# TABLE OF CONTENTS

Information provided on this site is subject to change. For topics not listed below or additional information, refer to the index on the RLC website: [http://www.rlc.dcccd.edu/](http://www.rlc.dcccd.edu/)

## I. Professional Responsibilities
- Position Description, Full-Time Faculty
- Academic Calendar
- Academic Freedom/Academic Responsibilities, Role of the Instructor
- Attendance Procedures and Policy
- Attendance Verification/Certification
- Contractual Obligations
- Criminal Background Check (CBC)
- Drug Free Workplace
- Evaluation Process (IAP)
- Faculty Involvement in Richland College Governance
- FERPA
- Final Examination
- Grades
- Grades, Posting of
- Grade Book in eCampus
- Grade Roll Set Up and Submission
- Graduation
- Instructional Contingency Plan for Temporary College Closing for On-Campus Courses
- Professional Growth (See I., W. -- TOLI)
- Sexual Harassment
- Standards of Ethics, Employee
- Syllabi and Vitae
- TOLI
- DCCCD Manual

## II. Personal Information for Full-Time Faculty Members
- Banked Leave
- Benefits
- Compensation and Getting Paid
- Contracts
- Credentialing Process
- Disruptive Classroom Behavior
- Email for Faculty
- Holiday Schedule, DCCCD
- Office Keys
- OPR and TRS Overview
- Professional Growth
- Retirement/Resignation
- Sabbaticals
- Substitute Teaching
- Transfer
- Travel

1
Q. TRS and ORP Overview
R. Visiting Scholar and New Faculty Mentor Guidelines
S. Wellness Program

III. College Procedures
A. General Classroom Procedures
   1. Academic Honesty, RLC Statement on
   2. Bad Weather
   3. Campus Opening and Closing, RLC
   4. Class-Action Notice (Add/Drop Slips)
   5. Classroom Cleanliness/Food and Drink Policy
   6. Computer Software Media Installation & Storage
   7. Code of Conduct, Student
   8. Curriculum Development & Revision
   9. Drop/Withdrawal Policy & Procedures
  10. Field Trips
  11. Emergencies
  12. Equipment, On-Campus & Off-Campus Use of
  13. Grievance
  14. Guest Lecturer
  15. Reserving a Campus Facility
  16. External Funding for Projects
  17. Inclement Weather
  18. Office Security
  19. Parking & Parking Decals/Passes
  20. Student Dispute/Instructional Concern
B. Copyright Guidelines

IV. College Services
A. General Services
   1. Access 1-to-1
   2. Admission/Registrar
   3. Advising Center
   4. Bookstore
   5. CARE Team
   6. Career Services
   7. Center for Success in Mathematics
   8. Computer Use Policy
   9. Continuing Education
  10. Counseling Services
  11. Disability Services
  12. eCampus
  13. eConnect
  14. Email Issues
  15. Emeritus Office
  16. Financial Aid
17. Fitness Center
18. Graphics
19. Health Services
20. Honors Academy
21. Intercollegiate Athletics
22. Institutional Research Office
23. Learning Center, The
24. Learning Communities
25. Library
26. Lost and Found
27. Mailroom
28. Math Labs
29. Media Technology
30. Multicultural Center
31. Police Department
32. Posting Information on Campus
33. Reading Center
34. Science Corner
35. Service Learning Program
36. Student Life, Office of
37. Testing Center
38. Tutoring
39. Veterans Affairs
40. Voicemail
41. Writing Center

B. Marketing and Public Information Office

V. RCHS
VI. Useful Terms
VII. FAQ
I. Professional Responsibilities

A. Position Description, Full-Time Faculty

Richland College of the Dallas County Community College District seeks faculty who strive for excellence and demonstrate a continuous dedication to student centered values, learning, and personal growth. Faculty bring job related personal qualities that optimize the learning environment. Faculty who possess such qualities are committed to continuous student learning and demonstrate passion and skill in effective teaching/learning facilitation. They are innovative and committed to on-going assessment and evaluation of student learning outcomes and of their own teaching. They demonstrate competence in their discipline and in working effectively with diverse populations. They demonstrate a commitment to the mission and philosophy of the community college through their continued personal growth, their collegiality and collaboration with others, and their effective communication with others, particularly about the scholarship of teaching and learning. Finally, they demonstrate and promote high ethical standards and academic honesty.

Primary Area of Responsibility

- Teaches students effectively in assigned classes.
- Maintains office hours for student consultation in accordance with procedures outlined in the Dallas County Community College Board Policy Manual and/or agreed upon with immediate supervisor.
- Provides students with an online course syllabus that should include items specified by the College.
- Participates in the assessment of student learning outcomes, evaluation of instructional processes and uses results to continually improve learning.
- Participates in development and support of their discipline by recommending books and materials, revising curricula, and recommending teaching assignments when appropriate.
- Maintains accurate and complete course records as required by law and the Board of Trustees Policies and Procedures Manual.
- Performs professional activities and assumes professional responsibilities as agreed upon with the academic school dean.
- Values the collaborative process by working with colleagues to achieve shared goals and visions.
- Uses knowledge of diverse communities and learning styles and has the ability to incorporate diversity of delivery of such learning styles in instruction.
Participates in student advising and registration.
Utilizes technology to facilitate learning and to access data, maintain records, generate reports, and communicate with others.

Institutional Service Responsibilities (College and Dallas County Community College District)

- Meets professional assignments in accordance with the College’s calendar and contractual obligations.
- Complies with Richland and the Dallas County Community College District Board policy, state and federal policy, and the student code of conduct as appropriate.
- Commits to college mission and goals through participating in planning academic school objectives and budget requests.
- Serves on and attends college and/or district committees as assigned.
- Participates in campus commencement exercise(s) as required by Board Policy and attends other required college meetings and activities.
- Participates in his/her own performance appraisal.
- Demonstrates ability to work effectively with persons from diverse backgrounds.

Student Services Responsibilities

- Assists with advising, registration, and orientation assignments each fall and spring semester during return week and/or serves as a student success coach for one semester.
- May also serve as a faculty advisor with student clubs and/or organizations.

Community

- Consistent with other Richland College of the Dallas Community College job descriptions, demonstrates verbal and written communication skills to support and enhance effective interaction between Richland College and other organizations, businesses and community groups as well as faculty, staff and students from diverse socioeconomic backgrounds.
- Promotes the college in the community by participating in a variety of marketing activities.

Professional Growth Responsibilities

- Participates in and successfully completes the Visions of Excellence program during the first year of employment.
- Participates in and completes the required annual 26 hours of professional development activities.

For more information on Full-time Faculty (DCCCD Job Description)
http://www.dcccd.edu/SiteCollectionDocuments/DCCCD/Docs/Departments/DO/HR/HROG/facposition.pdf
B. Academic Calendar
For a printable PDF of the current academic year:  http://www.rlc.dcccd.edu/academiccalendar/
DCCCD academic calendar site:  https://www1.dcccd.edu/catalog/ss/academic_calendar.cfm?loc=econ

C. Academic Freedom/Academic Responsibility, Role of the Instructor
The instructor has a primary role in the implementation of Richland College’s educational mission. In that role, the instructor occupies a position of trust in relation to both students and the community, and the freedom to teach must be exercised responsibly. Richland adheres to the DCCCD policy governing such matters.

Academic Freedom

Richland College, like all other institutions of higher learning, serves the common good, which depends upon an uninhibited search for truth and its open expression. The points enumerated below constitute the college’s position on academic freedom:
1. Faculty members are appointed to impart to their students and to their communities the truth as they see it in their respective disciplines.

2. Subject to legal constraints, the following are among the responsibilities which reside primarily with the faculty: planning and revising curricula, selecting textbooks and readings, electing classroom films and other instructional materials and activities, choosing instructional methodologies, evaluating learners, assigning grades and maintaining classroom discipline.

3. It is essential that faculty members be free to pursue scholarly inquiry and to voice and publish their conclusions without fear of institutional censorship or discipline.

4. Faculty members are citizens and, therefore, possess the rights of citizens. These rights include, among others, the right as private citizens to speak freely outside the classroom on matters of public concern and to participate in lawful political activities.

5. Prior restraint or sanctions will not be imposed upon faculty members in the exercise of their rights as citizens or duties as teachers. Nor will faculty members fear reprisal for exercising their civic rights and academic freedom.

The policy specifically guarantees the faculty right of freedom to pursue scholarly inquiry and to voice and publish their conclusions without fear of institutional censorship or discipline. Prior restraint or sanctions will not be imposed upon faculty members in the exercise of their rights as citizens or duties as teachers. Nor will faculty members fear reprisal for exercising their civic rights and academic freedom.

Academic Responsibility

The academic freedom of faculty members is accompanied by equally compelling obligations and responsibilities to their profession, their students, their college, and the community. Faculty members must defend the rights of academic freedom while accepting willingly the responsibilities enumerated below:
1. Faculty members will be judicious in the introduction of material in the classroom without forfeiting the instructional benefits of controversy.

2. No faculty member will attempt to force on students a personal viewpoint intolerant of the rights of others to hold or express diverse opinions.

3. Faculty members must recognize their responsibility to maintain competence and adapt to change in their disciplines through continued professional development and to demonstrate their competence through consistently adequate preparation and performance.

4. Faculty members must recognize that the public will judge the college and their profession by their public conduct. Therefore, faculty members will make clear that the views they express are their own and should avoid creating the impression that they speak or act in behalf of the College, District or of the profession.

Richland College Library Academic Freedom Policy
In addition to the Richland College academic freedom and academic responsibility statement of policy, the Richland College Library asserts an official academic freedom policy regarding challenged materials. This policy states that certain materials, although considered controversial by some, support the curriculum and represent different perspectives. Richland College Library materials represent a collection that supports a wide range of academic and technical programs and diverse backgrounds of student and community users.

Richland College Dual Credit Programs Academic Freedom Policy
Richland College offers robust dual credit program options that include: a traditional dual credit program in partnership with local service area high schools; a home school program in partnership with various Dallas County home school associations; and Richland Collegiate High School, which is located on the Richland College campus. Richland Collegiate High School represents a complete high school program with dual credit student participation in on-campus college classes where within two years students can simultaneously complete junior and senior high school coursework, high school graduation, and complete coursework to earn an associate degree. Each of these dual credit program options requires that parents and students read and acknowledge Richland College’s Academic Freedom policy. These signed Acknowledgement of Academic Freedom authorizations ensure that dual credit students and their parents understand and accept the fact that academic freedom is practiced by and protected for Richland College faculty. In signing the acknowledgement, students and parents agree to comply with the fact that dual credit students may be exposed to adult, appropriate, essential discipline-specific terminology, concepts, and principles used as needed in college classroom instruction.

Academic Freedom Grievance/Appeal Process and Procedures
Richland College has a process and procedures in place should faculty, librarians, and instructional staff feel that their academic freedom is unprotected or has been violated. This process addresses unfounded accusations of faculty sharing ideas and teaching content within the purview of their discipline.
1. A grievance means a work-related problem or condition that an employee believes is discriminatory or a hindrance to effective performance of the employee's job. Initial presentation of a grievance related to academic freedom must be in writing on the Richland Employee Grievance Form and must specify reasons for the grievance. All supervisors shall give the employee a full opportunity to present a grievance without fear of coercion or reprisal.

2. An employee should make every effort to resolve the issue before initiating the grievance procedure.

3. All employees who file a grievance must discuss the grievance first with the employees’ location Human Resources representative.

4. During this discussion, the Human Resources representative and employee shall review all written policies and procedures that they believe are pertinent to this grievance.

5. If, after this discussion, an employee wishes to file a grievance, the employee will complete the grievance form and submit it to the employee’s first level supervisor. The most satisfactory solution may often be accomplished with the first-level supervisor.

6. If discussion with an employee’s supervisor does not resolve a grievance to the employee’s satisfaction, the employee may proceed to the next level of supervision, and eventually through the regular line of authority to the College President. The procedure is still quite informal, flexible, open, and designed to seek a satisfactory solution with a minimum of formality. Faculty, librarians, and instructional staff have the right to seek counsel and have a counsel be present during the appeal process.

7. A College President shall conduct a formal review if an employee submits a written request for the review. The College President is authorized to require each employee to provide a written statement along with any documentation concerning the events, circumstances, and facts which give rise to a grievance and to require appropriate personnel to appear and provide information; and question each employee who testifies. A review by a College President is not an adversarial proceeding. A College President will conduct this review in a professional and cooperative manner and all participants are expected to do likewise.

8. A College President is the final level for review and decision unless the college president is an immediate supervisor of an employee who requests a formal review. In this event, then the executive vice chancellor of educational affairs or the executive vice chancellor of business affairs is the final level and are bound by the same procedures and guidelines as a college president.
9. A College President or the designated executive vice chancellor shall report a decision in writing to an employee within ten (10) working days after conclusion of a review.

(RC-OM: AD802) https://dsc3.dcccd.edu/intranet/dcccd/rlc/

D. Attendance Procedures and Policy
Faculty members are responsible for describing the attendance policy and procedures to all students enrolled in their classes and should include this information in the course syllabus.

Students are expected to attend regularly all classes in which they are enrolled. It is their responsibility to attend class and to consult with the instructor when an absence occurs. If students are unable to complete a course (or courses) in which they are enrolled, it is their responsibility to withdraw from the course (or courses) by the appropriate date. If these students do not withdraw, they will receive performance grades, usually a grade of "F".

https://www1.dcccd.edu/catalog/ss/oep/ca.cfm?loc=8

E. Attendance Verification/Certification
Final grade rolls are legal documents subject to audit by local and state agencies and the Southern Association of Colleges and Schools. DCCCD document retention rules and regulations require permanent storage of course grade rolls. Final course grade rolls are saved and stored in the instructor's eCampus Grade Center and archived by District. Final grade rolls may be used by college personnel to resolve grade disputes and may be subpoenaed in the event of legal action.

Faculty members are responsible for certifying all of their credit classes through eConnect. Certification must be based upon the eConnect roster. The Admissions & Student Records Office provides steps to validate attendance.

NOTE: As mandated by the Department of Education Federal Financial Aid, the definition of "student participation" regarding verification for attendance certification, requires that "students must have engaged in an academically related activity." A statement will be created by Academic Council that will be added to the Standards of Syllabi list. The Office of Federal FA Certification of Student Attendance guidelines emphasize that "documenting a student has logged into an online class is not sufficient by itself to demonstrate academic attendance by the student."

F. Contractual Obligations
   ● Commencement Activities
      Full-time faculty members will participate in Richland College commencement exercise(s) as required by Board Policy. The College District shall provide the academic cap, gown, and hood for faculty members, including regalia, to reflect additional degrees earned. A faculty member is responsible for the care, custody, and control of the academic regalia, which is the property of the faculty member. Replacement of lost, stolen, or damaged regalia is also the responsibility of the faculty member.
• **Evaluation Process**
Faculty will participate in a yearly evaluation process that includes completion of Individual Action Plan (IAP), class visitation by academic school dean, completion of professional development activities, participation in Student Survey of Instruction (SSI), meeting mid-year with academic school dean, and completion of the Faculty Appraisal Report Summary.

