



# Policy Manual

The Policy Manual is provided to enhance employee access to certain employment related policies and practices. The College may add, revoke, or modify the policies as necessary without prior notice to Employees. The manual is continually under development. While we try to keep the information timely and accurate, we make no guarantees. We will make an effort to clarify or correct any errors that are brought to our attention.

Randolph Community College reserves the right to amend, modify, terminate, or discontinue any or all of the benefit plans described in this manual at any time at its sole discretion. This information is not intended as a complete description of the benefits plans or deductibles. More detailed plan provisions are located in the Human Resources Office. Participation in these plans is provided to eligible employees and does not constitute a guarantee of employment. Participation is subject to the terms and conditions specified in the plan documents.

A review of all policies in the Policy Manual is conducted annually. The last annual review was completed in February 2024.

User comments may be directed to the [Office of Institutional Effectiveness](#).

## **Table of Contents**

### **Section I - Introduction**

- I A - History of the College
- I B - Vision/Mission/Values
- I C - Accreditation
- I D - Equal Opportunity Policy

### **Section II – Administration**

#### **A - Board of Trustees**

- II A 1 - Appointments
- II A 2 - Powers & Duties
- II A 3 - Membership
- II A 4 - Standing Committees

#### **B - Administrative Structure**

- II B 1 - Job Descriptions
  - II B 1 a - President
  - II B 1 b - Vice President for Administrative Services
  - II B 1 c - Vice President for Instructional Services
  - II B 1 d - Vice President for Institutional Advancement
  - II B 1 e - Vice President for Student Services
  - II B 1 f - Vice President for Workforce Development and Continuing Education

#### **C - Organizational Structure**

- II C 1 - Organizational Charts
- II C 2 - Faculty and Staff Directory
- II C 3 - not in use
- II C 4 - Standing Committees

#### **D General Administrative Operations**

- II D 1 - Unscheduled College Closings/Delays
- II D 2 - Substantive Change

### **Section III - Business & Financial Matters**

- III A - Checking Cashing
- III B - Inventory
- III C - Keys
- III D - not in use
- III E- Payroll
- III F - Purchasing
  - III F 1 - Campus Store
  - III F 2 - Items for Review or On Approval
  - III F 3 - Supplies, Services & Equipment
- III G - Travel
- III H - Vehicles
- III I - Deferred Payment
- III J - Bookstore Operations Policy
- III K - Vending Revenue
- III L - Uncollectible Accounts
- III M - Excess Fee Receipts

- III N - Use of Federal Funding
- III O - Sound Fiscal Management Practices
- III P - not in use
- III Q - not in use
- III R - not in use
- III S - not in use
- III T - not in use
- III U - not in use
- III V - not in use
- III W - not in use
- III X - Parking Fees

## **Section IV - College Relations & Development**

- IV A - Public Relations
- IV B - Publication and Websites
  - IV B 1 - Publications and Websites - Graphic Design
  - IV B 2 - Publications and Websites - Printing Services
- IV C - External Grants and Contracts
- IV D - Internal, External, & Non-College-Related Fundraising
- IV E - Naming Policy

## **Section V - Educational Support Services**

- V A - Library
  - V A 1 - Library - Overview
  - V A 2 - Library - Materials Collection
  - V A 3 - Library - Equipment Replacement
- V B - State Authorization Policy
- V C - Distance Education/Virtual Campus
- V D -not in use
- V E -not in use
- V F - Copyrighted Material
- V G – Exhibits

## **Section VI - Employment Matters**

### **A - Employment Process**

- VI A 1 - not in use
- VI A 2 - Equal Opportunity Employment Officer
- VI A 3 - Hiring Policy
- VI A 4 - not in use
- VI A 5 - Employment Contract Definitions of Terms
- VI A 6 - Employee Entry Checklist/Orientation
- VI A 7 - Basis of Employment
- VI A 8 - Non-tendering of a New Contract
- VI A 9 - Employee Separation: Employee Exit Checklist & Exit Interview
- VI A 10 - Release from Contract
- VI A 11 - Employment of Relatives
- VI A 12 - Employment of Temporary Personnel/Adjunct Faculty

- VI A 13 - Reference of a Former Employee
- VI A 14 - Reduction in Force
- VI A 15 - Criminal Background Checks
- VI A 16 - Reasonable Accommodation
- VI A 17 - Immigration Reform and Control Act (IRCA)
- VI A 18 - Health Insurance Portability and Accountability Act (HIPPA)
- VI A 19 - Veterans Preference
- VI A 20 - Personnel File

## **B - Employee Conduct**

- VI B 1- Conflict of Interest
- VI B 2 - Secondary Employment
- VI B 3 - Grievance and Due Process Procedures
- VI B 4 - Disciplinary Policy
- VI B 5 - Permissible Reasons for Dismissal
- VI B 6 - Due Process Requirements for Dismissal
- VI B 7 - Political Activity
- VI B 8 - Standards of Dress and Personal Appearance
- VI B 9 – Unlawful Discrimination and Harassment
- VI B 10 - Drug-Free Workplace
- VI B 11 - Civility in the Workplace
- VI B 12 - Workplace Violence Prevention
- VI B 13 - Communicable Diseases
- VI B 14 – not in use
- VI B 15 - Whistleblower
- VI B 16 - Code of Ethics
- VI B 17 - Destruction of Personal Information
- VI B 18 - Tobacco-Free Campus
- VI B 19 - Free Speech and Public Assembly
- VI B 20 - Intellectual Property
- VI B 21 - Weapons on Campus
- VI B 22 - Attendance Policy

## **C - Compensation**

- VI C 1 - Salary & Position Classification
- VI C 2 - Salary Adjustments Due to Promotions/Temporary Assignments
- VI C 2 a - Other Salary Adjustments
- VI C 3 - Entry Level Salary
- VI C 4 - Non-teaching Employees
- VI C 5 - Furlough Time
- VI C 6 - Foreign National Compliance Policy

## **D - Benefits**

- VI D 1 - Retirement and Investment Plans
- VI D 2 - Health/Dental/Vision Insurance
- VI D 3 - Other Insurance
- VI D 4 - Workers' Compensation Insurance
- VI D 5 - Continuation of Health Insurance (COBRA)
- VI D 6 - Death Benefit
- VI D 7 - Longevity Pay
- VI D 8 - State Employees Credit Union

- VI D 9 - Rest Breaks
- VI D 10 - Holidays
- VI D 11 - Employee Assistance Program
- VI D 12 - Flexible Work Policy
- VI D 13 - Flexible Spending Accounts
- VI D 14 - Employee Tuition Exemption
- VI D 15 - Retirement Process
- VI D 16 - Excellence in Teaching and Staff Recognition Awards

#### **E - Leave**

- VI E 1 - Civil
- VI E 2 - Compensatory (Fair Labor Standards Act)
- VI E 3 - Educational
- VI E 4 - Family and Medical
- VI E 5 - Bereavement
- VI E 6 - Military
- VI E 7 - Sick
- VI E 8 - Vacation
- VI E 9 - Voluntary Shared Leave
- VI E 10 - Other
- VI E 11 - Personal Leave
- VI E 12 - Bonus Vacation Leave
- VI E 13 – Personal Observance Leave
- VI E 14 – Paid Parental Leave

#### **Section VII - Facilities & Campus Services**

- VII A - Facilities
- VII A 1 - Faculty Responsibilities
- VII A 2 - Use by Employees
- VII A 3 - Use by Others Not Affiliated with RCC
- VII B - Food and Drink
- VII C - Housekeeping & Maintenance
- VII D - Sales Personnel & Visitors on Campus
- VII E - not in use
- VII F - Traffic & Parking
- VII G - Campus Map (Asheboro)
- VII H - Campus Map (Archdale)
- VII I - Campus Map (ESTC)

#### **Section VIII - Faculty & Instruction**

##### **A Faculty**

- VIII A 1 - Academic Freedom and Responsibility
- VIII A 2 - Faculty Advisor
- VIII A 3 - Curriculum Instructor Reports
- VIII A 4 - Faculty Credentials
- VIII A 5 - Orientation
- VIII A 6 - Faculty Membership
- VIII A 7 - Adjunct Instructor Course Assignments and Salary

VIII A 8 - Teaching Load Overage  
VIII A 9 - Academic Integrity  
VIII A 10 - not in use  
VIII A 11 - Textbooks  
VIII A 12 - Curriculum Teaching Workload Policy  
VIII A 13 - not in use

#### **B Instruction**

VIII B 1 - Field Trips  
VIII B 2 - Instruction  
VIII B 3 - Live Projects  
VIII B 4 - Missed or Canceled Classes  
VIII B 5 - Attendance  
VIII B 6 - Course Syllabus/Outline  
VIII B 7 - Challenged Courses Policy  
VIII B 8 - Academic Progress Alert  
VIII B 9 - Self-Supporting Course Policy

#### **C Programs**

VIII C 1 - Instructional Programs Advisory Committees  
VIII C 2 - Prerequisites & Corequisites  
VIII C 3 - Cooperative Programs  
VIII C 4 - Program Screening Requirements  
VIII C 5 - Curriculum Program Development

### **Section IX - Information Systems & Technology**

IX A - Acceptable Use (Electronic Access)  
IX B - Software Products and Use  
IX C - Allocation of Information Technology Resources  
IX D - Electronic Signature

### **Section X - Institutional Effectiveness**

X A - Personnel Performance Evaluation  
X B - Continuing Education Instructor Evaluation  
X C - Curriculum Instructor Evaluation by Students  
X D - Classroom Observation  
X E - Annual Faculty Evaluation  
X F - Evaluation Form Procedures  
X G - Program Review, Evaluation, and Accountability  
X H - Responsibilities of the College's Office of Institutional Effectiveness  
X I - Archives Collection Policy

### **Section XI - Staff & Program Development**

XI A - not in use  
XI B - Professional Development

### **Section XII - Student Services**

#### **A Enrollment Matters**

- XII A 1 - Open Door Policy
- XII A 2 - Transfer Students Admissions
- XII A 3 - Special Student Status
- XII A 4 - not in use
- XII A 5 - Transferring Between Programs
- XII A 6 - Readmission
- XII A 7 - Reentry to a Curriculum
- XII A 8 - Catalog of Record for Graduation
- XII A 9 - Registration
- XII A 10 - Census Date Identification
- XII A 11 - Financial Aid Policy
- XII A 12 - High School Validation Policy
- XII A 13 - Placement Assessment

#### **B Academic Matters**

- XII B 1 - Credits
- XII B 2 - Grading System
- XII B 3 - Withdrawal/Drop/Add/Section Transfer
- XII B 4 - Awarding Credit
- XII B 5 - Classification of Curriculum Students
- XII B 6 - Academic Probation & Suspension
- XII B 7 - Repeating a Course
- XII B 8 - Graduation
- XII B 9 – not in use
- XII B 10 - Graduate Guarantee
- XII B 11 - Maximum Credit Hour Load

#### **C Records**

- XII C 1 - Student Records
- XII C 2 - Confidentiality of Permanent Records
- XII C 3 - not in use
- XII C 4 - Grade Reports

#### **D Student Matters**

- XII D 1 - Student Code of Conduct
- XII D 2 - Student Grievances (Due Process)
- XII D 3 - Special Accommodations
- XII D 4 - Student Governance
- XII D 5 - Student Publications
- XII D 6 - Student Activities
- XII D 7 - Organizations
- XII D 8 - not in use

#### **Section XIII - Forms**

- XIII - F II a - Record of Meetings
- XIII - F IV a - Checklist for External Grant/Contract Evaluation
- XIII - F VI a - Archives Donation Form
- XIII - F VI b - Employee Exit Check List
- XIII - F VI d - Educational Leave Contract
- XIII - F VI e - Educational Leave Application

XIII - F VI f - Drug Testing Authorization Form  
XIII - F VI g - Workers Compensation Form  
XIII - F VII a - Application for Use of College Facilities  
XIII - F VIII a - Faculty Orientation Checklist  
XIII - F VIII b - Field Trip Request Form  
XIII - F VIII b - Student Participation Release Form  
XIII - F VIII d - Live Project Request  
XIII - F VIII e - Live Project Charge Form  
XIII - F X b - Instructor Evaluation by Staff  
XIII - F X c - Request for Approval of Educational Attainment  
XIII - F X d - Informal Online Classroom Visitation  
XIII - F X e - Informal Classroom Visitation  
XIII - F X h - Plagiarism/Cheating Form  
XIII - F X i - Faculty Salary Placement Forms  
XIII - F X j - Curriculum Faculty Workload  
XIII - F X l - Application for Voluntary Shared Leave  
XIII - F X m - Secondary Employment Form  
XIII - F X n - Incident Report  
XIII - F X o - Performance Evaluation – Staff  
XIII - F X p - Performance Evaluation – Curriculum Faculty  
XIII - F X q - Performance Evaluation – Associate Dean  
XIII - F X r - Performance Evaluation – Department Head  
XIII - F X t - Weapon on Campus Request



## History of the College

*To trace our history from an industrial education center to a member institution of the North Carolina Community College System and beyond.*

On June 12, 1957, the North Carolina State Legislature appropriated one-half million dollars to develop Vocational-Technical Schools in the state. Randolph Community College was established as the Randolph Industrial Education Center (RIEC) on April 3, 1958 and was governed by the Asheboro City Board of Education. An eight-member joint city-county school board committee was formed in June 1960 to govern policy and operations of the RIEC. Architectural plans were developed in the summer of 1960, and the school's first Director, Al G. Farkas, was hired in November 1960. Construction on the original building began in 1961 and, until its completion in 1962, the office of the RIEC was located in the old Fayetteville Street High School. Robert E. Carey became the school's second Director in November 1961. The first out-of-school industrial training program began in March 1962 to train potential employees for the needle trade industries in the Asheboro area. The first class began with four female students. The RIEC officially opened its doors on Sept. 4, 1962, with eight faculty and four staff members.

RIEC offered its first diploma training programs in the fall of 1962 and initially enrolled 75 students.

In 1962, the campus consisted of 25 acres and a 33,000 square-foot, L-shaped building with 30 rooms. RIEC offered diploma programs in Welding, Machine Shop, Electricity, Electronics, Automotive Mechanics, and Drafting/Design. Other courses included Chemistry, Mathematics, Physics, English, Reading Improvement, and Industrial Organizational Management.

In September of 1963, six students became the first full-length course graduates by completing a one-year program in Welding. During the first year of RIEC's operation, over 1,000 students received some type of training.

In 1963, the North Carolina General Assembly approved the Community College Act, which established the North Carolina Department of Community Colleges. This act separated RIEC from the Asheboro City Board of Education and approved the Center to establish its own governing board of eight trustees, which formed in October 1963.

In January 1964, Merton H. Branson was appointed Director of the Center and his titled changed to President in 1965, a position he held until his retirement in 1988.

The first organized graduation exercise was held in what is now known as the Administration/Education Center building on August 16, 1964, with 36 students receiving an institutional diploma for completed work in four trade areas (Automotive Mechanics, Drafting, Machine Shop, and Welding). The RIEC also organized the state's first Learning Laboratory in 1964, and the first class of Adult Basic Education began in April of that year.

By the fall of 1965, the Center had grown to 11 staff members, 13 full-time and 27 part-time faculty members and had served approximately 2,700 people. In 1965, the Center was chartered as Randolph Technical Institute (RTI) by the State Board of Education and its Board increased to 12 members. After the change, students completing the required coursework could receive an Associate in Applied Science degree.

## Section I - Introduction

In June 1970, a two-year general college program was added through the Extension Division of the University of North Carolina at Greensboro. RTI achieved a significant milestone in its 11-year history in September 1973 by being accredited by the State Board of Education. In December 1974, RTI was also accredited by the Southern Association of Colleges and Schools.

To accommodate growth, an additional 10,000 square feet of floor space was added to what is now the front entrance of the Administration/Education Center in 1968, and, in 1974, an addition of 20,000 square feet was added to what now encompasses the entrance to the Photography program.

In 1978, the citizens of Randolph County overwhelmingly approved a bond referendum, which provided \$2.5 million for expansion of RTI. These monies were used to add a 31,080-square-foot Vocational/Technical Center, a 27,742-square-foot Learning Resources Center, an 18,647-square-foot Student Services Center, a 6,000-square-foot maintenance warehouse, a 3,395-square-foot studio for the Photography Technology program and a 768-square-foot laboratory for the Floriculture program.

On July 1, 1979, RTI was renamed Randolph Technical College (RTC) to better communicate its comprehensive offerings. The Randolph Technical College Foundation was established the same year to set up the mechanism to solicit and accept donations from private individuals, foundations, and public sources. These monies provided support for student scholarships and any College effort needed to improve its programs and services.

Near the end of 1984, RTC opened an extension office in Archdale in rented facilities. The center consisted of two classrooms and an office. In the fall of 1985, RTC received funding for a Small Business Center, which was originally located at the Asheboro/Randolph Chamber of Commerce and was moved onto the Campus in January 1991.

January 1988 ushered in the College's fourth name, Randolph Community College (RCC). Dr. Larry K. Linker was appointed President in 1988 and served until his retirement in 2000. The 11,800-square-foot Business Education Center was opened in April 1988, and a 14,500-square-foot Computer Technology Center opened in November 1990 as did the 10,603-square-foot Archdale Center facility, located on a 14-acre tract in Archdale's Creekside Park.

A statewide community college bond referendum approved in November 1993 provided funds for a 15,744-square-foot addition to the photography studio, completed in August 1995; and a new 21,060-square-foot Health & Science Center and a 6,600-square-foot addition to the school's Design Center, both opened in January 1997.

RCC opened a 2,800-square-foot two-classroom addition to the Archdale Center in late October 1997, and a 3,720-square-foot Campus Store in spring 1999.

Beginning with the fall semester of 1997, the College began course offerings in the Associate of Arts-College Transfer Program.

RCC received reaffirmation of accreditation from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in December 1999.

In 2000, Dr. Richard T. Heckman became the third president of RCC and served until 2006.

In 2001, the College opened its Emergency Services Training Center located on the eastside of Asheboro on 60 acres of property.

The Foundation Conference Center opened in July 2003, funded by private gifts. The Conference Center was given to the College by the Foundation.

## Section I - Introduction

In 2003-04, the college began offering the A.A.S. in Radiography.

In 2005-06, three degree programs were initiated in collaboration with partner community colleges across the state: biotechnology, funeral service education, and global logistics technology. An addition doubling the space of the Archdale Center opened in 2006, as did the Randolph Early College High School (RECHS) on the Asheboro Campus.

In January 2007, Dr. Robert S. Shackelford Jr, became the fourth president of RCC.

In January 2008, RCC provided the site for Pfeiffer University to offer the last two years of a four-year degree in elementary education.

In August 2008, The University Center of Randolph County was established with Pfeiffer University offering a bachelor's degree in Elementary Education, Greensboro College offering a bachelor's degree in Criminal Justice, and Salem College offering a bachelor's degree in Business Administration. On Nov. 6, 2012, North Carolina A&T State University joined the University Center, offering a bachelor's degree in Electronics Technology with a concentration in Information Technology.

On Oct. 17, 2012, the Carolina Graduate School of Divinity joined the University Center, offering a Master of Arts degree in Ministry and a Master of Divinity.

The RECHS modular building opened in August 2008. In July 2009, RCC's new 20,000-square-foot Automotive Systems Technology and Auto Body Repair Center opened and was named the "Richard Petty Education Center." In November 2008, RCC began offering classes through videoconferencing and classes are transmitted back and forth between the Archdale Center and the Asheboro Campus.

RCC receives reaffirmation of accreditation from SACSCOC in July 2011.

On Aug. 12, 2001, a 5,700-square-foot state-of-the-art Welding lab is opened at the Archdale Center.

RCC's Cosmetology Center opened to the public in November 2009. Located in Hillside Shopping Center at 1003 S. Fayetteville Street, it accommodated 36 students at a time at styling stations on the floor, plus students in two classrooms. The Center was planned to hold 10 shampoo stations, 12 dryers, a waxing room, and a manicure/pedicure area.

College enrollment continued to increase and in January 2010, 2,971 students were enrolled in college credit classes.

In March 2010, a quarter-cent sales tax referendum passed, which provided funds to renovate the old Klaussner Furniture plant on Industrial Park Avenue.

On May 24, 2011, RCC's 1,700-square-foot Welcome Center addition to the Student Services Center opened.

On Jan. 4, 2013, RCC holds a ribbon-cutting ceremony and open house for the new 46,000 Continuing Education and Industrial Center (CEIC), located on the site of the Klaussner plant. The CEIC, designed to meet LEED gold standards of energy conservation, was believed to be the first public building of its kind in Randolph County. The building contains a Corporate Training Center, the Computer-Integrated Machining, Electronics/Electrical Technology, and Industrial Systems Technology programs, and also provides additional space for the Continuing Education department and Small Business Center.

RCC dedicated its new Charles W. McCrary Sr. Boardroom in the Administration/Education Center on Nov. 6, 2014.

## Section I - Introduction

On April 14, 2015, Asheboro City Schools, Randolph County Schools, and RCC announce a partnership project called Pathways to Prosperity to create seamless educational pathways for students to go from local high schools to community college into lucrative advanced manufacturing jobs. Apprenticeship Randolph started in June 2016 as a collaboration among Randolph Community College, the Randolph County School System, Asheboro City Schools, the Asheboro/Randolph Chamber of Commerce, and local manufacturers. The program, which is for high school juniors and seniors, begins with a six-week, pre-apprenticeship summer program that consists of RCC classes and 40 hours per week of on-the-job training. Once a business selects its apprentice after this trial period, the program is spread over four years with students receiving paid, on-the-job training while earning an Associate of Applied Science Degree in Manufacturing Technology, in Automotive Systems Technology, or Information Technology through RCC and a Journeyworker Certificate from the N.C. Community College System and U.S. Department of Labor.

On March 17, 2016, the RCC Board of Trustees name the CEIC Corporate Training Center room the JB and Claire Davis Corporate Training Center, and, on Oct. 7 of the same year, the College officially renamed its machining program and lab the Gene Haas Computer-Integrated Machining Institute.

On April 6, 2017, the Foundation Conference Center is renamed the Martha Luck Comer Conference Center.

On Sept. 15, 2016, a ribbon-cutting ceremony and open house are held for the new Cosmetology Center on the Asheboro Campus. The 10,865-square-foot facility at 503 Industrial Park Avenue was transformed from an old factory/warehouse building (formerly Bost Neckwear). The facility includes 44 student styling stations, 10 shampoo stations, 16 hair dryers, separate facial and waxing rooms, a manicure /pedicure area featuring massaging pedicure chairs, and three classrooms.

In January 2018, Randolph Community College opened its renovated Photographic Technology facility, which includes 1,400 square feet of added space, for a total square footage of 13,655. The new and renovated spaces include eight multimedia editing suites, renovated classrooms, a dark room, a mat cutting room, a digital print lab, a student commons, and a new equipment checkout area. Technology upgrades to printers, computers, wireless access, security cameras, and digital displays for information and student work also were included. The renovated facility provides specialized spaces for each of the program's disciplines: Commercial Photography, Photojournalism, and Portrait Studio Management.

On March 28, 2018, the University of North Carolina at Greensboro announced a new co-admission agreement with Randolph Community College to facilitate degree completion and student success by improving access to undergraduate educational resources, university facilities and support systems. The UNCG-RCC "Spartan Passage" partnership expands opportunities for transfer students, regardless of location, to access and complete their baccalaureate degrees in a selection of nearly 60 popular majors including Business Administration, Biology, Psychology, and Computer Science.

On April 17, 2018, the RCC Foundation and the College named Azalea Park in the middle of the Asheboro Campus in honor of Frank and Ella B. Lowe, and, on May 21 of the same year, RCC named its College and Career Readiness Department in honor of Dahlia Gubalane Oldham.

On Aug. 23, 2018, RCC held a groundbreaking ceremony for its much-anticipated Allied Health Center. The \$14.4 million facility will house the College's Associate Degree Nursing, Radiography, Medical Assisting, and Emergency Medical Services programs. The 45,000-square-foot, two-story, L-shaped building increases the space available for the health care programs by 86 percent.

## **Section I - Introduction**

On Sept. 19, 2019, the Allied Health Center was renamed the Dr. Robert S. Shackleford Jr. Allied Health Center after its current president. The facility opened for classes in the fall of 2020.

On Nov. 16, 2018, RCC's Welcome Center was renamed the Ann Hoover Welcome Center in honor of RCC Foundation board member and longtime College supporter Ann Hoover.

RCC held a ribbon cutting ceremony Sept. 5, 2019, as the College increased its number of welding booths at the Archdale Center to 31. Approximately 2,000 square feet of classroom and office space was converted into lab space to accommodate more students.

On Sept. 17, 2019, RCC's old Allied Health Center was renamed the Kinley Center after Assistant Director of Facilities Ken Kinley, who retired after a record 40 years of service at the College.

RCC started its Agribusiness Technology Program in January 2020, designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. The objective is the development of a workplace knowledgeable in sustainable agricultural practices.

In October 2020, RCC is reaffirmed by SACSCOC.

The College offerings include over 30 vocational and technical degree programs, the college transfer program, and a comprehensive continuing education program.

*Adopted: 04/15/1999*

*Revised: 07/27/2000, 10/25/2001, 07/18/2002, 10/21/2004, 10/07/2008, 02/26/2019, 12/04/2020*

### **Vision/Mission/Values**

*To define the College's institutional purpose which serves as the foundation for all institutional operations, programs and activities*

#### **Vision**

To be the premier educational resource for helping the people of Randolph County achieve their career goals and personal dreams.

#### **Mission**

To provide educational and training opportunities that make a positive change in the lives of students and the community.

#### **Core Values/Strategic Focus Areas**

- Community
- Employees
- Quality Education
- Radical Hospitality
- Student Success

Randolph Community College's Board of Trustees will review the vision, mission and core values during the three-year strategic planning process as explained in the College's Institutional Effectiveness Plan.

*Adopted: 07/18/2002*

*Revised: 01/16/2003, 09/20/2007, 11/23/2011, 06/17/2019*

## Accreditation

To present the history and current status of our accreditation

On September 6, 1973, Randolph Community College (RCC) was granted full accreditation by the North Carolina State Board of Education as having met all educational standards established by the Division of Institutional Evaluation. The accreditation of RCC was reaffirmed on August 2, 1979, by the North Carolina State Board of Education.

On December 11, 1974, RCC achieved accreditation by the Southern Association of Colleges and Schools Commission on Colleges. The accreditation of RCC was reaffirmed in 1979, 1989, 1999, 2010, and 2020 by the Southern Association of Colleges and Schools Commission on Colleges.

RCC is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the associate degree. Questions about the accreditation of RCC may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

Randolph Community College is authorized by the State Board of Community Colleges to award the Associate in Applied Science, the Associate in Arts, and the Associate in Science degrees. Copies of this accreditation and authorization may be obtained by contacting the president's office, 336-633-0286.

*Adopted: 04/15/1999*

*Revised: 10/19/2000, 07/17/2008, 04/23/2012, 01/4/2021*

## **Equal Opportunity Policy**

*To affirm Randolph Community College's commitment to equal employment and educational opportunity and to provide sources for inquiring into our compliance with federal nondiscrimination laws.*

Randolph Community College (RCC) offers equal employment and educational opportunities for all present and prospective employees and students of the College without regard to race, color, religion, gender, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, political affiliation, status as a covered veteran, or any other group legally protected in accordance with applicable federal, state and local laws. Retaliatory actions against employees or students for making good faith complaints about violations of the Equal Opportunity Policy are strictly forbidden.

RCC is an Equal Opportunity Employer (EOE). Accordingly, we promote equal opportunity in the areas of recruitment, employment, training, development, transfer, and promotion. RCC will ensure that all official activities involving College personnel including compensation, benefits, transfers, layoffs, returns from layoffs, demotions, terminations, College sponsored training, education, tuition assistance, social and recreational programs, and use of College facilities will also be administered accordingly.

All inquiries and questions about RCC's compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008 may be addressed to the following:

### **Equal Opportunity Employment Officers:**

Director of Human Resources

### **Title IX Coordinators:**

Vice President for Student Services and the Director of Student Support Services  
Randolph Community College  
629 Industrial Park Avenue  
Asheboro, North Carolina 27205  
Phone: (336) 633-0200

Or directly to:

U.S. Department of Education  
Office for Civil Rights  
Lyndon Baines Johnson Department of Education Building  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Phone: (800) 421-3481  
Website: [www2.ed.gov/about/offices/list/ocr/index.html](http://www2.ed.gov/about/offices/list/ocr/index.html)  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

*Adopted: 04/15/1999*

*Revised: 02/01/2000, 01/15/2004, 10/21/2004, 12/13/2011, 09/20/2012, 09/19/2013*



**Board of Trustees - Appointments**

*To explain the composition of the Board of Trustees: number of members and appointing bodies*

The Board of Trustees is made up of thirteen members: four appointed by the Governor of North Carolina, four appointed by the Randolph County and Asheboro City Boards of Education (2 each), and four appointed by the Randolph County Board of Commissioners; and, the Student Government Association President of the College serves as an ex officio/nonvoting member of the Board.

*Adopted: 04/15/1999*

*Revised: 10/19/2000, 10/21/2004, 11/20/2008*

### **Board of Trustees - Powers and Duties**

*To outline the authority and responsibilities of the Board of Trustees*

The Board of Trustees shall:

Elect the President of the College and delegate the employment of all other College personnel to the President.

Guarantee and protect academic freedom in the College. The Board of Trustees shall require the exercise of responsible judgment on the part of personnel of the College as they exercise freedom in accomplishing the objectives of the College. Randolph Community College is dedicated to the dissemination of knowledge, the engendering and development of skills, competencies and understandings, and the nurture of those personal and intellectual habits and attitudes which are peculiar to responsible individuals in a free and open democratic society.

Establish and disestablish programs and courses of instruction offered and conducted by Randolph Community College. Authority for such actions may be delegated to the President of the College subject to the approval of the Board of Trustees.

Approve and adopt current expense and capital outlay budgets; recommend approved budgets to the proper agency; make such changes in the budgets as are permissible under regulations of the agency involved.

Periodically review the fiscal operations of the College in all budget areas and review all other financial activity.

Have the responsibility for approval of the planning, operation and fiscal policy of all activities of the College.

Adopt and record such rules, regulations and directives as may be deemed necessary to ensure consistent and equitable administration of the College.

Evaluate the President of the College annually and report the evaluation, as required, to the State Board of Community Colleges.

Exercise, at all times, its control of the College through the President of the College.

*Adopted: 04/15/1999*

**Board of Trustees - Membership**

*To identify the current members of the Board of Trustees and their term expiration and appointing body*

<b>MEMBER</b>	<b>TERM EXPIRES</b>	<b>APPOINTED BY</b>
T. Reynolds Lisk Jr., Chair	June 30, 2026	Asheboro City Board of Education
James G. Gouty, Vice Chair	June 30, 2024	Randolph County Commissioners
Harvey C. Boone Jr.	June 30, 2024	Governor
Lisa Hayworth	June 30, 2027	Randolph County Board of Education
M. Zeb Holden	June 30, 2026	Randolph County Commissioners
Robert E. Morrison	June 30, 2025	Governor
Larry D. Reid	June 30, 2027	Randolph County Commissioners
J. Brooke Schmidly	June 30, 2026	Governor
Dr. Cynthia G. Schroder	June 30, 2027	Governor
F. Mac Sherrill	June 30, 2025	Randolph County Board of Education
Dr. R. Andrews Sykes	June 30, 2025	Randolph County Commissioners
Chris L. Yow	June 30, 2024	Asheboro City Board of Education
Ex Officio/Non-Voting Member Current SGA President	June 30, 2024	Student Trustee

*Adopted: 04/15/1999*

*Revised: 02/01/2000, 07/27/2000, 10/25/2001, 10/17/2002, 04/10/2003, 07/17/2003, 10/21/2004, 01/20/2005, 03/16/2006, 08/08/2006, 11/20/2008, 08/05/2009, 11/23/2011, 01/24/2013, 01/16/2014, 02/07/2017, 12/01/2018, 07/20/2023*

## **Board of Trustees - Standing Committees**

*To describe the membership of the Board of Trustees' standing committees and legislative liaisons*

### **Executive Committee**

Purpose: To exercise all the powers and prerogatives of the Board of Trustees, except those expressly reserved for the full Board, during intervals between meetings of the full Board of Trustees.

### **Budget & Finance/Building & Grounds Committee**

Purpose: To provide fiduciary oversight and policy guidance on matters related to College finances and facilities and to make appropriate policy recommendations to the full Board.

### **Instructional Programs Committee**

Purpose: To provide policy oversight and guidance on matters related to College educational program offerings and make appropriate policy recommendations to the full Board.

### **Effective Trusteeship Committee**

Purpose: To promote professional development of Trustees and promote attendance of Trustees at various events and meetings. The committee chair shall represent the RCC Board of Trustees at trustee organization meetings.

### **Personnel Committee**

Purpose: To coordinate the annual evaluation of the President of the College and make appropriate personnel policy recommendations to the full Board.

### **Resource Development Committee**

Purpose: To promote College resource development in cooperation with the RCC Foundation, Inc. and make appropriate resource development policy recommendations to the full Board. The committee Chair shall represent the Board of Trustees on the RCC Foundation, Inc. Board of Directors.

### **Legislative Liaisons**

Purpose: To represent the interests of RCC and the North Carolina Community College System to local and state legislators. One Legislative Liaison is appointed as the Legislative Liaison from the Board of Trustees to NCACCT.

### **Ethics Liaison**

Purpose: To be the contact to receive information from the Ethics Commission and communicate it to other Board members.

*Adopted: 04/15/1999*

*Revised: 02/01/2000, 10/19/2000, 10/25/2001, 10/17/2002, 01/15/2004, 11/20/2008*

### **Administrative Structure**

*To describe the administrative structure for addressing institutional procedures, operations, and systems. (Policy related issues are addressed through the appropriate College standing committee. See Section II C 4.)*

The Senior Leadership Team consists of the President of the College and the Vice Presidents for Administrative Services, Instructional Services, Student Services, Workforce Development and Continuing Education, and Institutional Advancement. The Senior Leadership Team normally meets weekly or as needed, and its meetings serve as forums for information exchange, issue discussion, and confirmation of administrative procedures and systems that support the mission of the College.

Administrative Council membership includes Vice Presidents, deans, directors, department chairs, Principal of RECHS, and RECHS Liaison. The Council is chaired by the President and general meets on an as needed basis to provide a forum for discussion on topics where a face-to-face meeting would be the best delivery method for the information or discussion.

Administrative Council meeting agendas are organized to address any topics of current concern or information. It is the responsibility of Administrative Council members to share information discussed at the meetings with their direct reports and to facilitate communication to all employees of the College.

*Adopted: 01/16/2003*

*Revised: 07/17/2003, 10/21/2004, 11/20/2008*

### **Administrative Structure - Job Description - President**

#### *To outline the duties of President*

The President is the Chief Executive Officer of the College and is responsible to the Board of Trustees. The President, with the policy guidance of the Board of Trustees and in collaboration with faculty and staff, creates, nurtures, assesses, and continuously improves the environment and systems necessary to facilitate learning and support the work of faculty and staff in fulfillment of the College mission.

- Provides executive leadership for strategic and operational planning, mission assessment and accountability, policy development, affirmative action, and institutional advancement.
- Provides executive leadership for the on-going development, implementation, operation, and evaluation of College educational programs and services.
- Provides executive leadership for the marketing and promotion of the College, its mission, and its programs and services.
- Establishes and maintains positive community relations that contribute to the College's ability to fulfill its mission.
- Establishes and maintains an administrative structure and operations systems that promote effective and efficient use of College resources. Ensures that all personnel have a clear understanding of their role and purpose in fulfilling the College mission. Effectively delegates responsibility, authority to act, and accountability.
- Provides executive leadership for the development and administration of the College operating budget.
- Employs all College personnel.
- Develops and recommends appropriate educational and operational policies to the Board of Trustees.
- Advises standing and special committees of the Board of Trustees on the needs of the College.
- Advises the Board of Trustees on the capital, budgetary and related financial needs of the College.
- Establishes and submits to the Board of Trustees for approval all fees to be charged to students that are not set by, but are within the policies of the State Board of Community Colleges.
- Serves as the final administrative authority in all due process proceedings.
- Acts as liaison between the College and the Board of Trustees.

#### **COLLEGE REQUIREMENTS OF ALL EMPLOYEES:**

- Demonstrated excellence in written, oral, and interpersonal communication skills.
- Demonstrated commitment to diversity, equal opportunity, and the academic, intellectual, and social development of all students and employees.
- An understanding of and commitment to the comprehensive community college philosophy and mission.
- Treats others respectfully, speaks to others courteously, and behaves in such a way that creates a workplace environment that is marked by trustworthiness, honest but polite communication, and interpersonal interactions that are both personally cordial and professionally appropriate.
- Acts as a team player when working with any and all employees of the College.
- Serves on institutional committees as appointed by the President.
- Performs other duties and responsibilities as needed.

## **Section II - Administration**

- Annually review all Randolph Community College safety rules and policies and be familiar with all emergency safety procedures. Promote good safety habits and be compliant with OSHA safety regulations.

*Adopted: 04/15/1999*

*Revised: 07/19/2001, 01/17/2002, 11/20/2008*

**Administrative Structure - Job Description - Vice President for Administrative Services**

*To outline the duties of the Vice President for Administrative Services*

The Vice President for Administrative Services reports to the President of the College and is the Chief Financial Officer of the College. This executive level leadership position is responsible for creating, nurturing, assessing, and continuously improving the environment and systems necessary to facilitate learning, support customer service, and accomplish the work of the Administrative Services division in support of the College mission. The Administrative Services division includes finance, budgeting, purchasing, information systems, facilities and grounds, and auxiliary services.

- Advises the President of the College on matters related to finance, budget, information system, and physical plant issues.
- Provides executive leadership for the development, management, assessment, and quality improvement of the College's Administrative Services division.
- Provides executive leadership for the implementation and maintenance of the College's Master Facilities Plan.
- Provides executive leadership for the implementation and maintenance of the College's Salary and Classification Plan.
- Provides leadership for and oversees operational planning and reporting for the Administrative Services division.
- Develops and administers the annual College operating budget in collaboration with the senior leadership team.
- Serves as the College compliance officer for Title 23 (Community Colleges) of the North Carolina Administrative Code.
- Provides general oversight and capital projects coordination for all building programs including the planning and development thereof.
- Serves as Treasurer of the Randolph Community College Foundation, Inc. and as a voting member of the Foundation's Board of Directors.
- Serves as ex officio member of selected RCC Board of Trustees standing committees.
- Develops and administers the Administrative Services annual budget in collaboration with assigned staff.
- Establishes and maintains positive community relations that contribute to the College's ability to fulfill its mission.
- Evaluates assigned personnel, provides support for individual professional development and training of assigned personnel, and makes salary adjustment recommendations to the President.
- Recommends policies and procedures that improve customer service, operational efficiency, and enhance the ability of the College to realize its mission, strategic priorities and goals.
- Performs other duties as assigned by the President.

**COLLEGE REQUIREMENTS OF ALL EMPLOYEES:**

- Demonstrated excellence in written, oral, and interpersonal communication skills.
- Demonstrated commitment to diversity, equal opportunity, and the academic, intellectual, and social development of all students and employees.
- An understanding of and commitment to the comprehensive community college philosophy and mission.



## **Section II - Administration**

- Treats others respectfully, speaks to others courteously, and behaves in such a way that creates a workplace environment that is marked by trustworthiness, honest but polite communication, and interpersonal interactions that are both personally cordial and professionally appropriate.
- Acts as a team player when working with any and all employees of the College.
- Serves on institutional committees as appointed by the President.
- Performs other duties and responsibilities as needed.
- Annually review all Randolph Community College safety rules and policies and be familiar with all emergency safety procedures. Promote good safety habits and be compliant with OSHA safety regulations.

*Adopted: 04/15/1999*

*Revised: 07/19/2001, 10/21/2004, 11/20/2008, 03/14/2018*

### **Administrative Structure - Job Description - Vice President for Instructional Services**

*To outline the duties of the Vice President for Instructional Services*

The Vice President for Instructional Services reports to the President of the College and is the Chief Academic Officer of the College. The Vice President, in collaboration with the President, faculty and staff, creates, nurtures, assesses, and continuously improves the environment and systems necessary to facilitate learning and supports the work of assigned faculty, deans, and staff in fulfillment of the College mission, strategic priorities and goals.

- Advises the President of the College on matters related to instructional services.
- Provides leadership for and oversight of the development, management, assessment, and quality improvement of the College's instructional programs and services including certificate, diploma, and degree credit programs; basic skills/developmental education; workforce development; continuing education; distance learning; and learning resources/library.
- Develops and administers the Instructional Services annual budget in collaboration with the Vice President for Administrative Services and faculty and staff.
- Establishes and maintains positive community relations that contribute to the College's ability to fulfill its mission.
- Oversees the overall FTE reporting process.
- Provides leadership for the recruitment, selection for employment, development, and retention of all assigned full-time and part-time faculty and staff.
- Provides leadership and quality assurance for institutional and programmatic accreditation, articulation agreements, pre-majors, degrees, and other programmatic areas in accordance with published standards, rules, regulations, and law.
- Provides leadership for and oversees operational planning and reporting for Instructional Services.
- Evaluates assigned personnel and make salary adjustment recommendations to the President.
- Makes appropriate policy recommendations to the President related to Instructional Services.
- Collaborates with the Vice President for Institutional Advancement in the procurement of external funding for Instructional Services programs and services.
- Provides leadership for and oversight of off-campus learning centers.
- Performs other duties as assigned by the President.

#### **COLLEGE REQUIREMENTS OF ALL EMPLOYEES:**

- Demonstrated excellence in written, oral, and interpersonal communication skills.
- Demonstrated commitment to diversity, equal opportunity, and the academic, intellectual, and social development of all students and employees.
- An understanding of and commitment to the comprehensive community college philosophy and mission.
- Treats others respectfully, speaks to others courteously, and behaves in such a way that creates a workplace environment that is marked by trustworthiness, honest but polite communication, and interpersonal interactions that are both personally cordial and professionally appropriate.
- Acts as a team player when working with any and all employees of the College.
- Serves on institutional committees as appointed by the President.
- Performs other duties and responsibilities as needed.

## **Section II - Administration**

- Annually review all Randolph Community College safety rules and policies and be familiar with all emergency safety procedures. Promote good safety habits and be compliant with OSHA safety regulations.

*Adopted: 04/15/1999*

*Revised: 02/01/2000, 07/19/2001, 10/21/2004, 05/17/2007, 11/20/2008*

**Administrative Structure - Job Description - Vice President for Institutional Advancement***To outline the duties of the Vice President for Institutional Advancement*

The Vice President for Institutional Advancement reports to the President of the College. This position provides strategic direction, vision and management of the College's overall institutional advancement efforts, including annual and major gift fundraising and capital campaigns, community and public relations, alumni relations, marketing, institutional research, planning, and continuous improvement efforts and SACSCOC accreditation. The President, Vice President for Administrative Services, Vice President for Instructional Services, Vice President for Student Services, and Vice President for Institutional Advancement form the College's senior leadership team.

- Provides leadership for all RCC Foundation, institutional advancement, marketing, communications, institutional research/planning efforts of the College and SACSCOC accreditation. This includes overseeing operational planning, budgeting, and reporting for these areas.
- Advises the College President on matters related to institutional advancement, the RCC Foundation, institutional effectiveness, SACSCOC and marketing, including appropriate policy recommendations.
- Provides leadership for development and implementation of the College's Marketing Plan, the Foundation's development and operations plans, the development of the Institutional Effectiveness Plan and the SACSCOC reaffirmation plan.
- Develops and administers the Institutional Advancement annual budget in collaboration with assigned staff.
- Supervises Directors of Marketing, Foundation Operations, Development, and Assessment and Planning, SACSCOC including evaluations and salary adjustment recommendations.
- Supervises Departmental Assistant, including the annual evaluation and any salary adjustment recommendations.
- Serves as a member of the President's Senior Leadership Team.
- Serves as the Executive Director of the RCC Foundation.
- Ensures that the activities of all College institutional advancement areas are coordinated for maximum effectiveness.
- Facilitates and monitors funding requests from RCC to the RCC Foundation.
- Provides leadership and support through the Director of Development for identifying and securing external funding sources and developing and implementing cultivation strategies.
- Provides leadership and support for planning and implementation of new advancement services and programs, such as alumni relations and planned giving.
- Provides leadership and support to foster continuous improvement in the quality and effectiveness of institutional marketing and effectiveness/research areas.
- Provides leadership and support to strategically plan the reaffirmation of the College's accreditation through the SACSCOC liaison.
- Recommends policies and procedures that improve customer service, operational efficiency, and enhance the ability of the College to realize its mission, strategic priorities, and goals.
- Serves as an ex officio member of selected RCC Board of Trustees standing committees.
- Serves as an ex officio member of the RCC Foundation Board of Directors.

## **Section II - Administration**

- Establishes and maintains positive community relations that contribute to the College's ability to fulfill its mission.
- Performs other duties as assigned by the President.

### **COLLEGE REQUIREMENTS OF ALL EMPLOYEES:**

- Demonstrated excellence in written, oral, and interpersonal communication skills.
- Demonstrated commitment to diversity, equal opportunity, and the academic, intellectual, and social development of all students and employees.
- An understanding of and commitment to the comprehensive community college philosophy and mission.
- Treats others respectfully, speaks to others courteously, and behaves in such a way that creates a workplace environment that is marked by trustworthiness, honest but polite communication, and interpersonal interactions that are both personally cordial and professionally appropriate.
- Acts as a team player when working with any and all employees of the College.
- Serves on institutional committees as appointed by the President.
- Performs other duties and responsibilities as needed.
- Annually review all Randolph Community College safety rules and policies and be familiar with all emergency safety procedures. Promote good safety habits and be compliant with OSHA safety regulations.

*Adopted: 10/18/2002*

*Revised: 07/01/2007, 11/20/2008, 06/30/2017, 07/18/2018*

### **Administrative Structure - Job Description - Vice President for Student Services**

*To outline the duties of the Vice President for Student Services*

The Vice President for Student Services reports directly to the President. The Vice President for Student Services sets the direction for Student Services programs and activities that enhance opportunities for students to succeed. The Vice President for Student Services supervises the Student Services staff in implementing those Student Services programs and activities.

- Advises the President of the College on matters related to student services.
- Oversees all areas of Student Services and provides leadership for and oversight of the development, management, assessment, and quality improvement, including student recruitment, enrollment management, admissions, placement/testing, orientation, registration and records, financial aid, retention, student activities, student organizations, career development, counseling, due process, Title IX, Veteran's Affairs, the Success Center, and the Information Center.
- Advises and consults with other Vice Presidents to ensure collaborative and efficient practices are in place to serve students, faculty, and staff in order to fulfill the mission of the College.
- Establishes and maintains positive community relations that contribute to the College's ability to fulfill its mission.
- Develop student service programs and services that reach out to underrepresented groups and meet the diverse needs of the RCC student body.
- Provides Student Services leadership for off-campus learning centers.
- Ensure that students enrolled in the virtual campus and off-campus centers can conveniently access student services.
- Build efficient student services systems within the college that emphasize customer service and ensure that the needs of all Randolph Community College (RCC) students are met.
- Serve as the College's student conduct officer and adjudicate student disciplinary matters.
- Interpret and administer the Student Code of Conduct and recommend policies and procedures to the President to ensure that students are treated respectfully and equitably in all aspects of their college experience.
- Act as an advocate for student concerns/issues and as an agent in promoting positive institutional change.
- Monitor legal compliance issues, (i.e. FERPA, Title IX, etc.) and facilitate due process procedures to ensure an environment conducive to the educational process.
- Responsible for the College's annual curriculum graduation ceremony.
- Recommend policies and procedures to the President that will improve student life, promote learning, and provide students with appropriate support.
- Collaborates with Randolph Early College High School Principal to interpret and uphold the student code of conduct policies and procedures as it relates to the College.
- Provides supervision and counsel regarding student activities, the Student Government Association, and related functions.
- Lead the operational planning, budget, assessment, and continuous improvement processes for Student Services.
- Develops and administers the Student Services annual budget in collaboration with the Vice President for Administrative Services and staff.

## **Section II - Administration**

- Collaborates with the Associate Vice President of Institutional Advancement in the procurement of external funding for Student Services programs and services to enhance Student Services.
- Provides leadership for and oversees reporting for Student Services.
- Remains current and competent in technology as related to Student Services and Student Services functions.
- Evaluates assigned personnel and makes salary adjustment recommendations to the President.
- Provides leadership for the recruitment, selection for employment, development, and retention of all assigned full-time and part-time staff.

### **COLLEGE REQUIREMENTS OF ALL EMPLOYEES:**

- Demonstrated excellence in written, oral, and interpersonal communication skills.
- Demonstrated commitment to diversity, equal opportunity, and the academic, intellectual, and social development of all students and employees.
- An understanding of and commitment to the comprehensive community college philosophy and mission.
- Treats others respectfully, speaks to others courteously, and behaves in such a way that creates a workplace environment that is marked by trustworthiness, honest but polite communication, and interpersonal interactions that are both personally cordial and professionally appropriate.
- Acts as a team player when working with any and all employees of the College.
- Serves on institutional committees as appointed by the President.
- Performs other duties and responsibilities as needed.
- Annually review all Randolph Community College safety rules and policies and be familiar with all emergency safety procedures. Promote good safety habits and be compliant with OSHA safety regulations.

*Adopted: 03/16/2007*

*Revised: 11/20/2008, 3/14/2018*

**Administrative Structure - Job Description - Vice President for Workforce Development and Continuing Education**

*To outline the duties of the Vice President for Workforce Development and Continuing Education*

The Vice President for Workforce Development & Continuing Education reports to the President of the College. In collaboration with the President, faculty, and staff, the Vice President creates, nurtures, assesses, and continuously improves a highly collaborative environment toward the development and implementation of innovative workforce development, continuing education, and personal professional development programs that will meet the current and future needs of Randolph County's economic development and corporate communities in fulfillment of the College mission, strategic priorities and goals.

- Provides leadership for and oversight of the development, management, assessment, and quality improvement of the College's workforce development and continuing education programs and services based on local community and workforce needs for ultimate benefit within the College's service area.
- Develops and administers the workforce development and continuing education budgets in collaboration with the Vice President for Administrative Services and workforce development and continuing education faculty and staff.
- Promotes the connection between education and the economy by assuming an active role in local community outreach and maintaining contacts and strategic alliances with local leaders to develop cutting edge programs that meet the ever-changing workforce needs in Randolph County through programs that include, but are not limited to, 1) closing the skills gap 2) credentialing, and 3) professional development.
- Promotes a focus on professional credentialing by working with appropriate boards and accrediting agencies to teach credentialing continuing education credits.
- Provides leadership at the local, state and national levels by participating in NCCCS supported and workforce related workshops, conferences, and initiatives and by serving on boards and committees as requested.
- Continually identify and assess best practices regionally and nationally to ensure that RCC workforce development and continuing education programs achieve a competitive advantage.
- Oversees the FTE reporting process for workforce development and continuing education programs and services.
- Provides leadership for the recruitment, selection for employment, development, and retention of all assigned full-time and part-time workforce development and continuing education faculty and staff.
- Provides leadership and quality assurance for programmatic accreditation, articulation agreements, and other programmatic areas in accordance with published standards, rules, regulations, and law.
- Evaluates assigned personnel and makes salary adjustment recommendations to the President.
- Makes appropriate policy recommendations to the President related to workforce development and continuing education.
- Collaborates with the Associate Vice President for Institutional Advancement in the procurement of external funding for workforce development and continuing education related programs and services.



## **Section II - Administration**

- In collaboration with the Vice President for Instructional Services, provides leadership for and oversight of off-campus learning centers offering workforce development and continuing education programs.
- Advises the President of the College on matters related to workforce development and continuing education programs.
- Performs other duties as assigned by the President.

### **COLLEGE REQUIREMENTS OF ALL EMPLOYEES:**

- Demonstrated excellence in written, oral, and interpersonal communication skills.
- Demonstrated commitment to diversity, equal opportunity, and the academic, intellectual, and social development of all students and employees.
- An understanding of and commitment to the comprehensive community college philosophy and mission.
- Treats others respectfully, speaks to others courteously, and behaves in such a way that creates a workplace environment that is marked by trustworthiness, honest but polite communication, and interpersonal interactions that are both personally cordial and professionally appropriate.
- Acts as a team player when working with any and all employees of the College.
- Serves on institutional committees as appointed by the President.
- Performs other duties and responsibilities as needed.
- Annually review all Randolph Community College safety rules and policies and be familiar with all emergency safety procedures. Promote good safety habits and be compliant with OSHA safety regulations.

*Adopted*

*Revised: 05/26/2014*

**Organizational Structure - Faculty and Staff**

*To list position titles and to indicate current employees holding the positions*

The Faculty/Staff Directory can be found at the Randolph Community College website listed under the Faculty/Staff Directory link at the bottom of the home page: <http://www.randolph.edu>.

