PELLISSIPPI STATE
COMMUNITY COLLEGE

Adjunct Faculty Handbook

Guidelines & Information
for Adjunct Faculty

Revised August 2020

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The College Mission

Pellissippi State Community College: a transformative environment fostering the academic, societal, economic, and cultural enrichment of the individual and the community.

Features of Our Mission

To fulfill its mission, Pellissippi State offers students the opportunity to earn the following credentials:

- Associate's degrees and certificates that lead to employment in a variety of career fields
- Associate's degrees, courses, programs, pathways, and partnerships that prepare students for transfer to baccalaureate-level colleges and universities
- Industry recognized certifications that increase the skills of the local workforce, support the development of existing and new employers, and foster economic growth

Our mission is guided by our commitment to the following values:

- Academic Integrity
- Accessibility
- Affordability
- Community and Civic Engagement
- Diversity
- Sustainability

In support of these values, we offer the following programs and services:

- Academic Support Services
- Arts and Cultural Events
- Early College Initiatives
- Non-credit Classes
- Service-Learning
- Student Support Services
- Study Abroad
- Sustainable Campus Initiative
- Technology-enhanced Course Delivery
- Veterans' Support and Programming
- Workforce Development

EQUAL OPPORTUNITY AND NON-DISCRIMINATION
IN EDUCATION AND EMPLOYMENT

Pellissippi State affirms that it will not tolerate discrimination against any employee or applicant for employment because of race, color, religion, ethnic or national origin, sex, sexual orientation or gender identity, disability, age or status as a covered veteran, nor will the College tolerate harassment on the basis of race or sex.

Similarly, the College will not subject any student to discrimination or harassment under any educational program and no student shall be discriminatorily excluded from participation nor denied the benefits of any educational program on the basis of race, color, religion, ethnic or national origin, sex, sexual orientation or gender identity, disability, age or status as a covered veteran.

Any Pellissippi State employee, applicant, or student who has reason to feel that he or she has been harassed or affected by discrimination, or who has any other concerns or questions about equal opportunity and affirmative action, should contact the following:

Executive Director of Human Resources and Affirmative Action Pellissippi State Community College
J. L. Goins Administration Building, GN207
10915 Hardin Valley Road
P.O. Box 22990
Knoxville, TN 37933-0990
(865) 694-6607
Fax: 865-539-7699

Questions about services and facilities for students with disabilities should be directed to the following:

Director of Services for Students with Disabilities
Pellissippi State Community College
Lamar Alexander Arts & Sciences Building
10915 Hardin Valley Road, Room 130
P.O. Box 22990
Knoxville, TN 37933-0990
(865) 694-6441
(865) 694-6429 (Voice/TTD)
FAX: 865-539-7699

**What Adjunct Faculty Need to Know
Disability Services (DS) at Pellissippi State Community College**

Disability Services: Phone: 865.694.6441 email: disabilityservices@pstcc.edu

Essential Points for Faculty:

Accept only current semester accommodation plans from Disability Services (DS)
- Consult with the DS staff member assigned to your student regarding questions/problems with accommodation plans
- Require the same classroom standards of behavior for all students
- Include the following statement on your class syllabi

Syllabus Statement:
- Include the following statement on all of your syllabi:

"Students that need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Disability Services (DS) in order to receive accommodations in this course. Disability Services may be contacted by sending email to disabilityservices@pstcc.edu, or by visiting Alexander 130. More information is available at PSCC Disability Services."

- Be sure your syllabi are in a format that is accessible to assistive technology used by students with disabilities per TBR Accessibility Initiative

Faculty Member Accommodation Responsibilities:
- Provide accommodations listed on PSCC accommodation plan
- Discuss specifics of accommodations with students
- Consult with DS for clarification of accommodations, if needed
- Maintain student confidentiality regarding accommodations
- Refer students without accommodation plans to DS
- See PSCC policy on academic departments/faculty responsibilities & DS (Policy 04:07:00, Section II)
- See PSCC policy on disability accessibility of course content (Policy 03:03:00)

Student Accommodation Responsibilities:
- Self-identify to DS to request accommodations
- Provide current documentation that meets College guidelines to DS
- Provide current semester plan to professors in a timely manner
- Discuss accommodation specifics with professors
- Notify DS of any problems with accommodations in a timely manner
- Comply with all PSCC classroom standards, disciplinary rules and policies

Disability Services Responsibilities:
- Assist with procedures re: accommodations/disability documentation
- Develop accommodation plans for each semester a student is enrolled
- Assist students/staff with the use of assistive technology
- Provide accommodations/academic adjustments/ services per College policies
- Serve as liaison between the College and community agencies regarding disability issues
- Advocate for students with disabilities regarding disability rights
- Maintain confidential records

Faculty Fact Sheet (revised February 2017)

Faculty Resources

Academic Departments

Business & Computer Technology

Dean: Michael Wolfe
Department Assistant: Yolanda Roebuck
Office Location: MC 252

Engineering & Media Technologies

Dean: Margaret Ann Jeffries
Department Assistant: Remonda Swafford-Alleyne Office
Location: MC 246

English

Interim Dean: Sue Yamin
Department Assistant: Mike Hurst
Office Location: MC 329

Liberal Arts

Dean: Jonathan Fowler
Department Assistant: Kathy King
Office Location: MC 240

Liberal Arts, Music

Dean: Jonathan Fowler
Secretary: Jackie Ingram
Office Location: AL 152

Mathematics

Interim Dean: Judy Fethe
Department Assistant:
Office Location: AL 221 A (Inside AL 217)

Natural & Behavioral Sciences

Dean: Kane Barker
Department Assistant: Kim McAlvin
Office Location: AL221 B (Inside AL 217)

Nursing

Interim Dean: Angela Lunsford
Assistant:
Office Location: SP3648

Building Names and Acronyms

AL Lamar Alexander Arts & Sciences Building

BA Bagwell Center for Media & Art

CPAC Clayton Performing Arts Center Inside the Lamar Alexander Bldg.

ERC Educational Resources Center Library

GN J.L. Goins Administration Building

IC Information Center

MC Ned R. McWherter Technology Building

PRT Portable Buildings

PH Physical Plant

SRC Student Recreation Center

Department Names and Acronyms

BCT Business & Computer Technology

EMT Engineering & Media Technology

ENGL English

LA Liberal Arts

MATH-Mathematics

NBS Natural & Behavioral Sciences

NURS Nursing

Administrative Offices

Offices of the President, Vice Presidents, and Directors

L. Anthony Wise, Jr., President
Ann Burgess, Executive Assistant II
Joanne Monhollen, Executive Secretary
Office Location: GN 211

Allen G. Edwards, President Emeritus
Office Location: AL 100

Rushton Johnson, Vice President, Student Affairs
Cheri Fray, Executive Assistant I
Office Location: GN 109, GN 108

Ronald Kesterson, Vice President, Business and Finance
Marcia Lawson, Executive Assistant I
Office Location: GN 221

Kathryn Byrd, Interim Vice President, Academic Affairs
Annette Eldridge, Executive Assistant I
Office Location: GN 212

Audrey Williams, Vice President, Information Services
Susan Mills, Executive Assistant I
Office Location: GN 209

Tracey Bradley, Executive Director, TnCIS
Tennessee Consortium for International Studies Gwen Miller, Secretary
Office Location: AL 103

Teri Brahams, Executive Director, Economic and Workforce Development
Angela Branson, Technical Clerk
Office Location: AL 102, AL 108

Anesia McDonald, Executive Director of the Foundation
Orpha Leitch, Executive Assistant
Office Location: GN 210

Nancy Ramsey, Executive Director, Institutional Effectiveness, Assessment and Planning
Lisa Nipper, Technical Clerk
Office Location: GN 256, GN 257

Annazette Houston, Executive Director, Equity and Compliance
Office Location: GN207

Suzanne Walker, Director, Internal Audit
 Office Location: GN231

Building Names and Acronyms

AL   Lamar Alexander Arts & Sciences Building

BA   Bagwell Center for Media & Art

CPAC   Clayton Performing Arts Center Inside the Lamar Alexander Bldg.

