignment or test;
2. Record a "zero" for the assignment or test in question;
3. Recommend to the student that the student withdraw from the class, or administratively withdraw the student from the class; or
4. Record a grade of "F" for the student at the end of the semester.

Additionally, faculty may file a complaint and request that disciplinary action be taken against a student at the administrative level.
The Tulsa Community College *Student Code of Conduct* provides the following standard of conduct for all students to abide by.

**Basic Standard of Conduct**

The Tulsa Community College Board of Regents defines a basic standard of conduct in general terms. The President may define and publish examples of specific actions that are prohibited by the basic standard of conduct. The basic standard of conduct for behavior of students of the College requires students:

1. To not violate or be in violation of any municipal, state, or federal law;
2. To not interfere with or disrupt the orderly educational process of the College;
3. To not engage in any dishonest acts or activities, including but not limited to cheating, plagiarism, forgery, theft, vandalism, and the alteration or unauthorized use of College property or services;
4. To not exhibit conduct or activity generally considered to be grossly offensive or totally unacceptable to society at the time and place of the commission of the activity; and
5. To not violate any of the rules and regulations of the College.

In any instance in which a student’s behavior is questioned, it is mandatory that the faculty member has adequate evidence. TCC encourages faculty to approach problematic behavior constructively, in keeping with our educational mission. Our purpose is remediation, not punishment.

**Initial Action**

1. In response to a disturbance or disruption in the classroom, the faculty member will ask the student to cease the disturbance or disruption.
2. If the student continues the disturbance or disruption, or if the severity of the behavior warrants, the faculty member shall at his/her discretion dismiss the class while requesting that the offender remain, or dismiss the student. If the faculty member chooses to dismiss the student, this should be done in private, if possible.
3. The faculty member will immediately arrange with the student a conference to be held before of the next class session. The Associate Dean of the faculty’s academic division, the Dean of Student Services, and the Campus Provost (or Director of Academic & Campus Services) shall be notified immediately of the incident and the upcoming conference.
Faculty Member/Student Conference

1. When dismissal from class is not warranted

If the faculty member decides that the student's behavior does not merit permanent dismissal from class, he/she will discuss the student's behavior with the student, taking care to explain acceptable levels of classroom conduct and obtaining suitable assurance from the student that her or his future behavior will conform to the basic standard of conduct. The faculty member will document the conference using a "Disciplinary Action Report", signed by both the faculty member and the student, with copies given to the Associate Dean, Dean of Student Services, and the Campus Provost. The faculty member will then inform the student that he/she may return to class, and the disturbance or disruption incident will be considered resolved.

2. When dismissal from class is warranted

If the faculty member decides not to admit the student to class, the faculty member will so inform the student using the "Faculty Member Disciplinary Action Report Supplement - Notice of Student Suspension From Class". The faculty member will also complete the "Disciplinary Action Report". Both of these forms should be signed by the faculty member and student, and a copy given to the student and the Associate Dean, Dean of Student Services, and the Campus Provost.

STUDENT REQUEST TO CHANGE COURSE SECTIONS AFTER PUBLISHED DEADLINE

The change of course sections is allowed only in cases involving job conflicts and other related circumstances. Documentation from employers of such conflict may be necessary.

The procedure for changing course sections after the published deadline is as follows:

1. The student requesting the change in sections should contact the proper Associate Dean for information concerning alternate course sections that may fit the student's schedule;

2. The Associate Dean will provide instructions concerning how the student may contact the instructor of the new course section to receive verbal approval;
3. The student completes the “Request to Change Course Section” form obtained from the Associate Dean, including the designated signatures;

4. The Enrollment Services office will complete a “Drop/Add” form, issue a new schedule to the student showing the change and notify the releasing instructor when the procedure has been completed.

(Request forms are also available in the Academic & Campus Services office.)

**SUBSTITUTE TEACHING**

Whenever full-time faculty members are absent from classes that are part of their full-time load, staff members or other substitutes may be assigned by the Associate Dean to teach the class(es) of the absent faculty member. The rate of pay for the substitute teacher will be based on the published rate.

Instructors who know of an upcoming absence are requested to inform their Associate Dean as far in advance as possible.

Whenever a part-time instructor or a full-time employee teaching overload/summer classes is absent, he/she is responsible for arranging and paying for a substitute instructor.