*Adopted: 04/15/1999*

*Revised: 10/19/2000, 01/16/2003, 11/20/2008*

## **Organizational Structure - Standing Committees**

*To describe the purpose of RCC's standing committees*

### **Rationale**

Standing committees are an integral part of Randolph Community College's continuous improvement processes. Through committee participation, College employees can be involved in identifying and addressing issues that impact the College's ability to achieve its strategic priorities, goals, and mission.

### **Standing Committees**

Accessibility  
Accreditation  
Cultural/Social  
Curriculum Review  
Employee Award/Recognition  
Energy Conservation  
Graduation  
Health/Wellness  
Technology

### **Committee Appointments**

Committee appointments are made by the President of the College and are effective July 1 through June 30 of each year. A divisional vice president or designated professional employee will support each committee.

### **Committee Appointment Procedures**

By May 30 of each year: the Special Assistant to the President will contact committee chairs for their input on membership on their committee. The Special Assistant to the President will also contact the Senior Leadership Team for their recommendations for staff in their area who are serving on committees and for their recommendations for those committees for which they serve as a liaison.

### **Reporting and Minutes of Committee Meetings**

Committee meeting minutes should be emailed to the Office of Institutional Effectiveness.

Committee reports can be accessed, reviewed and distributed by the divisional vice president as necessary to communicate committee activities and recommendations to College employees.

*Adopted: 10/21/1999*

*Revised: 02/01/2000, 10/19/2000, 07/19/2001, 10/25/2001, 10/17/2002, 01/15/2004, 11/20/2008, 11/30/17, 1/15/2019, 02/2022, 02/20/2025*

### **General Administrative Operations - Unscheduled College Closings/Delays**

*To state RCC's policy concerning unscheduled closings or delays and to provide sources of information concerning closings or delays*

Announcements of unscheduled closings or changes in operating hours will be made as soon as possible through the RCC Alert system, RCC website and social media pages, and select television stations. RCC will request the following TV stations to broadcast information pertaining to closings or delays. (Note: If the College is operating on a normal schedule, no announcement will be made.)

TV Stations:

[WFMY \(CBS\) Greensboro \(www.wfmynews2.com\)](http://www.wfmynews2.com)

[WGHP \(Fox 8\) High Point \(http://myfox8.com\)](http://myfox8.com)

[WXII \(NBC\) Winston Salem \(www.wxii12.com\)](http://www.wxii12.com)

[Spectrum News \(spectrumlocalnews.com/nc/triad\)](http://spectrumlocalnews.com/nc/triad)

Students, faculty, and staff may also call the College's main campus (336-633-0200), Archdale (336-328-1750), or Emergency Services Training Center (336-633-4165) to listen to the voice mail message, or visit the RCC website homepage ([www.randolph.edu](http://www.randolph.edu)).

*Note: In the case of a delayed opening, students should report to the class or lab that would normally be in session at the time of the opening.*

For unscheduled closings on Friday evenings or during weekends, the designated weekend director (Saturday) or appropriate instructor (Friday evenings and Sunday), will be contacted by the Director of Safety and Emergency Preparedness or the President if a decision is made to close. The weekend director or appropriate instructor may also contact the Director of Safety and Emergency Preparedness or the President if conditions deteriorate during the day or evening while they are on campus to assist with a decision to close. After the decision has been made, the same protocol for notifications of an unscheduled closing will be followed.

All extracurricular activities or other scheduled events will normally be cancelled when it is necessary to cancel classes due to unscheduled College closings. The person who is in charge of the activity/event will be responsible for rescheduling the activity/event, if necessary. The person in charge of facility use will contact any outside group scheduled to use any College facilities.

*Adopted: 04/10/2003*

*Revised: 11/20/2008, 03/01/2016, 01/04/2019*

**General Administrative Operations - Substantive Change***To state the College's substantive change policy and procedure*

To ensure that the College maintains compliance with its accrediting agency, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), RCC provides written notification of substantive changes at the College in accordance with SACSCOC policies and timetables. Reporting and seeking approval of substantive changes is part of the ongoing compliance with SACSCOC and the responsibility of the SACSCOC Liaison. The Office of Institutional Effectiveness reviews and updates this policy, as needed, based on updates to SACSCOC's Substantive Change Policy and Procedures.

Types of changes covered by this policy include, but are not limited to:

- Adding a program that is a significant departure from the existing programs, or method of delivery, from those offered when the institution was last evaluated.
- Adding a new off-campus instructional site/additional location including branch campus.
- Relocating an institution or an off-campus instructional site of an institution (including a branch campus).
- Closing an institution, a program, a method of delivery, an off-campus instructional site, or a program at an off-campus instructional site.

The following process ensures the integrity of RCC's educational programs and its accreditation. This process applies to all units of the institution with responsibilities for curriculum programs and collaborative academic arrangements. Academic arrangements include educational programs, consortia agreements, affiliations, articulation agreements, and agreements involving dual or joint academic awards (certificates, diplomas, degrees, or transcripts).

1. Before offering a new program, the Senior Leadership Team (SLT) in conjunction with Associate Deans and Dean of Curriculum Programs vet the need.
2. A committee of subject matter experts is formed to develop the curriculum and prepare the proposal. The Substantive Change Form for Curriculum Review Committee is completed and included in the packet for committee review.
3. The proposed curriculum changes go before the Curriculum Review Committee for revisions and fine-tuning. As part of this review the Substantive Change Evaluation Rubric is used to determine if the change is substantive in nature, and what SACSCOC reporting procedures need to be followed.
4. Recommendations are sent to the RCC Board of Trustees Instructional/Student Services Sub-Committee for approval.
5. Approval is sent to the RCC Board of Trustees Full Board as a consent agenda item to be approved by the full board.
6. After RCC Board of Trustee approval, the changes are sent to the North Carolina State Board of Community Colleges for state approval. This is the point that the SACSCOC Liaison communicates to SACSCOC according to the SACSCOC substantive change guidelines found at <https://sacscoc.org/app/uploads/2019/08/SubstantiveChange.pdf>.

## **Section II - Administration**

7. For any program/agreement requiring SACSCOC approval, all advertising and materials for the program including information on websites or academic catalogs must include the following statement: Pending approval by the Southern Association of Colleges and Schools Commission on Colleges.
8. After the institution is notified of formal SACSCOC approval, the SACSCOC Liaison will notify the proposing unit, admissions, and Senior Leadership, and any other interested parties. The pending approval statement may be removed from all materials.

*Adopted: 05/17/2012*

*Revised: 06/17/2019*

## Section III – Business & Financial Matters

### III A

#### **Check Cashing**

*To state the unavailability of check cashing.*

The Business Office is unable to cash checks.

*Adopted: 04/15/1999*

#### **Inventory**

*To state the requirement and procedures for an annual inventory of equipment and supplies.*

#### **Equipment**

Personnel are expected to exercise all reasonable care in keeping up with equipment assigned to their departments. All departments will be required complete an equipment inventory annually and are responsible for the total inventory of their departments. The annual equipment inventory will be done in cooperation with a college equipment coordinator.

Faculty and staff should use the [Equipment Check Out Form](#) for temporary use of equipment. (ex. laptop computers). An [Equipment Transfer Form](#) must be completed for relocation or disposal of all equipment.

Major state equipment is tagged with a barcode labeled "NC Board of Community Colleges."

#### **Supplies**

Only the departments listed below will be required to take a complete inventory of unopened supplies on hand as of June 30 each year.

- Campus Store
- Café
- Armadillo Market
- Bulk Maintenance and Housekeeping Supplies
- Postage

*Adopted: 04/15/1999*

*Revised: 05/15/2008, 11/18/2021*



**Keys**

*To state the College's policy regarding keys to College property.*

An employee may have such keys as are necessary for his/her office and work area. Instructional personnel are to lock labs and shop facilities each time they leave. Only classrooms without equipment are to be left open. Personnel are not to lend their keys to students or other employees. NO KEYS ARE TO BE REPRODUCED. Employees accept full responsibility for the physical plant when they enter the building at any time other than during normal school hours. The normal school day is defined as the time between the hours of 8:00 a.m. and 10:00 p.m. Monday through Thursday and 8:00 a.m. to 3:00 p.m. on Friday.

Keys will be issued to personnel by the Assistant to the Vice President for Administrative Services. Approval for the issuance of keys must come from the appropriate Vice President or President.

*Adopted: 04/15/1999*

*Revised: 10/19/2000*

#### **Payroll Policy**

*To inform of how and when payroll and travel checks are disbursed.*

Salary checks for full-time employees not on direct deposit are available in the Business Office at 8:00 a.m. on the last working day of each month. Direct Deposit Advices are available on WebAdvisor on the last working day of each month. If the last day of the month falls on a weekend or holiday, checks and pay advices are available on the last workday prior to the weekend or holiday.

As a benefit to full-time employees, the College offers a direct deposit payroll system. Direct deposit is optional for employees hired prior to February 1, 1992 and mandatory for employees hired on or after this date. Employees who are not enrolled in the direct deposit plan and desire to participate should contact the Business Office.

Checks or direct deposit for part-time employees are distributed on the 17th of the month for hours worked the previous month. If the 17th falls on a weekend or holiday, checks will be distributed on the last workday prior to the weekend or holiday. Checks will be disbursed in the Business Office from 8:00 a.m. to 5:00 p.m. Monday through Thursday and from 8:00 a.m. to 3:00 p.m. on Friday. Checks not picked up by the close of business will be placed in the mail the following business day.

Federal and state income tax withholdings, Social Security, and retirement contributions are obligatory deductions. Notify the Business Office of any change of dependency status.

The RCC Employee Exit Checklist must be completed and submitted to the Vice President for Administrative Services prior to issuance of a final paycheck.

**No** checks will be distributed earlier than the above noted dates and times.

NOTE: The distribution of all payroll checks is contingent to certification of fund availability by the Office of the State Treasurer.

*Adopted: 04/15/1999*

*Revised: 05/15/2008*

## Section III – Business & Financial Matters

### III F 1

#### **Purchasing - Campus Store**

*To describe the process for having the Campus Store order supplies and equipment for students to purchase.*

Employees who want supplies and/or equipment made available for purchase by students can submit a request to do so by contacting the Director of Auxiliary Services.

*Adopted: 04/15/1999*

#### **Purchasing - Items for Preview or On Approval**

*To provide guidelines on how to order items for preview or on approval.*

Items ordered for preview or on approval to be paid from departmental supply or equipment budgets must be requested on a requisition form just like a purchase except they should be marked "Preview" or "On Approval." A copy of the preview or on approval policy for that company must be attached to the back of the requisition. Requisitions will be handled in the Purchasing and Receiving Office. Items will be returned to the Purchasing and Receiving office for shipping or employee must advise if item(s) will be kept and invoice paid. This must be done before the preview or on approval time expires as per the company's policy. If the preview or on approval item is to be kept, a second requisition must be submitted and approved just like any other requisition for purchase.

Exceptions to this include: (1) Textbooks ordered for possible adoption should continue to be handled by the Faculty Assistant, and (2) Items being requested to be paid from library funds must be requested through the Director of Library Services.

**NOTE: In no case will supplies, equipment or items be charged to this College without submitting the Requisition for Purchase Form to the appropriate administrative staff member for approval. The staff member will review the request and justification and submit same to the appropriate Vice President for final approval of purchase. Only after the final approval will the College be liable for payment. Any items, supplies, services, or equipment charged otherwise will be the sole responsibility of that individual making the purchase.**

Adopted: 04/15/1999

#### **Purchasing - Supplies, Services and Equipment**

*To provide procedures for obtaining supplies, services and equipment.*

A requisition for purchase form must be submitted to the appropriate Vice President. Individuals should retain the departmental copy for their file. The Vice President will evaluate on the basis of need and make recommendation to the Vice President for Administrative Services. A separate requisition form is needed for each supplier. Numerous supplies and equipment are on "state contract" and must be purchased from the vendor on record unless the **exact** product or service can be purchased from a vendor at a price lower than the "state contract" price. You may review the contracts on the Internet at: <https://www.doa.state.nc.us/PandC/>. In order to create a purchase order, the vendor has to be registered for Eprocurement, which is a statewide electronic system of creating purchase orders that are submitted directly to the vendor. To verify status, go to the P & C website listed above, go to NC Eprocurement, Vendor Search, Registered Vendor Search and type in the vendor name. The requisition should include the name and address of the vendor, a complete description of the items being requisitioned, unit and extended prices, sales tax, shipping if known, total dollar amount of requisition, and the account to be charged. Purchases up to \$5,000 do not require three written quotes or bids per state regulations; however, RCC's purchasing policy encourages competition in all levels and thus encourages the cardholder to seek competition whenever possible. Incomplete requisitions will result in a delay of receipt of goods. After the requisition is approved, the Purchasing Department will issue the purchase order with a copy sent to the preparer of the requisition. **Randolph Community College will not be responsible for purchases by an individual in any other manner.** Emergency requests should be avoided. The full text of RCC purchasing policies and procedures are contained in the Randolph Community College Purchasing Procedures Manual. Individuals involved in the purchasing process are expected to be familiar with the content.

The Purchasing Agent has the authority to request and issue credit cards for unusual, emergency circumstances. These cards are issued in the employees' name as well as RCC and have strict guidelines. See the Purchasing Procedures Manual for instructions.

Office-type supplies are stored in the Purchasing Department. These supplies may be checked out as needed and appropriate charges will be assessed to departmental budgets monthly.

*Adopted: 04/15/1999*

*Revised: 03/16/2007*

## Travel

*To state policies and procedures regarding travel for institutional purposes.*

When traveling on official business, authorized travelers may use rental or personal vehicles.

If fuel is required, authorized travelers should use the school's gas card and must turn in all charge receipts to Purchasing. Gas cards for rental vehicles are issued from Purchasing.

All travel authorizations should be submitted electronically through Emburse. Requests for travel should be submitted 2 weeks prior to traveling and approved prior to the trip. Additionally, certain excess amounts may be paid when approved by the President or his/her designee. **Reimbursement of actual costs of overnight lodging must be documented by a receipt of actual lodging expenses from a commercial establishment in the authorized traveler's name.**

Lodging and meals are reimbursable at State mandated rates. The current rates are as follows and will be updated as the state rates change:

- Lodging-actual cost up to:
  - In-State: \$89.10/night
  - Out-of-State: \$105.20/night
- Breakfast:
  - In-State: \$10.10
  - Out-of-State: \$10.10
- Lunch:
  - In-State: \$13.30
  - Out-of-State: \$13.30
- Dinner:
  - In-State: \$23.10
  - Out-of-State: \$26.30

The following limitations apply to the reimbursement of meals. When an overnight stay is required, the authorized traveler may receive allowance for meals for partial days of travel when the partial day is the day of departure or the day of return. To be eligible, the authorized traveler must:

1. Breakfast - depart duty station prior to 6:00 am.
2. Lunch - depart duty station prior to noon (day of departure) and return to duty station after 2:00 pm. (day of return)
3. Dinner-depart duty station prior to 5:00 pm (day of departure) or return to duty station after 8:00 pm. (day of return).

When an overnight stay is not required, allowances shall not be paid to authorized travelers for meals except as follows:

1. Breakfast - depart duty station prior to 6:00 am. and extend the normal workday by two (2) hours.
2. Dinner - return to duty station after 8:00 pm. and extend the normal workday by three (3) hours.
3. To be eligible for both meal allowances the employee must have worked five (5) hours longer than the normal workday.
4. The travel must involve a travel destination located at least 35 miles from the employee's regularly assigned duty station.

Lunch will not be reimbursed to authorized travelers unless it involves an overnight stay and will be subject

to the above limitations.

Please use rental or personal vehicles for business travel. When a personal vehicle is used for business travel mileage will be reimbursed at the current rate as set annually by the IRS.

In all cases, mileage for business travel will only be paid for the most direct route of travel. Reimbursable travel will be based on mileage from home or duty station, whichever is less.

Mileage for only one vehicle will be reimbursed when traveling from duty station to assignment when four or fewer authorized travelers are traveling. Any exceptions must have approval from the President or designee.

For authorized travelers who elect not to use a personal vehicle they have the option to rent a car using the State term contract with Enterprise Rent-A-Car or National Car Rental. This option is available no matter the mileage of the trip.

The College is not responsible for any traffic violations incurred while operating a rental or personal vehicle.

**No reimbursement of travel will be made unless the trip has been approved prior to the travel.** As with authorization all travel reimbursement requests should be submitted through Emburse.

For authorized travelers who are paid travel as part of their contract and authorized travelers who frequently travel, all necessary forms and backup documents should be submitted via Emburse immediately after month end. Any delay in submission could result in delays in reimbursement. For authorized travelers who only travel occasionally, travel forms and supporting documentation should be submitted immediately. Reimbursement will be made soon thereafter.

In order to be in compliance with the North Carolina Community College System, all reimbursement requests shall be filed for approval and payment within thirty (30) days after the travel period has ended. The travel period is defined as the calendar month during which the travel occurred.

When traveling to a conference or training, an agenda, brochure, or schedule must be provided for travel reimbursement.

*Adopted: 04/15/1999*

*Revised: 02/01/2000, 07/27/2000, 10/25/2001, 10/16/2003, 01/15/2004, 10/21/2004, 10/13/2005, 09/07/2006, 11/16/2006, 07/20/2007, 05/15/2008, 07/17/2008, 09/18/2008, 07/16/2009, 11/18/2010, 08/02/2011, 03/12/2012, 07/19/2012, 07/01/2013, 03/02/2016, 07/10/2017, 03/15/2018, 07/08/2019, 11/18/2021, 6/20/2024, 2/20/2025.*

#### Vehicles

*To describe the procedures for using institutional vehicles*

**Vehicle Reservation:** This process is used to reserve vehicles for institutional travel. College vehicles are for business use only and should never be taken home. Instructions for making reservations are:

1. Log in to 25LIVE with username and password and create an event. Choose Car Reservation under Type and complete the appropriate date(s) the departure and arrival times, name, destination, and specific reason for traveling.
2. If the vehicle you choose is available, click green reservation tab and save.
3. Keys are to be picked up at The Welcome Center. You will be required to show a driver's license and record the expiration date. A vehicle package will also be issued including a gas card and emergency information.
4. Prior to returning vehicle to campus, fill gas to full status using provided gas card. Record the odometer mileage upon return on the form provided in vehicle.
5. Driver is to check vehicle each trip for cleanliness, general condition, tires and overall operations. Any problems detected should be noted upon return of vehicle keys to the Welcome Center.
6. The Welcome Center Receptionist and the maintenance department will monitor the vehicle logs regularly and schedule service and repairs as needed. The Maintenance Department will be responsible for periodic cleaning for all vehicles.

**Check Out Log:** Maintained at the Welcome Center, this log serves to control check in and check out of certain keys, validate Drivers License and record return dates.

**Mileage Log:** Located in each vehicle, this form serves as documentation for all institutional vehicle travel; it is not for reimbursement purposes. Information for each trip should be logged and signed verifying the information is correct. The log will be collected weekly from the vehicles by the Assistant to the Vice President for Administrative Services.

**Daily Log for Local Travel (Form 300):** Chrome River is used to record trips made in **personal vehicles** which incur reimbursement in the form of mileage expenses only. Typically, this form is used for daily trips to the banks, post office, clinical site visits, class visits, etc., and allows driver to document reimbursable trips.

**Travel Authorization and Reimbursement Forms:** Complete the necessary travel authorization in Chrome River and attach any necessary forms/receipts and forward to supervisor for approval. Administrative Services will forward to the Business Office for payment.

*Adopted: 04/15/1999*

*Revised: 10/25/2000, 10/13/2005, 03/22/2012*



## Section III – Business & Financial Matters

III I

### Deferred Payment

*To provide policies and procedures for providing students with a deferred payment plan*

The College will permit short-term deferred payments or payment in installments (pursuant to [1E SBCCC 200.2\(b\)](#) for tuition, registration fees and required academic fees; provided, however, that no student shall be permitted to graduate or to register for a new semester unless payment of such outstanding balance has satisfied. The College will withhold transcripts of grades pending resolution of the outstanding obligations.

*Adopted: 03/16/2007*

### Bookstore Operating Profits Policy

*To provide policy on the use of bookstore operating profits*

The College policy for the budgeting, accounting, and expenditure of funds generated through bookstore operating profits (pursuant to G.S.115D-58.13 and 115D-5(al) and the NCCCS Accounting Procedures Manual) shall be to require a mark-up on textbooks and all other items sufficient to generate a reasonable profit and yet keep the costs for students held to a minimum. The current markup on textbooks average 22% and does not exceed 25%, which is the industry standard. If the mark-up amount changes, the Board of Trustees will review the amount.

The College policy regarding the use of the bookstore profits, as required by North Carolina State Statutes and the State Board of Community Colleges, is that bookstore funds may be used as follows:

- a. Support of bookstore operating expenses including, but not limited to, salaries, supplies, travel, materials, operating resources, and equipment associated with the operation, support and enhancement of the bookstore.
- b. Funds in excess of these operating expenses may be used in the support of:
  - a. Student aid and/or scholarships
  - b. Other expenditures of direct benefit to students (e.g., funding of positions for financial aid and student activities, etc.) Revision-State Board Approval 3-17-06
  - c. Other similar expenses authorized by the Board of Trustees and/or President (e.g., new faculty positions for start up of new programs, counselors, equipment, construction, etc.)
  - d. The construction and renovation of the bookstore itself. Revision-State Board Approval 3-17-06
  - e. The student center (operations of student associations and activities, and the construction and renovation) Revision-State Board Approval 3-17-06

All expenditures shall be consistent with the mission and purpose of Randolph Community College.

*Adopted: 03/16/2007*

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- b. Funds in excess of these operating expenses may be used in the support of:
  - a. Student aid and/or scholarships
  - b. Other expenditures of direct benefit to students (e.g., funding of positions for financial aid and student activities, etc.) Revision-State Board Approval 3-17-06
  - c. Other similar expenses authorized by the Board of Trustees and/or President (e.g., new faculty positions for start up of new programs, counselors, equipment, construction, etc.)
  - d. The construction and renovation of the bookstore itself. Revision-State Board Approval 3-17-06
  - e. The student center (operations of student associations and activities, and the construction and renovation) Revision-State Board Approval 3-17-06

All expenditures shall be consistent with the mission and purpose of Randolph Community College.

*Adopted: 03/16/2007*

### **Vending Revenue**

*To provide policy on the use of vending and other concession revenues*

All vending revenues and other concession profits will be held in our institutional fund account (pursuant to G.S. 115D-58.13). These revenues will be spent for:

1. Supporting cost of operation of vending machines and other concessions, as needed
2. Other institution-related expenditures authorized by the President.

Vending revenues and other concession profits will not be used for salaries.

*Adopted: 03/16/2007*

**Uncollectible Accounts**

*To state the College's policy on dealing with uncollectible accounts*

The College will write off uncollectible accounts in the following manner:

- For accounts less than \$50.00, and over one (1) year old, the college will write off those accounts once a year.
- For accounts over \$50.00 and over three (3) years old, (which is the statute of limitations on most account receivables), the college will abide by the Uncollectible Accounts Policy by the Attorney General's Office which states, "accounts should be written off any agency's financial accounting records when all collection procedures have been conducted without results and management deems the accounts uncollectible. After write off, these accounts shall continue to be submitted to the Department of Revenue for debt setoff proceedings."

*Adopted: 01/17/2008*

*Revised: 05/15/2008*

#### Excess Fee Receipts

*To provide policy on the use of fees collected in excess of expenditures*

The College policy for the budgeting, accounting, and transfer of funds generated from the charging of fees in excess of expenditure of those fees shall follow that set forth in the State Board of Community Colleges Code. Pursuant to 1E SBCCC 700.7, "If receipts collected through fees authorized (by the State Board of Community Colleges) exceed expenditures on authorized purposes, the following provisions apply:

- Excess receipts shall only be used for one or more of the following purposes: instruction, student support services, student financial aid (e.g. scholarships, grants and loans), student refunds, student activities, curriculum development, program improvement, professional development, promotional giveaway items, instructional equipment, and capital improvements and acquisition of real property
- Excess receipts shall not be used for any of the following purposes: supplemental compensation or benefits of any personnel, administrative costs, entertainment expenses, and fundraising expense"

There shall be a new fund established in which the excess fee receipts will be held effective September 2015. The President shall have the authority to approve the amount of excess fee receipts to be transferred from their funds of origin into this newly established fund, in accordance with the aforementioned Code.

All expenditures shall be consistent with the mission and purpose of Randolph Community College.

*Adopted: 09/17/2015*

#### Use of Federal Funding

*To state the College's policy for handling federal funds*

The U.S. Department of Education released updated Education Department General Administrative Regulations (EDGAR) on December 19, 2014. The Office of Management and Budget (OMB) consolidated several circulars into a uniform set of rules. These changes lead to the newly updated EDGAR which has been incorporated into the Uniform Guidance.

Randolph Community College is the recipient of federal grant funds. Except where otherwise noted in specific grant funding, RCC will use the following policy for the expenditure of federal grant funds.

**Cash Management Plan:** RCC adheres to a strict cash management plan. For federal funds passing through the state, the North Carolina Office of the State Controller delegates the authority to make disbursements through a disbursing account established by the State Treasurer. The college adheres to the same procedures for federal funds passing through the college's institutional accounts.

**Travel:** Individuals who travel on behalf of the college will follow policy as provided in the Randolph Community College Personnel Handbook and Policy Manual, section III G.

**Procurement:** When procuring items such as equipment, supplies, and/or services using federal funds, individuals will follow the procurement standards of the State of North Carolina as published in the Accounting Procedures Manual. Randolph Community College's procurement policy follows the standards established by the State. RCC procurement policies can be found in the Randolph Community College Personnel Handbook and Policy Manual, section III F 1-3. As mentioned above, if the grant has more restrictive standards, RCC will always follow the more restrictive policy for federal funds.

**Standard of Ethics:** All employees of Randolph Community College are expected to adhere to RCC's code of ethics. This policy can be found in the Randolph Community College Personnel Handbook and Policy Manual, section VI B 16. This policy covers gifts/gratuities, conflict of interest, nepotism, as well as other ethical situations to avoid.

**Indirect Cost:** RCC has an indirect cost rate. This rate was negotiated with the federal government. If you need additional information on RCC's indirect cost rate, please contact either the Vice President for Administrative Services or the Director of Financial Services.

**Allowability:** Allowability for the expenditure of federal grant funds will follow the guidance of individual grants as well as purchasing policies set for by the North Carolina Community College System Office. Specific guidance is found in the Accounting Procedures Manual of the NCCCS. Further guidance is found in the NCCCS State Aid Allocation and Budget Policies document.

**Documentation of Personnel Services:** Federal regulations (2 CFR 200.430(i)) states that charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed.

Payroll distribution records must:

- Be incorporated into the official records
- Reasonably reflect the employee's total activity
  - o Records cannot include time that an employee is not compensated for and cannot be compensated above 100%

### **Section III – Business & Financial Matters**

- Encompass both Federally assisted and all other activities compensated on an integrated basis
- Comply with accounting policies and procedures
- Support the distribution of salary or wages among specific activities or cost objectives if an employee works on more than one award or activity.

Time and Effort reporting documentation requirements also apply to salaries counted as match under the grant. To be allowable as match, a cost must be allowable as a grant charge. All requirements that apply to the grant funds also apply to matching funds.

In cases of split appointments, where part of a salary is charged to a federal grant and part to another funding source, documentation must be maintained regarding the allocation of the salary. Time worked, level of effort, and dollars charged are not independent of each other; they are linked and methodologies for tracking, reporting, and the internal controls that are in place, need to be part of the documentation associated with personnel charges to your federal grant.

*Adopted: 05/18/2017*



#### Sound Fiscal Management Practices

*To ensure sound fiscal and management practices.*

The Randolph Community College Board of Trustees adopts the following policy as stated in the SBCC 1A 200.4. The policy states Randolph Community College's guidelines to assure sound fiscal and managerial practices:

- uses their funding prudently and consistently with the approved budget
- demonstrates stewardship of the State financial resources by effectively executing RCC's budget to ensure that the percentage of State budget operating funds remaining does not exceed five percent or five times the system wide percentage, whichever is higher
- ensures that institutional fund accounts do not have a negative balance at the end of the fiscal year unless such an instance exists for a planned reason such as an anticipated reimbursement. If any institutional fund account has a negative balance at year-end, the negative fund balance after the posting of all accrual entries shall be reviewed. In the event the negative balance is not due to a planned reason, RCC shall develop a plan to rectify the negative balance, and the information shall be reported to the Board of Trustees at its first scheduled meeting of the new fiscal year
- tracks expenditures consistent with the North Carolina Community College System's Chart of Accounts, as outlined in the NC Community College System Accounting Procedures Manual
- provides financial reports to the Board of Trustees at intervals determined by the Board of Trustees
- maintains a system of internal controls as prescribed by G.S. 143D-7
- ensures accounts are not overdrawn by confirming the bank accounts are reconciled and any discrepancies and a plan for resolution are identified within 30 business days from the end of the prior month. In the event that RCC fails to comply with this requirement more than once during a fiscal year, such information shall be reported to the Board of Trustees at its first scheduled meeting following the month RCC failed to comply.
- submits complete and accurate financial statements to the North Carolina Office of the State Controller by the prescribed deadline
- ensures audits are conducted consistent to G.S. 115D-20(9) and G.S. 115D-58.16
- addresses any findings identified in audits, compliance reviews, SACSCOC reviews, or other monitoring reviews
- seeks to fill leadership and other supervisory positions in a timely manner with individuals of high competence
- monitors staff turnover by providing an employee vacancy report for information to RCC's Board of Trustees at least biannually

*Adopted: 11/15/2018*

**Parking Fee**

*To describe the collection and use of parking fees.*

A parking fee was approved by the RCC Board of Trustees in the amount of \$5 per semester in October 2012. The college began collecting this fee with the Spring 2013 semester. The fee is collected from all curriculum and continuing education students.

The following students are exempted from the parking fee:

- Students enrolled in free courses
- Students enrolled in eligible high school programs
- Students enrolled in all distance education courses.

This fee is held in an institutional fund. All proceeds are used for upkeep of the college's parking facilities, campus security and enforcement.

*Adopted: 10/18/2021*

## Section IV – College Relations & Development

### IV A

#### Public Relations

*To describe the procedures for handling public information*

It is the responsibility of all employees to maintain excellent public relations with everyone we serve. However, all public news releases and other forms of public information should be submitted to the Office of College Marketing for final composition and distribution. The procedure for preparation and approval of press releases and other public notifications is maintained and available in the Office of College Marketing and on the RCC website.

Randolph Community College is a state agency and falls under North Carolina's public records laws. RCC's Office of College Marketing is the designated public information office (PIO) for the College. All public information requests should be addressed to the Office of College Marketing.

RCC asks that public information requests be made using the Public Records Request Form found on the college's website.

There is no charge for examining a public record, but there is a copy charge of \$0.10 per page for any copies the College makes for the person requesting the record. In addition, if the information request is for something other than a readily available College document, the College will charge for the time it takes a staff person to collect or prepare the information. This charge is based on the full labor cost of the person preparing the record.

*Adopted: 04/15/1999*

*Revised: 10/19/2000, 07/17/2008, 05/20/2010, 05/16/2013*

## Section IV – College Relations & Development

### IV B

#### **Publications & Web Sites**

*To state the policy guidelines for Randolph Community College publications, advertising, and Websites*

##### **Publications**

All publications and advertising written and produced for Randolph Community College must accurately reflect the mission and goals of the College. All printed materials, advertising, and other recruiting materials (slide shows, videotapes, RCC's Internet websites, etc.) are to be created in cooperation with the Office of College Marketing to assure that concepts are sound and information is accurate and timely. Please contact the Marketing Office for specific procedures to request publications or advertising. All major publications must include the College's statement on accreditation and equal opportunity employment (RCC Catalog, RCC Student Handbook, etc.). Most brochures must include the following statement on SACSCOC accreditation and at least the letters EOE:

Randolph Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Ga. 30033-4097 or call 404-679-4500 for questions about the accreditation of Randolph Community College. EOE.

##### **Website Guidelines**

Randolph Community College's main website, [www.randolph.edu](http://www.randolph.edu), is designed as an external-focused communication tool designed to promote the College and its programs. Key audiences for the site include prospective students and parents, current students, faculty, staff, alumni and business partners. The website follows RCC publications guidelines and promotes a College image consistent with other RCC communications.

##### **Roles and Responsibilities**

The Office of College Marketing is responsible for the main website. The Marketing office receives technical support from the Computer Services department.

Please consult the Director of Marketing for more detailed information on the management of the main website.

*Adopted: 04/15/1999*

*Revised: 10/19/2000, 04/19/2001, 07/17/2008*

## Section IV – College Relations & Development

IV B 1

### **Publications & Web Site Guidelines - Graphic Design**

*To describe how to access graphic design services*

Graphic design services are available through the Office of College Marketing. Requests for graphic design services should be submitted online through the Marketing Request Form on the Employee Resources section at [www.randolph.edu](http://www.randolph.edu). All publications circulated outside the College must be approved by the Director of Marketing. Forms and similar materials which will be distributed exclusively in-house do not require approval from the Office of College Marketing.

*Adopted: 04/15/1999*

*Revised: 02/01/2000, 07/27/2000, 10/25/2001, 07/17/2008, 07/13/2013*

## Section IV – College Relations & Development

IV B 2

### **Publications & Web Site Guidelines - Printing Services**

*To state the policies and procedures for printing services*

#### **Related Materials:**

The Office of College Marketing provides printing services to all college employees for college-related requests. The following details the procedures for requesting these services:

1. A print shop request form must be completed. This form can be obtained on the Employee Resources section at [www.randolph.edu](http://www.randolph.edu).
2. Large volume or time-consuming printing requests may require more than five working days to complete. The Office of College Marketing is responsible for the scheduling of work.

*Adopted: 04/15/1999*

*Revised: 02/01/2000, 01/20/2005, 05/15/2008, 09/16/2010*

## Section IV – College Relations & Development

### IV C

#### External Grants and Contracts

*To state the College's policy on external grants and contracts*

Before a staff or faculty member develops a grant proposal or application, he or she must discuss the proposal with the appropriate administrator and the Vice President for Institutional Advancement or his/her designee to ensure that the provisions of this policy are met. All external grants and contracts must conform to the stated mission of Randolph Community College, balance activities and instruction, and include institutional controls. The College will provide an environment conducive to the success of each grant project, and staff and faculty will be free to formulate and publish their findings.

Prior to developing a grant proposal, a Grant Request Outline must be completed and signed by the project initiator, supervisor, and senior leadership. When research involves human subjects at RCC, the Grant Request Outline must also be approved by the Planning & Assessment Analyst who chairs the Institutional Review Board.

Prior to submitting a proposal, a [Checklist for External Grant/Contract Evaluation](#) form must be completed including all signatures. The [Grant Request Outline](#) and the [Checklist](#) are to be filed with the local copy of the proposal.

All personnel involved in the review of external grant proposals must take care to ensure that the grant does not threaten financial support for general institutional activities or create an imbalance between the grant activities (including research) and instructional priorities. The President is responsible for making the final decision to accept or refuse terms and/or conditions of externally funded grants.

#### Grants Administration

The proper administration of an externally funded grant is the responsibility of the Principal Investigator or Project Director. Contracts with outside funding agencies may require review by the President and the College's attorney for proper legal form and proper protection of the interests of the College prior to application.

Acceptance of externally funded grants or other sponsored programs is accompanied by the College's strict commitment to accountability. The College recognizes that funds are awarded to the College and not to individuals.

The Business Office exercises fiscal control of all externally-funded grants and other sponsored programs in conjunction with the Project Director. Separate accounts are established for each sponsored program. Financial statements are prepared monthly and made available to the Vice President for Administrative Services, the individual(s) responsible for carrying out the program and the appropriate administrator(s). Purchasing and contracting subordinate to grants will be conducted to meet the sponsoring agency's guidelines within the requirements of North Carolina's purchasing and contract policies.

*Adopted: 04/15/1999*

*Revised: 07/27/2000, 07/17/2008, 09/16/2010*

## Section IV – College Relations & Development

### IV D

#### Internal, External and Non-College-Related Fundraising Policy

*To state the College's policy on fundraising by the College, Foundation, student clubs, on-campus groups and student / employee groups working to help RCC and non-RCC charitable entities.*

**Definition:** Fundraising includes any solicitation of a monetary gift, a gift of property, a discount, etc. for the benefit of Randolph Community College, a student organization, a charitable group or for a cause adopted by students, staff and/or faculty. The policy on grant applications is contained in [Section IV C](#) of the Personnel Handbook and Policy Manual.

Fundraising for college programs and needs serves as a means of accomplishing the initiatives outlined in Randolph Community College's (RCC) strategic plan. The President is responsible for the fundraising activities of the college.

**Fundraising by RCC:** All fundraising for the college or by college-affiliated groups must be coordinated through RCC's Vice President for Institutional Advancement who oversees the day to day implementation of fundraising efforts. Communication with the Vice President for Institutional Advancement maximizes the chance for success through coordination so that potential donors do not receive multiple or inappropriate requests and so that the gift request and the donor are suitably matched. Any appeals of the Vice President for Institutional Advancement's decision may be made in writing to the President within ten days of the Vice President for Institutional Advancement's decision.

To avoid conflict and duplication of effort and to maximize gifts from potential donors, staff and faculty wishing to ask an individual, organization, or corporation for a gift must notify the Vice President for Institutional Advancement in writing or electronically prior to the solicitation. This includes solicitation of food, door prizes, gift bag fillers, etc. The Vice President for Institutional Advancement will then advise faculty and staff of any potential conflicts. If, in his or her best judgment, the request is not advisable, the Vice President for Institutional Advancement may ask that the solicitation effort be modified, postponed or canceled. If there is a disagreement over a specific planned request, the President or his/her designee will make a final decision.

**Gift in Kind:** Staff and faculty who are approached by an individual, organization, or corporation wanting to donate any item to the college must determine whether the item to be donated can be used to further the College's mission AND, if so, notify the Foundation Operations Manager BEFORE the item is accepted. An item is not tax deductible to the donor if the College cannot establish how the item will be used to further the College's mission. The Foundation also reserves the right to refuse on any item.

BEFORE an item is accepted, the staff or faculty member of the area receiving the donation must submit the following information to the Foundation Operations Manager using the [Gift in Kind Form](#):

1. Name of individual, organization, or corporation
2. Address of individual, organization or corporation
3. Phone and email address of individual, organization, or corporation
4. How the item will be used to further the mission of Randolph Community College (how it will be used in the receiving area)



## Section IV – College Relations & Development

5. Estimated value of the item. (This should be supplied by the donor if at all possible. If not, please provide an estimated value which will be used for internal purposes only to determine whether or not to list the donation as a fixed asset.)

Within two business days, the Foundation Operations Manager will notify the staff or faculty member whether or not the gift may be accepted and will notify the Vice President for Administrative Services, the Director of Financial Services/Controller, and the Purchasing Agent by copy of the correspondence. If the gift is to be accepted, the staff or faculty member will contact the donor within two business days to accept the gift and notify the Foundation Operations Manager of the exact date the gift is to be received by the staff/faculty member and the physical location where the gift will be housed. The Foundation Operations Manager will acknowledge the gift once notified of the date the gift is actually received and notify the Purchasing Office of the gift, its location, and its estimated value.

**Fundraising by the RCC Foundation:** The Director of Development of the RCC Foundation is responsible for coordinating all planned Foundation fundraising activities with the Vice President for Institutional Advancement. When a donation to the Foundation is being considered, staff and faculty should refer the donor to the Director of Development. The RCC Foundation accepts gifts according to its Gift Acceptance Policy.

**Fundraising by College Organizations:** Students, employees, organizations, and groups on campus that wish to engage in a fundraising activity or solicitation must notify the Vice President for Institutional Advancement prior to the proposed activity. All student fundraising projects, whether for a college-based cause or a non-RCC effort, must have the approval of the faculty/staff advisor and the Student Activities Coordinator before being submitted to the Vice President for Institutional Advancement. The Student Activities Coordinator may impose additional requirements on campus organizations' fundraising through information provided annually in The Student Clubs Handbook for Advisors or in order to coordinate student fundraising projects. If the fundraising activity or solicitation is deemed to be in conflict with the fundraising program and activities of the College or Foundation, the Vice President for Institutional Advancement will meet with the group or individuals to resolve the conflict and reach a mutually agreeable solution. If a conflict arises that cannot be resolved in such a manner, the President of the College will consider the issue and make a final decision.

**Fundraising and Solicitations by External Groups:** Solicitations, sales, and fundraising activities by external groups in the College's facilities are strictly prohibited unless permission is given by the President or his/her designee.

**Fundraising and Solicitations for External Groups:** The President may designate certain charities as college-wide causes and name chairs of these efforts (e.g., Relay for Life). The Vice President for Institutional Advancement must be informed in advance of plans for any fundraising for these college-wide causes that involve requests to donors external to the college. It is expected that staff will spend a reasonable amount of time on these efforts, an amount of time that will do justice to the cause but will not detract from their regular duties.

**Gift Reporting:** A written description of the gift plus the name and address of any individual, business or entity that donates a gift of cash or materials to the College must be supplied to the Vice President for Institutional Advancement, either in hard copy or electronically, within ten (10) business days of receipt of the gift. The Vice President for Institutional Advancement is responsible for acknowledging the gift.

## Section IV – College Relations & Development

Names and addresses of those donating funds to outside charities do not need to be submitted to the Vice President for Institutional Advancement, but all funds raised through the approved activity must be deposited in the appropriate College account the following business day of the conclusion of the event.

**Other Fundraising by Employees:** College employees are permitted, within reason, to solicit for other nonprofit, charitable causes on an individual basis, but no employee is obligated to personally support any solicitation. Such solicitations should not be conducted on college computers or in college meetings but should be conducted discreetly and on an individual basis.

*Adopted: 11/15/2007*

*Revised : 05/17/2012, 05/16/2013*

#### **Naming Policy**

*To state the College's naming policy*

##### **Introduction**

The Trustees and President of Randolph Community College (hereinafter referred to as “the College”), as well as the Directors of the RCC Foundation, seek private funds to enhance the College’s ability to meet the higher education needs of its community, particularly toward a level of excellence that would otherwise not be possible given state/local funding levels and restraints on student tuition and fees. To that end, the College seeks to provide appropriate recognition to donors for their generosity. Although such recognition may take many forms, this policy seeks to establish guidelines for donor recognition through the naming of facilities and programs.

##### **Purpose**

This policy serves as a guideline for the Randolph Community College Trustees, the President, the Directors of the RCC Foundation (hereinafter referred to as “the Foundation”), and other staff, volunteers, and outside advisors who assist in the solicitation of gifts. It is established to assure an appropriate reflection of the history of the College as well as consistency, fairness, fitting recognition and good value in exchange for the honor or privilege of name association with a program, fund, or physical aspect of the College. This policy is intended only as a guide and allows for flexibility on a case-by-case basis.

##### **Naming Tributes**

Donors to be honored with naming opportunities may be individuals, families, organizations, foundations or corporations.

Two circumstances generally give rise to a naming tribute:

1. Naming in Recognition of Distinguished Service may honor a gift of time or talent that has had a significant positive impact on the College over an extended period of years. Such honor will typically be recommended no less than three years following the end of the individual’s service to the College. The President of the College, or a committee appointed by the President, is charged with determining whether the person proposed is worthy of the honor, as well as the degree of internal and external support for the proposed naming, prior to submitting to the Board of Trustees for approval.
2. A gift to the Foundation of an amount appropriate to the facility, program or fund being named. The President has the authority to establish/adjust sponsorship amounts as he or she sees fit.
3. In special circumstances where the President deems it important to inform/ consult with the Board of Trustees, discussion of the matter with the Chair will be sufficient. It is up to the discretion of the Chair whether or not to take the matter to the full Board.

##### **Endowments for Programs and Scholarships**

Endowed funds established for a variety of purposes may also bear the donor’s or designee’s name. These funds are generally coordinated by the Foundation in accordance with its Investment and Gift Acceptance policies.

## **Section IV – College Relations & Development**

### **Physical Property**

Sponsorship of physical property on campus through monetary gifts may occur:

1. To pay for all or part of a new campus facility or improvement;
2. In conjunction with fundraising efforts on the part of the College or the Foundation.

Giving levels for the naming of physical property are to be established by the President. Some general guidelines include:

1. New construction, buildings or improvements may be named for a donor who has made a substantial monetary gift toward the cost of the project.
2. For existing buildings and facilities, dollar amounts may be established for a selected number of naming opportunities based on institutional priorities set by the President and the College Board of Trustees.
3. Giving levels may be established with either fixed or minimum dollar amounts for sponsorship of other physical property on campus. Such property may include but is not limited to pavers, benches, planters, fountains, gardens, equipment, meeting rooms, lounges, theaters, artwork, recreational facilities, and outdoor plazas.
4. The President of the College has the authority to establish/adjust sponsorship amounts as he or she considers reasonable.
5. In special circumstances where the President deems it important to inform/ consult with the Board of Trustees, discussion of the matter with the Chair will be sufficient. It is up to the discretion of the Chair whether or not to take the matter to the full Board.

### **Permanency of Names**

Where a building or part thereof has been named, a facility receives a designation that shall last the useful lifetime of the facility, unless otherwise stipulated at the time of gift acceptance.

#### **Provisions**

- a. Should a named facility be destroyed due to forces of nature or changed due to substantial renovation or construction, the College Board of Trustees reserves the right to reevaluate continued recognition of the individual whose name is associated with the building or facility. The individual, family, organization, foundation or corporation involved in the initial naming may, at the sole discretion of the President, be offered an opportunity to retain the naming before any other naming gifts are considered.
- b. When a name is to be removed from an existing facility, approval shall be sought through the same procedures as are required for naming a facility.
- c. Any legal impropriety or other act which brings dishonor to the college on the part of the donor or a corporate donor who is no longer in existence shall make the gift and naming subject to reconsideration by the College.

### **Rights and Responsibilities**

The College President, in consultation with other appropriate parties including at the President's discretion the donor, Foundation or others shall make decisions related to naming, memorial and tribute gifts, including but not limited to the following:

1. Public announcements: the right to determine content, timing, location and frequency of any announcements associated with the gift.

## **Section IV – College Relations & Development**

2. Physical markers: the right to approve the color, design, and size of any physical marker that provides information about the designee or donor and/or the nature of the gift or honor.
3. Care and maintenance: the right and responsibility to determine and carry out the exact nature of any ongoing care and maintenance of any memorial or tribute gifts or their physical markers.

### **General Provisions**

1. Naming recognition should enhance the reputation and prestige of the College and the donor.
2. The College President, upon advice and consent from the College Board, may require that a background check be performed on a donor (living or deceased) or designee based upon particular facts and circumstances. If a background check is determined to be necessary, the donor (donor's executor) or designee shall be required to sign an authorization allowing the background check.
3. The College President and/or College Board reserves the right to withdraw the privilege of name association with Randolph Community College should future particular acts and circumstances warrant.
4. It is the responsibility of individuals negotiating on behalf of the College to advise potential benefactors that their gift may be recognized by naming, subject to approvals and decisions being consistent with this policy.
5. Commitments made prior to adoption of this policy shall be honored.

### **Final Authority**

The final authority for any naming, memorial or tribute decision rests with the President acting under the delegated authority of the College Board of Trustees. The guidelines set forth in this policy statement are not to be deemed all-inclusive. The College President and/or the College Board of Trustees reserve the right to consider any and all factors regarding the privilege of name association with the program, fund, or physical aspect of Randolph Community college as particular acts and circumstances warrant.

*Adopted: 07/28/2005*

*Revised: 09/20/2012*

### Library - Overview

*To provide a description of operating policies*

Library Services, located in the R. Alton Cox Learning Resources Center (LRC), includes two major components under the supervision of the Director of Library Services: the library and the LRC Computer Lab.

Information on services and resources is available on the department's website:

<https://libguides.randolph.edu/libraryhome>

### Borrowing Privileges

All currently enrolled students, faculty and staff at RCC may borrow library materials after registering with the library. Randolph Early College High School students are considered to be RCC students. The borrowing period is three weeks. Limitations are not placed on the number of items checked out by faculty and staff. Students are limited to a total of ten (10) items checked out. RCC Students may borrow up to five (5) items from other libraries using interlibrary loan.

Community borrowers must be 16 years of age or older, present a photo ID, and be in good standing to borrow library materials. They are limited to a total of five (5) RCC Library items of which no more than two (2) can be books borrowed from other libraries. Interlibrary loan service from other North Carolina community college libraries is available; however, community borrowers wanting to borrow through OCLC are referred to their public library.

Students in good standing at other North Carolina community colleges are eligible to borrow RCC library materials due to a cooperative agreement signed by representatives of the libraries. Other college students may check out RCC library materials if a reciprocal agreement is in effect. A valid college ID and verifying photo ID is required. Checkouts per person are limited to a total of five (5) items of which no more than two (2) can be books borrowed from other libraries. Interlibrary loan service from other North Carolina community college libraries is available; however, students from other colleges wanting to borrow through OCLC are referred to their public library.

RCC Library has partnered with the State Library of North Carolina Accessible Books and Library Services to receive accessible reading materials for individuals who are blind or print disabled. The library offers these services to RCC students, faculty, and staff only. Community users who would like to access these resources will be encouraged to contact the SLNC ABLS directly and submit their own individual application for services.

RCC students, faculty, and staff who meet the following requirements will be eligible to borrow SLNC ABLS materials through RCC Library:

"Anyone who cannot use regular printed materials because of a visual, physical or print disability is eligible. This includes anyone whose visual impairment, either permanent or temporary, cannot be corrected with reading glasses. Persons with a physical disability preventing them from turning pages or holding a book are also included. In addition, certain learning disabilities may qualify." (<https://statelibrary.ncdcr.gov/>)

## **Section V – Educational Support Services**

### **Computer Use**

Access to library and lab computers is available to RCC students, faculty, staff and non-students who are 16 years of age or older. RCC students have first priority in the use of computers.

Computer users are expected to comply with Library Services and institutional policies as well as local, state, and federal legal standards. Use of library and lab computers for commercial purposes is prohibited.

Computer users are expected to respect the rights of copyright owners by adhering to the United States copyright laws, including, but not limited to, the United States Copyright Act, 17U.S.C. §§ 101 et seq.

Use of computers for displaying, printing, storing, or distributing matter that may offend others (e.g., pornographic or racist matter) is not permitted.

Library Services assumes no responsibility for misuses of software or for software errors incurred by the user nor for problems caused by computer viruses, improper use of the equipment, or loss of data due to equipment malfunctions or any other reason.

### **Confidentiality of Library Patron Records**

In accordance with the American Library Association's Code of Ethics, the RCC library strives to protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

North Carolina General Statutes defines the legal conditions for disclosing information regarding library use as follows:

- 125-19. Confidentiality of library user records
  - Disclosure. -- A library shall not disclose any library record that identifies a person as having requested or obtained specific materials, information, or services, or as otherwise having used the library, except as provided for in subsection (b).
  - Exceptions. -- Library records may be disclosed in the following instances:
    - When necessary for the reasonable operation of the library;
    - Upon written consent of the user; or
    - Pursuant to subpoena, court order, or where otherwise required by law.

### **Conduct and Safety**

Facilities and collections are intended for use by our students, faculty, staff, and residents of Randolph County. Therefore, we aim to provide an environment that is conducive to research, reading, and study. To maintain such an environment, the following policies will be enforced by Library Services staff.

### **Animals**

Only service animals are permitted in Library Services.

### **Behavior**

## **Section V – Educational Support Services**

Library Services strives to maintain a pleasant and productive environment for study and research. Engaging in any behavior that interferes with the normal use and operation of the library or LRC Computer Lab by others is prohibited. In addition, students are expected to adhere to RCC's Student Code of Conduct.

### **Cell Phones and Audio Equipment**

Cell phones must be turned off or set to vibrate while inside Library Services. Use is prohibited in all areas of the library and LRC Computer Lab.

Audio equipment or personal players must be used with headphones. The volume should be kept at a level that is not audible to others.

### **Food and Drink**

To preserve library materials, furniture, carpet, and equipment the the following rules apply to food and drink:

- Only beverages in containers with lids are allowed.
- Only small, packaged snacks are allowed. Meals and open food are prohibited.
- No food or drink is allowed near the computers or other equipment.

**Fees for Lost Materials/Cards** – Students, faculty/staff and community residents (16 years or older):

- Books: Cost of material + \$5.00 non-refundable processing fee
- Interlibrary loan materials: Lending library charge + \$2.00 non-refundable processing fee
- Library borrower's cards: \$5.00 non-refundable fee

Students are not allowed to register, graduate or receive transcripts until all overdue materials have been returned to the library and outstanding fines have been paid.

### **Minor Children**

Library Services provides an adult, unsupervised environment for the purpose of academic research and study. Minor children under the age of 16, who are not enrolled as students at RCC, must be accompanied and continuously supervised by a parent or legal guardian. The parent or legal guardian is responsible for the minor child's use of materials and services, including access to the Internet, and will be held responsible for the child's behavior, actions and any resulting damages.

