



SMCC

# FACULTY HANDBOOK

August 2011

SOUTHWEST MISSISSIPPI COMMUNITY COLLEGE  
Summit, Mississippi

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## FOREWORD

The success of the educational program at Southwest Mississippi Community College resides with the faculty, both individually and collectively. Individually, faculty members develop and implement course syllabi, conduct classes, and advise students. Collectively, each faculty member serves on one or more committees, and every faculty member has the opportunity for input into the budgeting and planning process.

Realizing the faculty's role in achieving the college's mission, the college strives to assist the faculty in meeting the needs of its constituents. Therefore, this document functions as one tool to provide users with current, relevant policies and procedures to ensure their continued growth as instructors, advisors, colleagues, and professionals.

## **SECTION 1 – INTRODUCTION**

### **PRESIDENT’S MESSAGE**

It is with great pleasure that I welcome you to Southwest Mississippi Community College. I feel that you will find our college to be a wonderful place to teach and to learn. The faculty, here at Southwest, has a reputation of being highly qualified for the challenges of the classroom. Also, our faculty members are known for showing a personal interest in each student and for being involved with student life, advising, recruiting, and retention of students. I encourage you to continue to grow professionally through extra course work, seminars, meetings, etc. You, as a member of the Southwest faculty, are vital to the mission and goals of our college. Please take seriously the responsibility that you are entrusted so that we will maintain the quality that has become expected from a Southwest employee. Please call upon me if I may ever be of assistance and I look forward to working closely with you.

J. Steven Bishop, President

## **MISSION**

The driving force of the college is its mission statement. Evaluated yearly for continued relevancy, the statement functions as a guide for instructional programs and community service. It is imperative that faculty develop instructional plans and activities that support the mission statement.

### **Mission Statement**

Southwest Mississippi Community College provides academic, career, and continuing education, meeting the diverse needs of the population at a reasonable cost. SMCC provides community services and promotes economic development through consultative and workforce training.

### GOALS

1. To provide a two-year college transfer program applicable to a bachelor's degree.
2. To provide career and technical programs leading to employment or skills enhancement.
3. To provide programs enabling students to overcome specific deficiencies and achieve success.
4. To provide curricula, instruction, guidance, extracurricular activities, and other support services enhancing student development.
5. To provide facilities, technology, methodology, and staff sustaining an appropriate environment conducive to learning.
6. To provide lifelong learning opportunities.
7. To provide facilities and services supporting cultural, educational, and economic needs.
8. To publicize offerings of the institution and the opportunities it affords.

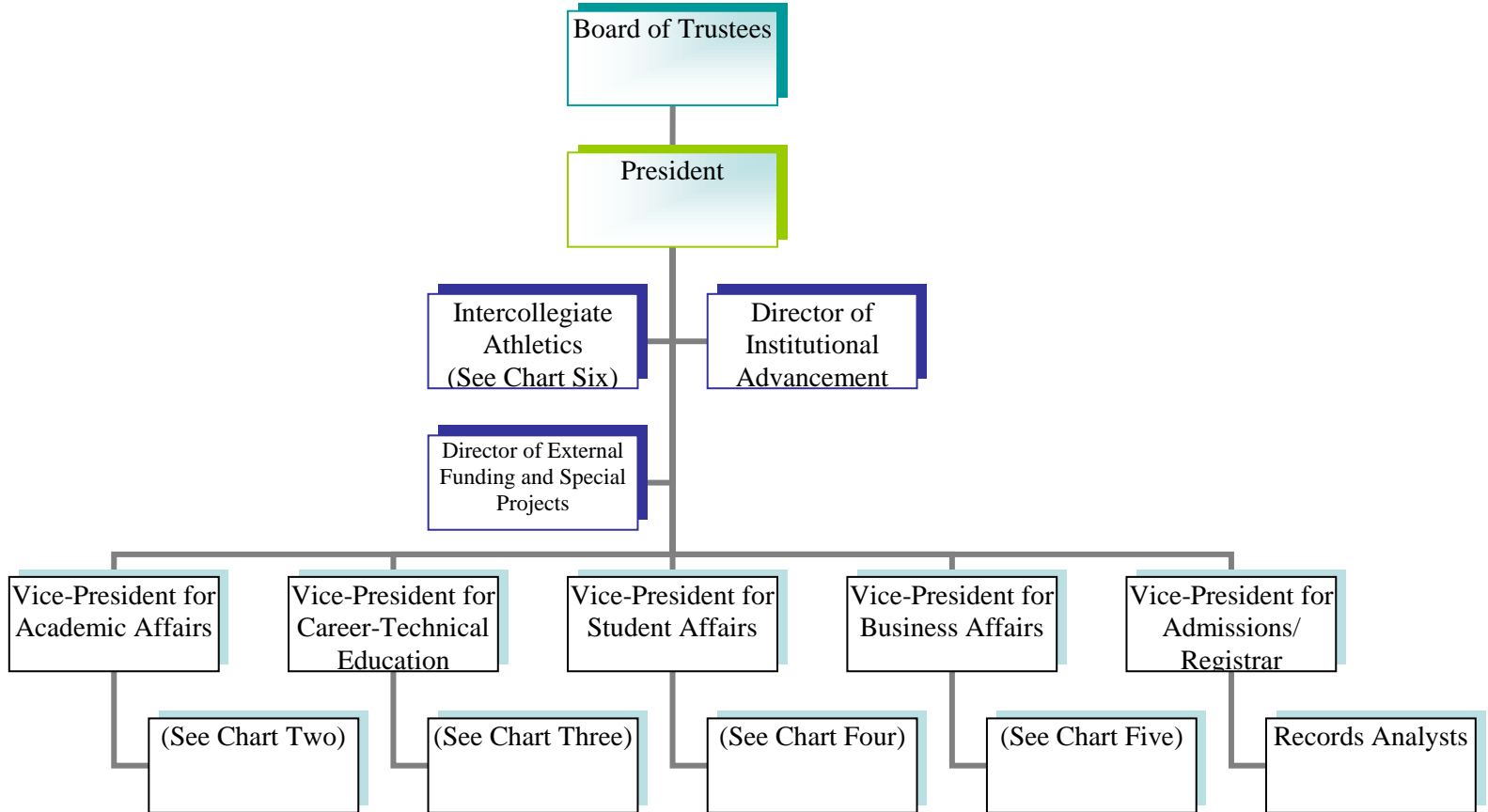
## **SECTION 2 -- ORGANIZATION AND ADMINISTRATION**

To successfully achieve its mission and goals, Southwest Mississippi Community College functions in an organized manner. The organizational charts demonstrate the college's hierarchical organization and illustrate the faculty's location in its overall structure. Rather than departments, the college divides instructional programs into five divisions. Section 2 of the *Faculty Handbook* illustrates the faculty's position in the college structure and describes faculty's duties and responsibilities in standing committees.