ERC   Educational Resources Center Library

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IC   Information Center

MC   Ned R. McWherter Technology Building

PRT Portable Buildings

PH   Physical Plant

SRC Student Recreation Center

Faculty Resources

Satellite Campuses

Blount County Campus

Holly Burkett, Campus Dean
Laura Overton, Campus Secretary Office Location: BC125, BC 126

Division Street Campus

Esther Dyer, Campus Dean, DV 103A

Marcia Coleman, Campus Secretary, DV 109

John Cochrane, Campus Secretary, DV113

Office Location: DV 109

Magnolia Avenue Campus

Rosalyn Tillman, Campus Dean, MA103

Patricia Rogers, Campus Secretary, MA101

Strawberry Plains Campus

Mike North, Campus Dean, SP2932

Rachael Skyles, Campus Secretary SP2980

Building Names and Acronyms

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IC	Information Center
MC	Ned R. McWherter Technology Building
PRT	Portable Buildings
PH	Physical Plant
SRC	Student Recreation Center

Campus Names and Acronyms

BL	Blount County Campus
DV	Division Street Campus
HV	Hardin Valley Campus
MA	Magnolia Avenue Campus
SP	Strawberry Plains Campus

Faculty Resources
Links to Important Resources
Campus Police: http://www.pstcc.edu/security/
Emergency: 865-694-6649 – On Campus: Ext. 6649
Phone Extension: 865-694-6646 – On Campus: Ext. 6646

Academic Calendar	http://catalog.pstcc.edu/content.php?catoid=10&navoid=573
Academic Departments	http://www.pstcc.edu/academics/departments.php
Behavioral Intervention Team	http://www.pstcc.edu/bit/index.php
Bookstore	https://www.bkstr.com/pellissippistateccstore/home/en
Campus Maps	http://www.pstcc.edu/maps/index.php
Campus Police	http://www.pstcc.edu/security/
College Catalog	http://www.pstcc.edu/catalog/index.php
Counseling Services	http://www.pstcc.edu/counseling/index.php
Disability Services	http://www.pstcc.edu/sswd/index.php
Educational Technology Services Classroom Instructor Stations	http://www.pstcc.edu/ets/index.php http://www.pstcc.edu/ets/instruct_tech/consoles/index.php
Fee Discounts and Waivers	http://www.pstcc.edu/hr/internal/forms.php#forms2
Final Exam Schedule	http://www.pstcc.edu/instruction/exams.php
HelpDesk	http://www.pstcc.edu/itsc/helpdesk/index.php
Information Services	https://sites.pstcc.edu/infoservices-catalog/
Library	http://www.pstcc.edu/library/
Organizational Chart	http://www.pstcc.edu/hr/internal/charts/pstcc_orgcharts.pdf
Pellissippi Academic Center for Excellence	https://sites.pstcc.edu/pace/
Payroll	http://www.pstcc.edu/finance/payroll/index.php
Policies and Procedures	http://www.pstcc.edu/policies.php
Service Requests	http://www.pstcc.edu/facilities/request
Pellissippi Alerts Sign-up Inclement Weather Policy	http://www.pstcc.edu/alerts http://www.pstcc.edu/weather.php
Student Perception of Faculty	Links to Form – Policy 06:02:04 – http://www.pstcc.edu/ppm/pdf/06-02-04.pdf

Quick Reference Phone List

Area code for all numbers is 865

Executive Staff

President of Pellissippi State: L. Anthony Wise, Jr.......................................694-6616

Interim Vice President of Academic Affairs: Kathryn Byrd 694-6523

Asst. Vice President, Career Programs, Judy Gosch...................................539-7233

Asst. Vice President, University Parallel, Angel Hughes............................694-6728

Vice President of Business & Finance: Ron Kesterson................................694-6608

Vice President of Information Services: Audrey Williams...........................539-7198

Vice President of Student Affairs: Rushton Johnson..................................694-6552

Campus Deans and Main Office Numbers

Blount County Campus	981-5300	
Division Street Campus	Esther Dyer.................................971-5200	
Hardin Valley Campus	Information Center 694-6400	
Magnolia Avenue Campus	Rosalyn Tillman 329-3100	
Strawberry Plains Campus	Mike North.................................225-2300	
P.A.C.E. Director,	Kellie Toon..................................539-7053	

Main Information Center...694-6400

Advising Center..694-6400

Behavioral Intervention Office...694-6415

Campus Bookstores

Blount County Campus 981-5311

Division Street Campus...971-5231

Hardin Valley Campus 694-6642

Magnolia Avenue Campus...329-3114

Strawberry Plains Campus...225-2307

Campus Police

Blount County Campus………………………………………………..981-5300

Division Street Campus…………………………………….................971-5200

Hardin Valley Campus…………………………………………….....694-6646

     Emergency…………………………………………………...694-6649

Magnolia Avenue Campus...321-3100

Strawberry Plains Campus...225-2307

Department Offices

Library

Payroll Office

Pellissippi State Community College Adjunct Faculty Handbook – 2017-2018

Adjunct Faculty Sub-Committee of

Faculty Development Committee

Kellie Toon, Associate Professor, Chair of Faculty Development/Director of the P.A.C.E. Center

Noah Kover, Assistant Professor, Natural & Behavioral Sciences

Ann Kronk, Professor, Natural & Behavioral Sciences

Linda Manning, Associate Professor, Business & Computer Technology

Ella Ruggles, Associate Professor/Program Coordinator, Video Production Technology/Media Technologies, Engineering and Media Technologies

Nancy Sutton, CAP, OM, Secretary II, Academic Affairs

Special thanks to Ms. Kellie Frank, Human Resource Specialist, for her assistance.

I. Personnel Information

A. Adjunct Faculty Job Description (Policy 06:01:02, Section I)

The primary responsibility of this position is to provide quality instruction for student learning and to maintain a positive learning environment in the classroom. The major emphasis will be placed on teaching and evaluating students in classrooms and laboratories. (Instructors should not have family members or significant others enrolled in their classes.)

Responsibilities: (Policy 06:01:02, Section I)

- Planning and teaching classes as assigned and as outlined in the course descriptions and course syllabi
- Supervising the study and learning activities of students assigned
- Submitting requests through the dean, program coordinator, or lead instructor for equipment, supplies, textbooks, and other instructional aids
- Evaluating the academic progress of students
- Demonstrating knowledge of services, regulations, and procedures as defined in the Adjunct Faculty Guidelines & Information Handbook
- Submitting course grades and performing other administrative duties as required
- Scheduling two office hours per week if teaching at least one lecture-based class. For extenuating circumstances in which office hours cannot be scheduled, the adjunct faculty member must submit a written plan to the dean describing how students can access the instructor. Office hours are not paid during the summer session.

B. Selection (Policy 06:01:02, Section II)

All adjunct faculty in the academic teaching areas, including adjunct faculty teaching college- level credit courses for the Business and Community Services department, will have the same academic qualifications as full-time faculty. These qualifications do not apply to adjunct faculty teaching non-credit courses for Business and Community Services. The dean or program coordinator reviews the credentials and interviews all applicants.

Adjunct faculty members are selected according to the following criteria:
- Academic degree; proficiency in the proposed course
- Professional references
- Previous experience in business, industry, or teaching
- Completed application and official transcripts
- After the initial semester, rehiring decisions will be based on these factors: Classroom observations by full-time faculty
- Student perception of course instruction comments and numerical results Instructor attendance
- Maintenance of an appropriate learning environment
- Performance of administrative duties in a timely manner; and
- Needs of the college

All adjunct instructors will be employed subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents, and the requirements and policies of Pellissippi State Community College.

- Adjunct faculty teaching assignments are dependent on sufficient enrollment in each course available to be taught and/or other administrative considerations. Should the class (es) not have a sufficient number of students enrolled, the contract automatically becomes void. Pellissippi State also reserves the right to transfer class (es) to a full-time faculty member. Adjunct faculty appointments include no assurance, obligation, or guarantee of subsequent employment.

- Adjunct appointments may be canceled without prior notice and are not effective until approved by all College officials. The maximum teaching load will be in accordance with TBR and federal guidelines.

- In the event an adjunct faculty member cannot meet a class at the scheduled time, he or she must immediately contact the dean, program coordinator, or lead instructor. If teaching at one of the site campuses, contact the main office to have notices posted on the classroom door. Any absenteeism will be reflected in the amount of pay.