### **Mutilation or Theft of Library Materials**

Mutilating library materials by marking, underlining, removing pages, removing binding, removing electronic theft devices or in any way injuring or defacing materials is in violation of State law and can be prosecuted accordingly.

North Carolina General Statutes defines the legal conditions as follows:

- 14-398. Theft or destruction of property of public libraries, museums, etc.

Any person who shall steal or unlawfully take or detain, or willfully or maliciously or wantonly write upon, cut, tear, deface, disfigure, soil, obliterate, break or destroy, or who shall sell or buy or receive,



## **Section V – Educational Support Services**

knowing the same to have been stolen, any book, document, newspaper, periodical, map, chart, picture, portrait, engraving, statue, coin, medal, apparatus, specimen, or other work of literature or object of art or curiosity deposited in a public library, gallery, museum, collection, fair or exhibition, or in any department or office of State or local government, or in a library, gallery, museum, collection, or exhibition, belonging to any incorporated college or university, or any incorporated institution devoted to educational, scientific, literary, artistic, historical or charitable purposes, shall, if the value of the property stolen, detained, sold, bought or received knowing same to have been stolen, or if the damage done by writing upon, cutting, tearing, defacing, disfiguring, soiling, obliterating, breaking or destroying any such property, shall not exceed fifty dollars (\$50.00), be guilty of a Class 1 misdemeanor. If the value of the property stolen, detained, sold or received knowing same to have been stolen, or the amount of damage done in any of the ways or manners herein above set out, shall exceed the sum of fifty dollars (\$50.00), the person committing same shall be punished as a Class H felon.

### **Overdue Fines**

Faculty, staff, students, and community users are not charged fines for overdue RCC library materials; however, they are expected to pay for all materials lost or damaged while checked out in their name.

Faculty, staff, students, and community users are responsible for the payment of fines assessed by interlibrary loan lending libraries and for materials borrowed from the State Library of North Carolina or any other agency if the materials are returned to the library after the due date.

### **Personal Possessions**

Library Services staff members are not responsible for any lost or stolen personal possessions.

### **Printing Fees**

- Photocopy machine: \$0.10 per copy (black & white)
- Computer printers: \$0.05 per copy (black & white) and \$0.20 per copy (color)

Faculty and staff may charge work-related printing to the appropriate department code.

*Adopted: 04/15/1999*

*Revised: 07/27/2000, 10/21/2004, 03/20/2017, 03/17/2022, 11/17/2022*

### **Library - Materials Collection**

*To provide a policy for developing a collection which meets the goals and objectives of the College and the mission of the library.*

### **Library Mission**

Our mission is to enhance and strengthen teaching and learning by providing quality information resources and technologies in an environment that promotes information literacy, provides exemplary customer service, and advocates the free exchange of information and ideas.

### **Philosophy**

A primary purpose of education is to help individuals develop the ability to think, to understand their own culture and viewpoints as well as other cultures and viewpoints, and to be critical in the search for values and knowledge. The freedom to read and access materials from which knowledge may be gained is critical to the development of these abilities. To this end the library endorses the policies, procedures, and published statements of the American Library Association relative to censorship, and academic and intellectual freedom.

### **Purpose**

The library seeks to provide a collection and services which support the instructional needs of the entire College. It also seeks to provide resources and services relevant to general informational needs, intellectual and professional growth, cultural development, and recreational activities of the student body, faculty, and staff.

With the College's "open door" policy, the collection serves a population of users with a wide range of abilities and degrees of maturity. The collection seeks to provide materials on varying reading levels and in diverse formats to meet the needs of the student body.

The collection of the library is maintained for students, faculty, and staff but is available to the community at large.

### **Organization of the Collection**

The collection is organized to allow for optimum access to the library's resources. To accurately describe materials, cataloging follows nationally accepted rules and guidelines. The most recent edition of the Dewey Decimal Classification (DDC) system is used to organize materials. In addition, rules and guidelines established by the Community College Libraries in North Carolina (CCLINC) consortium are followed.

### **Selection Responsibilities**

- A. Professional library staff has the responsibility for the overall development of the library collection.
- B. Faculty members are considered subject specialists and are encouraged to recommend materials which support the instructional needs of their program areas.

## **Section V – Educational Support Services**

- C. Students, as the primary library users, are encouraged to contribute to the development of the collection by suggesting additions and by identifying weaknesses in the library holdings through library surveys.
- D. Director of Library Services has the final responsibility for the development of the library collection.

### **Selection Criteria - General**

Selection of materials for the collection is a continuous process effected by changes in the curriculum and the publication of new materials. To assure development of a collection in accord with institutional goals, the following criteria have been established for evaluation of materials:

- 1. Identified need
- 2. Accuracy and objectivity
- 3. Scarcity of material available on the subject
- 4. Appearance in indexes, bibliographies, or professional journals
- 5. Appropriateness of format
- 6. Relevance to College curricula
- 7. Timeliness and/or permanence
- 8. Quality of writing
- 9. Reputation and significance of author
- 10. Reputation and standing of publisher
- 11. Intended audience
- 12. Price
- 13. Budget
- 14. Accreditation requirement
- 15. Faculty recommendation
- 16. Recommendation in a professionally recognized review source

The library does not allocate specific amounts of its budget to the individual subject areas of the collection or to specific departments of the College. This allows for the accommodation of unanticipated changes in the curricula or in patron needs.

### **Selection Criteria - Specific**

Specific guidelines, in addition to the general criteria, are required for the following types of materials:

- A. Textbooks: For the purposes of this policy, textbooks are defined as the books and other materials adopted and required to be purchased by students for use in class. Textbooks may be included in the collection if the material presented is not available elsewhere or at the request of faculty. In general, textbooks are not purchased for the library collection.
- B. Periodical Collection: Subscriptions to print periodicals (journals, magazines, and newspapers) are acquired at the recommendation of faculty or professional library staff to supplement online periodical access.
- C. Electronic Resources: Electronic resources are selected to support RCC academic programs and to supplement resources in the library's physical collection or available through NC LIVE.

## **Section V – Educational Support Services**

Electronic resources include, but are not limited to, online databases, streaming videos, and electronic books.

- D. Recreational Materials: Print and electronic leisure materials, including, but not limited to, bestselling adult fiction/non-fiction, young adult fiction/non-fiction and graphic novels, are added to the collection to support RCC reading classes and to encourage an appreciation of reading. Materials are leased or purchased to represent a variety of formats and genres with appeal to RCC students. The lease or purchase of leisure materials is not made at the expense of resources needed to support the College curriculum.

### **Gifts and Memorial/Honorarium Donations**

Gifts are accepted with the understanding that the library may dispose of them or add them to the collection at its discretion using the same criteria as purchased materials. The appraisal of gifts for tax purposes is the responsibility of the donor. A letter acknowledging the donation, but assigning no value, is sent upon request.

A monetary donation is required before a memorial or honorarium book can be purchased. Exceptions are made when the donor is an employee of or otherwise affiliated with the College. Recommendations for specific titles or subjects are accepted from the donor; however, the Director of Library Services will make the final determination. Donations of materials in memory or in honor of individuals are discouraged, but, if accepted, are evaluated according to previously stated policy.

The Vice President for Institutional Advancement is notified of the receipt of all gifts and donations.

### **Collection Maintenance**

- A. Re-evaluation is the regular and continuous process of selecting material that is no longer appropriate or is damaged for withdrawal from the library collection. The professional library staff will work with faculty to withdraw materials which are inappropriate or damaged.
- B. Materials being considered for replacement are evaluated by the Selection Criteria – General. Materials that are missing, lost, or withdrawn because of wear will not be automatically replaced.
- C. Materials removed from the collection are disposed of in adherence to the North Carolina Administrative Code: 23 NCAC 2C.0403.

### **Reconsideration of Library Materials**

Materials included in the library collection were selected in accordance with previously stated guidelines. Should any request for reconsideration be directed to the library, the following policy will be adhered to:

- A. The individual or group making the request will be required to complete a “Request for Reconsideration of Library Material” form which can be requested from the Director of Library Services.
- B. The material in question will be removed from the shelves and turned over to an ad hoc committee appointed by the President of the College. The committee will meet within five working days after receipt of the formal request for reconsideration.

## **Section V – Educational Support Services**

- C. The ad hoc committee will review and evaluate the materials in accordance with established guidelines provided by the Director or Library Services.
- D. Should the individual or group making the request for reconsideration wish to appeal the decision of the committee, the matter will be referred to the President of the College for further consideration. The final decision will reside with the President.

### **Policy Evaluation**

This policy will be evaluated as needed by the library staff.

*Adopted 08/08/2006*

*Revised 03/17/2022, 11/17/2022*

## **Section V – Educational Support Services**

added to the collection to support RCC reading classes and to encourage an appreciation of reading. Materials are leased or purchased to represent a variety of formats and genres with appeal to RCC students. The lease or purchase of leisure materials is not made at the expense of resources needed to support the College curriculum.

### **Gifts and Memorial/Honorarium Donations**

Gifts are accepted with the understanding that the library may dispose of them or add them to the collection at its discretion using the same criteria as purchased materials. The appraisal of gifts for tax purposes is the responsibility of the donor. A letter acknowledging the donation, but assigning no value, is sent upon request.

A monetary donation is required before a memorial or honorarium book can be purchased. Exceptions are made when the donor is an employee of or otherwise affiliated with the College. Recommendations for specific titles or subjects are accepted from the donor; however, the Director of Library Services will make the final determination. Donations of materials in memory or in honor of individuals are discouraged, but, if accepted, are evaluated according to previously stated policy.

The Vice President for Institutional Advancement is notified of the receipt of all gifts and donations.

### **Collection Maintenance**

- A. Re-evaluation is the regular and continuous process of selecting material that is no longer appropriate or is damaged for withdrawal from the library collection. The professional library staff will work with faculty to withdraw materials which are inappropriate or damaged.
- B. Materials being considered for replacement are evaluated by the Selection Criteria – General. Materials that are missing, lost, or withdrawn because of wear will not be automatically replaced.
- C. Materials removed from the collection are disposed of in adherence to the North Carolina Administrative Code: 23 NCAC 2C.0403.

### **Reconsideration of Library Materials**

Materials included in the library collection were selected in accordance with previously stated guidelines. Should any request for reconsideration be directed to the library, the following policy will be adhered to:

- A. The individual or group making the request will be required to complete a “Request for Reconsideration of Library Material” form which can be requested from the Director of Library Services.
- B. The material in question will be removed from the shelves and turned over to an ad hoc committee appointed by the President of the College. The committee will meet within five working days after receipt of the formal request for reconsideration.
- C. The ad hoc committee will review and evaluate the materials in accordance with established guidelines provided by the Director of Library Services.
- D. Should the individual or group making the request for reconsideration wish to appeal the decision of the committee, the matter will be referred to the President of the College for further consideration. The final decision will reside with the President.

### **Policy Evaluation**

This policy will be evaluated as needed by the library staff.

### **Library - Equipment Replacement**

*To state the policy regarding the systematic upgrading of the library's technology resources*

#### **Statement of Need**

The library provides a variety of information technology resources for RCC's students, faculty, staff, and community patrons to fulfill its mission and the mission of the institution. All users must adhere to the rules of the library as well as to the College's Acceptable Use Policy. Use of these resources is a privilege, not a right. Responsible, ethical behavior is required.

Because technology is rapidly changing, it is necessary that the library keep abreast of these changes and provide for the future needs of its patrons. This policy provides a systematic plan to address those needs within the framework of the Library Services Technology Plan.

#### **Replacement Cycle**

Recognizing that the upgrading of technology resources is essential to fulfilling its mission, the library staff will formally evaluate the library equipment as an integral part of budget planning for the upcoming fiscal year, making recommendations as needed. Informal evaluations will be conducted as necessary.

Replacement of computer and technology resources for Library Services will be included in the overall college technology plan to ensure up-to-date resources for all patrons.

*Adopted: 08/08/2006*

*Revised: 03/17/2022*

### State Authorization Policy

*To define and state the parameters of State Authorization*

The U.S. Department of Education developed Federal regulations ([34 CFR 600.9\(c\)](#)) for State Authorization to ensure colleges comply with state requirements to secure authorization to offer instruction in that state. Randolph Community College (RCC) complies with these regulations to provide distance education or correspondence courses to students that are physically located in states other than North Carolina.

RCC has been approved to participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA). As a result, RCC is authorized to offer online courses to students that are physically located in states and territories that also participate in NC-SARA.

Students who are physically located in a state or territory that does not participate in NC-SARA must have approval prior to enrollment. The Office of Admissions, Records and Registration and the Registrar for Workforce Development and Continuing Education are responsible for working with the Director of Institutional Effectiveness to ensure authorization is obtained before the applicant is allowed to enroll under this circumstance. Admission to distance education or correspondence courses is dependent on the College's ability to secure authorization from that state. If RCC has not been authorized by the state to offer distance or correspondence education, the applicant is not eligible for enrollment at the college.

Students traveling out-of-state for internships/cooperatives may require authorization from the host state under some circumstances, such as requirements by professional licensing boards or other physical presence triggers. The academic program area is responsible for working with the Director of Institutional Effectiveness to determine if authorization is required and for ensuring authorization is obtained before students are allowed to seek internships/cooperatives out-of-state.

Each area of the college is responsible for ensuring the Director of Institutional Effectiveness is informed of faculty and students that are physically located out-of-state, as well as the authorization status of that state if necessary. Data on the physical location of distance education students and internship/field experience placement will be reported annually to NC-SARA.

### Student Location Determination

Physical location of students will be determined by their address at the time of enrollment. Address changes are handled through the Office of Admissions, Records and Registration for curriculum students and by the Workforce Development and Continuing Education department for continuing education students.

For curriculum students, address verification is required prior to enrolling in classes each Fall and Spring semester through Self-Service. Students are responsible for updating address changes during a term by updating it in their Self-Service account. Address changes are monitored through the Office of Admissions, Records, and Registration.

Workforce Development and Continuing Education students disclose address and make updates prior to registering for each course. Students are responsible for notifying the Workforce Development and Continuing Education department if their address changes during a course by contacting the Workforce Development and Continuing Education department or updating their address in Self-Service. Address changes are monitored by the Registrar for Workforce Development and Continuing Education.



## **Section V – Educational Support Services**

If a student is relocating to another state while attending RCC, they should contact the program director to discuss authorization and licensure eligibility requirements prior to their relocation. In some instances, relocation may impact the student's ability to remain in the program, meet the state licensure requirements, and/or continue to receive financial aid funding.

### **Professional Licensure and Certification Disclosures**

In addition to physical location determination and authorization for enrollment to online or correspondence courses, RCC must also provide notifications for in-person and distance education programs leading to professional licensure as required by [34 CFR 668.43\(a\)\(5\)\(v\)](#) and [34 CFR 668.43\(c\)](#). Disclosure information must be provided for programs designed to meet educational requirements for a specific professional license or certification that is required for employment in an occupation or advertised as meeting such requirement. Information must be provided regarding whether completion of that program would be sufficient to meet licensure requirements in a state for that occupation.

Disclosure information, reviewed annually, will be kept on the college's website, and will provide, for each state, whether the program does meet educational requirements, does not meet educational requirements, or if we have not made a determination regarding whether the program meets educational requirements.

The Office of Admissions, Records, and Registration and the Workforce Development and Continuing Education department will be responsible for notifying students with addresses outside of North Carolina by email, prior to enrollment and financial commitment, if the program to which they have requested enrollment does not meet their state's professional licensure requirements or if it has not been determined whether or not the course meets their state's professional licensure requirements. Contact information for any applicable licensing boards will also be provided to allow the student to determine whether the program meets requirements for licensure in the state where the student is located. If, after a student has enrolled, the determination is made that the program does not meet their state's educational requirements, RCC will notify the student by email within 14 days of the determination.

*Adopted: 11/18/2021*

### Distance Education/Virtual Campus

*To describe RCC's distance education program*

Randolph Community College offers online courses as an option and convenience to students. Online delivery is a quality, convenient, and flexible alternative for students who require flexible scheduling, who are unable or choose not to travel to and from campus, who cannot fit a course into their schedule, or who learn better in an online environment, often discover that distance education courses are a good choice. Delivery method for these courses may be offered in online and hybrid formats.

Course requirements are comparable to traditional courses in content, assignments, and examinations. Each course has an assigned instructor from the appropriate department and adjunct instructors teaching distance education courses are assigned a full-time instructor as a liaison. Courses require that students meet deadlines for assignments, examinations, and other course work just as in traditional courses. Online courses carry the same number of credit hours as the equivalent courses offered through traditional methods. Likewise, distance education students are entitled to the same degree of privacy that is afforded traditional students.

To access online courses, students use a unique secure login and a password. Verifying the identity of the student accessing and participating in an online course is fundamental to the integrity of the course as well as the College. The Learning Management System (LMS), Moodle, requires students to be authenticated using their unique user name and student-managed password in order to securely log in and gain access to the online course. The LMS uses an SSL certificate to ensure all data passed between a user and the LMS is encrypted and remains private. In addition to unique and secure logins, distance education faculty are encouraged to assess students in a variety of ways, including, but not limited to, portfolios, collaborative writing assignments, and projects, which are likely to prevent an attempted falsification or misuse of identity.

Instructors of distance learning courses will require students to take at least one exam in a proctored setting. Students may take proctored exams on the main campus in the Assessment Center, Distance Education Lab, or in designated classrooms or labs, facilitated by instructors or instructional staff. Proctored exams may also be conducted at the Archdale Center in the testing lab. Students may also utilize RCC's proctoring service through a third party vendor if completing the exam online. The vendor utilizes a lockdown browser and monitoring service to prevent academic dishonesty and to ensure the identity of the students taking the exam. Students are required to present a photo ID for verification of identity before taking a proctored examination. Randolph Community College also adheres to the Family Education Rights and Privacy Act (FERPA), which further protects the privacy of traditional and online students alike.

Courses offered through distance education represent many areas in both curriculum and continuing education. Course schedules, on-campus meeting dates, and any special course requirements are listed on a student's class schedule and in each course syllabus.

Technical support and other necessary information are posted on the Online Learning section of the website located at: [www.randolph.edu](http://www.randolph.edu).

*Adopted: 02/01/2000*

*Revised: 01/20/2005, 07/17/2008, 01/15/2015, 01/16/2020, 03/17/2022*

**Copyrighted Materials**

*To state the College's policies and guidelines for copyrighted materials*

Randolph Community College expects that all faculty, staff, and students respect the rights of copyright owners by adhering to United States copyright laws, including, but not limited to, the United States Copyright Act, 17 U.S.C. §§ 101 et seq. RCC will post copyright warning notices consistent with the law on or near all copying equipment. Requests for reproduction of materials which are in violation of copyright law will be denied by the College.

The doctrine of Fair Use as set forth in the U.S. Copyright Act provides essential limitations to the exclusive rights of copyright owners. Under the Fair Use doctrine certain uses of copyrighted materials may be permissible. Courts consider four factors to determine if use constitutes "fair use": (1) purpose for which the work will be used, (2) nature of the work being used, (3) amount of the work that will be used, and (4) potential market effect of the use on the copyright holder. Only the courts can provide a definitive answer on fair use; however, there are minimal guidelines for determining if a potential use falls under the doctrine of Fair Use.

Regardless of these guidelines, it is the responsibility of the employee or student to consult the proper authorities when copyright questions arise. Any College employee or student who knowingly violates this policy does so at his own risk and assumes complete liability.

**Guidelines for Print Materials**

- I. Single Copying for Instructors - A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:
  - A. chapter from a book;
  - B. An article from a periodical or newspaper;
  - C. A short story, short essay or short poem, whether or not from a collective work;
  - D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper;
- II. Multiple Copies for Classroom Use - Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion provided that:
  - A. The copying meets the tests of brevity and spontaneity as defined below; and,
  - B. Meets the cumulative effect test as defined below; and
  - C. Each copy includes a notice of copyright;

**Definitions**

- A. Brevity
  1. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.
  2. Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words. Each of the numerical limits

## Section V – Educational Support Services

stated in (1) and (2) above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.

3. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
4. "Special Works": Certain works in poetry, prose, or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph (2) above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than 10% of the words found in the text thereof, may be reproduced.

### B. Spontaneity

1. The copying is at the instance and inspiration of the individual teacher, and
2. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

### C. Cumulative Effect

1. The copying of the material is for only one course in the school in which the copies are made.
2. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
3. There shall not be more than nine instances of such multiple copying for one course during one class term.
4. (The limitations stated in 2 and 3 above shall apply to current news periodicals and newspapers and current news sections of other periodicals.)

## III. Prohibitions as to I and II Above

The following shall be prohibited:

- A. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacements or substitution may occur whether copies of various works or excerpts there from are accumulated or reproduced and used separately.
- B. There shall be no copying of or from works intended to be consumable in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- C. Copying shall not:
  1. substitute for the purchase of books, publishers' reprints or periodicals;
  2. be directed by higher authority;
  3. be repeated with respect to the same item by the same teacher from term to term.
- D. No charge shall be made to the student beyond the actual cost of the photocopying.

## Guidelines for Unpublished Works

Copyright protections extend to a work as soon as it is fixed in tangible form. It is not necessary for a creator to add a copyright notice. According to the law "there is no fair use copying from unpublished materials." This protection extends to a diary, a student's notes, an artist's sketches, unpublished photographs, sound recordings, etc.

## Section V – Educational Support Services

### Guidelines for Audiovisual Materials

#### A. Guidelines for Off-Air Recording of Broadcast Programming for Educational Purposes

1. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a nonprofit educational institution for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. "Broadcast programs" are television programs transmitted by television stations for reception by the general public without charge.
2. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities and repeated once only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster or campus, as well as in the homes of students receiving formalized home instruction, during the first ten (10) consecutive school days in the forty-five (45) calendar day retention period. "School days" are school session days--not counting weekends, holidays, vacations, examination periods, or other scheduled interruptions--within the fortyfive (45) calendar day retention period.
3. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of request. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.
4. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.
5. After the first ten (10) consecutive school days, off-air recordings may be used up to the end of the forty-five (45) calendar day retention period only for teacher evaluation purposes, e.g., to determine whether or not to include the broadcast program in the teaching curriculum, and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization.
6. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.
7. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

#### B. Reproduction of Musical Works

1. Permissible Uses
  - a. Emergency copying to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies shall be substituted in due course.
  - b. For academic purposes other than performance, single or multiple copies of excerpts of works may be made, provided that excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement or aria, but in no case more than 10 percent of the whole work.

## **Section V – Educational Support Services**

- c. Printed copies which have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist.
- d. A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.
- e. A single copy of a sound recording (such as a tape, disc or cassettes) of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises.

### **2. Prohibitions**

- a. Copying to create or replace or substitute for anthologies, compilations or collective works.
- b. Copying of or from works intended to be "consumable" in the course of study or of teaching such as workbooks, exercises, standardized tests and answer sheets and like material.
- c. Copying for the purpose of performance, except as in 1a above.
- d. Copying for the purpose of substituting for the purchase of music, except as in 1a and 2a above.
- e. Copying without inclusion of the copyright notice which appears on the printed copy.

- C. Reproduction of Sound Recordings, Films, Slides, etc. - The doctrine of "fair use" has application to the reproduction of audiovisual materials. Excerpting small portions of the works for educational purposes would be permitted using the same guidelines as established for print materials.

### **1. Prohibitions**

- a. An audiovisual program (cassette recording, filmstrip, film, videotape, disc recording, etc.) may not be duplicated in its entirety.
- b. The format of an audiovisual program may not be changed where duplication is involved. (Ex. A disc recording may not be reproduced in cassette format.)
- c. Changes of format which result in derivative works are prohibited. (Ex. While it is usually permissible to convert a filmstrip to a slide set, it would be a violation to edit the set in such a way as to substantially change the original content.)
- d. Copies of unpublished cassette recordings may be duplicated only when it can be established that the creator has given permission for such duplication.

*Adopted: 04/15/1999*

*Revised: 05/15/2008*

## Section V – Educational Support Services

V G

### Exhibits

*To inform of the availability of exhibit space in the R. Alton Cox Learning Resources Center and how to make arrangements to display works*

The R. Alton Cox Learning Resources Center provides space for the display of individual and group work. Faculty, staff, students, community members and nonprofit organizations are encouraged to make arrangements to display their work or interests in lighted exhibit cases or on free-standing panels in the lobby of the LRC. Work may also be displayed in the library.

All displays should support the educational mission of the College and adhere to College's policies. Library Services does not assume responsibility for damage or theft of any item exhibited. All items placed on display are done so at the owner's risk.

Contact the Library Services Assistant to schedule a display.

*Adopted: 07/20/1999*

*Revised: 02/01/2000, 01/20/2005, 08/08/2006*

**Employment Process - Equal Opportunity Employment Officer**

*To describe the role of the Equal Opportunity Employment Officer*

The Director of Human Resources (The Chief Personnel Officer) serves as the Equal Opportunity Employment Officers and will monitor and review institutional compliance with federal, state, and local anti-discrimination laws.

The President will appoint an ad hoc committee to make recommendations concerning specific situations as necessary.

*Adopted: 04/15/1999*

*Revised: 10/19/2000, 05/17/2007, 07/17/2008, 09/20/2012, 02/19/2018*



**Employment Process - Hiring**

*To describe Randolph Community College's hiring policy which is designed to ensure consistency and adherence to the Equal Opportunity Employment policy*

**Hiring Authority**

The Board of Trustees authorizes the President to fill all positions at the College other than that of the President.

**Posting of Position Vacancies/Recruitment**

All permanent full-time position vacancies at the College are advertised either internally only or internally and externally through media deemed necessary by the appropriate Vice President in consultation with the appropriate supervisor overseeing the position being filled.

Any College employee who is not in a probationary status may apply for posted vacancies and be considered on the basis of his/her qualifications for the position. All applicants must meet the minimum requirements for the vacant position to be considered for employment. Filling vacancies from within the College is encouraged when such action complies with hiring procedures and policies.

**Exceptions**

Exceptions to this policy can occur upon the discretion of and approval by the President. Such exceptions will occur when the President deems it reasonable and prudent to do so and will be documented appropriately for future reference.

*Adopted: 04/15/1999*

*Revised: 10/19/2000, 10/25/2007, 07/17/2008, 09/15/2011, 03/22/2012, 07/18/2013, 02/15/2019*

### Employment Process - Definitions of Terms Used on Contract for Employment

*To clarify terms used on the contract for employment*

**Permanent:** An appointment to a permanently established position when the employee is expected to be retained in the position on a permanent basis for the duration of the contract for employment. Permanent is not to be interpreted as any time period other than that which is stated on the employment contract.

**Temporary:** An appointment for a limited term, normally not to exceed 3 to 6 months. When sufficiently justified, a longer period of time may be requested; but in no case shall the temporary employment exceed 12 consecutive months or the duration of the contract for employment. Benefits such as retirement, vacation leave, sick leave, hospitalization, are not normally a part of a temporary appointment unless specifically specified in the contract for employment. Hourly-paid employees do not receive paid holidays unless specified on contract.

**Probationary:** (Reference VI A 7) Probationary employees are “at will” and may be offered employment for any specific period of time, and may be terminated at any time.

#### **Appointments to permanent positions:**

- a. Individuals receiving appointments to permanent positions must serve a probationary period. The probationary period is an extension of the selection process and provides the time for effective adjustment of the new employee. The employee or employer can terminate the employment agreement during or at the end of the probationary period. Under these circumstances the normal length of the probationary period will be for a 6 month or less duration. The employment status is “at will” and during the probationary period the employer can terminate employment at any time.

#### **Employment contingent upon improvement:**

- a. An employee will automatically be placed on a probationary employment status for a maximum of 90 days, except for faculty who may be placed on probation for a full semester, if his/her evaluation reflects that continued employment is contingent upon improvement. The supervisor will set deadlines for improvement for the employee using the performance improvement plan and will monitor progress and meet with employee on a regular and reasonably frequent basis. At the end of the probationary period, the supervisor will recommend either that probationary status end, be extended, or that employment be terminated. The employment status is “at will” and during the probationary period the employer can terminate employment at any time.

**Full-time (regular):** 40 hours per week or whatever is required by the position. Employment in a position requiring less than 40 hours per week will not be considered full-time.

**Full-time (other):** This describes an employee that is under contract for a minimum of 9 months of the fiscal year and who work for 30 or more hours per week but less than 40 hours per week.

**Part-time:** A position for less than 30 hours per week. Part-time employees will be paid on an hourly basis.

**Teaching:** A position where the major responsibility is that of instructing students.

## **Section VI – Employment Matters**

**Non-teaching:** A position where the major responsibilities are other than teaching.

**Full-time (exempt):** Exempt employees are employees who work a minimum of 40 hours and whatever hours are required to keep current all responsibilities of the position without any compensation over 40 hours.

**Full-time (non-Exempt):** Non-exempt full-time employees are given compensation of one and half hours comp time for any additional hours worked over 40 hours.

*Adopted: 04/15/1999*

*Revised: 10/19/2000, 10/25/2001, 05/17/2007, 07/17/2008*

**Employment Process - Employee Entry Checklist/Orientation**

*To explain the purpose and importance of the Employee Entry Checklist and orientation for beginning employees*

The RCC Employee Entry Checklist has been developed to provide assistance to an employee in the process of beginning employment at Randolph Community College and is an integral part of the orientation session.

The completion of the form is imperative to beginning employees to ensure that they are familiar with the institutional policies; vacation and sick leave policies; and the retirement and insurance programs available at the College. In addition, the completion of this form ensures that accurate information is recorded concerning tax deductions, transferred leave, and home address and telephone number. Within the first three days of employment, the Director of Human Resources will make an appointment with the employee to conduct his/her orientation with the Employee Entry Checklist and initiate its completion.

*Adopted: 05/17/2007*

*Revised: 07/17/2008*

**Employment Process - Basis of Employment**

*To emphasize the basis under which the College offers employment*

Randolph Community College does not recognize tenure; thus employment is on a year-to-year basis.

Probationary employees are "at will" and may be offered employment for any specific period of time, and may be terminated at any time.

Employment may be offered on a nine, ten, eleven, or twelve-month basis to employees in permanent positions and by the hour or course to personnel in part-time positions. The President of the College will report to the Board of Trustees at each regular board meeting all appointments of permanent full-time positions. The employment agreement will be in the form of a contract for employment.

*Adopted: 04/15/1999*

*Revised: 10/19/2000, 05/17/2007, 07/17/2008*

### Employment Process - Non-tendering of a New Contract

*To specify the notice and hearing requirements applicable to the non-tendering of a new contract for permanent full-time employees*

1. At least thirty calendar days prior to the expiration of the fiscal contract year (June 30) or the expiration of the employees contract of employment, those employees who will not be tendered a new contract will be so notified by certified letter, mailed to his/her residence address on record at the College. Where there is a discontinuation or reduction in a program due to a lack of funding and the College does not have adequate notification of this lack of funding, an exception to the notification would occur. Randolph Community College is not obligated to give an employee the reasons that he/she was not offered a new contract. The Randolph Community College Employment Contract itself constitutes the only agreement of employment and it represents the entire period of employment. In no instance is automatic continuation or renewal of the contract specified or implied anywhere in any of its provisions
2. Failure to receive a new contract is not subject to a hearing procedure unless there have been claims of discriminatory actions that are prohibited by the First Amendment of the U.S. Constitution, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 by the College. The decision to non-renew an employee's contract may not be appealed to the Personnel Committee of the Board of Trustees or to the full Board of Trustees merely because the employee disagrees with the decision of the President. A thirty calendar day notice of non-tendering of a new contract is not required when the employee is on probation.
3. If Randolph Community College decides not to tender a new contract to an employee, that employee shall be notified that he/she has a right to a hearing only if he/she can provide prima facie evidence showing that the non-tendering of a new contract was a discriminatory act that violated the employee's rights under the First Amendment of the U.S. Constitution, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 by the College. If the employee has reason to believe that such a violation has occurred, he/she shall so notify the President and the Personnel Committee of the Board of Trustees in writing within ten business days of being notified that a new employment contract will not be offered, but may not appeal merely because the employee disagrees with the decision of the President. The employee shall have the burden of establishing a prima facie showing the involvement of a discriminatory act that violated the employee's rights as listed above.
4. After being notified in writing by the employee that he/she reasonably believes that his/her rights under the First Amendment of the U.S. Constitution, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 have been violated in the decision not to offer a new contract, the Personnel Committee of the Board of Trustees (hereafter, Personnel Committee) shall set a date for the employee to submit written evidence to the committee for review within ten business days after notification from the employee.
5. Within ten business days of receiving the employee's written evidence for review, the Personnel Committee shall notify the employee as to whether the evidence presented is sufficient to

## **Section VI – Employment Matters**

justify a hearing before the Personnel Committee. If the Personnel Committee does determine that the employee has a right to a hearing, then the employee shall be notified in writing by certified letter, delivered to his/her residence address on record at the College, of the specific date, time, and place of the hearing, that date being as soon as practically possible, but no more than thirty business days from the official date of the notification of his/her having a right to be heard by the Personnel Committee.

6. The hearing shall be before the Personnel Committee. The employee shall have the right to present witnesses and evidence, to cross-examine witnesses and to be represented by counsel. Again, the employee shall have the burden of establishing a prima facie showing that his or her rights under the First Amendment of the U.S. Constitution, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 have been violated in the decision not to tender a new contract.
7. If, in the Committee's opinion, the employee fails to establish a prima facie case, the hearing shall be terminated. If the Committee determines that the employee has established a prima facie case, the hearing shall be adjourned for a period of no more than fifteen business days, with the Committee specifying at the adjournment the date on which the hearing shall resume.
8. When the hearing resumes, the President, his counsel, or delegate, shall have the burden of satisfying the Personnel Committee that the decision not to tender a new contract did not violate the employee's rights under the First Amendment of the U.S. Constitution, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 by the College. The President, his counsel, or delegate, shall be entitled to present witnesses and evidence and cross-examine witnesses. At the conclusion of the President's evidence, the employee shall be given an opportunity to dispute the President's evidence.
9. Within ten business days of the termination of the hearing, the Personnel Committee shall make a ruling on whether the College violated the employee's rights under the First Amendment of the U.S. Constitution, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, and will notify the employee of its decision in writing. The Personnel Committee will not render a separate decision on the non-tendering of a new contract itself, but rather will determine whether the College violated the employee's rights under the First Amendment of the U.S. Constitution, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.
10. If the Personnel Committee rules against the employee, the employee may appeal the ruling to the full Board of Trustees. The appeal request must be in writing and should include all materials presented in evidence before the Personnel Committee. At a time designated by the Board Chairman, the Board of Trustees shall meet in closed session to review the matter and determine whether to grant an appeal hearing to the employee. The employee will be notified in writing within ten business days as to the decision of the Board of Trustees on whether to grant an appeal hearing. If an appeal hearing is granted by the Board of Trustees, then notification to the employee and conduct of the hearing shall be in the same manner as for the hearing before the Personnel Committee. The Board of Trustees will not render a separate decision on the non-tendering of a new contract itself, but rather will determine whether the

## **Section VI – Employment Matters**

employee has received a fair hearing from the Personnel Committee in accordance with the Non-Tendering of a New Contract hearing procedures (2-9, above) and whether there has been a violation of the employee's rights under the First Amendment of the U.S. Constitution, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 by the College. The decision of the Board of Trustees shall be final.

### **Definition of Terms**

1. Financial Exigency - A significant decline in the financial resources of the institution that is brought about by decline in institutional enrollment or by other action or events that compel a reduction in the institution's current operations budget.
2. First Amendment - The First Amendment to the U.S. Constitution guarantees the following rights to U.S. Citizens: freedom of speech, religion, press, assembly, and to petition the government.
3. Prima Facie - A fact that will be considered to be true unless disproved by contrary evidence; for example: A prima facie case is a case that will win unless the other side comes forward with evidence to dispute it.
4. Business Days – Full/normal operating schedule excluding weekends (Sat./Sun.) and holidays.
5. Title VI of the Civil Rights Act of 1954 – Prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.
6. Title VII of the Civil Rights Act of 1964 – Prohibits employment discrimination based on race, color, religion, sex and national origin.
7. Title IX of the Education Amendments of 1972 – No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.
8. Section 504 of the Rehabilitation Act of 1973 – Section 504 forbids organizations and employers from excluding or denying individuals with disabilities an equal opportunity to receive program benefits and services. It defines the rights of individuals with disabilities to participate in, and have access to, program benefits and services.
9. Americans with Disabilities Act of 1990 – Prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities.

Note: This policy does not apply when the employee is on probation. When the employee is on probation follow VI A5 & VI A.

*Adopted: 04/15/1999*

*Revised: 10/19/2000, 04/18/2002, 10/21/2004, 01/20/2005, 05/17/2007, 07/17/2008, 07/16/2009*



### **Employment Process - Employee Separation: Employee Exit Checklist & Exit Interview**

*To state the College's policy regarding the employment separation process*

#### **Policy Statement**

To facilitate the separation process and to gather diagnostic and strategic information, ascertain reasons for turnover, identify training and development needs, and to provide a platform for employees to raise personally important issues, it is the policy of the College to implement an exit check list procedure and to conduct an exit interview with employees terminating employment with the College.

#### **Procedure: Employee Exit Checklist**

The [Employee Exit Checklist](#) has been developed to provide assistance to an employee in the process of terminating employment at Randolph Community College.

An employee terminating employment at Randolph Community College will not be issued a final paycheck until the exit checklist is completed and submitted to the Vice President of Administrative Services for final approval. The completion of the designated signatures on this form will verify that the employee has been officially released of responsibilities in each area. In addition, the completion of this form ensures that accurate information is recorded concerning forwarding address, insurance programs, retirement, and vacation and sick leave. Upon receiving a letter of resignation or retirement, the Human Resources Office will send the employee the Employee Exit Checklist and inquire about the employee's desire for an exit interview. Employees may also print the form from the forms section of the handbook.

#### **Procedure: Exit Interview**

The exit interview shall be conducted by the President or either his/her qualified internal designee or his/her qualified external third party designee prior to or on the last day worked. The interview shall be voluntary.

*Adopted: 04/15/1999*

*Revised: 07/19/2007, 09/20/2012*

## **Section VI – Employment Matters**

**VI A 10**

### **Employment Process - Release from Contract**

*To detail the College's expectation of notice from an employee desiring release from contract*

The College enters into the Contract for Employment with the intent to fulfill all of its conditions. An employee desiring release from contract should notify the President of the College in writing at least 30 calendar days prior to the effective date of his/her request for release. The President, at his discretion, may accept a resignation effective immediately when deemed it is in the best interest of the College.

*Adopted: 04/15/1999*

*Revised: 09/19/2013*

### Employment Process - Employment of Relatives

*To state the College's policy regarding employment of relatives*

It is the policy of Randolph Community College that present and prospective employees shall be evaluated on the basis of individual merit, without respect to race, color, religion, gender, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, political affiliation, status as a covered veteran, or any other group legally protected in accordance with applicable federal, state and local laws, or any other factors not involving professional qualifications and performance. In accordance with the policy principle, the following restrictions are adopted to avoid the possibility of favoritism based on family relationships for all employees of the College:

1. The College shall not employ two or more persons concurrently who are closely related by blood or marriage in positions which would result in one person of such family relationship supervising another closely related person or having a substantial influence over employment salary or wages, or other management or personnel actions pertaining to the close relative.
2. "Closely related" is defined to mean mother, father, brother, sister, son, daughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandmother, grandfather, grandson, granddaughter, uncle, aunt, nephew, niece, husband, wife, first cousin, step-parent, step-child, step-brother, step-sister, guardian or ward.
3. With respect to the concurrent service of closely related persons within the same academic department or other comparable college subdivision of employment, neither relative shall be permitted, either individually or as a member of a committee, to participate in the evaluation of the other relative.

*Adopted: 04/15/1999*

*Revised: 09/19/2013*

### **Employment Process - Employment of Temporary Personnel/Adjunct Faculty**

*To state the procedures for hiring temporary personnel which includes part-time (adjunct) faculty*

There are separate processes for the employment of temporary staff and the employment of part-time (adjunct) faculty, and both processes are different from that followed in hiring full-time staff and faculty.

#### **Temporary Staff**

Temporary staff personnel is hired by the position's supervisor and a Form 10 is generated. This form must be approved by the supervisor, the Vice President of the Division, and the Vice President of Administrative Services prior to hiring.

#### **Adjunct Faculty**

When adjunct faculty vacancies occur in the Instructional Services Division, the Associate Dean, or Department Head initiate the hiring process. The Vice President for Instructional Services has the final authority in the hiring process. However, the supervisor generates the employment contract.

If the Department Head, Associate Dean, and Vice President for Instructional Services agree that it is necessary to advertise for suitable candidates, one of the three will contact the Director of Human Resources to request an advertisement be placed for the position. Employment of part-time (adjunct) faculty is on a semester-by-semester basis.

*Adopted: 04/15/1999*

*Revised: 05/17/2007, 07/15/2010*

**Employment Process - Reference of a Former Employee**

*To describe the procedure for handling former employee reference requests*

It will be the policy of the College with regard to a former employee to confirm the person's name while employed, dates of employment, and position(s) held. All employee references should be given by the Human Resources Office with the assistance of payroll only.

*Adopted: 04/15/1999*

*Revised: 07/19/2007*

### Employment Process - Reduction in Force

*To state Randolph Community College's policy regarding Reduction in Force (RIF)*

In the event of a shortage of funds or work, the abolishment of a program or position, or other material changes within the organization, Randolph Community College may find it necessary to separate an employee. Retention of employees will be based upon a thorough evaluation by senior management of specific programs, the need for particular positions, and the relative value of specific positions that allow the College to provide the highest level of service possible with a reduced work force.

The College's guidelines for reduction in force shall include at a minimum the following criteria:

1. Determination of the number of positions which must be eliminated to operate within the funding available.
2. The feasibility of eliminating entire programs or parts of programs.
3. Identification of areas where the number of positions must be reduced or eliminated.
4. Identification of the classification of positions to be eliminated to determine whether personnel can be interchanged with other work units.
5. Exploration of measures which would avoid the involuntary separation of employees.
6. Evaluation of employees subject to reduction in force by using the following criteria, where possible, and others where appropriate:
  - Needs of the College to deliver services
  - Relative skills, knowledge, productivity, and value of employees to the operation.

### Notification Requirements

The College will notify the employee in writing of impending separation as soon as possible and in any case not less than 30 calendar days prior to the effective date of separation. (Reference VI A 8)

However, where there is a discontinuation or reduction in a program due to a lack of funding and the College does not have adequate notification of this lack of funding, an exception to the notification would occur. Notification can be made through either a hand delivered notice or through certified mail-return receipt requested. The notification shall include: a) the date of separation, b) the reasons for the reduction in force and c) an explanation of benefits.

### Reduction in Force Rights

Employees who have received official written notification of separation due to reduction in force are eligible for priority reemployment consideration for twelve months from the date of the official notification. All permanent full-time employees are eligible for this reemployment consideration. Probationary and temporary part-time employees are not eligible.

As a RIF employee, the individual would have priority reemployment rights to the same type position, salary grade, and salary held at the time of official written notification. In addition, RIF employees have priority over all applicants who are not Randolph Community College employees. RIF employees will receive equal consideration with applicants who are existing Randolph Community College employees. RIF employees must complete a Randolph Community College application for any vacant position for which they desire to apply. All RIF applicants who apply for positions with a salary grade below or equal

## **Section VI – Employment Matters**

to their salary grade when officially notified of the reduction in force separation will be given an interview provided they complete the Randolph Community College application, meet the minimum requirements of the position, and are capable of performing the job in a reasonable length of time including the normal orientation and training given any new employee. If the RIF employee meets these conditions, he/she will be offered the vacant position prior to employing anyone who is not a current RCC employee.

A RIF employee who accepts a position at the same or lower salary grade shall be paid at the same salary as that paid at the time of notification of separation by reduction in force unless the salary exceeds the maximum of the position to which the employee is transferring. Priority reemployment rights shall continue to exist for any RIF employee who accepts a position at a salary grade lower than the grade of the position held when officially notified of the reduction in force. Priority reemployment rights would cease immediately for any employee placed on a probationary status for disciplinary reasons.

RIF employees who are transferred to different positions may be placed on a six-month probationary status if the new position held is not the same position as previously held.

Any RIF employee who declines an interview or job offer that is equal or higher than their salary grade and salary rate held at the time of the official reduction in force notification will forfeit their priority reemployment rights.

### **Benefits**

The official reduction in force notification letter will contain a complete description of all benefits afforded to employees who are to be separated.

*Adopted: 01/16/2003*

*Revised: 07/17/2008, 07/16/2009*

### Employment Process - Criminal Background Checks

*To state College's policy and procedure regarding employee criminal background and credit checks*

#### Policy Statement

Randolph Community College recognizes its responsibility to provide the safest possible environment for students, visitors, faculty, staff, and physical resources. Effective January 1, 2013, Randolph Community College will conduct criminal background checks on all final candidates for employment once an offer of full-time and part-time employment has been made and accepted, with the exception of tutors because of the temporary nature of their assignments.

#### Procedure

Prior to conducting the criminal background check, the Chief Personnel Officer or his/her designee will obtain the signed, written consent form from the potential employee and forward to the Human Resources Office. The refusal to consent to a criminal records check will result in the applicant not being offered employment, or if a conditional offer has been made, the offer will be withdrawn, or the employee's employment will be terminated, as applicable.

If a person omits information or gives false information concerning his or her criminal history on his or her employment application, background check form, resume, or any other required or submitted application-related document, that person may not be offered employment. If the person has been hired or offered employment conditioned on the results of a criminal history check, the person will be subject to disciplinary action up to and including dismissal or the offer of employment will be withdrawn, as applicable.

The results of criminal convictions will be considered in hiring, discipline, dismissal, and other personnel decisions. If an applicant's or employee's criminal history or the resulting additional background check indicates that the person poses a threat to the physical safety of students or personnel or that the person has demonstrated that he or she does not have sufficient integrity, honesty, ethics, or other traits to fulfill his or her duties as a College employee, then the person's offer of employment will be withdrawn or the person's employment will be terminated. All newly-hired employees may be employed conditionally pending the review of the criminal records check and any resulting additional background investigation.

If an employee is charged with a felony or misdemeanor other than a minor traffic violation, he or she shall notify the College President or the President's Executive Assistant within two working days of the time he or she is released after being charged with the offense. Failure to do so may result in the employee's immediate dismissal.

The College will require an applicant to agree to credit checks for positions which have access to cash, checks, credit card transactions, or bank account information. A credit check will be required for all Senior Leadership Team members. When RCC collects credit information, such checks will be consistent with the guidelines set forth by the federal Fair Credit Reporting Act (FCRA). The Act requires organizations to obtain a candidate's written authorization before obtaining a credit report. When applying for such a position, the refusal to consent to a credit check will result in the applicant not being offered employment, or if a conditional offer has been made, the offer will be withdrawn or the employee's employment will be terminated, as applicable.



## **Section VI – Employment Matters**

Randolph Community College also requires criminal background checks (state and national) and Office of the Inspector General reviews on current employees in health sciences programs or any other academic program area when necessary to comply with specific terms of partnering agency agreements.

*Adopted: 10/13/2005*

*Revised: 07/17/2008, 09/17/2009, 11/19/2009, 11/15/2012*

**Employment Process - Reasonable Accommodation Policy**

*To state the College's policy on disability accommodation*

Randolph Community College is committed to full compliance with the Americans with Disabilities Act of 1990 (ADA) and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and ensuring equal opportunity employment and reasonable accommodations for qualified persons with disabilities.

*Adopted: 07/17/2008*

*Revised: 09/20/2012*

**Employment Process - Immigration Law Compliance**

*To state the College's policy on immigration law compliance*

Randolph Community College is committed to employing only United States Citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the College within the past three years, or if their previous I-9 is no longer retained or valid.

*Adopted: 07/17/2008*

**Employment Process - Health Insurance Portability and Accountability/Compliance (HIPAA)**

*To state the College's policy regarding HIPAA requirements*

Randolph Community College is not a covered entity as defined by HIPAA; however, we do maintain health care and related plans that are subject to HIPAA requirements. Thus, RCC has made the decision that HIPAA privacy and security provisions will apply to protected health information (PHI) maintained by RCC.

HIPAA regulations will be followed in administrative activities undertaken by assigned personnel when they involve PHI in any of the following circumstances: health information privacy, health information security and health information electronic transmission.

RCC will consider any breaches in privacy and confidentiality of handling of PHI to be serious and disciplinary action will be taken in accordance with our policies.

*Adopted: 07/17/2008*

### Employment Process - Veterans Preference

*To describe the College's policy for Veterans preference*

In our hiring decisions Randolph Community College will provide an employment preference for veterans, and their spouses, or surviving spouses, or dependents, as defined in G.S. 128-15 and per the NC Administrative Code. Per G.S. 128-15, "It shall be the policy of the State of North Carolina that, in appreciation for their service to this State and this country during a period of war, and in recognition of the time and advantage lost toward the pursuit of a civilian career, veterans shall be granted preference in employment with every State department, agency, and institution."

For all otherwise qualified applicants for positions with Randolph Community College, a preference shall be awarded to all eligible veterans who are citizens of the State and who served the State or the United States honorably in either the army, navy, marine corps, nurses' corps, air corps, air force, coast guard, or any of the armed services during a period of war. This preference applies to initial employment with Randolph Community College and extends to other employment events including subsequent hiring, promotion, reassignment, and lateral transfer.

#### Definition of Terms

1. Veteran - A person who served in the Armed Forces of the United States on active duty, for reasons other than training, and has been discharged under other than dishonorable conditions.
2. Eligible veteran:
  - a. A veteran who served during a period of war; or
  - b. The spouse of a disabled veteran; or
  - c. The surviving spouse or dependent of a veteran who dies on active duty during a period of war either directly or indirectly as the result of such service; or
  - d. A veteran who suffered a disabling injury for service related reasons during peacetime; or
  - e. The spouse of a veteran described in subdivision d. of this subsection; or
  - f. The surviving spouse or dependent of a person who served in the Armed Forces of the United States on active duty, for reasons other than training, who dies for service related reasons during peacetime.

*Adopted: 07/17/2008*

**Employment Process - Personnel File**

*To state the College's personnel file policy*

Under the jurisdiction of the board of trustees, the College shall maintain a record of each of its employees, showing the following information with respect to each employee: name, age, date of original employment or appointment, current position, title, current salary, date and amount of most recent increase or decrease in salary, date of most recent promotion, demotion, transfer, suspension, separation, or other change in position classification, and the office to which the employee is currently assigned (Statute 115D-28).

All information contained in a personnel file, except as otherwise provided in Article 2A of Chapter 115D of the NC General Statutes, is confidential and shall not be open for inspection and examination except to the following persons:

1. Employee, applicant for employment, former employee, or his properly authorized agent;
2. President and other supervisory personnel
3. Members of the board of trustees and the board's attorney
4. Party by authority of a subpoena or proper court order may inspect and examine a particular confidential portion of an employee's personnel file; an
5. An official of an agency of the federal government, State government or any political subdivision thereof.

For complete details on access to information in personnel files, please refer to Statute 115D-29.

*Adopted: 07/17/2008*

## Section VI – Employment Matters

### VI B 1

#### **Employee Conduct - Conflict of Interest**

*To identify the general statute on conflict of interest to which all trustees and employees must adhere*

All local trustees and employees of community colleges covered under Chapter 115D-26 must adhere to the conflict of interest provisions found in G.S. 14-234 and G.S. 133-32.

*Adopted: 04/15/1999*

*Revised: 07/18/2002*

#### **Employee Conduct - Secondary Employment**

*To state the College's policy on other business interests and additional employment of full-time employees and to implement 23 NCAC 02C0210*

#### **Policy Statement**

It is the policy of Randolph Community College that primary employment responsibilities for permanent full-time employees are to the College. Any other employment in which an employee engages, including any part-time or adjunct college contract not included in a full-time employee's job responsibilities, is considered secondary.

Secondary employment shall not be permitted when it would (1) create either directly or indirectly a conflict of interest with the primary employment or (2) impair in any way the employee's ability to perform all expected duties during the employee's normally assigned working hours, to make decisions and carry out in an objective fashion the responsibilities of the employee's position at the College.

Therefore, the Randolph Community College Board of Trustees shall approve or disapprove any secondary employment of the President. Further, the President, or the President's designee, shall approve or disapprove any secondary employment of any permanent full-time employee prior to that employee engaging in the secondary employment.

#### **Procedure**

As a means of documenting that secondary employment does not have an adverse effect on the primary employment and does not create a conflict of interest, employees must seek approval for secondary employment prior to engaging in secondary employment. Approval of secondary employment may be withdrawn at any time if it is determined that secondary employment has an adverse impact on primary employment.

1. The employee shall complete and submit a [Request for Secondary Employment](#) form to their immediate supervisor for all secondary employment, which must also be approved by the President.
2. If secondary employment is for a teaching position it shall be updated each semester.