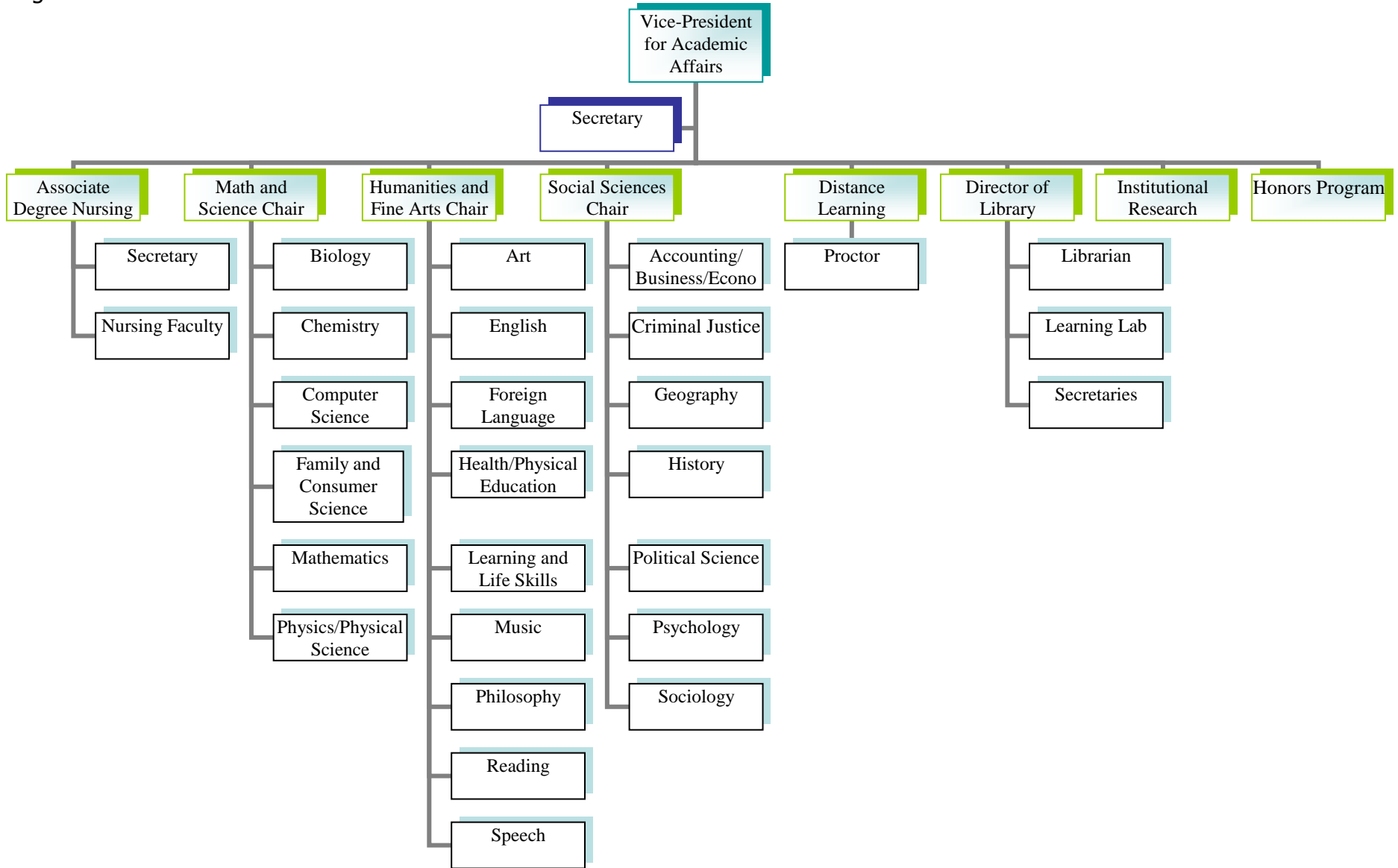


# Southwest Mississippi Community College

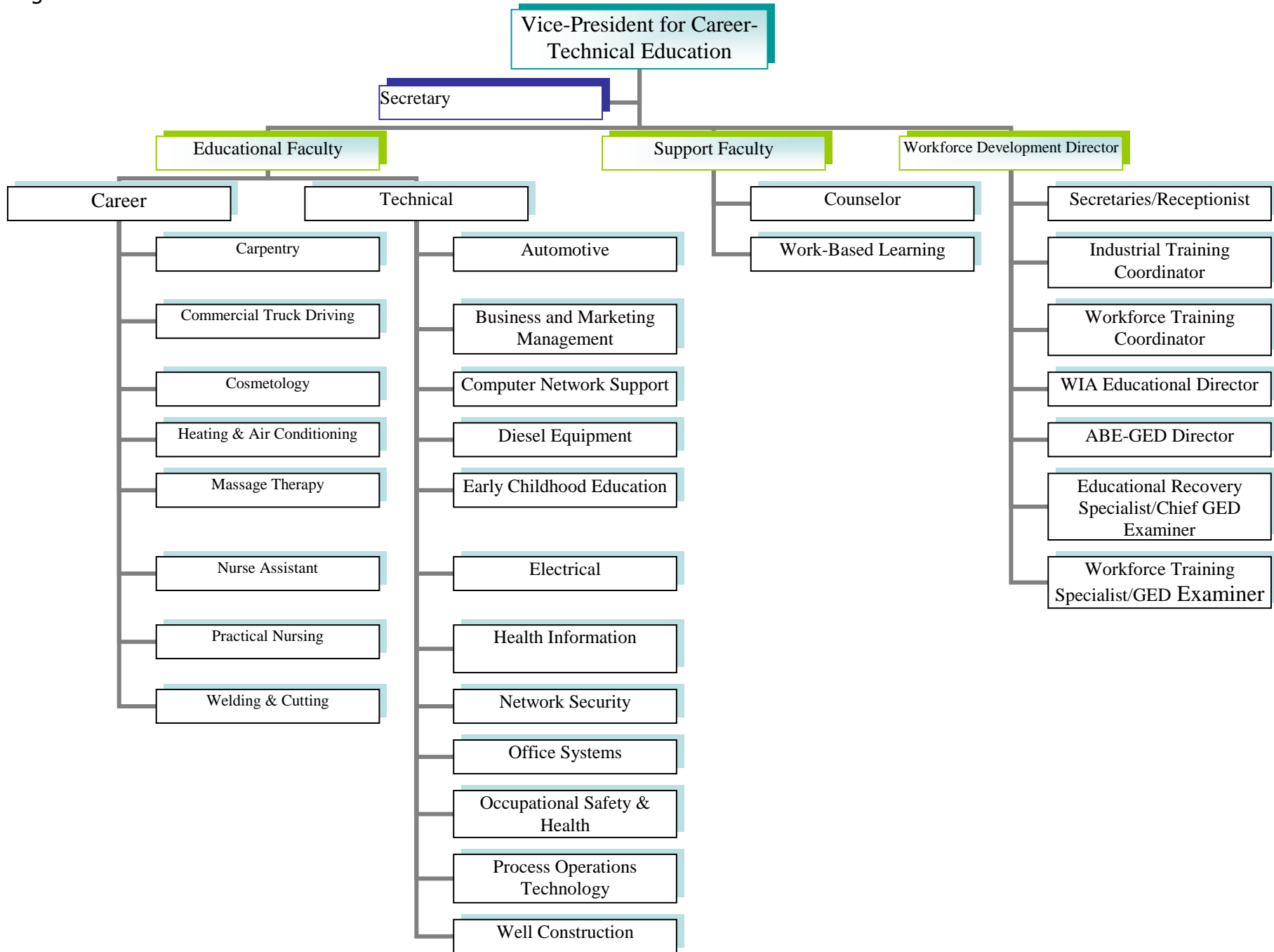
## Organizational Chart



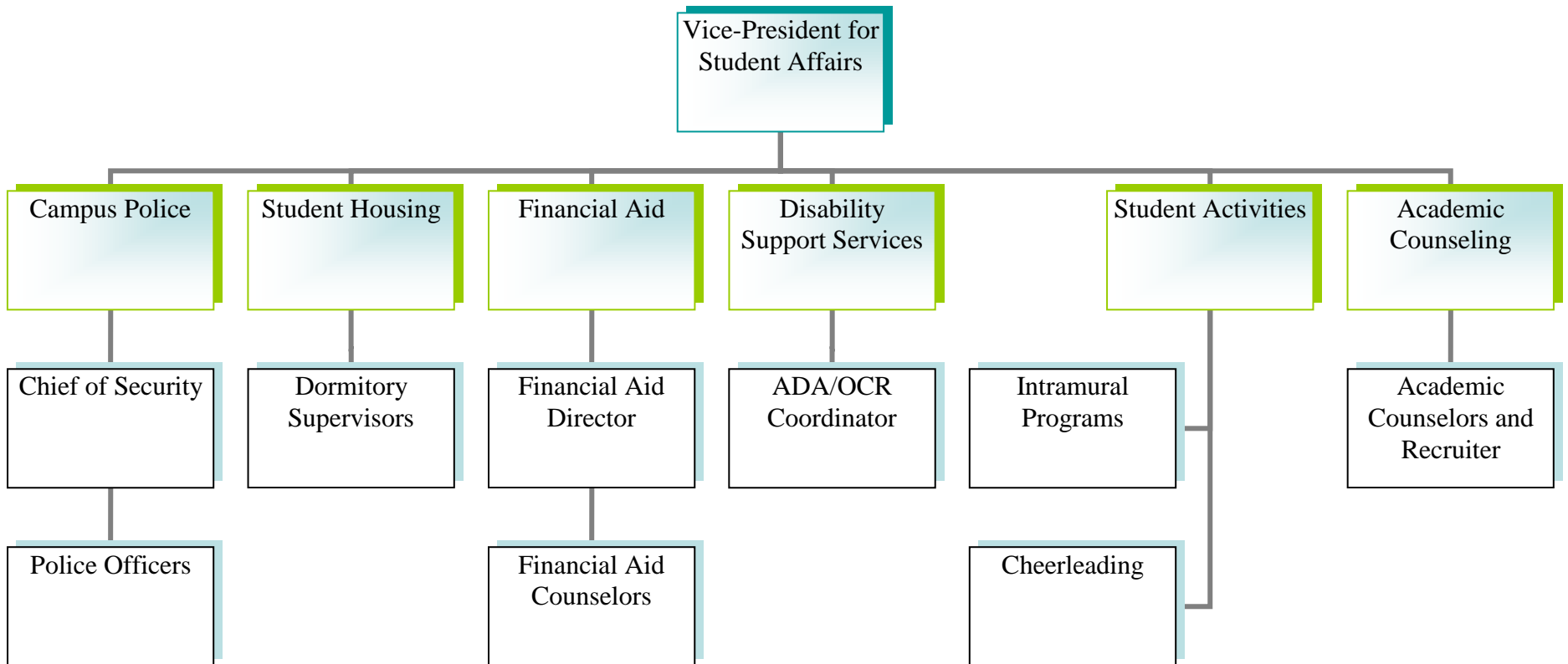
## Organizational Chart Two



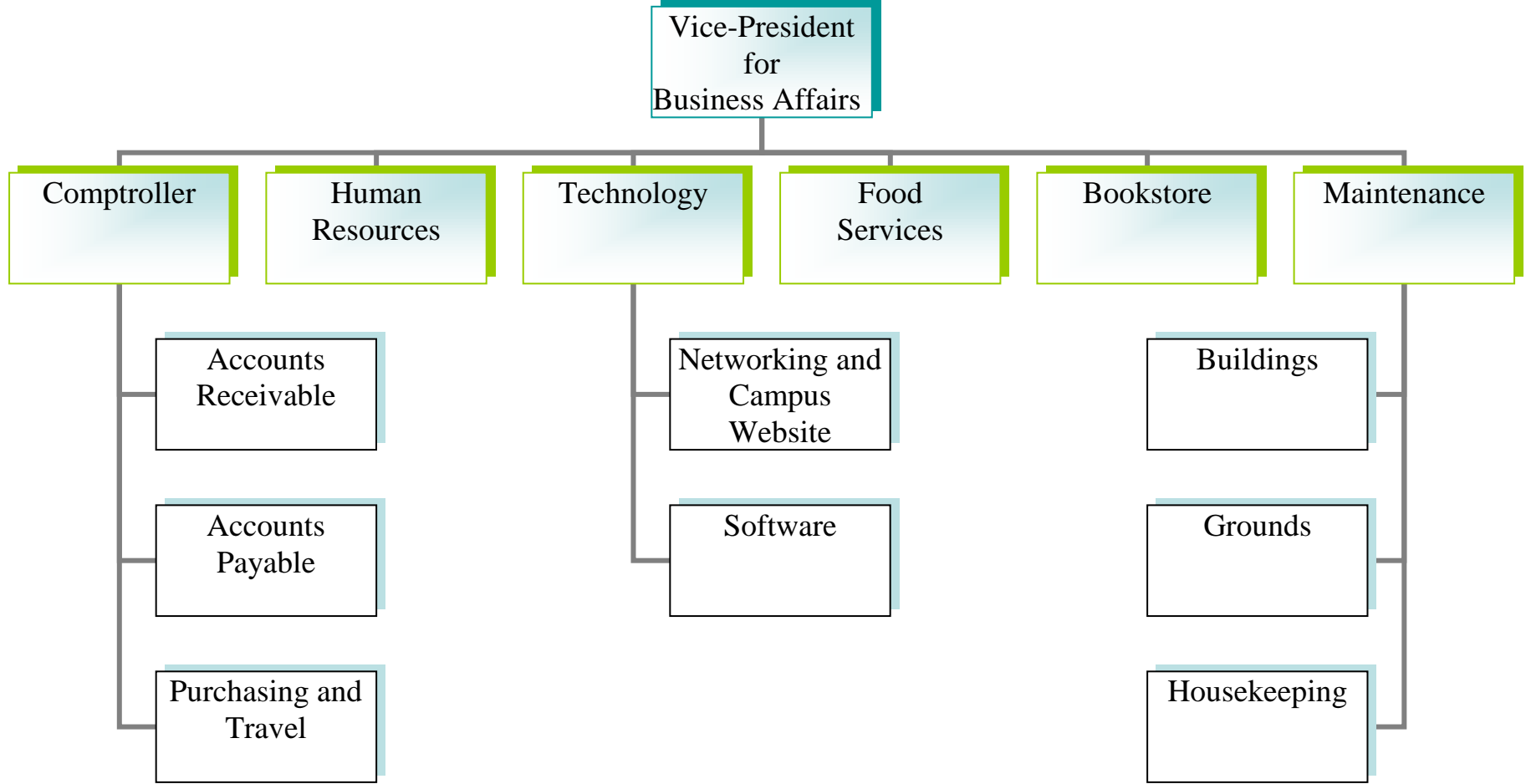
# Organizational Chart Three



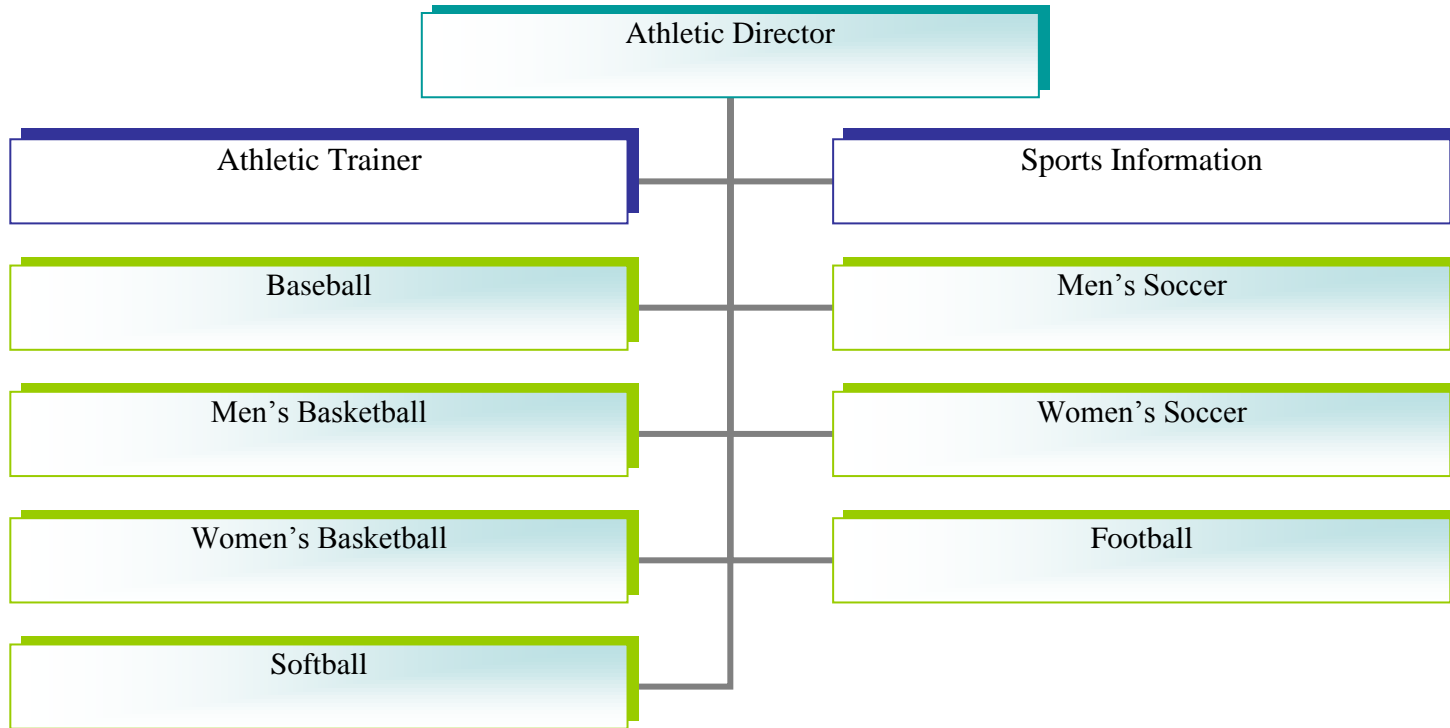
Organizational Chart Four



Organizational Chart Five



### Organization Chart Six



## **STANDING COMMITTEES**

The success of the educational program at Southwest Mississippi Community College resides with the faculty, both individually and collectively. Individually, faculty members develop and implement course syllabi, conduct classes, and advise students. Collectively, faculty members serve on committees.

These standing committees, appointed each academic year by the Vice-President for Academic Affairs and chaired by a faculty member, are composed of full-time faculty and professional staff. The President is an ex-officio member of each committee, and the decision of any committee may be appealed to the President.

The responsibilities of each committee chair are as follows:

- Call a meeting of the committee at least once each semester
- Ensure that minutes of meetings are kept for documentation
- Provide a copy of the minutes of each meeting to the Vice-President for Academic Affairs within seven days of the meeting

A complete list of standing committees and specific responsibilities of committee members follow.

### **Academics and Curriculum**

The Academics and Curriculum Committee, chaired by the Vice-President for Academic Affairs, is composed of the division chairs.

#### Responsibilities:

- Make determinations regarding academic probation, academic suspension, and readmission of students due to poor academic performance
- Make determinations in the changing of a student's status (e.g., dropping a course, changing to audit)
- Make suggestions to the administrative committee concerning learning on campus.
- Study the curriculum and approve recommended changes
- Coordinate the college curriculum with the curriculum of the area four-year colleges and the State Board for Community and Junior Colleges

### **Administrative**

The Administrative Committee is composed of the President, the Vice-President for Business Affairs, the Vice-President for Academic Affairs, the Vice-President for Student Affairs, the Vice-President for Career-Technical Education, and the Vice-President for Admissions and Registrar.

#### Responsibilities:

- Formulate and evaluate administrative college policy
- Work with the Vice-President for Business Affairs to ensure the integrity of the general financial program
- Articulate with the senior colleges of the area to coordinate the educational program
- Conduct on-going evaluations of the educational program

## **Admissions**

The Admissions Committee is composed of the Vice-President for Admissions, staff, and faculty appointed by the Vice-President for Academic Affairs.

### Responsibilities:

- Recommend needed changes to the administration regarding admission requirements
- Review admissions data

## **Appeals**

The Appeals Committee is composed of faculty representatives from the various divisions.

### Responsibilities:

- Hear appeals from students who have been denied re-entry in class by the Attendance Officer, because of excessive absences or who feel they have been denied other student rights
- Suggest to the Vice-President for Student Affairs any improvements to the college attendance policy or its implementation
- Serve as an appeal board for students who have received disciplinary action due to misconduct in a classroom, dormitory, or on or off campus at any collegiate competition. Misconduct includes cheating (giving or receiving information on an examination), cursing, possession or consumption of alcohol or illegal drugs on campus, any form of harassment of an instructor or student, or other disruptive behavior.

## **Athletic**

The Athletic Committee is composed of faculty from various divisions.

### Responsibilities:

- Review and approve the intercollegiate athletic unit planning for each academic year
- Be responsible for receiving and considering any recommendations from the faculty and students concerning the entire athletic program
- Recommend to the administration any action that should be taken regarding the academic success, physical and emotional well-being, and social development of student athletes
- Monitor compliance with policies of the National Junior and Community College Athletic Association, the Mississippi Association of Community and Junior Colleges, and the college pertaining to the recruitment, admission, financial aid, and eligibility of student athletes
- Ensure that policies governing maintenance of academic standing and curriculum requirements be the same for athletes as for other students



## **Basic Skills**

The Basic Skills Committee is composed of counselors, representatives from adult basic education, and representatives from the departments of mathematics, English, and reading.

### Responsibilities:

- Assist in orientation and placement of students in the basic skills program
- Recommend policies for the basic skills program
- Conduct evaluations of the basic skills program
- Communicate any needed changes regarding curriculum and equipment to the administration
- Keep instructors who teach basic skills informed of policy changes and encourage them to attend meetings and workshops in their respective fields

## **Disabilities**

The Disabilities Committee is composed of members from various divisions of the college.

### Responsibilities:

- Coordinate the special needs of each student with a documented disability that makes a request
- Make recommendations for providing special needs for disabled students on campus
- Coordinate with the faculty regarding special arrangements that need to be made in each classroom for each student disability
- Be responsible for planning the orientation for the faculty scheduled to instruct these students
- Be responsible for the orientation of the disabled students to the campus and their instructors

## **Distance Learning**

The Distance Learning Committee is composed of faculty from the various divisions.

### Responsibilities:

- Submit recommendations concerning distance learning to the administration
- Assist administration in ensuring that distance learning policies are enforced

## **Faculty Liaison**

The Faculty Liaison Committee is composed of various faculty members.

### Responsibilities:

- Serve in an advisory capacity to the administrative staff in an effort to maintain communications between the faculty and the administration
- Recommend in-service programs for faculty development
- Plan social activities involving faculty and administrative staff

## **Faculty Orientation**

The Faculty Orientation Committee is composed of faculty representatives from the various divisions.

### Responsibilities:

- Assist the Vice-President for Academic Affairs and division chairs as needed in the orientation of new faculty
- Develop, review, and revise an orientation packet for new faculty

## **Institutional Planning**

The Institutional Planning Committee is composed of representatives from various division/units of the college.

### Responsibilities:

- Review and submit the institutional planning model to the Administrative Committee
- Review and submit basic institutional planning assumptions to the Administrative Committee
- Review and submit support information for planning to the Administrative Committee
- Review and submit institutional planning goals to the Administrative Committee
- Review and submit the institutional plan to the Administrative Committee

## **Insurance**

The Insurance Committee is composed of faculty members and other employees.