• **Extra Service or Supplemental Employment**
A full-time instructor may teach extra-service courses up to a maximum of 14.7 hours. Extra-service classes are to be scheduled during times outside of the normal work day (8:00 a.m. - 5:00 p.m., Monday-Friday) as defined by DCCCD policy. With approval from academic school deans, vice president for teaching and learning, and college president, full-time faculty may be scheduled to teach a class for extra-service pay during normal work day hours. Extra-service classes taught outside of the normal work day will be reported to the vice president for teaching and learning and president of Richland for approval.

• **Faculty Load**
Faculty shall be on duty according to a faculty calendar that each college president may prepare. This calendar must be consistent with the academic calendar adopted annually by the Board. The academic calendar may be changed by the Chancellor or designee when necessary for the efficient administration of the College District.

Full-time faculty members are required to maintain a minimum of 30 hours on campus per week for teaching, office hours and other institutional service such as committee work. A full-time instructor's workload shall include a teaching assignment that normally shall not exceed 15 credit hours, posted office hours spread throughout a week, and campus time that may include (but is not limited to) service on committees, meetings, special projects, student consultation, grading, class preparation, registration, commencement, and similar activities. The performance of these activities may vary for nontraditional instruction such as distance learning that may not require on-campus instruction.

A normal teaching assignment may also include evening and weekend classes. (Such assignments usually occur as a result of daytime enrollment decline in a teaching discipline or in a single-faculty program.)

All teaching assignments are determined in discussion with academic school deans or designees and are based on institution need.

• **Meetings and Committee Assignments**
Faculty members are required to attend academic school meetings and college-wide meetings, unless the absence is approved by the dean prior to the meeting. Committee participation may be required to satisfy the terms of the employment contract.
• **Office Hours**
  Full-time faculty members are required to post and maintain five office hours per week at times that are likely to be convenient for students. Faculty will be asked to submit office hour schedules to the academic school office early each semester. Contact the appropriate academic school office for the correct form to use when building your schedule.

• **Professional Development (See I., V--TOLI)**
  **All Full-time employees** are required to complete a minimum of 26 hours of professional development each academic year.

<table>
<thead>
<tr>
<th>Course</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>FERPA</td>
<td>Each Academic Year</td>
</tr>
<tr>
<td>Keeping Safe in a Campus Emergency video</td>
<td>Each Academic Year</td>
</tr>
<tr>
<td>Intercultural Competence</td>
<td>Each Academic Year</td>
</tr>
<tr>
<td>Richland College Convocation</td>
<td>Each Academic Year</td>
</tr>
<tr>
<td>Staff Development Day/Conference Day</td>
<td>Each Academic Year</td>
</tr>
<tr>
<td>Continuous Improvement</td>
<td>Each Academic Year</td>
</tr>
<tr>
<td>Job-Specific Elective Credits</td>
<td>Each Academic Year</td>
</tr>
</tbody>
</table>

**New Full-time faculty** are required to complete the annual core of 26 hours of professional development plus the following activities:

<table>
<thead>
<tr>
<th>Course</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>eCampus (Syllabus &amp; Grade Center)</td>
<td>1st Semester</td>
</tr>
<tr>
<td>eCampus (BT101-104)</td>
<td>Before Teaching On-Line</td>
</tr>
<tr>
<td>DCCCD Visions of Excellence (VOE)</td>
<td>1st Year</td>
</tr>
<tr>
<td>RLC Visions of Excellence (VOE)</td>
<td>1st Year</td>
</tr>
<tr>
<td>Cooperative Learning Series</td>
<td>2nd Year</td>
</tr>
<tr>
<td>Faculty Capstone Presentation</td>
<td>3rd Year</td>
</tr>
</tbody>
</table>

**New Visiting Scholars** are expected to follow the schedule of professional development programs to be considered for permanent full-time employment with Richland College. They must also complete FERPA, Keeping Safe in a Campus Emergency, and Sexual Harassment training within the first 30 days of employment. Visiting Scholars who are hired for full-time employment after completion of the Visiting Scholar term are required to complete the remaining professional development requirements during the first year of full-time employment at Richland.

For detailed information refer to:
  [http://www.richlandcollege.edu/thunderwater/](http://www.richlandcollege.edu/thunderwater/)  
  [RC-OM: DEA802](https://dsc3.dcccd.edu/intranet/dcccd/rlc/)

• **Release Time Workload**
  Release time is the reallocation of faculty teaching load to other duties. When faculty members are released from all or part of their full-time teaching duties, such time is allocated to special projects (release time), and the total salary paid for such release
time assignments and remaining full-time duties shall not exceed one hundred percent (100 percent) of the total remuneration paid under their full-time teaching contracts. It is the responsibility of the academic school dean, vice president of teaching and learning, and college president to approve release time and document the faculty workload and the release time assignment. The faculty workload must also be updated in Colleague by academic schools to reflect the release time.

- **Syllabus and Faculty Vita**
  HB 2504, enacted by the 81st Texas Legislature, requires all higher education institutions to post course syllabi and curriculum vitae of faculty on their websites. A primary purpose of the law is to promote transparency in higher education. The Texas Higher Education Coordinating Board (THECB) has mandated that each school must be compliant with these requirements.

The District has developed a simple process to accomplish this goal. The proposal is to leverage existing syllabi collection activities and faculty credentialing processes by providing a website for storage of these documents and access to them via links to be added to the DCCCD Browsable Class Schedule.

**Process should work like this:**

1. Faculty submit their syllabi and curriculum vitae to their academic school officers or designees electronically as Word documents.
2. Academic school office staff copy these documents to the website, which would show up as Syllabi and Vita folders in their My Network Places under My Computer on their desktop computers.
3. The server converts these Word documents to HTML Web pages displayed when a link is clicked in the Browsable Class Schedule.

- **Teaching Responsibilities**
  Faculty shall teach effectively, maintain office hours, provide complete syllabi, participate in the assessment of student learning outcomes, and maintain accurate and complete course records.

- **Working Registration**
  Faculty members are required to assist with advising, registration, and orientation assignments each fall and spring semester during return week and/or to serve as a student coach for one semester.

**G. Criminal Background Check (CBC)**
Criminal background checks are coordinated through the Human Resource office. A criminal background check is required for all employees and potential employees who have contact with minors (children under 18 years of age) as a regular part of their position. Richland College supports the DCCCD guideline not to employ a person who has been convicted of any felony or misdemeanor involving any type of sexual contact with a child or abuse of a child. A conviction includes deferred adjudication. In addition, Richland will not employ a person who has been convicted of any felony or misdemeanor involving any type of theft, burglary or
robbery as defined in the Texas Penal Code, as amended, unless the misdemeanor is minor in nature and the applicant for employment has a background that is otherwise clear of criminal convictions. A conviction includes deferred adjudication. Also, Richland will not contract with any contractor that permits any of its employees to have regular contact with minors as a result of the contractor’s business relationship with Richland if the employee has been convicted of any felony or misdemeanor involving sexual contact with a child or abuse of a child, which includes but is not limited to indecency with a child, injury to a child or endangerment of a child.

H. Drug Free Workplace
To satisfy the requirements of the "Drug Free Schools and Communities Act," the colleges and facilities are committed to creating an educational and work environment free from use or distribution of illicit drugs and abuse of alcohol. Richland College prohibits the unlawful possession, distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. Information and confidential referrals concerning counseling and treatment programs for drug and alcohol abuse may be obtained from the Counseling and/or Advisement Center, Health Center, and Human Resources Office at each college.

I. Evaluation Process (IAP: Individual Action Plan/Profile)
Faculty members participate in a yearly evaluation process until a three-year contract is offered. Additionally, faculty members participate in an evaluation process the first year of a three-year contract. Once a three-year contract is offered and after the first year of the three-year contract (the fourth year of employment), faculty members usually move to alternate years of formal and informal evaluation. The formal evaluation consists of four elements: an Individual Action Plan (IAP), a classroom visitation by the supervisor completed either fall and/or spring, completion of TOLI responsibilities and the Student Survey of Instruction (SSI). During informal evaluation years, classroom visitations and the student survey of instruction are optional unless requested by the academic school dean. Faculty members will have two or three meetings with their dean as part of the evaluation process: an initial meeting to review and discuss the proposed IAP; a mid-year review (in formal years, this meeting is normally a follow up on the classroom visit); and a final appraisal at which the dean provides a "Faculty Appraisal Report Summary," followed by a "Faculty Contractual Recommendation Form." Faculty members should be familiar with the evaluation process. Documents may be obtained in the academic schools offices, Human Resources Office or online.

http://pol.tasb.org/Policy/Search/358?filter=faculty%20evaluation%20process. (DLA-Employee Performance Evaluation)
http://www.dcccd.edu/emp/departments/businessaffairs/hr/hrog/worklifebenefits/employment/pages/faculty.aspx

(RC-OM: DLA-803 Evaluation of Off-Campus Dual Credit Instruction)
https://dsc3.dcccd.edu/intranet/rlc/operational/DLA803.pdf
(RC-OM: DLA-802 Teaching Evaluations of Others Who May Teach as Part of Regular Work Load)
https://dsc3.dcccd.edu/intranet/rlc/operational/DLA802.pdf
Faculty Evaluation Process

If formally evaluated:
Faculty complete IAP April 15 - October 1. →
Completion of IAP/Profile w/percentages sent prior to meeting with dean. Both typed and electronic versions. →
Meet w/supervisor to review Professional Development Plan, changes will be made as appropriate. Dean will provide comments. →
Copies made and filed by Oct. 15. →
SSI, Oct. 15 - Dec. 7. →
SSI Results to Faculty after grades and before mid-year review copies filed. →
Instructional Visitation Fall and/or Spring. →
Mid-Year Review/Visitation Conference. 1st pg of IAP. Summarize current semesters duties *only if different from fall semester. →
End of year review, TOLI. Faculty Appraisal Report Summary March 1 - 15. →
Copies to Faculty. →
Faculty Contractual Recommendation Form to RLC HR March 26. →
Copies to District Human Resource April 1.

If not formally evaluated:
Faculty complete IAP April 15 - October 1. →
Meet w/Supervisor. Complete 1st pg of IAP. Profile and Summarize duties by Oct. 1. →
Optional SSI. →
Step 1 Only if different than Fall. →
End of year review and TOLI. →
Faculty Contract Recommendation form. Copies to Faculty Member.

J. Faculty Involvement in Richland College Governance
To achieve Richland’s vision to be the best place we can be to learn, teach, and build sustainable local and world community, the college supports the key role of faculty in building community of learning, encouraging their involvement in decisions which affect the central purpose of the institution. The mission of the Council for Teaching and Learning is to support and enrich the learning cultures, climates, and contexts throughout Richland College.
(RC-OM: BG-802) [https://dsc3.dcccd.edu/intranet/rlc/operational/BG802.PDF](https://dsc3.dcccd.edu/intranet/rlc/operational/BG802.PDF)
(RC-OM: BG-803) [https://dsc3.dcccd.edu/intranet/rlc/operational/BG803.PDF](https://dsc3.dcccd.edu/intranet/rlc/operational/BG803.PDF)

K. FERPA (Family Educational Rights and Privacy Act)
Under FERPA what student information can you disclose and to whom? This overview will help answer this important question. The consequences of how you handle, or mishandle, student information are significant.

The Family Educational Rights and Privacy Act is a federal law that protects students. Also known as the Buckley Amendment, this law gives students four rights.
1. The right to inspect and review education records.
2. The right to seek the amendment of education records.
3. The right to consent to the disclosure of education records.
4. The right to file a complaint with the FERPA Office in Washington, D.C.

Students are notified of their rights each year by publication in the college catalog on the Richland College and District websites.

Take a look around your work area.
What information do you have which may need to be handled in a secure way? For example:

- A college telephone directory?
- Student registration forms?
- Grades?
- Advising information?
- Student information displayed on your computer screen?

For specific information regarding Educational Records, Directory Information, Confidential Records, Sharing Internally, Parental Rights, Scenarios, Disclosing to Students, and Guidelines for Compliance, refer to http://www.richlandcollege.edu/conduct/policies.php
http://www.dcccd.edu/emp/policy/whatisferpa/Pages/default.aspx

L. Final Examination
Faculty will prepare for and notify students of plans for final assignments and exams, and will continue to meet with students during the scheduled examination week. Instructors who teach partial online or online courses will communicate clearly to their students the requirements for final assignments/exams and any required on-campus class meeting as outlined in the course syllabus. Any exceptions will be submitted to the appropriate academic school dean for a request approval.
http://www.rlc.dcccd.edu/academiccalendar/

M. Grades
All Richland College faculty must maintain accurate, complete course records as required by the Board of Trustees Policies and Procedures Manual. The grade book is an official record of the college and is housed within the eCampus grade center. This electronic grade book is maintained according to the DCCCD records retention schedule as a legal document. Students must be informed in the course syllabus of the manner in which grades are determined. Grading should be as objective and as quantitative as possible. A student should be able to determine current grade standing at any time based on the grading scheme. Final grades should be reported for each student for every course taken according to the following grading system.
### Grade Interpretation

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Point Value (GPV)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent performance</td>
<td>4 grade points</td>
</tr>
<tr>
<td>B</td>
<td>Good performance</td>
<td>3 grade points</td>
</tr>
<tr>
<td>C</td>
<td>Average performance</td>
<td>2 grade points</td>
</tr>
<tr>
<td>D</td>
<td>Poor performance</td>
<td>1 grade points</td>
</tr>
<tr>
<td>F</td>
<td>Failing performance</td>
<td>0 grade points</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawn failing performance (Discontinued)</td>
<td>0 grade points</td>
</tr>
<tr>
<td>CR</td>
<td>C or better</td>
<td>Not computed</td>
</tr>
<tr>
<td>E</td>
<td>Effort</td>
<td>Not computed</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Not computed</td>
</tr>
<tr>
<td>NR</td>
<td>Not reported by instructor</td>
<td>Not computed</td>
</tr>
<tr>
<td>P</td>
<td>Progress (Discontinued)</td>
<td>Not computed</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td>Not computed</td>
</tr>
<tr>
<td>WP</td>
<td>Withdrawn passing (Discontinued)</td>
<td>Not computed</td>
</tr>
<tr>
<td>WX</td>
<td>Progress, re-enrollment required</td>
<td>Not computed</td>
</tr>
</tbody>
</table>

### Incomplete Grade

An incomplete grade of "I" may be given when an unforeseen emergency prevents the student from completing the course. The "I" must be converted to a performance grade (A-F) within 90 days after the first day of classes in the subsequent regular semester. If the work is not completed after 90 days, the "I" is converted to a performance grade, usually an "F".

An Incomplete Contract is used to assign an incomplete grade and states the requirements for the satisfactory completion of the course. Faculty should provide clearly written, specific information explaining what the student must accomplish to complete the Incomplete Contract. Also, faculty should provide the date by which the work must be completed and submitted to the faculty for review. The Incomplete Contract must be agreed upon and signed by the student, instructor, and the appropriate academic school dean and submitted by faculty with the final grade report. When an Incomplete Contract must be submitted without the student's signature, the instructor must include a statement indicating that the student is aware of and agreed with the contract.