**SYLLABI**

Each instructor is responsible for the preparation of a course syllabus for each course being taught. The instructor must provide a copy of the syllabus for each of his/her students and must also provide three copies of each syllabus for the Associate Dean’s office or Academic and Campus Services office. A copy of each syllabus will be on file in the Associate Dean’s office and the Academic and Campus Services office.

**Syllabus Guide**

Each syllabus should include the following information:

1. **Course name and number, section number, call number, semester & year**
   a. Class meeting day(s)/time(s), location, start & end dates;
   b. Course description from the current TCC catalog ;(Remember, a large percentage of students self-advice and their success depends upon enrolling in the correct course.)
   c. Course delivery method:
      classroom/blended/internet/telecourse/ITV;
d. Course delivery format: Inform the student of the extent to which Blackboard or other course management system will be used (10%-90%) and what to do in case of access problems.

2. Instructor name, office hours, and contact information
   a. Associate Dean’s name, Division office location, phone number, and Distance Learning office information, if appropriate;
   b. Academic & Campus Services Division office information.

3. Course prerequisite(s) and next course in sequence (if any)

4. Required textbook(s) and other required materials:
   a. List the title, edition, author and publisher of the textbook, supplemental workbooks, lab manuals, and all other course materials needed;
   b. State where students may purchase these items (e.g., a specific campus bookstore (NEC, MC, etc.), the TCC Online Bookstore), etc.

5. Course Objectives: Students who successfully complete this course will be able to—
   o List . . . Define . . . Describe . . . Identify . . .

6. Teaching methods: State the teaching methods to be used, such as lecture, class discussion, guest speakers, films, lab work, etc.

7. Evaluation techniques: Explain how students will earn their grade and how it will be calculated.
   a. Grading scale: Illustrate the grading scale;
   b. Proctored exams: Note the requirement, if applicable.

8. Attendance: Establish a method of determining class attendance
   a. Be prepared to provide the last date of attendance for any student;
   b. Define excessive absence and its impact on the course grade;
   c. Identify students who do not attend/participate within the course types refund period in Web for Faculty and issue a final course grade of WN.

9. Late assignments and makeup work: Clearly explain your late assignment and makeup work procedures and time limits
For syllabus items 10-17, insert the standard TCC wording presented below into your syllabus. Additional wording and/or requirements may be included at the discretion of the instructor:

10. **Course Withdrawal**: The deadline to withdraw from a course shall not exceed 3/4 the duration of any class. Contact the Counseling Office at any TCC campus to initiate withdrawal from a course ('W' grade) or to change from Credit to Audit. Check the TCC Academic Calendar for deadlines. Students who stop participating in the course and fail to withdraw may receive a course grade of “F,” which may have financial aid consequences for the student.

11. **Communications**:  
   a. Email communications: All TCC students receive a designated “MyTCC” email address (ex: jane.doe@mail.tulsacc.edu). All communications to you about TCC and course assignments will be sent to your MyTCC email address; and you must use MyTCC email to send email to, and receive email from, the instructor regarding this course.
   
   b. Inclement Weather: TCC rarely closes. If extreme weather conditions or emergency situations arise, TCC always gives cancellation notices to radio and television stations. This information is also posted on the TCC website (www.tulsacc.edu).

12. **General Education Goals**: General Education courses at TCC ensure that our graduates gain skills, knowledge, and abilities that comprise a common foundation for their higher education and a backdrop for their work and personal lives. TCC’s General Education goals are: Critical Thinking, Effective Communication, Engaged Learning, and Technological Proficiency.

13. **Classroom Etiquette**: Open and mutually respectful communication of varied opinions, beliefs, and perspectives during classroom or online discussion encourages the free exchange of ideas that is essential to higher learning and to the ability to learn from each other. Use of any electronic device is at the discretion of the instructor.

14. **Syllabus Changes**: Occasionally, changes to the syllabus may be necessary. Students will be notified of any changes to the syllabus in writing.

15. **Students with Disabilities**: TCC provides accommodations for qualifying students in compliance with the Americans with Disabilities Act. For information, students may contact the disabled Student
16. **Academic Dishonesty:** Academic dishonesty (cheating) is defined as the deception of others about one’s own work or about the work of another. Academic dishonesty or misconduct is not condoned or tolerated at campuses within the Tulsa Community College system. Tulsa Community College adopts a policy delegating certain forms of authority for disciplinary action to the faculty. Such disciplinary actions delegated to the faculty include, but are not limited to, the dismissal of disrespectful or disorderly students from classes. In the case of academic dishonesty a faculty member may:
   a. require the student to redo an assignment or test, or require the student to complete a substitute assignment or test;
   b. record a "zero" for the assignment or test in question;
   c. recommend to the student that the student withdraw from the class, or administratively withdraw the student from the class;
   d. record a grade of "F" for the student at the end of the semester.