C. Personnel Requirements (Policy 06:01:02, Section III)

All adjunct faculty members who teach credit courses are required to submit at the time of initial employment:

- Pellissippi State Employment Application with attached resume (completed online)

- Background Check submitted online. Each adjunct faculty member is responsible for entering information to complete a criminal background and reference check through Pellissippi State's background screening vendor. Instructions for entering information for this background check will be emailed to the adjunct faculty member by the Human Resources Department.

- Official college transcript(s) from all higher education institutions attended. Official college transcript(s) must be received within fifteen days of hire and sent directly to Human Resources from the accrediting institution(s).

- Employee Information Form

- Drug Free Campus/Workplace Form

- W-4 Form

- Direct Deposit Form

- Social Security Card (must be inspected and copied for payroll purposes)

- I-9 Employment Eligibility Verification Form with documentation (see Lists of Acceptable Documents attached to I-9 for acceptable documentation). Federal law requires completion upon hire. Pellissippi State will only hire individuals lawfully authorized to work in the United States. If documentation is not received within three business days of the employee's first day of employment, employment must be terminated.

A break in service of three years or more will require submission of new paperwork. Forms must be submitted to the Human Resources office.

D. Evaluation Process (Policy 06:01:02, Section IV)

Adjunct faculty are evaluated via the following steps:

- An in-class observation conducted by a full-time faculty member in each of the first six semesters of employment and at least once per year thereafter.

- Student perception of course instruction surveys conducted in all class sections taught.

E. Professional Development Program (Policy 06:01:02, Section V)
Purpose

The purpose of the program outlined below is to provide professional development support to adjunct faculty. The program, which includes the development of a portfolio, is a requirement only for those adjunct faculty who teach credit courses and who wish to apply for a salary increase after six semesters of teaching at Pellissippi State Community College. Full-time faculty who have retired from Pellissippi State and who are teaching as adjunct faculty are not required to submit a portfolio but will receive the 15% increase unless they are covered under the Post-Retirement Service program. Portfolios should be submitted electronically.

Program

After six semesters of teaching—excluding summer--and based on a favorable recommendation by the academic department dean, the adjunct faculty member may apply to receive a 15% increase effective in fall semester of the following academic year.

After six semesters of teaching – excluding summer – and based on a favorable recommendation by the academic department dean, the adjunct faculty member may apply to receive a 15 % increase effective in fall semester of the following academic year. (Refer to page 4, Section III-Adjunct Faculty Advancement, Application Process)

- Classroom Visits. At least once during each semester taught, a full- time faculty member (lead instructor, dean, program coordinator, or other designated faculty member) will visit a class session of the adjunct faculty member. The class visit will be documented and discussed with the adjunct faculty member, and a copy of the observation form will be placed in the portfolio. Twice during this six-semester period, the adjunct faculty member will visit a full-time faculty member's class and write a report of each visit. The report will be placed in the portfolio.

- Student Perception of Course Instruction. Each term the adjunct faculty member teaches, student perceptions will be completed. The results will be reviewed by the dean, discussed with the adjunct faculty member, and placed in the portfolio. Student perceptions are required every semester for all adjunct faculty, including those not participating in the professional development program.

- Professional Development. During the six- semester period, the adjunct faculty member will participate in a professional development program consisting of six sessions on appropriate teaching methods and instructional design. Reports on each session will be in the portfolio.

- In- Service. For each of the semesters taught during the period, the adjunct faculty member should attend the in-service meeting held at the beginning of the semester.

- Self- Evaluation. The portfolio will include a self- evaluation by the adjunct faculty member concerning such matters as professional development, objectives met, graduate courses taken, professional reading, and other information that demonstrates growth as a teacher. After teaching six semesters, the adjunct faculty member may submit the portfolio to a committee of department faculty members for review. Based on a favorable recommendation, the adjunct faculty member may receive a 15% increase in pay at the beginning of the following fall semester.

II. Compensation ([Policy 06:01:02](), [TBR Guideline P-050]())

The purpose of this guideline is to establish the procedure for setting part-time faculty compensation at institutions governed by the Tennessee Board of Regents.

A. Dual Service (Policy 06:12:04, See also http://www.pstcc.edu/finance/contracts.php)

This policy is applicable to agreements whereby an institution in the Tennessee Board of Regents System or any agency of state government desires to procure the services of an employee of another institution or state agency or to provide the services of one of its employees to other institutions or state agencies. See also Pellissippi State [Policy No. 06:17:00]() and [TBR Policy No. 05:01:05:00](), Outside Employment and Extra Compensation.

B. Faculty Absence

Adjunct faculty members are expected to meet all classes as scheduled. In the case of anticipated absences, instructors must make arrangements that are approved by their lead instructor, dean, or program coordinator. In the case of unanticipated absences, instructors must notify the lead instructor, dean, or program coordinator and contact the main office if teaching at one of the satellite campuses. Do not call Campus Police to report absences. Any absenteeism will be reflected in the amount of pay received.

III.   Adjunct Faculty Advancement: Application Process

A. Adjunct Portfolios (Policy 06:01:02, Section V, Part B; Policy 06:02:04)

Adjuncts may choose to develop a portfolio and use it after six semesters of teaching at Pellissippi State to apply for an increase in pay rate. Additional, detailed information about development of the portfolio can be found on page three, section E, Professional Development Program.

The portfolio is to include:

- Copies of six full-time faculty observations of the adjunct's teaching sessions;
- Documentation for two observations by adjunct faculty of full-time instructor teaching sessions;
- Written reports for six professional-development sessions on teaching methods and instructional design;
- Notes for six semesters of adjunct in-service meetings; and
- A completed self-evaluation document using the college's Faculty Self-Evaluation form http://www.pstcc.edu/hr/internal/forms.php in section labeled Performance Review and Development Plan.

The portfolio is an official document representing the adjunct faculty member as a professional educator. The content and organization of the document should reflect the personal and professional character of the applicant. The applicant should organize the portfolio with the following labeled categories:

1. Letter of Application. State qualifying criteria.

2. Vita. Include specific dates of employment, courses taught each term, and professional activities.

3. Transcript. Attach a current transcript including all relevant graduate work.

4. Classroom Visits. Attach copies of all classroom evaluations by peers or deans.

5. Student Perceptions of Course-Instruction. Include reports from each semester.

6. Teacher Training. Include copies of reports from teacher training sessions.

7. In- Service Attendance. List dates of in - service meetings attended.

8. Self -Evaluation. (See #5 Self- Evaluation above.)

The professional development plan provides a means for deans to acknowledge quality performance and professional growth of adjunct faculty. Completion of this program includes no assurance, obligation, or guarantee of subsequent employment either on a part-time or full- time basis.

B. Mentoring and Evaluation Program for Adjunct Instructors (Policy 06:02:04)

Pellissippi State relies on professional, experienced, well-trained part-time instructors. Pellissippi State's adjunct mentoring process ensures partnering with full-time faculty to promote collegiality, maintain lines of communication, and to develop consistent excellence in instruction.

C. Mentoring for New Adjunct Instructors

1. It is recommended that within the first month of each semester, all adjuncts in their first or second semesters at Pellissippi State be assigned a mentor who is a full-time faculty member and who, preferably, is teaching the same course as the adjunct. The full-time instructor will:

- Make initial contact by phone or email immediately upon receiving the assignment, and provide the adjunct with complete contact information.

- Orient the adjunct to course structure and current teaching techniques being used by colleagues.

- Be available to discuss course progress and any concerns the adjunct may have.

- At the request of the adjunct, visit the adjunct's class before midterm and offer observations and suggestions. This informal observation will not result in a report to the dean or program coordinator.

2. After midterm, new adjuncts will be observed by the mentor or another full-time faculty member, according to the following process:

- The full-time faculty member will contact the adjunct to arrange a time for an observation.

- During or immediately following the class, the observer will complete a Pellissippi State Faculty Observation Form

- Within one week after the class, the full-time faculty member will discuss his or her observations with the adjunct
- After both parties have signed the observation form, the full-time faculty member will send it to the dean or program coordinator.

3. The dean or program coordinator will follow up with the adjunct as necessary and will keep the observation report on file for use as part of the continuing process of evaluation of adjuncts, including making hiring decisions for future semesters, and development of the adjunct's portfolio (See portfolio description and goals in Adjunct Portfolios, Section III A of this document)

D. Partnering for Returning Adjunct Instructors

It is recommended that adjuncts who have taught at Pellissippi State for more than two semesters, have an assigned, full-time faculty partner, who will contact the adjunct, and be available for consultation. Teaching observations will be conducted each semester until the adjunct has taught at Pellissippi for six semesters and has applied for an increase in pay with the submission of a professional development portfolio. After this point, the adjunct will be observed only in fall semesters. Adjuncts are encouraged to observe classes of full-time instructors as well, since two observation reports are required for the adjunct portfolio.