### W Grade

When students drop classes or withdraw from Richland before the semester deadline, they will receive a "W" (Withdrawn) in each class dropped. The deadline for receiving a "W" is indicated on the academic calendar. If students stop attending and do not withdraw, they should receive performance grades, usually a grade of "F". Faculty should include the drop date in the course syllabus for each class they teach. For drop date information, consult current Richland online catalogs or contact your academic school office. Staff in your academic school office may be able to show you how to look up information regarding your specific classes.
WX Grade
If students do not complete course requirements, they may be given "WX" grades when the instructor determines that reasonable progress has been made and when these students can re-enroll for course completion prior to the certification date in the next regular semester. If the students do not complete the course requirements, the "WX" grades are converted to performance grades.

E Grade
An "E" grade may be given to students when an instructor wishes to indicate that the students made progress in a developmental studies course. An "E" grade is non-punitive and is not computed. The "E" grade provides more flexibility for re-enrollment, particularly for students who do not achieve a C-level grade in a course. An "E" grade indicates that students participated in a course according to TSI guidelines, but were unable to do C-level or passing work that would qualify them to enroll in transfer-level courses. The "E" grade indicates below college skill level work, but shows that the students participated in and attended the class and attempted to do the work in the course.

Students on Federal Financial Aid should check with the Financial Aid Office concerning "E" grade(s) and any impact they have on benefits.

N Grade
The difference between the "N" grade and the "F" grade (two types of failing grades):
(1.) the traditional grade of "F"-- based on poor academic performance where the student participated in class, turned in homework and took the tests but just did not score high enough to receive a better grade.

(2.) the newer grade of "N"--based upon lack of participation. "N" grade was devised to flag those students who have received financial aid and did not complete the course. The "N" grade is given when there is non-attendance and non-participation on the part of the student AFTER the course drop date.

The "F" grade is given when there is poor academic performance on the part of the student. The student attempted the course work but was unable to successfully pass.
(Note: The "N" grade is an internal admissions code used for financial aid tracking needs. The "N" grade is only reflected on internal screens; the N is converted to reflect an "F" on the students' advising reports and their transcripts.)

Grade Reports
Grade reports are no longer mailed to students. Students may acquire their grades online through eConnect at https://econnect.dcccd.edu/.

N. Grades, Posting of
To avoid violations of FERPA rules DO NOT:
- Use student ID numbers in the public posting of grades.
- Link the name of a student with that student’s ID number in any public manner.
- Leave graded tests in a stack for students to pick up by sorting through the papers.
- Circulate papers, lab reports, or printed class lists with student names and ID numbers or grades.
- Discuss the progress of any student with anyone other than that student (including parents) without the student’s consent.
- Provide anyone with a list of students enrolled in your classes for any commercial purpose.
- Provide anyone with student schedules or assist anyone other than college employees in finding a student on campus.

O. **Grade Book in eCampus**

All Richland College faculty must maintain accurate and complete course records as required by the Board of Trustees Policies and Procedures Manual. The grade book is an official record of the college and is housed within the eCampus Grade Center. This electronic grade book is maintained according to the DCCCD records retention schedule as a legal document.

At the beginning of every semester the office of Admissions & Student Records will send to Richland employees an email that provides class begin and end dates, attendance certification date, last day for students to drop classes with a "W" date, and the cut-off date for entering final course grades into eConnect and eCampus.

**NOTE:** Check with the appropriate academic school office if you need assistance determining these dates for flex classes.

P. **Grade Roll Setup and Submission**

The Admissions & Student Records Office created a document to provide a step-by-step demonstration of how to create the basic requirements of syllabi and eCampus course shells, how to reconcile your eConnect and eCampus rosters, how to enter grades into your eCampus Grade Center, and how to submit final grades into eConnect.

**Reminder:** the eCampus Grade Center is now the Official Grade Roll for all Richland College courses. It is important that we keep a current posting of all course activities for student view throughout each semester.

Q. **Graduation**

Full-time faculty participate in Richland College commencement exercises as required by Board Policy. "The annual commencement exercise involves an academic professional, and participation in this ceremony is part of the contractual obligation of each full-time member of the college faculty. The College District shall provide the academic cap, gown, and hood for faculty members, including regalia, to reflect additional degrees earned. A faculty member is responsible for the care, custody, and control of the academic regalia, which is the property of the faculty member. Replacement of lost, stolen, or damaged regalia is also the responsibility of the faculty member."

http://pol.tasb.org/Policy/Search/358?filter=commencement%20exercises
R. Instructional Contingency Plan for Temporary College Closing for On-Campus Courses

In the event the college is closed and on-campus class instruction is temporarily interrupted, all faculty should have a contingency plan in place that can be deployed quickly.


S. Professional Growth Requirements (See I., V. TOLI.)

T. Sexual Harassment

Richland College is committed to maintaining a work and learning environment where students, faculty and staff are treated with dignity and respect.

- Sexual harassment is generally defined as any sexual attention that is unwelcome. Harassment means conduct amounting to more than an occasional, isolated or trivial act or remark.

- Any faculty member who becomes aware of a faculty member or student who is being sexually harassed is required to report the alleged violation. Alleged violations concerning an employee should be reported to the campus human resources director. Alleged violations concerning a student should be reported to the vice president for student development.

- A person who is malicious or intentionally dishonest in reporting a violation is subject to disciplinary action.

- Copies of the complete DCCCD policy concerning sexual harassment may be obtained from the Human Resources Department.

 http://pol.tasb.org/Policy/Code/358?filter=DOA
 http://www.dcccd.edu/emp/departments/businessaffairs/hr/hrog/employment/activeemp/pages/sexualharassment.aspx

U. Standards of Ethics, Employee

To affirm legal and professional responsibilities, Richland College faculty members will adopt and hold themselves and each other subject to the Code of Professional Ethics, detailed in the DCCCD Board Policy Manual: Faculty Code of Professional Ethics. This document comes from the Texas Community College Teachers Association and is a comprehensive statement of the rights and responsibilities of the “Professional Educator.” Professional Educators are asked to affirm the inherent worth and dignity of all persons and the right of all persons to learn. The last item listed in this code provides a sense of the tone and substance of the document: “The professional Educator will accept all rights and responsibilities of citizenship, always avoiding use of the privileges of our public position for private or partisan advantage.

 http://pol.tasb.org/Policy/Search/358?filter=faculty%20code%20of%20professional%20ethics
V. Syllabus and Vita

Faculty members are responsible for the preparation of syllabi for all courses taught. All course syllabi should be on file in the academic schools prior to the first day of registration.

NOTE: Texas House Bill No. 2504 requires a syllabus that:

A. satisfies any standards adopted by the institution;
B. provides a brief description of each major course requirement, including each major assignment and examination;
C. lists any required or recommended reading; and
D. provides a general description of the subject matter of each lecture or discussion.

https://dsc3.dcccd.edu/intranet/rlc/operational/EJ801.pdf
# Minimum Elements Required for Richland College Syllabi

<table>
<thead>
<tr>
<th>General Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>College Name</td>
<td></td>
</tr>
<tr>
<td>School Name &amp; Contact Info.</td>
<td></td>
</tr>
<tr>
<td>Semester/Term &amp; Year</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Instructor Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td>Adjunct faculty may use school extension or the ACCESS Center extension.</td>
</tr>
<tr>
<td>E-mail Address or Fax</td>
<td></td>
</tr>
<tr>
<td>Office Number</td>
<td></td>
</tr>
<tr>
<td>Office Hours (full-time fac)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number</td>
<td></td>
</tr>
<tr>
<td>Section Number</td>
<td></td>
</tr>
<tr>
<td>Credit Hours</td>
<td></td>
</tr>
<tr>
<td>Class Meeting Time</td>
<td></td>
</tr>
<tr>
<td>Course Title</td>
<td></td>
</tr>
<tr>
<td>Course Description</td>
<td>Description as it appears in the DCCCD catalog</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Prerequisites</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Objectives/ Learning Outcomes</td>
<td>DCCCD Course Catalog.</td>
</tr>
</tbody>
</table>

- Core Courses with Core Objectives (if applicable) OR

- WECM Courses (if applicable) OR

- Developmental Courses (if applicable)
  - The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level coursework. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student’s basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college-level classes. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change. Additional information is available from the TSI Office in T170T or T170S (972-238-6115 or 972-238-3787) or at http://www.rlc.dcccd.edu/regi/resource/tsi.htm

<table>
<thead>
<tr>
<th>Course Outline</th>
<th>Units or topics of instruction (major dates should be noted)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required/Recommended Mat.</td>
<td>Textbook with complete bibliographic information, manuals, equipment, etc.</td>
</tr>
<tr>
<td>ISBN for Textbook</td>
<td>Weighting of assignments, exams, etc.</td>
</tr>
<tr>
<td>Evaluation Procedures</td>
<td>Method of calculating final grade, using points, percentages, etc.</td>
</tr>
<tr>
<td>Grading Scale</td>
<td>Number and type of exams and major assignments</td>
</tr>
<tr>
<td>Exams and Assignments</td>
<td>In order to be successful students must attend and participate in enrolled courses.</td>
</tr>
<tr>
<td>Attendance Policy</td>
<td>Add one of two statements: “This section will require students to engage in class activities during the winter holiday period.” or “This section will not require students to engage in class activities during the winter holiday period.”</td>
</tr>
<tr>
<td>Attendance Policy for DL Winter Term</td>
<td></td>
</tr>
</tbody>
</table>

| Classroom Policies: Food, drink, cell phones, etiquette, etc. | The instructor is responsible for setting policy regarding use of food, drink and cell phones in each class they teach. Faculty will include a statement in course syllabi detailing their policy. Exceptions: This right does not extend to classrooms/areas with or near computers, lab materials, equipment, and/or college-owned books - these are restricted from food and drink. |
### Course Drop Date:

- Students are encouraged to discuss academic goals and degree completion with their instructors.
- Specific advising is available throughout the semester. Check [www.richlandcollege.edu/admissions/process.php](http://www.richlandcollege.edu/admissions/process.php) for more details.

### Institutional Policies

- For Institutional Policies, please refer students to [http://www.richlandcollege.edu/syllabusinfo/](http://www.richlandcollege.edu/syllabusinfo/).

### Disclaimer Reserving Right to Change Syllabus

- The instructor reserves the right to amend a syllabus as necessary.

### Institution Policies

<table>
<thead>
<tr>
<th>Stop Before You Drop</th>
<th><a href="http://www.richlandcollege.edu/conduct">Richland College Syllabi Information</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>6Drop</strong></td>
<td>For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access <a href="https://www1.dcccd.edu/6drop">https://www1.dcccd.edu/6drop</a>.</td>
</tr>
</tbody>
</table>

| Withdrawal Policy | If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by the official drop date for this course (see Course Drop Date mentioned earlier in this syllabus). Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Student Records office at 972-238-6100 or 6101 (Thunderduck Hall, T170), or contact the school office. |

| Repeating a Course | Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See [Third Attempt to Enroll in a Course at](http://www.dcccd.edu/thirdcourseattempt/) [http://www.richlandcollege.edu/dso/](http://www.richlandcollege.edu/dso/). |

| Financial Aid | Failure to attend classes could result in loss of Financial Aid (FA). If you are receiving any form of financial aid, you should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy. |

| Academic Honesty | Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the [DCCCD Code of Student Conduct](http://www.richlandcollege.edu/conduct). |

| ADA Statement | If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-238-6180 (Voice/TTY), visit Thunderduck Hall, suite T120, or go [http://www.richlandcollege.edu/dso/](http://www.richlandcollege.edu/dso/). |

| Religious Holidays | Absences for observance of a religious holy day are excused if you inform your instructor at the beginning of the course. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a reasonable time after the absence. |

| Campus Emergency Operation Plan | **Campus Emergency Operation Plan:** Richland College and the Dallas County Community College District have developed policies and procedures for dealing with emergencies that may occur on campus. To familiarize yourself with these procedures, please take time to watch the overview video: [http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv](http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv). |
| Contingency Plan | The complete Emergency Operations Plan can be viewed and printed at the following website: [http://www.richlandcollege.edu/emergency](http://www.richlandcollege.edu/emergency). If you have questions or concerns, please contact the Richland College Office of Emergency Management. This office can be reached by phone (972/238-3794) or by e-mail (rlcoem@dcccdf.edu). |
| Contingency Plan: Richland College has developed an Instructional Contingency Plan for Temporary College Closing for On-Campus Courses. Please discuss this contingency plan with your instructor. For distance learning courses, your instructor will use email to contact students in the event of extended technology downtime. To assure work in the class continues, it is important for all students to have an accurate email address recorded in both eCampus and eConnect. |
| Richland College's Quality Enhancement Plan ~ Learning to Learn: Developing Learning Power | Richland College is implementing its Quality Enhancement Plan (QEP) in select classes. The QEP provides techniques, practices, and tools to help students develop the habits, traits or behaviors needed to be effective and successful lifelong learners in college and in life. For more information, please log onto [http://www.richlandcollege.edu/qep/](http://www.richlandcollege.edu/qep/). |
| Disclaimer Reserving Right to Change Syllabus | The instructor reserves the right to amend a syllabus as necessary. |
Curriculum Vitae Sample:
http://www.dcccd.edu/emp/departments/businessaffairs/hr/pages/hr-forms.aspx

Curriculum Vitae Template

Instructor's Name
College Address
Work Phone Number
E-mail Address

**Education**
Blue University, Philadelphia, PA
Ph.D. in English
Dissertation: "Title"

Blue University, Philadelphia, PA
M.A. in English
Thesis: "Title"

**Teaching Experience**
Northwestern University, Pittsburgh, PA
Instructor -- English 101, 102, 103 and 104
Developed syllabus and overall structure weekly lab practicum, and administered all grades.

Walnut Grove University, Pittsburgh, PA
Lecturer -- "Global Communication in the 21st Century"
Developed syllabus and overall course structure, and administered all grades.

Walnut Grove University, Pittsburgh, PA
Adjunct Instructor -- "Editing Technical Documents"
Developed syllabus and overall course structure, and administered all grades.

**Publications and Papers**
Title of the Paper, Date
Guest Speaker at the Global Communication Convention, Houston, TX

Title of the Paper, Date
Paper presented at the Annual Meeting of English Professors, New York, NY

**Publications**
W. TOLI (Thunderwater Organizational Learning Institute)
Richland College instrument to provide access for all employees to professional development opportunities.

New Full-Time Employees
RLC New Employee Orientation 1st Day
*Safety is No Laughing Matter 1st 30 Days
Lakeside Chat 1st Year
DCCCD New Employee Orientation 1st Year

All full-time and limited full-time employees are required to complete 26 hours of professional development each academic year. These expectations include the following:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FERPA</td>
<td>1 hour</td>
</tr>
<tr>
<td>Keeping Safe in a Campus Emergency</td>
<td>1 hour</td>
</tr>
<tr>
<td>Intercultural Competence</td>
<td>3 hours</td>
</tr>
<tr>
<td>Richland College Convocation</td>
<td>3 hours</td>
</tr>
<tr>
<td>Staff Development Day/Conference Day</td>
<td>6 hours</td>
</tr>
<tr>
<td>Continuous Improvement*</td>
<td>6 hours</td>
</tr>
<tr>
<td>Job-Specific Elective Credits**</td>
<td>6 hours</td>
</tr>
</tbody>
</table>

*Annual Core Requirements Total: 26 hours

*Emphasis is on supervisor approved, continuous improvement professional development focused on the department’s annual continuous improvement strategies: assessment of student learning outcomes, assessment of service excellence, process mapping and improvement, or program review. For more detailed information, please refer to page 7 in the (RC-OM: DEA802) document.