Faculty may request that disciplinary action be taken against a student at the administrative level by submitting such request to the Dean of Student Services.

17. **Institutional Statement:** Each student is responsible for being aware of the information contained in the TCC Catalog, TCC Student Handbook, Student Code of Conduct Policy Handbook, and semester information listed in the class schedule. All information may be viewed on the TCC website: www.tulsacc.edu

18. **Topic outline and agenda:** Provide a tentative course assignment and events calendar with readings, problem assignments, due dates for reports, essays, class projects, class presentations, field trips, and exam dates.

**VIDEO PRODUCTION**

TCC provides video services for instructional content development to enhance on-campus or online courses. There are currently two types of Video Services offered: Video Production (Studio Production or Scripted/Edited Productions) and Video Recording (videotaping of event, guest lecture or other non-edited recording). To schedule a video recording, please contact the Service Desk at ext. 2000. If you wish to initiate a discussion about producing a Video Production, please contact the Center for Creativity Video Services at ext. 7282.
WITHDRAWAL PROCEDURE FOR TCC STUDENTS

“W” -- A grade of “W” is assigned when a student completes the withdrawal process by the published withdrawal deadline. The deadline to withdraw shall not exceed three-fourths (3/4) of the duration of any semester/term. See catalog calendar or contact the Enrollment Services office.

An “AW” is assigned when a student is administratively withdrawn. The reason for such a withdrawal could be financial, disciplinary, inadequate attendance, or extenuating circumstances. During the last quarter of the regular semester, the assignment of the “AW” is the responsibility of the instructor of the class; however, in emergency situations, the “AW” may be assigned by the appropriate Associate Dean. The time during which a student may be administratively withdrawn extends from the end of the schedule adjustment period through the last day of classes. This policy will be adjusted proportionately to fit any other semester or term.

Students will no longer be de-enrolled for non-payment before or after the start of a semester. All students will be responsible for course tuition and fees upon enrollment. Once a student enrolls they will either:

1. Receive a grade of Withdrawn Never attended (WN, this grade will be internal only, it will print as an AW on transcripts) if they have not attended/participated prior to the end of the refund period; or
2. Receive a grade of AW from the Faculty in accordance with current practice; or
3. The student may initiate a W by withdrawing from the course through current procedures; or
4. Receive a grade of A, B, C, D, or F.

Students will be able to pay out their accounts subject to additional fees. All accounts must be paid in full prior to enrollment for subsequent semesters.

For a student who does not attend or participate by the conclusion of the refund period (for each course type it is):

- 16-week course end of the second week of classes
- 8-week course, or summer course end of the first week of classes
- Any other course that is less than 8 weeks in length prior to the second class session
The faculty will assign a grade of WN (Withdrawn, Never attended). This will be accomplished through a Faculty Web grading option. The need to identify the “no show” student is for Financial Aid purposes.

Tulsa Community College and the student are required to return to the Department of Education the amount of aid received that was in excess of the aid “earned” for the time period the student remained enrolled. The percentage of aid “earned” is determined by the percentage of the course completed. To be able to calculate the earned amount a last date of activity must be provided for students receiving an F or AW. By identifying students who “no show” as early as possible, their aid earned can be calculated prior to a second disbursement of aid. In effect, preventing aid not earned (since they never attended or participated in the course) from being disbursed. For a student earning an AW or F, a new field will be required to indicate the last date of activity. Faculty can give an AW at any time prior to the date grades are due.

Students not attending/participating or not officially withdrawing from a course will be charged the full tuition and fees for the course and be assigned a final grade. If a student attends/participates and then fails to continue to attend/participate, the student may officially withdraw or the Faculty may issue the student an AW. These new procedures ask the Faculty to identify a date of last activity when issuing an AW or F through Faculty Web. Failure to drop a course by the refund deadline DOES NOT qualify for a petition to the Exception to the Refund Policy committee.

Students who are not able to make payment in full or enroll in the Tuition Option Plan will be able to pay out their account. This will save their initial enrollment intentions and schedule with family or work obligations. The outstanding balance will be subject to an additional charge that must be paid in full prior to any future enrollment.

**Excessive Absence Reports**

Instructors are encouraged to send excessive absence reports for students who are no longer attending their classes. This is a benefit to the student as well as a help in bookkeeping areas.