### Responsibilities:

- Review current insurance coverage and make recommendations to the faculty
- Meet with insurance company representatives, evaluate their proposals, and make recommendations to the faculty and the administration

## **Library-Learning Resources**

The Library-Learning Resources Committee is composed of faculty from the various divisions.

### Responsibilities:

- Assist faculty and students with library and learning resources policies and serve as a conduit for faculty and student input
- Act as the chief advisory body to the librarian in developing and promoting policies and procedures that ensure the effectiveness of the Library-Learning Resources Center in the overall college program

## **Public Relations**

The Public Relations Committee is composed of faculty from various divisions.

### Responsibilities:

- Review and make recommendations for news releases
- Assist in providing information for the weekly newsletter
- Assist in the development of advertising campaigns

## **Publications**

The Publications Committee is composed of faculty from various divisions.

### Responsibilities:

- Review and make recommendations for all student publications
- Act as an appeal board in all matters relating to publications
- Provide guidance to students in the publication of the *Whispering Pines* (yearbook) and *The Pine Burr* (student newspaper )

## **Safety**

The Safety Committee is composed of faculty from various divisions and other employees.

### Responsibilities:

- Develop policies and procedures for the handling and disposal of hazardous waste
- Develop procedures for safety during bad weather
- Maintain emergency exit procedures and schedule drills
- Review the Safety and Security Plan of the college and recommend procedures for the general safety of employees and students
- Work with the Disabilities committee in maintaining ADA compliance

## **Scholarship and Financial Aid**

The Scholarship and Financial Aid Committee is composed of the Director of Financial Aid, the Vice-President for Student Affairs, and the Vice-President for Academic Affairs, and faculty.

### Responsibilities:

- Recommend students for scholarships
- Act as an appeal board for all matters related to financial aid.

## **Student Activities**

The Student Activities Committee is composed of counselors and faculty.

### Responsibilities:

- Provide guidance and supervision of activities planned for the students
- Supervise and approve student activities

## **Student Recruitment and Orientation**

The Recruitment and Orientation Committee is composed of counselors and faculty.

### Responsibilities:

- Review and recommend procedures for effective recruitment of students
- Develop materials to be used in recruiting students
- Provide assistance to faculty and staff in their recruitment of students
- Review the orientation program and make recommendations for improvement

## **Technology and Telecommunications**

The Technology and Telecommunications Committee is composed of college personnel who are responsible for technology, telecommunications, and related activities.

### Responsibilities:

- Serve in an advisory capacity to the administration and faculty for specifications relating to technology and telecommunications for the college
- Review the technology and telecommunications component of the institutional strategic plan
- Review utilization procedures for institutional technology and telecommunications

## **SECTION 3 – PERSONNEL**

The administrative, faculty, and support personnel of Southwest Mississippi Community College work collaboratively to ensure academic success for students and to provide continuing support for the community. It is through the joint efforts and energies of the personnel that the college realizes its goals and objectives. Therefore, Section 3 of the *Faculty Handbook* addresses issues pertinent to faculty regarding job descriptions, professional growth, and other general information.

## **Absence**

Each faculty member, absent from campus or clinical laboratory during the work week, is expected to submit a Request for Leave to the division chair. The division chair will sign the request and forward to the Vice-President for Academic Affairs on or before the date of absence or as soon as possible thereafter. In case of an emergency absence for any reason, a faculty member should notify the division chair by telephone.

Extended absences by faculty members will require a conference with the division chair, the Vice-President for Academic Affairs, and the President.

## **Academic Freedom**

In the development of knowledge, research endeavors, and creative activities, college faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. They must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs. However, academic freedom must be subject to the self-restraints imposed by good judgment and public support of the institution. Faculty members must fulfill their responsibility to society and to their profession by manifesting academic competency, scholarly discretion, and good citizenship. At no time will the principle of academic freedom protect an incompetent or negligent faculty member nor will it prevent the institution from making proper efforts to evaluate the work of each faculty member.

## **Assignment of Grades**

Lead instructors have the sole authority for the assignment of grades for their courses. Only the lead instructor has the authority to authorize the change of a recorded final grade on official college records. Should the assigned grade be challenged via the appeals process, the grade awarded shall be based on the decision of the appeals process.

## **Communications**

### Calendars/Newsletters

The Vice-President for Student Affairs keeps a calendar of all campus activities and publishes a weekly newsletter containing a calendar of events scheduled for the coming week. These newsletters are distributed throughout campus and by faculty e-mail. Faculty members are asked to submit information detailing upcoming events through e-mail, campus mail, or telephone contact to the Vice-President for Student Affairs before Wednesday afternoons by 4:00 p.m. All civic and social activities or events to be held on campus must be cleared through the Facilities Manager.

The Registrar's office publishes for and distributes to faculty members a semester or yearly calendar detailing important events, dates, and deadlines pertinent to faculty.

### Campus Mail

Faculty may have mailboxes in the Horace C. Holmes Student Union. E-mail accounts are assigned for both internal and external business correspondence. Although mail is

placed daily, excluding weekends and holidays, faculty primarily use e-mail for internal correspondence.

New faculty members can obtain a faculty mailbox by contacting the bookstore manager; to obtain an e-mail address, contact the college's Information Technology department.

### Electronic Communications

Faculty using or accessing computers or electronic devices on campus must comply with the established, adopted usage policy as listed on the college's website.

### Institutional Publications

A copy of the *Faculty Handbook*, the current college *Catalog*, and other institutional documents published by the college are posted on the college's website.

### Telephone Use

Each faculty office is equipped with a telephone to be used primarily for college business. Procedures for using the telephone system are as follows:

- To call a campus number, dial the last four digits of the number.
- To call a local number off-campus, dial "9" followed by the local number.
- A toll-free "8xx" number may be dialed directly by first dialing "9," "1-8xx," and the number.
- All calls outside the McComb/Summit area are considered long distance. A long distance number for college business can be called by dialing "2000" and asking the operator to place the call. Note: The switchboard is open to place long distance calls only between 8:00 a.m. and 4:30 p.m., Monday through Friday.

### **Conflict of Interest**

Full-time employees shall not engage in any outside employment that would interfere in any respect with their responsibilities to the college.

### **Contracts**

All regular full-time teaching faculty will receive written contracts that specify the position, the salary, the length of employment in months, and the starting and ending dates covered by the contract. As stated in each contract, changes in work assignments may be made when necessary for the good of the college. Salaries will be paid in twelve equal installments; however, a faculty member may request payment according to the exact length of the contract. Part-time teaching faculty will not receive written contracts.

### **Dress Code**

College faculty are professionals, and their conduct, dress, and grooming habits shall be in keeping with their professional status.

## **Distance Learning**

The college participates in the Mississippi Virtual Community College (MSVCC), a consortium of fifteen of the public community colleges in Mississippi. Instructors teaching classes for the MSVCC have additional requirements. An instructor teaching an online class must have the same academic credentials as required for the same class taught through traditional methods.

All online instructors are required to post contact information on the course website for each course that they teach. That information includes, but is not limited to, a campus e-mail address, office phone number, and office hours and location (for traditional instructors only). Students are encouraged to use e-mail as the initial contact. Except in the case of an emergency, an instructor should inform students prior to being unavailable to answer e-mail within 24 hours, not including weekends.

Online instructors are reimbursed at the same rate as evening or summer school traditional instructors.

Any course that is to be delivered through online methods must receive approval from the division chair, the Vice-President for Academic Affairs, and the Distance Learning Coordinator. The college recognizes that all courses are not appropriate for online delivery, so instructors who teach the course in the traditional classroom should be consulted when making course offering decisions. The online course should resemble as much as possible the traditional course.

Instructors for online courses must be approved by the Vice-President for Academic Affairs and the Distance Learning Coordinator. Communication is a very important part of the online process, so only instructors who complete faculty assignments in a timely manner will be allowed to teach online classes.

Online instructors will be evaluated by students each semester. Instructors who receive a rating below 3.0 in any area must submit a plan of improvement to the Distance Learning Coordinator and the Vice-President for Academic Affairs.

Although the State Board for Community and Junior Colleges provides some faculty training, the ultimate responsibility lies with the college. The Distance Learning Coordinator will plan training and/or exchange sessions as needed. Distance learning personnel will also be available for technical assistance.

## **Housing**

Limited housing is available to faculty who, because of their duties, are required to live on campus.



## **Institutional Planning**

The college provides an opportunity for its personnel to be an integral part in maximizing attainment of the institutional mission. Strategic institutional planning for the college permeates all levels and entities. This process allows the college to maintain and improve services and instruction by developing priorities (strategies), implementing those strategies, assessing the outcomes (gathering results), and developing priorities for the next planning cycle. Additional information can be found on the intra-campus network on the Swan server.

## **Intellectual Property**

Southwest Mississippi Community College maintains rights to intellectual property created at college expense. The college reserves rights of ownership of all intellectual property including, but not limited to, curricular materials, books, web pages, electronic publications, and programs written or otherwise created by a student, instructor, or staff member while using college materials or equipment and while working during time that is compensated by the college. All classes of intellectual property, scientific and technological developments, materials or objects created or produced by a faculty or staff member on personal time without the assistance of SMCC resources, personnel, equipment, materials, or facilities, shall be the exclusive property of the individual.

## **Liability Insurance**

**Vehicles:** The college provides vehicles, when available, for faculty and staff travel. Although the college provides insurance coverage related to the use of these vehicles for college activities, faculty and staff should have individual coverage to ensure protection in case of an accident resulting in possible litigation.

**Laboratory:** Although faculty who teach courses which require laboratory experiences and the students who participate in such experiences are covered by a blanket liability insurance policy related to their specific profession, the college encourages faculty to obtain additional insurance related to their profession.

**Teaching:** All faculty are encouraged to obtain individual teaching liability insurance. Career-technical instructors are encouraged to have liability insurance through the Association of Career and Technical Education.

## **Non-Discrimination**

As an equal opportunity employer that complies with all applicable laws regarding equal opportunities in all its activities and programs, the college does not discriminate on the basis of race, color, sex, or national origin. This policy extends to the qualified handicapped. The compliance official is the Vice-President for Student Affairs.

## **Orientation of New Faculty**

The Vice-President for Academic Affairs, assisted by the Faculty Orientation Committee and respective division chairs, assumes primary responsibility for orientation of all new full- and part-time faculty.

## **Professional Growth**

The college encourages professional growth of all full-time college faculty members by providing opportunities for continuous professional development, which includes formal academic preparation as well as seminars and workshops that are offered periodically. After obtaining initial approval for participation in professional development activities, faculty must gain final approval from the Vice-President for Academic Affairs.

**Continued Study:** Increments in salary are provided as incentives for advanced graduate study. Full-time faculty may enroll, free of charge, in classes offered at the college for professional growth provided that the class does not interfere with their teaching assignment and that ten paying students are enrolled in the class. Before enrolling in a class on campus, full-time faculty must receive approval by making application to the Vice-President for Academic Affairs stating the course name and number and the date of expected enrollment.

**Workshops/Seminars:** The college expects faculty members to be knowledgeable of and to participate in professional growth opportunities that will promote their individual growth as academic teachers and skillful practitioners. Thus, the college provides funds for full-time faculty to attend both state and regional meetings concerning their subject areas. To receive reimbursement of expenses incurred for seminars, workshops, conventions, and other activities that promote faculty growth, faculty members should use the appropriate Travel Request Form and SMCC Travel Expense Voucher.

Because the main responsibility of faculty is teaching, travel is limited to one major conference/workshop per year or a one-day workshop each semester for each instructor.

## **Recruitment of Faculty**

The college maintains a fair and equitable policy on the recruitment and employment of new faculty. When a vacancy occurs, the Vice-President for Academic Affairs, who maintains a file of letters requesting employment, asks these individuals to submit official college transcripts and a résumé. Subsequently, the President, with the Vice-President for Academic Affairs and the division chair and possibly other faculty from the division, interviews the best qualified of those who respond. During the interview, it is determined whether an applicant's oral communication skills are satisfactory for the position. When a prospective instructor has been identified, the President makes a recommendation to the Board of Trustees for final approval.

All faculty members should have earned degree(s) from a regionally accredited institution or show evidence of the appropriateness of their academic preparation. Work experience may be accepted as part of the preparation for determining the qualifications of a career or technical instructor.

## Retirement

State law requires the college, as well as all other state institutions, to contribute to the Public Employees Retirement System (PERS) of Mississippi. Employees seeking specific information regarding state retirement benefits should contact human resources.

## Salary

Southwest Mississippi Community College bases the salary of all academic instructors upon the years of teaching experience and educational criteria. The maximum number of years' experience for which an instructor may receive a pay increment is 30.

<b>ACADEMIC CRITERIA</b>	
<b>STEP A</b>	Master's degree (18 graduate hours must be in the teaching field)
<b>STEP B</b>	Step one requirements plus 30 additional graduate hours beyond the Master's degree, 24 of which must be in the teaching field
<b>STEP C</b>	Step one requirements plus 45 additional graduate hours beyond the Master's degree, 36 of which must be in the teaching field
<b>STEP D</b>	Step one requirements plus 60 graduate hours, 48 of which must be in the teaching field or an earned Doctorate
<b>CAREER-TECHNICAL CRITERIA</b>	
<b>STEP A</b>	Specialty or Associate's degree
<b>STEP B</b>	Bachelor's degree
<b>STEP C</b>	Master's degree or an earned Doctorate

Degrees and additional hours must be from a regionally-accredited institution. In step A of the academic scale, the 18 graduate hours can be taken before or after receiving the Master's degree. In the other steps, the graduate hours must be taken after obtaining the Master's degree to qualify for advancement. The Vice-President for Academic Affairs must approve the graduate hours in related fields.

Evening school, online, and summer school pay will be based on total enrollment figures and class size. (Regular faculty are expected to teach night school and summer school classes as needed.)

## **Teaching Load**

### Faculty (Full-time)

A teaching load of 15-18 semester hours (two laboratory contact hours equal one lecture hour) is considered average. The division chair is limited to a maximum of 15 hours. In the event of a combination lecture-lab type schedule, attempts are made to keep the schedule within twenty clock hours per week. Technical instructors teach a minimum of 20 contact hours. State statutes limit associate degree nursing instructors to a student-teacher ratio of 10:1 in the clinical setting and a 15:1 student-teacher ratio in the classroom setting.

### Faculty (Part-time and Adjunct)

Faculty who teach less than 15 semester hours per semester have part-time status.

## **Tenure/Termination**

The State of Mississippi does not have tenure laws; therefore, there is no formal tenure for college faculty. Each full-time faculty member signs a contract, subject to renewal each academic year, which specifies the time period of employment.

Each year, division chairs make written recommendations for reemployment of faculty and submit these recommendations to the Vice-President for Academic Affairs. In turn, the President and Vice-President for Academic Affairs examine current faculty contracts and written recommendations. The President submits these letters of renewal or non-renewal of contracts to the Board of Trustees for final approval.

In situations where it becomes necessary to terminate any contracted person prior to the specified contract expiration date or in the event of non-renewal of a contract, the faculty member has recourse to due process as outlined elsewhere in this document.