*Adopted: 04/15/1999*

*Revised: 04/21/2005, 07/17/2008*



### **Employee Conduct - Grievance and Due Process**

*To state the College's policy regarding the resolution of employee grievances alleging action prohibited by law*

#### **Policy Statement**

Randolph Community College recognizes that employees have the right to prompt and equitable resolution of employee complaints. Therefore, it is the policy of Randolph Community College that the College provide a structured grievance and due process mechanism with the goal of resolving employee complaints at the lowest level of the supervisory chain. These complaints can include, but are not necessarily limited to, alleged violations of the First Amendment of the U.S. Constitution, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and conditions of the work environment.

#### **Procedure**

##### *Internal Process*

The grievant will initially make his/her immediate supervisor aware of the grievance within 15 business days of the event or condition that is the basis for the grievance. If the grievance is against the immediate supervisor, the grievance may be taken to the next appropriate supervisor. If both are involved, continue moving to the next appropriate supervisor. If the grievance cannot be discussed with the appropriate level, the reason it cannot be discussed at the appropriate level should be part of the grievance. If the grievance is not resolved at the supervisor level within 15 business days after the supervisor has been officially notified of the grievance, the grievant will request in writing a hearing of the grievance at the next level in the College's organizational structure. This procedure will be followed in 15 business day increments until the grievance is resolved or the President of the College has acted as the College's final administrative authority in resolution of the grievance. Decisions at each level of the College's organization structure must be submitted to the grievant in writing.

Neither the grievant nor the supervisor/member of the administration shall have legal representation present during any internal grievance hearing. The Chief Personnel Officer or his/her impartial designee shall be present to insure fairness and civility in all internal grievance hearings.

##### *Hearing Process*

If the grievance has not been resolved at the final step in the College's organizational structure (the President), the grievant may appeal to the Personnel Committee of the Board of Trustees only if there has been violation of policy in the conduct of the College grievance procedure or because of actions that are prohibited by the First Amendment of the U.S. Constitution, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, but not merely because the grievant disagrees with the decision of the President.

Within 30 days of the receipt of the President's written decision, the grievant will contact the President and the Personnel Committee of the Board of Trustees in writing, requesting a hearing before the Personnel Committee of the Board of Trustees relative to the grievance. All written evidence for review must be included with the request for a hearing, including the specific violation of policy and/or the

## **Section VI – Employment Matters**

specific violation of the First Amendment of the U.S. Constitution, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 that occurred during the grievance process.

Within ten business days of receiving the employee's written evidence for review, the Personnel Committee shall notify the employee, in writing by certified letter, delivered to his/her residence address on record at the College, as to whether the evidence presented is sufficient to justify a hearing before the Personnel Committee and the specific date, time and place of the hearing. The hearing date will be no more than 30 business days from the original date of the notification by the Personnel Committee of his/her right to be heard by the committee.

The hearing shall be before the Personnel Committee. The employee shall have the right to present witnesses and evidence, to cross-examine witnesses and to be represented by counsel. Again, the employee shall have the burden of showing how a College policy has been specifically violated in the conduct of the grievance procedure and/or establishing a prima facie showing of action which is prohibited by the First Amendment of the U.S. Constitution, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If, in the Committee's opinion, the employee fails to establish a prima facie case, the hearing shall be terminated. If the Committee determines that the employee has established a prima facie case, the hearing shall be adjourned for a period of not more than fifteen business days, with the Committee specifying at the adjournment the date on which the hearing shall resume.

When the hearing resumes, the President, his/her counsel, or delegate, shall have the burden of going forward with the evidence and satisfying the Personnel Committee that the action taken did not violate the rights of the employee as protected by the First Amendment of the U.S. Constitution, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The President, his/her counsel, or delegate, shall be entitled to present witnesses and evidence and cross-examine witnesses. At the conclusion of the President's evidence, the employee shall be given an opportunity to dispute the President's evidence.

The Personnel Committee will not render a separate decision on the original grievance itself, but rather will determine whether the grievant has received a fair hearing in accordance with the College grievance procedure and whether the action taken violated the rights of the employee as protected by the First Amendment of the U.S. Constitution, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Personnel Committee shall notify the employee of its decision in writing within ten business days of the termination of the hearing.

If the Personnel Committee rules against the employee, the employee may appeal the ruling to the full Board of Trustees. The appeal request must be in writing and should include all materials presented in evidence before the Personnel Committee. At a time designated by the Board Chairman, the full Board of Trustees shall meet in executive session to review the matter and determine whether to grant an appeal hearing to the employee. The employee will be notified in writing as to the decision of the Board of Trustees on whether to grant an appeal hearing. If an appeal hearing is granted by the full Board of Trustees, then notification to the employee and conduct of the hearing shall be in the same manner as for the hearing before the Personnel Committee. The Board of Trustees will not render a separate decision on the original grievance itself, but rather will determine whether the grievant has received a fair hearing in accordance with the College grievance procedure and whether the action taken violated

## **Section VI – Employment Matters**

the rights of the employee as protected by the First Amendment of the U.S. Constitution, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The decision of the Board of Trustees shall be final.

### **Definition of Terms**

1. Prima Facie – A fact that will be considered to be true unless disproved by contrary evidence; for example: A prima facie case is a case that will win unless the other side comes forward with evidence to dispute it.
2. Business Days – Full/normal operating schedule excluding weekends (Sat./Sun.) and holidays.
3. Title VI of the Civil Rights Act of 1954 – Prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.
4. Title VII of the Civil Rights Act of 1964 – Prohibits employment discrimination based on race, color, religion, sex and national origin.
5. Title IX of the Education Amendments of 1972 – No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.
6. Section 504 of the Rehabilitation Act of 1973 – Section 504 forbids organizations and employers from excluding or denying individuals with disabilities an equal opportunity to receive program benefits and services. It defines the rights of individuals with disabilities to participate in, and have access to, program benefits and services.
7. Americans with Disabilities Act of 1990 – Prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities.

*Adopted: 04/15/1999*

*Revised: 10/19/2000, 07/19/2000, 07/19/2001, 07/17/2003, 10/13/2005, 03/16/2007, 07/17/2008*

**Employee Conduct - Disciplinary Policy**

*To state the College's disciplinary policy*

There are three types of disciplinary procedures for performance issues:

**1. Unsatisfactory Performance Review**

Following an annual evaluation or a 6 month review that determines “employment is contingent upon improvement,” the employee will automatically be placed on a probationary employment status for a maximum of 90 days. The supervisor will set deadlines for improvement for the employee using the performance improvement plan and will monitor the progress in writing and meet with employee on a regular and reasonably frequent basis. At the end of the probationary period, the supervisor will recommend either that probationary status end, be extended, or that employment be terminated. The employment status is “at will” and during the probationary period the employer can terminate employment at any time. Also refer to [Policy VI A5](#).

**2. For Performance Issues During a Contract Period**

During a contract period depending on the severity of the performance issue a supervisor has the options:

- a. To give a documented verbal warning at any time and provide professional development activities to improve performance. This does not constitute probation.
- b. To give a written warning that does not constitute probation. IF improvement isn't sufficient, the next step is to place the employee on probation.
- c. To place the employee on probation along with a performance improvement plan. During the probationary period the employment status is “at will” and the employer can terminate the employment at any time.

**3. Dismissal**

- a. Permissible reasons for immediate dismissal are located in [Policy VI B 5](#).
- b. Non-tendering of a new contract with or without cause-located in [Policy VI A8](#).

*Adopted: 07/17/2008*

### Employee Conduct - Permissible Reasons for Dismissal

*To detail the reasons for which an employee may be dismissed at any time with or without a probationary period*

Dismissal of an employee may occur for the following reasons:

1. Failure to competently perform the duties of the position for which he/she was employed.
2. Failure to serve in capacities complementary to his/her related position, such as student advisor, committee member, and other similar duties.
3. Conviction of a crime involving moral turpitude or a felony. (An employee may be suspended if charged with a felony or a crime involving moral turpitude.) If an employee is charged with a felony or misdemeanor other than a minor traffic violation, he or she shall notify the College President or the President's Executive Assistant within two working days of the time he or she is released after being charged with the offense. Failure to do so may result in the employee's immediate dismissal.
4. Failure to demonstrate progress in professional performance within a reasonable time, if such progress has been requested in a contract evaluation, terms or conditions of probation, and/or Performance Improvement Plan.
5. Insubordination (a direct refusal to perform assigned work or follow an order) or failure to cooperate with other members of the faculty and staff to the extent that, in the opinion of the President, dissension interrupts the orderly performance of duties (including gross negligence of safety rules and violations as determined by OSHA).
6. Violation of Civility in the Workplace Policy- Section VI B 11 of the handbook.
7. Failure to comply with rules, regulations, and policies of the State Board of Community Colleges, the Board of Trustees, or lawful directions of the President or other outside agencies with whom the College partners in educational activities.
8. Falsification of documents.

### Other Reasons for Termination of Employment

The employment of any Randolph Community College employee may be terminated by the President because of:

1. Bona fide institutional financial exigency, or
2. Major curtailment or elimination of a teaching position or a program. The determination of whether a condition of financial exigency exists or whether there shall be a major curtailment or elimination of a teaching or a public service program shall be made by the President.
3. The lists of reasons for dismissal are not all inclusive. RCC reserves the right to accelerate or amend this list as specific infractions occur that affect the safe and efficient operation of the College.

## **Section VI – Employment Matters**

Please refer to policy VI A 5 and VI A 7 for additional information on disciplinary action and basis of employment.

*Adopted: 04/15/1999*

*Revised: 10/19/2000, 04/15/2004, 03/16/2007, 07/17/2008, 11/15/2012*

### **Employee Conduct - Due Process Requirements for Dismissal**

*To state the due process procedures for dismissal of an employee within a contract period, for those employees that are not on probation or at will*

**Pre-dismissal Meeting** - The meeting will be scheduled by the appropriate Vice President who has reason to believe that an employee is subject to one or more of the permissible reasons for dismissal. The meeting will include as a minimum: (1) written notice of the charges against the employee; (2) an explanation of the evidence; and (3) an opportunity for the employee to present his/her side of the story. To ensure fairness to all employees, the Chief Personnel Officer or his/her designee will be present at the meeting. Following the meeting, the President and Vice President will consider whether the employee's responses warrant a different action than dismissal. After the meeting, the appropriate Vice President will inform the employee of the decision. If the employee would like to meet with the President, they must request the meeting within two business days of the dismissal.

**Post Dismissal Due Process** - If an employee is dismissed prior to the expiration of his/her contract, he/she may within ten business days request a hearing before the Personnel Committee of the Board of Trustees only if he/she can provide prima facie evidence showing that the action taken violated the rights of the employee as protected by the First Amendment of the U.S. Constitution, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, or violation of a college policy, but not merely because the grievant disagrees with the decision of the President. Thereupon, the procedures outlined under Non-Tendering of a New Contract, policy VI A 8, shall be followed.

*Adopted: 04/15/1999*

*Revised: 10/19/2000, 07/17/2008, 03/22/2012*

**Employee Conduct - Political Activity of All Employees (With the Exception of the President)**

*To state the policy of the College as to political activities of employees, except the President*

Randolph Community College recognizes the rights and obligations of citizenship provided in the Constitution and laws of North Carolina and the United States, including the right to run for and hold a political office.

The following policy restrictions apply to any employee of the College, except to the president:

1. Any employee who decides to run for a public office (partisan or nonpartisan) shall notify the Board of Trustees through the President of his/her intention to run and certify that he/she will not campaign or otherwise engage in political activities during his/her regular work hours or involve the College in his/her political activities.
2. Any employee, who is elected to a part-time public office, shall certify through the President to the Board of Trustees that his/her office will not interfere with his/her carrying out the duties of his/her position with the College, or request leave to carry out these duties.
3. Any employee, who is elected or appointed to a full-time office, including but not limited to the General Assembly, shall be required to take a leave of absence without pay upon assuming that office. The length of the leave of absence shall be determined by the local Board of Trustees.
4. Any employee who becomes a candidate for public office shall be prohibited from soliciting support during his/her regular work hours. The employee in question is prohibited from soliciting support on College property unless otherwise authorized by the local Board of Trustees.
5. No employee shall involve the College in political activities.

*Adopted: 06/29/1989*

*Revised: 07/17/2008*



**Employee Conduct - Standards of Dress and Personal Appearance**

*To state the College's expectation of professional appearance by employees*

Employees of Randolph Community College are professional personnel. Therefore, it is important that employees present professionalism in their dress and appearance. Employees should make every effort to dress appropriately for the activities required by the job while striving to represent themselves and the College positively. If your supervisor feels that your personal appearance is inappropriate, you may be asked to leave work and return appropriately dressed for your position. Failure to comply can result in disciplinary action. See your supervisor if you have questions concerning appropriate dress and appearance.

*Adopted: 04/15/1999*

*Revised: 07/17/2008*

### Employee Conduct – Unlawful Discrimination and Harassment

*To state the College's policies regarding unlawful discrimination and harassment.*

#### **NONDISCRIMINATION POLICY STATEMENT**

Randolph Community College does not discriminate on the basis of sex and prohibits sex discrimination in any Education Program or Activity that it operates, as required by Title IX, including in admission and employment. Sex discrimination is based on sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

Randolph Community College is committed to maintaining and strengthening an inclusive, safe and welcoming learning environment free from discrimination, harassment and related misconduct for all members of the College community. Pursuant to applicable federal, state and local laws and in accordance with its policy, the College prohibits unlawful discrimination and harassment on the basis of an individual's age, race, religion, color, national origin, sex, sex stereotypes, sex characteristics, sexual orientation, gender, gender identity or expression, pregnancy or related conditions, disability, genetic information, political affiliation, veteran status, or other protected status.

Title IX is a comprehensive federal law, grounded in Title IX of the Education Amendments of 1972, that prohibits discrimination on the basis of sex in any federally funded education program or activity. Under Title IX, discrimination on the basis of sex includes quid pro quo harassment; sexual harassment; and sexual assault, stalking, dating or domestic violence (collectively referred to as "sexual harassment"). Such acts violate the essential dignity of our community and are contrary to our institutional values.

This policy and associated procedures protect students, employees, and community members from unlawful discrimination and harassment, including sexual harassment. The College's Title IX Coordinators oversee and handle such complaints.

- **Student Related Incidents (Title IX Coordinator)**  
Assistant Director of Student Success  
Student Services/Welcome Center  
336-633-0246
- **Employee and Third-Party Related Incidents (Title IX Coordinator)**  
Director of Human Resources  
Administration/Education Building  
336-633-0256

All allegations involving sex discrimination and sexual harassment should be directed to the individuals listed above and addressed according to the College's Sexual Harassment Procedures. Other issues of unlawful discrimination and harassment not related to sexual harassment should be directed to the individuals listed above and addressed according to the College's Unlawful Harassment and Discrimination Procedures.

*Adopted: 04/15/1999*

*Revised: 10/19/2000, 01/17/2002, 04/10/2003, 07/17/2008, 09/19/2013, 07/24/2023, 10/17/2024*

### **Employee Conduct - Drug-Free Workplace: Policy and Procedures**

*To state the College's policy regarding a drug-free workplace*

#### **Policy Statement**

It is the policy of Randolph Community College (RCC) to provide employees and students an environment that is free of drugs and alcohol. This policy is established to ensure the safety and well-being of employees and students of RCC, as well as the general public. All employees (full-time, part-time, temporary, or employed under College Work Study Program) and students are covered by this policy.

It is the responsibility of all employees and students to become familiar with the expectations of RCC and to comply with the provisions of this policy and to report to their immediate supervisor or advisor any observed and/or suspected violations of this policy. While visiting campus, members of the public are required to adhere to this policy also.

Alcohol and drug abuse are legitimate concerns when they impact the College and College related activities, whether on campus or at another location.

Note: In the event of a conflict between the provisions of this policy and related federal/state laws or policies, the federal/state laws or policies shall always control.

#### **Illegal Drug Activity/Usage**

Randolph Community College does not differentiate between drug users, drug pushers, or drug sellers. Any employee or student who possesses, uses, sells, gives, or in any way transfers a controlled substance to another person, or manufactures a controlled substance while at the workplace, on College premises, or as part of any College related activity, will be subject to disciplinary action up to and including termination or expulsion and reported to the appropriate law enforcement authority.

#### **Procedures**

Effective January 1, 2010, Randolph Community College will conduct drug testing on all final candidates who are offered and have accepted full-time employment. When there is a reasonable cause, employees who file a workers' compensation claim will be required to submit to a drug test at the time of injury. Randolph Community College also requires drug testing on current employees in health sciences programs or any other academic program area when necessary to comply with specific terms of partnering agency agreements.

Prior to conducting the drug test, the Chief Personnel Officer or his/her designee will obtain the signed, written consent form from the potential or current employee and forward to the Human Resources Office. A drug testing authorization and authorization for release of test results is required prior to drug testing. The refusal to consent to a drug test as is required as terms of employment will result in the applicant not being offered employment, or if a conditional offer has been made, the offer will be withdrawn, or the employee's employment will be terminated, as applicable.

Screening and test results will be confidential with disclosure of results provided only to approved people in the Human Resources Office and those with a need to know. RCC shall maintain as confidential records, separate from other personnel records, all screening/drug test results. Drug test results will be shared with the workers' compensation insurance company when a drug test occurs due to a workplace accident.

## **Section VI – Employment Matters**

### **Suspicion**

The College maintains the right to require drug testing upon a reasonable suspicion of drug usage or drug activity of a student or employee. A drug testing authorization form must be completed by the College's Human Resource Office and given to the suspected student or employee and a copy forwarded to the health agency identified to conduct the test. If the suspected student or employee does not complete the required drug testing within the allotted timeframe, automatic suspension or dismissal may occur,

### **Charges/Convictions**

If an employee or student is convicted of violating any criminal drug statute while at the workplace, on College premises, or as part of any College related activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the College may require the employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program, sponsored by an approved private or governmental institution, as a precondition for continued employment or enrollment at the College.

Each employee or student is required to inform the Office of the President or the Office of the Executive Vice President in writing within two (2) working days of the time he or she is charged or released after being charged for violation of any federal, state, or local criminal drug statute where such violation occurred while at the workplace, on College premises, or as part of any College-sponsored activity. Please see policy VI A 15 regarding all other charges.

Convictions of employees working under federal grants, for violating drug laws at the workplace, on College premises, or as part of any College sponsored activity, shall be reported to the appropriate federal agency. The President's office must notify the U.S. government agency with which the grant was made within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of a violation of a criminal drug statute occurring in the workplace. The College shall take appropriate disciplinary action within thirty (30) calendar days from receipt of the notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.

### **Alcoholic Beverage Activity/Usage**

Any employee or student who possesses, uses, sells, or in any way transfers an alcoholic beverage to another person while at the workplace, on College premises, or as part of any College related activity will be subject to disciplinary action up to and including termination or expulsion and reported to the appropriate law enforcement authority. The only exception is that a designated employee, on a case-by-case basis, can be authorized by the President of the College or the Executive Vice President to host on-campus events at which alcohol is served by a properly permitted caterer.

Each employee or student is required to inform the College, in writing, within five (5) days after he or she is convicted of any alcoholic beverage control statute where such violation occurred while at the workplace, on College premises, or as part of any College related activity. Please see policy VI A 15 regarding all other charges.

### **Disciplinary Action:**

If an employee or student receives an unfavorable result from their drug screen or is determined to have violated any policy concerning open display, consumption, or serving alcoholic beverages, and/or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind (except as directed by a qualified physician) while at the workplace, on College premises, or as part of any College related activity (unless approved by the President or the Executive Vice President for specific events held on or off campus), he or she will

## Section VI – Employment Matters

be subject to disciplinary action up to and including satisfactory participation in a drug abuse assistance or rehabilitation program, expulsion or termination. Disciplinary action may be subject to review through procedural Due Process as outlined in the Personnel Handbook and Policy Manual and/or the Student Handbook.

### Resources for Students:

- Individual confidential counseling sessions will be available in Student Services during normal operating hours. Students should contact Student Services for further information.

### Employees:

- Employee Assistance Program (Contact the College Human Resource Office for contact information)

### Employees/Students:

- Daymark Recovery Services
- Alcoholics Anonymous
- Narcotics Anonymous
- Poison Control Centers
- Contact Crisis Line

(Contact an RCC Counselor or the College Human Resource Office for contact information for these agencies)

### Vocabulary

**Controlled Substance:** Any drug listed in Title 21 Code of Federal Regulations (CFR) Section 1300 (Definitions relating to controlled substances) and other federal regulations, as well as those listed in Chapter 90, Article V (North Carolina Controlled Substances Act) of the North Carolina General Statutes. Such drugs include, but are not limited to heroin, marijuana, opium, cocaine, PCP, as well as “legal drugs” which are not prescribed by a licensed physician.

**Alcoholic Beverage:** Includes beer, wine, whiskey, and any other beverage listed in Chapter 18B (Regulation of Alcoholic Beverages) of the General Statutes of North Carolina

**Conviction:** A finding of guilt (including a plea of nolo contendere) or in the imposition of a sentence by a judge or jury in any federal or state court.

*Adopted: 04/15/1999*

*Revised: 04/18/2002, 10/13/2005, 03/16/2007, 09/17/2009, 11/19/2009, 07/19/2018, 06/26/2025*

### Employee Conduct - Civility in the Workplace

*To describe Randolph Community College's policy regarding civility and professional respect in the workplace*

#### Position Statement

It is crucial to Randolph Community College's future that we create on this campus a cultural environment that is marked by civility in the workplace. This civility means that this should be a place where people treat one another respectfully, speak to one another courteously, and behave in such a way that creates a workplace environment that is marked by trustworthiness, honest but polite communication, and interpersonal interactions that are both personally cordial and professionally appropriate.

#### Purpose

The commitment to civility in the workplace is designed to accomplish two major goals: (1) to create a work environment that will encourage more engagement in the institution on the part of its employees, and (2) to provide better customer service as a result of the improved level of engagement and teamwork.

#### Principles for Ensuring Equity, Civility and Respect for All

Randolph Community College will foster an environment in which all people behave in a manner that engenders mutual respect, treating each other with courtesy and civility regardless of position or status in the College. This is true even in situations of high pressure and urgency. *Rude, disrespectful behavior is unwelcome and will not be tolerated.*

Our community is one where we demonstrate respect for each other; we accept our individual differences; and we provide opportunities for everyone to maximize his or her potential. ***Every member of our community will be held accountable for creating a welcoming workplace for all.***

Managers, supervisors and others in positions of authority should consider themselves as role models in the promotion of such an atmosphere, without abdicating their responsibility to direct their **employees to perform work effectively.**

Employees at all levels should be able to discuss issues of concern in a civil manner without the fear of retaliation. It is expected that discussions be conducted in a professional and courteous manner by working through the proper channels, without the intent of fostering unnecessary disagreement and/or a negative work environment.

This matter is such a priority at the College that it is included in the interview for employment, employee job descriptions, employee annual evaluations and the employee contract. We hold all members of the College accountable for upholding and adhering to the policy regarding civility in the workplace.

*Adopted: 03/16/2007*

### **Employee Conduct - Workplace Violence Prevention**

*To state the College's policy on workplace violence prevention*

Bullying or conduct that threatens, intimidates, or coerces another employee, student, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's race, color, religion, gender, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, political affiliation, status as a covered veteran, or any other group legally protected in accordance with applicable federal, state and local laws.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to campus security and the RCC switchboard. This includes threats by employees, as well as threats by students, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

Randolph Community College will thoroughly investigate all report of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

#### **Zero Tolerance Statement:**

RCC is committed to maintaining a safe, healthy, and positive work and learning environment. Since RCC is a public institution, all behavior which is prohibited by federal, state, and local laws is prohibited on the campus or off the campus during a College activity, function, or event and will be referred to the proper authorities for action. Students and employees may be suspended for disposition of court action for any violation of a criminal law committed on campus or off campus at a College sponsored function. Additionally, students may be removed from classes and employees removed from duty pending action on charges during an investigation or appeal for reasons relating to his/her physical or emotional safety and well-being of other students, faculty, employees, or College property.

*Adopted: 07/17/2008*

### **Employee Conduct - Communicable Diseases Policy**

*To state the College's communicable diseases policy*

Communicable Diseases include, but are not limited to, measles, influenza, pandemic influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS - related complex (ARC), leprosy, severe Acute Respiratory Syndrome (SARS) and tuberculosis. RCC may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

RCC will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. RCC reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

Randolph Community College will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguard to maintain the personal confidence about persons who have communicable diseases. RCC's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease.

Any student or College employee, either full-time or part-time, or contracted services persons who know or have reasonable basis for believing that he or she is infected with a communicable disease have the responsibility of reporting this fact. Employees or contractual services should report this to the HR Department. Students should report this to the Vice President for Student Services.

Persons who know, or have reasonable basis for believing that they are infected with a communicable disease are expected to seek expert advice about their health circumstances and are obligated ethically and legally to conduct themselves responsible in accordance with such knowledge, for the protection of other members of the community.

Employees who report having a communicable disease should be medically evaluated and their job duties may be adjusted as needed to ensure other personnel are not exposed.

Those involved should use good judgment about keeping information confidential without endangering anyone's health.

*Adopted: 07/17/2008*



**Employee Conduct - Use of Randolph Community College E-mail, Internet, Voice Mail and other Electronic Media**

*To state the College's policy on use of electronic media*

It is the goal of RCC to offer the tools and resources for our employees to perform their jobs in an efficient manner. To promote this type of environment, we provide information systems, computers, voice mail, Internet access and e-mail. These services are provided to assist and facilitate business communication and work related research.

Guidelines – The following guidelines have been established for using the internet and email in an appropriate, ethical, and professional manner.

1. Email may not be used for transmission, receipt, or storage of a communication of a defamatory, discriminatory, or harassing nature or materials that are obscene. No messages with derogatory or inflammatory remarks about race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. Harassment of any kind is prohibited.
2. Email is not guaranteed to be private or confidential. All electronic communications are property of RCC.
3. Internal and external email messages are considered business records and may be subject to discovery in the event of legal actions. Please be aware of this when sending any email. Any employee who abuses the privilege of access to email or the internet may be subject to disciplinary action up to and including termination.

*Adopted: 07/17/2008*

### Employee Conduct - Whistleblower

*To describe how the College handles both the reporting and investigation of allegations of suspected improper or illegal activities and the protection of whistleblowers from retaliation*

#### Definitions

**Whistleblower:** A person or entity making a protected disclosure is commonly referred to as a whistleblower. Whistleblowers may be employees, students, board members, and applicants for employment, vendors, contractors, or the general public. The whistleblower's role is as a reporting party. They are not investigators or finders of fact, nor do they determine the appropriate corrective or remedial action that may be warranted.

**Illegal Order:** Illegal order means any directive to violate or assist in violating an applicable federal, state or local law, rule or regulation, or any order to work or cause others to work in conditions outside of their line of duty that would unreasonably threaten the health or safety of employees or the public.

**Interference:** Direct or indirect use of authority to obstruct an individual's right to make a protected disclosure.

**Protected Disclosure:** A protected disclosure is any good faith communication that discloses or demonstrates an intention to disclose information that may evidence an improper activity or any condition that may significantly threaten the health or safety of employees or the public if the disclosure or intention to disclose was made for the purpose of remedying that condition.

**Retaliation Complaint:** Any written complaint by an employee or an applicant for employment which alleges retaliation for having made a protected disclosure or for having refused an illegal order or interference with an attempt to make a protected disclosure, together with a sworn statement, made under penalty of perjury, that the contents of the complaint are true or are believed by the complainant to be true.

#### Policy

##### Reporting Responsibility

It is the responsibility of all directors, officers, and employees to comply with the Code of Ethics and to report violations or suspected violations in accordance with this whistleblower policy.

##### Acting in Good Faith

Anyone filing a complaint concerning an improper or illegal activity must be acting in good faith and have reasonable grounds for believing the information disclosed is true and accurate. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

##### Reporting Violations

Employees are encouraged to share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Human Resources Officer or anyone in administration whom you are comfortable approaching. Deans and directors are required to report suspected improper or illegal activities to the Human Resources Officer,

## **Section VI – Employment Matters**

who has specific and exclusive responsibility to investigate all reported violations.

### **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **No Retaliation**

Randolph Community College is committed to protecting employees and applicants for employment from interference with making a protected disclosure or retaliation for having made a protected disclosure or for having refused an illegal order as defined in this policy.

A College employee may not:

- retaliate against anyone who has made a protected disclosure or who has refused to obey an illegal order, nor
- directly or indirectly use or attempt to use the official authority or influence of his or her position or office for the purpose of interfering with the right of anyone to make a protected disclosure to the State auditor, a supervisor or other appropriate administrator, or a designated college official

Any person who feels they have faced retaliation should file a retaliation complaint with the Human Resource Officer, so the complaint can be properly investigated. It is the intention of the College to take whatever action may be needed to prevent and correct activities that violate this policy.

*Adopted: 07/17/2008*

### Employee Conduct - Code of Ethics

*To describe the College's Code of Ethics policy for employees*

#### 1. Application

This Code of Ethics is applicable to all employees of the College.

#### 2. Definitions

When used in this policy, the following words and terms shall have the following meanings, unless the context clearly indicates otherwise.

- "College matter" means any application, award, bid, claim, contract, license, proceeding, resolution or transaction made by, to, against, or with the College, or which requires any official action by the Board of Trustees, officers, or employees.
- "Employee" means any person compensated for full or part time employment services rendered to the College.
- "Immediate family member" means the spouse, natural or adopted child, grandchild, parent, or sibling of the employee.
- "Interest" means any personal, financial, economic, property or other concern amounting to a right, advantage, share or portion inuring either directly or indirectly to an employee or to an immediate family member of an employee, either singly, or in affiliation with any person or party as defined herein.
- "Person or party" means any natural person, association, corporation, estate, partnership, proprietorship, trust or other legal entity.

#### 3. Standard of Ethics

- a. No employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, which is in substantial conflict with the proper discharge of the employee's duties to the College.
- b. No employee shall act in his or her official capacity in any College matter in which the employee or an immediate family member of the employee has a direct or indirect financial interest that might reasonably be expected to impair the employee's objectivity or independence of judgment.
- c. No employee shall undertake any employment or engage in any business, transaction, service, or professional activity, whether compensated or not, which might reasonably be expected to impair the employee's objectivity or independence of judgment in the exercise of his or her official duties to the College.
- d. No employee shall accept, directly or indirectly, any gift, favor, service, or other things of value under circumstances from which it might be reasonably inferred, or which the employee knows or has reason to believe, is offered for the purpose of influencing the employee in the discharge of his or her duties to the College.
- e. No employee shall knowingly act in any way that might reasonably be expected to create an impression or suspicion among the public having knowledge of the employee's acts, that he or she may be engaged in conduct violative of his or her trust as a public employee.

## **Section VI – Employment Matters**

- f. No employee shall use, or allow to be used, his or her public office or employment, or any information not generally available to members of the public, which the employee receives in the course of or by reason of the employee's office or employment, to secure financial gain, unwarranted privileges, advantages or employment for himself or herself, his or her immediate family members, or others with whom the employee is associated.
- g. No employee shall engage in a romantic or sexual relationship with either a student or an employee for whom he/she has a professional responsibility as a teacher, advisor, evaluator, or supervisor.
- h. No employee shall use, or allow to be used, the resources of the College (i.e. computers, programs, telecommunications equipment, offices or office equipment, and supplies) to secure financial gain for himself or herself or any other person or party. No employee shall conduct business or other interests at the College that is not directly related to the mission of the College.
- i. No employee shall supervise another employee anywhere in his/her chain of supervision that is a member of his or her immediate family. It is the intent of the College to avoid instances that could be influenced by the family relationship in hiring, performance evaluation, promotion, reclassification, discipline, grievance, or dismissal processes.
- j. No employee shall act as an agent or representative of Randolph Community College in any capacity or enter into contracts on behalf of the College without the knowledge, approval, and authorization of the College.

### **4. Disclosure of Potential Conflict**

At first knowledge of a transaction involving the College that reasonably could give rise to a conflict of interest, an employee shall disclose to the President the precise nature of the interest or involvement of the employee or the employee's immediate family member in any College matter to be considered by the Board of Trustees or College administration.

### **5. Enforcement**

Violations of this Code of Ethics may constitute just cause for disciplinary action or termination, as determined by the College.

*Adopted: 07/17/2008*

### Employee Conduct - Destruction of Personal Information

*To state the College's destruction of personal information policy*

According to North Carolina's "Identity Theft Protection Act", any business that conducts business in North Carolina and any business that maintains or otherwise possesses personal information of a resident of North Carolina must take reasonable measures to protect against unauthorized access to or use of the information in connection with its disposal. Personal information is defined as a person's first name or first initial and last name in combination with the following identifying information:

- Social security or employer taxpayer identification numbers.
- Driver's license, State identification card, or passport numbers.
- Checking account numbers.
- Savings account numbers.
- Debit card numbers.
- Personal Identification Number (PIN).
- Electronic identification numbers, electronic mail names or addresses, Internet Account numbers, or internet identification names.
- Digital signatures.
- Any other numbers or information that can be used to access a person's financial resources.
- Biometric data.
- Fingerprints.
- Passwords.
- Parent's legal surname prior to marriage.

Therefore, in response to this law, Randolph Community College is adopting the following Destruction of Personal Information Policy, which is designed to prevent unauthorized access to or use of consumer information in connection with its disposal.

The responsibility for managing the Policy is delegated to the Director of Human Resources. The Director of Human Resources shall be responsible for auditing the purpose of, content of and compliance with the Policy and for interpreting any portions of the Policy as they may apply to specific situations.

The Policy Administrator shall be responsible for providing employees with written copies of the most current version of the Policy and circulating reminders to employees regarding compliance with the Policy on at least an annual basis, or more frequently if deemed necessary by the Policy Administrator. Employees shall abide and comply with the terms of the Policy, and all questions regarding the Policy and its application shall be submitted to the Policy Administrator for review and guidance. Employees should promptly report any possible violations or deviations from the Policy to the Policy Administrator.

When paper records containing personal information are disposed of, they must be shredded so that the information cannot be reconstructed. When electronic information containing personal information is disposed of, it must be destroyed or erased so that the information cannot be read or reconstructed, simply deleting the files is not sufficient.

The Federal Trade Commission (FTC) promulgated Red Flag Rules requiring any financial institution and creditor that holds any type of consumer account or other account for which a potential risk of identity theft exists to create and implement a written Identity Theft Prevention Program. Randolph Community College adopted an Identity Theft Prevention Program to enact reasonable policies and procedures to protect students and college employees from damages associated with compromise of sensitive

## **Section VI – Employment Matters**

personal information. The Identity Theft Prevention Program may be accessed at [www.randolph.edu](http://www.randolph.edu) under Randolph College Employee Publications.

*Adopted: 07/17/2008*

*Revised: 07/16/2009*

**Employee Conduct - Tobacco Free**

*To state the College's policy for tobacco use on campus*

Community colleges are exempt from the state law regulating the ability to adopt stringent tobacco use rules. Therefore, community colleges are able to pass comprehensive 100% tobacco-free policies. (G.S. 115D-20.1)

RCC is committed to providing its employees and students with a safe and healthy working and learning environment. RCC recognizes that the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty, and visitors. RCC also recognizes that it has the legal authority to prohibit tobacco use pursuant to G.S. 115D-20.1 and G.S. 143-599.

Therefore, beginning July 1, 2010, RCC will implement the following policy:

1. Use of tobacco (including electronic cigarettes) is prohibited by students, staff, faculty, or visitors:
  - a. In all campus buildings, facilities or property owned or used by RCC, including outside areas; Tobacco use shall be permitted in personal vehicles as long as no tobacco litter is left on campus.
  - b. On campus grounds, facilities or vehicles that are the property of the campus.
  - c. At lectures, conferences, meetings, and social/cultural events held on school property or school grounds.
  - d. For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to: cigarettes, cigars, cigarillos, pipes, hookahs, smokeless or spit tobacco or snuff, and electronic cigarettes.
2. The sale or free distribution of tobacco products, including merchandise, on campus or at school events is prohibited.
3. Student organizations are prohibited from accepting money or gifts from tobacco companies, including:
  - a. Parties sponsored by tobacco companies or allowing tobacco companies to distribute free, reduced-price, or fully-priced tobacco products (t-shirts, hats, etc.) on campus.
  - b. All tobacco advertising, such as billboards and signs owned and used by RCC.
4. Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or used by RCC.
5. Through existing health plans, the EAP, and community sponsors, RCC will publicize free, accessible tobacco cessation classes, seminars, and support groups on or off campus.
  - a. These tobacco cessation classes, seminars, and support groups shall appear regularly in student and staff publications. They shall be posted in buildings, through Student Services and through other appropriate means.
6. Implementation and compliance:
  - a. The Health & Wellness committee shall develop a plan for communicating the policy to students, staff, faculty, and visitors.
  - b. The college will provide appropriate signage and other physical indicators of our policy.



## **Section VI – Employment Matters**

- c. Smoking waste management products such as ashtrays shall be removed.
- d. Violators of the policy shall be issued a verbal reminder of the policy. Visitors who repeatedly violate the policy shall be asked to leave campus. Staff and faculty who repeatedly violate the policy shall be referred to their supervisor and shall be given tobacco cessation materials. Repeated violations by staff or faculty can result in further personnel action as outlined in the RCC Personnel and Policy Handbook (Policies: VI B4 & VI B5)
- e. Student Services is responsible for student compliance at all campus locations, per the Student Code of Conduct located RCC Student Handbook/College Catalogue.

*Adopted: 11/19/2009*

### **Employee Conduct - Free Speech and Public Assembly**

*To describe the College's policy for exercising free speech on campus*

Randolph Community College encourages its students and the community to exercise the right to freedom of speech granted by the First Amendment to the Constitution of the United States of America. In adherence to these rights, the College protects the rights of free speech, petition, and peaceable assembly. This policy informs members of the College community and the public of the manner in which they may engage in constitutionally protected speech and expression at Randolph Community College. This policy is intended to protect one's right to freedom of speech without interfering with the primary educational purpose of the College. Interferences include any situations which may compromise the College's ability to provide a suitable environment for students, faculty, and staff to study, conduct research, and perform activities without undue interference. Any acts that are disruptive to normal operations of the College will not be tolerated. Persons engaged in disruptive activity including students, faculty, and staff may be subject to disciplinary or criminal action. The College has adopted the following guidelines to ensure the rights of free speech while maintaining the proper educational environment.

#### **Registration and Use of Designated Free Speech Area**

The College hereby designates the following areas as Free Speech/Expression areas:

- Main Campus: Grassy area directly behind the Learning Resource Center
- Archdale Center: End of parking lot B to the right of the front entrance
- Emergency Service Training Center: 25 ft to the right of the entrance gate

These areas shall be available for use by both members of the College community and members of the general public. However, events sponsored by members of the College community shall have first priority in using the Free Speech/Expression areas. Requests for the use of these designated areas will be assigned to the person or organization that requests the area first. The College reserves the right to relocate any assembly to ensure that the activity does not interfere with the normal operation of the College or interfere with the rights of others.

#### **Requests for Free Speech**

Individuals or groups wishing to exercise their free speech should submit a written and signed request using the facility usage form to the Office of the Vice President for Administrative Services at least three working days prior to the desired date. The following information will also be required.

- Name of the person or organization submitting the request
- Address, email, and phone number
- Date and times requested
- List of planned activities (i.e., speech, signs, distribution of literature)
- Anticipated number of participants and attendance
- Signature of requestor

Approvals are for one day only and a maximum of three continuous hours, between 8:00 a.m. and 9:00 p.m.

## Section VI – Employment Matters

### Guidelines for Speech and Public Assembly

1. Amplification Systems: Because amplification systems pose a significant potential for disruption of College operation, public address and amplification systems may not be used. This includes, but is not limited to, megaphones and PA systems.
2. Opposing Opinions: People with opposing opinions do not have the right to disrupt an authorized public assembly. If they choose to disagree in an appropriate form, they must comply with the requirements under Requests for Free Speech.
3. A person with an opposing opinion must not substantially interfere with the speaker's ability to communicate or the audiences' ability to hear and see the speaker. Likewise, the audience must respect someone's right to disagree.
4. Picketing and Distribution of Literature: Picketing in an orderly manner or distributing literature within the free speech area is acceptable when approved during the request process as coordinated and approved by the Vice President for Administrative Services.
5. Picketing is not permitted inside College buildings or on College grounds outside the designated area.
6. Symbolic Protest: During a presentation, displaying a sign, gesturing, wearing symbolic clothing, or otherwise protesting silently is permissible so long as the symbolic protest does not unduly interfere with the ability of the person or entity reserving an area for free speech/expression to express themselves and must be confined to the designated area.

### Conduct and Manner

Those who exercise free speech as a part of this policy must not:

1. Threaten passers-by.
2. Interfere with, impede, or cause blockage of the flow of vehicular or pedestrian traffic.
3. Interfere with or disrupt any other lawful activity in the same general location at the same time.
4. Commit any act likely to create an imminent safety or health hazard.
5. Post materials on any walls, windows, doors, sidewalks, trees, light poles, etc., or any other College equipment except in areas designated by the Vice President for Administrative Services.
6. Use signs or placards used in connection with the activity that contain obscene language or words that would tend to incite violence.
7. Make record by audio or visual means (photography, video recording, etc.) of any faculty, staff, or student without obtaining written permission from the person being recorded.

Public speech or activities likely to incite or produce imminent lawless action or that is, under current legal standards, either defamatory or obscene are prohibited. Violations of the Randolph Community College Student Code of Conduct are prohibited.

Individuals who damage or destroy College property shall be held responsible for such damage or destruction. This includes lawns, shrubs, trees, etc.

A request for use of free speech areas may be denied if determined that the proposed speech/activity will constitute a clear and present danger to the orderly operation of the College.

All applicable College regulations, state, and federal laws and municipal ordinances apply when engaging in activities on College property. Failure to do so may result in immediate removal from College property and other appropriate action by College officials and/or police.

## **Section VI – Employment Matters**

### **Interference with Free Speech or Public Assembly**

Persons shall not physically interfere in the use of the sidewalk or address obscene, indecent, or threatening language to or at individuals to provoke them or lead to a breach of the peace.

Whenever free passage is obstructed by a crowd, the persons composing such crowd shall disperse when directed by College officials, security.

*Adopted: 11/19/2009*

**Employee Conduct - Intellectual Property**

*To state the College's intellectual property policy and procedures*

**I. Introduction**

- A. Randolph Community College encourages the development, writing, invention, and production of intellectual property designed to improve the productivity of the College and/or to enhance the teaching/learning environment.
- B. Intellectual property is defined as intellectual and creative works that can be copyrighted or patented, such as literary, dramatic, musical and artistic works, computer software, multimedia presentations, inventions, etc.
- C. Please note that notwithstanding the following information and conditions, a student retains portfolio rights to works created by the student as a class assignment or as part of a pro-bono commission approved as a student project by an instructor. A pro-bono commission is work that an instructor may approve for students to undertake as a skill-building opportunity. Students may receive token payments provided by the person or group that commissions such a work.
- D. The ownership of a copyright or patent resulting from the development of intellectual property and any rewards or recognition attributed to the copyright or patent will be determined according to the following conditions.

**II. Ownership resides with the employee or student**

- A. Ownership resides with the employee or student if the following criteria are met:
  - 1. The work is the result of individual initiative, not requested by the college.
  - 2. The work is not the product of a specific contract or assignment made as a result of employment with the college.
  - 3. The work is not prepared within the scope of the individual's college job duties.
  - 4. The work does not involve use of college facilities, time, and/or other resources and is not derivative of any other college-owned copyright. (Students may not use college equipment or resources for works for hire.)
  - 5. Inventions or discoveries made by the Employee entirely on his/her personal time (e.g. made during non-working hours) and not involving the use of the college facilities or materials are the property of the inventor except as may be specified in any applicable agreement between the college and the federal or state government, or an agency thereof.
- B. The Employee shall disclose promptly to the college all discoveries and inventions made during the term of any Agreement or Contract. The duty to disclose arises as soon as the Employee has reason to believe, based on his or her own knowledge or upon information supplied by others, that the discovery or invention may be patentable. Certainty about patentability is not required before a disclosure is made. The Employee shall execute such declarations, assignments, or other documents as may be necessary in the course of invention evaluation, patent prosecution, or protection of rights to insure that title to such inventions shall be held by the College.

## **Section VI – Employment Matters**

### **III. Ownership resides with the College**

- A. Ownership resides with the College if the following criteria apply:
  - 1. The work is prepared within the scope of an employee's job duties.
  - 2. The work is the product of a specific contract or assignment made in the course of the employee's employment with the college.
  - 3. The development of the work involved significant facilities, time, and/or other resources of the college including, but not limited to, released time, grant funds, college personnel, salary supplement, leave with pay, equipment, or other materials or financial assistance, or is derivative of any other college-owned copyright.
- B. Although an employee may not personally profit from college-owned property which he or she developed, the employee may include it as representative in a personal portfolio.

### **IV. Copyright**

If the Employee does not satisfy all of the criteria set forth in Section II, "Ownership resides with the employee or student," then the College asserts copyright ownership in all original works of authorship created by the Employee during the term of any Agreement or Contract. All such works shall be deemed "works-for-hire" under the U. S. copyright law; but to the extent a work does not qualify as a "work-for-hire," the Employee hereby assigns to the College all rights, title and interest in and such to work throughout the world. Works subject to this provision include, but are not limited to, textbooks, course content as taught at the college, and course design materials used to present course content.

### **V. Patents**

With the exception of inventions made on personal time, every invention or discovery or part thereof that results from research or other activities carried out at the college by the Employee or that is developed by the Employee with aid of the college's facilities, staff or through funds administered by the college during any Agreement or Contract shall be the property of the College and, as a condition of employment, shall be assigned by the Employee to the College in the manner prescribed by the College.

### **VI. Joint Ownership**

- A. Joint ownership agreements should be negotiated prior to creation of the property. When it can be foreseen that commercially valuable property will be created, the College and the employee or the College and the student should negotiate an agreement for ownership and the sharing of benefits. The College and the employee or the College and the student may enter into an agreement for an equitable arrangement for joint ownership, sharing of royalties, or reimbursement to the college for its costs and support. In all such joint ownership cases, the agreement shall provide that the college will have a perpetual license to use the work without compensation to the employee or student for such use.
- B. If an employee is granted full or partial leave with pay (e.g. release time or educational leave), to write, develop, produce, or invent intellectual property, the employee and the college will share in any financial gain, and the college's share will be negotiated prior to the time the leave is taken. Notwithstanding the provisions of this policy, in the case of a

## **Section VI – Employment Matters**

work created under a grant accepted by the college, the ownership provisions of the grant shall prevail.

### **VII. Use of Revenue**

The revenue derived from college-owned intellectual property is considered to be the same type of funding as that which allowed the development of the intellectual property, i.e. federal, state, county, or institutional. Revenue from intellectual property generated by more than one type of funding is allocated to that revenue source in the year it is received in the same proportion as the funding that allowed the property to be created. The College shall determine the use of the funding.

### **VIII. Liability Issues**

All College faculty and staff will ensure that the courses and materials created by them are original except for such materials from copyrighted sources that are reproduced with the written permission of the copyright holder; that the courses or materials will in no way constitute a violation of or an infringement upon any copyright belonging to any other party; that the courses or materials will contain no information previously published or copyrighted by the faculty member unless such information is noted in the course or material; and that the course or material will contain no matter which is libelous or in any way contrary to law.

### **IX. Disciplinary Action**

Individuals are responsible and liable for their own actions in the creation, use, and distribution of intellectual property. Violations of this policy may also result in disciplinary action by the College including expulsion from the College and/or termination of employment.

*Adopted: 03/09/2009*

*Reviewed: 02/2021*

*Revised: 07/15/2010*

### Employee Conduct - Weapons

*To describe the weapons policy for the main Campus, the Archdale Center and the Emergency Services Training Center*

It is the policy of Randolph Community College to prohibit the possession, carry, display and/or discharge of any weapon defined by GS 14-269(a) or firearm on any campus, property or remote training location of Randolph Community College, with the following exceptions:

1. “On-Duty” sworn Law Enforcement Officers when acting in the discharge of their official duties.
2. Armed forces personnel, officers and soldiers of the militia and National Guard and any private police employed by an educational institution when acting in the discharge of their official duties and students and instructors using weapons in college approved instruction may have firearms as required.
3. “Off-Duty” sworn Law Enforcement Officers provided they have prior written approval from the Director of Safety and Emergency Preparedness (if on the Asheboro Campus), the Director of the Archdale Center (if on the Archdale Campus) or the Director of the Emergency Services Training Center (if at the Training Center) and are in uniform or plain clothes with their official agency badge displayed with their weapon. The President or the Vice President for Administrative Services can also grant approval.
4. Employees of Randolph Community College who are sworn Law Enforcement Officers provided they have prior written approval from the College President or his designee.
5. A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program with prior written approval from the Director of Safety and Emergency Preparedness (if on the Asheboro Campus), the Director of the Archdale Center (if on the Archdale Campus) or the Director of the Emergency Services Training Center (if at the Training Center).
6. House Bill 937/Session Law 2013-369 enacts: G.S. 14-269.2 (k) a firearm is permissible on a community college campus only under the following limited circumstances:
  - a. The firearm is a handgun; AND
  - b. The person has a valid concealed handgun permit or is exempt from the law requiring a permit; AND
  - c. The handgun remains in either: a closed compartment or container within the person’s locked vehicle or in a locked container securely affixed to the person’s vehicle: AND
  - d. The vehicle is only unlocked when the person with the permit is entering or exiting the vehicle; AND
  - e. The firearm remains in the closed compartment at all times.

In addition to a violation of Randolph Community College policy, in some instances it may also be a violation of a North Carolina General Statute. In such cases, violators will be prosecuted accordingly.

Note: The definition of a student is a person enrolled in a public or private school, college or university, or a person who has been suspended or expelled within the last five years from a public or private school, college, or university, whether the person is an adult or a minor.



## **Section VI – Employment Matters**

In addition, anyone using the firing range at the Emergency Services Training Center who is not enrolled in a class will be required to sign a waiver of liability, an application for facility use, and a daily log form. The daily log form will state the associated agency, exact time of use on and off the range, and the qualified instructor acting as the supervisor.

*Adopted: 11/18/2010*

*Revised: 11/21/2013*

### Employee Conduct - Attendance

*To set forth the expectations of the College regarding an employee's attendance and work-related absences*

The College expects all employees to conduct themselves in a professional manner during their employment. This includes practicing good attendance habits. All employees should regard coming to work on time, working according to the schedule approved by their supervisor, and leaving at the scheduled time as an essential and required function of their job. Regular attendance is essential to the effective operations of the College. If an employee must be absent or tardy for work, he/she is responsible for providing proper notice to their supervisor.

### Responsibilities of all College Personnel

All College personnel have the following obligations and responsibilities concerning absence and tardiness, regardless of regular or temporary status, position or work assignment, eligibility or non-eligibility for absence pay, or whether it is a regularly scheduled workday or non-scheduled workday.

#### 1. Advance Notice

When the need for being absent from work is known in advance, the employee must notify their immediate supervisor as far in advance as possible and submit the appropriate leave form prior to the absence. For faculty, efforts should be made to arrange for substitute instructors so that scheduled classes will be held.

#### 2. Notice of Unexpected Absences

When an employee has not given advance notice but finds that it is impossible to report for work, the employee must notify their immediate supervisor before starting time if possible. When it is not physically possible for the employee to make the notification themselves, someone else should contact the supervisor on their behalf. The appropriate leave form should be submitted immediately upon the return to work.

#### 3. Attendance

Unless an absence has been authorized in advance, or an absence/tardiness is either unavoidable or justifiable, every employee is expected to work according to his/her approved schedule.

#### 4. Reporting

A leave request form must be submitted to the employee's supervisor for all classifications of leave. If an employee knows in advance about an absence from work, a leave request form should be submitted prior to the absence. If the absence is due to an unexpected illness or justifiable reason, the leave request form must be filled out and submitted to the supervisor immediately upon return to work.

If an employee is going to be late for their scheduled work time, they should contact their supervisor with an anticipated arrival time. If the anticipated arrival time changes or is delayed, the employee should contact the supervisor again with an update.

## **Section VI – Employment Matters**

### **Rights of the College**

The College reserves the following rights:

1. To authorize, or to refuse to authorize, the advance request of an employee for permission to be absent.
2. To investigate absences.
3. To determine whether or not an absence is unavoidable or justifiable and if the Attendance Policy was followed. The supervisor may indicate on the employee's leave form that the absence was an "unapproved absence" if the policy is not followed. This will not affect the use of earned leave/pay but may be referred to for evaluation purposes if there is an established pattern of not following policy.

*Adopted: 11/21/2013*

#### **Compensation - Salary & Position Classification**

*To outline RCC's Salary and Position Classification Plan*

#### **Salary and Position Classification**

The College salary and position classification plan includes both levels and salary ranges for all established staff positions as well as a scale for computation of salaries for established faculty positions.

#### **Criteria for Evaluation of Staff Positions**

Staff positions at the college are evaluated on the basis of the following nine (9) criteria for the purposes of salary placement:

- Authority
- Autonomy
- Difficulty/Complexity
- Education
- Experience
- Impact of decisions/actions
- Interaction with others
- Physical conditions
- Work environment

Each criterion encompasses a set number of ratings that are applied as appropriate to the particular position. Numeric values are assigned to these ratings and it is the sum of these values that determines the level of the position and, thus, the salary grade.