E. Student Perception of Course Instruction (Policy 06:02:04)

- Adjunct faculty members are evaluated by students each semester in all sections they teach.
- The dean may elect to reduce the number of required student perceptions for those adjunct faculty members whose performance is deemed satisfactory after two semesters of teaching within a discipline or a department.
- Student Perceptions of Course Instruction are conducted in accordance with specific instructions as directed by the vice president of Academic Affairs. Using this information, faculty can self-assess instructional practices, modify instruction or experiment with alternative approaches to instruction, and monitor changes in student perceptions of instructional effectiveness over time.

IV. **Campus Police/Safe Campus Resources (http://www.pstcc.edu/security/)**
- Parking Permit Information
- Silent Witness
- Campus Emergency Procedures
- Lost and Found

A. Creating a Safe Campus (http://www.pstcc.edu/safecampus/index.php)

Pellissippi State will fully comply with the applicable provisions of federal and state civil rights laws, including but not limited to, Executive Order 11246, as amended; the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990, as amended; the Vietnam Era Veterans Readjustment Act of 1974, as amended; the Equal Pay Act of 1963, as amended; Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972, as amended; the Age Discrimination in Employment Act of 1967; the Age

Discrimination Act of 1975; the Pregnancy Discrimination Act; the Genetic Information Nondiscrimination Act of 2008; and regulations promulgated pursuant thereto. The College will promote equal opportunity for all persons without regard to race, color, religion, creed, ethnic or national origin, sex, sexual orientation/gender identity/expression, disability, age as applicable, status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law.

The College affirms that it will not tolerate discrimination against any employee or applicant for employment because of race, color, religion, creed, ethnic or national origin, sex, sexual orientation/gender identity/expression, disability, age as applicable, status as a covered veteran, or genetic information, nor will the College tolerate harassment on the basis of these protected categories or any other category protected by federal or state civil rights law. Similarly, the College will not subject any student to discrimination or harassment under any educational program and no student shall be discriminatorily excluded from participation nor denied the benefits of any educational program on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation/gender identity/expression, disability, age as applicable, status as a covered veteran, genetic information, or any other category protected by federal or state civil rights law.

B. Discrimination may occur by: (Policy 00:03:00, Policy 06:23:01)

- Treating individuals less favorably because of their race, color, religion, creed, ethnic or national origin, sex, sexual orientation/gender identity/expression, disability, age as applicable, status as a covered veteran, genetic information, or any other category protected by federal or state civil rights law; or,

- Having a policy or practice that has a disproportionately adverse impact on protected class members.

C. Harassment (Policy 00:03:00, Policy 06:23:01)

Harassment based on a protected class

- Harassment is conduct that is based on a person's race, color, religion, creed, ethic or national origin, sex, sexual orientation/gender identity/expression, disability, age, as applicable, status as a covered veteran, genetic information, or any other category protected by federal or state civil rights law, that

- Adversely affects a term or condition of an individual's employment, education, participation in an institution's activities or living environment:

- Has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, hostile, offensive or abusive environment of the individual; or

- Is used as a basis for or a factor in decisions that tangibly affect that individual's employment, education, participation in an institution's activities or living environment.

Examples of such conduct include, but are not limited to, verbal or physical conduct relating to an employee's national origin, race, surname, skin color or accent, offensive or derogatory jokes based on a protected category, racial or ethnic slurs, pressure for dates or sexual favors, unwelcome comments about a person's religion or religious garments, offensive graffiti, cartoons or pictures, or offensive remarks about a person's age.

Not every act that might be offensive to an individual or a group will be considered harassment. Whether the alleged conduct constitutes harassment depends upon the record as a whole and the totality of the circumstances, such as the nature of the conduct in the context within which the alleged incident occurs. Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum.

D. Sexual Harassment ([Policy 00:03:00](#))

Examples of sexual harassment include, but are not limited to, the following:

- Refusing to hire, promote, or grant or deny certain privileges because of acceptance or rejection of sexual advances

- Promising a work-related benefit or a grade in return for sexual favors

- Suggestive or inappropriate communications, email, notes, letters, or other written materials displaying objects or pictures which are sexual in nature that would create hostile or offensive work or living environments

- Sexual innuendoes, comments, and remarks about a person's clothing, body or activities

- Suggestive or insulting sounds

- Whistling in a suggestive manner

- Humor and jokes about sex that denigrate men or women

- Sexual propositions, invitations, or pressure for sexual activity

- Use in the classroom of sexual jokes, stories, remarks or images in no way or only marginally relevant to the subject matter of the class

- Implied or overt sexual threats

- Suggestive or obscene gestures

- Patting, pinching, and other inappropriate touching

- Unnecessary touching or brushing against the body

- Attempted or actual kissing or fondling

- Suggestive or inappropriate acts, such as comments, innuendoes, or physical contact based on one's actual or perceived sexual orientation and/or gender identity/expression

The examples listed above are not exclusive, but simply represent types of conduct that may constitute sexual harassment.

V. Faculty/Student Instructional Relationship ([PSCC Policy 00:03:00](#), [TBR Policy 06:03:00:00](#), [TBR Guideline P-080](#))

Faculty are encouraged to personalize instruction and to know their students as individuals. Respect for and interest in students can be communicated in many ways. For example, attentive listening and eye contact signal to students that they have the instructor's attention. References to student discussions while lecturing or answering questions also demonstrate the instructor's interest in students. Instructors can personalize instruction when student backgrounds and expectations of the course are known. Instructors can help students organize their knowledge into presentations relevant to course objectives. The instructor can help students by recommending resources and encouraging the development of a more comprehensive knowledge base.

Personalized interaction with students should not obscure the instructor's ability to objectively evaluate student performance. When a student submits work or tests, the instructor must offer a

professional opinion on the demonstrated level of mastery. When emergencies occur, the instructor has the prerogative of adjusting deadlines.

A. Student Access

- Adjunct faculty and students must have access to one another. At the Hardin Valley Campus, adjunct faculty may reserve office space in room 209 in the Educational Resource Center (ERC).

- Adjuncts at Division Street, Blount County, Magnolia Avenue, and Strawberry Plains will also have an assigned office area.

- Adjunct faculty must post a schedule of class and office hours in their assigned area and inform students of office hours and location, office phone number, and location of mailbox at the first class meeting. Students may leave written messages in the faculty mailbox (check with site campuses concerning mailbox procedures). Adjuncts will forward a class schedule with office hours and location to the dean and departmental assistant.

- Adjuncts may communicate with students and staff via electronic mail. See policy 08:13:05 for appropriate use of the College's computer system.

B. Student Attendance Policy ([Policy 03:11:01,](#) Section X)

- Students are expected to attend and participate in all scheduled class, laboratory, or clinical sessions. Absences result in missed learning opportunities, lower grades, and, in many cases, failure for the course. Prompt and regular attendance enhances the likelihood of student achievement while also instilling habits that will prepare graduates for success in the workplace.

- With the approval of the vice president of Academic Affairs, individual faculty members, programs, disciplines, or departments may establish specific requirements for attendance in individual courses. If an attendance policy is requested, a consensus of at least 75% must be reached by all faculty, program coordinators, and deans associated with the course before the request is submitted to the vice president of Academic Affairs. Each course syllabus will specify attendance requirements and the specific academic consequences entailed by those requirements.

VI. Record Keeping

A. Accuracy of Class Lists

Faculty members should access their class lists through MyPellissippi frequently during the semester to check for proper registration of students attending each class. Particular attention should be given to the accuracy of class lists after the add period is over. Class lists should be carefully reviewed after the add deadline and corrections or discrepancies should be reported to the Records Office by the faculty member. Any student in the class at that time but not on the class list must be sent to the Records Office to clarify the discrepancy. Students must be fully registered before they are allowed to attend any class. It is the responsibility of the faculty member to see that the student clears any discrepancy in his/her registration status. The Records Office will notify the faculty member of the admission status of such a student.