**Emphasis is on supervisor approved, job-specific training. Some training sessions will be college-wide requirements. The college-wide required session topics will be determined during ThunderTeam's annual strategic planning retreat.

New Full-Time Faculty
New Full-Time Employee Requirements + Annual Core Requirements (26 hours) + New Faculty Requirements:

New Faculty Requirements
*eCampus (Syllabus & Grade Center) 1st Semester
*eCampus (BT101-104) Before Teaching On-Line
DCCCD Visions of Excellence (VOE) 1st Year
RLC Visions of Excellence (VOE) 1st Year
Cooperative Learning Series 2nd Year
Faculty Capstone Presentation 3rd Year

For detailed information refer to:
http://www.richlandcollege.edu/thunderwater/
(RC-OM: DEA802) https://dsc3.dcccd.edu/intranet/dcccd/rlc/
II. Personnel Information for Full-Time Faculty Members

A. Banked leave
The purpose of the Leave Banking Program is to encourage and facilitate faculty professional development/renewal by providing a mechanism in which future reduced load or professional leave can be planned for and earned in advance through extra-service duties.

http://www.dcccd.edu/Emp/Departments/BusinessAffairs/HR/HROG/WorkLifeBenefits/Leave/Pages/FLB.aspx
http://www.dcccd.edu/shared-nfs/intranet/dcccd/business_affairs/bpm/3_10_0.pdf
http://www.dcccd.edu/SiteCollectionDocuments/DCCCD/Docs/Departments/DO/HR/HROG/flbrform.pdf
http://www.dcccd.edu/SiteCollectionDocuments/DCCCD/Docs/Departments/DO/HR/HROG/flbaform.pdf
http://www.dcccd.edu/SiteCollectionDocuments/DCCCD/Docs/Departments/DO/HR/HROG/FLB_Q_A.pdf

B. Benefits:
Full-time employees are eligible to receive benefits provided by the DCCCD. Additionally, new employees are eligible to participate in a comprehensive health plan administered by the Employee Retirement System of Texas, ERS, a statewide plan.
http://www.dcccd.edu/emp/departments/businessaffairs/hr/compben/Pages/default.aspx

Paid Leave Benefits:
Employees of DCCCD are eligible for many different types of leave, and accrue at different rates. Find out what kinds of leave are available to employees and specifics about each type.
http://www.dcccd.edu/Emp/Departments/BusinessAffairs/HR/HROG/WorkLifeBenefits/Leave/Pages/Holidays.aspx
http://www.dcccd.edu/Emp/Departments/BusinessAffairs/HR/CompBen/Ben/Leave/Pages/default.aspx

C. Compensation and Getting Paid
http://www.dcccd.edu/Emp/Departments/BusinessAffairs/HR/byType/Pages/fac.aspx
http://www.dcccd.edu/Emp/Departments/BusinessAffairs/HR/CompBen/Comp/Pages/default.aspx

1. Pay Procedure
Faculty members employed on 9-, 10.5- or 11-month contracts are paid monthly. A new faculty members beginning employment at the start of a new academic year will receive the first paycheck at the end of September. Pay days occur on the last DCCCD business day of each month and payment is made by electronic transfer of funds (direct deposit.)

Faculty members have the option of being paid over the terms of their 9-, 10.5- or 11-month contracts or in 12 monthly payments. Employees hired at times other than the start of the long fall semester will not have the 12-month pay option for that year only and will be paid in accordance with their employment contracts. Beginning with the second year of employment, election will be made each May for the preferred pay-out option for the following year.
2. Extra Service
Faculty members may be given the opportunity to teach above their regular teaching loads. An extra-service contract may be granted to a faculty member for a non-teaching assignment such as directing a special project or supervision of adjunct faculty or serving as lead instructor. Assignments are discussed and negotiated in advance of the semester with the academic school dean. Compensation is based on the current policies in effect at the time the contract is worked. For current policies regarding extra-service contact your academic school office or the Richland Human Resource Office.

3. Formula Pay
Faculty members may have the opportunity to teach an extra-service class for formula pay. This assignment is not guaranteed and has a set limit for the academic year. A faculty member in phased retirement or on a one-year, temporary full-time contract is not eligible for formula pay.

Formula pay is calculated as one-sixth of the annual contract base salary multiplied by 80 percent (or .0666 time the base annual salary per three-lecture-hour course). Contracts beyond the formula pay rate are paid at the extra service rate. Workload guidelines for formula pay may be obtained from your academic school office, the Vice President of Teaching and Learning office or the Richland Human Resource Office. Formula pay is included in the regular monthly payroll check.

Faculty members teaching for formula pay are required to hold "pro-rata" office hours. Academic school offices or Human Resource Office can provide detailed information. http://www.dcccd.edu/emp/departments/businessaffairs/hr/hrog/compensation/pages/supplementalfacultyformula.aspx

D. Contracts
- Full-Time Faculty
  Faculty employment contracts are issued yearly usually for a period of nine months, covering two long semesters. Teaching outside of these long semesters warrants extra-service pay contracts. In certain circumstances, employment contracts may be offered for 10-, 10.5-, or 11-month periods. Faculty Contractual Recommendation Forms are signed during March, following Faculty Appraisal if formally evaluated.

- Visiting Scholar
  This program was created to encourage recruitment of diversity in district personnel, primarily faculty, by providing teaching experience in community college education and is endorsed by the Board of Trustees.

- Extra-Service Contracts
  Academic school deans or designees approve extra-service assignments. Academic school office staff enter assignments into computer and generate paper contracts. Full-time faculty and academic dean sign contract. Academic school office staff submit extra-service contracts to HR office by published deadlines.
E. Credentialing Process
Richland College, in accordance with Southern Association of Colleges and Schools (SACS) and the Texas Higher Education Coordinating Board (THECB) criteria, requires all full-time and adjunct faculty members and others who teach to justify academic and professional qualifications related to their teaching area. It is the responsibility of the hiring department/academic school to ensure that required credentialing information is provided and maintained. If a faculty member is teaching in more than one school/department/academic school, each school is responsible for processing documentation that is accurate, timely, and complete for all courses assigned.

For more information, contact the appropriate academic school.
https://dsc3.dcccd.edu/intranet/rlc/operational/DBA802.pdf

F. Disruptive Classroom Behavior
Your students are to observe correct standards of conduct and behavior while in your classroom so that optimal learning can take place. Student behavior is disruptive when it persistently or grossly interferes with academic and/or administrative activities on campus and hampers the ability of other students to learn or the instructor to teach. Such behavior is prohibited by the Dallas County Community College District Code of Student Conduct, #4, which prohibits "Intentionally interfering with normal college or college-sponsored activities, including but not limited to, studying, teaching, research, college administration, or fire, security, or emergency services." Any student violating the above policy is subject to disciplinary sanctions. Please approach your academic school dean for appropriate advice in dealing with these matters early on if they arise.

G. Email for faculty
The employee email system is called Outlook. It is used by faculty, administrators and professional support staff. If you need Outlook assistance, call the Employee Help Desk at 972-669-6477.
http://www.dcccd.edu/Emp/Tools/GWsupport/Pages/default.aspx

H. Holiday Schedule, DCCCD
http://www.dcccd.edu/Emp/Departments/BusinessAffairs/HR/HROG/WorkLifeBenefits/Leave/Pages/Holidays.aspx

I. Office Keys
Keys may only be issued to full-time faculty, administrators, and staff and to limited full-time staff after approval by the appropriate academic school dean or department director. Keys are utilized to control all doors and locks associated with the interior of all campus buildings. All faculty and staff are responsible for keys issued to them. Faculty and staff are not permitted to loan or allow unauthorized use of keys. Any request for keys issued on a temporary basis must follow the route of approval as stated above.

Lost keys are subject to a replacement fee of $50.00 each. Any request for replacement keys must be accompanied by a Cashier Receipt from Accounting Services Cashier Window to reflect payment of the replacement fee. All such requests must have the approval of the area vice president or college president.

28
All employees must report the loss of any keys to College Police and Facilities Services as soon as the loss is discovered. Keys are the sole property of the college and must be surrendered upon termination from the college. All keys must be surrendered to Facilities Services before final clearance from the Human Resources Office.

All requests for keys not consistent with the policies stated in the Richland Operational Memorandum CG-801 will be returned to the area vice president.

Contact the appropriate academic school office to complete a key request form.

https://dsc3.dcccd.edu/intranet/rlc/operational/CG801.pdf

J. ORP and TRS Overview
The document on this site contains basic information about the Texas Optional Retirement Program (ORP) and the Teacher Retirement System of Texas (TRS) to help you make your one-time irrevocable choice between these two distinct plans that are suited to different individual needs. Prepared by staff of the Texas Higher Education Coordinating Board, this information is prepared for each institution to ORP-eligible employees on or before the employee's 90-day ORP election period begins. The information in this document reflects plan changes effective September 1, 2013. Both the ORP and TRS plans are subject to change by state law or governing board rule changes. In case of conflict between this summary and applicable laws and rules, the laws and rules control.

http://www.dcccd.edu/sitecollectiondocuments/dcccd/docs/departments/do/hr/hrog/overviewtrsorp.pdf

K. Professional Growth
Richland College, in keeping with its mission of teaching, learning, and community building, is committed to the personal and professional growth of its faculty and staff. Richland College’s vision to be the best we can be to learn, teach, and build sustainable local and world community implies that each employee commits to continuous performance improvement in philosophy and actions. The Professional Development Expectations document outlines the professional development expectations for all new and continuing Richland Employees. (RC-OM: DEA802) https://dsc3.dcccd.edu/intranet/dcccd/rlc/

Also, review the TOLI (Thunderwater Organizational Learning Institute) documents for complete information on professional development expectations and opportunities at Richland.

http://www.richlandcollege.edu/thunderwater/

L. Retirement/Resignation
Retirement options are coordinated by the Human Resources Office, the Texas Higher Education Coordinating Board and the Teachers’ Retirement System of Texas. Specific information relating to participation in a retirement plan and eligibility criteria should be obtained from the Human Resources Office. Employees are required to provide a minimum of a two-week written notice to their immediate supervisor for retirements or resignations. Full-time employees exiting Richland are required to attend an exit interview with the Human Resources Office. Continuing benefits information, retirement account accessibility and final paycheck procedures will be discussed during this interview.
M. Sabbaticals
A leave program that allows faculty who meet the program criteria the opportunity to take a leave of absence of up to one year from their position in order to engage in a special project, study or travel that will benefit the institution, the students and the employee. Faculty who meet the requirements and are interested in applying for a sabbatical should begin the process with their academic school dean. The sabbatical process for Richland is coordinated through the office of the Vice President for Teaching and Learning. (RC-OM: DEC803) https://dsc3.dcccd.edu/intranet/dcccd/rlc/

N. Substitute Teaching
Faculty may be assigned to cover classes during the temporary absence of the regular instructor. Compensation, if any, shall be in accordance with the schedule established by the Board. You can get details from the academic school offices or Human Resource Office. (RC-OM: DNB-801) https://dsc3.dcccd.edu/intranet/rlc/operational/DNB801.pdf

O. Transfer
Full-time faculty members may declare interest and apply for any advertised teaching position in the DCCCD to receive first consideration for the vacant position. The college with the opening may accept the transfer or invite the candidate to join the pool of external applicants. Faculty internal transfer policies are not applicable for faculty serving in temporary or visiting scholar positions.

P. Travel
When funds are available for travel, fund allocations will be awarded to academic school travel budgets, based on the number of faculty, administrators, and staff assigned to each academic school. Each academic school is responsible to create a process for awarding travel funds to employees eligible to travel. Travel reimbursement requires a completed Professional Leave and Travel Form submitted to the Richland Business Office prior to the trip for estimated expenses and any cash advance requests. Travel forms require the approval of the academic dean or designee.

There may be other travel funds available that can be accessed by full-time faculty including college funds for professional development, Employee Development Funds (EDF), and a DCCCD travel fund (Renewal Program) available to long-term employees. See the academic deans for specific details.

Q. TRS and ORP Overview (See II., H.--ORP and TRS Overview.)

R. Visiting Scholar and New Faculty Mentor Guidelines
The Richland College Visiting Scholar and New Faculty Mentor program provides the opportunity for Visiting Scholars and new full-time faculty members to be mentored by experienced full-time faculty members. Faculty interested in mentoring will need to complete a Faculty Stipend—New Visiting Scholar/Faculty Mentoring Program form and submit this
request to the appropriate academic dean. Deans will submit approved forms to the Vice President for Teaching and Learning who will submit approved forms to the Human and Resource office for payment processing. Full-time faculty mentors will be provided clearly articulated expectations as to their role as a mentor.

Payment:
The Faculty Mentor will receive a $500 stipend per semester for up to two semesters. Mentors will read the Mentoring Guidelines and agree to provide the appropriate guidance to the new visiting scholar or faculty. Payment will be made beginning the first regular scheduled pay day following the receipt of the Faculty Stipend—New Visiting Scholar/Faculty Mentoring Program form in the Human Resources Office. Payment of $500 per semester will be made monthly and in equal amounts for the duration of the semester. Employee will understand and agree the stipend amount is temporary in nature and will not be applied to the employee’s base salary. Additionally, the stipend will be subject to usual and customary taxes and withholding. The stipend may be discontinued at any time if in the best interest of the institution or the departure of the Mentor or Mentee prior to the conclusion of the assignment.

Richland College Visiting Scholar and New Faculty Mentor Guidelines

Richland College appreciates your willingness to serve as a faculty mentor to your new teaching colleague. You have been recommended by your school dean because you possess the following characteristics that will make you a good mentor:

- Full-time, experienced faculty member
- Voluntary acceptance of request
- On-campus availability

As a faculty mentor, your primary role is to be a source of friendly support and to help new full-time faculty acclimate to the unique culture and expectations of this institution. These guidelines are only meant to assist you in having substantive discussions with your mentee. They are not intended to be prescriptive or all-inclusive. Rather, the guidelines are intended to serve as a template in which you can construct what should be an individualized experience tailored to the needs and aptitudes of you and your mentee.

We encourage you to do the following to have a meaningful and successful mentoring experience:

- Meet regularly with your mentee at a minimum of twice a month
- Be a good listener
- Share effective teaching practices
- Be a resource to answer questions
- Maintain confidentiality
It is essential that the faculty mentor be sensitive to the needs and desires of the mentee. You are encouraged to create an environment in which the mentee feels comfortable asking you questions and initiating conversations on some of these suggested items.