## **Textbook Policies**

In an effort to provide education at a reasonable cost, the college gives students the opportunity to rent textbooks. Unfortunately, not all books are rentable; in these cases, non-rentable materials must be purchased. All rental texts must be returned before final exams, and the bookstore does not buy back any purchased materials.

Textbooks are adopted for a period of at least three years. To implement a change in a text before the three-year adoption period, an instructor must show that the change is necessary and essential.

To change textbooks, the instructor should complete the appropriate form, submit it to the division chair, and obtain the signature of the Vice-President for Academic Affairs before submitting it to the business office.

## **Travel**

The college supports faculty members in college-related travel, and the Vice-President for Academic Affairs has the authority to approve travel requests made by faculty. To obtain approval and reimbursement for college-related travel, faculty should use the following procedure:

1. Secure the approval of the appropriate director or division chair.
2. Obtain a Travel Request Form from the appropriate director or division chair and complete it.
3. Submit the completed form to the appropriate director or division chair for signature, Present the signed form to the Vice-President for Student Affairs for vehicular assignment, and then obtain the signature of the Vice-President for Academic Affairs.
4. Submit the white copy to the business office, after the approved trip, along with an SMCC Travel Expense Voucher. Paid receipts must be attached to the SMCC Travel Expense Voucher in order to obtain reimbursement.

Travel is based on actual odometer mileage via the closest route to destination. Expenses incurred for lodging, garage fees, registration fees, workshops, seminars, conventions, and other activities related to faculty growth will be allowed.

## **Work Schedule and Office Hours for Faculty**

### Faculty (Full-time)

All full-time academic and technical faculty members are required to spend a minimum of 35 hours per week in instruction, office, staff or committee meetings, or travel. The Vice-President for Academic Affairs approves all office hours. Faculty should post a copy of their schedule for students.

Office hours may be substituted with other college-related activities. Approved travel will be substituted for days or hours of instruction or office hours actually missed during that absence. The division chair and the Vice-President for Academic Affairs must approve any anticipated faculty absences from classes for college-related activities and any changes in class meeting times.

Nine-, ten- and eleven-month instructors should maintain office and/or class hours from 8:00 a.m. until 3:30 p.m. Twelve-month office personnel should maintain hours from 8:00 a.m. until 4:30 p.m.

### Faculty (Adjunct)

Adjunct faculty are expected to be available for office hours equivalent to half the assigned instruction time.

## ADMINISTRATION

Southwest Mississippi Community College administration works to ensure that the daily operation of the college supports its mission. It is the administration, led by the college President, who implement and enforce the policies and practices established by the governing body, the Board of Trustees. The following information describes the specific duties of each administrator.

### President

As the executive head, the college President, who reports directly to the Board of Trustees, sees that the college operates in conformity with the policies established by the Board of Trustees. He attends board meetings and reports periodically on the execution of board policies or submits to the board recommendations for policy changes. Although the ultimate responsibility for the operation of the college rests with the board, the President, within the college, bears final responsibility for its administration.

### Duties and Responsibilities:

- Acts as the executive officer of the Board of Trustees and is charged with the responsibility of implementing its policies and enforcing its regulations
- Presides over faculty meetings or delegates authority to preside to the Vice-President for Academic Affairs
- Is responsible for recommending competent and cooperative teaching personnel to the Board of Trustees
- Submits recommendations to the Board on all matters pertaining to the promotion and dismissal of members of the teaching faculty
- Is responsible for the selection and employment of competent and cooperative administrators and staff personnel other than teaching faculty
- Represents the college to its constituency, the general public, and educational groups
- Submits reports to the Board, accrediting agencies, and appropriate state agencies
- Assists the Board in raising funds for the support of the college
- Strives to maintain harmony and unity of purpose among all members of the teaching and administrative staff, the Board, the alumni, and the student body
- Delegates authority and responsibility to other officers, staff, faculty, and employees in order to ensure the full discharge of their respective duties
- Acts as an educational advisor to the Board and keeps the Board fully informed concerning the operation and welfare of the college
- Directs the public relations program of the college
- Directs the operations of the athletic programs

### Vice-President for Academic Affairs

Acting under and in conjunction with the President, the Vice-President for Academic Affairs, who reports directly to the President, has the responsibility of coordinating instructional programs and of supervising the division chairs.

#### Duties and Responsibilities:

- Supervises and directs all phases of the instructional program, both on and off campus, by working with the various division chairs, directors, assistant directors, and committees
- Works with division chairs and other administrators in strategic institutional planning, class schedule planning, curriculum development, budget planning, textbook changes, and *Catalog* revisions
- Schedules faculty meetings and presides in the absence of the President
- Is responsible for the preparation of the college *Catalog*, schedules, faculty handbooks, manuals, and other such official college publications
- Assists in the preparation and management of the college budget
- Maintains prospective instructor/professional employee files
- Consults with the division chairs in the selection of instructional personnel
- Approves and forwards to the President recommendations on all new instructional personnel
- Approves all textbook adoptions
- Appoints faculty committees
- Administers faculty development and evaluation
- Maintains files of all teaching faculty
- Assists the Registrar with registration
- Assists in the recruitment of students
- Coordinates institutional research
- Supervises the distance learning program

### Vice-President for Student Affairs

The Vice-President for Student Affairs, who reports directly to the President, is responsible for all aspects of the student services program.

#### Duties and Responsibilities:

- Coordinates the student recruitment program of the college
- Supervises, through the dormitory supervisors, student dormitory living
- Supervises the student work-study program
- Supervises all intramural athletics
- Coordinates student activities, including supervising student clubs and publications
- Coordinates, with the Director of Food Services, special events (banquets, cook-outs, special meals, etc.) involving the food service program
- Administers student financial aid programs
- Supervises college transportation
- Serves as faculty advisor to the Student Government Association
- Serves as attendance officer
- Develops environmental health and safety programs for the college
- Maintains student activities calendar and publishes weekly bulletin
- Directs the operation of the campus police
- Administers student discipline
- Responsible for student recreation activities



### Vice-President for Business Affairs

The Vice-President for Business Affairs, who reports directly to the President, is responsible for all financial affairs of the college and for the management of the physical plant.

#### Duties and Responsibilities:

- Acts as the purchasing agent for the college, following the laws of the State of Mississippi and college policies
- Directs the investment of funds as prescribed by state law
- Directs the management of the physical plant
- Directs and manages all personnel in the business office
- Maintains payroll and personnel files for all employees
- Institutes and maintains an inventory of all college property and equipment
- Is responsible for the financial oversight of auxiliary enterprises on campus
- Develops systems and procedures to meet and maintain all current business requirements in the most efficient way possible
- Assists the President in preparing and presenting the instructional and other budgets to the Board of Trustees for approval; monitors and makes reports to aid divisions with their budgetary responsibilities
- Prepares financial reports as required and keeps the President and Board of Trustees apprised of the financial condition of the college
- Follows methods established by the Government Accounting Standards Board (GASB) in its pronouncements 34 and 35 for colleges and universities
- Assists in the recruitment of students
- Coordinates scheduling of community activities held on campus
- Coordinates technology and telecommunications

### Vice-President for Admissions and Registrar

The Vice-President for Admissions and Registrar, who reports directly to the President, is responsible for administering the admissions policies of the college and for receiving, recording, maintaining and transferring academic records including grades, transcripts, and attendance records.

#### Duties and Responsibilities:

- Maintains academic records
- Supervises receiving, recording, and distribution of student grades
- Receives and evaluates transcripts from other institutions
- Prepares and forwards transcripts
- Reports periodically the progress of students to students, parents, and administrative officials of the college
- Supervises student registration
- Coordinates and maintains file copies on various local, state, regional, and national reports
- Serves as a member of the Admissions Committee
- Assists the Vice-President for Academic Affairs with the editing of the college *Catalog* and other official college publications
- Enforces the rules and regulations in regard to degrees, diplomas, and certificates
- Assists in the recruitment of students

### Vice-President for Career and Technical Education

The Vice-President for Career and Technical Education reports directly to the President and also to the Vice-President for Academic Affairs for matters related to instruction. The Vice-President for Career-Technical Education is responsible for general supervision of all Career-Technical education conducted under the authority of the college district.

#### Duties and Responsibilities:

- Serves as division chair for the Career-Technical division
- Assists the Vice-President for Academic Affairs and the Registrar each semester in determining class needs in the vocational and technical areas
- Oversees the Workforce Development Center Director in the delivery of programs and services
- Coordinates and compiles the division budget
- Approves all purchase order requests for the division and submits them to the business office
- Prepares or supervises the preparation of reports, follow-up studies, equipment requests, local plans, applications, and all other items to be submitted to the Vocational Division, State Department of Education
- Represents the college at state meetings of directors and at conferences and workshops planned and implemented by the State Department of Education or the Mississippi State Board for Community and Junior Colleges
- Assists instructional personnel in preparing equipment lists and inventories
- Coordinates the selection of members of craft committees from businesses and industries in the district and works with these committees in program planning and improvement
- Develops and submits the Local Plan for Career-Technical Education to the Mississippi State Board for Community and Junior Colleges
- Assists vocational and technical faculty in meeting licensing requirements by keeping them informed of both the requirements and the professional improvement opportunities available
- Works with the faculty and Career-Technical Counselor to complete final and follow-up reports required by the Mississippi State Board of Community and Junior College
- Assists faculty and counselors in the recruiting and placement of students
- Oversees the Work Based Learning Program
- Serves on the Curriculum Committee

## FACULTY

### Division Chairs

Division chairs, chosen on the basis of seniority, academic ability, and leadership, in all instructional divisions report directly to the Vice-President for Academic Affairs and act as the division's spokesperson and advisor to the members of the teaching faculty under their supervision. Division chairs coordinate all course offerings and business procedures for their particular division.

### Duties and Responsibilities:

- Provides leadership and promotes harmony and unity within the division
- Works with faculty in strategic institutional planning, class schedule planning, curriculum development, budget planning, textbook changes, and *Catalog* changes
- Implements directives from the Vice-President for Academic Affairs
- Participates with the Vice-President for Academic Affairs in the recruitment, selection, and retention of faculty members in the division
- Teaches classes according to college policy
- Reviews student evaluations, conducts personal evaluations of each division member, and recommends annually the re-election of each division member
- Prepares and submits a divisional budget to the Vice-President for Academic Affairs
- Keeps pertinent divisional records, such as purchase order requests, and supervises divisional inventory
- Schedules and conducts divisional meetings
- Requests maintenance service for the division
- Assumes responsibility for the care and inventory of divisional equipment and materials
- Works with the Vice-President for Student Affairs in the recruitment of new students
- Performs additional duties unique to the division
- Serves on committees as appointed
- Maintains standards necessary to meet criteria of appropriate accrediting agencies

### Faculty (Full-time)

Following the course objectives and outlines they have developed, faculty have as their primary responsibility the instruction of the students assigned to them each semester. The teaching faculty report directly to their respective division chairs.

#### Duties and Responsibilities:

- Follows the established policies and procedures of the college that facilitate instruction, administration, and student well-being
- Serves as advisor for assigned students as part of the guidance/academic advising program
- Maintains competency and minimum requirements for teaching
- Prepares a course syllabus for each course taught; reviews and revises it annually and provides copies for the division chair and Vice-President for Academic Affairs
- Supports and encourages the college-sponsored extracurricular activities
- Supports and participates in the community affairs that contribute to the total program of the college
- Assists in maintaining the standards of conduct and discipline for the students as set forth by the college
- Assists the division chair in strategic institutional planning, developing a budget, planning curricula, maintaining inventory, updating the college *Catalog*, preparing reports as needed, purchasing instructional materials, and ordering textbooks
- Assists the librarian in maintaining an up-to-date collection of the library resource materials in the teaching area
- Serves on committees as appointed
- Assists in the recruitment of students
- Teaches classes as assigned according to college policy
- Performs assigned duties during orientation, registration, homecoming, graduation, and intercollegiate activities
- Participates in all faculty meetings
- Attends student assemblies
- Participates in professional meetings and workshops to remain current in his/her curricula area
- Communicates with senior colleges and universities to ensure that the suggested programs of study remain current

### Faculty (Adjunct and Part-time)

As the need arises, the college employs part-time faculty on the same basis and with the same employment qualifications as full-time employees. Part-time faculty are expected to provide their students with reasonable access for instructional assistance and to be available for outside assignments should the need arise. The division chair and the Vice-President for Academic Affairs assume responsibility for the supervision and evaluation of part-time faculty.

#### Duties and Responsibilities:

- Follows the established policies and procedures of the college that facilitate instruction, administration, and student well-being
- Maintains competency and minimum requirements for teaching
- Prepares a course syllabus for each course taught; reviews and revises it annually and provides copies for the division chair and Vice-President for Academic Affairs
- Supports and encourages the college-sponsored extracurricular activities
- Supports and participates in the community affairs that contribute to the total program of the college
- Assists in maintaining the standards of conduct and discipline for the students as set forth by the college
- Assists the division chair in institutional strategic planning, developing a budget, planning curricula, maintaining inventory, updating the college *Catalog*, preparing reports as needed, purchasing instructional materials, and ordering textbooks
- Assists the librarian in maintaining an up-to-date collection of the library resource materials in the teaching area
- Serves on committees as appointed
- Attend student assemblies and faculty meetings when possible
- Assists in the recruitment of students
- Recommends changes in the curriculum area to maintain an up-to-date program of study

## SUPPORT

Southwest Mississippi Community College strives to provide support services that enhance its educational program, that foster cultural awareness, that promote lifelong learning, or that upgrade present skills.

### Adult Basic Education/Workforce Basic Skills Specialist

The Adult Basic Education/Workforce Basic Skills Specialist, who reports to the Workforce Center Director, coordinates basic skill enhancement training for individuals within the college's district who are seeking the equivalent of a high school diploma and/or skills that will allow them to become more employable. The workforce initiative offers training to individuals currently employed. Skills are taught in a functional, job-specific context.

#### Duties and Responsibilities:

- Works closely with businesses and industries to develop the specific training projects for their employees
- Works closely with the Workforce Center team to identify and coordinate needed training projects
- Analyzes employee tasks and develops curricula for specific projects
- Recruits, orients, supervises, and evaluates project instructors
- Provides orientation and/or support to project instructors to understand the nature, function, and needs of training for business/industry and appropriate teaching methods which will be utilized
- Monitors training classes to be sure proper instruction is being appropriately provided
- Assures proper evaluation of individual projects and the overall program in the district
- Promotes and markets the Skills Enhancement Program to businesses and industries in the district
- Serves as staff personnel for the District Workforce Development Council
- Works with industrial development groups, Mississippi Department of Employment Services, Mississippi Development Authority, and civic organizations to establish and maintain an environment desirable to industry
- Maintains all project records and student records concerning training projects
- Authorizes payments relative to training projects and prepares reimbursement requests according to approved projects
- Attends conferences, workshops, meetings, and other staff development programs
- Conducts training projects in accordance with the college's and the State Board of Community and Junior Colleges' policies and procedures and with standard business ethics

### Athletic Director

The Athletic Director, who reports directly to the President, is responsible for the athletic programs of the college.