These numeric values and the ranges for each salary level are found on the last page of this set of criteria.

The purpose of these criteria is to assure continuity and consistency in the placement of staff positions. Also, the criteria are designed to assure that salaries are both equitable in terms of work performed and in terms of comparison with other positions.

Position descriptions are reviewed periodically by the vice presidents to assure accurate reflection of responsibilities. When position descriptions undergo significant revision, as in the addition of substantive responsibilities, review of the particular description can be initiated by the employee who holds the position, either by going to his/her supervisor, or by the supervisor or his/her vice president.

In addition, salary levels and ranges are reviewed periodically by the Vice President for Administrative Services who will recommend adjustments as needed to reflect cost-of- living and other appropriate increases.

The appropriate vice president, in consultation with the Vice President for Administrative Services and in keeping with the salary plan, recommends salaries for all College employees and obtains approval by the President. Entry-level salaries for faculty are based on the faculty salary placement computation sheet; entry-level salaries for staff are based on the levels and ranges found in the salary plan.

## **Section VI – Employment Matters**

### **Exceptions**

Exceptions to any of the preceding procedures can occur upon the discretion of and approval by the President. Such exceptions will occur when the President deems it reasonable and prudent to do so and will be documented appropriately for future reference.

*Adopted: 10/25/2001*

*Revised: 07/21/2011, 07/18/2013*

#### **Compensation - Salary Adjustments due to Promotions & Temporary Assignments**

*To explain the criteria used to determine salary for promotions and temporary assignments.*

Current employees who are assigned temporarily to a position that is classified at a higher level on the College's salary plan than the one held are given a minimum increase of five (5) percent in their salaries for the term of the temporary appointment. The supervisor is responsible for assuring that these temporary increases begin and end concurrent with the term of the temporary appointment after approval from the President. A Form-10 must be used to document additional duties and the rate increase.

Current employees who are promoted to positions at higher levels on the College's salary plan receive minimum salary increases of five (5) percent or are placed at the minimum for the new level, whichever is greater. These increases take effect at the time of the promotion. Transfers to positions at the same level do not trigger changes in salary and transfers to positions at lower levels result in decreases in salary only upon decision of the President in consultation with appropriate supervisors. Position descriptions that undergo substantial revision in terms of duties and responsibilities are referred to the appropriate Vice President for recommended placement at the appropriate salary level.

*Adopted: 10/25/2001*

*Revised: 07/17/2006*

**Compensations - Other Salary Adjustments**

*To outline the steps used to determine salary adjustments.*

All salaries will be computed on an annual basis as follows:

1. The number of positions is determined by the needs of the college and the amount of funds available.
2. Across the board adjustments to salaries are computed using the guidelines set forth by the General Assembly in their appropriations to the State Board of Community Colleges.
3. Any remaining salary monies are available for additional adjustments.
4. The following procedures are used to determine these additional salary adjustments.

Vice Presidents will submit salary increase recommendations to the President. The recommendations must be based on one or more of the following criteria:

1. Satisfactory performance of responsibilities as cited in the individual's job description and reflected in the annual evaluation conference.
2. Participation in College sponsored projects and committee work that reflects involvement and/or leadership.
3. Strong initiative in College activities that promote the success of students, colleagues, the College and/or the community.
4. Commitment to a continuous plan for upgrading and professional development.
5. Completion of a higher degree or certification of 18 graduate hours that relates to current job responsibilities and is awarded by an accredited college or university. Depending on the availability of funds, these employees will be given an increase to their base salary. The procedure below describes how this will be done.
  - a. Approval for pursuing the degree or certification of 18 graduate hours must be given by the employee's direct supervisor(s), area Vice President, Vice President for Administrative Services, and President prior to beginning the course of study. Employees must submit the Request for Approval- Educational Attainment form. If the degree changes from what is originally submitted, a new form must be submitted.
  - b. Official documentation of the degree or certification of 18 graduate hours must be provided by the end of the fiscal year in which the degree is conferred.
  - c. Justification must be provided if the degree or certification of 18 graduate hours is not clearly relevant to the employee's current job. The request may be denied if relevance is not determined to be sufficient.
  - d. The rate of increase in base salary for higher degrees and certifications of 18 graduate hours will be:
    - Associate Degree: \$50.00 Monthly Increase
    - Bachelor's Degree: \$100.00 Monthly Increase
    - Master's Degree: \$125.00 Monthly Increase
    - Doctorate Degree: \$150.00 Monthly Increase
    - 18 Graduate Hours: \$50.00 Monthly Increase

All raises are dependent on the availability of funds. Increases will be effective the beginning of the next fiscal year.

## **Section VI – Employment Matters**

*Adopted: 04/15/1999*

*Revised: 04/18/2002, 10/13/2005, 08/28/2006, 01/30/2007, 03/16/2007, 05/21/2009, 09/15/2011*



### Compensation - Entry Level Salary

*To specify the criteria used to determine the entry level salary for full-time personnel.*

#### Entry-Level Salary

General Practice is that the president hires new staff at salaries that are between the minimum and midpoint range for any position. In addition, new staff is not generally hired at salary levels above those of current employees with like credentials within the same position. Entry-level salaries for faculty are established through use of the Faculty Salary Placement Form ([Section XIII: F X i](#)). At the discretion of the President, entry-level salaries may from time to time reflect market demand that necessitates an exception to these practices.

Other considerations are:

1. The individual's preparation for the job.
  - a. Education
  - b. Training
2. The individual's work experience in related areas.
3. The relationship of the individual's qualifications and abilities to the position being filled.
4. Situational occurrences.
  - a. The supply and demand in the job market for the position being filled.
  - b. The funds available from the current budget as allotted by the North Carolina Community College System.
5. Salary profile information for equivalent positions within the North Carolina Community College System and the College.

*Adopted: 04/15/1999*

*Revised: 10/19/2000, 10/25/2001, 07/17/2008, 07/18/2013*

**Compensation - Non Teaching Employees**

*To specify compensation for teaching by non-teaching employees.*

**College Officers (President, Vice Presidents)**

College Officers who are requested to teach a curriculum, college transfer or continuing education course outside their usual workday will receive no special pay from State funds budgeted to the institution. In lieu of such pay, equivalent compensatory leave may be granted for overtime work at the discretion of the President.

**Non-Teaching Employees**

Full-time non-teaching exempt employees, with the exception of the College Officers, who are requested and approved by their respective Vice President to teach a curriculum or continuing education course outside their usual workday and/or professional job responsibilities, will be paid for their teaching time according to the Part-time Instructor Salary Guidelines.

In order to comply with the 2016 Fair Labor Standards Act, full-time non-teaching, non-exempt employees must be paid at the standard teaching rate for their degree level or time and a half, whichever is greater. Prior to any contracts being offered, the rate must be approved in writing by the Vice President for Administrative Services. Approval will be based on the need of the college.

*Adopted: 04/15/1999*

*Revised: 10/19/2000, 10/25/2001, 05/17/2007, 07/21/2016*

**Compensation - Furlough Time**

*To describe the use of furlough time for RCC employees.*

In the event of insufficient state, local or institutional funds; non-appropriation of state, local or institutional funds; and/or state, local or institutional mandates the President shall have the sole discretion to implement a furlough. Affected employees will be notified. Furlough is a reduction in force avoidance measure that allows for, but not limited to, a reduction in work hours and/or reduction in compensation.

Randolph Community College will comply with all Executive Orders issued by the Governor. Furlough time is limited to preapproved time for both faculty and staff. Guidelines for furlough time will be given when furlough is declared.

*Adopted: 05/21/2009*

### **Compensation - Foreign National Compliance Policy**

*To state the College's policy on foreign national compliance.*

As part of the Foreign National Compliance Program, all North Carolina State government agencies, universities, community colleges, and institutions are responsible for withholding and reporting on payments to foreign national individuals, vendors, contractors, students, and employees in accordance with the IRS Code Regulations Section 1441 and policies established by the Office of the State Controller (OSC) and the NC Community College System (NCCCS).

Randolph Community College is committed to the fair and proper payment and compensation of foreign nationals. As part of the Foreign National Compliance Program, RCC has developed procedures that establish our business flow process between Human Resources, Student Services, and Accounts Payable. The Director of Human Resources will be responsible for employee information. The Director of Student Success Center will be responsible for student information, and the Director of Financial Services/Controller for Accounts Payable information. Once the required information is obtained, it will be submitted to NCCC System Office. Once the information has been reviewed and processed through the tax navigator software, Windstar, System Offices Accounting staff will notify the College of the applicable taxation rules. This verification must take place before payment is issued (i.e. contract payment, employee paycheck, financial aid check).

If payments made by the College to foreign national vendors, contractors, students, or employees are taxable, the College must withhold federal and/or state taxes as instructed. Payments and tax withholdings must be certified to the Systems Accounting and Special Project Division of Business and Finance on a quarterly basis.

As suggested by the Office of State Controller, the Chief Financial Officer (the Vice President for Administrative Services at RCC) and the Human Resources Director are responsible for signing the Foreign National Data Gathering Form and the Foreign National Payment Certification Form, certifying that the information being submitted has been reviewed and is accurate to the best of his/her knowledge. These individuals are also responsible for signing the forms to be submitted to the IRS or Immigration office when necessary.

*Adopted: 07/19/2012*

### **Benefits - Retirement and Investment Plans**

*To give notice of employees' participation in the State Retirement Plan and to inform employees of other retirement plans in which they may elect to participate and where information about the plans is available.*

Employees of Randolph Community College participate in the State Retirement Plan as well as Social Security. Upon employment, employees are given information regarding the State Retirement Plan.

Full-time employees can elect to participate in the following supplemental retirement plans by payroll deduction:

1. 401(k) Plan (pre-tax)
2. Roth/401(k) Plan (after tax)
3. 457 Plan (pre-tax)
4. Roth 457 Plan (after tax)

Information on the State Retirement Plan is available at <https://myncretirement.com>. Information on all retirement plans is available in the Human Resource Office.

*Adopted: 04/15/1999*

*Revised: 02/01/2000, 07/17/2008, 05/20/2010*

**Benefits - Health/Dental/Vision Insurance**

*To state coverage of health, dental, and vision insurance programs and the condition under which an employee is expected to reimburse the College for premiums*

The State currently pays a portion of the health insurance premium for permanent full-time (30 hours & above) employees. A dental insurance plan is currently provided for permanent full-time employees with county funding and employees contribute a small portion of their premium. In addition, a vision plan is available for purchase for employees and their dependents. For either plan, any coverage for dependents is paid by the employee.

Personnel employed under a 9-, 10-, or 11-month contract who voluntarily do not return following the month(s) off contract shall be expected to reimburse the College for health and dental insurance premiums paid on their behalf during the off contract period. (An exception would be where an employee becomes employed by another state agency during the off contract period with the College.)

*Adopted: 04/15/1999*

*Revised: 04/19/2001, 10/25/2001, 07/17/2008*

**Benefits - Other Insurance**

*To inform employees of other insurance programs available*

Provided by the State:

1. Workmen's Compensation
2. Unemployment Insurance
3. Teachers' and State Employees Death Benefit (based on salary with minimum of \$25,000 and maximum of \$50,000)\*
4. Teachers' and State Employees Disability Income Plan\*
  - Please review the Teachers' and State Employees' Retirement Handbook at [www.myncretirement.com](http://www.myncretirement.com).

Various other programs are available for purchase through payroll deduction at specified times throughout the year. Please review the Flexible Benefits Plan handbook for further information.

Information on all insurance programs is available in the Human Resources Office upon request.

*Adopted: 04/15/1999*

*Revised: 01/18/2001, 07/17/2008*

### **Benefits – Workers' Compensation**

*To state the College's policy on workers' compensation insurance*

Randolph Community College provides a workers' compensation insurance program at no cost to covered employees. All employees must report injuries immediately, no matter how slight, to their supervisor and the Director of Safety and Emergency Preparedness. If the Director of Safety and Emergency Preparedness is not available, report the injury to the Human Resources Department. If the injury requires medical treatment, the Director of Safety and Emergency Preparedness or the Human Resources Department will make the arrangements and file the claim.

The North Carolina Workers' Compensation law provides medical benefits and disability compensation including a weekly compensation benefit for time lost. The weekly benefit is equal to 66 2/3% of the employee's average weekly earnings up to a maximum established by the Industrial Commission each year. When an employee is injured, he/she must go on workers' compensation leave and receive workers' compensation weekly benefits after the waiting period required by statute (G.S. 97-28).

In addition to the benefits provided by the Workers' Compensation law, employees injured on the job as a result of a compensable accident and who lose time from work shall be provided leave in accordance with the provisions outlined below.

#### **Covered Employees**

Full-time and part-time (half-time or more) permanent, probationary, trainee and time limited employees are eligible for Workers' Compensation Leave.

Temporary, intermittent or part-time (less than half-time) are not eligible for this leave.

#### **Leave on the Day of the Injury**

No leave is charged on the day of the injury if the treating physician instructs the employee not to return to work in either permanent duty or restricted duty.

The employee shall:

- obtain a written statement from the physician indicating that the employee must not return to work in either permanent duty or restricted duty and
- present the statement to the supervisor at the appropriate time.

#### **Additional Leave**

If the injury results in additional time away from work, the employee must go on workers' compensation leave and receive the workers' compensation weekly benefit after the required waiting period required by G.S. 97-28. One of the waiting period options listed below must be chosen. Once an election is made, it may not be rescinded for the duration of the claim.

**Option 1:** Elect to take sick or vacation/bonus leave during the required waiting period and then go on workers' compensation leave and begin drawing workers' compensation weekly benefits.

**Option 2:** Elect to go on workers' compensation leave with no pay for the required waiting period and then begin drawing workers' compensation weekly benefits.

If the injury results in disability of more than a specified number of days, as indicated in G.S. 97-28, the workers' compensation weekly benefit shall be allowed from the date of disability. If this occurs in the



## **Section VI – Employment Matters**

case of an employee who elected to use leave during the waiting period, no adjustment shall be made in the leave used for these workdays.

### **Use of Partial Leave**

In Option 1 or 2 above, after the employee has gone on workers' compensation leave, the weekly benefit may be supplemented by the use of partial sick or vacation/bonus leave, earned prior to the injury, in accordance with the state schedule published each year. This will provide an income approximately equal to their take-home or net pay.

### **Compensatory Leave**

Compensatory leave may be substituted for sick or vacation/bonus leave used during the waiting period if applied within the timeframes provided under the Hours of Work and Overtime Compensation Policy.

### **How to Pay Partial Leave**

If the employee has earned leave or compensatory time and chooses to use it while drawing the weekly benefit, it shall be paid at the employee's hourly rate of pay. It is subject to State and Federal withholding taxes and Social Security, but not subject to retirement, just the same as other temporary pay.

### **No Leave Required for Follow-up Medical Visits**

Employees injured on the job in a compensable accident, in order to reach maximum medical improvement, requiring medical or therapy visits during regularly scheduled working hours shall not be charged leave for time lost from work for required treatment. Paid time should be limited to reasonable time for treatment and travel; any excess time will be charged as vacation/bonus or sick leave or leave without pay.

### **Vacation and Sick Leave Credits Continue**

While on workers' compensation leave, the employee shall continue to accumulate vacation and sick leave to be credited to the employee's account for use upon return to permanent duty.

### **Leave Paid if Employee Does Not Return**

If the employee does not return to permanent duty from workers' compensation leave, vacation and sick leave accumulated **only during the first twelve months of workers' compensation leave** will be exhausted by a lump sum payment, along with other unused vacation/bonus leave which was on hand at the time of the injury, as well as any bonus leave granted subsequently.

### **Leave in Excess of 240 Hours**

Since the employee is on workers' compensation leave and is not able to schedule vacation time off, the accumulation may in some cases exceed the 240 hours maximum that can be carried forward. It shall be handled as follows:

The 240-hour maximum to be carried forward to the next calendar year may be exceeded by the amount of vacation accumulated during workers' compensation leave. The excess may be used after returning to permanent duty or carried on the leave account until the end of the calendar year at which time any excess vacation shall be converted to sick leave. If the employee separates during the period that excess vacation is allowed, the excess leave to be paid in a lump sum may not exceed the amount accumulated during the first twelve months of workers' compensation leave.

## **Section VI – Employment Matters**

### **Health Insurance**

While on workers' compensation leave, an employee is in pay status and shall continue to be covered under the State's health insurance program, in compliance with State Health Plan guidelines. The employee portion of monthly premiums will be paid by the employee. The employer portion of monthly premiums will be paid by the State. Premiums for any dependent coverage must be paid directly by the employee.

### **Retirement Service Credit**

While on workers' compensation leave an employee does not receive retirement credit. As a member of the Retirement System, the employee may purchase credits for the period of time on an approved leave of absence. Upon request by the employee, the Retirement System provides a statement of the cost and a date by which purchase must be made. If purchase is not made by that date, the cost will have to be recomputed.

### **Total State Service Credit**

While on workers' compensation leave, an employee is in pay status and shall continue to receive total state service credit.

### **Longevity Pay**

While on workers' compensation leave, an employee is in pay status and will continue to receive longevity credit. Employees who are eligible for longevity pay shall receive their annual payments.

### **Reinstatement Salary**

Upon reinstatement, an employee's salary shall be computed based on the last salary plus any legislative increase to which entitled. Any performance increase which would have been given had the employee been at work may also be included in the reinstatement salary, or it may be given on any payment date following reinstatement.

### **Secondary Employment**

During workers' compensation leave status, all previously approved secondary employment will be suspended until the employee returns to full unrestricted duty. Permission to resume secondary employment must be obtained from the RCC President and the Director of Human Resources or Director of Safety and Emergency Preparedness.

### **Post-Accident Drug Testing**

On May 12, 2016, OSHA published a final rule that, among other things, amended 29 C.F.R. 1904.35 to add two new provisions: section 1904.35(b)(1)(i) makes explicit the longstanding requirement for employers to have a reasonable procedure for employees to report work-related injuries and illnesses, and (b)(1)(iv) incorporates explicitly into Part 1904 the existing prohibition on retaliating against employees for reporting work-related injuries or illnesses under section 11(c) of the OSH Act, 29 U.S.C. § 660(c).

Section 1904.35(b)(1)(iv) does not prohibit employers from drug testing employees who report work-related injuries or illnesses so long as they have an objectively reasonable basis for testing, and the rule does not apply to drug testing employees for reasons other than injury-reporting. Moreover, OSHA will not issue citations under section 1904.35(b)(1)(iv) for drug testing conducted under a state workers'

## **Section VI – Employment Matters**

compensation law or other state or federal law. Drug testing under state or federal law does not violate section 1904.35(b)(1)(iv). See sections 4(b)(1) and 4(b)(4) of the OSH Act, 29 U.S.C. §§ 653(b)(1) & (4).

Section 1904.35(b)(1)(iv) only prohibits drug testing employees for reporting work-related injuries or illnesses without an objectively reasonable basis for doing so.

Therefore, RCC will only use drug testing post-accident, as a tool to evaluate the root causes of workplace injuries and illness in appropriate circumstances.

Please refer to the Drug-Free Workplace Policy VI B 10 for more information.

*Adopted: 07/17/2008*

*Revised: 07/15/2010, 03/20/2014, 01/24/2018, 11/21/2019*

**Benefits - Continuation of Health Insurance Under COBRA**

*To state the College's policy on the continuation of health insurance under COBRA*

Under the Consolidated Omnibus Budget Reconciliation Act of 1985, better known as COBRA, if an employee terminates employment with the College, the employee is entitled to continue participating in the College's group health plan for a prescribed period of time, usually 18 months. (In certain circumstances, such as employee's divorce or death, the length of coverage period may be longer for qualified dependents.)

Under the Uniformed Services Employment and Reemployment Rights Act of 1994, better known as USERRA, an employee who is out on a military leave of absence will retain their health insurance coverage for the first 31 days of uniformed service. Employees out on a military leave of absence which extends beyond the 31 days will be eligible for COBRA benefits for up to 24 months.

If a former employee chooses to continue group benefits under COBRA he/she must pay the total applicable premium. Coverage will cease if the former employee fails to make premium payments as scheduled, becomes covered by another group plan that does not exclude pre-existing conditions or become eligible for Medicare.

For detailed information or questions on COBRA, employees are requested to speak with the Human Resources Department.

*Adopted: 07/17/2008*

**Benefits - Longevity Pay**

*To explain the longevity pay plan for college personnel*

Permanent full-time employees of the College shall receive longevity pay if the employee meets the requirement of aggregate service time. Annual longevity pay amounts are based on the length of aggregate service to the State of North Carolina. Longevity pay amounts are computed by multiplying the employee's annual base salary rate as of the eligibility date by the appropriate percentage rounded to the nearest dollar in accordance with the following table.

<b>Longevity Pay for Years of Aggregate State Service</b>	
<b>Years of Aggregate State Service</b>	<b>Longevity Pay Rate</b>
10 but less than 15 years	1.5%
15 but less than 20 years	2.25%
20 but less than 25 years	3.25%
25 or more year	4.5%

Longevity pay is not considered part of the annual base or contract pay nor is it to be represented in personnel and payroll records as a part of annual base salary. During the employment process, the Business Office establishes a longevity date. Longevity pay is automatic when the aggregate service time is met and will be paid annually in the month established.

*Adopted: 04/15/1999*

**Benefits - State Employees Credit Union**

*To describe the availability and types of State Employees Credit Union accounts and services*

State Employees Credit Union services are available to permanent full-time employees and family members. A \$25.00 deposit in a share account is required for membership. Additional deposits (with no handling charges) may be made as you desire. Loans are also available to members. Payroll deductions can be made for savings or loans. Many other services such as checking, IRAs, money market accounts, etc., are available. Please check with the Personnel Office for specific information.

*Adopted: 04/15/1999*

*Revised: 02/01/2000, 10/19/2000*

**Benefits - Rest Breaks**

*To state the College's rest break allowance*

Non-teaching personnel are allowed two rest breaks, fifteen (15) minutes each, per workday—one during the first half, one during the second half. Employees are still considered to be “on duty” during this break time and should not leave campus. Certain jobs may have a different break schedule. The employee’s supervisor will make the final determination of the actual time for the rest break. The break time cannot be disruptive to normal work duties and therefore may vary on days that work on special projects is involved.

*Adopted: 07/01/2008*

**Benefits - Holidays**

*To list the holidays during which the College will be closed*

- Labor Day (1 day)
- Thanksgiving (2 days)
- Christmas (5 days to include New Year's Day)
- Martin Luther King, Jr. Day (1 day)
- Easter (1 day)
- July 4 (1 day – If July 4th falls on a Saturday or Sunday, another day will be designated)
- Memorial Day (1 day)

*Adopted: 04/15/1999*

*Revised: 10/19/2000, 07/16/2009*



**Benefits - Employee Assistance Program (EAP)**

*To describe the Employee Assistance Program available to College employees*

Randolph Community College provides for all permanent full-time employees of the College, along with their eligible dependents, the opportunity to participate in an Employee Assistance Program. An Employee Assistance Program (EAP) is a program designed to assist the participant with personal problems including, but not limited to: health, aging parents, parent-child relationships, divorce and separation, financial, alcohol, drugs, legal, depression or anxiety, stress or other personal concerns which may adversely affect the participant.

The EAP is totally confidential. Privacy rights are federally protected. Information shared with an EAP consultant cannot be disclosed without your signed consent unless court ordered.

The EAP is paid for entirely by the College as part of your benefit package. It costs nothing to talk with an EAP professional. However, if the EAP professional determines that a service in the community is needed, the participant may be referred and the costs for that service would be the participant's and/or the participant's insurance company.

EAP contact information:

McLaughlin Young  
5925 Carnegie Blvd, Suite 350  
Charlotte, North Carolina 28209  
Direct 800.633.3353  
mygroup.com

Contact the Human Resource Office for further information.

*Adopted: 04/16/2001*

*Revised: 01/16/2003, 07/17/2008*

### **Benefits - Flexible Work Policy**

*To describe the Flexible Work Policy available to College employees*

In order to foster a work environment that serves both the interests of the College and its employees and is fair and equitable to all employees, Randolph Community College will consider the standard workweek to be a minimum of 40 hours, with each supervisor responsible to ensure that his or her employees have worked their 40 hours before they are dismissed at 3:00 on Friday. For auditing and accountability purposes, each Vice President will maintain a file of the work plan for the employees in his/her area.

Any other flexible work arrangements for employees must be approved by the appropriate Vice President to provide employees with the appropriate flexibility needed for external responsibilities without compromising the mission and operations of the College. Employees are urged to carefully review both the advantages and the disadvantages before entering into a telecommute agreement. Trial periods may be used to determine the most effective schedule. Vice Presidents will review each agreement carefully to ensure appropriateness, consistency of application, and equitable treatment throughout the department, with final approval given by the President. It is important for employees to keep in mind that what may work well for one position or employee may not work for another. Success depends on the nature of the work, the feasibility of the schedule, and the accountability of the employee.

*Adopted: 04/19/2001*

*Revised: 01/16/2003, 07/17/2008, 05/20/2021*

**Benefits - Flexible Spending Accounts**

*To describe the Flexible Spending Accounts available to College employees*

Flexible Spending Accounts are available to all permanent full-time employees. The plan allows employees to make monthly payroll deductions on a pre-tax basis for dependent care, medical expenses, insurance deductibles, and insurance co-payments. A monthly amount is subtracted from the employees' gross earnings before taxes. The payroll withholdings are accumulated in a reimbursement account.

The Flexible Spending Plan qualifies under Code Section 125 of the IRS and will be available each year during Open Enrollment. When an employee contributes pretax dollars to a reimbursement account, they lower their taxable income; therefore, employees pay less in taxes and increase their spendable income.

Contact the Human Resource Office for further information.

*Adopted: 01/20/2001*

**Benefits - Employee Tuition Exemption**

*To describe the tuition exemption available to College employees*

Full-time College employees may enroll in one curriculum or continuing education occupational extension course per academic year at Randolph Community College without payment of tuition or registration fees. However, no employee is exempt from fees when enrolled in a self-supporting/community service course.

Classes may not be attended during regular working hours or during scheduled lunch period without prior approval of the appropriate supervisor and Vice President. Requests to attend class during regular working hours or during scheduled lunch periods are to be submitted in writing to the appropriate supervisor.

Attendance in classes during regular working hours or during scheduled lunch periods will not be approved unless such attendance is considered to be in the best interest of the College. “Best interest of the College” is defined as attendance of an individual course or pursuit of a degree which will, upon completion, improve the ability or skill of the employee to perform his/her current position or prepare the employee to perform in another capacity within the College.

*Adopted: 04/15/1999*

*Revised: 07/17/2008, 09/20/2012*

**Benefits - Retirement Process**

*To describe the process for retirement*

Employees are requested to provide sufficient notice of the intent to retire. The letter of intent to retire should be submitted to the President, appropriate Vice President, supervisor (if applicable), and Human Resources, at least four months prior to proposed date of retirement.

The Director of Human Resources is available to meet with the retiring employee to discuss retirement paperwork.

*Adopted: 07/17/2008*

**Benefits - RCC Excellence in Teaching and Staff Awards**

*To state the procedures for selection of nominees for the RCC and North Carolina Community College System's Excellence in Teaching and Staff Awards*

After the beginning of the Fall semester each year, the Special Assistant to the President for Projects and Events will email all RCC permanent employees to request nominations for RCC's Excellence in Teaching, Adjunct Faculty and Staff awards. The electronic nomination form for each award highlights the criteria for selection. This criteria reflects the North Carolina Community College System's requirements for the statewide awards.

A Nomination Committee will select the top three nominations in each category and forward the names to Senior Leadership Team for consideration. Senior Leadership Team will then select the recipients of the annual RCC Excellence in Teaching, Adjunct Faculty and Staff Awards. The recipients of the Excellence in Teaching and Staff awards will be nominated for the North Carolina Community College System Excellence in Teaching and Staff Awards later in the year. An Awards Committee will prepare the nomination materials to be submitted to Raleigh for the statewide competition.

In addition to the certificate and lapel pin awarded to nominees through Raleigh, the recipients of the RCC Excellence in Teaching and Staff Awards will receive additional benefits, e.g., a designated parking spot for a year, birthday (or close) workday off, and recognition on the Randolph Community College Employees of Excellence plaque. These benefits may change from year to year. Benefits in effect at the time of the award will be detailed in the letter of congratulations sent from the President's Office to the recipients.

*Adopted:*

*Revised: 05/15/2008, 07/16/2009, 07/14/2011, 07/19/2012, 07/18/2013, 11/21/2013, 01/22/2020*

### **Leave - Civil Leave**

*To state the College's policy regarding civil leave*

### **Jury Duty**

A permanent full-time employee will be given leave with pay to serve jury duty. This will not be charged against leave time. An employee will be entitled to any juror's pay, plus his regular state salary for the period.

### **Other Civil Leave**

As part of his/her job, no leave is required. However, any court fees he/she receives must be turned in to the institution for which he/she works.

Due to subpoena as a witness (except as plaintiff or defendant), an employee may be given leave with pay. Any fees received must be given to the agency for which he/she works. Or, he/she may use vacation leave and keep any fees received.

As a plaintiff or defendant in a personal situation, vacation leave shall be used to cover time away from the workplace.

*Adopted: 04/15/1999*

*Revised: 10/19/2000*

**Leave - Compensatory Leave (Fair Labor Standards Act)**

*To state the College's policy on approval of compensatory leave for nonexempt employees who work overtime*

Randolph Community College adheres to the regulations stipulated in the Fair Labor Standards Act. All nonexempt employees are identified, and a time sheet for hours worked is maintained for each of these employees. Compensatory leave at a one and one-half rate is provided to any nonexempt employee who is approved by the supervisor and appropriate VP to work overtime. Such approval must be granted in advance. Checking work-related voicemail or email outside of normal working hours is considered unauthorized work time and will not be compensated. Therefore, any exception must be approved in writing by the President or Vice President for Administrative Services.

Compensatory time balances must be documented on the official time sheet submitted to the Business Office and approved by the supervisor. If not documented, compensatory time will not be counted.

The supervisor is responsible for ensuring compensatory time balances are not carried past 30 days.

*Adopted: 04/15/1999*

*Revised: 07/17/2008, 07/21/2016*



### Leave - Educational Leave

*To define and outline the terms of educational leave*

The term "educational leave" as defined in this regulation refers to release from duties or time normally required of a full-time employee in carrying out his/her full load of responsibilities assigned.

State funds may be used to pay employee salaries while they are on educational leave if the following criteria are met:

1. The employee is employed full-time on a 9, 10, 11, or 12 month basis.
2. The employee has been employed with Randolph Community College for at least 8 semesters. (This requirement may be waived by the President of the College if deemed for the benefit of the College.) The summer semester is not counted.
3. Educational leave with pay is not granted to any employee more often than every third year. If educational leave with pay is approved and taken during the summer, the employee will be paid 80% of their salary. If educational leave with pay is approved and taken during the fall or spring, the employee will be paid 60% of their salary. Under exceptional circumstances this provision may be waived for faculty required to meet SACSCOC criteria or other critical needs.
4. Educational leave will not exceed a period of 60 work days per calendar year. This policy was designed for employees to take educational leave during the summer. The granting of such educational leave with pay for any semester other than the summer will be justified on the basis that the institution can spare the services of the employee at the time requested.
5. The studies engaged in during such educational leave are directly related to improving the competence of the employee in his/her assigned duties.
6. Educational leave is contingent upon availability of other personnel to cover the employee's duties.
7. The employee must agree to complete at least one year of service to Randolph Community College following the end of the educational leave of absence (a year of service is defined as the number of months which the employee is typically employed during a 12 month period).
8. An employee who fails to honor the agreement stipulated in Item 7 of this rule shall be required to repay the amount (salary and matching funds) expended for the educational leave. If the employee fulfills a portion of the agreement before failing to honor the agreement, repayment (salary and matching funds) shall be based on a pro rata portion
9. All requests for educational leave will be made to the appropriate Vice President on form [F X a](#) (found in the forms section of the Personnel Handbook & Policy Manual) 90 days prior to the start of the educational leave and submitted to the Human Resources Office. The President's direct reports requests will be approved by the President. The Vice President will make the recommendation to the President who has final authority to grant or deny the request.
10. All approved requests will be documented with the signing of the Educational Leave Contract (form [F VI d](#)).

Under any conditions other than the above, educational leave as defined above that is granted to an employee must be without pay from state funds.

## **Section VI – Employment Matters**

Two weeks prior to the beginning of the semester for which leave is granted, the employee requesting leave must submit the final program of study, including institution(s) to be attended, descriptions of prospective courses (or other educational activity), and a statement showing how these courses relate directly to the employee's job responsibilities.

Within six weeks of the conclusion of the granted leave, the employee will submit to his/her supervisor a summary and evaluation of the leave experience along with an official transcript of any academic credits earned.

*Adopted: 04/15/1999*

*Revised: 04/18/2002, 07/17/2008*

### Leave - Family and Medical Leave

*To provide a general overview (purpose and provisions) of family and medical leave as mandated by the Family and Medical Leave Act of 1993*

In general, the Family and Medical Leave Act (FMLA) entitles qualified employees up to twelve weeks of paid or unpaid leave per 12-month period for the birth or adoption of a child, to care for a spouse, son, daughter or parent who has a serious health condition, when unable to work because of their own serious health condition, or for Military Family Leave Entitlements. The FMLA also requires employers (with some exceptions) to continue to provide employer paid health care insurance during such leave and to reinstate the employee to the same or equivalent position upon return from such leave.

Although the FMLA is rather lengthy and complex, the following are a few of the applicable provisions which all employees should be familiar with:

- a. All vacation leave (including the bonus vacation leave) and sick leave must be exhausted before going on unpaid FMLA leave. Paid vacation and sick leave, when used for a FMLA qualifying event, counts toward the twelve-week entitlement. Such leave must be designated by the employee and his/her supervisor as FMLA leave on the appropriate sick or vacation leave form as the leave is taken and not after the employee has returned from leave, when possible.
- b. Only employees who have been employed for at least one year and who have worked a minimum of 1250 hours during the previous twelve-month period are eligible for FMLA leave.
- c. An employee may be required to present a doctor's certification when requesting FMLA leave due to their own serious health condition or to care for the employee's spouse, son, daughter or parent who has a serious health condition. Standard forms are available through the Human Resources Office.
- d. In cases where the need for leave is foreseeable, such as an expected childbirth or planned medical treatment, the employee is required to provide the College with at least thirty days' notice before the date the leave is to begin. When circumstances prevent such notice, the employee is expected to give notice as soon as possible.
- e. Employees who purchase health or dental insurance for dependents through payroll deductions will be expected to make arrangements for the payment of such premiums through the Business Office for the continuation of coverage during any periods of unpaid leave. Any premium past due for more than 30 days may result in a lapse of coverage.
- f. FMLA leave is intended to address serious health conditions lasting more than three days, not short-term conditions for which treatment and recovery is brief. For purposes of FMLA, "serious health condition" entitling an employee to FMLA leave means an illness, injury, impairment or physical or mental condition that involves inpatient care as defined in Sec. 825.114 or continuing treatment by a health care provider as defined in Sec. 825.115.
- g. Before returning to work after having been on leave for a serious medical condition, the employee should present Human Resources with a doctor's release indicating the date the employee may return to work along with any work related restrictions the doctor determines as necessary.

## Section VI – Employment Matters

### h. Military Family Leave Entitlements:

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post deployment reintegration briefings.

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

\*The FMLA definitions of “serious injury or illness” for current service members and veterans are distinct from the FMLA definition of “serious health condition.”

The “single 12-month period” leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the 12-month period established by the employer for other types of FMLA leave. An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the “single 12-month period.” (Only 12 of the 26 weeks may be for a FMLA-qualifying reason other than to care for a covered service member.)

As stated earlier, the FMLA can be complex and is therefore impractical for complete publication in this handbook. For this reason, all employees who are confronted with family and medical leave needs as addressed by the FMLA are asked to discuss the circumstances of such needs with the Human Resources Office. Further information will be provided at that time.

*Adopted: 04/15/1999*

*Revised: 10/25/2001, 01/17/2002, 01/16/2003, 05/21/2009, 09/19/2013*

**Leave - Bereavement Leave**

*To state the College's funeral leave policy*

A maximum of three (3) workdays may be granted for bereavement leave for death in the employee's immediate family. Immediate family is defined as spouse, parent, child, brother, sister, grandparent, grandchild, including step, half, and in-law relationships. If other dependents are living in the employee's household, bereavement leave may also be taken. A leave form is used for this purpose and should be clearly marked "Bereavement Leave." Any extension of bereavement leave may be taken as vacation and/or sick leave according to the guidelines under these policies.

Any exception to this policy must be recommended by the appropriate VP to the President for approval.

*Adopted: 04/15/1999*

*Revised: 07/17/2008, 09/19/2013*

### Leave - Military

*To state the College's policy on military leave available to permanent full-time employees*

A military leave of absence will be granted to employees who are absent from work due to service in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. A copy of the official orders must be presented to the College in order to be granted military leave.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Employees on military leave for up to 30 days are required to return to work at the first regularly scheduled day after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for the purposes of determining benefits based on length of service.

Questions regarding Randolph Community College Military Leave Policy applicable state and federal laws, and continuation of benefits should be directed to the Human Resource Office.

If an employee applies for reinstatement within 90 days from the date of his discharge, his/her previous accumulated sick leave will be set up in his leave account. Any increments or salary increases an employee would have received on the job will be added to his/her salary when he/she returns to work. Leave benefits are not accumulated while on military leave without pay. An employee will receive credit from the Retirement System while he/she is away from his/her job if he/she returns to state employment within two (2) years.

**Required Physical Examination** - When an employee is required to have a medical examination to determine physical fitness for military service, his/her supervisor will give him/her the necessary time off with pay.

**Short-Term Military Service** – Annual leaves of absence, not to exceed fifteen days per year, are granted to employees for short-term training in the Reserves and National Guard. You are entitled to leave with pay for a maximum of fifteen (15) workdays each calendar year when ordered to duty for annual training or other purposes. An employee should always clear military leave with his/her immediate supervisor well in advance.

**Temporary Emergency Duty** – Leaves of absence, not to exceed fifteen days per year, are granted for temporary emergency duty such as civil disorders, storm disasters, etc.

Randolph Community College is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the College's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform services for any of the Uniformed Services of the United States.

## **Section VI – Employment Matters**

*Adopted: 07/17/2008*

**Leave - Sick**

*To state the College's sick leave policy and procedures*

1. Sick leave with pay for permanent full-time employees of Randolph Community College will be granted according to the following schedule: Employees will earn sick leave at the rate of 8 hours per month of employment. An employee who is in pay status for one-half (1/2) or more of the regularly scheduled workdays in any month shall earn sick leave for that month.
  - a. Employees under full-year contract (July 1-June30) but working less than full-time and at least fifty percent (50%) of a work month will be classified permanent part-time and are entitled to sick leave on a pro rata basis.
  - b. Temporary full-time or part-time employees will not normally earn sick leave.
  - c. Probationary full-time employees will earn sick leave.
  - d. Employees continuing on the payroll, but absent from the College for educational purposes such as Educational Leave approved by the administration, will be considered as a full-time employee for sick leave purposes.
2. The above sick leave schedule is granted specifically to the employee to cover loss of time incurred through his own illness or injury which prevents the employee from performing his usual duties. It may also cover any time that is lost when the employee may be absent due to doctor appointments, or the illness or injury of another member of his/her immediate family. Immediate family is defined as spouse, parent, child, brother, sister, grandparent, grandchild, including step, half, and in-law relationships. If other dependents are living in the employee's household, sick leave may also be taken. Sick leave may be used to extend the bereavement leave policy for deaths in the immediate family as defined above. No amount is set as a limit for either purpose, that decision being left to the President and based on individual employee need.
3. Sick leave may not be taken in periods of less than one quarter hour increments.
4. The administration may request a doctor's confirmation in writing to substantiate sick leave taken for personal illness or for illness of immediate family.
5. Unused vacation leave may be applied to sick leave with pay at the discretion of the employee in consultation with his/her administrative supervisor and approved by the President.
6. Sick leave is nontransferable to any other type of leave.
7. Only scheduled work hours or workdays shall be charged in calculating the amount of leave taken. Saturdays, Sundays, and holidays are not charged unless they are scheduled workdays for the employee.
8. Sick leave with pay will have no effect on the employee's earning of vacation leave and other benefits; however, sick leave without pay will delay these benefits one month for each month he/she is on leave without pay for over half the workdays in the month. See the Family and Medical Leave Policy for further information regarding continuation of health care coverage while on unpaid Family Medical Leave.
9. Sick leave is not allowable in terminal leave payments when an employee separates from Randolph Community College employment.
10. Sick leave is cumulative indefinitely.



## **Section VI – Employment Matters**

11. One month of credit is allowed for each twenty days (20), or any portion thereof, of sick leave to an employee's length of service credit upon retirement.
12. For permanent full-time and permanent part-time employees, unused sick leave may be transferred when an employee transfers between state agencies. Sick leave may also be transferred to a County Mental Health, Public Health, Social Services, or Civil Defense agency, if the agency is willing to accept the leave. When a county employee transfers from one of these agencies listed above to a state agency, sick leave or any portion of unused sick leave may be transferred to the state agency.

Employees previously subject to the Personnel Act in prior employment may also transfer sick leave (or any portion of sick leave) from a state agency to a public school or community college; and a public school or community college employee may transfer sick leave to a state agency if employed in a position that is subject to the Personnel Act when such transfer is deemed acceptable by the head of the employing agency or the local school administration unit or community college.

An employee who transferred from a public school or community college to a state agency or vice versa may be credited with any sick leave which he/she had at the termination of employment with the public school or community college or state agency provided that his/her employment was continuous and the change of employment occurred on July 1, 1963 or after. Employment will be considered continuous if a public school or community college employee accepts other employment with a state agency any time after the end of the academic year or before the beginning of the next academic year.

Leave balances will be reported on the monthly payroll check stub. Leave earned will be current with leave used being posted through the prior month.

13. Unused sick leave balance shall be reinstated when an employee is reemployed by Randolph Community College within five (5) years of separation when approved by the President.
14. Each employee is responsible for promptly completing and submitting appropriate leave forms to their immediate supervisor for their approval. Approved leave forms are maintained in the Business Office.
15. When an employee is absent due to illness, the administration will first attempt to have the absentee's responsibilities fulfilled by existing employees. The employment of a substitute will be at the discretion of the President or his/her designee, according to the needs and the demands of the temporarily vacated position. It is the responsibility of the Business Office of the College to maintain annual records for sick leave earned and taken for each employee. Vice Presidents or their designees should establish appropriate control measures to verify their area's monthly Leave Register. Randolph Community College's sick leave records for all separated employees shall be maintained for a period of at least six (6) years.
16. Any absence should be communicated to the supervisor immediately. If there is no notification after three days the College will consider this a resignation.
17. Leave taken for 30-hour faculty is scaled according to a 40 hour work week. Every hour taken equates to 1.33 hours of leave.

## Section VI – Employment Matters

- **30 hour option faculty use the following formula for leave: Hours absent x 1.33 = hours charged** (round to the nearest quarter hour)
  - *Examples:*
    - *1 hour absent x 1.33 = 1.33 hours = 1.25 hours charged*
    - *2 hours absent x 1.33 = 2.66 hours = 2.75 hours charged*
      - Note: Rounding occurs at the end of calculation.
      - A full week of leave is 40 hours. All full-time faculty are considered 40 hour employees, even if they are on campus 30 hours per week.

18. 40-hour option faculty will take leave hour-for hour. A full week of leave is 40 hours.

*Adopted: 04/15/1999*

*Revised: 10/19/2000, 07/19/2001, 01/17/2002, 07/17/2008, 05/21/2009, 01/20/2010, 09/19/2013, 09/17/2015*

## Section VI – Employment Matters

### VI E 8

#### Leave - Vacation

*To state the College's vacation leave policies and procedures*

#### Staff and 40-Hour Option Faculty

The College genuinely desires that employees utilize their vacation leave in order to be productive employees. Employees are encouraged to plan their use of vacation leave to pursue activities that serve to provide relaxation and pleasure while distancing themselves from the demands of their workplace.

A probationary, permanent full-time staff member or 40-hour option faculty member who is in pay status for one-half (1/2) or more of the regularly scheduled workdays in any month shall earn vacation leave according to the chart below.

Length of Service	Hours Earned Monthly
Less than 5 years	9.33 hours
5 years but < 10 years	11.33 hours
10 years but < 15 years	13.33 hours
15 years but < 20 years	15.33 hours
20 years or more	17.33 hours

Temporary full-time or part-time employees will not normally earn vacation leave.

Vacation leave may not be taken in periods of less than one-quarter hour increments. Leave balances will be reported on the monthly payroll check stub. Leave forms should be submitted immediately after going through the approval process to the Business Office. All requests for vacation leave should have prior approval from the immediate supervisor. Special requirements for faculty vacation leave are detailed later in this policy.

Vacation leave shall not be cumulative for more than 240 hours for full-time staff and 40-hour option faculty, and a pro rata amount for staff of less than 40 hours per week. Accumulated vacation leave in excess of these amounts will be converted to sick leave by the Business Office at the end of the fiscal year. Note that this conversion will only be made once per year. Thus, an employee who retires or otherwise ends his or her employment with the College during the year and has accumulated more than 240 hours of vacation leave would not have the excess leave converted to sick leave.

A vacation leave request exceeding two weeks in duration must have the approval of the appropriate Vice President or President. When vacation leave extends from one month to the next, a separate form should be used for time taken in each month. Normally, vacation leave is not permitted to transfer in with a new employee; however, due to extenuating circumstances, requests will be evaluated on an individual basis.

#### Faculty

Faculty members are expected to fulfill their responsibilities for all scheduled classes, office, and campus hours. Vacation leave is limited to preapproved time when class is not in session. Extenuating

## Section VI – Employment Matters

circumstances require the pre-approval of all supervisory personnel in the requesting faculty's chain of command through the Vice President for Instructional Services. If a faculty member is granted vacation leave over a period when classes are scheduled, the faculty member shall provide a written plan outlining how classes will be continued during the vacation leave. A copy of the plan should be submitted to the Associate Dean and the Dean of Curriculum Programs at least one week in advance of the vacation leave.

30-hour option faculty do not earn vacation leave effective July 1, 2009. Vacation leave accrued prior to July 1, 2009 should be preapproved and taken as outlined below. All vacation leave must be pre-approved. However, 30-hour option faculty will have designated time off when classes are not in session according to the RCC curriculum calendar. Leave taken for 30-hour faculty is scaled according to a 40-hour work week. Every hour taken equates to 1.33 hours of leave.

- 30-hour option faculty use the following formula for leave: **Hours absent x 1.33 = hours charged** (round to the nearest quarter hour)
  - *Examples:*
    - *1 hour absent x 1.33 = 1.33 hours = 1.25 hours charged*
    - *2 hours absent x 1.33 = 2.66 hours = 2.75 hours charged*
      - Note: Rounding occurs at the end of calculation.
      - A full week of leave is 40 hours. All full-time faculty are considered 40-hour employees, even if they are only on campus 30 hours per week.
- 40-hour option faculty will take leave hour-for-hour. All vacation leave must be pre-approved.
  - A full week of leave is 40 hours.

Effective July 1, 2009, faculty new hires will no longer earn vacation leave and all faculty from this date forward will be 30-hour option faculty.

*Adopted: 04/15/1999*

*Revised: 10/19/2000, 04/19/2001, 07/19/2001, 04/18/2002, 01/16/2003, 05/21/2009, 03/17/2011 (effective 04/01/2011), 09/17/2015)*

**Leave - Voluntary Shared**

*To state the College's voluntary shared leave policies and procedures*

There are occurrences brought about by serious and prolonged medical conditions that cause employees to exhaust all available leave and therefore be placed on leave without pay. It is recognized that such an employee forced to go on leave without pay could be without income at the most critical point in their work life. It is also recognized that fellow employees may wish to voluntarily donate some of their vacation leave (includes regular or bonus) or sick leave to provide assistance to a fellow employee. Therefore, it is the policy of this College to provide an employee with the opportunity to help a fellow employee by donating regular or bonus vacation leave. Such a donation will be done on a one-to-one basis. No banking of leave is permitted.

For the purposes of this policy, a medical condition shall be defined as a medical condition of the employee, immediate family member and other dependents living in the employee's household that is likely to require an employee's absence from duty for a period of at least 20 consecutive workdays and that results in a substantial loss of income to the employee due to limited leave in the employee's leave account. If an employee has had previous absences for the same condition within the last 12 months, the college may waive the 20 consecutive workday requirement. Immediate family is defined as spouse, parent, child, brother, sister, grandparent, grandchild, including step, half, and in-law relationships. It is not the intent of this policy to apply to incidental, normal, short-term medical conditions.

**Qualifying as a Recipient:** In addition to the aforementioned requirements, in order to qualify as a recipient, the employee must be a permanent full -time employee with a minimum of one year's service time and have exhausted all available leave balances. While using voluntary shared leave, the employee continues to earn leave provided the employee works at least half the work days in a given month; when accounting for leave, this vacation and sick leave will be used first.

Employees in receipt of income from the Worker's Compensation Program, the Disability Income Plan of North Carolina, or disability payments from any other source are ineligible for donations. However, in either of these cases, the employee may participate in shared leave during the required waiting periods.

**Applying for Donation:** An employee may apply or be nominated by a fellow employee. To apply, an Application to Receive Voluntary Shared Leave should be directed to the Director of Human Resources and include the following information:

1. Name of employee in need of donated leave
2. Description of the medical condition and estimated length of time needed in donated leave
3. Statement of willingness to have need communicated to fellow employees (the nature of the medical condition will be held in the strictest of confidence unless the applicant specifically requests that such information be shared with fellow employees)
4. A doctor's statement certifying the need

Note that an employee receiving leave donations will also be placed on leave under the Family and Medical Leave Act, if applicable. The requirements of this type leave would then apply to recipients.

The maximum amount of donated leave that can be received is 1040 hours or the amount of time projected for treatment and recovery, whichever is less. Leave transferred under this program will be available for use on a current basis or may be retroactive for up to 30 calendar days to substitute for leave without pay.

## Section VI – Employment Matters

**Donating Leave:** The minimum amount of vacation or sick leave that an individual may donate is 4 hours. The maximum amount of vacation leave that can be donated is the amount an individual earns in one year. However, the amount donated shall not reduce the donor's vacation leave balance below one-half of the annual vacation leave accrual rate. An employee family member donating sick leave to a qualified immediate family member may donate up to a maximum of 1040 hours but may not reduce the sick leave account below 40 hours. Bonus leave may be donated without regard to this limitation.

Donations made in excess of the actual need will be returned to the donor on a pro rata basis.

### **Donor Guidelines:**

- An employee of a community college may donate vacation leave, bonus leave or sick leave to an immediate family member in any State agency, public school or community college.
- An employee of a community college may donate vacation or bonus leave to a coworker's immediate family member who is an employee in a state agency or public school provided the employee and coworker are at the same college.
- An employee may donate vacation, bonus or sick leave to another employee at a community college in accordance with the provisions of this rule.
- An employee of a community college may donate up to five days of sick leave to a non-immediate family member of a community college.
- The combined total of sick leave donated to a recipient from non-immediate family member donors shall not exceed 20 days per year as defined by local college policy.

Donated sick leave shall not be used for retirement purposes.

To donate leave either internally or externally, the donor will need to complete the Application to Donate Voluntary Shared Leave Form ([XIII: F X I](#)).

All efforts will be made to keep the names of donors confidential.

*Adopted: 04/15/1999*

*Revised: 10/19/2000, 01/16/2003, 10/16/2013, 09/19/2013, 05/31/2017*

**Leave - Other**

*To state the authority for granting any leave not covered by existing leave policies*

Other leave not covered within these policies will be granted only by the approval of the President of the College.

*Adopted: 04/15/1999*

**Leave - Personal**

*To state the College's policy for personal leave*

Full-time employees of the college will be allowed to take one day per fiscal year for personal business or circumstances that cannot be attended to outside the normal working day. Personal leave may be used for personal or family obligations, child involvement, educational purposes, volunteer work, mandatory court appearances other than jury duty (criminal or civil cases, traffic court, divorce proceedings, custody proceedings, or appearing as directed as parent or guardian of juveniles), legal or business matters, family emergencies of a nature that require an employee's immediate attention, weddings of members of the immediate family, religious holidays which fall on a normally scheduled workday for an employee, and any other matter of a personal nature. Personal leave may be used in conjunction with vacation, or for vacation purposes if approved by the supervisor in the respective area.

**Amount of Leave**

Full-time permanent and probationary employees are granted eight (8) hours of paid personal leave on July 1 of each year.

New full-time employees are credited with the appropriate prorated amount of leave immediately upon their employment. Leave not taken in a fiscal year will be forfeited. Employees are not entitled to payment for this unused leave upon separation from the College.