**Suggested Items to Discuss With Your Mentee**

**Professional Responsibilities**
- Requirements and expectations as presented in the faculty contract, job description, and the Professional Educators Code of Ethics
- Grade submission process and records to retain
- Student policies such as FERPA, Academic Honesty, Student Code of Conduct, and Instructional/Grade Concern
- Academic Freedom and Academic Responsibility – refer to Richland College Operational Memorandum
- Faculty Individual Action Plan (IAP) Process
- Institutional service
- Professional development expectations
- Student Survey of Instruction process and use of results
- College and District curriculum process and role of faculty discipline committees
- Beginning of semester Student Success Support Service Assignments such as Ask Me Table, OAR, Journey to Success, eConnect, and Academic Coaching
- Absence procedure, both sick leave and extenuating circumstances da

**Institutional Resources**
- Faculty professional development opportunities
- College recognized acronyms such as IAP, SLO, TOLI, QAC, TEL, OPRED, SACSCOC, QEP, etc.
- Richland Collegiate High School (RCHS) policies and procedures such as attendance, and progress reports
- Online access to District/College policies and procedures such as Banked Leave and Sabbaticals
- Faculty benefits such as retirement, sick leave, formula pay, extra service contracts, and release time
- Access to Academic Course Guide Manual (ACGM) and Workforce Education Course Manual (WECM)
- Richland College CARE Team and resources
- Richland College Faculty Association membership

**Course and Classroom Resources**
- Essential syllabus components per the Richland College Syllabus Template
- Academic Calendar with important dates such as Certification of Attendance and Date Dates
- Institutional policies impacting students such as student Withdrawal procedures, “N” grade, ‘6 Drop’ Rule, and ‘repeat a class more than twice’ policy
- Classroom civility
- Handling disruptive students
• eCampus/Blackboard resources including syllabus and grade book requirements
• Software available
• Creating/teaching online classes
• Best practices in online teaching
• Online course technical assistance – eCampus Champions
• Using a Learn Lab

**Introductions and Walking Tour**
• Introduce mentee to other colleagues
• Conduct a walking tour of the campus to show mentee locations of key instructional support and resources

Remember that these are guidelines for you to use and we encourage you to personalize the mentoring experience so that your mentee has a successful beginning at Richland College in a caring environment.
PURPOSE: The purpose of the faculty stipend is to provide Visiting Scholars and new full-time faculty the opportunity to be mentored by an experienced full-time faculty member.

INFORMATION: This form is to be completed and signed by the School Dean and the Faculty Mentor and submitted to the Richland College Vice-President of Teaching and Learning (VPTL). The VPTL will review and authorize the stipend with input from Academic Council. The form will be submitted to Human Resources for payment processing.

The Faculty Mentor receives a $500 stipend per semester for up to two semesters. The Mentor agrees by signing this form that s/he has read the Mentoring Guidelines and agrees to provide the appropriate guidance to the new visiting scholar or faculty.

Date of Request:_______________________ School:____________________________________

Name of Mentor:______________________________________ Employee ID #:____________

Last,     First,    M.I.

Name of Mentee:______________________________________ Employee ID #:____________

Last,     First,     M.I.

First Day of Employment: ________

Period of Stipend:
Beginning:___________________________Ending:____________________________

MM/DD/YY                                              MM/DD/YY

Account Number:___________________________________________________________

PAYMENT: Payment will be made beginning the first regular scheduled pay day following the receipt of this document in the Human Resources office. Payment of $500.00 per semester will be made monthly and in equal amounts for the duration of the semester. Employee understands and agrees the stipend amount is temporary in nature, will not be applied to the employee's base salary and is subject to usual and customary taxes and withholding. The stipend may be discontinued at any time if in the best interest of the institution or the departure of the Mentor or Mentee prior to the conclusion of the assignment.

Mentor Signature:___________________________________________ Date:______________

Mentor Supervisor Signature:_________________________________________ Date:______________

PAYMENT AUTHORIZATION:

___________________________________________________________ Date:______________

Vice-President of Teaching and Learning
Richland College
S. Wellness Program

The DCCCD Wellness Program provides opportunity for employees to participate in wellness-focused activities or classes of their choosing directed toward engaging in a healthier life and work style. Wellness is a voluntary employee benefit and is not an entitlement. The opportunity to participate is conditional upon supervisor approval and the needs of the department. Types of wellness-focused services/activities include but are not limited to:

- Nutrition
- Dance
- Racquetball
- Karate
- Stop Smoking Programs
- Walking
- Golf
- Drawing/Art
- Tennis
- Ceramics
- CPR
- Yoga

Credit and/or Continuing Education classes may be audited for wellness on a space available basis. Supervisor and location approval is required for registration in classes for wellness purposes.

Eligibility

Supervisor approval required and must be documented.

Full-time employees and retirees are eligible to participate in the Wellness Program with supervisor approval and in collaboration with departmental needs. Other optional blood tests are available for additional fees.

Part-time employees, spouses and retiree's spouses are allowed to participate in blood work testing provided they pay for the related costs (2014 fee: $60.00 for blood work).

All fees must be paid at the time of testing by check, money order, flex, debit or credit card.

Procedures

Employee participants may use a total of 1.5 hours of work time each week to participate in wellness classes or activities on or off campus, provided they match 1.5 hours of personal time for wellness purposes each week. Time for wellness activities taken during working hours must be cleared and documented with each employee's immediate supervisor before the wellness activities begin.

Once testing dates have been scheduled for the year, you will select a date and time that works best for you and log into the website and fill out the request form.

Wellness Testing

On the day of testing, remember no food or drink after Midnight except for water and prescribed medication(s). Bring with you the completed Health History Form & Release. The duration of the blood test will take only 15 minutes.

Wellness blood testing includes:

- Chem Screen Panel
- Coronary Risk Panel
- Complete Blood Count
Additional Testing is Available

- **TSH (Thyroid Stimulating Hormone)** -- **2014 fee: $20.00.** Thyroid Stimulating Hormone is a protein produced by the pituitary gland and regulates the thyroid gland. A high level suggests your thyroid is underactive and a low level suggests your thyroid is overactive.

- **PSA (Prostate Specific Antigen)** -- **2014 fee: $25.00.** A screening tool for prostate cancer, enlarged prostate, and/or inflammation of the prostate. Follow up with your personal physician if your result is out of range, but **DO NOT** ignore symptoms of prostate problems even if your result is within the normal range.

- **GLYCOSYLATED HEMOGLOBIN (HgbA1c)** -- **2014 fee: $25.00.** A blood test for individuals with Diabetes. An index of long-term blood sugar control. Reflects the average blood sugar level for a three (3) month period prior to the test and will tell the individual how effective diet, exercise and/or medication(s) have been controlling blood sugars. Normal value is < 5.6. Anyone with a value between 5.6-6.4 is at increased risk for diabetes; anyone with a value > 6.5 has a diagnosis of diabetes.

- **CA125** -- **2014 fee: $30.00.** This is **NOT** a screening test for ovarian cancer because **CA125** is not specific for tumors of the ovary and cannot distinguish between benign and malignant tumors. This marker can be elevated in benign gynecological diseases or even in healthy women as well as an individual with cirrhosis. **CA125** is most useful in monitoring progression or recurrence in case of **KNOWN** ovarian cancer.

- **Vitamin D, 25-Hydroxy** -- **2014 fee: $50.00.** A test used to rule out **Vitamin D** deficiency, which has been linked to breast cancer, colon and prostate cancers, heart disease, depression, hypertension, some auto-immune diseases, and osteoporosis.

Participation in the blood work testing is an additional benefit to the wellness program and is not a requirement for participation in the DCCCD Wellness Program.

Test results are provided confidentially to all individuals participating in blood work testing.

**Cost:** free of charge to all full-time employees and DCCCD retirees.

**2014 RLC Coordinator:** Martha Burgess, 972-238-6135.
**2014 Testing Date:** Sept. 10-12, 7:00 a.m. - 10:30 a.m., Sabine Hall 118

**For more information:**
[http://www.dcccd.edu/emp/departments/businessaffairs/hr/hrlog/worklifebenefits/health/pages/wellness.aspx](http://www.dcccd.edu/emp/departments/businessaffairs/hr/hrlog/worklifebenefits/health/pages/wellness.aspx)

**To schedule an appointment:**
III. College Procedures

A. General Classroom Procedures

1. Academic Honesty, RLC Statement on
   The Richland College faculty, administration, and staff are committed to honesty and fairness as they work with students. The expectation is that students will be honest and fair in the work they submit. The statement on academic honesty describes:
   - What is expected from students
   - The consequences of students failing to meet those expectations

   For more information:
   http://www.richlandcollege.edu/dual/acadHonesty.pdf

2. Bad Weather (See III., A. 15.-- Inclement Weather)

3. Campus Opening and Closing, RLC
   Richland College is a public institution. The campus buildings and grounds are normally open Monday through Friday from 6:00 A.M. until 11:00 P.M., Saturdays from 8:00 A.M. until 4:30 P.M., and Sundays as necessary to accommodate classes. These times may be different during holidays, mini semesters, and summer semesters.

   Service areas such as the computer labs and library may have different hours from those times listed above. Please call those respective areas for information on operating hours.

   Campus closings due to holidays and/or special events are normally announced to college employees through email under “T-Ducks in a Row.”

   The campus is patrolled 24 hours a day by the Richland College Police. Any potential safety and security hazards are reported to the Director of college Facilities, (972) 238-6170, for corrections or repairs.

4. Class-Action Notice (Add/Drop Slips)
   Class-Action Notice slips are sent via email. They are issued for a number of reasons, all of which affect the class roll. The student may have a name change, may transfer (lateral) from one section of a course into another, or may drop the class entirely. In some cases, the registrar office may initiate the drop. In cases of a drop, the student’s name will have a “W” grade on the final grade roll for the semester. At any time during the semester, updated class rolls can be accessed online through the eConnect system. Since it is the student’s responsibility to drop a class, it is recommended that the following statement be included in the written syllabus and discussed during the first class meeting. “If a student is unable to complete the class(es) in which he/she is registered, it is the student’s responsibility to withdraw
from the class by the appropriate date, which is published in the class schedule. The
instructor cannot initiate the drop process. If the student stops attending class but
does not officially withdraw, he/she will receive a performance grade, usually a
grade of F.”

5. Classroom Cleanliness/Food & Drink Policy

The Instructional staff is responsible for setting policy regarding the use of food and
drink in each class that they teach. In accordance with OM EJ-801
http://intranet.dcccd.edu/intranet/rlc/operational/_EJ801.pdf, faculty will include a
statement in course syllabi detailing their policy. The faculty member and the
students in the course are responsible for observing the established policy throughout
the semester. Except where otherwise determined by a faculty member, food and
drink are expressly prohibited in classrooms and labs. Where faculty choose to
enforce the "no drink, no food" policy in their classrooms, a statement to such effect
must be listed in their syllabi. When faculty members determine that it is permissible
for members of a given class to have drinks and/or food in the classroom, you must
circulate the "Statement of Responsibility" near the beginning of the semester (*see
statement below), which must be signed by all students who intend to bring drinks or
food into the classroom.

In essence, this is an agreement to be responsible for removing cans, bottles, trash,
etc. from the learning environment. The faulty member is responsible for maintaining
the signed statements on file during the semester and insuring that students meet the
conditions of the agreement. Food and drinks are prohibited from some classrooms
such as labs and testing areas. Please comply with those guidelines.

For information regarding the "Statement of Responsibility":
http://www.richlandcollege.edu/tr/classroom.php#classroom

6. Computer Software Media Installation and Storage

Richland personnel will adhere to the procedure for the storage and installation of all
computer software (purchased, donated, or personal) on Richland/DCCCD equipment
to ensure compliance with software licensing requirements and to prevent purchasing
multiple copies of media when only licenses are required. Software is defined as any
application installed through the use of CD, DVD, USB, Internet downloads, or any
other means requiring acceptance of license agreements.

Software must be purchased using a Requisition for Campus Purchase Order if the
cost is under $1,000 or a Requisition for District Purchase Order if the cost is $1,000 or
more.

All donated software must be delivered to the IT department with proper license
documentation and a completed and signed Report of Gifts to the DCCCD form
obtained from the College Business Office with respective copies of this completed
form distributed to all departments listed on the form.

38
For all other non-Richland/DCCCD software (personal or otherwise) installed on a DCCCD computer, users must submit a copy of the license (paper, electronic, etc.) to IT within 10 days of installation.

7. **Code of Conduct, Student**
   [http://www.richlandcollege.edu/conduct/policies.php](http://www.richlandcollege.edu/conduct/policies.php)

8. **Curriculum Development and Revision**
The curriculum revision process begins with the district discipline/program faculty committees and involves college and district personnel. District discipline/program committees meet to identify and propose curriculum changes early in the fall semester. College faculty, division/academic school deans, Workforce and Continuing Education deans, vice presidents of instruction, and college curriculum committees conduct a review of the proposed changes. Approval of all proposed curriculum changes if finalized is during the spring semester.

9. **Drop/Withdrawal Policy and Procedures**
Students are responsible for formally dropping or withdrawing from courses. Failure to do so will result in them receiving as performance grade, usually an “F”.
The withdrawal process must be completed before the last withdrawal date for the course. The withdrawal date can be found in the course syllabus, on the fee receipt, or on the academic calendar online for the regular 16 week classes.
   [http://www.richlandcollege.edu/advising/drop.php](http://www.richlandcollege.edu/advising/drop.php) or
   [http://www.rlc.dcccd.edu/academiccalendar/](http://www.rlc.dcccd.edu/academiccalendar/)

10. **Field Trips**
Guidelines and forms for field trips are available from academic school offices or the Richland Business Office. Forms and all support documentation must be completed and submitted two weeks prior to the trip to the academic school dean.
A properly completed field trip packet would include:
   - Field Trip Approval Request form
   - A list of student participants
   - Waiver of Liability/Participation Consent for each student
   - Health History Form for each student
   - Driver's Proof of Insurance (if applicable)

Field trips must have a relevant contribution to course objectives, and where possible, the field trip should be included and described in the course outlines/syllabus. They should be scheduled and designed so as to avoid extra classroom activities that impose undue hardships on students.
11. Emergencies

COLLEGE POLICE

The Richland College Police department offices are open Monday – Friday from 8:30 A.M. until 5:00 P.M.

For emergencies, contact the College Police from a campus phone at 4290 or (972-860-4290) from off campus. Also, 21 Emergency Callboxes are installed on campus. These orange callboxes are in all parking lots, and around the lake and college jogging path. At night they are easily located by the blue beacon over each callbox. The callboxes operate 24 hours a day, 365 days a year and provide immediate access to the College Police for assistance or an emergency.

All criminal incidents or suspicious activity should be reported directly to the College Police Department by dialing 4290. Do not approach the individuals yourself.

All cases of sexual assault which occur on campus should be immediately reported to the Richland College Police. Upon receipt of a report of this type, members of the College Police, Health Center and Crisis Intervention Team will be sent to render assistance to the victim’s immediate needs.

RICHLAND COLLEGE POLICE DEPARTMENT

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crime Prevention Unit</td>
<td>972-238-6758</td>
</tr>
<tr>
<td>Emergencies or to Report a Crime</td>
<td>972-238-6911</td>
</tr>
<tr>
<td>LEAD (Crisis Intervention Team)</td>
<td>972-238-6230</td>
</tr>
<tr>
<td>College Health Center</td>
<td>972-238-6135</td>
</tr>
<tr>
<td>Parkland Rape Crisis Center</td>
<td>214-590-0430</td>
</tr>
</tbody>
</table>

http://www.richlandcollege.edu/police/sexualAssault.php

Emergency phones are located in various hallways throughout the campus. Emergency phone numbers are mounted on the hallway walls for your use. Please use these phones for emergency only. All instructors should be aware of the location of the nearest emergency phone to each of their classrooms.