Faculty will be notified by email each semester of the dates that Banner will be open for grading. During this period faculty can enter Banner and record grades for their assigned classes. No final

grades may be reported for students whose names do not appear on the official roll. Faculty members must maintain accurate rolls at all times. If a student is on the roll, is not attending, and does not drop the class, she or he will remain on the roll and receive an "F" at the end of the semester. Instructors should keep accurate attendance records as well as an accurate recording of other performance measures, in case a student's last date of attendance should ever be questioned by an auditor. These records should be maintained for a minimum of three years following the end of the academic year. Instructors report class attendance via the MyPellissippi website.

B. Attendance Policies for Title IV Financial Aid Recipients

- As required by federal regulation, Pellissippi State monitors class attendance. The following attendance policies apply to Title IV financial aid recipients:

- Any student who never attends one or more classes will have aid reduced by 100% accordingly.

- Any student who drops hours between the first day of class and the last day to add a class will not receive aid for that class.

- Adjustments of financial aid for any student who officially withdraws will be based on the date the student notifies the school of their intention to withdraw.

- Adjustments of financial aid for any student who stops attending all classes, but does not officially withdraw, will be based on last date of attendance.

C. Class and Grade Rolls

Class rolls are available on the MyPellissippi website and should be printed to serve as the official record of enrolled students. Class rolls should be accessed often to monitor students who drop, add, or withdraw. **D2L rosters cannot be used as official records of enrollment.**

VII. **Faculty Professional Ethics** [(Policy 06:01:04)](#)

Pellissippi State Community College Faculty Senate affirms acceptance of the Professional Ethics Statement that was approved by Committee B of the American Association of University Professors in June 1987.

- Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence.

- They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

- As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

- As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibility for the governance of their institution.

- As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

- As members of their community, professors have the rights and obligations of other citizens.

Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

VIII. Classroom Behavior ([Policy 04:02:00](#))

The instructor has the primary responsibility for control of classroom behavior and maintenance of academic integrity and should address classroom behavior issues with students as they occur. Instructors can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or behavior in violation of the general rules and regulations of Pellissippi State. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through following appropriate procedures of Pellissippi State Community College.

Upon discovery of a student's participation in academic misconduct, either directly or indirectly through participation or assistance, the student is immediately responsible to the instructor of the class. Consult Pellissippi State Policy 04:02:00, Part 3 Academic and Classroom Misconduct, for further information.

A. Behavioral Intervention Team (http://www.pstcc.edu/bit/index.php)

The Behavioral Intervention Team (BIT) assists in providing a safe academic environment for faculty, staff and students. In most cases, students respond best to direct intervention by the instructor, but if inappropriate behavior continues to be disruptive as described below, please do not hesitate to contact us.

Examples of when to call BIT for assistance:

- Threatening or intimidating behavior

- Bizarre behavior, such as acting "out of touch" with reality

- Angry, hostile or abusive behavior

- Behavior which is disruptive or worrisome

- Should a student's behavior warrant removal from the class, instruct the student to leave. If the student does not follow your instructions, please do not hesitate to call Campus Police for assistance.

- Examples of when to consult with a counselor:

- Minor classroom disruptions such as disrespectful comments or inappropriate behavior, etc.

- Personal life issues relating to domestic abuse, suicidal thoughts, homelessness, etc.

For more information and helpful resources, please review the following website: Behavioral Intervention Team http://www.pstcc.edu/bit/index.php

B. Philosophy and Goals

Pellissippi State offers a variety of educational opportunities to meet the needs of students with diverse backgrounds and interests. Academic and student support services are provided throughout the student's educational career to encourage academic achievement and personal growth. The College is especially committed to providing new students with experiences that recognize their unique and diverse needs and maximize their opportunities to succeed. This commitment is articulated in Pellissippi State's Statement of Philosophy for the First Year of College: http://www.pstcc.edu/academics/

The faculty and staff at Pellissippi State Community College believe that the first-year experience is critically important as it provides the foundation for college success and lifelong learning. To best serve the unique needs of first-year students, we commit to the following:

- Facilitating new student transition to the college campus

- Providing high-quality instruction during the first year

- Establishing positive mentoring and advising relationships with beginning students

- Supporting a vibrant college culture where students experience and express diverse worldviews

- Offering a comprehensive range of activities and opportunities to enhance learning and personal growth

- Evaluating the results of our efforts addressing first-year student needs.

In providing first-year students exceptional opportunities for growth and involvement, we believe they will connect more deeply with the college community, achieve their academic goals, and gain a clearer, fuller vision of their lifetime direction.

Each of the College's programs is built on a set of educational goals. In addition to program-specific goals, the College expects that all students will be provided a strong general education. College curricula and supporting activities are designed to enhance personal and professional success by developing knowledge and skills in the areas of communication, humanities/fine arts, history, social/behavioral sciences, natural sciences, mathematics and technological literacy. Goals for student learning in each of these areas have been developed in conjunction with other Tennessee Board of Regents (TBR) institutions and the TBR system.

These include:

- Communication: Enhance the effective use of the English language essential to success in school and in the world by way of learning to read and listen critically and to write and speak thoughtfully, clearly, coherently, and persuasively.

- Humanities/Fine Arts: Enhance the understanding of students who, as citizens and educated members of their communities, need to know and appreciate their own human cultural heritage and its development in a historical and global context.

- Social/Behavioral Sciences: Develop an understanding of self and the world by examining the content and processes used by social and behavioral sciences to discover, describe, explain, and predict human behavior and social systems; enhance knowledge of social and cultural institutions and the values of this society and other societies and cultures in the world; and understand the interdependent nature of the individual, family and society in shaping human behavior and determining quality of life.

- History: Develop an understanding of the present that is informed by an awareness of past heritages, including the complex and interdependent relationships between cultures and societies.

- Natural Sciences: Enhances abilities to define and solve problems, reason with an open mind, think critically and creatively, suspend judgment and make decisions that may have local or global significance.

- Mathematics: Expand understanding of mathematics beyond the entry-level requirements for college and extend knowledge through relevant mathematical modeling with applications, problem solving, critical thinking skills, and use of appropriate technologies.

- Technological Literacy: Understand the role of technology in society and possess the skills necessary to adapt to changing computer and information technologies.

C. Program Coordinator/Lead Instructor

Program Coordinators and lead instructors are full-time faculty members who have the responsibility for the design and development of specific courses. Operational responsibilities for program coordinators and lead instructors include providing reference information and instructional aids and reviewing instructional plans and outcomes with other instructors of their assigned courses.

In addition, program coordinators or lead instructors can provide guidance for working with students who have special interests or problems.

IX. FOR CAMPUS SPECIFIC INFORMATION CHECK BELOW

For information about administrative offices and/or department offices, check the directory or the list of faculty resources included in this handbook.

BLOUNT COUNTY CAMPUS

The faculty and staff at Blount County are committed to providing a quality educational experience for all its students. Therefore, the office staff offers typing, copying, and other services to accomplish the best teaching/learning environment. Full-time faculty are generally available for guidance and help.

Blount County Campus is located at 2731 W. Lamar Alexander Parkway in Friendsville. For assistance in locating the Campus or parking areas, call the administrative office at 981-5300. The operating hours of the administrative office are 8:00 a.m. - 7:30 p.m. Monday -Thursday and 8:00 a.m. – 4:30 p.m. on Fridays during spring and fall semesters. Hours vary during summer sessions, semester breaks, and other times when classes are not scheduled.

Adjunct Office

Shared office space is available for faculty in Room 132. This office is equipped with computers, printer access, telephones, and file-drawer space. Reserve desk space by signing the form on the available desk. Office hours should be printed on your syllabus as well.

Administrative Office

The office for the campus secretary is Room 126. Forms and office supplies are available from the secretary. Adjunct contracts will be in the administrative office during the first week of classes unless other arrangements have been made with the academic dean. Contracts should be signed and returned to the secretary at once in order to meet payroll deadlines.

The campus dean's office is Room 125. Faculty are encouraged to seek assistance in this office with questions regarding policies, procedures, and room assignments.

In case of an unanticipated absence, class cancellation or planned field trip, call and email (blountoffice@pstcc.edu) the Blount County main office, as soon as possible. Instructors must inform the campus dean or the day/evening secretary of such events and must also notify the lead instructor/dean/program coordinator. Please also email your students and notify the students in D2L.