- Ensures that the college is in compliance with NJCAA and MACJC standards
- Approves purchase orders and travel requests for all athletic activities
- Attends (or sends designee to) all home athletic events
- Participates in the planning and budgeting activities for all sports

### Athletic Trainer

The Athletic Trainer, who reports directly to the Athletic Director, is responsible for the treatment and prevention of injuries for all athletic programs of the college

- Ensures that the proper forms are completed for athletic insurance purposes
- Accompanies athletes to doctors/hospitals
- Attend all home athletic events

### Bookstore Manager

The Bookstore Manager, who reports directly to the Vice-President for Business Affairs, is responsible for the overall operation of the bookstore.

#### Duties and Responsibilities:

- Orders textbooks, manuals, and other materials for students to rent or purchase
- Prices and stores books and materials in their proper places as identified by course title and number
- Supervises the dispensing and collecting of books and materials
- Determines the number of books and manuals that need to be ordered between semesters

### Chief of Security

The Chief of Security, who reports directly to the Vice-President for Student Affairs, is responsible for the coordination, scheduling, and supervision of all college security personnel. The Chief of Security ensures that the listed duties and responsibilities are enforced.

#### Duties and Responsibilities:

- Secures all buildings (locks all doors and turns out all unnecessary lights)
- Picks up the mail
- Must be able to work with students, staff, and visitors and to be fair in all decisions made concerning students, staff, and visitors
- Enforces all state laws and campus rules
- Provides escort service to any person who requests assistance
- Provides a safe and secure environment
- Fills out offense and incident reports and traffic accident reports
- Provides service to stranded students, staff, and visitors (unlocks or boosts off vehicles)
- Talks to students, staff, and faculty about safety and security; makes reports on all activities; remains open-minded to everyone's needs on campus
- Checks and reports any streetlights or building lights that are out
- Helps with vehicle transportation (picks up and checks out vehicles)
- Checks for fire and safety hazards in all areas of the campus
- Directs traffic for special functions on campus
- Prepares security vehicle for next shift
- Assures that part-time security employees are able to work weekends and holidays
- Responds to emergencies on campus and calls the appropriate agencies needed for assistance in each situation
- Meets requirements for Board of Standards and Training Certifications and is certified by the Board of Standards and Training for the State of Mississippi



### Counselors (Academic)

The Academic Counselor, who reports to the Vice-President for Student Affairs, is responsible for counseling students, recruiting and pre-admissions activities, and general guidance functions.

#### Duties and Responsibilities:

- Plans and implements, in coordination with the Vice-President for Student Affairs, the college's recruiting program in all high schools of the district
- Serves as pre-admissions counselor and assists in the administration and interpretation of tests
- Counsels with students on probation each grading period
- Does research regarding students and prospective students and maintains student personnel records relating to testing, counseling, and other guidance activities
- Periodically reviews all absences and schedules conferences with students that have excessive absences
- Assists with follow-up studies on former students
- Assists in registration and in the orientation program for new students

### Counselor (Career-Technical)

The Counselor for Career-Technical Instruction, who reports directly to the Vice-President for Career-Technical Education, assists Career-Technical students in their adjustment to college life as required in their programs.

#### Duties and Responsibilities:

- Visits area high schools to inform prospective students of Career-Technical programs
- Counsels with prospective students as to the requirements of various programs
- Serves as a coordinator of Licensed Practical Nursing applicants
- Conducts group guidance sessions regarding employability skills
- Disseminates occupational information
- Assists in placement procedures and conducts follow-up studies
- Counsels with students on probation each grading period
- Does research regarding students and prospective students and maintains student personnel records relating to testing, counseling, and other guidance activities
- Assists with follow-up studies on former students
- Assists in registration and in the orientation program for new students

### Director of Financial Aid

The Director of Financial Aid reports directly to the Vice-President for Student Affairs.

#### Duties and Responsibilities:

- Organize and maintain good audit procedures.
- Administer all federal and state aid programs, including work-study, for students
- Complete and submit federal and other reports relating to program expenditures.
- Maintain knowledge of federal and state rules and regulations pertaining to financial aid programs by means of conferences, workshops, and in-depth readings

### Director of Food Services

The Director of Food Services, who reports directly to the Vice-President for Business Affairs, is responsible for the supervision and operation of the college cafeteria.

#### Duties and Responsibilities:

- Prepares menus and supervises the preparation of meals for students and faculty
- Orders food and cooking utensils as needed
- Prepares a budget
- Organizes the cafeteria staff and assigns duties to workers
- Assists in the planning, preparation, and serving of food for special events for the college and the community, including banquets, cook-outs, and receptions

### Director of Information Technology

The Director of Information Technology performs, coordinates, supervises, and/or assists in all processes and procedures associated with the implementation, operation, and maintenance of the college technology/telecommunications infrastructure. The director reports directly to the Vice-President for Business Affairs, but works cooperatively with all college personnel.

#### Duties and Responsibilities:

- Maintains the hardware and software of all PCs on campus
- Maintains the hardware for all printers on campus
- Maintains the operational condition of all phones on campus
- Coordinates installation of new phones with phone company
- Represents the college at state and regional technology/telecommunications meetings
- Develops and submits annual technology and telecommunications budgets
- Updates technology unit plan on a regular basis
- Supervises technical personnel
- Monitors the operation of the network via Network Management Station
- Maintains the network firewall
- Manages all user network accounts
- Manages all user e-mail accounts
- Maintains campus web servers
- Maintains Microsoft Domain controllers
- Maintains Microsoft Exchange servers
- Maintains the Microsoft Systems Management Server
- Coordinates new software installation and software updates
- Plans and coordinates installation of new network operating systems
- Installs new internal building (copper) wiring and fiber cabling
- Backs up all network servers
- Installs all network devices including PCs, servers, and printers
- Manages the Community college Network (CCN) for the college
- Completes job responsibilities effectively and efficiently with minimum supervision
- Assists in the recruitment of students for the college
- Performs other duties and responsibilities as assigned by the immediate supervisor

### Director of Institutional Research

The Director of Institutional Research, who reports to the Vice-President for Academic Affairs, is responsible for coordinating institutional research.

#### Duties and Responsibilities:

- Coordinate institutional research
- Supervise the planning process
- Maintain file copies on various local, state, regional, and national reports
- Develop and publish an annual Fact Book containing key statistical information about the College and SMCC District
- Provide statistical studies upon request from the President and other administrative officers
- Provide information for SACS re-accreditation committees
- Assist with various campus surveys, analyze findings, and publish results

### Director of the Library

The Director of the Library, who reports to the Vice-President for Academic Affairs, serves as the chair of the Library-Learning Resources Committee and is responsible for the acquisition, classification, and utilization of book and non-book materials needed to supplement the curricula and to enhance the educational and personal interests of the students, faculty, and staff. Additionally, the director directs, plans, organizes, prepares budgets, and evaluates the operations of the Library-Learning Resources Center.

#### Duties and Responsibilities:

- Supervises the Library-Learning Resources Center staff
- Establishes and implements governing procedures for the library
- Develops services and resources necessary to meet the needs of the college community
- Prepares an annual budget which adequately reflects the forthcoming needs of the library; purchases materials from that budget
- Encourages faculty participation in selecting new materials and the use of the library in serving students
- Assumes responsibility for college property used in the Library-Learning Resources Center
- Collects data concerning usage of the library and library materials
- Assumes responsibility for the orientation of students to the library and library materials
- Advises the Vice-President for Academic Affairs as to library standards and needed budgetary expenditures to enable the library to meet these standards
- Conducts an annual evaluation by users of library resources and services
- Serves as an academic advisor
- Assists in the recruitment of students

### Dormitory Supervisors

The Dormitory Supervisors, who report directly to the Vice-President for Student Affairs, are responsible for the overall supervision of their respective dormitories.

#### Duties and Responsibilities:

- Encourage wholesome living within dormitories
- Make room assignments
- Approve all room changes
- Report maintenance problems
- Maintain check-in, check-out system for dorm residents
- Collect deposits on room keys
- Sign dormitory withdrawal forms
- Conduct weekly room inspections
- Report night disturbances outside dormitory to security

### Industrial Services Coordinator

The Industrial Services Coordinator, who reports directly to the Workforce Center Director, organizes all adult vocational evening classes and works with all industries and businesses in the college district in order to establish needed training programs and to offer special services available through the college.

#### Duties and Responsibilities:

- Establishes and maintains contact with all industries and businesses in the district
- Acts as liaison person between district businesses and industries and the college
- Develops and supervises all industrial training projects and adult vocational evening classes under the direction of the Workforce Center Director
- Works closely with the State Board for Community and Junior Colleges to ensure project funding
- Works with industrial development groups, the Mississippi Department of Employment Security, and civic organizations to establish and maintain an environment desirable to industry
- Provides the Vice-President for Career-Technical Education with information on industry needs
- Relays curriculum needs from businesses and industries to the Vice-President for Career-Technical Education
- Provides required reports to the Workforce Center Director, Vice-President for Career-Technical Education, the President, and state offices
- Recruits, supervises, and evaluates adult and industrial training instructors
- Maintains all project records and student records concerning adult and industry training classes
- Authorizes payments relative to adult and industrial training projects and prepares reimbursement requests according to approved state projects
- Attends conferences, workshops, and meetings
- Conducts training projects in accordance with the college's and the State Board of Community and Junior Colleges' policies, procedures, and qualifications and with standard business ethics

### Information Systems Specialist

The Information Systems Specialist performs and/or assists in all processes and procedures associated with the implementation, operation, and maintenance of administrative computing. The Information Systems Specialist reports directly to the Vice-President for Business Affairs but works cooperatively with all college personnel.

#### Duties and Responsibilities:

- Develops a budget for administrative management information systems
- Communicates activities and information throughout the college
- Plans for administrative management information
- Assists with staff development for the college
- Assists offices in extracting necessary data
- Upgrades software and data as necessary
- Maintains consistency and integrity of administrative data
- Works with divisions and units to more efficiently and effectively use and share information/data
- Store backup tapes in an off-campus, secure site
- Maintains security for administrative data
- Coordinates network operations with the Director of Information Technology
- Is a resource person for division and units with software problems, purchases, etc.

### Institutional Advancement Director

The Director of Institutional Advancement, who reports directly to the President, provides a program that facilitates the future development and advancement of the college through fund raising, institutional, and alumni relations.

#### Duties and Responsibilities:

- Establishes a consistent funding base from private support for the college
- Strives to improve/strengthen the utilization of volunteer resources associated with the college
- Continues to develop public awareness of Southwest Mississippi Community College and its offerings
- Assists in the long-range planning process for private funds
- Compiles and maintains information on alumni members
- Provides student opportunities in the alumni association
- Surveys periodically the community and alumni regarding satisfaction level associated with the college
- Assists in the development of policies and procedures for fund raising activities
- Educates, informs, and updates the administration, faculty, and staff about the need for private funding
- Evaluates regularly all fund raising activities, ensuring that they are in direct correlation with the institutional long-range plan
- Serves as the faculty representative on the alumni and foundation boards
- Provides communication between the college and alumni/foundation members through various media devices (i.e. newsletter, calendar of events, etc.)

### Inter-Collegiate Coaches

The Inter-Collegiate Coaches, who report to the Athletic Director, are responsible for all activities of the inter-collegiate sports program.

#### Duties and Responsibilities:

- Recruit athletes for sport involved
- Accompany teams when traveling to or from other institutions
- Prepare budget for sport involved
- Supervise conditioning drills of athletes
- Report to Director of Food Services the number of meals requested by visiting teams
- Maintain facilities used in the athletic program
- Represent the college at appropriate athletic meetings
- Make necessary arrangements for the housing of visiting teams
- Prepare inter-collegiate schedules for sport involved
- Follow established procedures for purchasing, travel, and vehicle usage
- Report all scholarship information to the Director of Financial Aid and the business office
- Report needed repairs on buildings, fields, and courts
- Assist in the recruitment of students

### Learning Lab Assistant

The Learning Lab Assistant reports directly to the Learning Lab Director.

#### Duties and Responsibilities:

- Assists students and faculty in the use of computers and computer programs
- Supervises student workers
- Contributes to the preparation of the annual budget
- Collects data concerning lab usage
- Implements governing procedures for the lab

### Learning Lab Director

The Learning Lab Director assists students and faculty in the use of the computers and computer programs.

#### Duties and Responsibilities:

- Supervises Learning Lab staff
- Establishes and implements governing procedures for the lab
- Prepares an annual budget which adequately reflects the forthcoming needs of the lab
- Purchases materials
- Collects data concerning lab usage
- Assumes responsibility for college property used in the lab
- Serves as an academic advisor
- Assists in the recruitment of students.

### Librarian

The Librarian, who reports directly to the Director of the Library, serves as reference and circulation librarian.

#### Duties and Responsibilities:

- Serves as reference and circulation librarian
- Supervises the student assistants in planning individual work schedules
- Assigns tasks for the student assistants
- Processes materials
- Serves as an academic advisor
- Assists in the recruitment of students
- Recommends to the director any changes in schedules, procedures or purchases of items deemed necessary for the effective function of the Library-Learning Resources Center

### Library Assistant

The Library Assistant reports directly to the Director of the Library.

#### Duties and Responsibilities:

- Accessions library materials and types shelflist card
- Enters shelflist cards into the computer and checks periodicals into the computer
- Types correspondence as needed by the Librarian and/or Director of the Library
- Answers the telephone
- Assists patrons at the circulation desk

### Library Clerk

The Library Clerk reports directly to the Director of the Library.

#### Duties and Responsibilities:

- Assists students and faculty at the circulation desk
- Processes materials
- Supervises student workers
- Performs tasks deemed necessary for the effective function of the Library-Learning Resources Center

### OCR/ADA Coordinator

The OCR/ADA Coordinator reports directly to the Vice-President for Student Affairs.

#### Duties and Responsibilities:

- Plans, develops, and manages the Disability Services Program for students and employees under the supervision of the Vice President of Student Services.
- Coordinates and directs Age Discrimination Act and Title IX activities
- Review documentation to determine reasonable accommodations in accordance with ADA and 504
- Consults and accepts guidance and directions from assigned supervisor and consults with the Disability Advisory Committee as needed. The Disability

Advisory Committee will help provide guidance and consultation to the Title II/Title IX Coordinator.

- Coordinate disability accommodations for eligible participants meeting the criteria according to Section 504/ADA.
- Must be willing to travel within and outside of the state to attend training opportunities, conferences, etc.
- Offers educational support, planning and coordination of services for staff and students with disabilities
- Responsible for maintaining accurate records for student eligibility, services provided to student, student progress, and utilize these records and other data to prepare and submit on-time any required reports to the college.

### Personal Development Specialist

The Personal Development Specialist, who reports to the Workforce Center Director, provides assessment and development planning for individuals wanting to improve their opportunities in the workplace.