CLASSROOM EMERGENCIES

Steps to take in all emergency situations which threaten life or property:

1. Contact College Police at x911
   a. Give your name
   b. Give nature of situation, including presence of weapons, if any
   c. Give the exact location, including the building name and room number
d. Give name of persons involved  

e. Return to emergency situation, if feasible  

2. College Police and/or another "action team" member will report to the situation and follow through.  

3. College Police and other appropriate academic school staff will do documentation and follow up  

4. After an emergency, a member of the "action team" will initiate a debriefing for all members involved in the emergency, when appropriate.

MEDICAL EMERGENCIES

If you witness an accident or medical emergency, i.e., if someone falls, faints, has a seizure, or suffers an injury or sudden illness, the procedure should be as follows:  

1. Call the Health Center at x6135 or College Police at x911  

2. Give the following information when you call:  
   a. Your name  
   b. What happened  
   c. The exact location of the incident, including the building name and room number  

3. Stay with the victim until assistance arrives, and most importantly, DO NOT MOVE THE VICTIM. If the injured person attempts to move, encourage him/her to remain still until appropriate personnel can assess the situation.  

4. Basic aid directs that the victim should never be moved unless it is absolutely necessary for safety reasons. These efforts are directed toward preventing further injury.  

5. Because of the risk of exposure to blood borne pathogens, avoid touching any blood or body fluids. All blood or body fluid spills must be cleaned by Facilities Services, x6170.  

6. Decisions to call outside help must be made by the Health Center or College Police.

12. Equipment, On-campus and Off-campus Use of College Equipment:  

Off-campus Use of Equipment:  

College equipment is not to be removed from the campus for personal use by faculty or staff. Instructional materials and equipment may be taken off campus for instructional purposes after an application form has been submitted to the academic school dean and/or supervisor for approval. Application forms are available in your academic school office or the Business Office. A copy must be given to the College Police. The equipment must be returned immediately following its use. Any equipment that is lost or stolen is to be reported on the Lost/Stolen Property Report form and submitted to the College Police department.

On-campus Use of Equipment:  

Personal use of college supplies and equipment is not allowed.
13. **Grievance**

As stated in the DCCCD Policies, a **grievance** means a work-related problem or condition that an employee believes is discriminatory or a hindrance to effective performance of the employee’s job. A grievance includes the results of a performance evaluation, except for faculty evaluation. A grievance also includes discrimination or harassment on the basis of race, color, religion, national origin, sex, disability, age or sexual orientation, gender identity, gender expression, but does not include sexual harassment which is covered in DGBA (REGULATION) in the Board Policy Manual. The grievance procedure applies to any full-time administrator professional support staff employee and faculty unless the grievance of the faculty member relates to a faculty evaluation rating or procedure, in which case a faculty member may use the grievance procedure provided in DLA (REGULATION).

The grievance procedure is not designed to include a grievance that relates to a change in policy, sexual harassment, termination, layoff or matters of contract status, which are generally handled through other policies or regulations. A recommendation to initiate new policy or to change existing policy is handled through normal administrative channels. Sexual harassment is covered in DGBA (REGULATION) in the Board Policy manual. Personal problems, personality conflicts or similar matters between employees will be addressed by appropriate administrative personnel--rather than the grievance procedure.

A grievance must be handled with reasonable promptness both in submission and processing at each level. An employee may submit a grievance on the DCCCD employee Grievance Form within 30 working days from the event or occurrence to the employee's first-level supervisor. Exceptions to the 30 working day limit will be considered by the College President only in extraordinary circumstances. Delays may occur from time to time due to holidays, vacation, nature of investigation or other valid reasons.

Employee should make every effort to resolve the issue before initiating the grievance procedure.

http://www.dcccd.edu/emp/departments/businessaffairs/hr/hrog/employment/activeemp/pages/employeecomplaint.aspx
Employee Complaint Form: http://www.dcccd.edu/emp/departments/businessaffairs/hr/pages/hr-forms.aspx

14. **Guest Lecturer**

Guest lecturer request forms must be approved in advance by academic school dean and submitted to the Richland Business Office at least two weeks prior to the event. If a speaker is to be reimbursed, a "Request for Approval/Payment for Consultant or Guest Lecturer form must be completed and approved by the academic dean and the vice president for teaching and learning at least two weeks prior to the date the speaker will be on campus.
15. **Reserving a Campus Facility**

   Richland Room Reservations via [rlrooms@dccd.edu](mailto:rlrooms@dccd.edu) or 972-238-6061
   Guidelines and procedures: [http://www.richlandcollege.edu/rooms/](http://www.richlandcollege.edu/rooms/)

16. **External Funding for Projects**

   If a faculty member wishes to propose a new program or project that cannot be budgeted by the academic school or Richland College, the possibility of obtaining external funding can be discussed with the District Office of Resource Development. [http://www.dccd.edu/sitecollectiondocuments/dcccd/docs/councils/senior%20resource%20dev%20directors%20council/2012rdocouncilcharter.pdf](http://www.dccd.edu/sitecollectiondocuments/dcccd/docs/councils/senior%20resource%20dev%20directors%20council/2012rdocouncilcharter.pdf)

17. **Inclement Weather**

   The Richland College website will post closing notices, and local radio and television stations will be notified. Inclement weather hot line for employees is available from 5:30 a.m. - 6:00 a.m. Employees should call 972-238-6912; students should call 972-238-6196. 
   (RC website) [http://www.rlc.dcccd.edu/inclement/](http://www.rlc.dcccd.edu/inclement/)

   Buildings designated as tornado shelters are marked at each entrance. In the event of an emergency evacuation, instructors are responsible for moving students out of the buildings quickly and efficiently to the locations specified during the drills and in the Emergency Operations Plan. Charts in each classroom contain all emergency procedures.

18. **Office Security**

   Faculty members should keep their doors locked when not in the office and should not store valuables overnight. All members of the college community must be alert to potential safety hazards, unsecured valuables, suspicious circumstances or persons, and unlocked and unattended work spaces of offices and report them to the Richland College Police at 911. Additionally, each employee is responsible for securing college property, personal valuables, and assigned offices when unoccupied. 
   (RC-OM: CHA-801 Richland College Police) [https://dsc3.dcccd.edu/intranet/rlc/operational/CHA801.pdf](https://dsc3.dcccd.edu/intranet/rlc/operational/CHA801.pdf)

19. **Parking and Parking Passes**

   Parking Decals are not required to park in the general parking areas of Richland College. Handicap license plates, hang-tags or permits issued by the College Health Center are required to use the designated handicap parking areas on campus. 
   (RC-OM: CHC-801 campus Parking and Driving Regulations) [https://dsc3.dcccd.edu/intranet/rlc/operational/CHC801.pdf](https://dsc3.dcccd.edu/intranet/rlc/operational/CHC801.pdf)

20. **Reinstatement Policy After a Student Drops a Class**

   Reinstatement action generally should be initiated when the instructor believes that the student (presently dropped from the roll) could successfully complete the course objectives if reinstated in the class. The instructor should file the Request for Reinstatement form (available in the academic school offices, the Adjunct Faculty
College Center & Evening/Weekend Support Services and the Student Records Office) in the Student Records Office. The Student Records Office will then notify the instructor when the Student has been reinstated.

21. Student Grade Dispute/Instructional Concern

B. Copyright

The limitations stated below shall not apply to current news periodicals and newspapers and current news sections of other periodicals.

- **Single Copy for Teachers:**
  A single copy may be made for any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:
  - A chapter from a book;
  - An article from a periodical or newspaper;
  - A short story, short essay or short poem, whether or not from a collective work;
  - Charts, graph, diagram, 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 the course) may be made by or for the teacher giving the course for classroom use or discussion, provided that: The copying meets the test of brevity and spontaneity tests described below and each copy includes a notice of copyright.

- **Definitions: Brevity**
  - **Poetry:** (a) A complete poem if less than 250 words and if printed on not more than two pages, (b) from a longer poem, an excerpt or not more than 250 words.
  - **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% of the work, whichever is less. (In the case of works between 2500 and 5000 words, you may use an excerpt of up to 500 words). The numerical limits stated above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.
  - **Illustration:** One chart, graph, diagram, drawing, cartoons or picture per book or per periodical issue.
  - **Special works:** Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,5000 words in their entirety. Despite the numerical limits above, 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% of the words found in the text thereof, may be reproduced.
• **Definition:** *Spontaneity*
  • The copying is at the instance and inspiration of the individual teacher, and 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.

• **Definitions:** *Cumulative Effect*
  • The copying of the material is for only one course in the school in which the copies are made.
  • Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
  • There shall not be more than nine instances of such multiple copying for one course during one class term.

**Prohibitions to Above:** Notwithstanding any of the above, the following shall be prohibited:
  • Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts they are from are accumulated or reproduced and used separately.
  • 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, and test booklets and answer sheets and like consumable material.
  • Copying shall not:
    • Substitute for the purchase of books, publishers' reprints or periodicals;
    • Be directed by higher authority;
    • Be repeated with respect to the same item by the same teacher from term to term;
    • Result in a charge to the student beyond the actual cost of him photocopying.


**IV. College Services**

**A. General Services**

1. **Access 1-to-1**
   The Learning Center's (TLC) ACCESS 1-to-1 program helps students referred by Disability Services or Project Soar attain educational and career goals by providing individualized tutoring and learning support services. The goal is to show students how to Approach Challenges Creatively Empowering Student Success (ACCESS).

   **For details:**
   [http://www.richlandcollege.edu/access/](http://www.richlandcollege.edu/access/)
2. **Admissions/Registrar** *(Thunderduck Hall, Room T170, Ph: 972-238-6101)*  
Hours: Monday - Thursday, 8:00 a.m. - 7:00 p.m.; Friday 8:00 a.m. - 5:00 p.m.  
Services they provide are  
- Admit Students  
- Determine TST eligibility  
- Process meningitis documentation  
- Process change of records  
- Process all credit grade changes  
- Process verifications for enrollment and degrees  
- Determine student's residency status  
- Provide info on new-to-college orientation (OAR)  
- Caretaker of student records  
- Process all incoming/outgoing transcripts  
- Reinstall students WHEN APPROVED  
- Houses graduation office  
- Assists students with degree plans & requirements  

For more information:  
[http://www.rlc.dcccd.edu/admissions/](http://www.rlc.dcccd.edu/admissions/)

3. **Advising Center** *(Thunderduck Hall, Room T180, Ph: 972-238-3767)*  
The mission of Richland College Academic Advising is to foster successful teaching and learning experiences. Academic advising engages students in developing academic pathways and educational plans for life-long learning.  

On-line registration is available to current and former students who meet the following criteria:  
- Academic standing of "Good"  
- No restrictions, blocks, or holds on your student record  
- TSI statuses of complete, exempt, waived or have taken an approved TSI test in reading, writing, and math. Students who have not met or passed TSI requirements should visit with an advisor before registering or dropping classes.  

The Advising Center offers the following services either on a Drop-In basis or by appointment. Appointments are made directly with individual advisors.  
- Getting started as a student  
- First Time in College sessions  
- What classes to take  
- Declaring a major and choosing advising the appropriate 4-year institution  
- Campus resource information  
- Setting your education goals  
- Transfer information  
- Career & Technical education  

For more information  
[http://www.rlc.dcccd.edu/advising/](http://www.rlc.dcccd.edu/advising/)

4. **Bookstore** *(Sabine Hall, Room SH154, Ph: 972-231-7315)*  
Call for current hours. Richland's on-campus bookstore provides more than just textbook; you can find greeting cards, gifts, Thunderduck clothing, snacks, and more.  

Textbooks used in courses are ordered through the academic school offices. Each academic school has their own guidelines for making decisions about textbooks selections. Discuss textbook concerns with your academic school dean.
5. **CARE Team**
   The Richland College CARE Team is the Campus Assessment Response and Evaluation Team. It was established to extend and promote the Richland College culture of caring for students, faculty, and staff and to help nurture and sustain an environment of civility, respect, and safety in classrooms and throughout campus. It is located in the Lakeside Resource Center, El Paso Hall, Room E082, Ph: 972-238-3771, Email: rlcCARES@dcccd.edu)
   For details: http://www.richlandcollege.edu/cares/

6. **Career Services (El Paso Hall, Room E090, Ph: 972-238-6921)**
   Career Services serves as a resource for credit and non-credit students as well as alumni of Richland College. Students may use the center at their leisure however; appointments are encouraged for using the Computer Guidance Programs and for in-depth consultation.

   Resources include but are not limited to:
   - Computer Guidance Programs
   - Occupational/Industry Video Tapes & CD ROM
   - Computers for Employment or Industry Research

   For office hours and additional services: http://www.rlc.dcccd.edu/career/

7. **Center for Success in Mathematics (CSM), Medina Hall, Room 227 (Inside The Learning Center), Ph: 972-238-6226**
   The CSM offers students: assistance with homework, review before taking tests, going over tests, refining study skills, and providing referrals to other college services. We offer face-to-face drop-in tutoring for all Richland students in all levels of Developmental Math. Tutoring and going over a test is provided on a walk-in basis. Math coaches and tutors circulate among all students needing tutoring. If a student is going over a test, the math coach will sit with him or her at one of the round tables in front of the room.

   **NOTE:** All services are available for students enrolled in DMAT courses at Richland College.

   For more information: http://www.richlandcollege.edu/csm/index.php

8. **Computer Use Policy and Computer Use on Campus**
   The College District is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. To fulfill its multiple missions as an institution of higher learning, the College District encourages a climate that values and nurtures collegiality, diversity, pluralism, and the uniqueness of the individual within the state, nation, and world. The College District also strives to protect the rights and to enhance the self-esteem of all its members. Faculty, staff, and
students should be aware that any form of illegal harassment or discrimination against any individual is inconsistent with the values and ideals of the College District community. Software and documentation will only be used in accordance with the terms of the applicable license. No employee, student, or other authorized user will duplicate any software without authorization, except that one copy of any software may be made for backup or archival purposes only as approved by the Richland Information Technology Department. 

All questions and concerns about the function of your computer or installation of software should be directed to the Richland Information Technology Department.