Students will not be dropped on the basis of excessive absence reports. If you wish to notify a student that he/she has been excessively absent, please use the “Excessive Absence” forms that are available in the division offices, or the Academic and Campus Services offices.
WITHDRAWAL PROCEDURE
FOR VETERANS AND STUDENTS
WHO RECEIVE FEDERAL FINANCIAL AID

Veterans Excessive Absenteeism and Withdrawal Policy

Definition of excessive absences for veteran students approved by the State Accrediting Agency is as follows:

“Schools offering resident courses must report the last date of attendance if an eligible veteran student interrupts training. Schools may use any method they choose to determine the last date of attendance that will assure that payments are terminated no later than the date when the veteran student ceased pursuit of his/her course. It is the intention of the State Accrediting Agency that schools establish their own definition of excessive absences.”

Tulsa Community College has established regulations for excessive absence reporting in accordance with the above statements. Determination of what may constitute excessive absence in a course will be defined by the individual instructor.

1. Instructors are to keep attendance records on veteran students. Students currently receiving DVA educational benefits are denoted on class rolls by asterisks.

2. While the instructor may devise his/her own method of determining the last date of attendance of a veteran student, some of the methods suggested by the State Accrediting Agency are:
   a. Last activity date reflected in the instructor’s record;
   b. Last date papers were submitted;
   c. Last date an examination was completed;
   d. Student’s written reasonable statement of last date attended.

3. When it becomes apparent that the veteran/student’s satisfactory progress in a course is jeopardized, due to unexcused absence(s), an “Excessive Absence” form must be completed by the instructor and sent to the Enrollment Services office for processing. Excessive Absence forms are available through division offices or in the Academic and Campus Services office. (NOTE: Veterans will
not be dropped from the class based on excessive absence reports alone, but they will be dropped from VA educational benefits by the TCC Veteran Services office). After the veteran student receives a notice of excessive absence he/she will have seven (7) days to contact the instructor and the Veterans Services office for reinstatement. Forms may be obtained by the student or instructor from the Veterans Services office.

4. The assignment, or anticipated assignment, of an “AW” grade for nonattendance, or other administrative withdrawal, requires last date of attendance to be reported and an excessive absence notice should precede assignment of these grades if the reason is for nonattendance.

5. When a veteran student withdraws from class (or is administratively withdrawn) it is necessary that the last date of attendance and the reason for the withdrawal be noted on the withdrawal form.

Federal Financial Aid Students Excessive Absenteeism and Withdrawal Policy

To receive money under federally assisted loans, grants, or work-study programs, a student must sign an “Office of Education Statement of Educational Purpose” stating the student will use the money only for the expenses related to his/her study at this institution.

Instructors are required to complete an attendance verification report for financial aid students when presented.

A Pell Grant is disbursed on scheduled disbursement dates on the basis of the number of classes in which the student is enrolled and for which no excessive absence report has been received. When an excessive absence report is initiated by the instructor, the student receives a reminder of the attendance responsibility and a hold is placed on the student’s check. If the student determines that he/she is attending classes, the student is asked to counsel with the instructor and obtain a signature on the “Instructor's Statement for Office of Financial Aid & Scholarship Services” to verify attendance. The form may be returned to the Office of Financial Aid & Scholarship Services by inter-office mail or sealed envelope. A change in a student’s course load will result in a review of his/her financial aid and may result in a change of assistance level.
FULL-TIME FACULTY:

ADVISORY ROLE OF FULL-TIME FACULTY

An important function of each full-time instructor is educational advisement. In order to be readily available to students, instructors are asked to post and maintain ten office hours per week on a basis convenient to students and to be available for advisement during the hours assigned during peak registration periods and throughout the semester.

The instructor, as a faculty advisor, works with the student to expedite the student's progress through his/her chosen curriculum pattern. The faculty advisor also directs the student in the proper procedures to request and interpret information on occupational requirements and additional requirements for transferring into a specific four-year college or university.

Student advisement is generally coordinated through the advisement centers where the college has full-time counselors to enhance the advisory efforts of full-time instructors and to help coordinate the advisement program. The instructors should feel free to discuss advisement problems with these counselors.

CURRICULUM DEVELOPMENT

Tulsa Community College encourages all full-time professional staff to be concerned, creative and active in the development of the educational programs to meet the needs of the students. Each suggestion will be carefully considered and reviewed for implementation if it meets a criterion of need and if necessary resources are available. All instructors are expected to participate in course and curriculum development.