**Approval of Leave**

A leave request form must be completed in advance through regular supervisory channels. A verbal request will be considered if the request is of a nature to make an advanced request impossible; however the request must be submitted in writing upon return to work. Personal Leave may not be taken in periods of less than one hour increments. Employees and supervisors must schedule and coordinate leave requests so that classes and student needs will be covered. The College must incur no expense in providing Personal Leave for its employees. (This policy is effective 7/1/2010.)

*Adopted: 1/17/2002*

*Revised: 05/20/2010*



### Leave - Bonus Vacation

*To state the College's bonus vacation leave policy and procedure*

**Eligibility:** Up to ten days (80 hours) will be provided to all permanent full-time and permanent part-time employees who are on payroll July 1, 2002, and still employed January 1, 2003. In addition, all permanent full-time and permanent part-time employees who are on payroll July 1, 2003, and still employed October 1, 2003, will be eligible for up to 10 additional days (80 hours) of Bonus Vacation Leave. The bonus leave will be prorated for permanent part-time employees not working 40 hours per week and for full-time employees who work less than 12 months. The bonus leave can be carried up until retirement. Unused bonus leave does not roll over to sick leave if unused, therefore the leave is not subject to conversion to sick leave. Bonus leave will not be considered as part of the maximum 240 hours of vacation that can be retained at retirement or rolled over to the new fiscal year at year-end.

**Scheduling bonus leave:** Bonus leave shall be accounted for separately from regular earned vacation leave. Like vacation leave, bonus vacation leave must be requested in advance by the employee and shall be taken only upon authorization of the appropriate supervisor. Bonus vacation leave may be used for any purpose for which regular vacation leave is used. The employee is responsible for completing the appropriate use of leave block on the leave form.

**Transfer:** Randolph Community College does not accept transfer of bonus vacation leave. All bonus leave must be paid out by the employee's previous employer. Any balance of bonus leave can be transferred with the employee who transfers to other participating state agencies that agree to accept the bonus leave rollover.

**Separation/Status Change:** Bonus leave balance will be paid in addition to regular vacation leave if the employee leaves the college or changes to a non-leave earning status.

**Miscellaneous Provisions:** Bonus leave must be exhausted prior to using unpaid FMLA leave. Bonus leave is available to be donated as vacation leave under the Voluntary Shared Leave Plan.

*Adopted: 01/16/2003*

*Revised: 10/16/2003, 02/15/2019*

**Personal Observance Leave**

*To state the College's policy on personal observance leave*

Randolph Community College (RCC) will provide one day of paid leave to full-time employees for a day of personal observance to utilize on a day of significance, including days of cultural, religious, or personal observation. Moreover, some employees may have days of personal significance that are their own, outside of any cultural or religious tradition. RCC wants to ensure that employees have an opportunity to observe these days of personal, cultural, or religious importance.

**Amount of Leave**

Full-time permanent employees will receive eight (8) hours of Personal Observance Leave on July 1 of each year. New full-time employees are credited with the appropriate prorated amount of leave immediately upon their employment.

**Use of Leave**

Personal Observance Leave may be used for any single day of personal significance. This includes, but is not limited to, days of cultural or religious importance. The day used for Personal Observance Leave does not have to be a day from the employee's own religious or cultural background. Any day that the employee identifies as significant for cultural, religious, or personal reasons qualifies under this policy.

The total amount of Personal Observance Leave awarded to an employee must be utilized in one work shift and cannot be taken hour for hour. Employees may use Personal Observance Leave prior to exhausting any accumulated compensatory time (comp time). Leave not taken within the fiscal year will be forfeited and cannot be carried forward to the next fiscal year.

**Approval of Leave**

Employees must submit a leave request form at least two weeks before the leave is needed unless such notice is impractical. The supervisor may require that the Personal Observance Leave be taken at a time other than the one requested, based on the needs of the college.

**Limitations**

Employees are not entitled to payment for this unused leave upon separation from the College. The leave has no cash value and cannot be converted to retirement credit. It may not be donated under the Voluntary Shared Leave policy and cannot be used for the same purposes as sick leave.

*Adopted: 9/15/2022*

*This is a temporary policy to be approved by the Board of Trustees in accordance with NC Session Law 2023-14. This temporary policy is effective retroactively to July 1, 2023, and shall remain in place until a formal policy is adopted by the State Board of Community Colleges and the College's Board of Trustees. This temporary policy expires on the effective date of a permanent policy adopted by the Board of Trustees.*

### **Leave - Paid Parental Leave**

*To state the College's policy on Paid Parental Leave in accordance with G.S. 126-1 and 126-8.6*

Randolph Community College will provide Paid Parental Leave (PPL) for employees in accordance with G.S. 126-1 and 126-8.6. The purpose is to promote families' physical and mental health, increase worker retention, and improve worker productivity and morale.

### **Definitions**

**Eligible State Employee:** A full-time or part-time employee in a permanent, probationary, or time-limited appointment who has been employed without a break in service by the State of North Carolina in a permanent, time-limited, or probationary appointment for the immediate twelve (12) preceding months and who is eligible for Family and Medical Leave (FML) by being in pay status for at least 1,040 hours in the previous twelve-month period, as set forth in 25 NC Administrative Code 01E.1402(a).

**Parent:** Either (a) the mother or father of a child through birth or legal adoption, or (b) an individual who cares for a child through foster or other legal placement under the direction of a government authority.

**Child:** A newborn biological child or a newly-placed adopted, foster, or otherwise legally placed child under the age of eighteen (18), whose Parent is an Eligible State Employee.

**Paid Parental Leave:** 100% paid leave to be provided to an Eligible State Employee either (a) upon the Eligible State Employee giving birth for both recuperation during the disability period and bonding with a newborn Child, or (b) to other Eligible State Employees to care for and bond with a newborn Child or newly adopted, foster, or otherwise legally placed Child.

**Qualifying Life Event:** When an Eligible State Employee becomes a Parent to a Child.

**Public Safety Concern:** A significant impairment to the State Agency's (in this case, Randolph Community College) ability to conduct its operations in a manner protects the health and safety of North Carolinians. The extension of PPL to an Eligible State Employee may constitute a Public Safety Concern if:

1. Providing the PPL would result in College staffing levels below what is required by federal or state law to maintain operational safety; or
2. Providing the PPL may impact the health or safety of staff, faculty, and students, or other individuals that the College is required by law to protect; and
3. The College has been unable to secure supplemental staffing after requesting or diligently exploring alternative staffing options.

## **Section VI – Employment Matters**

### **Responsibilities of the College**

- Upon receiving a request for PPL and documentation from the Eligible State Employee, the College will respond to the employee within five (5) business days.
- For employees who gave birth: The College shall not deny, delay, or require intermittent use of paid parental leave to Eligible State Employees who have given birth, so long as they seek to use the paid parental leave in one continuous period. If an employee who gave birth wishes to use intermittent, rather than continuous, PPL, the College may work the employee on the timing of the leave.
- For all other employees: This paragraph applies only to Eligible State Employees who either (1) are not birthing parents, or (2) are seeking intermittent leave. For these parents, the agency may delay providing PPL or may provide PPL intermittently if it is determined that providing PPL will cause a Public Safety Concern.
- If the College determines that it must delay PPL, or make PPL intermittent because of a Public Safety Concern, the College shall provide PPL as soon as practical following the Qualifying Event.
- If both parents are Eligible State Employees, each may receive PPL. Both parents may take their leave simultaneously or at different times, pending no Public Safety Concern.

### **Additional College Responsibilities:**

- No disciplinary action will be taken against an employee for being absent while on PPL. However, this provision does not prevent the employee from receiving disciplinary actions for conduct/performance as long as it is not related to the four or eight weeks of paid parental leave unless there is evidence of fraudulent use.
- The College may take appropriate action if there is evidence that the employee fraudulently requested, used, or otherwise abused PPL. This action may include revoking approval and disciplinary action up to and including dismissal.
- Employees that have begun approved PPL will not be required to return to work early due to staffing issues.

### **Employee Responsibilities**

- Whenever possible, employees are required to submit a written request to notify the College (their supervisor and Human Resources) ten (10) weeks in advance of their intention to use PPL.
- Employees are required to comply with College leave request procedures, absent any unusual circumstances.
- An employee may withdraw their request for PPL at any time.
- Employees are required to certify that they will use PPL to give birth to a Child or will use PPL to care for or bond with a Child. Documentation for the birth of a Child or placement (if applicable) should be submitted within a reasonable time after the Qualifying Event. The initial certification form is required before the Qualifying Event (10 weeks in advance), unless the birth comes unexpectedly.

## Section VI – Employment Matters

Acceptable documentation includes but is not limited to:

Qualifying Event	Acceptable Documentation
Adoption	<ul style="list-style-type: none"><li>• Adoption Order</li><li>• Proof of Placement</li></ul>
Birth	<ul style="list-style-type: none"><li>• Birth Certificate or Report of Birth</li><li>• Certified DNA Results</li><li>• Custody Order</li></ul>
Foster Placement	<ul style="list-style-type: none"><li>• Foster Care Placement Agreement</li><li>• Custody Order</li><li>• Proof of Placement</li></ul>
Other Legal Placements	<ul style="list-style-type: none"><li>• Custody Order</li><li>• Proof of Placement</li></ul>

Documents provided must show the date of birth or date of placement, if placement was a date other than the date of birth. The name of the legal Parent must appear on some legal document establishing the birth or placement, such as the birth certificate, a legal document establishing paternity, or a legal document establishing adoption.

### Use and Approval of Leave

- The College shall provide eight (8) weeks (320 hours) of PPL to Eligible Employees to care for and bond with a newborn Child or newly adopted, foster, or otherwise legally placed Child. The amount of PPL will not exceed eight (8) weeks.
- All PPL arrangements shall be written and include the responsibilities of both the College and the employee. Each participant in the PPL arrangement must sign the document that contains the terms of the PPL arrangement.
- Each week of PPL will be compensated at 100% of the employee's regular monthly pay.
- PPL may be used only once for a Qualifying Event within a rolling twelve (12) month period.  
Note: A multiple birth or adoption or legal placement of siblings does not increase the total amount of paid parental leave for that event.
- Unused PPL is forfeited twelve (12) months from the date of the Qualifying Event.
- PPL shall not accrue or be donated to another state employee.
- Eligible Employees may not use accrued sick leave, annual leave, or other leave in lieu of PPL.
- PPL shall not be counted against or deducted from the Eligible Employee's accrued leave balances.
- Employees shall not be paid out for PPL upon separation from the College. PPL shall also not be used for calculating an employee's retirement benefits and shall not accrue or be donated as voluntary shared leave.
- Leave usage must be recorded in the same required increments as all other time.

## **Section VI – Employment Matters**

- PPL shall be reported separately from all other paid leave. Employees and supervisors are responsible for accurate reporting of the use of this leave.
- If the employee requires leave before the actual birth, adoption, or legal placement due to medical reasons, or to fulfill legal adoption obligations, other available leave balances shall be utilized in accordance with the College's leave policies. PPL shall not be used prior to the Qualifying Event.

### **Relationship of Paid Parental Leave to Family Medical Leave**

- PPL will run concurrently with FMLA for the first eight (8) weeks. Employees using PPL are afforded the remaining job protection under FMLA for a total of twelve (12) weeks (480 hours). Accrued sick leave or vacation leave can be used during the remaining four (4) weeks to run concurrently with FMLA.
- An employee shall be eligible for PPL even if the employee has exhausted FML time in the previous twelve (12) months.
- If an employee becomes eligible for FMLA while on PPL, the employee must apply for and use FMLA and then PPL leave runs concurrently with FMLA.

### **Paid Parental Leave for Part-Time Employees**

- Leave for part-time employees will be prorated from the College's standard amount of PPL, as listed above, corresponding to the percentage of hours they normally are scheduled to work. However, PPL for part-time employees shall not exceed the following not-to-exceed amounts listed in G.S. 126-8.6:
  - Four weeks of paid leave after a Parent gives birth to a Child
  - Two weeks of paid leave after any other Qualifying Event

*Adopted: 07/20/2023*

#### **Facilities - Faculty Responsibilities**

*To describe faculty responsibilities for College facilities and procedures for faculty needing to use facilities for instructional purposes after regularly scheduled hours*

In that classrooms and shops are used by different instructors throughout the teaching day, each instructor is responsible for classroom or shop organization and suggested "housekeeping" in keeping with the overall appearance of the College.

Should an instructor assign work for a student(s) which requires the student(s) to work within the physical plant of the College after the normal day-student schedule, the instructor must submit a Building Utilization Form for approval to the appropriate Dean. The Dean will submit the form to the Vice President of Administrative Services for final approval. Also, that particular instructor must be present and supervise these assigned activities on campus, or have another staff member assume this responsibility for him/her.

*Adopted: 04/15/1999*

#### **Facilities - Use of Facilities by Employees**

*To inform employees of how to schedule facilities for College-related activities*

Faculty and staff desiring to use school facilities for meetings, extending classes beyond the normal scheduled hours, luncheons or other College-related activities, should reserve rooms using 25Live.

1. To reserve the Corporate Training Center located in the Continuing Education and Industrial Center, contact the Assistant to the Vice President for Workforce Development & Continuing Education.
2. To reserve the Conference Room in the Foundation Conference Center, contact the Development Specialist.

For purposes of insurance protection and security, it is necessary that employees desiring to use school facilities when not open for normal operation (specifically 8:00 a.m.-10:00 p.m. Monday through Thursday, 8:00 a.m.- 3:00 p.m. on Friday and 8:00 a.m. – 4:00 p.m. on Saturday) must have prior approval. Faculty and staff are to make their request to their immediate supervisor who will get final approval from the Vice President for Administrative Services.

Building use request forms for this purpose are available from the immediate supervisor or appropriate Vice President. Efforts should be made to anticipate these requests in advance to avoid emergency requests.

*Adopted: 04/15/1999*

*Revised: 10/25/2001, 04/18/2002, 10/16/2003, 01/15/2004, 04/15/2004, 11/20/2008*



#### Facilities - Use by Others Not Affiliated with RCC

*To state the building utilization guidelines and application procedures for use of facilities for activities and meetings not sponsored by RCC*

Randolph Community College sanctions the use of the College's facilities, provided the use does not interfere with regular College functions and operations, by community agencies, institutions and organizations for civic, cultural, and educational purposes, subject to terms and conditions listed below. The Vice President of Administrative Services is responsible for oversight of the process and final approval of the organization's use of the facility.

#### Application

Application for the utilization of any area or facility shall be made by the official representative of the agency, institution or organization using the Application for Use of College Facilities form (<https://www.randolph.edu/about-us/meeting-spaces.aspx>). Upon availability the applicant will be notified whether or not the application is approved.

#### General Conditions

- I. Any and all College property shall be used AS IS:
  - a. An Application for Use of College Facilities Form must be completed, outlining all costs for services, if applicable.
  - b. If necessary, one or more full-time employees of the College shall be on duty and shall be assigned the responsibility for opening and closing the building and for providing other needed assistance to the organization. The cost of securing these employees shall be paid by the organization (the Application for Use of College Facilities Form will state all costs). The use of the facilities cannot be guaranteed if adequate support personnel are unavailable to assist the organization.
  - c. A certificate of coverage naming Randolph Community College as additional insured should be received from the insurance carrier prior to use of the facilities. Insurance coverage may be waived for the use of the facilities by users such as student groups or other government agencies. Such waivers must be approved by the Vice President for Administrative Services.
- II. The organization using the facility is totally liable for injury to person or persons and for damages to property from changes in fixtures and appurtenances. The organization obligates itself to make good any loss sustained by the College as a result of, or in connection with, use of the College's facilities;
  - d. to make every effort to maintain order and decorum;
  - e. to restrict the consumption of food and drink to the designated locations on campus and to prohibit smoking except in private vehicles with the doors closed;
  - f. to prevent the use of unlawful drugs and the consumption of alcoholic beverages in the building and on the campus;
  - g. organizations are not permitted to operate concessions or to sell food or drink in connection with the use of the building;

## **Section VII – Facilities & Campus Services**

- h. to remove all property owned by organization immediately after completion of program/ activity.
- III. All organizations or groups granted use of a College facility must abide by the terms of the application, which must be signed before the facility is used. Requests for the use of facilities should be made at least 10 calendar days in advance of the needed date. An email confirmation will be accepted in lieu of signature.
- IV. College facilities shall not be used in competition with local businesses or for lectures or other activities which have as a substantial part of their purpose the recruitment of students to future courses or activities for which a fee is charged unless sponsored by or jointly with RCC.
- V. Observance of state and local health and fire regulations and/or laws shall be the responsibility of the organization using the facility.

Randolph Community College is hereby released from legal responsibilities should an accident or injury occur on or during your organization's meeting.

*Adopted: 04/15/1999*

*Revised: 04/18/2002, 10/16/2003, 01/17/2013*

## Section VII – Facilities & Campus Services

### VII B

#### Food and Drink

*To clarify where staff and faculty are permitted to consume food and drink*

Food and beverage are allowed in all general-purpose classrooms at the discretion of the instructor with the following restrictions:

- All beverages must have lids.
- All spills must be cleaned up immediately by the person responsible for the spill.
- All trash must be placed in appropriate receptacles.
- Outside groups may request permission for food and beverage on the Building Utilization Request Form.

Food and beverage of any type are not allowed in the following rooms:

#### Administration-Education Center

- AE 018
- AE 117: Computer Lab
- AE 203: Computer Lab
- AE 222: Nurse's Aid
- AE 223: Nurse's Aid
- AE 224: Nurse's Aid

#### Agricultural Science Greenhouse

##### Archdale

- A 107
- A 108
- A 310: Nurse's Lab
- 321 A: Computer Lab
- 321 B: Computer Lab
- 322: Computer Lab

#### Business Education Center

- BEC 111: Computer Lab
- BEC 113: Computer Lab
- BEC 116: Computer Lab
- BEC 117: Computer Lab

#### Campus Store

#### Computer Technology Center

- CTC 103: Computer Lab
- CTC 104: Computer Lab
- CTC 114: Computer Lab

## Section VII – Facilities & Campus Services

- CTC 116: Computer Lab
- CTC 118: Computer Lab
- CTC 120: Computer Lab

### Continuing Education and Industrial Center

- CEIC 102
- CEIC 103
- CEIC 104
- CEIC 106: Computer Lab
- CEIC 107
- CEIC 108: Computer Lab
- CEIC 109
- CEIC 117
- CEIC 119
- CEIC 121
- CEIC 122
- CEIC 124
- CEIC 126
- CEIC 127
- CEIC 131: Computer Lab
- CEIC 151: Computer Lab
- CEIC 153: Computer Lab
- CEIC 131: Computer Lab
- CEIC 223

### Design Center

- DC 103: Mac Lab
- DC 104: Mac Lab
- DC 104D: Sample Room
- DC 105
- DC 105B: Resource Room
- DC 108: Computer Lab
- DC 109
- DC 110

### Learning Resources Center

- **First Floor:**
  - Lobby and Auditorium
  - Library
  - 112 Computer Lab
  - 112A Computer Lab
- **Second Floor:**
  - 201
  - 202

## Section VII – Facilities & Campus Services

- 214 Writing Center Computer Lab
- 216
- 219
- 2019A

### **Math and Science Center**

- MSC 101: Computer Lab
- MSC 102: Math Lab
- MSC 103: Geology
- MSC 108: Biology Lab
- MSC 110: Chemistry

### **Photographic Technology**

- AE 301 through 348

### **RPEC**

- RPEC 112: Computer Lab

### **RSS Allied Health Center**

- RSS 103: Lecture Hall
- RSS 203 and RSS 207: Computer Labs
- Nursing Labs
- Radiography Labs
- Medical Assisting Labs
- SIMS Rooms

### **Student Services Center**

- 108 Computer Lab
- 118 Computer Lab
- 122 Computer Lab

### **Vocation-Technical Center**

- VT 201
- VT 203

*Adopted: 04/15/1999*

*Revised: 10/19/2000, 05/15/2008, 01/17/2013, 03/18/2021*

## Section VII – Facilities & Campus Services

### VII C

#### **Housekeeping and Maintenance**

*To describe how to request housekeeping services, building repairs and alterations, and maintenance*

When additional housekeeping services, building repairs/alterations, and maintenance are necessary, requests should be submitted by entering a KACE ticket. Do not deface the facilities or make any alterations or renovations without the approval of the Vice President for Administrative Services.

*Adopted: 04/15/1999*

## **Section VII – Facilities & Campus Services**

### **VII D**

#### **Sales Personnel and Visitors on Campus**

*To state the College's policies regarding sales personnel and visitors on campus*

Vendor sales personnel are allowed only at the request of RCC personnel. Cold calling is prohibited. Product or services information may be left at the Welcome Center for subsequent distribution to appropriate personnel.

Faculty members are not to be interrupted in their teaching by sales personnel and visitors. All sales personnel and visitors must obtain clearance from the Welcome Center prior to visiting instructors. The faculty member in charge of a shop, lab or class is responsible for keeping unauthorized persons out of his/her department during class hours.

At no time will any visitor confront students as they move about campus. Any visitor wishing to speak with a student must be taken to the Welcome Center. Visitors on campus are subject to the same code of conduct required of students and College personnel.

Companies and organizations must have educational related materials, i.e., class rings, graduation invitations, etc., if they expect to set up in a designated area on campus. Representatives must have prior approval from the Vice President for Student Services before expecting to set up any displays.

Membership drives and material distribution must be limited to the mission of the College. The Vice President of Student Services is charged with the determination of approval.

#### **Loitering on Campus**

Loitering is strictly prohibited. Individuals who are loitering will be asked to leave campus. Refusal to leave or returning to campus will be considered trespassing and law enforcement will be called.

#### **Media on Campus**

Permission to visit any class may be granted to the media by the Office of College Marketing or the College President. Members of the media may not disrupt classroom instruction by unauthorized visitations, interviews, or filming.

#### **Children on Campus**

Non-RCC students under the age of 16 are not permitted on RCC campuses unless they are accompanied by a parent or are under adult supervision. Non-RCC students ages 16-17 are considered adults and are responsible for their conduct. Randolph Early College High School students are considered to be RCC students.

#### **Animals on Campus**

Individuals are generally prohibited from bringing animals onto campus property. However, Randolph Community College welcomes the presence of Service Animals, as defined by the Americans with Disabilities Act (ADA), assisting individuals on campus. Animals that are part of instructional activities may also be permitted on campus property once approval from the Vice President for Instructional Services has been granted. Students needing accommodations other than the use of a Service Animal should contact the Disabilities Coordinator in Student Services.

*Adopted: 04/15/1999*

*Revised: 04/18/2002, 07/18/2002, 01/17/2008, 05/15/2008, 01/20/2010, 09/21/2017*

#### Traffic and Parking

*To describe the College's policy on traffic and parking regulations*

##### Traffic & Parking Regulations

Under the provisions of Chapter 115D-21 of the General Statutes of North Carolina, RCC's school resource officers as well as other local or state law enforcement agencies can enforce the traffic regulations of the College. All of the provisions of Chapter 20 of the General Statutes relating to the operation of motor vehicles on the highways of the state of North Carolina shall apply to the streets, roads, alleys, and driveways on the RCC campus. Any person violating any of the provisions of the state traffic laws (Chapter 20 of the General Statutes) on the streets, roads, alleys, and driveways on the RCC campus may, upon conviction, be guilty of a state traffic offense, not just a campus traffic policy.

In addition to the provisions of Chapter 20 of the General Statutes, the following rules and regulations are applicable to the parking lots on the RCC campus. The school resource officers have the responsibility and authority to enforce all of these rules and regulations.

##### ■ Speed Limit

The speed limit on any street, road, alley, driveway, or parking lot on the campus is 10 miles per hour.

##### ■ Other Traffic Regulations

Other regulatory signs are posted on campus and can be enforced under the provision of NC traffic laws by any local or state law enforcement official.

Reckless driving of any type will NOT be tolerated on campus.

RCC assumes no responsibility for damage to any vehicle while parked, towed, stored, or operated on the campus, or for the contents in vehicles on campus.

##### ■ Parking Zones

Parking is allowed only in lined parking spaces. Temporarily parking close to a building is allowed by staff or faculty for loading and unloading purposes.

The following colors are used to designate parking:

- **White** is for general parking.
- **Yellow** is reserved for faculty & staff. (The first five spaces of the main faculty/staff lot in front of the AE Building are reserved for official RCC vehicles only.)
- **Blue** is reserved for handicapped parking (with an approved NC handicap tag).
- **Green** is reserved for visitors.
- **Red** will be used to mark fire lanes and fire hydrant zones and other no parking zones. Fire lanes and fire hydrant zones are considered immediate towing zones.

##### ■ Parking Permits

A parking permit (hang-tag) is required for each vehicle owned by a RCC employee (faculty and staff). These hang-tag permits must be hung from the rear view mirror or displayed on the front dashboard for identification.



## Section VII – Facilities & Campus Services

Parking permits issued to students should be displayed in the rear window of the vehicle for identification.

Failure to properly display a parking permit could result in a parking violation being issued.

Staff/faculty parking permits should be turned in with other school property upon the termination of employment.

### ■ Handicapped Parking

Parking in a handicap parking space will be ticketed under the provision of North Carolina Laws and is subject to fines by the city, county and or state.

### ■ Parking Penalties

Penalties for violations of the parking policy will result in a “warning ticket” on the first and second violation. **However, a third parking violation by the same vehicle will result in towing.** The Parking Violation period will run each academic year from August to July.

Warning tickets may be issued for:

- Parking in a staff/faculty space without the proper hang-tag displayed.
- Student vehicles parking in the visitor parking spaces.
- Parking over the parking space lines.
- Parking in the grass, in any area that is not a designated parking spot, or in any area that is marked as “No Parking.”
- Any other unsafe or inappropriate parking.

The vehicle owner is responsible for any warning tickets placed on their vehicle, regardless of who is operating the vehicle at the time the violation occurs. The owner is also responsible for any cost or legal actions if the vehicle is towed.

### Immediate Towing Violations:

Vehicles may be towed immediately for blocking a fire hydrant, fire lane, driveway, street, road, alley or parking spaces on campus that would cause a delay of emergency vehicle access or cause any other safety hazard. Fire lanes will be marked with the lettering “Fire Lane” and a fire hydrant zone is defined as the area extending 15 feet on each side of a fire hydrant.

When a vehicle is towed, the Director of Safety or School Resource Officer will attempt to notify the owner where the vehicle is located and the procedures to reclaim it. If the owner cannot be located, the Director of Safety or the School Resource Officer will notify the owner by telephone or mail. The notification will include information about the appeals of impoundment. All appeals of impoundment and towing will be heard by a Randolph County Magistrate, as required by General Statute 20-219.11.

### ■ Appeals

Appeals of parking penalties shall be submitted in writing to the Director of Safety & Emergency Preparedness within 3 business days of the warning. A decision will be given in writing within 5 business days after the receipt of the appeal.

*Adopted: 07/17/2008*

*Revised: 05/20/2010, 11/21/2017*

**Section VII – Facilities & Campus Services**  
**VII G**

**Campus Map (Asheboro)**

[ASHEBORO CAMPUS MAP](#)

## Section VII – Facilities & Campus Services

VII H

### Campus Map (Archdale)

[ARCHDALE CENTER MAP](#)

## Section VII – Facilities & Campus Services

VII I

### Campus Map (ESTC)

[EMERGENCY SERVICES TRAINING CENTER MAP](#)

#### **Faculty - Academic Freedom and Responsibility**

*To state the College's dedication to academic freedom and expectation for responsible judgment in exercising academic freedom*

Randolph Community College recognizes that the most important responsibility of the institution is learning. It is the goal of the College to maintain an environment which maximizes the teaching and learning process and in which faculty members are able to pursue the search for the truth in an atmosphere of academic freedom.

Academic freedom entitles faculty to freedom in the classroom in presentation and discussion of the subject matter of the course. Faculty are expected to maintain the relevance of lecture content and course requirements as specified by the Combined Course Library of the North Carolina Community College System. Implicit within academic freedom are the requirements of academic integrity that include the responsibility of the faculty members to conduct their classes and, where applicable, research in manners consistent with generally accepted levels of professionalism, rigor, scholarship, and fairness.

Faculty members at Randolph Community College are citizens, members of a learned profession, and representatives of the College. When speaking or writing as citizens, they should be free from institutional censorship or discipline. As persons of learning and as representatives of the College, however, faculty members should be aware that the public may judge their profession and institution by their actions and utterances. Thus they should at all times be accurate, exercise appropriate restraint, and show respect for the opinion of others. The public may assume that one speaks for the College; therefore, each employee is responsible for alerting the public when he/she is not serving as a College spokesperson.

Faculty are obligated, as are all employees of the College, to support the mission and policies of Randolph Community College and to refrain from activity which would violate such policies and/or tend to hamper the achievement of the College's mission and goals. While the right to disagree with or criticize College operations remains inviolate, faculty members are, as are all employees of the College, expected to understand that the policies, perceived by them as improper, should be altered not by violating the policies, but should be discussed through established appropriate channels.

The Board of Trustees, therefore, shall guarantee and protect academic freedom in the College. The Board shall likewise require the exercise of responsible judgment on the part of personnel of the College as they exercise academic freedom in accomplishing the objectives of the institution.

The College offers a means of safeguarding and protecting academic freedom through its Employee Grievance Policy. Employees who believe they have experienced an infringement of their academic freedom can seek resolution through the procedures outlined in the policy.

*Adopted: 04/15/1999*

*Revised: 05/20/2010*

**Faculty - Faculty Advisor**

*To state the role and responsibilities of the faculty advisor*

The role of the advisor is to serve as a primary source of contact with the student for his/her total education and extracurricular activities while enrolled at Randolph Community College. Advising students is a regular and important part of each full-time faculty member's instructional responsibilities.

When a student is admitted to a curriculum, he or she is assigned to an advisor. If a student changes to a new program, he or she will be assigned to an advisor in the new program. The advisor is expected to make contact each semester with each advisee.

The advisor will assist students with the registration process. The advisor will use the appropriate technology to view their advisee list, check placement criteria, majors, GPA's, transfer credit, and completed courses. The advisor will use this information to assist students in selecting courses for the upcoming semester.

Advisors will work with students to ensure they complete all requirements for graduation. Advisors will notify students to apply for graduation at the end of the semester prior to the semester in which all graduation requirements will be met. Student Services will review each prospective graduate's file prior to graduation.

Should a student seek to drop or add a course during the schedule adjustment period, it is in the best interest of the student to consult with his or her faculty advisor to ensure staying on track toward meeting graduation requirements. Should a student seek to drop a course after the schedule adjustment period, the student should meet with their faculty advisor to complete the Official Withdrawal form and to discuss the impact dropping the course will have on the student's academic standing.

Advisors will work collaboratively with Success Coaches to support and assist students in achieving their educational goals, fostering persistence and completion. Advisors will also keep the professional staff of the Student Services Office informed of particular problems that individual students may have and who, in their opinion, can benefit from professional counseling.

*Adopted: 04/15/1999*

*Revised: 01/17/2008, 07/16/2009, 07/14/2011, 03/17/2022*

#### **Faculty - Curriculum Instructor Reports**

*To state the requirement and process for faculty to submit vital reports*

Submission of the following reports by full-time and adjunct faculty is required.

Attendance Reports: The attendance record is the official method for reporting student membership for each class. Attendance will be recorded online. It must be completed, according to the legend on the attendance record and kept up to date. The instructor will take attendance beginning with the first day of class through the census date (10% point of the course). Attendance is submitted to the Registrar's Office within two days after the course census date.

A student must never be added to the attendance record after the census date without approval from the Dean of Curriculum Programs and the Vice President of Instructional Services.

Grade reports: Final grade reports are submitted online and due to the Registrar's Office no later than 24 hours after the last scheduled class meeting or noon the day after the semester ends, whichever comes first.

*Adopted: 04/15/1999*

*Revised: 05/17/2007, 01/17/2008, 09/18/2008, 07/16/2009, 07/14/2011, 01/19/2023*

**Faculty - Credentials**

*To state the academic preparation and/or work experience required for faculty*

Randolph Community College accepts the following general objectives and seeks instructional personnel possessing:

1. An understanding of the unique nature and role of Randolph Community College in the educational system;
2. Subject matter training that has both the breadth and depth needed to ensure effective teaching in the field of employment;
3. Skill in the art and science of teaching the adult learner.

Randolph Community College follows the guidelines for curriculum faculty credentials set forth by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Instructors for Adult Basic Education, Adult High School, Diploma and GED Programs will hold a minimum of a Bachelor's Degree. Other Continuing Education Instructors will have minimum qualifications as outlined in the Part-time Instructor Salary Scale unless local, state, or national credentialing agencies require specific qualifications.

*Adopted: 04/15/1999*

*Revised: 01/17/2008, 07/16/2009*



**Faculty - Orientation**

*To give the purpose of and information about faculty orientation*

Orientation for all faculty members will be done on an individual or group basis at the beginning of the employment period to ensure effective instruction and implementation of college policies. The respective supervisor or designee will administer this orientation using the Faculty Orientation Checklist to ensure coverage of all pertinent information.

Department heads will further orient new faculty members to their respective program(s).

*Adopted: 04/15/1999*

*Revised: 01/17/2008, 07/16/2009, 07/14/2011*

**Faculty - Orientation**

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Department heads will further orient new faculty members to their respective program(s).

*Adopted: 04/15/1999*

*Revised: 01/17/2008, 07/16/2009, 07/14/2011*

**Faculty - Faculty Membership**

*To define the term “faculty”*

Faculty members are those persons who provide direct instruction to students. Two categories of faculty membership are used:

1. Full-time faculty are teaching personnel who hold contracts of a specified period of time, usually 9-12 months
2. Adjunct faculty are teaching personnel contracted to teach specific course(s).

The term "faculty" refers to both full-time and adjunct faculty. If a certain policy or procedure is pertinent to only one type of faculty, it will refer specifically to that group.

*Adopted: 04/15/1999*

*Revised: 05/15/2008, 07/16/2009, 07/14/2011*

#### **Faculty - Adjunct Instructor Course Assignments and Salary Scale**

*To outline the criteria for course assignments and salary calculations for adjunct instructors*

#### **CURRICULUM FACULTY**

Adjunct faculty will be paid by the course based on the rates established by the North Carolina Community College System. The pay will be distributed in 4 equal payments for fall and spring semesters and 3 equal payments for the summer semester. Curriculum full-time faculty who teach beyond the instructional workload policy will be paid according to the curriculum Adjunct Faculty Salary Scale.

#### **Course Assignments**

Adjunct course assignments will be made by department heads prior to the beginning of each semester. A course may be cancelled if there is insufficient enrollment or for other reasons deemed justified by the College.

#### **Online Course Development**

Curriculum Full-time Faculty - Reduction of teaching workload during the semester preceding the semester in which the course is offered. The reduction is equivalent to the course contact hours.

Curriculum Adjunct Faculty - \$500 one-time payment

All materials developed for online courses while the faculty member is under contract or agreement with Randolph Community College is the property of Randolph Community College. Upon completion, developed course material must be submitted to the Director of Distance Education.

#### **CONTINUING EDUCATION**

Adjunct faculty will be paid by the course based on the rates established by the Randolph Community College's Workforce Development & CE pay scale. The CE pay scale is developed through an annual review process between the VP for Workforce Development and the VP for Administrative Services and will use the following criteria.

1. The rate for each class is based upon experiences, degree and market demand.
2. Rates will be granted at the time the state budget is approved.
3. Raises will be limited to one increment per year and will not be granted unless the legislature approves increases and the college budget can support an increase.
4. In special cases when highly specialized individuals are required as part-time instructors, salary will be based on individual situations including teacher supply and demand, travel involved and any other relevant factors. The state maximum guidelines shall be followed in these special cases.

#### **Course Development**

Adjunct Faculty – Up to a \$500 one-time payment, based on numbers of hours to develop the curriculum.

## Section VIII – Faculty & Instruction

### Online Course Development

All materials developed for online courses while the faculty member is under contract or agreement with Randolph Community College is the property of Randolph Community College. Copyrighted or proprietary materials are excluded from this agreement. Upon completion, developed course material must be submitted to the Vice President of Workforce Development & Continuing Education for review and approval before the course is offered online.

*Adopted: 04/15/1999*

*Revised: 02/01/2000, 10/19/2000, 04/18/2002, 10/16/2003, 05/17/2007, 10/02/2007, 07/17/2008, 10/05/2009, 11/19/2009, 07/14/2011, 01/19/2012, 07/15/2021, 05/19/2022*

#### **Faculty - Teaching Overload**

*To identify the process for granting teaching overload*

Teaching overload occurs when a full-time faculty member is scheduled to teach class hours beyond the standard teaching load of their position. A faculty member will only be assigned a teaching overload in extenuating circumstances and when all full-time faculty members in the department are assigned full loads.

Prior to the approval of the teaching overload, the associate dean and/or department head will have exhausted all means of hiring appropriately credentialed adjunct faculty and will have demonstrated class cancellation to be detrimental to student goal attainment. Teaching overload must be recommended by the appropriate dean and approved in advance by the Associate Vice President and Vice President of Learning and Workforce Development.

The faculty member will be paid at the adjunct faculty course rate for any overload. Payment will be made during the term in which the teaching overload occurs.

*Adopted: 01/20/2010*

*Revised: 07/14/2011, 11/15/2024*

#### Faculty - Academic Integrity

*To state the policy, practices, and sanctions for violating academic integrity*

Randolph Community College expects the utmost integrity in student academic endeavors and behavior. Students are expected to conduct themselves in accordance with these high standards of academic honesty. Consequently, Randolph Community College will not accept any incident that threatens the integrity of the academic learning environment.

#### VIOLATIONS

Violations to the Academic Integrity Policy include, but are not limited to:

- Cheating
  - The taking or acquiring possession of any academic material from another without permission
  - Receiving or giving help during tests, quizzes, or other assignments
  - Copying or attempting to copy another person's test, quiz, or other assignment
  - Allowing another to copy one's test, quiz, or other assignment
  - Unauthorized use of materials or electronic devices during a test. The intentional communication with another student on specific questions of a quiz/test/exam prior to that student taking said quiz/test/exam
  - Taking a quiz/test for another student
  - Paying another person to write or edit an essay or assignment
  - Submission of an essay or assignment in more than one class unless approved in advance by the instructor
- Plagiarism – the use of another's original words or ideas as though they were your own
  - Turning in another's work as one's own
  - Copying a phrase, sentence, or passage from another person or source (Internet, print media, etc.) without proper citation
  - Failing to put a quotation in quotation marks
  - Giving incorrect information about the source of a quotation
  - Copying so many words or ideas from a source that it makes up the majority of one's work, whether one gives credit or not
  - Downloading or buying a research paper, essay, or assignment from the Internet and submitting it as one's own work

\*Please note that the list of examples above is not exhaustive. There may be other instances of cheating and/or plagiarism that would violate this policy.

#### SANCTIONS

The following sanctions for violation of the Academic Integrity Policy will be imposed by the Instructor, Department Head, Associate Dean/Director/Coordinator, Dean, or Vice President of Instructional Services:

- First offense – a grade of 0 on the test, quiz, or assignment
- Second offense – a grade of "F" for the course and academic probation for one semester

## Section VIII – Faculty & Instruction

- Third offense – suspension from the College

With each violation, the Vice President of Instructional Services will be notified in writing.

These sanctions are not on a per course or per semester basis, but rather for your entire academic career at Randolph Community College.

### APPEALS PROCESS

The appeals process varies depending on the offense. For the first offense, a student wishing to contest the penalty would follow the procedure outlined below.

1. Student appeals to the instructor of the course in which the violation occurred to discuss the violation and determine fault.
2. If student contests the instructor's decision, the Department Head for the curriculum program in which the course is offered hears both parties and corroborates, modifies, or dismisses penalty.  
NOTE: This step is only for students in curriculum classes
3. If student contests the instructor's decision (Department Head for curriculum students), the Associate Dean/Director/Coordinator for the division in which the course is offered, hears both parties and corroborates, modifies, or dismisses penalty.
4. A student may appeal to the Dean to contest the decisions of the Associate Dean/Director/Coordinator. The decision of the Dean is final.

For the second and third offenses, the student may contest by following the above procedure and further appealing to the Vice President for Instructional Services. The Vice President will hear all parties involved and corroborate, modify, or dismiss the penalty. The decision of the Vice President for Instructional Services is final.

Since the third offense results in suspension, the student may submit a written request to the President to overturn the penalty. This request must be submitted to the President within five working days of the decision of the Vice President for Instructional Services. The President will approve, modify (including penalty of expulsion), or overturn the decision of the Vice President for Instructional Services and notify the student in writing of the decision within ten working days of the appeal. The decision of the President is final.

"What is Plagiarism?" Plagiarism.org. n. d. n. pag. web. 18 May 2017 <https://www.plagiarism.org/article/what-is-plagiarism>

*Syllabus Statement:*

### Academic Integrity

Randolph Community College expects the utmost integrity in its students' academic endeavors and behavior. Students are expected to conduct themselves in accordance with these high standards of academic honesty. Consequently, Randolph Community College will not accept any incident that threatens the integrity of the academic learning environment. Violations to the Academic Integrity Policy include but are not limited to instances of cheating and plagiarism. The following sanctions for violation of the Academic Integrity Policy will be imposed by the Instructor, Department Head, Associate Dean, Dean, or Vice President of Instructional Services:



## Section VIII – Faculty & Instruction

- First offense – a grade of 0 on the test, quiz, or assignment
- Second offense – a grade of “F” for the course and academic probation for one semester
- Third offense – suspension or expulsion from the College

These sanctions are not on a per course or per semester basis, but rather for your entire academic career at Randolph Community College. The appeals process varies based on the offense. For the first offense, a student may appeal to the instructor and then the Department Head. For the second offense, a student may further extend the appeal process to the Associate Dean and then the Dean. For the third offense, the student may further extend the appeal process in writing to the Vice President of Instructional Services within 5 working days of the Dean’s decision. Note: For specific examples of cheating and plagiarism, as well as, a more detailed explanation of the appeals process, please refer to the RCC website for the Academic Integrity Policy in its entirety.

*Adopted: 07/15/2010*

*Revised: 07/14/2011*

**Faculty - Textbooks**

*To state the policy regarding textbook selection and complimentary copies of textbooks*

Textbooks and instructional resources are selected by the instructor in cooperation with the department head. Selected textbooks and instructional resources are confirmed for each course with the Campus Store at the time designated by the Campus Store textbook following the textbook adoption process.

Desk copies of textbooks sent by publishing companies to instructors at the College are sent for the purpose of examination for course adoption consideration. A desk copy adopted as a course textbook is to be used by the instructor. Non-adopted desk copies can either be returned to the publisher or kept as a reference book. All retained desk copies are College property and must be disposed of following state guidelines.

*Adopted: 04/19/1999*

*Revised: 01/17/2008, 07/16/2009, 07/14/2011, 03/17/2022*

**Faculty - Curriculum Teaching Workload Policy**

*To state the College's policies and procedures regarding instructional faculty workloads*

It is the intent of Randolph Community College to provide equitable and reasonable faculty workloads. Full-time curriculum faculty are professionals who prepare for and teach classes; advise and assist students; evaluate student performance; participate in committee, program, divisional, and institutional activities; engage in continuous professional improvement; and perform other duties as assigned. Full-time curriculum faculty will be at a campus site and/or other designated location for 30 hours each week, except for holidays and faculty break days identified in the academic calendar, and will spend the additional time necessary to accomplish these responsibilities. The only exception to this requirement will be for faculty who have selected or been assigned to a 40-hour work week. These faculty will be at a campus site and/or other designated location for 40 hours each week, except for holidays.

**1. Teaching Assignments**

Prior to the beginning of each semester, each department head will assign a teaching schedule, including courses, times and locations, to each member of the faculty in his/her program. Among the factors to be considered in making equitable assignments are the following: number of students, number of course preparations, number of course sections, number of locations within the same day, length of the teaching day, new course preparations, and the use of new technologies and/or alternative methods of delivery.

Each member of the faculty will be available to teach classes as assigned. Adjunct faculty will teach within a range of contact hours established from guidelines in effect for the given semester. Full-time curriculum faculty will teach 18 - 21 contact hours per week per semester, except in extenuating circumstances or in cases in which the program requires more contact hours. A faculty member assigned to coordinate a Work-Based Learning (WBL) course will receive one contact hour for each increment or partial increment of five students.

Each associate dean will monitor the teaching assignments of faculty in his/her division to ensure that they meet the needs of students, are equitable to the faculty, and consider the financial resources available.

**2. Adjustments to Teaching Load**

Full-time curriculum faculty will be eligible for an adjustment to the teaching assignment below the 18 hours for performing additional instructional and/or administrative duties for the college. Full-time curriculum faculty may receive a reduction in their workload for online course development during the semester prior to which the new online course will be offered. This reduction is equivalent to the contract hours of the course being developed. All reductions in curriculum faculty teaching load must be recommended by the department head and approved by the appropriate associate dean, dean, and VP for Instructional Services prior to the beginning of the semester in which the reduction is proposed to occur.

**3. Additional Assignments**

An additional teaching assignment occurs when a member of the curriculum faculty is assigned to teach more than 21 contact hours per week for a semester. The President of the College or

## **Section VIII – Faculty & Instruction**

his designee may identify specified faculty positions that will not receive additional pay for teaching more than 21 contact hours. The President of the College or his designee may increase faculty teaching assignments if budget restrictions mandate. A faculty member within a department will not be assigned a teaching overload except in extenuating circumstances or when all full-time faculty in the department are assigned full loads.

A curriculum faculty member will be paid for a teaching overload when the hours taught result in a teaching assignment of more than 21 contact hours per week. The hours of overload will not be calculated into the total on-campus hour requirement of 30 or 40 hours per week. For example, if a faculty member taught 1 three-hour class as overload, the total number of hours on-campus would equal 33 for a 30-hour option faculty, or 43 for a 40-hour option faculty.

The faculty member will be paid at the adjunct faculty rate for the hours exceeding the 21 contact hours per week. All overload payments must be recommended by the appropriate department head and approved in advance by the appropriate associate dean, dean and the Vice President for Instructional Services.

### **4. Substitute Teaching Assignments**

Prior to the beginning of each semester, each division chairperson will develop a plan to provide for coverage of classes in the event of the absence of a member or members of their divisional programs. Faculty in a program are responsible for providing coverage of classes for their colleagues on a short-term and/or emergency basis.

The rate of pay will be based upon the adjunct faculty rate for the course in which the substitution occurs. All substitute teaching payments must be recommended by the appropriate department head and approved in advance by the appropriate associate dean, dean and the Vice President for Instructional Services.

### **5. Office Hours**

Each member of the full-time faculty will be available 6 hours per week at a designated location for the purpose of assisting students enrolled in his/her courses and/or program. Program faculty should coordinate office hours to maximize availability to students. These hours shall not be used in calculating a reduction in teaching load.

### **6. Academic Advising Assignments**

Each program is responsible for the academic advising of students assigned to that program. The associate deans are responsible for the equitable distribution of advising duties.

### **7. Recruitment and Employer Contact**

Faculty members are responsible for helping to recruit new students and for maintaining contact with and knowledge of the employer community.

### **8. Curriculum Currency and Outcomes**

Faculty members have primary responsibility for developing and delivering curriculum content,

## **Section VIII – Faculty & Instruction**

maintaining the currency and relevance of the curriculum, and in ensuring that program outcomes are met.

### **9. Required Meetings**

Each faculty member will agree to serve on committees and will attend institutional meetings, meetings of his/her program and division, and meetings of committee(s) to which he/she is assigned.

### **10. Professional Development Activities**

Each faculty member will engage in a program of continuous professional improvement. Each faculty member will participate in required professional development activities, including those scheduled on specified days in the academic calendar, and will complete required assignments.

### **11. Registration Assignments**

Each program/division is responsible for providing coverage during the posted hours on registration days. Associate Deans are responsible for the equitable distribution of registration duties. Each member of the faculty will assist with registration as assigned.

### **12. Faculty Prep Days**

Prior to the first day of classes in each semester, each faculty member will complete assigned individual and program responsibilities, which are necessary to the beginning of classes, including the preparation of a syllabus for each course which he/she is assigned to teach.

### **13. Work Schedules**

A work schedule for each faculty member will be recommended by the appropriate department head and approved in advance by the appropriate associate dean, dean and the Vice President for Instructional Services prior to the beginning of the semester.

Each faculty member is expected to be at the College at least 10 minutes before his/her class meets and to meet all of his/her classes for the entire semester as the class has been scheduled. In the event of sickness, faculty members are expected to notify their program head in advance of the scheduled classes that will be missed due to the sickness.

Faculty members are not to leave their classes when in session. If an emergency creates the need for a faculty member to leave a class, the department head and associate dean must be notified. In the event neither is available, the faculty member should contact the next person in the chain of command until speaking with someone in authority.

### **14. Paperwork**

Each faculty member will complete and submit grades, attendance and other department paperwork by the deadline of submission each semester.

### **15. Graduation Assignments**

Each faculty member will participate in graduation activities and will perform duties related to

## **Section VIII – Faculty & Instruction**

graduation as assigned. A faculty member may be exempted from graduation upon written request to and approval by the President of the college or his/her designee.

*Adopted: 04/15/1999*

*Revised: 01/20/2000, 07/18/2002, 05/17/2007, 01/17/2008, 05/21/2009, 07/14/2011*

**Instruction - Field Trips**

*To state the approval process, documentation requirements, and maintenance of field trip documents and records*

All field trips must be pre-approved by the appropriate Department Head and Associate Dean at least two weeks in advance. Field trips should be scheduled at a time that will conflict least with other courses the students are taking. Faculty members taking students on field trips must notify other faculty members whose classes are being affected. Field trips do not replace future class sessions.

Students going on field trips will have signed a copy of the Student Release Form before participating with the class. Student release forms are to remain on file with the Department Head for a period of not less than one year. The pre-approved Field Trip form will be posted on classroom door the day (s) of the field trip. Field Trip request forms are to be attached to the course roster at the end of the semester.

The Field Form Request Form and Student Release Form can be accessed online in the [Forms Section](#) of the Personnel Handbook Policy Manual.

*Adopted: 04/15/1999*

*Revised: 05/15/2008, 07/16/2009, 07/14/2011*

**Instruction - Instruction**

*To state the College's primary instructional objective and some of the roles of department heads and associate deans for instructional programs*

The primary objective of the College is to provide a learning environment which promotes active learning so students can maximize their general knowledge and/or technical skills, while developing professional attributes necessary to succeed in today's workplace. It is the responsibility of each instructor to do all he/she can to help students develop wholesome professional attitudes and the highest possible degree of knowledge and skill.

Classes will be visited by the appropriate supervisor. In most cases this will be the responsibility of the department head or the appropriate associate dean. The purpose of class visitation is to evaluate classroom instruction. Instructional methodology is to be competent, effective, and appropriate to the academic discipline. The department head and the appropriate associate dean are available for consultation concerning matters of instruction.

*Adopted: 04/15/1999*

*Revised: 01/17/2008, 07/16/2009, 07/14/2011*



**Instruction - Live Projects**

*To state the definition, policies and procedures of live projects*

Live projects are defined as:

1. Educational experiences in which students, as part of their educational programs, repair or remodel equipment not owned by the College; or
2. Educational experiences that produce goods that are sold or services for which charges are made, such goods or services being the normal and necessary product of learning activities of students.

In the case of (1) above, the owner of the equipment must supply or pay for all parts required.

In the case of (2) above, the following regulations apply:

- A. Under certain circumstances goods produced by a program may not be sold due to restrictions imposed by the source of funds which support the program. In such programs, goods produced may be used for the benefit of the institution or donated to another non-profit charitable or educational agency or institution.
- B. For live projects that involve the purchase of equipment from the State or Federal surplus property agency, the repair of this equipment and its sale as surplus under the regulations of the State Division of Purchase and Contract, the proceeds of such sales shall be deposited with the State Board of Community Colleges and credited to the equipment budget of the institution,
- C. In other programs that fall under the above definition of live projects, goods and services for which charges are made will be sold at a fair market price based on quality and volume. Sale prices will be recommended by the instructor in charge and by the appropriate dean with approval granted by the Vice President for Instructional Services; receiving, receipting, and depositing of funds will be handled by the Business Office and in accordance with proper procedures for auditing. Receipts will be deposited to the appropriate departmental supply budget,

The clientele served in providing laboratory experiences for students by carrying on live projects shall be limited to students and employees in the Community College System so far as possible. Should outside clients become necessary in order to provide sufficient experiences to carry out educational programs, clients may be selected from the general public when approved by the President.

It is not the intent of the programs at Randolph Community College to be of a production nature, but in that some projects require costly supplies and materials, it is simply sound economic policy to dispose of these products in such a way as to replenish supplies and materials when possible. Monetary gain is not the objective in the disposal of goods and services.

Procedures to follow in cases of (1) and (2):

- A. Requests from students, faculty or staff:
  1. Requests for live projects as defined above shall be submitted in writing to the instructor involved. The responsibility for determining the appropriateness of any work accepted by the instructor shall rest with the instructor, and the instructor shall be responsible for determining that the work supplements his or her educational program.