Please review all the sections of the Computer Use Policy:
https://www1.dcccd.edu/catalog/ss/computer.cfm?loc=8

Drop-In Computer Lab (Credit): Del Rio Building, Room 229, Ph: 972-238-6317
Credit students may use the drop-in lab. Student ID is required and student must be currently enrolled.
http://www.richlandcollege.edu/authorized/lab.php

Other Campus Computer Areas and Other Student Support Services
http://www.richlandcollege.edu/dual/resources.php

9. Continuing Education (Thunderduck Hall, T160, Ph: 972-238-6006)
Continuing Education/Workforce Development courses are designed for an adult audience of 18 years or older. Some courses are designed for a younger audience; these classes are the only exceptions to the age restriction. Students under the age of 18 are required to have a Health Waiver form on file before attending class. For more information:
http://www.rlc.dcccd.edu/ce/

10. Counseling Services (Lakeside Resource Center) El Paso Hall, Room E082, Ph: 972-238-3771
Richland counselors are available to help current students with personal, career and academic concerns. Counselors provide confidential, short-term personal counseling and can make community agency referrals, for such concerns as:
● Problems with anger, depression, anxiety, etc.
● Death or Loss
● Diversity Issues
● Eating Disturbances
● Stress
● Test Anxiety
● Conflicted Life Choices
● Drug and Alcohol Abuse
● Domestic Violence
● Family and Relationship Issues
● Support Groups
● Agency referrals for Shelter, Food, and other Crisis situations
Ways to contact a personal counselor:

● Phone: 972-238-3771, or Lakeside Resource Center: 972-238-3777
● By email: RLCCounseling@dcccd.edu or through website: www.rlc.dcccd.edu/counseling
● In Person:
  1. Counseling Office in E082: the receptionist can make appointments.
  2. On-campus crisis situation: can also call College Police at 972-238-6911.
  3. Off-campus: Counseling staff do NOT provide 24-hour coverage. If students are experiencing a mental health emergency and need assistance they should call:
     ● 911
     ● Contact Counseling & Crisis Line 972-233-2233
     ● Suicide and Crisis Center crisis line 214-828-1000

For more information:
http://www.richlandcollege.edu/lakeside/

11. Disability Services Office (Thunderduck Hall, Room T120, Ph: 972-238-6180)
DSO offers a variety of services for our students. The DSO caters to those in need of support, and/or certain requirements for their academic enrichment. The DSO wants to ensure that students are getting the assistance they need by providing a wide range of services including but not limited to:
● Sign Language Interpreters
● Computer-Aided Real Time Translation (CART) services
● Note taking services
● Tutoring referrals
● Testing accommodations
● Assistive technology
● Academic Counseling students using DSO services

For more information:
http://www.rlc.dcccd.edu/dso/

12. eCampus
Virtual classroom--a web-based learning system and electronic community center for students and faculty. This customizable, secure portal offers courses, collaboration and communication tools, assessment features, and access to a vast array of teaching and learning resources. Types of information provided through eCampus are
● announcements from professors  ● library resources
● chat rooms  ● news media resources
● course content  ● online courses
● course syllabi  ● personal calendar that syncs with handheld electronic devices
● grade center for assignments

Tips for students to login to eCampus account.
http://www.richlandcollege.edu/dual/econnect.pdf
13. **eConnect**  
Web interface that provides a variety of online services to DCCCD students, faculty, and employees.  
*Tips for students to set up eConnect account.*  

14. **Email Issues**  
Contact Information Technology Support Center (Pecos, Room P102, Ph: 972-238-6335)  
[http://www.rlc.dcccd.edu/infotech/](http://www.rlc.dcccd.edu/infotech/)

15. **Emeritus Office (Senior Adult Education), Crockett Hall, Room C120, Ph: 972-238-6393**  
The Emeritus Plus 50 Program provides affordable, quality education to enable individuals 50 and over to stay intellectually challenged and enriched, physically fit and socially connected through stellar services. Offers volunteer opportunities to promote Richland College student success. Builds community partnerships by providing life-long learning at retirement facilities.  
*For more information:*  
[http://www.rlc.dcccd.edu/emeritus/](http://www.rlc.dcccd.edu/emeritus/)

16. **Financial Aid/Scholarships (Thunderduck Hall, Room T130, Ph: 972-238-6188)**  
The Financial Aid office exists to assist those students who would not be able to complete their education at Richland without financial aid.  
[http://www.rlc.dcccd.edu/finaid/](http://www.rlc.dcccd.edu/finaid/)  
[https://www1.dcccd.edu/catalog/ss/fa/process.cfm?loc8](https://www1.dcccd.edu/catalog/ss/fa/process.cfm?loc8)

17. **Fitness Center (Guadalupe Building, Room G102, Ph: 972-238-3735)**  
A state-of-the-art wellness, athletic and recreational facility with high-tech fitness equipment, featuring the premier VR2 Strength Systems by Cybex  
Credit and non-credit physical education activities are offered.  
No charge to Richland credit students enrolled in a Physical Education course and employees that are participating in the DCCCD Wellness Program. A $20.00 per month charge for anyone not enrolled in a credit Physical Education course may sign up to use the Fitness Center through our Continuing Education program.  
*For hours of operation and center features:*  
[http://www.richlandcollege.edu/pe/fitnessCenter.php](http://www.richlandcollege.edu/pe/fitnessCenter.php)

18. **Graphics (College Communications & Marketing, Bonham, Room F207; Ph: 972-238-6087)**  
Graphics provides art production to produce posters, signs/charts, dry mounting and lamination. Photographic services are available for staff photos, most campus events and program-related photos.
19. **Health Services** *(Thunderduck Hall, Room T110, Ph: 972-238-6135)*

The Health Center is a multi-purpose facility that promotes health, wellness and preventive care for the college community. Registered nurses coordinate and provide health services. Students do not need to be sick to come to the Health Center. Health questions and concerns are welcome. Students with chronic health problems should visit the Health Center to discuss any special concerns with the nurse before attending classes or whenever problems arise. No information about your health will be released without your written permission unless it is required by law. Some of the services provided by Health Services are the following:

- Emergency Medical Care
- Non-prescription Medication
- Blood Pressure Monitoring
- Vision/Hearing Screening
- TB Skin Test
- Rest Facilities
- Health Information/Screening Programs
- Community Health Resource Information
- Employee Wellness Program
- Pregnancy Tests

**For more information:**

[http://www.rlc.dcccd.edu/health/](http://www.rlc.dcccd.edu/health/)

20. **Honors Academy** *(Crockett Hall, Room C-243, Ph: 972-238-6230)*

**John Daniels** *(Interim Honors Director and Coordinator of Community Engagement and Service Learning)*

The Honors Academy provides highly motivated students with an enriched and challenging academic community where they develop the capabilities necessary to excel in their educational and career goals.

Students enrolled in the Honors Academy must complete Honors courses with an "A" or "B" grade in order to have the "H" Honors designation posted on their transcripts. Honors courses are entry-level CORE courses currently offered on campus during the day time with lower capped enrollment to facilitate more interaction and engagement between faculty and students.

**For more information:**

[http://www.richlandcollege.edu/honors/](http://www.richlandcollege.edu/honors/)

21. **Intercollegiate Athletics**

A program that provides student athletes opportunities to compete in sports in an education environment. Bringing together those students with motor skills beyond the level of the college physical education class and/or intramural offerings, the program promotes physical fitness, intellectual development, social interaction, sportsmanship and team commitment.

**For more information:**

[https://www1.dcccd.edu/catalog/ss/sd/ia.cfm?loc=8](https://www1.dcccd.edu/catalog/ss/sd/ia.cfm?loc=8)
22. Institutional Research Office (OPRE: Office of Planning, Research, Effectiveness, and Development)    Neches Hall, Room 205, Ph: 972-238-6340
This office supports and deploys Richland College's commitment to performance excellence through strategic planning, institutional research, assessment of institutional effectiveness, resource development, and continuous improvement efforts by

● coordinating the college's strategic planning and data-informed decision-making processes
● providing timely and accurate data in a format that is easy to read and understand
● offering professional development and individualized guidance in planning, assessment, and continuous improvement to employees and workgroups
● directing and monitoring the college's continuous improvement processes
● finding money for projects and programs that support the college's strategic plan

For more information:
http://www.rlc.dcccd.edu/effectiveness/

23. Learning Center, The (TLC) Medina Hall, Room M216, Ph: 972-238-62261)
The mission of The Learning Center is to bridge the path to student success by emphasizing the connections between classroom success, community involvement and goal achievement. We provide a friendly, open, and diverse learning community that empowers students and fosters overall success.

The Learning Center offers instructional support to students enrolled in a variety of courses at Richland College. We maintain drop-in labs for tutoring in math, accounting, economics, history, and government. The writing center provides both scheduled appointments and drop-in tutoring for students who would like help with writing assignments in any of their Richland classes. Similarly, the R.E.A.D. (Reading Enhances Academic Development) program provides tutoring by appointment or on a drop-in basis for students in reading courses or those wanting to improve their academic reading skills for other classes.

The Learning Center collaborates with science faculty to provide drop-in tutoring in biology, chemistry and physics in the Science Corner, located on the second floor of Sabine Hall above the bookstore.

In addition to providing tutoring, The Learning Center offers Connections Study Skills Workshops which focus on topics relevant to students enrolled in many different courses.

And the Center for Success in Mathematics, located inside The Learning Center, provides instructional support for students enrolled in all levels of developmental math.

For more information:
http://www.rlc.dcccd.edu/tlc/
24. Learning Communities  (Coordinator: Kathy Yates, Lavaca Hall, Room L236, Ph: 972-238-6301)

Learning Communities are programs in which a group or cohort of students enroll in two or more courses organized around a common theme, project, or objective. The purposes of Learning Communities are to:
- Create a more integrated experience between the courses for each student
- Provide greater coherence in each student's college curriculum
- Increase collaboration among students and faculty in pursuit of learning

Currently, there are two types of Learning Communities:

1. Coordinated Studies -- The faculty in all courses in the Learning Community work together with all students enrolled in all the classes within the Learning Community focused on a common theme to learn more about the specific disciplines and how they relate to each other.

2. Linked Communities -- The faculty in all the classes in the Linked Community work together to help students find commonalities between the disciplines. All students do not necessarily enroll in all the classes in the Linked Community.

http://www.richlandcollege.edu/learncom/

25. Library  (Lavaca Hall, Room L102, Ph: 972-238-681, 972-238-6082)
Visit www.rlc.dcccd.edu/library/richhrs.php for the latest hours and updates.
Monday - Thursday  8:00 a.m. - 9:30 p.m.
Friday  8:00 a.m. - 4:30 p.m.
Saturday  12:00 p.m. - 4:00 p.m.

There are more than 75,000 books in the circulating collection, which are on the lowest level of Lavaca Hall. Current DCCCD students, faculty, and staff with photo ID may check out up to 10 books for three weeks. Visit the library webpage to search and browse books from all libraries in the District; students, faculty, and staff may request books online and have them delivered to their favorite campus library. Other services provided are
- Research assistant
- Information literacy
- Computers, printing and photocopies

For more information:
http://www.rlc.dcccd.edu/library/

26. Lost and Found  (Pecos Hall, P160, Ph: 972-238-6174)
The College Police Department maintains a storage area for "lost and found" items. Officers are on duty 24 hours a day. Additionally, the computer lab (D229) has a place for lost textbooks.

27. Mailroom
28. Math Labs
29. **Media Technology/Distribution**  (Bonham Hall, Room B220, Ph: 972-238-6085)
   Is now a part of Information Technology.
   Media Technology offers a variety of instructional support services to faculty, including a media library. Knowledgeable personnel are available to assist faculty members in making effective use of materials and equipment. This area also provides in-class use of videotapes, audio tapes and equipment. Some rooms require a key to access the VCR box, which is obtainable from your academic school office. A 24-hour notice is requested when ordering Richland media. Call the office for more detailed instructions.

30. **Multicultural Center**  (Thunderduck Hall, Room T150, Ph: 972-38-6900)
   The Multicultural Center is an advising and referring center designed to meet the academic needs of students whose native language is not English or students who were born outside the United States by
   - Providing academic and immigration services which enable them to identify and reach their educational goals.
   - Identifying their needs and preferences and creating services which effectively address them
   - Developing and partnering in activities which encourage their enrollment, value their presence, and promote their success

   **For more information:**
   [http://www.rlc.dcccd.edu/multicultural/](http://www.rlc.dcccd.edu/multicultural/)

31. **Police Department**  (Pecos Hall, Room P160)
   **Non-emergency:**  call 972-238-6174
   **Emergency,** RLC Emergency Number (campus phone): 911
   From cell phone or off-campus phone: 972-860-4290

   **Hours:**  Monday - Friday 8:00 a.m. - 6:00 p.m.
   Dispatchers are on duty 24 hours.

   The Richland College Police Department has the primary responsibility for the safety and security of the college community. They offer a variety of services to the college beyond the detection and prevention of crime on the campus. The department assists by
   - Helping with car trouble by jump starting vehicles
   - Offering assistance in locating phone numbers of locksmith to unlock vehicles when keys are left inside
   - Walking you out to your vehicle after hours if you do not feel comfortable with the surroundings
   - Meeting you at your office to unlock your door if you have misplaced your keys

   College police patrol the campus in marked police vehicles, on bicycles and on foot. All Richland officers are trained in first aid and CPR. They are licensed through the State of Texas and have arrest powers in Dallas County as well as on any Dallas County Community College property. They enforce all parking regulations as well as all of the
State of Texas traffic laws. They enforce all system rules and regulations, local ordinances, state laws as well as federal laws.

For more information:
http://www.rlc.dcccd.edu/police/

32. Posting Information
Hard Copies

Before posting information/signs on the kiosks located about the campus, check in with the Office of Student Life. They will stamp your material to indicate permission to post this item on the kiosk.

Web Policy and Procedures
Employees can post any information on the Richland website as long as it performs a Richland College-related business function and is not considered offensive. Send web posting requests to 8WebTeam@dcccd.edu. Information and images must be provided on disk or via email. Take a moment to read the Web Policy and Web Posting Procedures at the links below.

For more information:
http://www.richlandcollege.edu/web/policy.php
http://www.richlandcollege.edu/web/procedures.php

Display of Signs and Posters
The Signs and Posters Operational Memorandum explains Richland's policy in place to protest and maintain recently built, renovated, and existing campus spaces, internal and external concrete columns, glass walls and doors, painted and wood surfaces, and wood doors (other than personal hallway office doors.)

(RC-OM: GF-802 Display of Signs and Posters)
https://dsc3.dcccd.edu/intranet/rlc/operational/GF802.pdf

33. Reading Center

34. Science Corner

35. Service Learning Program (Medina Hall, Room M216, Ph: 972-238-6110)
Service Learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities.

For more information:
http://www.richlandcollege.edu/servicelearning/
36. Student Life, Office of (El Paso Hallway, Room E040, Ph: 972-238-6130)
OSL is the department responsible for the extra and co-curricular activities of the college campus. Students are offered a wide variety of culturally diverse programs and services which enhance classroom learning process. OSL plays the unique role in the education process by providing opportunities to see, hear and meet local and international speakers, writers, musicians, artists, poets, and performers. Programs and activities offered by OSL encourage students to gain new perspectives, meet fascinating people and share in multicultural experiences.

For more information:
http://www.richlandcollege.edu/osl/

37. Testing Center (M105; 972-238-6160)
The Testing Center provides comprehensive testing services for Richland College students, faculty, staff, and administration including assessment, THEA and CLEP. The Richland College Test Center is a closed campus, meaning that it will only administer exams/tests to Richland College students and with exception to other DCCCD institutions and the CLEP. Students must have a photo ID (driver's license, etc.) and a current Richland ID in order to take any test through the Testing Center. No full class testing is given.

Richland's Test Center provides instructional Make-Up testing for instructors who allow their students to complete tests at times other than during the regularly scheduled class times.

Testing rooms and computer screens are monitored by cameras.
The following guidelines have been established by the Richland College Administrative Team:

- Instructional testing in the Richland Test Center is limited to make-up testing. Permission for a student to take a make-up test is solely the decision of the instructor, but it must be understood that the intent of this service is not to relieve any instructor from doing tests during regularly scheduled class times which are described in the class syllabus.