#### Duties and Responsibilities:

- Provides individuals with a valid assessment program that measures their present capabilities in all areas of literacy and skills, which includes administering the GED and TABE tests.
- Provides individual counseling to assist individuals with the development of personal short- and long-range educational plans to reach personal goals
- Participates in corporate assessment and planning programs
- Gives special effort to upgrade low-level and underemployed employees
- Maintains a system to track individuals coming through the program to measure program effectiveness and to receive feedback for continuous improvement
- Assists with pre-employment training for new industries
- Participates in a team approach to workforce education with the Workforce Center
- Organizes and maintains career and educational information and materials for students, counselors, teachers, and administrators in the Workforce Center
- Assists students in use of materials, computers, and other resources in the Workforce Center
- Promotes and aggressively markets assessment and development planning services available to the college
- Serves as staff personnel for the District Workforce Development Council
- Conducts responsibilities in accordance with the college's and the State Board for Community and Junior Colleges' policies and procedures and with standard business ethics
- Performs other duties for the college as assigned



### Public Relations Director

The Public Relations Director, who reports directly to the President, is responsible for public relations for the college.

#### Duties and Responsibilities:

- Assists in the coordination of the public relations program of the college
- Works with administration, faculty, and staff to route accomplishments and other newsworthy events pertaining to the college to the public relations office
- Assists in the recruitment of students
- Develops an annual plan that includes budget input related to various media representatives
- Assists in the preparation and distribution of news releases concerning all scheduled activities of the college
- Arranges for the purchase of advertising space to publicize the college's programs and course offerings

### Work-Based Learning Coordinator

The Work-Based Learning Coordinator reports to the Vice-President for Career-Technical Education.

#### Duties and Responsibilities:

- Ensures coordination with regular reimbursed occupational programs
- Provides in-service education to academic and vocational instructors on Work-Based Learning
- Serves as the college's representative on the Work-Based Learning Advisory Committee
- Assists instructors in planning and implementing instruction on approved occupational cluster areas
- Ensures implementation of state curriculum for Work-Based Learning
- Ensures that classroom instruction is coordinated with supervisor/mentor in business/industry
- Coordinates the student selection process and ensures that students meet admission standards
- Provides students with instruction on SCANS, management of personnel resources, work habit behaviors, and citizenship skills
- Develops and coordinates work-site learning activities jointly with business/industry personnel and vocational/academic instructors
- Ensures that student educational training contracts with business/industry are written, signed, and on file for each student trainee
- Coordinates regularly scheduled evaluation of student trainees with business/industry personnel
- Plans and executes a public relations plan and identified marketing strategies
- Recruits business/industry participation in Work-Based Learning
- Ensures equal access in Work-Based Learning
- Submits monthly and other reports to OVTE within established deadlines

### Workforce Development Center Director

The Workforce Development Center Director, who reports to the Vice-President for Career-Technical Education and the President, provides supervision and leadership in building and maintaining a team approach to providing education, training, and other resources to businesses/industries and the workforce in the college district.

#### Duties and Responsibilities:

- Builds and maintains programs in a team approach to provide training in workforce education through the Workforce Development Center
- Represents the entire team's consensus decisions and actions
- Makes sure the team operates in a synchronized and coherent manner, thus allowing the team to meet the goal of serving the same customer
- Functions as a long-range training, planning specialist for corporate customers
- Operates as executive secretary and staff for the District Workforce Development Council (DWDC) and assists them in the accomplishment of their goals
- Assures team involvement in the DWDC's function of long-range planning for workforce training
- Supervises formulation of assessment, planning, and training of corporate and individual customers and provides the resources to accomplish the needed services
- Assures team involvement in providing customer feedback and data collection
- Communicates and interacts with industry to help identify and understand the full scope of the industry's real needs
- Supervises training projects in accordance with the college's and the Mississippi State Board for Community and Junior Colleges' policies and procedures and with standard business ethics
- Acts as liaison between the college and the Institute for Learning in Retirement

### Workforce Investment Act (WIA) Educational Coordinator

The Workforce Investment Act Educational Coordinator manages the WIA program for adult, dislocated worker, and youth participants enrolled in career-technical programs at the college. The coordinator reports to the Workforce Center Director.

#### Duties and Responsibilities:

- Assists WIN Centers with program applicants
- Provides program orientation
- Maintains participant files
- Conducts case management
- Collects weekly student attendance
- Monitors student progress
- Explores barriers to program completion
- Submits student data to WIN Centers
- Attends appropriate training and workshops
- Prepares for CMPDD programmatic monitoring
- Works with sub-grant renewal and modifications

## **SECTION 4 -- EDUCATIONAL PROGRAM**

In an effort to meet its district's needs, Southwest Mississippi Community College dedicates itself to offering quality education to its students in lower-division college, occupational, and continuing education programs. Through each program, students gain the essentials to upgrade present skills, seek immediate employment, advance to a four-year institution, or enhance lifelong learning. Therefore, Section 4 of the *Faculty Handbook* details policies - academic, classroom, evening school, online, summer school, and graduation - related to the college's educational programs.

## **ACADEMIC FREEDOM**

In the development of knowledge, research endeavors, and creative activities, college faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. They must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs. However, academic freedom must be subject to the self-restraints imposed by good judgment and public support of the institution. Faculty members must fulfill their responsibility to society and to their profession by manifesting academic competency, scholarly discretion, and good citizenship. At no time will the principle of academic freedom protect an incompetent or negligent faculty member nor will it prevent the institution from making proper efforts to evaluate the work of each faculty member.

## **ACADEMIC POLICIES**

### **Academic Advising**

Academic advising is a process that includes development and delivery of accurate, current information regarding career options, educational programs, courses of instruction, resources, policies, and procedures to students. This process involves faculty, student services personnel, counselors, and staff.

The college conducts a systematic, effective program of undergraduate academic advising. On the application for admission, the student lists an intended major or program of study at the college. From a list of qualified advisors provided by the Vice-President for Academic Affairs, personnel in the Registrar's office assign a faculty advisor to the student. The advisor talks with the student about career plans and may recommend further career exploration through the campus Workforce Center, especially to those students undecided about their choice of major.

The ACT scores provide criteria for initial placement in classes. The individual ACT subscores in English, mathematics, science reasoning, and reading indicate students' need for these courses. Faculty members follow criteria listed in the current catalog when advising and scheduling students:

The advisor has full access to ACT scores and transcripts from high schools or last school attended, if the Registrar has these records. Appropriate faculty advisors and counselors may access information on the student's progress toward graduation, transfer requirements, transcripts, and current semester mid-term grades.

All advisors meet the qualifications of degree and experience within their teaching fields. Workshops provided periodically on campus assist advisors in improving their advising skills. Counselors provide regular updates to faculty advisors on program and transfer requirements. Faculty also attend conferences regarding program requirements and updates at the senior colleges and universities where students of the college transfer.

## **Curriculum Change Procedure**

Each fall, faculty members should review their curriculum area for any needed changes. If changes are deemed necessary, proposed changes must be submitted to the appropriate division chair for approval. Approved changes will be forwarded to the Vice-President for Academic Affairs, who will submit them to the Curriculum Committee for consideration. The Curriculum Committee will approve or deny the request and return it to the Vice-President for Academic Affairs, who will present the proposal to the Administrative Committee for inclusion in the *Catalog* for the upcoming year.

## **Experimental Teaching Policy**

The college encourages faculty to experiment with new and innovative methods to improve instruction and/or to reach students with various learning styles. As part of the planning process, any instructor wishing to institute new teaching methods or techniques should present a written proposal, which includes evaluative criteria, to the division chair and Vice-President for Academic Affairs for approval. At the end of the semester, the instructor will make an evaluation, based on the type of unique method chosen, to determine the effectiveness of the new teaching method. This evaluation must be submitted to the division chair and the Vice-President for Academic Affairs for review.

## **ASSIGNMENT OF GRADES**

Lead instructors have the sole authority for the assignment of grades for their courses. Only the lead instructor has the authority to authorize the change of a recorded final grade on official college records. Should the assigned grade be challenged via the appeals process, the grade awarded shall be based on the decision of the process.

## **Grading System**

At the first class meeting of each semester, the college expects instructors in each class to give their students a written explanation of their grading procedure in the course. At the end of each semester, students receive a final grade that represents an evaluation of the student's work and achievement during a semester's attendance in a course. All students are required to take comprehensive final examinations, one to two hours in length. The college *Catalog* lists final examination schedules, from which instructors must not deviate.

A - Excellent

B - Good

C - Satisfactory

D - Below Average

F - Failure

I - Incomplete

WP - Withdrew Passing

WF - Withdrew Failing

An "I" is a temporary grade which may be given at the end of the semester only when illness or other unavoidable reasons prevent the student from taking the final examination or completing the course on time. An individual student has the responsibility of making the necessary arrangements with the instructor to remove the incomplete within the first regular semester that follows the recording of the "I," or it will automatically become an "F."

### **Quality Points**

To graduate from Southwest Mississippi Community College, academic students must receive a minimum of 128 quality points, which are determined by semester grades and calculated as follows:

<b>GRADE</b>	<b>QUALITY POINTS PER SEMESTER HOUR</b>
A	4
B	3
C	2
D	1
F	0

### **Student Attendance**

A student who enrolls in a class accepts responsibility for attending that class and for completing the work assigned.

The college excuses absences under three circumstances: hospitalization of the student, death in the student's immediate family, or participation by the student in a school-sponsored activity.

A student whose absence is excused by the college will be allowed to make up any work missed during that excused absence, but only if the student notifies the instructor of the situation on the day of the student's return to class.

When a student's absences (whether excused or not) exceed the equivalent of two weeks of the scheduled meetings for a class, that student will be dropped from that class. If this action happens after the deadline for dropping the class without penalty, that student will receive a grade of "F" for that class.

Being dropped from a class might reduce a student's status from full-time to part-time and thereby affect, among other things, that student's scholarships, financial aid, athletic eligibility, and eligibility to reside in the dormitories.

## Schedule Changes (Change of Registration)

From time to time, students need to make changes to their schedules. The college *Catalog* prints the last day to add a class and/or drop a course without a penalty. To change add or drop a class, a student should:

1. Consult with advisor.
2. Login to AccessSW and drop the class or contact the registrar's office to drop an online class.

## Syllabus Requirements

For each academic, career and technical course, instructors must develop a comprehensive course syllabus which delineates and defines course content in a consequential manner, providing tie-ins with text, assignments, outside projects, tests, computer usage, science labs, and methods of teaching and student evaluation. As a preface to the syllabus and to be used as a student handout, the syllabus should contain the following items: (1) course title, (2) course number, (3) instructor's name, (4) course expected outcomes, (5) absentee policy, (6) homework policy, (7) materials needed, (8) texts, (9) test policy, (10) grade policy and scale, (11) office location and hours, (12) ADA statement, and (13) any other requirements, information, or policies that would be beneficial to the student taking this course.

Faculty should submit one copy of each syllabus to the Vice-President for Academic Affairs before the semester begins, so that a complete course description and a complete list of course requirements will be on file in the Vice-President's office. This will not only satisfy Southern Association review requirements, but will also be invaluable when dealing with student problems in specific courses. A recommended course syllabus format follows.

### RECOMMENDED COURSE SYLLABUS FORMAT

- I. COURSE NUMBER AND TITLE
  - A. The semester the course is taught, first or second or first and/or second
  - B. A description of the course as it appears in the college *Catalog* including pre- or co-requisites
  - C. Instructor's name
    1. Location of office (building and room number)
    2. Office phone number
    3. Office hours
  - D. A list of materials required for the course
    1. Text book (include title, author, publisher, edition, etc.)
    2. Workbooks
    3. Other materials
- II. GENERAL EDUCATIONAL OUTCOMES
  - A. General educational goal statement (This should be the same for all sections of the same course and should be identified by a consensus of all faculty who teach the course.)
  - B. General education outcome statements

### III. OTHER COURSE/DISCIPLINE GOALS

This section is more individualized, allowing for differences in the emphasis used by the various faculty teaching the same course.

A. Other goal statements

B. Other outcome statements

### IV. METHODS OF ASSESSMENT

The methods of assessment or measures used to provide evidence of a student's success should be identified in this section. It should include the various methods used by the instructor to determine the student's grade. Information should be included about the use of subjective and objective assessment techniques (i.e., written examinations, oral examinations, laboratory work, daily assignments, classroom participation, etc.).

### V. POLICIES AND PROCEDURES

A. Grading

All policies relating to grading should be included here (ie, grading scale, how grades are calculated, grades that can and cannot be earned, etc.).

B. Attendance

Policies on absences of all kinds should be included here (ie, excused absences, illness, weather policy, etc.).

C. Assignments

The policy on assignments that are turned in late should be included here.

D. Make-up work/exams

Dates of exams, missed exams, and policy on making up missed work

E. Cheating/student conduct

Faculty may want to include specific information on cheating and conduct (dress code) or refer to these policies on cheating in the student handbook.

**All students should be made aware that they are not allowed to wear caps, hats, or headgear of any kind except for medical or religious reasons. This policy applies to all campus buildings except athletic facilities and dormitories.**

F. Withdrawal

Faculty may want to outline the process and procedures of withdrawal here.

G. Other (copyright laws, plagiarism, etc.)

### VI. TOPICAL OUTLINE

This section of the syllabus should include a complete topical outline of the material covered in the course. The information may be as general or as specific as the faculty member wishes, but at a minimum should provide the student with an overview of the course content. A calendar of scheduled topics and of teaching methodologies (lecture and lab) may be included.

### VII. ASSIGNMENTS

The faculty may or may not wish to include a detailed section of course assignments. However, this section should include information on work that will require additional time such as labs, field trips, etc., and possible expenses beyond the cost of the textbook - Also acquiring extra credit.

### VIII. OTHER (OPTIONAL)

This section is to be used for individual preferences on bibliographies, a sample test, outside resources, Library-Learning Resources Center information, etc., and a copy of the course final examination.



## **Withdrawals**

Unfortunately, situations arise that necessitate a student's withdrawal. If a student withdraws prior to the date (known as the drop date) printed in the college *Catalog*, the record will show a "W" for withdrawal. If the student withdraws after this date, the transcript will show a "WP" or a "WF" for each course, depending upon whether the grade was passing or failing at midterm.

To withdraw officially from the college, the student must secure a formal withdrawal form from the counselor's office, obtain the necessary signatures, and return the form to the business office. Failure to abide by this regulation will forfeit the student's right to any refund due from the college and may result in failing grades in all subjects, which become part of the student's permanent academic record of the college.

## **Evaluations**

The college conducts an annual evaluation, based on the performance of the duties and responsibilities as outlined in this document, of all faculty in the spring semester of the academic year. Although all faculty are evaluated each spring semester, new faculty are evaluated the first semester they teach.

Students and division chairs evaluate faculty; the Vice-President for Academic Affairs evaluates the division chairs. Some divisions may conduct additional evaluations to maintain compliance with specific state and national regulatory or accrediting agencies, and individual instructors may conduct their own evaluations within the classroom.

The college administers faculty evaluations as a feedback mechanism for self-improvement, to document institutional effectiveness, and to plan faculty development activities for the improvement of the educational program. The evaluative instrument is subject to periodic revision through faculty or administrative input. Written recommendations by the faculty are submitted to the Vice-President for Academic Affairs, and results of the evaluations are available to each instructor in the offices of the Vice-President for Academic Affairs.