## **Section VIII – Faculty & Instruction**

2. For each job that is accepted by the instructor, the person requesting the work will sign a waiver of responsibility prior to such work being accepted by the instructor. (See [Live Project Request Form in Forms section](#))
  3. The instructor will notify the person requesting the job whether or not the job is accepted, the estimated starting and completion dates, and any parts or materials to be supplied by the person requesting the work done.
  4. For each job that is accepted by the instructor, the recipient will pay a material charge which will cover the actual cost of the material plus ten percent. This charge will be collected by the Business Office before the finished work is released to the person having the work done. It is the instructor's responsibility to assess the materials charge (using this activity as part of the student's learning if possible), to communicate such charge to the Business Office on the [Live Project Charge Form \(see Forms section\)](#), and to require a receipt from the Business Office before releasing the work done.
  5. The person requesting the work to be done will supply parts and major supply items as needed for the completion of the project.
  6. The Business Office will receive the materials charge and credit the materials charge to the appropriate supply budget.
  7. The instructor will maintain a permanent file of all completed job requests.
- B. Requests from persons and agencies outside of Randolph Community College:
1. All requests for work done in the educational programs from sources outside the College will be made in writing directly to the Vice President for Instructional Services.
  2. The Vice President for Instructional Services will delegate the responsibility of determining the appropriateness of the request to the dean and the instructor to whose area the request is directed. For each job that is accepted by the instructor and approved by the dean, the person/agency will complete the [Live Project Request Form](#) and submit it to the dean. The dean will submit the form to the Vice President for Instructional Services. If approval is given by the Vice President for Instructional Services, he or she will submit the form to the President for final approval of the project and his or her signature.
  3. Steps 3-7 above will be followed once an outside request has been approved.

*Adopted: 04/15/1999*

*Revised: 05/17/2007*

**Instruction - Missed or Canceled Classes**

*To state the policy for making up missed or canceled classes*

Scheduled classes missed or not held for any reason, including inclement weather, will be rescheduled or the instruction will be made up by some other approved alternative. Alternatives may include extra class sessions, extended class sessions, individual conferences, or other options approved by the appropriate department head, associate dean, Dean of Curriculum Programs and the Vice President for Instructional Services. Documentation of how a missed class was made-up will be attached to the class roster and submitted at the end of the semester to the office of the Assistant Registrar for Curriculum Reporting.

Forms for documentation are available electronically in the College's document management system.

*Adopted: 04/15/1999*

*Revised: 05/15/2008, 07/16/2009, 07/14/2011, 03/17/2022*

### Instruction – Attendance

*To state the college's policies regarding attendance.*

Attendance plays a critical role in student success in all classes. Satisfactory progress is difficult without regular attendance. Students are encouraged to contact their instructor regarding any anticipated absences to make arrangements for continued progress in the course.

To remain enrolled in a course a student must be in attendance on or before the census date (10% point of the course). To meet the census date requirement, students registered in a traditional (face-to-face) course must physically attend class and be recorded as present at least one time on or before the census date of the class or they will be removed from the course and not allowed to remain in the class. Students registered in a hybrid or blended course must physically attend class or complete the syllabus quiz on or before the census date of the class to be counted as present or they will be removed from the course and not allowed to remain in the class. Students registered in an online course must complete the syllabus quiz on or before the census date of the course to be counted as present or they will be removed from the course and not allowed to remain in the class. Departments and individual instructors may not waive this requirement.

Students are responsible for course content when absent and for being prepared for the class following the absence. Students should refer to the course syllabus for the guidelines on make-up work. It is the responsibility of the student to inform the instructor of circumstances which may have caused him/her to be absent. The student is responsible for making arrangements with the instructor to complete any work missed and for completing the work in a timely manner. Instructors are encouraged to give consideration for absences caused by college-related activities and other extenuating circumstances. An instructor may forgive an absence if the student has a valid reason for the absence, has made arrangements with the instructor to complete the work missed, and completes such work in a timely manner. It may not be possible to make-up work missed in selected labs or clinics. Therefore, absences from certain labs or clinics may not be forgiven.

Some programs may have outside regulatory bodies that require a minimum of class attendance hours (i.e., Nursing, Radiography, Cosmetology, Medical Assisting). Each instructor will include attendance requirements and criteria for tardiness on the course syllabus. Additionally, attendance is required for students receiving benefits from outside entities that require attendance (i.e., Veterans Education Benefits).

During the schedule adjustment period, students may drop or add courses using Student Planning in Self-Service. After the schedule adjustment period and through the course census date, students may drop a course using Student Planning in Self-Service. After the course census date, but before the withdrawal deadline, students may withdraw from a course by completing the official course withdrawal form. Students who fail to meet the requirements established for a course and do not withdraw by the deadline may receive a failing grade for the course. Students are responsible for initiating the withdrawal process.

## **Section VIII – Faculty & Instruction**

### **Military and Jury Duty Absences**

Military leave and jury duty absence(s) will be considered an excused absence when the instructor has received prior official notification. Responsibility for initiating such notification rests with the student: a student reporting for military drill or jury duty must provide the instructor with a letter from the commanding officer or the Clerk of Court prior to the absence(s). The student is responsible for making up all the work missed in a timely manner.

Any student who is in the United States Armed Forces who has received temporary or permanent reassignment because of military operations and any student who is a National Guard service member placed onto State active-duty status during an academic term shall be given:

1. The opportunity to make up any test or other work missed during the excused absence.
2. The option, when feasible, is to continue classes and coursework during the academic term through online participation for the period where the student is placed on active duty.
3. The option of receiving a temporary grade of "Incomplete-Military (IN)" or "Absent Final Exam-Military (AB)" for any course that the student was unable to complete because of being placed on State active-duty status.
4. Permission to drop, with no penalty, any course that the student was unable to complete because of being placed on State active-duty status.
5. Permission to drop, with no financial penalty, any course that the student was unable to complete because of the excused absence as set forth in 1E SBCCC 900.4.
6. The opportunity to be promptly readmitted with the same academic status they had when last attending the College or accepted for admission to the school."

### **School Absences for Religious Observances**

Randolph Community College recognizes that students' religious affiliations vary and requirements regarding observances of special days may also vary. The College and the State of North Carolina (23 N.C.A.C. 02C .0213 "School Absences for Religious Observances") allow students two excused days of absences each academic year for religious observances. Randolph Community College defines an academic year as beginning on the first day of classes for the fall term and ending with the last day of classes for the following summer term. For a student to request an excused absence, they must request the absence by completing a "Religious Observance Request Form" and submitting it at least two (2) weeks prior to the observance to the Office of Admissions, Records and Registration located in the Student Services Center. Students will be required to make up any work, activities, or missed tests because of an excused absence for religious observance.

*Adopted: 05/20/2010*

*Revised: 07/14/2011, 05/15/2014, 05/18/2018, 07/20/2020, 01/19/2023, 06/19/2025*

**Instruction - Course Syllabus/Outline**

*To state the requirements for developing and distributing curriculum course syllabus/outline*

1. The Associate Dean and Department Head in a curriculum program area are responsible to assure that a course syllabus/outline is prepared for each curriculum course. All elements in the college-approved course syllabus/outline format must be included in each outline. The college-approved course syllabus/outline is provided to faculty each semester by the Dean of Curriculum Programs.
2. Each semester, an electronic copy of the course syllabus/outline for each course taught is to be filed with the office of the Dean of Curriculum Programs within the first week of class. All e-copies will be routed through the Department Head and Associate Dean to the office of the Dean of Curriculum Programs.
3. When a curriculum course is changed, the Associate Dean and Department Head are responsible for submitting the updated course syllabus/outline the office of the Dean of Curriculum Programs.
4. Each faculty member is responsible for providing a course syllabus/outline to each student enrolled in a course on the first day of instruction for that course. Substantial change in the syllabus during the semester must be pre-approved by the instructor's Department Head, Associate Dean, and membership of class(es) affected.
5. Each Associate Dean and their respective Department Heads are responsible for monitoring this process.

*Adopted: 04/15/1999*

*Revised: 07/15/1999, 05/17/2007, 05/15/2008, 07/16/2009, 07/14/2011, 03/17/2022*

**Instruction - Challenged Courses Policy**

*To state the College's policy for challenged courses*

Courses offered in Continuing Education are approved by the Vice President for Workforce Development and Continuing Education. Challenges to the appropriateness of course content should be directed to the Vice President for Workforce Development and Continuing Education.

Courses offered through Curriculum Programs are selected from courses approved by the Curriculum Review Committee of the North Carolina Community College System and listed in the Combined Course Library (CCL). Each curriculum program is approved through the Curriculum Review Committee of the College, including changes in courses being offered within each curriculum program. Challenges to the appropriateness of course content should be directed using the following sequence: instructor for course, Department Chair, Dean of Curriculum Programs, and Vice President for Instructional Services.

If the complaint or concern regarding the course content is not resolved at the VP level, then the following policy will be applied:

1. The individual or group making the complaint will be expected to make a formal statement that specifies the nature of the inappropriate material and present specific evidence that justifies that claim.
2. The President will appoint an Ad Hoc Committee that includes at least two individuals with academic or professional credentials in the field or a related discipline of the course under review.
3. The Committee must review the course and render a recommendation to the President within ten working days after receipt of the complaint.
4. The Ad Hoc Committee will adhere to the following procedures:
  - Review the American Association of University Professor's Statement of Principles on Academic Freedom and Tenure.
  - Review any professional standards of academic freedom or professional standards specific to the area of concern.
  - Examine the course outline, syllabus, or other class materials in addition to the specific elements of the complaint.
  - Solicit responses from the instructor(s) and students as necessary.
  - Evaluate the materials, instructional interpretations, or method of presentation in the context of the course, professional standards, or within the definition of academic freedom.
  - Seek guidance from appropriate academic or professional organizations if necessary.
  - Submit a report of the committee's findings and recommendations to the Vice President for Instructional Services.
  - Should the individual or group making the complaint or the instructor wish to appeal the decision of the committee, the matter will be referred to the President for further consideration.
  - The final decision will reside with the President.

*Adopted: 04/15/1999*

*Revised: 07/15/1999, 01/17/2008*

### **Instruction - Academic Progress Alert**

*To describe how instructional faculty will communicate when student academic progress is unsatisfactory.*

The success of students in their academic endeavors is of paramount importance to Randolph Community College (RCC). In order to facilitate this, the college has made multiple resources available to assist students experiencing personal and academic problems.

Students will be notified by designated RCC faculty and staff throughout a semester when academic progress is unsatisfactory. Faculty and staff work collaboratively using a student retention system to help identify appropriate resources to assist in the improvement of student academic progress, as well as follow up with students. Each instructor will encourage each identified student to schedule an appointment with him/her if additional assistance is needed. The appropriate student retention specialist will also follow-up with the student.

*Adopted: 11/18/2010*

*Revised: 07/14/2011, 01/21/2021*



**Instruction - Self-Supporting Course Policy**

*To state the College's policy for self-supporting courses*

The following policy shall be used in the administration of self-supporting courses at Randolph Community College: All self-supporting courses shall be consistent with the mission and purpose of Randolph Community College.

A self-supporting course shall be defined as a course where each student is required to pay a prorated share of the cost of the course.

The cost of the course will consist of both direct costs and indirect costs. Direct costs shall include: instructor's salary and fringes, instructional supplies and equipment, rental of property when necessary, advertising, printing, postage, refreshments, and any other costs necessary for and directly attributable to the course. Indirect costs shall include: utilities, custodial, security, non-instructional staff salary and fringes, and any other costs attributable to supporting the course which are not directly and exclusively associated with the support of the course.

Given the uncertain nature of estimating the number of participating students, the possibility of generating excess revenues exists. Such excess revenue shall be expended for student financial aid, program improvement, or other means, which benefit the students. Excess funds shall not be used to supplement the salaries of any personnel; to pay for administrative support other than that which is of direct benefit to the students, or to pay for college entertainment expenses.

All cost sheets prepared for determining the appropriate tuition and fee amounts shall be reviewed and approved by the Vice President for Workforce Development & Continuing Education prior to offering the course.

*Adopted: 11/17/2016*

*Revised: 3/17/2022*

**Programs - Instructional Programs Advisory Committees**

*To state the purpose of and provide guidelines for instructional programs advisory committees*

1. Advisory committees are utilized to provide advice in the planning, execution, and follow-up of all instructional programs. Specifically, the advisory committee members will provide advice and assistance in such areas as:
  - a. courses to be included in the new instructional program
  - b. proper sequence of courses
  - c. course content
  - d. needed facilities and equipment for the new instructional program(s)
  - e. instructional personnel qualifications
  - f. program evaluation
  - g. timely and needed revisions in programs
  - h. job placement of graduates
  - i. publicity for the new instructional program(s)

While members of the advisory committees perform in the capacity of advising, they do not assume administrative or policy making responsibilities.

2. Recommendations for membership to advisory committees are jointly provided by instructional personnel from the different instructional areas and appropriate administrative personnel.
3. Suggested number of advisory committee members per instructional area is 4-8 with exceptions as needed.
4. All appointments will be made for two years, with half of the membership rotating off annually. Appointments can be renewed for an additional two-year term for a total of four years of consecutive service.
5. Associate Deans and Department Heads promote and facilitate advisory committee meetings.
6. All instructional programs/areas shall hold at least one scheduled advisory committee meeting annually.

*Adopted: 04/15/1999*

*Revised: 01/17/2008, 07/16/2009, 07/14/2011, 03/17/2022*

**Programs - Prerequisites & Co-requisites**

*To emphasize the role of prerequisites & co-requisites in curriculum programs*

Some curricula have requirements for entry and should be discussed with counselors and/or the appropriate department head to insure proper prerequisites have been met.

All curriculum courses should be taken in normal sequence unless otherwise approved by the program head and associate dean. The prerequisites and co-requisites listed with a course in the Combined Course Library (CCL) may not be altered. The College has the local option to add a prerequisite or co-requisite.

In order for a student to enroll in a course with prerequisites, the student must have satisfied all course prerequisites.

*Adopted: 04/15/1999*

*Revised: 01/17/2008, 07/16/2009, 07/14/2011*

**Programs - Cooperative Programs - Career and College Promise**

*To define Cooperative Programs, which include the Career and College Promise Pathways and the High School to Community College Articulation Agreement between Asheboro City/Randolph County Schools and Randolph Community College*

The purpose of Career and College Promise (CCP) is to offer structured opportunities for qualified high school students to dually enroll in community college courses that provide pathways leading to a certificate, diploma, or degree as well as provide entry-level jobs skills. Academic credits earned through Career and College Promise shall enable students who continue into postsecondary education after graduating from high school to complete a postsecondary credential in less time than would normally be required. All previous high school transition programs, including Huskins, Concurrent Enrollment, Cooperative and Innovative High Schools, Learn and Earn, and Learn and Earn Online were consolidated and replaced by Career and College Promise.

CCP provides three pathways to help advance eligible students' post-high school success:

- College Transfer – College transfer pathways (CTP) provide tuition-free course credits toward the Associate in Arts (AA), Associate in Science (AS), AA in Teacher Preparation, and AS in Teacher Preparation, that will transfer seamlessly to any UNC System or participating private college or university.
- Career and Technical Education – Career and Technical Education (CTE) pathways provide tuition-free course credits toward a certificate, diploma, degree, or state or industry-recognized workforce credential. Workforce Continuing Education (WCE) credentials are offered via state or locally developed WCE CCP pathways.
- Cooperative Innovative High Schools – Begin earning tuition-free college credits as a high school student by attending an approved Cooperative Innovative High School. This pathway provides opportunities for students that lead to the completion of a high school diploma and an associate degree or provide up to two years of college credit within five years.

The faculty and administration of Randolph Community College and the faculty and administration of Asheboro City/Randolph County Schools entered into an articulation agreement to provide college credit for high school graduates who complete the following established criteria in accordance with the North Carolina Community College System and North Carolina Department of Public Instruction.

This statewide articulation agreement comprises approximately 50 high school CTE courses that match the knowledge and skills taught in similar community college courses. The articulation agreement ensures that if a student is proficient in his/her high school course, the student can receive college credit for that course at any North Carolina community college. This streamlines the student's educational pathway by eliminating the need to take multiple courses with the same learning outcomes.

In addition to this statewide articulation agreement, local articulation agreements can be developed to build strong partnerships between high schools and individual community colleges. These local articulation agreements respond to new and emerging industries, provide for programs unique to the region, and add additional articulated courses and pathway alignments at the local level that are not included in the state agreement.

A copy of the Articulation Agreements between Randolph Community College and Asheboro City/Randolph County School System is on file in the office of the Vice President for Instructional Services.

## **Section VIII – Faculty & Instruction**

Classes offered through College and Career Promise are accepted at all community colleges where the course of study is offered. The classes taken under the College Transfer listings (Comprehensive Articulation Agreement [CAA]) are transferable to all North Carolina public four-year universities, all N.C. community colleges and many four-year private colleges in the state.

*Adopted: 04/15/1999*

*Revised: 01/17/2008, 07/16/2009, 07/14/2011, 09/15/2011, 03/17/2022*

#### **Programs - Program Screening Requirements**

*To state the College's policy regarding program screening requirements for faculty and students*

#### **Health Program Faculty & Student Screening Requirements**

Health facilities that serve as student clinical rotation sites have enacted requirements that ensure that students and faculty who enter their facilities meet the same qualifications as any potential hires. Randolph Community College (RCC) requires Criminal Background Checks (CBC), Office of the Inspector General Reviews (OIG), and Drug Testing of students in such curriculum programs that have clinical or internship placements at health facilities where these screenings are required. Accordingly, completion of the CBC, OIG Review, and submission of a negative Twelve Panel Urine Drug Screen report from a National Institute of Drug Abuse (NIDA) approved laboratory is required by RCC prior to the first assignment/student experience at any requiring health facility partner. Once accepted to a program of study, the student will receive written instructions that define the screenings and detail how to complete the requirements.

The following procedure applies to faculty.

Procedure:

1. Once assigned to a clinical facility, the faculty member will follow the established protocols for each assigned clinical agency.
2. The process will be carried out with a company selected by the college after review for the most cost-effective customer service.
3. Results are verified and sent directly by the company to the contact person at the clinical facility for review no less than 10 days prior to the scheduled arrival of the student and/or faculty.
4. The clinical facility will notify the program associate dean with any findings that would preclude the assignment of the faculty in their setting.
5. The associate dean will confirm the manner of the review with the facility to ensure that no error was made. The associate dean will at no time be privy to the actual summary of results for the CBC, OIG Review, or Drug Screen.
6. If a criminal charge or conviction occurs while the faculty member is enrolled and is assigned to requiring agency, the faculty member will be immediately removed from the placement until a review is conducted. The final decision will rest with the clinical agency as to any possibility of reinstatement at the site.
7. Should a faculty member be barred from a clinical site with partnering agencies, RCC may not be able to ensure continued employment as a result of the faculty member's inability to meet the health program faculty job requirements.
8. Any faculty member removed from a clinical assignment can avail themselves of the standard RCC processes for appeal, grievance, and/or reinstatement.

*Adopted: 09/17/2009*

*Revised: 01/19/2023*

**Programs - Curriculum Program Development**

*To describe the process for developing new curriculum programs*

Once the need for a new curriculum program offering is recognized, the Vice President for Instructional Services will initiate the NCCCS program approval process and will notify the College's SACSCOC Accreditation Liaison. The responsibility of the SACSCOC Accreditation Liaison is detailed in Policy II D 2.

The proposal will be developed and presented to the Curriculum Committee for approval. Following this, the proposal will be presented to the following committees, in the order specified, for approval:

- The Senior Leadership Team
- Instructional Programs Committee of the Board of Trustees
- Full Board of Trustees
- NC State Board of Community Colleges (final approval).

Once approval has been received from the North Carolina Community College System and the Southern Association of Colleges and Schools Commission on Colleges, the program will be offered as indicated in the approved proposal.

*Adopted: 04/15/1999*

*Revised: 04/18/2002, 07/18/2002, 05/15/2008, 05/17/2012*

## **Acceptable Use (Electronic Access)**

*To state the College's policy regarding the acceptable use of technology resources provided by Randolph Community College*

### **I. OVERVIEW**

The College expects employees and students to use computers, networks, network access, telephones, and other information technologies in a responsible, considerate, ethical, and lawful manner. Compliance with policies that ensure the security and integrity of all College information systems is mandatory and critical to ensure continuing provision of technological resources to the entire RCC community. This policy applies to all users of technology resources provided by the College.

Randolph Community College understands that information technology has become vital in its mission of teaching and training. Thus, the College owns a variety of technological resources that are provided primarily to support the academic and administrative functions of the College. These technological resources enable users to locate and disseminate information, to communicate and collaborate with others in a global setting, and to build the necessary strategic technologies for the current and future needs of the College community.

Use of RCC technology resources shall be consistent with local, state, and federal law and in accordance with all College policies and procedures. Disregard for the rights of authorship, including plagiarism, invasion of privacy, unauthorized access, and copyright violations, may be grounds for sanctions against members of the College community. Access to technology resources is a privilege, not a right, and as such, can be withdrawn from those who use it irresponsibly. Users of RCC technology resources who are determined by the College to have purposely violated any of the information technologies policies will be subject to disciplinary action up to and including suspension of access to technology resources, discharge, dismissal, suspension, expulsion, and/or legal action.

### **II. NETWORKING/INTERNET ACCESS**

The College provides network and Internet access to aid in the transfer of information electronically. These networks may be used for a wide variety of on- and off-campus communications relating to college business.

Generally, a user's network and Internet use will not be monitored except in the following types of situations: the user gives prior consent, the College needs to ensure the security or operating performance of its systems or networks, the College has a reasonable concern that a violation of College policy or applicable law has occurred, or the College is complying with a valid subpoena or search warrant issued by a court of competent jurisdiction. While general content review will not typically be undertaken, monitoring of electronic information may occur for these reasons and others as necessary. For these reasons, the College cannot guarantee the privacy of electronic communications.

Unauthorized use of the network, intentional deletion or damage to files and data belonging to other users or copyright violations may be considered theft pursuant to some state and federal laws.



To ensure appropriate use of information systems and networks, users must do the following:

1. Use resources only for authorized purposes
2. Protect any user ID and password from unauthorized use
3. Access only files and data that are publicly available, or to which the user has been given authorized access
4. Use only legal versions of copyrighted software in compliance with vendor license agreements
5. Be considerate in the use of shared network resources. Users should refrain from monopolizing systems, overworking networks with excessive data transfers or downloads, and abusing disk space on workstations or network servers with personal data
6. Immediately inform Computer Services of any occurrences of a computer virus

Prohibited actions include, but are not limited to, the following:

1. Intentionally using information systems or networks to send or receive offensive, insulting, harassing, attacking, or obscene text and/or images
2. Engaging in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating computer viruses, disrupting services, or damaging files on workstations or servers
3. Using the computer to perpetrate any form of fraud, or software, film or music piracy
4. Attempting to circumvent, subvert, or damage system software or security measures
5. Using another person's user ID/password or trespass in another user's files or folders without permission
6. Intentionally wasting limited resources including network bandwidth
7. Utilizing the network for commercial purposes
8. Creating, modifying, executing, or retransmitting any computer program intended to obscure the true identity of the sender of electronic mail or electronic messages including, but not limited to, forgery of messages and/or alteration of system and/or user data used to identify the sender of messages
9. Violating any copyright laws
10. Engaging in personal social networking activities that conflict with work commitments and misusing state internet resources for personal use.
11. Visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material
12. Publishing defamatory and/or knowingly false material about RCC, RCC employees and/or RCC students on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format.

### **III. EMAIL**

Email may not be used for transmission, receipt, or storage of a communication of a defamatory, discriminatory, or harassing nature or materials that are obscene. Email is not guaranteed to be private or confidential. All electronic communications are property of RCC.

Internal and external email messages are considered business records and may be subject to discovery in the event of legal actions. Users should be aware of this when sending any email.

#### **IV. TEXT MESSAGING**

Text messaging is intended to supplement the RCC communications strategy. The College provides options for employees and students to receive text messages for both emergency and non-emergency related information.

The college uses an emergency alert system that provides a texting option for emergency notifications. The emergency alert texting system is separate from the non-emergency texting systems. Employees and students must login to the alert system and provide a cell phone number to receive these messages.

Non-emergency text messaging may be used by authorized RCC officials to relay information to students. Students or families must opt-in, or be given an opportunity to opt-out, to receive text messages from authorized users at RCC.

Text messaging should not be used as the sole means of communicating an essential message or announcement. The text message should be supplemented by some other means of communication, such as an email or paper notice, to ensure that employees and students, including those who have not opted in or have opted out, receive the message. Text messages should be sent via a system approved by the RCC department of Information Technology.

#### **V. SOCIAL MEDIA**

Current and prospective students, alumni, staff, faculty, and friends utilize the College's social media pages to stay connected. Having a presence in these areas helps the College raise its visibility and connect with external audiences. In order to operate within social media effectively, the RCC Office of College Marketing (OCM) has developed a set of guidelines and a contract to approve and support interactions on behalf of RCC. Individuals who manage social media as representatives of RCC (including faculty, staff, and designated students) are responsible for following all normal expectations for professional behavior. Information about social media access or accounts can be obtained by emailing the OCM at [ocm@randolph.edu](mailto:ocm@randolph.edu).

#### **VI. PORNOGRAPHY**

The viewing, possession, or saving of pornography on North Carolina government networks and devices is prohibited as outlined in Section 7 of S.L. 2024-26 and GS 143-805. Failure to comply may result in disciplinary action up to and including termination of employment.

Viewing pornography on any device, whether personal or Randolph Community College-issued, while connected to Randolph Community College's network (e.g., Wi-Fi) is prohibited. Viewing or engaging with pornography on any device owned, leased, maintained, or otherwise controlled by Randolph Community College, regardless of the network used is prohibited.

This does not apply to personal devices when not connected to government networks, provided that such devices are not considered to be owned, leased, maintained, or controlled by Randolph Community College.

*Adopted: 04/15/1999*

*Revised: 05/15/2008, 03/17/2011, 07/20/2023, 02/20/2025*

### Software Products and Use

*To state the College's policy regarding software use*

Randolph Community College respects all computer software copyrights and will adhere to the terms of all software licenses to which Randolph Community College is a party. The Help Desk Coordinator functions as Randolph Community College's Software Manager, and is charged with the responsibility for enforcing these guidelines.

Randolph Community College users may not duplicate any licensed software or related documentation for use either on Randolph Community College premises or elsewhere unless Randolph Community College is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject users and/or Randolph Community College to both civil and criminal penalties under the United States Copyright Act.

Each Randolph Community College faculty/staff user will be required to read and comply fully with the software policy statement. Computer Services will assist with any questions or concerns regarding the software policy.

Computer Services (Information Technology Services) personnel will conduct audits of all Randolph Community College PCs, including portables. This will ensure that Randolph Community College complies with all software licenses. Computer Services personnel will conduct audits using KACE (our help desk system). The Director of Information Technology Services will notify appropriate vice-presidents identifying users that do not comply with the Randolph Community College software policy procedures. Computer Services personnel appreciate the full cooperation of all users during these audits.

*Adopted: 04/15/1999*

*Revised: 01/18/2001, 05/15/2008*

### **Allocation of Information Technology Resources**

*To state the College's policy on allocating of information technology resources*

Information Technology Resources are allocated in accordance with the college's mission. The allocated resources are reflected in the college's strategic plan and the approved budget. In addition, the Technology Committee offers guidance and direction for current and emerging technologies through the development of a technology plan which is reviewed annually by the committee.

Appropriate technical resources and support are essential to both the academic and administrative divisions. The division of technological resources is guided by the following priorities to the extent that financial resources allow.

1. Student computing resources
2. Faculty computing resources
3. Information Services functions that directly affect students and faculty
4. Administrative computing resources

These priorities support the college's mission statement of providing quality education, training, and workforce development to meet the needs of our students and our community.

*Adopted: 4/15/1999*

*Revised: 01/18/2001, 05/15/2008*

#### Electronic Signature

*To describe the College's policy for recognizing electronic signatures*

Randolph Community College (RCC) recognizes an electronic signature as a valid signature from faculty, staff, and students subject to Conditions 1 and 2 below.

An electronic signature is defined as any electronic process signifying an approval to terms, and/or ensuring the integrity of the document, presented in electronic format.

Students use electronic signatures to register, check financial aid awards, pay student bills, obtain unofficial transcripts, update contact information, log into campus computers, complete forms, submission of class work, tests, etc.

Faculty and staff use electronic signatures for submitting grades, viewing personal payroll data, logging into campus computers, accessing protected data through the administrative computing system and custom web applications provided by the college, etc.

An electronic signature is considered valid when one of the following conditions is met:

Condition 1: Student/Employee Log in ID and Personal Identification Number (PIN)

- Institution provides student or employee with a unique PIN
- Student or employee sets his or her own PIN
- Student or employee logs into a secure site using both the Log in ID and PIN

Condition 2: Campus Network Username and Password

- Institution provides student or employee with a unique username
- Student or employee sets his or her own password
- Student or employee logs into the campus network and secure site using both the username and the password

It is the responsibility and obligation of each individual to keep their PIN and their password private so others cannot use their credentials.

Once logged in, the student or employee is responsible for any information they provide, update, or remove. RCC will take steps to ensure both the PIN and password are protected and kept confidential. Furthermore, users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers.

This policy is in addition to all applicable federal and state statutes, policies, guidelines, and standards.

*Adopted: 1/20/2010*

### Personnel Performance Evaluation

*To state the purpose of the College's personnel performance evaluation process*

The purpose of any evaluation plan should be to increase the effectiveness of personnel in fulfilling the mission of the College. To that end, Randolph Community College has established three specific objectives for its personnel performance evaluation.

1. To identify performance standards against which College personnel can be measured:
  - a. Performance standards are formulated from the specific duties and responsibilities identified in each employee's job description.
  - b. Performance expectations based on these standards are clearly reviewed during the evaluation process,
2. To encourage professional growth of personnel:
  - a. Specific examples of compliance or non-compliance with performance expectations are documented.
3. To communicate performance concerns as they relate to job effectiveness:
  - a. Specific steps that can be taken to continue positive professional growth will be documented.
  - b. Specific steps that can be taken to correct deficiencies in job performance will be identified and documented.

Evaluation is based on clearly defined expectations that are mutually agreed upon by the individual and the supervisor. Evaluation results are used to identify levels of performance and to provide a basis on which to complete a professional development plan as part of the evaluation process.

*Adopted: 04/15/1999*

### Continuing Education Instructor Evaluation

*To describe the administration and use of Continuing Education Instructor Evaluation forms by students and staff*

1. Instructors will be evaluated on a semester basis.
2. The Program Director, Program Coordinator, or Vice President will review the student evaluations of the course and instructor. The evaluation results are shared with the instructor.
3. The Program Director, Program Coordinator, or Vice President will meet with an instructor to discuss possible changes in instructional methods if evaluations indicate a need for improvement.
4. If necessary, Program Directors, Program Coordinators, or Vice President will personally visit a class and complete a Continuing Education Instructor Evaluation by Staff Form.
5. A summary of the student evaluations, a copy of staff administered instructor evaluations, and/or in-class visits, will be filed in the Registrar for Workforce Development and Continuing Education's office.

*Adopted: 04/15/1999*

*Revised: 07/17/2008*

**Curriculum Instructor Evaluation by Students**

*To outline the administration of and use of data gathered by the Student Evaluation of Instruction process*

1. All classes regardless of credit bearing status will be eligible for student evaluation.
  - a. Curriculum Classes: The Student Evaluation of Instruction tool will be administered to all classes electronically for each faculty member per semester.
    - i. The evaluations will be completed after the midpoint of classes each semester.
    - ii. The evaluation results will be made available to the Dean of Curriculum Programs, Associate Deans, and the Vice President for Instructional Services for review after final grades have been submitted. The Associate Deans will meet with their respective department heads for review of the evaluations. Department heads will review the evaluations with their faculty, and use the reviews to coach and counsel each faculty member to ensure effective teaching and learning.
    - iii. Evaluations will be maintained for all faculty members for five years.
    - iv. Comments documenting the coaching and counseling session, if needed, will be recorded on the “Student Evaluation of Instruction Review” form by each reviewer.
    - v. Evaluations will be maintained for all faculty members for five years.
  - b. Continuing Education Classes: All continuing education courses will be evaluated at the end of the course; however, courses may also be evaluated during the course using the “Course-in-Progress Evaluation Form.”
    - i. Course-in-Progress Evaluation
      1. Instructors concerned about the quality of their instruction may request Course-in-Progress Evaluation forms from his/her supervisor.
      2. If an instructor is teaching a course that meets for 48 or more contact hours, the instructor must have his/her students to complete a Course-in-Progress Evaluation form between the 12th and 18th contact hour. Instructor should instruct students to place each completed evaluation form into designated envelope, asking the last student to seal the envelope.
      3. If an instructor’s immediate supervisor receives a complaint from a student in a current course, the Course-in-Progress Evaluation will be administered by the immediate supervisor to the class. Results of the evaluation will be discussed with the instructor.
    - ii. End-of-Course Evaluation
      1. All Continuing Education Courses will be evaluated.
      2. End-of Course Evaluation forms will be completed during the last class meeting of the course. Instructor should instruct students to place each completed evaluation form into designated envelope, asking the last student to seal the envelope.
      3. Evaluations will be returned with course paperwork. Evaluation responses will be tabulated, reviewed by the instructor’s immediate supervisor, and shared with the instructor. Any concerns will be addressed immediately by the supervisor.



## **Section X – Institutional Effectiveness**

4. End-of-Course Evaluation composite will be filed in the instructor's departmental personnel file.
- iii. All courses will be evaluated at the end of the course using the End of Course Evaluation.

*Adopted: 04/15/1999*

*Revised: 05/17/2007, 05/15/2008, 05/20/2010, 03/17/2022*

### **Classroom Observation**

*To state the use of classroom observation as one tool for evaluating curriculum faculty*

#### **Full Time Faculty:**

New full-time faculty will be observed by their department head, associate dean, or the Vice President for Instructional Services once per semester during the first year of employment. After the first year of employment, full-time faculty will be observed once per year by their department head, associate dean, or the Vice President for Instructional Services. There may also be cases in which full-time faculty may be observed more frequently if necessary. The “Classroom Observation” or “Online Classroom Observation” form (see Forms section) will be completed and discussed with the faculty member within two weeks of the observation. It will be filed in the faculty member’s folder in their supervisor’s office for use during the annual evaluation.

#### **Adjunct Faculty:**

New adjunct faculty will be observed by the department head or designee during the first semester of employment. Thereafter, the adjunct faculty member will be observed once per year. Observations may occur more frequently, if necessary. The “Classroom Observation” form will be completed and discussed with the faculty member within two weeks of the observation. This form will be filed in the adjunct faculty member’s folder in their supervisor’s office.

*Adopted: 04/15/1999*

*Revised: 05/17/2007, 05/15/2008, 05/20/2010*

### Annual Faculty Evaluation

*To state RCC's policies and procedures regarding annual curriculum full-time faculty evaluation*

1. Each full-time faculty member will be evaluated by the end of each academic year.
2. Student evaluations, classroom observations, and the faculty annual evaluation form, appropriate to job title, will all be used to document performance for the year. The faculty annual evaluation form will be completed by the faculty member's department head. The associate dean will review each evaluation with their department head prior to formal discussion between the faculty member and their department head.
3. Each full-time faculty member will complete the Annual Professional Advancement and/or Upgrading Form and the Professional Plan prior to the evaluation meeting. He/she will bring these completed forms to the evaluation conference.
4. Full-time faculty members serving as a Department Head, Associate Dean, or Dean of Curriculum Programs will also be evaluated on these job duties by the appropriate supervisor (Associate Dean or Vice President for Instructional Services) using the appropriate form.
5. At the conclusion of the evaluation conference, all evaluation forms, observation forms, the Annual Professional Advancement and/or Upgrading Form, and the Professional Plan will be forwarded to the Human Resources office for filing in the personnel folder.
6. Results of the Annual Evaluation will be used to determine whether the faculty member is recommended for continued employment, continued employment contingent upon improvement, or is not recommended for continued employment.

*Adopted: 04/15/1999*

*Revised: 05/17/2007, 01/17/2008, 05/15/2008, 05/20/2010*

### Evaluation Form Procedures

*To state the College's procedures for the use of the evaluation form*

1. Personnel will be evaluated at least once each year no later than April 1 of each contract period; additional evaluation conferences will be scheduled as deemed necessary by the Dean, Vice President, or President.
2. The completed evaluation form becomes the document which constitutes evidence of the employee's performance and status of employment. Non-instructional personnel shall be evaluated using the form in [Section XIII FX o](#). Curriculum faculty shall be evaluated using the form in [Section XIII FX p](#). Continuing Education instructor shall be evaluated using the form in [Section XIII FX b](#).

The Grievance Procedure in 4 below is available with each evaluation.

The employee's signature on the evaluation form indicates that the evaluation has been reviewed with the employee and does not indicate agreement or disagreement with the evaluation.

3. The evaluation form will be kept in the employee's personnel file either a minimum of five years or as long as the person is employed at Randolph Community College. At the termination of employment, the evaluation forms become a part of the permanent file of the employee.
4. Due process will be available to the employee who does not accept the evaluation by his/her supervisor and will not sign the evaluation form. Due process in this instance is as written in [Section VI part B](#) Grievance and Due Process Procedures.

*Adopted: 04/15/1999*

*Revised: 04/10/2003*

**Program Review, Evaluation, and Accountability**

*To describe RCC's process for evaluating curriculum programs including the responsibility and process for program accountability and review*

**Policy**

Randolph Community College is committed to providing quality academic programs of study. The College evaluates each curriculum program and support service on an annual basis. The departments use the same parameters on an ongoing basis, and as needed within the annual cycle, take appropriate corrective action.

This annual review incorporates selected data fields specified by the North Carolina Community College System Office as well as additional information germane to the institution. When a program review indicates a problematic area, such as a trend in enrollment decline, a more intensive review of the program may be initiated upon the recommendation of the Vice President for Instructional Services. This intensive review includes additional data elements other than those collected for the annual audit in order to provide detailed evaluative information on the program.

The stated objectives of program evaluation are:

1. To improve the quality of academic programs
2. To improve the quality of instruction in each curriculum program
3. To assess program strengths and weaknesses and to suggest areas of improvement
4. To determine need and effectiveness of programs within the service area
5. To enhance competencies in evaluation, planning and resource utilization

**Procedure**

Associate Deans and program heads are responsible for the annual and ongoing evaluation of the quality and viability of each educational program in their purview. The formal evaluation process takes into consideration multiple factors as listed on the program review and evaluation section of their Continuous Improvement Plans (Good to Great Reports). Program review and evaluation is to be completed by September of each year.

The Associate Deans and the Vice President for Instructional Services review the Program Review and Evaluation of each educational program. They evaluate the information in order to make program improvements, evaluate resources based on current trends in workforce, determine program relevance or make a program termination decision.

Resources, such as Marketing, are available to help with changes and improvements. Resources external to the college will be accessed when available and possible.

After discussion with the Senior Leadership Team, the President will review the information and make the recommendation for program continuance or termination to the Board of Trustees.

*Adopted: 11/20/2008*

*Revised: 05/20/2010, 09/02/2017*

### Responsibilities of the College's Office of Institutional Effectiveness

*To define the responsibilities of the Office of Institutional Effectiveness*

Randolph Community College relies on its Office of Institutional Effectiveness in its decision-making processes. Staffed by the Director of Institutional Effectiveness, who reports to the Vice President for Institutional Advancement, and the Planning and Assessment Analyst, , the Institutional Effectiveness Office assists in the College's planning, reporting, and evaluation efforts, and provides data as requested by College staff.

#### Planning

The Office of Institutional Effectiveness assists in implementing the College's:

- Long Range Planning Functions
- Strategic Planning Process, which involves various stakeholder groups in a review and rewrite/modification of mission, vision, values and priorities to best meet the college's mission and the needs of those it serves.
- Participation in ad hoc college-wide planning.
- Annual Planning functions
- The Continuous Improvement Project (CIP) for the College. This is part of the annual planning/budgeting process. CIP forms are done in conjunction with the distribution of the annual budget sheets.
- Continuous Improvement Plans are reviewed by the appropriate Vice President when completed.
- Annual review of strategic priorities and goals by the Senior Leadership Team.
- Coordinating the planning and execution of the annual program review process.

#### Reporting

The Office of Institutional Effectiveness is responsible for the production and/or compilation of data for various reports during the year. Examples include:

- IPEDS (Integrated Postsecondary Education Data System), a report submitted annually to the U.S. Department of Education.
- Annual College Profile required by the College's accrediting agency, the Southern Association of Colleges and Schools Commission on Colleges.

The Planning and Assessment Analyst is also the main contact point for the North Carolina Community College System's Critical Success Factors Report and for any report questions from the System Office.

#### Evaluation

The Office of Institutional Effectiveness evaluates the College's decision-making processes through various channels, including data collection from the College's standing committees, advisory committees and campus wide assessments. These channels are used to support the College's continuous improvement process. The College's Senior Leadership Team serves as staff resource/support person for each standing committee. The Office of Institutional Effectiveness provides ongoing oversight of College activities, processes and procedures related to the effectiveness of the College in fulfilling its mission.

## **Section X – Institutional Effectiveness**

The channels serve as a forum for the review, assessment, and discussion of institutional effectiveness, including evaluation and the use of results to improve the institution.

### **Data Analysis**

The Planning and Assessment Analyst is responsible for:

- Collecting and analyzing various data throughout the year.
- Completing surveys including the Graduate Survey, the Environmental Scan Survey, and the Employer Survey.
- Surveys as requested by faculty and staff.
- Collecting and presenting data for review of programs and services.

*Adopted: 11/20/1999*

*Revised: 07/18/2013, 09/21/2017*

### **Archives Collection Policy**

*To state the College's archives policy*

#### **Mission Statement**

The Archives Collection is the official repository of records of historical significance or continuing value for Randolph Community College and the guide to its past. Institutional records of historical significance or continuing value will be retained and preserved to document the history and development of the College from its inception to the present day. The aim is to develop an authentic collection of historical materials on all aspects of the College's significance and impact on its community, state, and nation.

#### **Introduction**

College Archives are defined as all institutional records and materials of historical significance or continuing value about Randolph Community College from its inception to the present day. The aim is to collect, preserve, and make available for research those records and materials that are of historical value.

The collection development policy for the RCC Archives Collection is based on the Society of American Archivists' Guidelines for College and University Archives. The RCC Archives relies on the support and cooperation of RCC administrators, faculty, staff, and students to ensure that records of permanent value are collected and preserved.

#### **Purpose**

The Randolph Community College Archives Collection is an official college archives collection. The purpose of the Archives Collection is to collect, organize, preserve, and make available a documentary record of the history of Randolph Community College. It aims specifically to identify, acquire, maintain, and make available for research, records of historical value about the College from its inception to the present. Specific parameters are set to govern the resources that are collected and added to the collection. As the Archives cannot collect everything, guidelines determine what records are of enduring value and are worthy of permanent retention. Records and materials are collected in all media and formats; materials may be print, non-print, photographic, electronic, or artifacts.

#### **Scope**

The RCC Archives Collection includes records, regardless of formats, which document the history and development of the College from its earliest planning and inception to the present. These materials may include official and nonofficial papers, publications, records, artifacts, and other materials of college offices, records of administrators, faculty, staff, students, alumni, and other organizations affiliated with Randolph Community College.

Therefore, there is a wide range of materials that may be of informational value kept in other locations throughout the campus. The Archives may also include institutional records that the College is required to maintain based on the North Carolina Community College Records and Retention Schedule when the timeframe set forth in the Schedule for retaining the materials has expired or when the Schedule directs that the materials be deposited in the College Archives.

#### **Responsibility**



## **Section X – Institutional Effectiveness**

The Director of Library Services or his/her designee is responsible for collection development. Decisions on what items to add to the College Archives collection are based on the purposes of the collection, the information needs and recommendations of users, and continued development of the existing collection. Materials are acquired through transfer from individuals, campus offices, systematic collection of relevant items, gifts or donations, and other materials as routed. The Director of Library Services and his/her designee will set up schedules for the deposit of materials into the Archives and will identify persons within appropriate offices or units generating archival documents with the responsibility for depositing those documents into the Archives on a scheduled basis. The Director of Library Services or his/her designee will consider general management issues of the Archives,

### **Criteria**

The Archives will collect materials, regardless of format, based on the following criteria:

- Institutional materials of historical significance or continuing value that fall outside the scope of the North Carolina Community College System Records Retention Schedule.
- Institutional materials of historical significance or continuing value that are included in the North Carolina Community College System Records Retention Schedule when the timeframe set forth in the Schedule for retaining the materials has expired or when the Schedule directs that the materials be deposited in the College Archives.
- Non-institutional materials that provide contextual information about the history of RCC, its employees, and its relationship to the community it serves.

Items that do not clearly fall within the criteria of the RCC Archives Collection Development Policy will be considered for Archives after review by the Director of Library Services or his/her designee.

### **Collection Areas/Formats**

Collection areas can include (but are not limited to):

- Accreditation reports, visitations, and supporting documents
- Artifacts and memorabilia of historical or cultural significance to RCC
- Audio and visual resources produced by or about the College, its students, employees, programs, services, events, and facilities
- College event programs and promotional materials
- College records of administrative units, instructional departments, programs, services, and student activities
- Correspondence of historical significance or continuing value
- Maps, blueprints, and plans of the campuses and buildings
- Newspaper and magazine clippings highlighting RCC students, employees, programs, services, events, and facilities
- Oral history interviews and transcripts
- Professional and personal papers (manuscripts) that document the careers and contributions of College administrators, staff, faculty, students, and others in the College community
- Publications created by or for the College for the purpose of marketing or information
- Records of College committees and associations, including agendas, minutes, reports, and correspondence
- Reports produced by the various offices and organizations of the College
- Student organization records
- Other areas as determined by the Director of Library Services or his/her designee

## **Section X – Institutional Effectiveness**

### **Retention and Preservation**

The Director of Library Services or his/her designee will assess the long-term historical value of all items transferred or donated to the Archives Collection based on the criteria set forth in this document.

Preservation requires that some materials be migrated from one medium to another to ensure continued access. Digitization of selected materials housed in the Archives Collection is encouraged in order to provide safe and easy access to the materials without damaging the originals. However, digitized materials are not considered a replacement for originals. According to Janet Gertz, Director of Preservation at Columbia University, “But digitization is not preservation – it is simply a means of copying original materials. In creating a digital copy, the institution creates a new resource that will itself require preservation. Unlike microfilm and other preservation media whose longevity is assured relatively easily by proper storage, digital resources face many questions about how their continued existence, accuracy, and authenticity can be assured.” Following the lead of the United States National Archives and Records Administration, original materials will not be destroyed or de-accessioned if digitized for access.

### **Guidelines for Future Research and Use**

Until appropriate organization of materials and adequate space as well as dedicated staffing is provided, archival materials are closed for research to students of the College as well as to interested members of the community. Once the previously mentioned conditions are present, the Archives could provide access to the materials and assistance in identifying and using appropriate materials.

Only on rare occasions will original materials leave the Archives. Upon request to the Director of Library Services or his/her designee, the following persons will be permitted to remove original materials from the Archives:

1. The President (or his/her representative) of the College
2. Others who can provide written justification to the Director of Library Services or his/her designee for the need to borrow the original archives material

Reference procedures will be designed to ensure the preservation of the records for future researchers. Access to the Archives will be on a time schedule determined by appointment with a designated library staff member. Archival materials do not circulate and must be used in the Archives under supervised conditions. Responsibility for materials removed from the Archives will rest with the person who borrows the materials. Action relating to the recovery or repair of archival materials will be the responsibility of the Director of Library Services or his/her designee.

### **Donating to the Archives Collection**

Anyone interested in donating to the RCC Archives Collection should read and complete the Deed of Gift form that can be obtained from the Director of Library Services. This document formally establishes the transfer of ownership of archival materials to RCC. The Director of Library Services or his/her designee will submit the completed Deed of Gift form to the Foundation Operations Manager for approval according to the gifts in kind policy approved by the Board of Trustees and published in the RCC Personnel Handbook. Following notification of approval by the Foundation Operations Manager, the Director of Library Services or his/her designee will coordinate with the donor to establish physical transfer of archival materials. The Foundation Operations Manager will send an acknowledgement of the gift to the donor.

## **Section X – Institutional Effectiveness**

*Adopted: 11/21/2013*

#### Professional Development

*To describe the College's commitment to and types of support for professional development*

1. An orientation of philosophy, objectives, policies, and operational procedures of Randolph Community College is provided to all new employees.
2. The College is committed to the continuous improvement of its faculty and staff through professional development. All employees are urged to attend workshops, seminars, college courses, and all other in-service programs which will be beneficial to their professional growth as scheduling permits. Employees should work with their immediate supervisor to select professional development activities best suited to their special needs and the needs of their department. Once the activity is agreed upon, it will be recorded on the employee's annual evaluation form as a goal for the year. In addition to the individual employee plan, the College regularly provides upgrading opportunities for the total staff and faculty and/or for selected members of the staff and faculty.

Each time an employee attends any type of professional development activity, the employee should keep documentation from the activity and record on the appropriate form at evaluation time. Faculty document professional development on the Annual Professional Advancement and/or Upgrading form and staff document professional development on the Staff Professional/Personal Development Activities form. Both forms for faculty and staff are completed at annual evaluation time and are made available through the supervisor. Employees can request a copy of the report of their activities from the Human Resources Office at any time.

3. Funds for travel to professional meetings, workshops, seminars, and special training programs are as follows:
  - a. Transportation will be provided by the College if available.
  - b. If personal vehicle is used for travel when a college vehicle is unavailable, the employee will be reimbursed at the current approved state rate.
  - c. While away from the College, each employee is reimbursed for meals and lodging not to exceed the maximum rates per day for in-state or out-of state travel.
4. Educational Leave with Pay - See the Benefits Section in the Employment Matters chapter of the Personnel Handbook and Policy Manual.
5. All full-time faculty members are required to keep current in their field of expertise by return-to-industry activities or by attending seminars and conferences. All faculty members submit in May of each year their requests for Return-to-Industry and Faculty Upgrade activities for the ensuing year on their department's budget planning form. The Vice President for Instructional Services and Associate Deans evaluates the requests, and determines appropriate funding sources. Funding sources may include: state funds, federal funds from the Carl D. Perkins Career and Technical Education Act of 2006, and the Faculty Upgrade Allotment Fund.

Once approval is relayed to the faculty member, he/she is required to make final arrangements

## **Section XI – Staff & Program Development**

for the activity, and provide documentation of the activity.

6. All faculty members are required to complete annually for their permanent file the Yearly Professional Advancement and/or Upgrading Form. Staff members complete annually the Staff Professional/Personal Development Activities form to report their development activities.

*Adopted: 04/15/1999*

*Revised: 04/18/2002, 09/18/2008*

#### Enrollment Matters - "Open Door" Policy

*To define and state the parameters of the "open door" policy*

Randolph Community College is subject to the Open-Door Admission Policy established by the State Board of Community Colleges. This means that any person, whether a high school graduate or non-graduate, who is eighteen years old or older and who is able to profit from further formal education will be served by the institution.

The "open door" policy does not mean that there are no restrictions on admission to specific programs. It does mean that these restrictions are flexible enough to allow students opportunities to improve their educational status by eliminating deficiencies through remedial work. New students seeking admission to a specific program must provide appropriate transcripts and participate in placement testing to meet prerequisites/co-requisites. When new students are able to meet the specific admission requirements for a given curriculum, they may then be enrolled in that curriculum and remain in the program as long as they make satisfactory progress and remain enrolled on a continuous basis as required by their curriculum. (For students transferring to RCC, see [Transfer Student Admissions, XII A2](#)).

Although the College follows an "open door" policy, there will be no compromise with academic standards set by the State Board of Trustees.

The college offers curriculum programs for current high school students within the parameters set by the State Board of Community Colleges.

The College reserves the right to limit enrollment in a curriculum to a number that can be accommodated by the resources of the College. The Vice President for Student Services is designated as the Admissions Officer for the College. (Specific admission requirements are enumerated in the [College Catalog](#).)

The College may refuse admission to applicants who meet at least one of the following exceptions:

1. Admission may be denied to any applicant during any period of time that he/she is suspended or expelled from any other educational entity.
2. Admission may be denied to any applicant to protect the safety of the applicant or other individuals when there is an articulable, imminent, and significant threat by documenting (a) the detailed facts supporting the rationale for denying admission, (b) the time period within which the refusal to admit shall be applicable, and (c) the conditions upon which the applicant would be eligible to be admitted.
3. Admission into a program, other than basic law enforcement training, that requires students to possess a firearm may be denied to any applicant who is not eligible to possess a firearm as outlined in state board community colleges code 400.2(h).

If admission is denied, the applicant may appeal using [Standard Grievances \(Due Process\) \(XII D 2\)](#) beginning with the Vice President for Student Services.

## **Section XII – Student Services**

*Adopted: 07/15/1999*

*Revised: 07/27/2000, 01/20/2010, 03/17/2011, 01/19/2012, 07/19/2012, 03/17/2016*

**Enrollment Matters - Transfer Student Admissions**

*To state the College's policy regarding the admissions of transfer students*

Students who have attended other colleges/universities are considered Transfer Students.