- In the case of a family emergency, on the part of the instructor, the test center stands ready to perform this service.

- In all cases other than emergency situations, instructors are responsible for completing all forms and dropping off adequate numbers of tests IN PERSON at the test center.

- FAXING work orders is not acceptable. It is important that face-to-face communications occur in each case to insure proper test security and clarity of instruction.

- No tests will be accepted by any other method. Occasionally instructors slip tests under the door when the test center is closed. Cleaning crews have access to the center when it is closed, and we will not be responsible for
materials left in this manner. Orders over the phone are similarly excluded since test security cannot be assured, and we will not be responsible for making copies of altering tests in any way.

Please call the test center to discuss how they can serve you and your students. The information above may seem a little negative but rest assured, they are eager to serve you and your students in any way they can that does not place the integrity of the test environment in an untenable situation.

The Richland Test Center routinely gives more than 20,000 tests a year, so they must maintain organization. Losing a single test is not acceptable. They need your help in this pursuit of an extremely difficult goal. Your understanding of the need for what might appear to be obsessive internal control is appreciated.

For Testing Center Hours and more information:
http://www.rlc.dcccd.edu/testcenter/

38. Tutoring (See The Learning Center: IV., 23.)

39. Veteran Affairs  (El Paso Hallway, Room E083, Ph: 972-238-3778)
A Veteran or eligible beneficiary should contact the Veterans Affairs Department to see if s/he is eligible for VA Education benefits. The VA office works specifically with the GI Bill, VRAP, and Hazelwood Education Benefits. Tuition assistance and Go ARMY sponsorships are processed through the Business Office. They also assist with connecting to other local resources and references for service members and their families.
For more information:
http://www.rlc.dcccd.edu/va/

40. Voicemail
For Information and Instructions:
http://www.richlandcollege.edu/infotech/VMUser_Instructions06.pdf

41. Writing Center

B. Marketing and Public Information Office (CCM: College Communications & Marketing)
Bonham Hall, Room B227, Ph: 972-238-6194

The CCM department is responsible for developing, implementing and managing Richland College's internal and external marketing and communications programs. It is also responsible to present a consistent look and message for the College, and to maintain a positive image to students and the community. They provide such services as
- Printed and online marketing materials
- Maintenance and design of college website
- Promotional items relative to marketing for all departments on campus

For more information and additional services:
http://www.richlandcollege.edu/ccm/
V. **RCHS (Richland Collegiate High School)**
Richland Collegiate High School is a unique charter school designed to provide a “rigorous academic experience” for high school juniors and seniors. Students can complete their last two years of high school at Richland College by taking college courses and earning college credits with a focus on mathematics, science, and engineering or visual, performing, and digital arts.

http://www.richlandcollege.edu/rchs/

RCHS Student Handbook
(RCHS Handbook is under revision.)

VI. **Useful Terms**

**ACCESS:**
Adjunct Faculty College Center & Evening/Weekend Support Services Office, Alamito, A110.

**Academic Advisor:**
A member of the college staff who helps students set educational goals and selects courses to meet those goals.

**Admission:**
A person wishing to enroll must complete an application, be accepted and receive acknowledgement of acceptance from the Admissions Office before registering. An application can be acquired online at www.dcccd.edu.

**Audit:**
Enrollment in a credit course without receiving academic credit.

**Career and Technical Courses:**
Courses that lead to a Certificate or Associate in Applied Science Degree in a technical or occupational program. These courses are designed to aid the student in developing entry-level skills to be used in the job market. Students should consult an advisor regarding transferability if they plan to attend a four-year institution.

**Drop:**
The act of officially withdrawing from a particular course without penalty before a specified date.

**Dual Credit:**
Credit earned for both high school and college via concurrently enrolled high school students.

**eCampus:**
eCampus is a course management system that allows faculty to share specific course information online. Faculty may post course syllabi, assignments, and additional course material on eCampus. This system also enables faculty to inform each student of his or her grades and attendance information throughout the semester. All distance learning courses use eCampus but it can also be sued to support on-campus classes.
**eConnect:**
eConnect is a web application that allows you to search, register and pay for your credit classes, view your grades, and access your financial information online.

**Fiscal Year:**
The fiscal year begins September 1 and ends August 31.

**Flex Entry Course:**
A course beginning and ending on dates that are different from the regular semester dates. This may also be referred to as "flex" or "short semester." Consult the Class Schedule for further information.

**Former Student:**
One who has not attended a college of the DCCCD in the past year.

**Full-Time Student:**
A student who is enrolled for at least 12 credit hours during a semester or for six credit hours during a summer session. The student may be enrolled in one or more colleges of the DCCCD as long as the total number of hours meets the full-time requirement.

**GPA:**
Grade Point Average. Two different ways of computing a GPA are utilized. GPA1 includes all course work including any developmental/remediation course work. GPA2 is calculated for all college level courses and does not include developmental/remediation course work.

**Prerequisite:**
A requirement that must be met before registering for a specified course. For example, the prerequisite for English 1302 is the successful completion of English 1301. A prerequisite may be another course (high school or college), an appropriate assessment score, or instructor's permission.

**Supervision of Instructors in Credit Classes:**
Fifteen (15) instructors is the equivalent of one (1) three credit lecture hour course (one instructor is equal to 4 hours of pay for supervision).

**THEA:**
Texas Higher Education Assessment

**TSI:**
Texas Success Initiative

**Withdrawal:**
The act of ending enrollment in classes. A student withdrawing must go through a formal procedure. It is the student's responsibility to withdraw officially by the appropriate date. See the Academic Calendar on the online catalog site and look for "Last Day to Withdraw." A "W" is not calculated into GPA.
**Work Limitations:**
Effective Fall 2013, an adjunct faculty member may only teach a workload of (9) contact hours or less each week (18 clock hours or less per week) according to Teachers Retirement System guidelines.

However, DCCCD guidelines allow an adjunct faculty member to only teach a workload of nine (9) contact hours or less each week (18 clock hours or less per week) during the fall and spring semesters. Adjunct faculty who teach during the summer terms and/or non-traditional terms, i.e., winter term, May term, etc., may teach one (1) 3-hour or one (1) 4-hour credit course during any of the terms listed above.

Workload is calculated using the clock hour grid based on the number of contact hours to be taught. However, the appropriate grid/chart, related to the type of teaching arrangement, should be used to calculate payment. An adjunct instructor's workload includes class preparation and teaching assigned classes, student consultation, conducting examinations and submission of grades to the college. Like full-time faculty, activities may vary for non-traditional instruction. The adjunct instructor will be compensated for additional activities as assigned.

When an adjunct instructor teaches more than nine (9) contact hours they will be considered full-time employees for TRS purposes. These employees are required to participate in TRS and are eligible for insurance through the Employee Retirement System (ERS). Costs associated with these benefits will be charged to the college responsible for placing the employee over the nine (9) contact hour limit. Repeated or consistent occurrences in this exception will likely cause full responsibility for all benefits (i.e., not staff benefit allowances on benefit allocations) for the college causing the exception.

When working for multiple locations, the location entering the employment contract in Colleague last will be the responsible party.

**VII. FAQ**

- **What do I do if I am ill or have an emergency and cannot attend class?**
  Contact the appropriate academic office to arrange for your class to have independent study, a volunteer substitute or other appropriate assignments for the students. It may be necessary for the academic office staff to cancel the class for the day.

- **How do I get a key to my office?**
  Go to your academic school office and request a key request form which must be signed by the academic school dean.

- **Where do I go to report that my address other personal information has changed?**
  Log on to eConnect and click on the appropriate items listed under the "My Personal Information" to make your changes. Be sure to check with the Human Resource office to determine if there are other forms you might need to complete.
- **How can I gain entry into my office if I left my office key at home or locked it inside my office.**
  First, check with your academic office to see if someone in the office has a master key and can let you in. If you arrive to campus before or after your academic office hours, contact the College Police. A college police officer will be dispatched to your office. You must remain near your office door to meet the officer when he arrives.

- **How can I gain entry into my classroom if it is locked when I arrive for class?**
  You should contact your academic school office to see if someone in the office has a key to that room, or you can contact the College Police. A college police officer will be dispatched to the classroom. You must promptly return to the classroom to meet the officer when he arrives.

- **Must I have a parking sticker to park on campus?**
  Parking Decals are not required to park in the general parking areas on campus. However, handicap license plates, hang-tags or permits issued by the College Health Center are required to use the designated handicap parking areas on campus.

- **Can I be issued a citation for speeding on campus or for parking in special designated parking without the appropriate permit?**
  Persons operating a motor vehicle on the grounds of the campus are subject to the applicable statues of the Texas Transportation Code in addition to the DCCCD Parking and Driving Regulations which are part of the Student Disciplinary Code. Violations are subject to the issuance of a College Citation or a Notice to Appear before the Justice of the Peace. College Citations are issued to the registered owner of the vehicle. Payment of citation fees may be made by mail or in person at the College Police Department. Vehicles which have three unpaid College Citations will receive a Notice to Appear before the Justice of the Peace Court.

  **For information regarding citation fees:**

- **Can I check my pay online?**
  Employees are notified via Email when Pay Preview on eConnect is open for review. Pay Preview lists your salary for all positions worked or classes taught. If timesheet hours, a position or class is missing, contact your Supervisor and/or HR Department immediately. Also, review your deductions and the bank accounts listed. If there are any errors in benefits or your designated bank account, contact your HR Department immediately. Forms to make changes to your bank accounts must be turned into your HR Department before the end of the Pay Preview period.

- **Where do I get material copied for my classes?**
  Ask your academic school office for their policy on copying materials for use in your classroom. They also can provide you with information about the printing service on campus. All materials copied must be compliant with copyright guidelines.
• **What is TOLI?**
  TOLI stands for Thunderwater Organizational Learning Institute and is located in Hondo Hall (Ph: 972-761-6735, Email: RLCTOLI@dcccd.edu). The mission of this office is to facilitate the ongoing development of Richland College as a successful learning organization by providing access for all employees to professional development opportunities. TOLI is the office that will assist Richland employees with the registration and tracking of professional development activities. TOLI office staff can also help you locate missing items on your Staff Enrichment Transcript in eConnect, provide instructions on how to register for Staff Enrichment classes, and provide the most up-to-date information on the required annual core requirements.
  [http://www.richlandcollege.edu/thunderwater/](http://www.richlandcollege.edu/thunderwater/)

• **What is EDF?**
  EDF stands for Employee Development Fund. This fund is available for all full-time Richland employees after they have completed a 90-day probationary period once they are employed by Richland. Funds are available to support activities such as college courses, job-related training (group developmental opportunities, conferences, workshops seminars, travel, etc.). Applications must include a Richland College EDF Application Form, DCCCD Foundation Instructions and Conditions for Employee Application, and when applicable, a copy of the Professional Leave & Travel Request and/or Application for Leave form completed by the employee and signed by the appropriate supervisor.

  **For details:**
  [http://www.richlandcollege.edu/thunderwater/](http://www.richlandcollege.edu/thunderwater/)

• **Can I make long-distance phone calls from my private office?**
  A supervisor may authorize the assignment of a long distance access code for an employee who needs to use long distance to conduct DCCCD business. Discuss your need with your academic school dean.

• **How do I check my contact information for the Quick Quack?**
  1. Go to this URL in your browser: [http://www.richlandcollege.edu/staff/](http://www.richlandcollege.edu/staff/)
  2. Start typing your name. As you type, your current information and photo will auto-fill.
  3. Check to make sure your information is correct and the photo shown is the correct one.

  If for some reason you are not listed in the directory or your contact information is incorrect, please email your updated information to 8WebTeam@dcccd.edu and the WebTeam will update it for you.

• **What is the CARE Team?**
  The Richland College CARE Team is the Campus Assessment Response and Evaluation Team. It was established to extend and promote the Richland College culture of caring for students, faculty, and staff and to help nurture and sustain an environment of civility, respect, and safety in classrooms and throughout campus. It is located in the Lakeside
Can I enter the campus during Spring Break?
Normal procedures will be to close and lock all Richland College campus buildings and deactivate card readers throughout the duration of the Spring Break period. Also, Wi Fi access on campus will be deactivated during this period. There will be diminished electrical power and limited heating or cooling supplied to buildings. Only College Police and designated Facilities Services workers will be allowed access to campus buildings during Spring Break when required to conduct and complete necessary off-hours maintenance projects. College Police cannot authorize individuals to enter campus buildings during Spring Break.

Can I adjust the temperature setting in my office.
The set points for interior building temperatures will be set to an average 76 degrees for the spring and summer months and 72 degrees for the winter months. The temperature set points affect all campus buildings. This is a measure to reduce annual energy consumption and accomplish a 15% reduction in the utilities budget. For comfort, please dress accordingly.

What is "T-Ducks in a Row"?
Periodic topical email briefings to help keep Richland employees abreast of multiple organizational changes rippling from planning/budgetary shifts. These will arrive in your email as frequently as needed. Examples of topics are Testing Center changes, multimedia program changes, upcoming renovations, changes in other programs and services and processes. If you believe you have a potential topic that warrants a "T-Ducks in a Row" (TDR) briefing, forward them to Janet James, TDR editor.

To access current and/or previous TDR briefings:
http://rlc5.dcccd.edu/tdr/

What is the difference between eCampus and eConnect?
http://www.richlandcollege.edu/dual/econnect.pdf

What is WECM?
The Workforce Education Course Manual is the state inventory of the workforce education courses for public two year colleges. It contains a generic catalog of course descriptions and specifies for each course, a minimum and maximum number of contact hours, number of semester credit hours or continuing education units, and minimum learning outcomes. The purpose of WECM is to provide flexibility in responding to employer needs, promote career advancement, enhance portability of credit and credentials for students, and contribute to the quality and consistency of workforce courses. WECM course titles and descriptions are listed (alphabetically by Rubric number) in the catalog.
• **How can I tell when grades are due?**
Grades are due the 3rd working day after the last day of class. Saturdays are counted as a working day, but Sundays and holidays are not considered working days.

**Example:**
- Thursday: Last day of class
- Friday: 1st working day
- Saturday: 2nd working day
- Sunday: non-working day
- Monday: 3rd working day -- GRADES DUE

• **When should I give an "I" Incomplete grade to a student?**
An incomplete grade of "I" may be given when an **UNFORESEEN EMERGENCY** prevents a student from completing the work in a course. The student must have been actively involved in the class and coursework up to date prior to the unforeseen emergency. The "I" must be converted to a performance grade within ninety days after the first day of classes in the subsequent long semester. The form is available in the academic school offices as well as the ACCESS Center.

• **I submitted my grades into eConnect but I made a mistake. What do I need to do?**
Once you hit the submit button, you can no longer make any changes to your grades on eConnect. You need to complete a CHANGE OF GRADE form available in the academic school offices as well as the ACCESS Center. The form requires your signature as well as your dean's signature, and then it is submitted to the Registrar's Office where the change of grade is made to the student's academic record.

• **What steps regarding grades do I need to take at the end of the semester?**
By the end of the 3rd working day after your class has ended, you should have entered or submitted:
  - Final course grades online in eConnect
  - Permanent course records online in eCampus
  - the "Grade Center Verification Record" form through your DCCCD email account.