### Student Evaluation of Faculty

The Vice-President for Academic Affairs, faculty, or staff designated by the Vice-President for Academic Affairs administers and collects the evaluation in the appropriate classrooms or through electronic access. The Vice-President for Academic Affairs reviews, either verbally or in writing, the findings with each faculty member. Any faculty member who makes a score less than 3.0 on any item of the evaluation must provide, prior to the beginning of the next academic year, the division chair and the Vice-President for Academic Affairs with a written plan for improvement.

### Faculty (division chairs/faculty) Evaluations

The Vice-President for Academic Affairs administers the evaluation of the division chairs, and the division chairs administer the evaluation of that division's faculty. The Vice-President for Academic Affairs and/or division chairs review, either verbally or in writing, the

findings with each faculty member. Any faculty member and/or division chair who receives a rating of N (needs improvement) is responsible for discussing plans for improvement with the division chair or Vice-President for Academic Affairs where appropriate, and all U (unsatisfactory) ratings require a written plan containing methods for improvement, submitted before the end of the semester in which they were evaluated. Excessive items marked with N or U will result in a probationary contract for the next year. Failure to improve during a probationary year will result in non-renewal of contract.

### Other Employee Evaluations

Other employees, including administrators, are evaluated yearly. The employee is asked to review and sign the evaluation. The evaluation form also includes an area for employee response to the evaluation.

## **CLASSROOM POLICIES**

### **Decorum**

Students enrolled at the college assume the responsibility for adhering to the rules and regulations found in the current *Student Handbook*, which details policies regarding dress, headwear, appropriate language, tobacco products, drugs, firearms, and general conduct. Faculty members are responsible for enforcing these policies.

### **Visitors and Guests**

Due to the college's liability insurance regulations, no instructor should allow any student to bring children or other minors to any class, day or night. In addition to being a liability, it is a distraction to other students to allow children in the classroom during instruction. The liability of any child that is brought into a classroom rests with the instructor if the instructor allows the child to remain in the classroom against college policy.

In terms of guest speakers, instructors who wish to invite guest speakers to the campus or their classroom should carefully review items of discussion with the speaker.

## **SCHEDULE OF CLASS MEETINGS**

### **Regular Schedule**

Daily classes, Monday through Friday, meet according to the schedule listed in the *Catalog*.

### **Assembly Day Schedule**

Periodically throughout the semester, the college has assembly meetings. During these days, classes meet according to the assembly day schedule listed in the *Catalog*. All assembly meetings are held in the Hurst auditorium of the Fine Arts Building, unless stated otherwise.

## **EVENING SCHOOL POLICY**

The college offers academic and career-technical evening classes whenever a sufficient number of people indicate a class is needed and a qualified instructor can be employed. The following procedures apply to evening classes:

- Office hours are to be maintained by full-time and part-time instructors, allowing fifteen minutes before and fifteen minutes after each class for consultations with students.
- Each instructor will meet classes for the required period of time: 6:30 - 9:30 p.m. during the regular semesters and 6:00 - 10:00 p.m. for the eight weeks of summer school evening classes, which also includes two additional scheduled meetings during the eight weeks (see Summer Bulletin). Any deviation from class or examination schedules must be approved by the Vice-President for Academic Affairs.
- Each instructor will be required to complete all forms and reports as required by the college.
- Evening class instructors will be paid at a rate determined by the college.

## **SUMMER SCHOOL POLICY**

The college holds an eight-week summer school divided into two semesters of four weeks each or one semester of eight weeks.

Summer school salaries are based on the total semester credit hours taught, with special consideration given for the number of students enrolled in each course.

## **GRADUATION**

All faculty should encourage students to complete a degree or certificate program in order to graduate from Southwest Mississippi Community College. Therefore, faculty should keep abreast of all requirements for graduation listed in the current college *Catalog* and inform students of important deadlines pertaining to graduation.

## **Application for Graduation**

Graduates should submit an application for graduation to the Registrar's office within one week after the last day to add classes for the semester of graduation.

A student may make application for graduation under provisions of the current *Catalog* or the *Catalog* of entry, provided that *Catalog* is dated no more than two years prior to the expected graduation and current statutes, rules, regulations, policies, or procedures permit.

## **Intellectual Property Rights**

Southwest Mississippi Community College maintains rights to intellectual property created at college expense. The college reserves rights of ownership of all intellectual property including, but not limited to, curricular materials, books, web pages, electronic publications, and programs written or otherwise created by a student, instructor, or staff member while using college materials or equipment and while working during time that is compensated by the college. All classes of intellectual property, scientific and technological developments, materials or objects created or produced by a faculty or staff member on personal time without the assistance of SMCC resources, personnel, equipment, materials, or facilities, shall be the exclusive property of the individual.

## **SECTION 5 – FINANCIAL SERVICES**

Southwest Mississippi Community College maintains adequate funding to support and ensure quality education and services for its constituents. Demonstrating their commitment to excellence, the college seeks faculty input in determining budgetary needs to support its diversified programs. Therefore, Section 5 of the *Faculty Handbook* addresses the purchasing process, external grants, campus solicitation, and fund raising practices.

## **PURCHASING PROCEDURE**

To support its various programs, the college makes purchasing provisions for faculty. When obtaining a college-related purchase, the following procedure should be followed:

1. Obtain a Purchase Order and Requisition form from the division chair or Business Office.
2. Complete the purchase order request form by specifying the name of the company from whom the purchase is to be made, the date, the stock number, the items, the cost of the items, and the total amount.
3. Sign the purchase order request form, obtain the division chair's signature, and send the signed, completed form to the business office for signature of the Vice-President for Business Affairs. After all necessary signatures have been obtained, the business office will assign a purchase order number.
4. Place the order.
5. Submit the receiving (gold) copy to the division chair; file the departmental (pink) copy. When receipt of the materials ordered has been verified, date and sign department (pink) copy and give to the division chair, who will submit the receiving copy to the business office.

## **EXTERNAL GRANTS/CONTRACTS**

Rather than making internal purchasing requests, faculty may seek funding from external means. However, externally funded grants and contracts must support the mission and goals of the college. All college personnel shall submit grants and contracts in accordance with the college organizational chart for approval. Final approval rests with the President and the chief fiscal officer. The college has fiscal authority over all grants and contracts secured by college personnel.

## **CAMPUS SOLICITATION AND FUND RAISING**

Some student organizations solicit support for their programs through approved fundraisers. Private business or solicitation may not be conducted on the college premises, residence halls, or academic/administrative buildings except when a student organization has requested a particular service and when such service is directly relevant to the purpose of that organization.

Campus solicitation includes selling of goods or services, political activities, posters, handouts, and unrecognized group membership canvas. This definition applies to activities by any on-campus or off-campus individual or group.

Requests for organizational fundraisers must be directed to the Vice-President for Student Affairs and must meet the following conditions:

- Activities do not conflict with the educational purpose of the college
- No disruption of traffic when either a vehicle or pedestrian is involved
- No door-to-door solicitation is permitted in residence halls, academic, or administrative buildings.
- Funds derived from activities must be used for purposes consistent with the goals of the organization.

- Campus mail may not be used for political or religious information or fund-raising.
- Requests must be approved forty-eight (48) hours in advance of activity.
- Activities held outside on campus grounds or premises must be restricted to a specified and acceptable area.
- Appropriate legal action may be taken against individuals and non-college affiliates refusing to comply with regulations.

Student organizations must obtain approval from the Vice-President for Student Affairs and complete a Fund Raising Activity Form prior to any fund raising activity and must also establish an account with the business office. All proceeds derived must be deposited in that account and expended in a manner consistent with the expenditure of other college funds and in accordance with state purchasing law.

## **SECTION 6 -- INSTITUTIONAL SUPPORT SERVICES**

In an effort to meet the diverse needs of its district population, Southwest Mississippi Community College provides facilities and services that support the cultural, educational, and economic needs and interests of its students and community. Additionally, the college offers students guidance and counseling services to ensure their academic and social success. Not only does the college commit itself to its current enrollment, but it also promotes continued education and training for the workforce and community at large. Therefore, Section 6 of the *Faculty Handbook* lists the many support services the college offers.



## **WORKFORCE DEVELOPMENT CENTER**

The Workforce Center provides a variety of services to individuals wanting to improve their personal, business, and workforce opportunities and to businesses and industries wanting to improve the skills of their workers through education and training. Customized training programs are usually job specific, short-term, and non-credit in nature, and they can be conducted on campus or in the workplace.

Located in Kenna Hall, the Workforce Center offers services from 8:00 a.m.-4:30 p.m., Monday through Friday or by arrangement. Specific programs found within the Workforce Center are Industrial Services, Workforce/Basic Skills/ABE/GED, Small Business Development, Job Placement, and the Institute for Learning in Retirement.

### **COUNSELING**

College counselors provide educational, vocational, and personal counseling. The academic counselors, who primarily assist students in college-transfer programs, are located in Kenna Hall. The vocational counselor, whose office is in the H. T. Huddleston Vocational-Technical Building, assists students in the career-technical programs.

### **FOOD SERVICES**

#### **Cafeteria**

The college cafeteria serves meals at regular hours and posts scheduled mealtimes in the dining hall at the beginning of each semester. Personal visitors or guests who eat in the cafeteria either pay for their meal or have it paid for by the faculty member or administrator who invited the individual. Meals are served during the following hours:

Breakfast	7:15 a.m. - 8:15 a.m.
Lunch	11:00 a.m. - 12:30 p.m.
Dinner	4:45 p.m. - 6:00 p.m.

#### **Grill**

The grill, located in the Student Recreation Building, gives students another option for campus dining. Open to students, faculty, and the public from 8:00 a.m. to 9:45 p.m. (closed 1:00 – 1:30 p.m.) during the academic year, the grill serves a variety of short order items.

## **LIBRARY-LEARNING RESOURCES CENTER**

The college supports the Library-Learning Resources Center, which serves the citizens of its district by providing resources and services that will support their educational needs and interests. Access to information is provided through print, media, computer-assisted instruction materials, and telecommunication technologies.

### **Library Hours**

	<b>REGULAR SESSION HOURS</b>	<b>SUMMER SESSION HOURS</b>
Monday	7:30 a.m. – 9:00 p.m.	7:30 a.m. – 2:00 p.m.
Tuesday	7:30 a.m. – 9:00 p.m.	7:30 a.m. – 4:00 p.m.
Wednesday	7:30 a.m. – 9:00 p.m.	7:30 a.m. – 2:00 p.m.
Thursday	7:30 a.m. – 9:00 p.m.	7:30 a.m. – 2:00 p.m.
Friday	7:30 a.m. – 3:30 p.m.	7:30 a.m. – 2:00 p.m.

### **Services**

The library utilizes an automated library system, provides Internet access to MAGNOLIA (a collection of databases for research purposes), subscribes to over 200 periodicals, contains a 32,000 volume book collection with 4,000 non-profit items and microfilms, and includes a special collection of Mississippiana housed in the Mississippi Room. Six study rooms for group study and audiovisual facilities are available to students. The Learning Lab, located at the west end of the library, houses approximately 20 computers that provide patrons with software to enhance curriculum, Internet access to MAGNOLIA, and Microsoft Office software.

### **Library Use**

Library books, except reference and reserve books, circulate for a period of two weeks during the regular academic year and for a period of one week during the summer session. Only college students are allowed to check out these books, which may be renewed one time. Reference books and periodicals are to be used only in the library.

Photocopying is available in the library. Copy cards may be purchased at the circulation desk.

If the college library does not have specific, needed materials, it is possible to obtain materials from other libraries through the Interlibrary Loan. However, there may be a fee for these services.

### **Library Rules**

While using the services of the Library-Learning Resources Center, patrons should maintain an atmosphere conducive to quiet study. The library honors and enforces all established college rules and regulations. Thus, improper dress, eating, drinking, the

wearing of caps, and using tobacco products are not permitted. Students who persist in violating the rights of others by not carrying out the above regulations, shall be prohibited from using the library.

### **Library Fines and Fees**

The library assesses a fine of five cents a day for each overdue library book and a fine of five cents per hour for each overdue reserve book. All overdue books must be turned in and fines paid before taking final exams.

## **SECURITY**

The college endeavors to provide a secure environment, which fosters an atmosphere conducive to learning. By dialing "3838" from a campus phone, faculty and students receive assistance from security in any emergency situation. In the event of an electrical power failure, dial "9-911" and the Pike County Sheriff's department will contact the college security through radio communication.

## **STUDENTS**

### **Due Process (Student Complaint Procedure)**

The college has an administrative procedure in place, which is designed to receive, investigate, and resolve student complaints, whether academic or nonacademic. Any student who wishes to make a formal complaint regarding a college program, service, employee, or any other individual or aspect must take the following steps:

1. Discuss the problem with the faculty member, staff member, or administrator involved and/or use existing appeals committees where available prior to initiating formal complaint procedures under this policy. Students who fail to use existing appeals committees will forfeit their right to future due process. If informal efforts are not productive or appropriate in resolving the complaint, the student proceeds to steps 2 and 3.
2. Contact the Vice-President for Student Affairs, College Drive, Summit, MS 39666.
3. Express, in writing, the nature of the complaint and pertinent information to the appropriate person.

The college representative receiving the complaint will either handle the complaint personally or will refer it to the appropriate person for disposition. A response will be made to the student within fifteen (15) working days. Students who are not satisfied with the resolution of the investigating officer shall have the right to appeal to a grievance committee appointed by the college President. This appointed committee consists of two administrators, two faculty (not directly involved in the alleged problem), two students, and the original investigating official. The decision of the grievance committee is considered final.

No adverse action will be taken against a student for filing a complaint.

## **Satisfactory Progress for Receiving Financial Aid**

Students receiving financial aid must meet minimum academic standards to continue receiving financial aid. The Satisfactory Academic Progress Policy is listed in the *Catalog* and on the college's website.

## **Health Services**

The college provides first aid and limited health care to students, faculty, and staff during the school day. It maintains a favorable working relationship with the local physicians, dentists, and the hospital, located about four miles from the college with easy access to the campus. After regular business hours, residence hall students should report to the Residence Hall Director. The college is not responsible for any charges incurred by a student at a hospital or health care provider.

The college reserves the right to notify parents, guardians, and/or spouses in the case of the illness of any student when, in the professional opinion of the President, Vice-President for Student Affairs, and/or any other employee, these individuals should be notified.

## **Student Assistants**

To the extent possible, the college employs students as library workers, laboratory assistants, cafeteria workers, and secretarial and clerical assistants. To obtain an available student assistant, faculty members must submit a formal request and job description to the Financial Aid Director.

Pell Grants are available to students who qualify on the basis of need. The Free Application for Federal Student Aid (FAFSA), available online or in Student Services, is the application for work and grants.

## **Student Recruitment**

Through the office of the Vice-President for Student Affairs, academic and vocational counselors coordinate all recruitment activities for the college. These activities consist of high school visits, campus tours, and communication with prospective students. The counselors inform the faculty of scheduled visits and actively enlist their assistance. Students from the various departments also accompany the counselors and faculty on these trips.

## **Student Dress Code**

An established, adopted dress code, published in the *Student Handbook*, exists for students. The faculty is responsible for ensuring that students in the classroom observe the policies stated in the *Student Handbook* regarding student attire.