Bookstore

The Blount County bookstore is located in Room 103. Bookstore hours vary on certain days and are posted on campus each semester. Hours may be extended during registration.

Business Office/Cashier

The Business office/Cashier office is Room 118. Questions concerning payroll checks, as well as student schedules and accounts, should be directed to this office. Keys for classrooms can be picked up at the cashier's office when key request form is completed and returned. The key request form is located online at the Facilities tab.

Campus Police

Emergency situations (such as fires, accidents, aggressive classroom disturbances, etc.) should be reported immediately to the administrative office (981-5300). The college has developed procedures to handle safety/emergency situations for each campus. Security personnel are available on-site all hours that the campus is open for classes. Faculty, staff and students may request that Security personnel accompany them to their vehicle.

Computer Resources

Software available on all College computers includes word processing, e-mail, Internet access, D2L (Desire to Learn), Self-Service Banner and a wide variety of other resources. Instructors are encouraged to check their e-mail accounts each time they are on campus for College-wide and departmental information, Blount County events and student communication. Please contact the Helpdesk or helpdesk@pstcc.edu for any assistance needed.

Duplication

Copiers are located in Room 115, in the Library (136), and in the faculty work area (245). Faculty must have a code number to use the copy machines because copies are charged to academic departments. Codes can be obtained in the administrative office, or they are printed above the copier. Support staff is available to assist with copying and collating, but reasonable notice must be given if a large amount of copying is needed.

Library

The ERC is located in Room 136. If you have questions contact the librarian or the Library assistant. A general reference collection and general interest reading materials are available. See section II, H-8, Library Services for Site Campus Locations for specific details on library services.

Mail

Adjunct faculty are assigned mailboxes in Room 115 and are strongly advised to check their mailboxes on a regular basis. Intercampus mail should be deposited in the mailbag located in Room 115 by 11:30 a.m. The mail courier delivers intercampus mail to Blount County at approximately noon.

Parking

Adjunct faculty must have a staff parking decal displayed in their automobile. Decals can be obtained from the campus dean's office. Tickets will be issued by security personnel for parking violations. Faculty should park in the staff lots.

Telephones and Fax Machines

To access outside lines for Knoxville and adjacent counties, push 8 to get a dial tone, then enter the desired 7-digit number. For intercampus calls enter the last 4 digits of the extension number for all campuses. College telephone directories are available online. There are two fax machines at Blount County; one is located in the library (fax number 981-5304) and one in the administrative offices (fax number 981-5307), available for your convenience.

Testing Center

The Blount County Testing Center, located in Room 197, provides comprehensive testing services, including make-up testing and extended testing time. Schedule for center varies, please check door for times.

Tutoring Center

The tutoring center (174) provides free tutorial services to students in a variety of subject areas. The ASC is open during fall, spring, and summer semesters. The subjects offered and the hours of operation will vary from campus to campus. To see subjects offered, campus location, and the hours of operation for certain subjects, please access the ASC webpage www.pstcc.edu/learn.

DIVISIONSTREETCAMPUS

Division Street Campus is located at 3435 Division Street, adjacent to the Tennessee Technology Center at Knoxville. When class is in session, operating hours are 7:30 a.m. to 9:30 p.m. Monday Through Thursday and 7:30 a.m. to 4:30 p.m. on Friday. Hours vary when classes are not in session. The campus is closed during June and July and reopens the first business day in August.

Adjunct Office

The Adjunct Faculty Workroom is DV131 and contains seven computers, a copier, and office supplies. Additional supplies can be requested and malfunctioning equipment can be reported to the campus secretaries (DV109). DV131 is specifically a faculty work room, and it is not recommended for faculty to meet with or hold group sessions with students for privacy of both students and faculty. When a student meeting is required, one of the secretaries will happily arrange for a more suitable space.

Administrative Office

If you need supplies, have problems or have any questions, please consult one of the campus secretaries in DV109 or the campus dean in DV 103. The morning secretary, Marcia Coleman, is on campus at 7:00 a.m., and the evening secretary, John Cochrane, is available until 6:30 p.m. Monday through Thursday.

In case of unanticipated absences, class cancellations or planned field trips, email your department dean, program coordinator or lead instructor, John Cochrane, Marcia Coleman, and Esther Dyer as early as possible. Instructors must inform department and campus administration of any changes to the regular class schedule.

Bookstore

The Division Street Campus bookstore is located in DV126 (971-5231) Bookstore hours are posted on campus each semester. It is advisable to call the bookstore (971-5231) to confirm the hours during registration periods.

Business Office/Records Office

The Business Office is in DV102 (971-5212). Refer students who may have questions about their accounts.

Campus Police

Immediately report any emergency situations (such as fires, accidents, aggressive classroom disturbances, etc.) to the Campus Police (971-5200). Police and security personnel are available on-site when classes are in session. Faculty, staff and students may request an officer to accompany them to their vehicle.

Duplication

Copiers are located in DV131 and DV101. Copies are charged to academic departments; you must have a department code to use the copier. Codes can be obtained from your academic department or from the campus secretaries in DV109. With reasonable notice for large requests, staff may assist with copying and collating. The secretaries are designated key operators for both copiers; one of them must be consulted if you have problems with the copier.

Library

The Division Street Campus Library, in DV208, holds the library collection, the tutoring center, and the open computer lab.

The Library houses a collection designed to support the academic programs and general student educational needs. A number of services and research tools are available, and the librarians welcome your questions and suggestions. Hours of operation can be found on the PSCC Libraries webpage: www.pstcc.edu/library or call (865) 971-5254.

The Division Street Library also contains the following:

- Current core reference collection
- Subscriptions to numerous magazines, journals and newspapers
- Circulating collection for students on a 14-day loan term
- Interlibrary loan
- Off campus access for students, faculty and staff

For more information, use the library webpage: www.pstcc.edu/library

Tutoring Center: Highly qualified tutors provide student assistance covering a variety of subjects in DV208. Tutors work one-on-one or in small group settings. Appointments are not required, and all tutoring services are free. For more information about tutoring services, and for a schedule, please visit: http://pstcc.edu/learn/schedules.php.

Computer Resources

The Division Street Open Computer Lab, located in the Library, DV208, next to the Academic Support Center. Students are able to use 20 computers (19 Windows PC's, 1 iMac) and print color and B&W for free. Computers are loaded with common software (i.e., Office 2016) as well as certain computers having specialized software for classes on this campus (i.e., Adobe Creative Cloud). A Help Desk representative manages the Open Computer Lab and can assist students with account password resets, software troubleshooting, as well as assisting with common tasks in software applications. Open Computer Lab hours typically match Library hours during the semester.

Mail

Intercampus mail is sent and received, once daily, in DV101. The mail courier delivers and picks up intercampus mail at approximately 10:00 a.m. Outgoing mail must be deposited in the mailbag by 9:55 a.m. Adjunct faculty are assigned mailboxes and encouraged to check them on a regular basis.

Parking

All faculty members park in the slots marked "STAFF" or in undesignated slots. Adjunct faculty must have a staff parking tag displayed in their automobile. Order a parking tag online through MyPellissippi and have it sent to the campus Business Office. Tickets are issued by campus police for parking violations. Please speak to a campus officer if you have any questions.

Testing Center

The Division Street Testing Center, located in Room DV132, provides comprehensive testing services, including make-up testing and extended testing time.

Telephones and Fax Machines

A shared telephone is available in DV131. To access outside lines for Knoxville and adjacent counties, push 8 to get a dial tone, then enter the desired 7-digit number. For intercampus calls only the last 4 digits of the extension are required for all five campuses.

There are two fax machines on the Division Street Campus; one is located in the Library (865-971-5203) and one in DV101 (865-971-5221).

Pellissippi State's Hardin Valley Campus is located at 10915 Hardin Valley Road in west Knox County, Knoxville, Tennessee. Since its development as the second campus location of Pellissippi State Community College, in July of 1986, the campus has become the administrative hub of the College. The offices of the President and Vice Presidents, and primary departmental offices are located at Hardin Valley Campus, as are the Information Center, and Human Resources. Additionally, Business & Community Services, a conduit for training between PSCC students, area businesses, and the community at large, and Tennessee Consortium for International Studies, TnCIS, locate their offices at Hardin Valley.