## **Student Organizations**

The college supports student organizations that foster intellectual and social growth. To enhance a student's educational experience and involvement, faculty should encourage students to participate in campus organizations.

### Bear Trackers

Recommended by faculty and chosen by a faculty committee to assist with recruitment and public relations activities, a select group of Southwest Mississippi Community College students become SMCC Bear Trackers. In recommending students for membership, faculty members consider each nominee's academic record, participation in college activities, and willingness and enthusiasm to represent the college in a positive manner.

Functioning as ambassadors, SMCC Bear Trackers lead campus tours, assist with campus meetings or functions, and accompany counselors on high school visits to promote the college.

### Future Educators of America (FEA)

Future Educators of America is an organization for students interested in exploring education as a profession.

### Collegiate DECA

Collegiate DECA, an organization active in the college's Career-Technical division, operates through the nation's schools to attract students to careers in marketing, merchandising, and management. Collegiate DECA strives to further education that will contribute to occupational competence and will promote an understanding of the responsibilities of our competitive free-enterprise system.

### Phi Beta Lambda (PBL)

Phi Beta Lambda is a national organization that helps office technology students succeed in the business world.

### Phi Theta Kappa (PTK)

Chartered in the spring of 1966, the Omicron Delta Chapter of Phi Theta Kappa (PTK), a national honorary community college fraternity, offers membership to college students achieving and maintaining high academic standing. To be admitted into Phi Theta Kappa, a student must be enrolled in fifteen academic hours and have attained an over-all GPA of 3.50. To continue in the fraternity, the student must maintain a 3.00 GPA. Certain senior colleges and universities will honor community college graduates who are members of Phi Theta Kappa with a scholarship.

### Scholars Bowl

Students who enjoy trivia and keen competition have an opportunity to participate in Scholars Bowl. Recruited from teacher recommendations and by expressed interests of the students, candidates for the team compete against each other for the four final team slots. Generally, four alternates are also chosen.

### Student Government Association (SGA)

All regularly enrolled full-time students of Southwest Mississippi Community College are members of the Student Government Association (SGA). A student council, composed of four student government officers, four sophomore class officers, four freshman class officers, and the Vice-President for Student Affairs, is charged with directing the activities of the SGA. The purpose of this association is to bring about a closer understanding between students and faculty, to sponsor social activities, to encourage scholarship, leadership, and citizenship, and to contribute to the betterment of the college and its educational program.

### Student Nurses Organization (SNO)

Guided by faculty sponsors, SNO members plan a variety of activities, and monthly meetings are held with interesting agendas. In addition, SNO sponsors a variety of community projects which may include blood pressure screenings, pantry donations to McComb Interdenominational Care Association (MICA), gifts for Christmas House at Mississippi State Hospital (MSH), and participation in Relay for Life (American Cancer Society).

SNO members are represented at state and national conventions held each year. This allows college nursing students to enjoy networking with other nursing students, which assists in the development of their becoming a nursing professional.

## **Religious Groups**

The college supports the organizations that seek to meet the spiritual needs of its students. Although the campus religious groups represent the Baptist and Methodist denominations, all students are welcome to attend and participate in their weekly activities.

### Baptist Student Union (BSU)

The work of the Baptist Student Union (BSU) is carried out through a BSU Council, elected by the Baptist students, and a full-time director, provided by the local Baptist churches of the college district.

### Wesley Foundation

The Wesley Foundation, a campus organization for Methodist students, is affiliated with local Methodist churches and is directed by a local Methodist minister.

## **Student-Related Publications**

The college affords students an opportunity to participate in the publication of two college documents – *The Pine Burr* and *Whispering Pines*. Although students play no role in producing the *Student Handbook*, the handbook contains current information pertinent to college students.

### *Student Handbook*

Serving as an official college document, the *Student Handbook* is a publication, published yearly by the institution that includes regulations and general information to acquaint the student with various phases of campus life. Each student receives a copy at registration or may request one from the Vice-President for Student Affairs. The student is responsible for becoming familiar with this handbook and for abiding by its guidelines.

### *The Pine Burr*

*The Pine Burr* is a monthly student newspaper published by students under the direction of a faculty member. Staff membership allows staffers an opportunity to exercise journalistic skills and to express student opinion.

### *Whispering Pines*

The *Whispering Pines* is the college yearbook, published each year with faculty guidance, by students who have shown an interest in and demonstrated ability for journalistic creativity and publication.

## **SECTION 7 -- PHYSICAL PLANT**

The physical environment at Southwest Mississippi Community College supports its educational endeavors. In addition to renovations, expansions, and routine maintenance, the college furnishes its faculty with the necessary equipment to enhance classroom instruction. Therefore, Section 7 of the *Faculty Handbook* outlines specific procedures for the acquisition, use, maintenance, and security of college property.



## **PROPERTY AND MANAGEMENT CONTROL**

Southwest Mississippi Community College may acquire, maintain, protect, use, and dispose of property acquired to perform its mission. college property and resources may be used only for college business. For the purpose of this policy, property is defined as moveable items such as equipment costing over \$500 with a useful life of more than one year.

college property must be managed according to college policies and applicable to state and federal laws, including Section 31-7-13, Mississippi Code of 1972, Amended; Office of Management and Budget Circular A-110 Attachments N and O; and OMB Circular A-21.

college property includes equipment purchased by college departments, regardless of the source of funds used to purchase the equipment; state-owned equipment used by college departments; components and material used to make equipment, whether furnished to, acquired by, or fabricated by the college; and property donated to the college.

college property is in the custody of the department that purchased or is using the property. The department is responsible for the management and control of its assigned property. The dean, division chair, director, or department head assumes the responsibility for initiating requests to acquire property; for ensuring proper use, maintenance, and security of assigned property; for maintaining inventory records on all property in the custody of the department; for reporting any shortage, damage, loss, or theft of property; and for disposing of college property in accordance with college policies.

### **Acquiring Property**

All purchases of equipment are made according to college policies, and the State of Mississippi Procurement Code (Section 31-7-13, Mississippi Code of 1972, Amended).

All purchases involving federal funds must comply with the guidelines of the individual contract or grant and must be approved by the business office. The purchase of equipment must be necessary, in accordance with the terms of the contract or grant, and comply with U.S. Government regulations.

All gifts of equipment to the college must be reported to the business office. While the business office must process the execution of any formal acknowledgment forms, the department receiving the gift may and should express appreciation and gratitude for the gift. Property valued over \$500 will be added to the college Property Inventory.

### **Hazardous Materials**

If hazardous or dangerous materials are needed for any purpose, the business office must be contacted before acquisition.

### **Use, Maintenance, and Security of Property**

college departments who have custody of college property are responsible for its proper use, maintenance, and security. All property should be used for the purpose

originally intended. Departments must take care of and properly maintain property to ensure the longest useful life possible. All items should be maintained according to the manufacturers' recommendations or accepted standards. Suggested schedules of lubrication, cleaning, calibration, and inspection should be followed. If preventive maintenance is not required, the property should be maintained in a clean and orderly manner.

The location of each item of property is included in the college inventory records. Current location records must be maintained so that any item can be located for inspection or inventory purposes within a reasonable time. When property is temporarily idle or placed in storage, the department must provide adequate protection from damage or loss. Property must be protected when moved.

Departments should make adequate provisions for the physical security of the property in their custody. Areas containing equipment should be locked after business hours or at other times when not in use. Special precautions should be taken for high-value, portable items. Departments must immediately report the theft of any inventoried equipment to campus security and the business office. Campus security will complete an incident report and submit a copy to the business office. Unexplained disappearances and losses must also be reported to the business office. Every precaution must be taken to ensure the safekeeping of sensitive items (items which are susceptible to being taken for personal use or which can be readily converted to cash). Sensitive items must remain in a secure area when not in use.

### **Inventory Control and Reporting**

The business office is responsible for overseeing the control of property assigned to college departments. The business office maintains inventory records, issues property tags to departments, and provides reports and information from equipment inventory records. It also maintains financial records on property. Departments must ensure property tags are on *all* inventoried property.

The business office maintains the college Inventory System, a database containing information on each item of property valued over \$500. This information includes the SMCC identification number (per property tag); name or description of item; manufacturer, model number, and serial number; reference number, account number used for purchase, and fund code; department name and location where equipment is assigned; acquisition and assigned date to current department (if different); cost; source of acquisition (vendor); and disposition record.

The accounts payable clerk notifies the Vice-President for Business Affairs when property has been purchased which meets the criteria for inclusion on the inventory. The Vice-President for Business Affairs forwards an inventory worksheet to the department for each specific item acquired. Property tags are included with worksheet, and the department is responsible for placing the tags on the item(s) in a location that is easily identifiable. The worksheet must be completed by the department and returned to the business office within thirty (30) days after its receipt. The worksheet will supply the business office with required information, such as location of equipment and serial numbers, which will assist in maintaining accurate inventory records. Departments may request assistance from the business office to affix property tags and complete the worksheet. A representative from the

business office will work with the department in inspecting the equipment, affixing the property tags, and recording all identifying information.

Each year, the business office will send to the department a listing of the department's equipment as currently reflected on the college Inventory. Instructions, a Request for Adjustment to Inventory/Request for Disposal of Surplus Equipment form, and a Certification Statement are also distributed. The Request for Adjustment to Inventory/Request for Disposal of Surplus Equipment form is used to report additions to or deletions from a department's inventory list. This form may also be used to request that property be tagged. Department administrators are responsible for completing a physical inventory and returning all forms to the business office by the designated deadline. The department should retain copies of inventory documents. Changes in a department's inventory should be reported to the business office as they occur throughout the year.

The business office uses the certified inventories to make adjustments and corrections to the inventory. The business office will remove from departmental annual inventories items unlocated for three (3) consecutive years and reclassify them as "unlocated" items. After two (2) additional years, college unlocated items will be carried as unlocated and written off the financial statements. Any equipment that is found in future inventories will resume normal status.

### **Disposition of Property**

When an item of property is no longer useful to the department, it may be transferred to another college department, traded in on new equipment, or disposed of through the business office. The department that is transferring, trading in, or disposing of the property is responsible for completing a Request for Adjustment/Request for Disposal of Surplus Equipment form and submitting it to the Vice-President for Business Affairs. When equipment is transferred between college departments, no change is made in the recorded value of the equipment. The department transferring the equipment must report the transfer to the business office on a Request for Adjustment to Inventory/Request for Disposal of Surplus Equipment form.

If a department wishes to trade in an item of property on the purchase of a new item, the department should contact the Vice-President for Business Affairs for approval. The purchase requisition should identify the item to be traded in, including a full description, manufacturer, serial number, and college identification (per property tag). The department trading in the property must send a Request for Adjustment to Inventory/Request for Disposal of Surplus Equipment form to the business office. These procedures also apply to upgrades of equipment.

Property to be disposed of (not traded in on new equipment or transferred to another college department) must be sent to the business office. A department that has property that is not being used should complete a Request for Adjustment to Inventory/Request for Disposal of Surplus Equipment form and submit it to the Vice-President for Business Affairs. Arrangements will then be made to have the property stored until its disposal.

If hazardous or dangerous materials are to be sold after use, the Vice-President for Business Affairs must be consulted first.

## **DISPOSITION OF SMCC SURPLUS EQUIPMENT**

This policy provides for the efficient, economical, and prudent management of surplus equipment. The business office is responsible for the reassignment of excess equipment and disposal of any surplus property. Every effort should be made to recycle usable equipment within the college. Departments are encouraged to use surplus property as the first source of supply and are further encouraged to support the reutilization program by continually reporting and disposing of all excess equipment.

### **Acquiring Surplus Equipment**

All requests for surplus equipment must be directed to the business office. The Vice-President for Business Affairs is aware of the availability of surplus equipment and required procedures for the acquisition, control, and final disposition of surplus equipment.

### **Disposal of College Equipment**

Departments with surplus or excess equipment may negotiate a transfer with another college department or request the business office to dispose of the equipment. To request removal of equipment, the department should complete a Request for Adjustment to Inventory/Request for Disposal of Surplus Equipment form. The business office will first offer the equipment to other college departments. If no internal transfer is obtained, the business office will dispose of the items through advertised solicitation of bids, periodic auction of surplus equipment, or disposal, if it is determined the property has no salvage value.

Departments transferring surplus equipment to other college departments must send a memorandum to the business office indicating a description of the item, the equipment identification number (property tag number), and the department to which the item is to be transferred. The memorandum should include signatures of both the transferring department head and that of the receiving department. The transferring department is also responsible for reporting the transfer to the business office on a Request for Adjustment to Inventory/Request for Disposal of Surplus Equipment form. This form serves to notify the business office to take the equipment off the transferring department's inventory and to add it to the receiving department's list.

Only the business office may sell surplus equipment off campus. The Board of Trustees must approve the disposal of any item appearing on the college Inventory System. Disposal methods comply with state statutes as described in Section 37-29-75, Mississippi Code 1972, Ann., and include sealed bids, public auction, and salvage. Sealed bid sales are advertised in a local newspaper for two consecutive weeks. Bids are opened seven working days after the last advertisement. All proceeds derived from the sale are returned to the college General Fund. Public auction sales are coordinated with an official auctioneer and are held approximately every six (6) months. The auction is conducted on campus. Notice of the auction will be placed in at least three (3) public places. The business office will also coordinate with the auctioneer in notifying interested parties of the auction. Under state law, if equipment cannot be sold through sealed bids or public auction, the Board of Trustees may declare the equipment to have no salvage value. The equipment can then be sold as scrap, recycled, or placed in a landfill.

## **SECTION 8 -- SPECIAL ACTIVITIES**

Various ceremonies, events, and activities provided by Southwest Mississippi Community College require faculty participation and support. Therefore, Section 8 of the *Faculty Handbook* describes the faculty's role in athletic events, graduation, homecoming, and other various campus activities that occur throughout the academic year.

## **ADMISSION TO ATHLETIC EVENTS**

Faculty, staff, and full-time students are admitted free to all college-sponsored athletic events held on campus, unless otherwise indicated. While in attendance at athletic and other events on campus, faculty and staff personnel are considered to be on-duty should an emergency or other need arise.

Faculty and staff may be called upon to sell tickets or otherwise assist with athletic or other events on campus. Efforts are made to rotate these obligations equitably among all available personnel.

## **GRADUATION**

Graduation exercises for graduates are held at the end of the fall and spring semesters. All current faculty are assigned special committee duties and are expected to participate in committee duties and to attend graduation.

## **HOMECOMING**

Homecoming is held each fall for current and former students and friends. All current faculty are assigned special committee duties and are expected to participate in committee work and to attend scheduled campus events.

## **OBSERVATORY**

Located just west of the Humanities Building, the college's observatory gives faculty and students a rare opportunity to examine the heavens. Southwest Mississippi Community College is one of only two Mississippi community colleges with an on-campus observatory. The dome houses a seven-inch refracting telescope, which is capable of providing magnificent views of the moon and planets as well as deep-sky phenomenon. Currently used in conjunction with classes in physical science and astronomy, the observatory is also open to the public twice monthly as weather conditions and scheduling permit. It is also available for use by small groups, and arrangements for use can be made by contacting the physical science instructor. Since its opening in 1997, the observatory has averaged over 300 visitors annually.