Academic programs which make their primary homes at the Hardin Valley Campus include Media Technologies concentrations, Engineering Technology concentrations, Interior Design, General Technology, Education, and Business. All general education courses are available at the campus. A list of department and discipline acronyms, as well as names of department deans and department assistants, can be found in the Faculty Resources section of this handbook.

Presently, Hardin Valley Campus is Pellissippi State's only multi-building campus. A list of building acronyms can be found in the Faculty Resources section of this handbook.

Adjunct Office

ER209 is the Adjunct Faculty office for the campus, computer workstations and office supplies are available, with access to a copier and printer. Please notify the Faculty Development Office when supplies need replenishing (ext. 7335 or nesutton@pstcc.edu) or helpdesk when office equipment needs attention. At times faculty may need to meet with a student in a more private environment than is available in this room; please notify someone in your department office of this need and arrangements can be made.

Administrative Offices - Departmental

The department secretaries' names and office numbers are listed in the Faculty Resources section of this handbook, as are those of the department deans. Faculty are encouraged to seek assistance in their department office with any questions or problems regarding policies, procedures, and/or room assignments.

In case of unanticipated absence, class cancellations or planned field trips, call your department office at the number listed in the quick reference phone list in this handbook. Instructors must inform the secretary and the lead instructor/dean/program coordinator of such events.

Academic Support Center (Tutoring)

The Academic Support Center provides free tutorial services to students in a variety of subject areas. The ASC is open during fall, spring and summer semesters; subjects offered and hours of operation will vary from campus to campus. To see the subjects offered, campus location, and the hours of operation for certain subjects, please access the ASC webpage at www.pstcc.edu/learn.

Bookstore

The bookstore location is GN 148. Bookstore hours are posted each semester, and hours may vary during registration periods. The phone number is 865.694.6642.

Campus Police

Emergency situations (such as fires, accidents, aggressive classroom disturbances, etc.) should be reported immediately to the Campus Police emergency number: (865) 694-**6649**.

The College has developed procedures to handle safety/emergency situations for each campus. Police and security personnel are available on-site when classes are in session. Should they feel unsafe, faculty, staff and students may request that Security personnel accompany them to their vehicle.

Non-emergency calls should be directed to the Campus Police Administrative office at 694-6646.

Computer Resources

Computers and printers are available in the adjunct faculty office. Software available on all College computers includes word processing, email, Internet access, D2L (Desire to Learn), Self-Service Banner, and a wide variety of other resources. Faculty are encouraged to check their email regularly for College- wide and departmental information, campus events, and student communication.

Duplication

A copier is located in the hallway outside the adjunct office area or in the area of the department office. Faculty must have a code number to use the copy machines and the code must be registered on the copier. Codes can be obtained in the administrative office. Copies are charged to academic departments. Support staff is available to assist with copying and collating, but reasonable notice must be given if a large amount of copying is needed.

Educational Resources Center (ERC)

In addition to housing the Adjunct Office at Hardin Valley Campus, the Educational Resources Center building is home to Library Services, Veterans' Services, TRIO, the Testing Center, Academic Support Center (tutoring services), and the Open Computer Lab.

Mail

Adjunct faculty are assigned mail boxes in their department area and are encouraged to check their boxes on a regular basis. Intercampus mail should be given to the department secretary or taken to the mail room (MC120) by 8:30 to be delivered on the same day and should be labeled with the name and department of the recipient and the campus to which the mail is going. Small items other than regular campus mail, may be sent to satellite locations via the courier, through the mail room.

Parking

Adjunct faculty must have a staff parking decal displayed in their automobile. To access the Parking Permit request form, please log into myPellissippi and click on the Employees tab. Under the Employee Support box, click on the link "Parking Permit Request," then fill out and submit the form. Once processed, the parking permit(s) will be sent via campus mail to your department/office. Campus Police officers will issue tickets to personnel for parking violations.

Should they feel unsafe, faculty, staff and students may request that Security personnel accompany them to their vehicle.

Records Office

The Records office location is GN 102. Questions concerning student academic information or change of student personal information should be directed to this office. For college policy regarding the Family Educational Rights and Privacy Act, please refer to the college catalog at http://www.pstcc.edu/catalog/index.php.

Telephones and Fax Machines

A telephone is available in the adjunct faculty office. To access outside lines for Knoxville and adjacent counties, push 8 to get a dial tone and then enter the desired 7-digit number. To call the Hardin Valley campus enter the last 4 digits of the number. To call a number at Strawberry Plains, enter the last 4 digits of the extension. College telephone directories are available online at http://www.pstcc.edu/directory/ . For your convenience, there is a fax machine (fax number 865-225-2301) at the Strawberry Plains Campus, located in the administrative office area.

Testing Center

The Hardin Valley Testing Center, located in ER120A, provides comprehensive testing services, including make-up testing and extended-time testing. If you have questions, call the Testing Center main office at 865-694-6464.

Finding a location to serve the eastern section of the city and county had been a goal since 1988 when the College moved to the Pellissippi Parkway location. It is envisioned that Pellissippi State's Magnolia Avenue Campus will be a campus of choice--a place where intellect, diversity, community and culture are developed and celebrated. Like the College in general, the Magnolia Avenue site is an inviting place that strengthens and supports students and the community in meaningful ways.

The Pellissippi State Nursing Program has been housed at the Magnolia Avenue Campus since fall 2010. Teacher education and general education courses for Associate of Arts and Associate of Science degrees are also offered. In addition, courses required for articulation agreements with universities including the University of Tennessee and various four-year colleges are taught at Magnolia Avenue.

The Magnolia Avenue Campus is located at 1610 Magnolia Avenue in Knoxville. Campus operating hours are 8:00 a.m. to 600 p.m. Monday through Thursday and 8:00 a.m. to 4:30 p.m. on Friday and Saturday. Hours vary during semester breaks and other times when classes are not scheduled.

Adjunct Office

Room 105 (Phone: 329-3105) is the Adjunct Faculty office, where work tables, carrels, filing cabinets, and office equipment are available. Some office supplies are kept in this room. Please notify the administrative office when supplies need replenishing or when office equipment needs attention. Limited space to lock and secure personal items is available upon request to the administrative office.

Sometimes faculty may need to meet with a student in a more private environment than is available in this room. Notify someone in the administrative office of this need and arrangements will be made.

Administrative Office

The campus secretary's office is located in Room 101. Forms and supplies are available in this office. Contracts are available in the administrative office during the first week of classes. Contracts must be signed and returned to department secretaries by payroll deadlines.

The campus dean's office is located in Room 103. Faculty are encouraged to seek assistance in this office with any of their questions and problems regarding policies, procedures, and room assignments.

The day/ evening secretary's office is located in the main reception area. The evening secretary is on campus until 7:30 p.m. Monday through Thursday and until 4:30 p.m. on Fridays.

In case of unanticipated absences, class cancellations or planned field trips, call the Magnolia Avenue main number at 329-3100. Instructors must inform the campus administrator or day/evening secretary and the lead instructor/dean/program coordinator of such events.

Other administrative rooms are as follows:

- MA101 – Main office/reception area with administrative assistants. Phone number: 329-3100

- MA102 – Office supplies

- MA104 – Kitchen with fridge, microwave and seating

- MA106 - Copy and mail room

Bookstore

The Magnolia Avenue bookstore is located in Room 136. Bookstore hours are posted each semester. Hours may vary during registration periods as well as during the first and last few weeks of the semester. Contact the bookstore at 329-3114 to find up-to date hours

Business Office/Records Office/Cashiers office

The Business office/Records office is located in Room 107. Questions concerning student schedules and student accounts should be directed to this office. Phone number is 329-3104

Campus Police

Emergency situations (such as fires, accidents, aggressive classroom disturbances, etc.) should be reported FIRST to the administrative office (329-3100) where radios are available and campus police can be contacted immediately. Campus Police personnel are not always in the office to receive emergency calls. Other calls should be made to the Security Office extension, X 3174. The College has procedures developed to handle safety/emergency situations for each campus. Security personnel are available on-site all hours that the campus is open for classes. Faculty, staff and students may request that Security personnel accompany them to their vehicle.

Computer Resources

Computers and printers are available in the adjunct faculty office. Software available on all College computers includes word processing (Microsoft office suite), email, Internet access, D2L (Desire to Learn), Self-Service Banner, and a wide variety of other resources. Faculty are encouraged to check their email regularly for College-wide and departmental information, campus events, and student communication. Contact the helpdesk/tech support at Magnolia for specific software questions/inquiries.

Duplication

Copiers are located in the mailroom and ERC. Faculty must have a code number to use the copy machines; codes can be obtained in the administrative office. Copies are charged to academic departments. Support staff is available to assist with copying and collating, but reasonable notice must be given if a large amount of copying is needed. Print shop services are also available (Phone: 673-9465)

Library

Library services, audiovisual services, tutorial services, and ID photo services are managed by the ERC Coordinator. The library is located in Room 140. Computers for student use are located inside the library.

The library provides a general reference collection and general interest reading materials.

Supportive materials for the academic courses are also available. See section II, H-8, Library Services for Site Campus Locations for specific details on library services.

A variety of audiovisual equipment is available for faculty use. An instructor's station is available in every classroom/lab. In classrooms where an overhead projector is used, the

The following are also located within the library:

- MA141-142 – Center for student and community engagement
- MA108 – Financial aid
- MA141C – Advising
- MA142D, E and F – Counseling
- MA140D – Service learning and Student success

Mail

Adjunct faculty are assigned mail boxes in the mailroom and are encouraged to check their mail boxes on a regular basis. Intercampus mail should be deposited in the mailbag located in the mailroom by 10:00 a.m. The mail courier delivers intercampus mail to Magnolia Avenue at approximately 10:45 a.m.

Parking

Adjunct faculty must have a staff parking decal displayed in their automobile. Decal requests can be found on My Pellissippi. Tickets will be issued by security personnel for parking violations.

Testing Center

The Magnolia Avenue Testing Center, located in Room 148, provides comprehensive testing services, including make-up testing and extended testing time. The testing center phone number is 329-3348

Tutoring Center

The Tutoring Center provides free tutorial services to students in a variety of subject areas. The Tutoring Center is open during fall, spring and summer semesters. The subjects offered and the hours of operation will vary from campus to campus. To see the subjects offered, campus location, and the hours of operation for certain subjects, please access the ASC webpage at www.pstcc.edu/learn.

The tutoring center is located in Room 153, and the phone number is 329-3133. Some tutoring services are also available in the Library/Center for Student and Community Engagement.

Telephones and Fax Machines

Telephones are available in the adjunct faculty office. To access outside lines for Knoxville and adjacent counties, push 8 to get a dial tone and then enter the desired 7-digit number. To call the Hardin Valley Campus enter the last 4 digits of the number. To call a number at the Magnolia Avenue, enter the last 4 digits of the extension number. College telephone directories are available in the adjunct faculty office. There are two fax machines at the Magnolia Avenue Campus--one is located in the Library (fax number 329-3115) and one in the administration office (fax number 329-3106)--available for your convenience.

STRAWBERRY PLAINS CAMPUS

Pellissippi State Community College's newest site, the Strawberry Plains Campus, is located off I-40 at 7201 Strawberry Plains Pike in Knox County.

The campus began offering coursework in August 2012 and has more than 220,000 square feet of building space. Pellissippi State is excited about the opportunities to further serve Knox County and the surrounding area.

As the student population expands at Strawberry Plains, the College will continue to fulfill its mission of serving its community by fostering the academic, societal, economic, and cultural enrichment of the individual and the community.

During the fall and spring semesters, the building is open for services Monday through Friday at 7:30 a.m., Evening courses are currently in operation on Tuesdays and Thursdays.

Please contact the campus at (865) 225-2300 with questions about specific programs and services.

The Strawberry Plains Campus is located at 7201 Strawberry Plains Pike in Knoxville. Campus operating hours are 8:00 a.m. to 4:30 p.m., Monday, Wednesday & Friday; 8:00 a.m. to 9:00 p.m., Tuesday & Thursday. Hours will vary during semester breaks and other times when classes are not scheduled.

Adjunct Office

Room ST3654 is the Adjunct Faculty office, computer workstations and office supplies are available, with access to a copier, printer, and Scantron machine. Please notify the administrative office when supplies need replenishing or when office equipment needs attention. At times when faculty may need to meet with a student in a more private environment than is available in this room, an adjacent conference room is available. Notify someone in the administrative office of this need and arrangements will be made.

Administrative Office

The campus secretary's office is located in Room 2980. Forms and supplies are available in this office. Contracts are available in the administrative office during the first week of classes. Contracts must be signed and returned to department secretaries by payroll deadlines.

The Campus Dean's office is located in Room 2932. Faculty are encouraged to seek assistance in this office with any of their questions and problems regarding policies, procedures, and room assignments. The evening secretary's office is located in the main reception area. The evening secretary can assist faculty with their needs and also direct students to appropriate College resources.

In case of unanticipated absence, class cancellations or planned field trips, call the main office at (865) 225-2300. Instructors must inform the campus administrator or evening secretary and the lead instructor/ dean/ program coordinator of such events.

Bookstore

The bookstore location is ST2654. Bookstore hours are posted each semester, and hours may vary during registration periods. The phone number is 865.225.2309.

Business Office/Records Office

The Records office is located in Room 2980, and questions concerning student schedules and student accounts should be directed to this office. For business office and cashier transactions, please inquire at the front desk.

Campus Police

Emergency situations (such as fires, accidents, aggressive classroom disturbances, etc.) should be reported immediately to the administrative office (865) 225-2300. The College has developed procedures to handle safety/emergency situations for each campus. Security personnel are available on-site all hours that the campus is open for classes. Faculty, staff and students may request that Security personnel accompany them to their vehicle.

Computer Resources

Computers and printers are available in the adjunct faculty office. Software available on all College computers includes word processing, email, Internet access, D2L (Desire to Learn), Self-Service Banner, and a wide variety of other resources. Faculty are encouraged to check their email regularly for College- wide and departmental information, campus events, and student communication.

Duplication

A copier is located in the mailroom. Faculty must have a code number to use the copy machine. Codes can be obtained in the administrative office. Copies are charged to academic departments. There is a copier on the third floor, immediately across from the adjunct work room, as well as a copier on the second floor where adjunct faculty can make copies.

Educational Resources Center (ERC)

The ERC Coordinator manages Library services, audiovisual services, tutorial services, and ID photo services. The ERC and open computer lab are located in Room 2654. The library provides a general reference collection and general interest reading materials. Supportive materials for the academic courses are also available. See section II, H-8, Library Services for Site Campus Locations for specific details on library services.

A variety of audiovisual equipment is available for faculty use, and an instructor's station is available in every classroom/lab. In classrooms where an overhead projector is used, the ERC staff can provide directions on how to change bulbs. The projector bulb is stored in every overhead.

Academic Support Center (Tutoring)

The Academic Support Center provides free tutorial services to students in a variety of subject areas. The ASC is open during fall, spring and summer semesters. The subjects offered and the hours of operation will vary from campus to campus. To see the subjects offered, campus location, and the hours of operation for certain subjects, please access the ASC webpage at www.pstcc.edu/learn.

Testing Center

The Strawberry Plains Testing Center, located in Room 2700, provides comprehensive testing services, including make-up testing and extended testing time. Should you have questions, please call the main testing center number at Hardin Valley (694-6454).

Mail

Adjunct faculty are assigned mail boxes in the mailroom and are encouraged to check their boxes on a regular basis. Intercampus mail should be deposited in the mailbag located in the mailroom by 10:30 a.m. The mail courier delivers intercampus mail to Strawberry Plains at approximately 11:15 a.m.

Parking

Adjunct faculty must have a staff parking decal displayed in their automobile. To access the Parking Permit request form, please log into myPellissippi and click on the Employees tab. Under the Employee Support box, click on the link "Parking Permit Request," then fill out and submit the form. Once processed, the parking permit(s) will be sent via campus mail to your department/office. Campus Police officers will issue tickets to personnel for parking violations.

Telephones and Fax Machines

A telephone is available in the adjunct faculty office. To access outside lines for Knoxville and adjacent counties, push 8 to get a dial tone and then enter the desired 7-digit number. To call the Hardin Valley campus enter the last 4 digits of the number. To call a number at Strawberry Plains, enter the last 4 digits of the extension. College telephone directories are available online at http://www.pstcc.edu/directory/ .

For your convenience, there is a fax machine (fax number 865-225-2301) at the Strawberry Plains Campus, located in the administrative office area.