Transfer students seeking admission into a specific program must:

1. meet the same admission requirements as new students (see [XII A 1](#))
2. submit official transcripts from all colleges attended

*Adopted: 04/15/1999*

*Revised: 07/27/2000, 05/20/2010, 03/17/2011, 01/19/2012*



#### **Enrollment Matters - Special Credit (Visiting) Student Status**

*To give the definition and requirements of special student statuses*

Students who have not applied for admission into a specific program are classified as Special Credit Students. Special Credit Students are required to follow the normal enrollment procedures.

Proficiency examinations may be used to earn credit for additional courses taken as a Special Credit Student.

Should a Special Credit Student desire to declare a major, he/she should

1. Submit a change of major request to the Office of Admissions, Records and Registration
2. Meet college and program requirements

The responsibility for initiating the change from Special Credit Student status to a major lies with the student.

It is the responsibility of the student to verify with their home institution that the RCC course(s) will be accepted as a transfer credit.

*Adopted: 04/15/1999*

*Revised: 02/01/2000, 03/17/2011, 01/19/2012*

**Enrollment Matters - Transferring Between Programs**

*To state the parameters of processing students who transfer from one curriculum program to another*

Students are authorized to transfer from one curriculum program to another (change majors). The Office of Admissions, Records and Registration's procedures allow for student-initiated change of majors, academic/career counseling, faculty advising, credit processing, and adherence to program and course prerequisites.

If a student wishes to transfer from one program to another, the following procedures are to be observed:

1. The student meets with a faculty advisor or department head to complete the change of major form.
2. Both the student and the faculty advisor or department head signs the change of major form.
3. The faculty advisor or department head forwards the change of major form to the department head or associate dean for additional signatures.

*Adopted: 04/15/1999*

*Revised: 01/19/2012*

**Enrollment Matters - Readmission**

*To state the parameters for processing student requests for readmission*

**Academic Suspension**

Students who have been suspended from a curriculum program for academic reasons must complete the readmission process. The request should be submitted to the Office of Student Success at least one month prior to the semester in which they wish to seek readmission. Restrictions may be imposed. Failure to meet the restrictions may result in the student's dismissal. If readmission is denied, the student may appeal using the Standard Grievance procedures beginning with the Vice President for Student Services (see Student Grievances (Due Process) [XII D 2](#)).

**Disciplinary Suspension**

Students who have been suspended from the college for disciplinary reasons may request readmission after the suspension has ended. The request should be in writing to the Vice President for Student Services and at least one month prior to the semester in which they wish to seek readmission. The Vice President for Student Services hears and decides the request. Restrictions may be imposed. Failure to meet the restrictions may result in suspension or expulsion. If readmission is denied, the student may appeal in writing to the President within 5 working days of the date of the notification letter (see [Student Code of Conduct XII D 1](#)).

**Expulsion**

Students who have been expelled may request readmission to the college. The request should be in writing to the President at least one month prior to the semester in which they wish to seek readmission. The President hears and decides the request. Restrictions may be imposed and failure to meet the restrictions may result in the student's expulsion. The President's decision is final.

*Adopted: 04/15/1999*

*Revised: 07/27/2000, 05/20/2010, 03/17/2011, 01/19/2012, 11/19/2015*

#### **Enrollment Matters - Academic Forgiveness**

*To state the College's policy regarding students who wish to repeat a curriculum with a new grade point average*

Students who wish to start a curriculum program of study over with a new grade point average (GPA) should make a written request to their Student Services Counselor at least one month prior to the semester they wish to enroll.

The request is reviewed by the Student Services Counselor. If re-entry is granted, then each course in the curriculum must be repeated, meeting all prerequisites. A student may repeat a curriculum with a new grade point average only once.

Previous grades are not actually removed from the student's transcript but are not calculated into the student's new GPA at Randolph Community College. Colleges to which the student may transfer in the future may choose to recalculate the GPA based on all grades received.

Federal financial aid and Veterans regulations will be adhered to with respect to this procedure. Students considering reentry into a curriculum should contact the Office of Financial Aid and Veterans Affairs.

*Adopted: 4/15/1999*

*Revised: 07/17/2000, 05/20/2010, 03/17/2011, 03/22/2012, 01/21/2021*

**Enrollment Matters - Catalog of Record for Graduation**

*To specify the catalog under which a student may graduate*

In order for a student to graduate under the program requirements for graduation as designated in the catalog in effect at initial enrollment to the college (catalog of record), the student must be enrolled until graduation. A student is continuously enrolled as long he/she does not have a break in enrollment from the College for two consecutive semesters (i.e., fall and spring or spring and fall). A student is not required to be enrolled during the summer term to maintain continuous enrollment.

Any student who changes or adds a major may graduate under the requirements of his/her initial catalog of record OR any subsequently adopted catalog of record.

A student not continuously enrolled until graduation for any reason must reapply to the college and meet the program requirements in the catalog in effect at the time of re-enrollment or any subsequently adopted catalog of record.

*Adopted: 04/15/1999*

*Revised: 11/18/2010, 07/19/2012, 01/21/2021*

**Enrollment Matters - Registration**

*To define registration*

Registration is the process of enrolling in a schedule of courses, or a program, at the beginning of each semester or at other specified times. Certain days are set aside for the purpose of registration and published to students and the public through a variety of venues. On these days, personnel are available to aid students in the enrollment process. **Registration is not complete until all tuition and fees are paid.**

*Adopted: 04/15/1999*

*Revised: 01/19/2012*

**Enrollment Matters - Census Date Identification**

*To describe the method used to calculate & designate a curriculum course census date*

As per administrative code, the census date for curriculum courses occurs at the 10% point of the course. Recognizing the calculation limitations of Colleague for courses using asynchronous course delivery methods and the need to standardize census date calculation, Randolph Community College will calculate the census date for curriculum courses as described as follows:

1. Traditional Delivery of Instruction (Face-to-Face): 100% of instruction is delivered in the class with both instructor and student present. Instruction is synchronous. This includes courses delivered using 100% remote synchronous instruction.
  - a. To calculate the 10% point, the total number of course hours is divided by 10.
  - b. The 10% point occurs at the time the number of hours calculated have been met. All fractions of an hour will be rounded up.
2. Internet and Hybrid Course Deliveries of Instruction: a portion of class material is delivered using tools to allow asynchronous participation.
  - a. The 10% point for courses is determined based on the length of the semester. No date calculation is necessary for courses not delivered 100% synchronously.
  - b. Internet and Hybrid Course deliveries' census dates will be designated as listed below:
    - 8-Week Mini-mesters Course: Census date identified as the fourth (4th) day of class for the mini-mester in which the course is delivered.
    - 16-Week Semester Course: Census date identified as the eight (8th) day of class for the semester in which the course is delivered.

*Adopted: 11/18/2010*

*Revised: 02/13/2018, 03/18/2021*

**Enrollment Matters - Financial Aid Policy**

*To define the scope of financial aid made available for students*

The college seeks to provide financial assistance in the form of internal and external grants, scholarships, and other benefit programs (e.g., Veterans). The college does not participate in Federal student loan programs.

*Adopted: 07/14/2011*



**Enrollment Matters - High School Validation Policy**

*To define a valid high school*

Based on guidance from the U. S. Department of Education, the College is expected to validate the legitimacy of a high school if it has reason to believe the high school diploma is dubious (e.g., the diploma was bought and the student was required to perform little or no work). Therefore, a valid high school is registered with the North Carolina Department of Public Instruction, the North Carolina Department of Non-Public Instruction, or a similar entity in other states.

*Adopted: 05/17/2012*

#### **Enrollment Matters - Placement Assessment**

*To state the measures used to assess curriculum students' readiness for college-level courses*

The college assesses curriculum students' readiness for college-level courses according to the Developmental Education Framework for placement guidelines established by the North Carolina Community College System. North Carolina Community College System Office Revisions are effective in accordance with numbered memos.

#### **Placement Test**

The placement test does not determine student admission to RCC, but it does determine course placement. Students that meet the GPA placement criteria may be exempt from the placement test requirement. Students without a GPA can take a standardized placement assessment to determine course placement.

#### **Retesting**

Students may retest once during the 10 years in which their scores are valid. It is recommended that students meet with a counselor to discuss and review preparation options prior to retesting. If the student is already enrolled in pre-college level courses at the time he or she retests and if the scores on the retest place him or her out of pre-college level, the student will follow the college's standard withdrawal and refund procedures for tuition and books if he or she chooses to exit the pre-college level course.

#### **Placement Testing for Individuals with Disabilities**

Individuals with disabilities may request reasonable accommodations for placement testing. Official documentation verifying the disability and the need for reasonable accommodations should be submitted to the Disabilities Coordinator at least two weeks prior to the placement testing appointment. Accommodations include but are not limited to extended time and/or testing using audio or visual enhancing software.

*Adopted: 05/16/2013*

*Revised: 03/20/2014, 05/15/2014, 07/17/2014, 11/19/2015, 09/15/2016, 01/16/2020, 04/17/2025*

**Academic Matters - Credits for Curriculum Programs**

*To state the amount of various educational activities needed to equal one semester hour of credit*

A curriculum program is an organized sequence of courses leading to an associate degree, a diploma, or a certificate. Curriculum programs are designed to provide education, training, or retraining for the work force, transfer to four-year colleges and universities, or to confer general liberal arts degrees.

Credits for courses are awarded based on a semester hour credit. Credit hours for courses are determined and awarded using the following procedures as established by the State Board of Community Colleges Code (SBCCC).

**Credit Hours**

1. Class: Credit of one semester hour is awarded for each 16 hours of lecture and other instruction provided in a class under the supervision of an instructor.
2. Clinical Practice: Credit of one semester hour is awarded for each 48 hours of clinical practice. Clinical practice provides an opportunity for health science students to apply knowledge and skills in their delivery of care in a health care setting. A qualified faculty member, clinical instructor, or preceptor, as defined by the program related approving or accrediting body, shall supervise clinical practice to provide the student with learning experiences related to the program and to monitor and assess the student's application of skills. Clinical practice may utilize experiences that simulate realistic clinical experiences to meet the curriculum and course objectives. The percentage of simulation experiences substituting for traditional clinical practice and the qualifications of faculty providing the simulation experience must comply with the guidelines of the applicable health science accrediting and approving bodies.
3. Experiential Laboratory: Credit of one semester hour is awarded for each 32 hours of "experiential laboratory work." Experiential laboratory work means instruction given to a student by an instructor to increase the student's knowledge and skills without immediate student application.
4. Faculty Directed Laboratory: Credit of one semester hour is awarded for each 48 hours of "faculty directed laboratory." Faculty directed laboratory means instructional activities are demonstrated or conducted by an instructor with immediate student application.
5. Work-Based Learning: Credit of one semester hour is awarded for each 160 hours of work-based learning (WBL curriculum prefix courses). Work-based learning is the development of job skills by providing the student with employment that is directly related to the educational program, and coordinated by a college representative.

Reference:

1D SBCCC 200.3 PROGRAM CLASSIFICATION

1D SBCCC 400.1 Curriculum Definitions

*Adopted: 04/15/1999*

#### Academic Matters - Grading System

*To explain the evaluation of letter grades and the computation of grade point averages*

Letter symbols are used in the evaluation of achievement in all curriculum programs. Grade points are assigned to letter grades in computing grade point averages. Grade point averages are determined by dividing total quality points earned by total credit hours attempted. Cumulative grade point averages are determined by dividing total quality points by total credit hours attempted for a period of more than one semester.

#### Curriculum Grading System

- **Used in Calculating Academic GPA**

- **A** - Excellent
  - Grade Point Earned: 4.0
- **B** - Very Good
  - Grade Point Earned: 3.0
- **C** - Satisfactory
  - Grade Point Earned: 2.0
- **D** - Poor
  - Grade Point Earned: 1.0
- **F** - Failing
  - Grade Point Earned: 0.0

\*The numerical value for each letter grade is outlined in the course syllabus. Please refer to the specific course syllabus for the numerical grading scale.

- **Not Used in Calculating Academic GPA**

- **P\*** - Passing (Corequisite Course - Developmental Studies)
- **F\*** - Failing (Corequisite Course - Developmental Studies)
- **P1** - Pass Tier 1 (Transition Course - Developmental Studies)
- **P2** - Pass Tier 2 (Transition Course - Developmental Studies)
- **R\*** - Repeat (Transition Course - Developmental Studies)
- **A** - Passing (Curriculum Developmental)
- **B** - Passing (Curriculum Developmental)
- **C** - Passing (Curriculum Developmental)
- **F** - Not Passing (Curriculum Developmental)
- **P3** - Pass Tier 3 (Transition Course - Developmental Studies)
- **TP** - Transfer of P Grade (Corequisite Course - Developmental Studies)
- **TP1** - Transfer of P1 Grade (Transition Course - Developmental Studies)
- **TP2** - Transfer of P2 Grade (Transition Course - Developmental Studies)
- **TP3** - Transfer of P3 Grade (Transition Course - Developmental Studies)
- **TA** - Transfer of A Grade

## Section XII – Student Services

- **TB** - Transfer of B Grade
- **TC** - Transfer of C Grade
- **TR** - Transfer Credit
- **TD** - Transfer Developmental Credit
- **I** - Incomplete
- **IE** - Incomplete Emergency
- **IN** - Incomplete-Military
- **AB** - Absent Final Exam-Military
- **AU** - Audit
- **SR** - Senior Citizen Audit
- **X** - Credit by Proficiency
- **W** - Withdrawal
- **WE** - Withdrawal Emergency
- **AW** - Administrative Withdrawal

### Incomplete Grades

An Incomplete grade "I" is assigned at the discretion of the instructor for incomplete course work. In the course(s) for which an "I" is assigned, hours will not be counted in quality point computation for that semester. An "I" must be completed by the expire date specified by the instructor, which will be no later than the end of the following semester, or it automatically becomes an "F." The exceptions are for developmental courses, which automatically becomes an "F\*" for a corequisite course or "R\*" for a transition course.

An "Incomplete-Military grade "(IN)" or "Absent Final Exam-Military "(AB)" will be completed within a period of time specified by the college to avoid receiving a failing grade for a course that a student is unable to complete due to temporary or permanent reassignment as a result of military operations or a National Guard service member placed onto State active duty status.

An Incomplete Emergency "IE" will be completed within a period of time specified by the college, a maximum of one year, to avoid receiving a failing grade for a course that a student is unable to complete given the unique nature of a national emergency.

### Audit

Auditing a course is the privilege of being present in class when space permits. An audit indicates attendance only and is not an indication of successful completion or passing a course section. No credit is awarded and no examinations are required. Auditing a course does not fulfill any prerequisite requirements. Attendance, participation in class, etc., are at the discretion of the instructor. Audits are reported on transcripts as a grade of "AU" or "SR" for a Senior Citizen Audit Option described below, and do not affect earned credits or GPA.

A student must register officially for the course and pay regular tuition, unless utilizing the Senior Citizen Option described below, during the specified registration and schedule adjustment period. A student may audit a particular course only once. Under extreme circumstances, a student may request to audit a course a second time through the approval process of Department Head, Associate Dean, Dean of Curriculum Programs and Vice President for Instructional Services.

## **Section XII – Student Services**

Students who receive financial aid should consult with the Office of Financial Aid and Veterans Affairs before auditing a course.

**Senior Citizen Audit Option:** Any student who is at least 65 years old may audit courses without payment of any required registration fee or tuition for the audit provided the audit is approved in accordance with policies adopted by the State Board of Community Colleges and there is no cost to the State. A student may be charged local fees associated with these course sections. A student will be allowed to audit a class under this section only on a space available basis after completing the admissions process. This section does not apply to audits of courses provided on a self-supporting basis. No credit is awarded, no examinations are required and no grade is reported on a student transcript for students who use this option.

### **No Show**

Students registering for class and never attending will be removed from the course with a status reason of "NS" and a status of "X." A letter grade is not assigned; therefore, it does not affect the academic GPA.

### **Withdrawal Grades**

Students needing to withdraw from a course should review the Academic Matters - Withdrawal/Drop/Add/Section Transfer (XII B 3) policy for guidance about each withdrawal option.

### **College & Career Readiness and Continuing Education**

Grades assigned in the College & Career Readiness and Continuing Education programs are not used in calculating the academic GPA nor the financial aid GPA.

### **Financial Aid Satisfactory Academic Progress**

Students receiving financial aid must meet Satisfactory Academic Progress (SAP) policy requirements according to federal, state and/or local rules and regulations. Some grades assigned that are not used in calculating a curriculum academic GPA may be used when calculating a GPA for financial aid.

*Adopted: 04/15/1999*

*Revised: 07/27/2000, 03/22/2012, 03/20/2014, 07/16/2015, 09/21/2017, 05/18/2018, 01/16/2020, 07/20/2020, 07/15/2021, 01/19/2023, 04/17/2025*

#### **Academic Matters - Withdrawal/Drop/Add/Section Transfer**

*To state the College's policies regarding registration changes through withdrawing, dropping and adding courses, and transferring sections*

#### **Dropping or Adding a class after classes have started, but before the schedule adjustment period ends:**

Students who need to drop or add a course after classes have started, but before the schedule adjustment period ends, can do so using Student Planning in Self-Service or by visiting with a Student Services Counselor or their advisor. If adding a course during this time, the student must be prepared to pay the day they add a course. If dropping a course during this time, the student will receive a 75% refund. Students enrolled in paired or co-requisite courses are not allowed to withdraw from only one course in the pairing; students must withdraw from both courses.

#### **Transferring Sections:**

Students who need to transfer from one course section to another can do so in Self-Service or by visiting with a Student Services Counselor or their advisor, as long as it is before the end date of the schedule adjustment period. Students that need to transfer from one section to another after the end date of the schedule adjustment period must provide documentation of the extenuating circumstance that prevented the adjustment from occurring during the schedule adjustment period to the Dean of Curriculum Programs or the Director of Admissions, Records and Registration (Registrar). Once the course section transfer has been approved by the faculty for each course section, Department Head, Associate Dean, and Dean of Curriculum Programs, the Director of Admissions, Records and Registration (Registrar) will process the course section transfer request.

#### **Withdrawing after the schedule adjustment period, but before the withdrawal deadline:**

Students who need to withdraw from a course after the end date of the schedule adjustment period, but before the withdrawal deadline, must complete the official withdrawal process. Students are responsible for initiating the withdrawal process. After the instructor and financial aid have signed the form, the Office of Admissions, Records and Registration will process the form. The student will receive a status of W and a grade of W for the course once the official course withdrawal form is processed. There is no refund associated with this withdrawal. Students enrolled in paired or co-requisite courses are not allowed to withdraw from only one course in the pairing; students must withdraw from both courses.

#### **Withdrawing after the withdrawal deadline:**

Students who fail to meet the requirements established for a course and do not withdraw by the deadline may receive a failing grade for the course. Students who need to withdraw from a course after the withdrawal deadline will not be approved for an official withdrawal but may request an administrative withdrawal. The Office of Admissions, Records and Registration will contact the student and explain the option of administrative withdrawal. There is no refund associated with this withdrawal.

#### **Administrative Withdrawal:**

## Section XII – Student Services

Students who need to withdraw from a course after the withdrawal deadline may request an administrative withdrawal from the Director of Admissions, Records and Registration (Registrar) based on documented extenuating circumstances. Students requesting an administrative withdrawal from a class must complete the administrative withdrawal process, which includes submitting an administrative withdrawal form, submitting copies of documentation for the extenuating circumstance. The Office of Admissions, Records and Registration will contact the student with the outcome of the request. The student, if approved, will receive a status of W and a grade of AW for the course. There is no refund associated with this withdrawal.

### **Withdrawal Emergency:**

Students who need to withdraw at any point during a semester as a result of a national emergency (e.g., COVID-19 pandemic) may request a Withdrawal Emergency to avoid grade penalty. The Office of Admissions, Records and Registration will assist the student in this process to ensure appropriate documentation is obtained and processed in a timely manner. The student, if approved, will receive a status of W and a grade of WE for the course. There is no refund associated with this withdrawal.

*Adopted: 04/15/1999*

*Revised: 07/27/2000, 05/20/2010, 03/22/2012, 07/20/2020, 03/17/2022, 01/20/2023*



**Academic Matters - Awarding Credit**

*To state the parameters of awarding transfer credit, credit for prior learning (non-course credit), articulated credit and credit by proficiency examination*

**Transfer Credit**

The college reserves the right to accept or reject credits earned at other universities, colleges and institutions. Transfer credit is defined as course credit awarded by the college for comparable courses earned at another institution.

Students who have attended other institutions of higher learning may transfer credit earned in comparable courses or programs of study by submitting official transcripts. Direct transfer of credit may be granted if the student is transferring from a regionally accredited institution. Non-regionally accredited institutions may be approved on a case-by-case-basis. Transfer credit from other institutions may not exceed 75% of course requirements for completion of a degree, diploma or certificate program. Courses eligible for transfer must have a grade of "C-" or higher.

Transfer credit awarded will not count toward the GPA. Transfer credit is processed by the Office of Admissions, Records and Registration in partnership with the Department Head as approved by the Vice President for Instructional Services.

**Credit for Prior Learning (Non-Course Credit)**

Credit for Prior Learning (non-course credit) is defined as course credit awarded by the college for completion of an exam, military training, or experiential learning. Non-course credit is available for College Level Examination Program (CLEP), Defense Activity for Nontraditional Education Support (DANTES), Advance Placement (AP) exams, military service, and experiential learning. Non-course credit may not exceed 75% of course requirements for completion of a degree, diploma, or certificate program. Non-course credit awarded will not count toward the GPA.

For exams (e.g., CLEP), the Director of Admissions, Records and Registration/Registrar and the appropriate Associate Dean maintains a matrix indicating required exam scores to earn credit for specific courses. Upon receipt of exam scores, non-course credit is awarded by the Office of Admissions, Records and Registration based on the matrix.

For military service and experiential learning, the Request for Credit form and required documentation is submitted by the student to their advisor for credit recommendations and approved by the Vice President for Instructional Services to be processed by the Office of Admissions, Records and Registration.

**Articulated Credit**

The North Carolina Department of Public Instruction and the North Carolina Community College System have a statewide articulation agreement in which students may be eligible to receive college credit after completion of identified Career-Technical Education (CTE) courses in high school. This creates a systematic and seamless process in which students can move from high school to community college without having to duplicate efforts or repeat courses.

Criteria used to award college credit for identified CTE courses include:

- Final grade of B or higher in the course

## **Section XII – Student Services**

- A score of 93 or higher on the on the standardized CTE post-assessment test; an industry credential recognized by RCC may be use in lieu of the CTE post-assessment; or upon successful demonstration of content mastery on the course Performance Based Measure as certificated by the CTE Teacher.
- Students must enroll at the community college within two years of their high school graduation date to receive Articulated Credit.

In order to receive Articulated Credit, the student must provide a copy of the industry credential and an official high school transcript that includes the CTE post-assessment scores. The student must inform the RCC Registrar that he/she wishes to receive Articulated Credit. Students are encouraged to consult their high school career development coordinator to verify courses that are included in the Articulated Credit agreement.

### **Internal Articulated Credit for Continuing Education**

A student may be granted articulated curriculum credit upon successful completion of a noncredit, continuing education course.

Criteria to award college credit includes the following:

- Final course grade of “C” or better.
- Comprehensive demonstration of course competencies and student learning outcomes, verifying skills attainment.
- The student must enroll in a curriculum program within 2 years of completing the continuing education course to receive articulated credit.

Articulated courses must have equivalent course hours of instruction, course content and student learning outcomes. Noncredit course instruction must be provided by a qualified instructor in accordance with curriculum faculty standards. A student may be asked to provide documentation of an earned industry-recognized credential and/or demonstrate competency of course outcomes to verify mastery of specific skills related to the learning outcomes of the course being considered for articulated credit. The student may receive articulated credit for the curriculum course if it is determined the student has demonstrated competence in course content, satisfactorily meeting all learning outcomes for the course.

This is to promote successful progression in the curriculum program of study and to ensure the student’s safety when entering a program utilizing specialized equipment. Credit may not exceed 75% of course requirements in a program of study for completion of a degree, diploma, or certificate program.

### **Credit by Proficiency Exam**

Eligible students may request of their instructor to earn credit by proficiency exam. Faculty author, maintain, and administer the proficiency exams, which are approved by the Dean of Curriculum Programs. Eligible students are those who:

1. Are accepted to the College and have met the prerequisites for the course
2. Have occupational experiences and/or background closely related to course objectives
3. Are registered and paid in a course that proficiency exams are permitted
4. Do not have credit for the course

## **Section XII – Student Services**

5. Have not previously attempted the course (including audit) or the exam

Hours awarded will not count toward the GPA. A maximum of 25 percent of credit toward graduation will be allowed per student per curriculum in proficiency hours. It is the student's responsibility to request the exam and to provide any required documentation to the instructor administering the exam. All proficiency examinations must be completed prior to the start of the semester in which the course would normally first be taken. Upon completion of the exam, the instructor recommends credit for the course to be approved by the Vice President for Instructional Services and processed by the Office of Admissions, Records and Registration.

### **Change of Major**

If a student changes his/her major, it is the student's responsibility to request external transcripts to be evaluated for transfer credit in the new major on the Change of Major form.

### **Appeals and Exceptions**

Even though the Student Services Division processes the awarding of credit, the Instructional Services Division is the approving authority. Therefore, student appeals follow the academic grievance procedures and exception to policy must have the written approval of the Vice President for Instructional Services. The final decision for awarding transfer credit, non-course credit, and/or credit by proficiency exam is the Vice President for Instructional Services.

Note: Some colleges do not accept transfer credit for courses if credit was gained through proficiency testing, transfer, or non-course work. It is the responsibility of the student to determine whether another school will accept transfer credit for any course in which RCC grants credit.

Credit hours granted cannot be used for the purpose of awarding financial aid, including U.S. Department of Veterans Affairs educational assistance.

*Adopted: 04/15/1999*

*Revised: 10/21/1999, 07/27/2000, 05/17/2007, 01/19/2012, 03/17/2022*

**XII B 5**

## **Academic Matters - Classification of Curriculum Students**

*To state the criteria for classification and recognitions*

### **Academic Classifications**

- Full-Time Students – Students registered for 12 or more credit hours (nine or more credit hours during the summer session) are considered full-time students.
- Part-Time Students – Students enrolled for one through 11 credit hours (one through eight credit hours in the summer session) are considered part-time students.

### **Academic Recognitions**

Curriculum students enrolled in 12 credit hours for the semester excluding college preparatory hours and proficiency hours who receive no incompletes and have a cumulative GPA of at least 2.0 are eligible to be recognized on the following lists:

## **Section XII – Student Services**

- President's List GPA of 4.00
- Dean's List GPA of 3.50-3.99

Curriculum students enrolled in at least six but less than 12 credit hours for the semester excluding college preparatory hours and proficiency hours who receive no incompletes and have a cumulative GPA of at least 2.0 and earn a grade point average of 3.50 – 4.00 are eligible to be recognized on the Academic Merit List.

*Adopted: 04/15/1999*

*Revised: 07/15/1999, 03/17/2011, 11/21/2013*

**Academic Matters - Academic Probation and Suspension**

*To state the academic standard of progress*

Each student at Randolph Community College is expected to maintain satisfactory progress toward a certificate, diploma, or degree.

At the end of each semester, a student's cumulative and term grade point average is examined. The grade point average is computed based on grades assigned as described in the Grading System policy ([XII B 2](#)).

Curriculum students who have a cumulative grade point average below a 2.0, will be placed on academic probation. When a student is placed on probation, he/she is notified in writing. Any student on academic probation must complete all required interventions to maintain enrollment. Failure to comply may result in academic suspension.

Curriculum students on probation who fail to make satisfactory improvement in their grade point averages by earning at least a 2.0 term grade point average will be placed on academic suspension. Students on academic suspension are not eligible to register for curriculum courses the following semester. After the duration of suspension is completed, students may request readmission within the parameters established by the Readmission policy ([XII A 6](#)).

Students receiving veteran's benefits must adhere to this policy to remain eligible. Students receiving financial aid must adhere to the Satisfactory Academic Progress (SAP) policy published by the Office of Financial Aid and Veterans Affairs. Students must meet their program of study (e.g., Associate Degree Nursing) standards of progress in order to remain in the program (see [College Catalog](#)).

*Adopted: 04/15/1999*

*Revised: 07/16/2009, 05/20/2010, 05/17/2012, 05/15/2014, 07/17/2014, 01/16/2020*

**Academic Matters - Repeating a Course**

*To state the College's requirements for repeating a curriculum course*

Students who fail a required curriculum course must repeat that course to graduate. Students may attempt to raise their grade point average (GPA) by repeating a course when the grade earned is below a "B". All grades are recorded and appear on the academic transcript when students repeat a course; however, only the best grade earned is calculated in the cumulative and program GPA.

*Adopted: 04/15/1999*

**Academic Matters - Graduation**

*To state the general requirements for curriculum graduation from Randolph Community College*

1. Students must fulfill all the requirements for their certificate, diploma or associate degree and follow the graduation procedures as published by the Office of Admissions, Records and Registration.
2. Students must complete all required courses within their curriculum as published in their Catalog of Record.
3. Students must have an overall GPA of 2.0 and a 2.0 average in their major courses as defined by the Curriculum Standards.
4. Health program students must maintain a 2.0 GPA in all major and major-related courses with no grade less than a "C."
5. Students transferring from other schools must complete 25 percent of their course requirements at Randolph Community College in order to qualify for graduation.

The vice president for student services is responsible for the annual curriculum graduation ceremony. The ceremony is scheduled and managed by the graduation committee. Student eligibility and participation requirements are published by the Office of Admissions, Records and Registration.

*Adopted: 04/15/1999*

**Academic Matters - School Absences for Religious Observances**

*To state the College's policy on student absences for religious observances*

Randolph Community College recognizes that students' religious affiliations vary and requirements regarding observances of special days may also vary. The College and the State of North Carolina (23 N.C.A.C. 02C .0213 "School Absences for Religious Observances") allow students two excused days of absences each academic year for religious observances. Randolph Community College defines an academic year as beginning on the first day of classes for fall term and ending with the last day of classes for the following summer term. In order for a student to request an excused absence, they must request the absence by completing a "Religious Observance Request Form" and submitting it at least two (2) weeks prior to the observance to the Office of Admissions, Records and Registration located in the Student Services Center. Students will be required to make up any work, activities, or missed tests as a result of an excused absence for religious observance.

*Adopted: 09/16/2010*

*Revised: 10/07/2020*



**Academic Matters - Graduate Guarantee**

*As an expression of confidence in the quality of education at Randolph Community College, we guarantee entry-level technical skill competency for graduates who have obtained an Associate of Applied Science Degree (AAS), a diploma, or a certificate under the umbrella of the AAS degree from the College. We also guarantee transfer credit for successfully completed courses that are a part of the Comprehensive Articulation Agreement and Independent Comprehensive Articulation Agreement courses taken by graduates obtaining Associate of Arts (AA) and Associate of Science degrees (AS).*

Effective Spring 2011, all students entering degree, diploma, or certificate programs at Randolph Community College are eligible for the Graduate Guarantee applicable to their degree program.

Conditions which apply to this guarantee are:

1. The graduate must have earned either the Associate of Applied Science Degree (AAS), diploma, or certificate under the umbrella of the AAS degree, or the Associate of Arts/ Associate of Science degree from Randolph Community College after January of 2011.
2. For the Skill Competency Guarantee under the AAS program (degree, diploma, or certificate)
  - a. The graduate must be employed full-time in an area directly related to the program area within 6 months of graduation.
  - b. Should the employer deem that RCC graduate lacking in entry level skills identified by RCC as program exit competencies, the employer must so certify in writing to the Vice President for Instructional Services within 90 days of the graduate's first day on the job.
  - c. Upon direction by the Vice President for Instructional Services, a written educational plan for retraining will be developed by the employer, graduate, associate dean, program head, and appropriate faculty member.
  - d. The written educational plan will limit retraining to 12 tuition-free credit hours related to the identified skill deficiency. It will also be limited to those classes regularly scheduled during the period covered by the retraining program.
  - e. All training must be completed within a calendar year from the time the educational plan is approved.
  - f. Cost of books, insurance, uniforms, and other course-related expenses are the responsibility of the graduate.
  - g. The guarantee does not imply the graduate will pass any licensing or qualifying examination for a particular career.
3. Transfer Credit Guarantee (AA or AS degrees)
  - a. In order for the transfer credit guarantee to apply, the graduate must have transferred within 12 months of graduation to one of the North Carolina colleges and universities or one of the North Carolina independent colleges or universities that have written transfer agreements with Randolph Community College.
  - b. Transfer credit will be awarded for those courses in which the graduate earned a grade of "C" or better and which were approved by the student's advisor while the student was in the college transfer program.
  - c. Randolph Community College will permit a graduate to take a tuition-free alternative, acceptable course to replace any course which is rejected for transfer credit under the provisions of a written transfer agreement. The course must be taken within a year of notification that an RCC course was declined for transfer credit.

## **Section XII – Student Services**

- d. Cost of books, insurance, and other course-related expenses are the responsibility of the graduate.
- e. Activation of the Graduate Guarantee is initiated through the student's written contact with the office of the Vice President for Instructional Services.

*Adopted: 11/18/2010*

**Academic Matters - Maximum Credit Hour Load**

*To state the policy for maximum number of credit hour for which a student may register in a single semester*

In the interest of student success, the maximum number of credit hours for which a student may register in one semester without the approval of the program head is set at twenty-one.

1. Any student may enroll for up to twenty-one credit hours of classes for which he or she is eligible and in which there are seats available.
2. A student's request to take more than twenty-one hours in one semester must be approved by the student's advisor, the program head of the program in which the student is enrolled, the associate dean, and Vice President for Instructional Services.
3. The twenty-one (21) hours includes developmental, audited, and credit courses.

*Adopted: 11/18/2010*

#### Records - Student Records

*To state the College's policies regarding the retention and disposition of student records*

Permanent records are to be maintained on each student of the College. The minimum information to be included on each record is:

1. Name
  - b. Address and telephone number
  - c. Gender
  - d. Age or birth date
  - e. Course(s) taken with date completed
  - f. Course or program grades or information as appropriate
  - g. Credits, CEU's or contact hours earned

Curriculum student permanent records are in the form of a transcript and retained in office permanently. Other pertinent information is kept in a student folder, paper and/or imaged, at the College.

Continuing Education student permanent records are kept on a card system for records prior to Fall 1985. Beginning with the Fall 1985, student records are on computer. Individual class rolls for Continuing Education courses are maintained through the annual FTE audit. Student completion records in high school credentialing programs are maintained on campus with additional documentation in the North Carolina Community College System office. External credentialing/licensing entities maintain their own records.

Other student records are maintained by offices from which students receive services (e.g., financial aid, disability accommodations, disciplinary actions, etc.).

The College follows the state guidelines for retention and disposition of student records by adhering to the [Records Retention and Disposition Schedule for Colleges in the North Carolina Community College System](#). It lists records commonly found in college offices and indicates how long those records should be retained. This schedule has been issued by both the North Carolina Department of Natural and Cultural Resources (Division of Archives and Records, Government Records Section), as well as the North Carolina Community College System in accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina.

*Adopted: 04/15/1999*

*Revised: 07/27/2000, 05/20/2010, 07/19/2012, 01/16/2020*

#### **Records - Privacy of Student Education Records**

*To state how student education records will be maintained to protect the privacy of students and their education records.*

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of eligible students enrolled in a postsecondary institution in relation to their education records.

- “Eligible student” is defined as a student 18 years of age or older, or a student who enters a postsecondary institution at any age.
- “Education record” is defined as those records that contain information directly related to the student and that are maintained by the educational institution.

#### **Specific FERPA Rights**

The law provides eligible students with specific rights under FERPA:

- The right to inspect and review information contained in their education records within 45 days after the institution receives the request.
- The right to request that a school amend records that are believed to be inaccurate or misleading; to have a hearing if the outcome of the request is unsatisfactory; and submit explanatory statements for inclusion in their files if they feel that the decisions of the hearing panel are unacceptable.
- The right to file a complaint with the U.S. Department of Education (Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC, 20202) concerning alleged failures by the institution to comply with FERPA requirements.
- The right to provide written consent prior to the institution disclosing personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

#### **Limitations for Record Review**

There are times when FERPA does not require a school to disclose educational records for a student to inspect and review, such as:

- Education records of other students, even if they are contained within the same record of the student requesting the review.
- Financial records of parents.
- Confidential letters and recommendations associated with admission, employment, or academic honors.

#### **Directory Information**

FERPA permits the release of some general student information known as “directory information” without written approval of students. Although these items have been deemed directory information and may be released without consent, it is the practice of the college to avoid releasing a student’s address and telephone number without written authorization, unless the third-party requesting the directory information meets one of the exceptions to consent requirements.

Randolph Community College considers the following directory information:

- Student’s name

## Section XII – Student Services

- Address
- Telephone number
- Email address
- Photograph
- Major field of study
- Grade level
- Participation in officially recognized activities
- Dates of attendance
- The most recent educational agency or institution attended by the student
- Degrees, honors, and awards received

Students may formally request that the Randolph Community College not release Directory Information by submitting a request form to the Office of Admissions, Records and Registration. Once the request has been made, every reasonable effort will be made to safeguard the confidentiality of directory information. The request will become effective the date the form is submitted and will remain in effect until the student submits a written request to remove the restriction.

### Exceptions to Consent Requirements

Disclosure of education records without consent is permitted in certain circumstances. Some examples of when disclosure is permitted without consent are:

- School officials with legitimate educational interest, including administrators, faculty, and staff members. This exception may also apply to outsourcing services provided certain conditions are met.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with student financial aid if the information is necessary for such purposes as to: determine eligibility for the aid; determine the amount of aid; determine the conditions for the aid; or enforce the terms and conditions of the aid.
- Organizations conducting studies for or on behalf of the institution.
- Accrediting agencies carrying out their accreditation function.
- To comply with a judicial order or lawfully issued subpoena.
- Persons involved in an emergency situation (typically local, state or federal law enforcement, trained medical personnel, public health officials, and parents) in order to protect the health or safety of students or of other persons. There must be an actual, impending, or imminent emergency and the disclosure should be limited to period of time of the emergency.
- State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Parents of a dependent student as defined by the IRS for tax purposes.
- Parents of a student related to the student's violation of any Federal, State, local or institutional law or policy regarding the use or possession of alcohol or controlled substance if the student perpetrated a disciplinary violation, as determined by the institution, and the student is under the age of 21 years of age; and
- Military recruiters in compliance with the Solomon Amendment for students age 17 and older.

### Contact Information

The Director of Admissions, Records and Registration (Registrar) directs the procedures for students interested in inspecting or reviewing their education records and for students who do not want their directory information released by the institution. The Director has also been designated by the College to consider and coordinate inspection and review requests from third parties for students' educational

## **Section XII – Student Services**

records. If the Director is unavailable, the Assistant Director of Admissions, Records and Registration will coordinate the inspection and review requests.

For additional information on FERPA, visit the [U.S. Department of Education's website](#).

*Adopted: 04/15/1999*

*Revised:01/16/2020*

**Records - Grade Reports**

*To state how and when grade reports are issued*

Grade reports are issued to students each semester, provided their credentials and financial obligations to the College are in order. Grade reports will be provided to students via Colleague Self-Service. No grades can be given over the phone.

*Adopted: 04/15/1999*

*Revised: 07/16/2009*



#### Student Matters - Student Code of Conduct

*To present the standards of conduct expected of students and procedures for handling misconduct*

##### I. OVERVIEW

Randolph Community College is a community comprised of students, faculty, and staff, and the College reserves the right to maintain a safe and orderly educational environment. Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and behavior. When in the judgment of college officials, a student's conduct disrupts, or threatens to disrupt, the college community, appropriate disciplinary action will be taken to restore and protect the safety, peace, and integrity of the community.

Students at the college are considered responsible adults; therefore, each student should use discretion and common sense in their appearance and behavior. All behavior which is prohibited by federal, state, and local laws is prohibited on campus and may result in immediate dismissal, arrest, or other appropriate action.

College employees are authorized to handle minor violations; however, when student misconduct threatens the health, well-being, function, or orderly conduct of a class, person, activity, or the college as a whole, then the college official will take appropriate corrective and disciplinary action as described below.

##### II. ACADEMIC INTEGRITY

**A. Academic Integrity** – See policy [VIII A 9 Academic Integrity](#) for specific details regarding violations, sanctions and the appeals process.

##### III. NON-ACADEMIC VIOLATIONS

###### A. Violations

1. Misuse, damage, or theft of college property; or private property of a member of the College community or a campus visitor on college premises or at college functions.
2. Trespass, which includes unauthorized entry or presence on the property of the College or in a college facility or any portion thereof to which entry or presence has been restricted.
3. Drug and Alcohol policy – See policy [VI B 10 Drug-Free Workplace](#) for specific details.
4. Rude, disrespectful, lewd, indecent, or offensive conduct or apparel.

## Section XII – Student Services

5. Appropriate dress. Additionally, students must meet the specific dress requirements of their programs of study, including uniforms or personal protective equipment required in laboratory and shop settings.
6. Mental or physical abuse of any person on the college premises or at a college-supervised function.
7. Communicating threats or engaging in any behavior that constitutes a clear and present danger to the physical and/or emotional well-being of other students, faculty, and staff.
8. Unlawful discrimination and harassment, including sexual-based offenses – See policy [VI B 9 Unlawful Discrimination and Harassment](#) for specific details.
9. Weapons policy– See policy [VI B 21 Weapons](#) for specific details.
10. Tobacco-Free policy – See policy [VI B 18 Tobacco Free](#) for specific details.
11. Acceptable Use (Electronic Access) policy – See policy [IX A Acceptable Use \(Electronic Access\)](#) for specific details.
12. Disruptive Communications – In addition to items addressed in the [Acceptable Use \(Electronic Access\)](#) policy, a student shall not intentionally send electronic communications that disrupt the learning environment. This may include, but is not limited to, the use of profanity, insulting or harassing remarks in e-mail, discussions, chat, text, etc.
13. Intentional obstruction or material and substantial disruption of teaching, administration or disciplinary proceedings, or other college activities, functions, or events.
14. Setting off a fire alarm or using or tampering with any fire safety equipment, except with the reasonable belief there is a need for such an alarm or equipment.
15. Traffic and Parking policy – See policy [VII F Traffic and Parking](#) for details.
16. Forgery, alteration, or misuse of college documents, records or instruments of identification with intent to deceive.
17. Failure to comply with instructions of college officials acting in performance of their duties.
18. Financial impropriety such as failure to pay college-levied fines, misuse or failure to properly account for club or student organization funds, or the passing of worthless checks, drafts, or orders to college officials.
19. Gambling on college premises or at college-affiliated activities or events.

## **Section XII – Student Services**

20. Violations of federal, state, or local laws occurring while on college premises that may lead to legal actions as well as campus discipline.
21. Other Misconduct – Student behavior deemed by a college official to be a violation of commonly accepted standards of decency and safety or threatens the learning environment of students or the working environment of college employees.

### **B. Corrective/Disciplinary Procedures for Non-Academic Violations**

#### **1. Temporary Suspension**

College employees are authorized to handle minor violations; however, when student misconduct threatens the health, well-being, function, or orderly conduct of a class, person, activity, or the college as a whole, then the following actions should be taken:

- a. The instructor or other College official should immediately suspend the student(s) from the class, function, or activity.
- b. If necessary, the School Resource Officer or Sheriff's Department (if the SRO is unavailable) should be contacted to escort the student(s) off campus.
- c. Information regarding the incident should be provided to the appropriate Dean/Associate Dean, Director, or School Resource Officer, as soon as possible after the incident. An incident report should also be filed with the Director of Safety and Emergency Preparedness.
- d. The Dean/Associate Dean, Director, School Resource Officer, or Director of Safety and Emergency Preparedness will immediately forward the report to the Vice President for Student Services for further action. After investigating, the Vice President for Student Services will make the decision as to whether the student may return to campus, is suspended, or is permanently expelled.

#### **2. Disciplinary Procedures**

- a. Report – Any college employee or student may file a report with the Vice President for Student Services against any student or student organization for violations of the Student Code of Conduct. The individual(s) making the charge should complete and submit a written report within five (5) business days of the incident.
- b. Investigation and Determination – The Vice President for Student Services shall investigate the charges and allegations. Within ten (10) business days after receipt of the incident report, the Vice President shall complete the investigation of the charges. To the extent possible, the student(s) should have access to course materials and assignments necessary to maintain success in the course during the disciplinary procedures. After discussing the alleged infraction with the student (or student representative(s) on behalf of a student organization), the Vice President may act as follows:

## Section XII – Student Services

- i. Drop the charges; or
  - ii. Impose a sanction.
- c. All disciplinary actions should be progressive in nature and should consider the totality of the situation; however, depending on the severity of the infraction, even first-time offenses can result in suspension or expulsion.
- d. Notification – Upon concluding an investigation into the matter, the Vice President for Student Services shall present the student, or student representative(s), with a written notice of charges that provide a description of the alleged violations. The notice shall also include recommended disciplinary action. If the student, or student representative(s), accepts the recommended disciplinary action, the matter will be closed. If the student is not satisfied with the Vice President's recommendation, within five (5) business days' receipt of the recommendation, the student may request, in writing to the President, a Student Appeals Committee hearing (see Student Disciplinary Appeal Procedure below).

### 3. Sanctions for Violations

- a. Verbal Warning – A verbal warning that the specific behavior/condition will not be continued or repeated, or further disciplinary action will be taken.
- b. Warning – A written communication from the Vice President for Student Services that gives official notice to a student that any further disciplinary offense will carry heavier penalties because of a prior infraction.
- c. Disciplinary Probation – Results in a loss of good standing and becomes a matter of record. This probation will be in effect for not less than two (2) semesters. Any further disciplinary offenses while under disciplinary probation will result in the student's immediate suspension.
- d. Suspension – Exclusion from class(es) and/or all other privileges or activities of the college for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation and for repeated misconduct. Students who receive this sanction must receive written permission from the Vice President for Student Services before returning to campus.
- e. Expulsion – Dismissing a student from campus for an indefinite period of time. The student loses his/her student status. The student may be readmitted to the College only with the approval of the President.
- f. Restitution – Paying for damaging, misusing, destroying, or losing property belonging to the college, college personnel, or students.

## Section XII – Student Services

- g. Group Probation – Given to a college club or other organized student group for a specified period of time. If group violations are repeated during the term of probation, the charter may be revoked, or activities restricted.
- h. Group Restriction – Removing college recognition during the semester the offense occurred, or for a longer period of time (usually not more than one semester). While under restriction, the group may not seek to add members, hold or sponsor events in the college community, or engage in other activities as specified.
- i. Group Revocation – Removal of college recognition for a group, club, society, or other organization for a minimum of two (2) years. Re-charter after that time must be approved by the President of the college.
- j. Other - Other types of discipline as set forth in campus rules and regulations consistent with the incident involved.

If, as a result of a violation of the Student Code of Conduct, a student is dismissed from class(es), the student may receive a failing grade or grades, and the disciplinary dismissal will be recorded in the student's permanent record.

The President and the Vice President for Student Services are authorized to expel immediately any student(s) who commit(s) behavior that is prohibited by federal, state, or local laws. Randolph Community College maintains the right to file formal legal proceedings against any student or individual who commits behavior prohibited by federal, state, or local laws.

An individual who is not a Randolph Community College student and who violates the procedures will be removed from campus immediately and not allowed to return. Any attempt to return to the campus will be considered trespassing.

### C. Student Disciplinary Appeal Procedure for Non-Academic Violations

After the Vice President for Student Services decides the recommended corrective/disciplinary action, if the student is not satisfied with the Vice President's recommendation, within five (5) business days' receipt of the recommendation, the student may request, in writing to the President, a Student Appeals Committee hearing.

1. Grounds for appeals are:
  - a. A procedural or substantive error occurred that significantly impacted the outcome of the Vice President's recommendation.
  - b. To consider new evidence, which was unavailable during the original investigation that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
  - c. The sanctions imposed are substantially disproportionate to the severity of the violation.

## Section XII – Student Services

2. Upon receipt of the student's request for an appeal, the President shall convene a Student Appeals Committee to hear the matter. The committee shall consist of the following members: a Vice President (but not the Vice President for Student Services) who shall serve as the Chair, one faculty member, one staff member, and two student representatives, each appointed by the President of the College who are not an interested party in the issue to be heard. The Chair shall not have a vote unless the committee is equally divided and a tie-breaking vote is necessary.

Members of the Student Appeals Committee who have information that may affect their ability to remain neutral must recuse themselves from the hearing. Students must be in good academic and disciplinary standing.

In cases where student representatives on the committee may violate FERPA (Family Educational Rights and Privacy Act), the appealing student may need to have a Committee without any students or waive their FERPA rights.

3. Written notice including the date, time and location of the hearing will be sent within ten (10) business days of receipt of the written appeal or later if mutually agreed upon by the parties.
4. At least five (5) business days prior to the hearing date, the student must inform the President whether they will have legal counsel present. If the student does not provide timely notice, the Chair may continue the hearing until the College's attorney can be present. The student is allowed to have legal counsel present but only in an advisory capacity. Legal counsel will not be allowed to address the Committee.
5. The Student Appeals Committee hearing procedure shall be as follows:
  - a. The Chair shall introduce all individuals present.
  - b. The student shall have the opportunity to present evidence and witnesses in support of their case. The Student Appeals Committee shall have the opportunity to question the student and, if applicable, their witnesses.
  - c. The College administrator and/or other College representatives will present their evidence and witnesses in support of their case. The Student Appeals Committee shall have the opportunity to question the College administrator and/or other College representatives and, if applicable, their witnesses.
  - d. Both sides will have the opportunity to make a closing statement.
  - e. The Student Appeals Committee shall deliberate in closed session. The College attorney may sit with the committee and provide legal advice should such advice be necessary. All relevant evidence shall be included in the official record; however, in reaching its decision, the committee shall weigh and consider the credibility of the presented evidence.
  - f. The Student Appeals Committee hearing shall be audio recorded and that recording shall serve as the official hearing minutes.
  - g. Within five (5) business days of the hearing, the Chair shall, in writing, summarize the Student Appeals Committee's decision and send a copy to the parties and the President.

## **Section XII – Student Services**

6. The student may submit a written request to the President to appeal the decision. This request must be submitted to the President within five (5) business days of the decision of the Student Appeals Committee's decision. The President will approve, modify, or overturn the decision of the Student Appeals Committee and notify the student in writing of the decision within ten (10) business days of the appeal.

The President's decision is final.

### **IV. STUDENT VOLUNTARY WITHDRAWAL**

If a student is accused of violating the Student Code of Conduct and voluntarily withdraws prior to the conclusion of the disciplinary matter without the consent of the Vice President for Student Services, the student will not be allowed to re-enroll to the college unless reasonable re-entry restrictions, as determined by the Vice President, are satisfied.

*Adopted: 09/15/2011*

*Revised: 01/19/2012, 03/22/2012, 11/20/2014, 11/2023*

#### Student Matters - Student Grievances (Due Process)

*To provide a system whereby a student may appeal decisions which are felt to be unjustified or in violation of their rights*

#### I. STUDENT GRIEVANCES (DUE PROCESS)

The purpose of the student grievance policy is to resolve student complaints through an orderly grievance procedure. Every student has the right to present their grievances free from coercion, restraint, discrimination and reprisal. This policy provides for prompt and orderly consideration and determination of student grievances by college administrators.

**A. Standard Grievance** – Any matter of student concern or dissatisfaction within the college's control except:

1. Academic Grievance (see Academic Grievance Procedure below);
2. Student Code of Conduct (see policy [XII D 1 Student Code of Conduct](#));
3. Academic Integrity (see policy [VIII A 9 Academic Integrity](#))
4. Unlawful Discrimination and Harassment, including sexual-based offenses (see policy [VI B 9 Unlawful Discrimination and Harassment](#)).

**B. Academic Grievance** – Academic matters where students have a grievance. Areas for appeal include, but are not limited to, classroom procedures, charges of unfair treatment by an instructor, charges of unfair grades given by an instructor, course requirements that differ substantially from those set forth in the syllabus, and the right to participate in college-sponsored academic activities.

When the situation warrants it, the President or the Vice President, serving in these grievance procedures, may make an interim decision concerning individuals involved in the grievance process until the due process is completed.

If the grievance concerns an issue unrelated to a particular instructor/staff member (e.g., an issue with College policy), the student can skip the informal process and proceed to the Formal Grievance (I.A.2) of the Standard Grievance Procedure.

**A. Standard Grievance Procedure** - The following procedure is to be used to resolve a matter of student concern or dissatisfaction within the College's control and not the exceptions listed in section (I.A) above. Once this procedure of due process has begun, students who want to continue to pursue due process must follow the procedure and may not circumvent steps in the procedure and go prematurely to a higher authority.

1. **Informal Grievance (Step One)** - The student must first contact the person with whom they have the grievance to resolve the complaint informally. If the student is dissatisfied with the resolution reached at the informal conference, they may proceed to the Formal Grievance (I.A.2) within five (5) business days after the informal conference. Not



## Section XII – Student Services

proceeding to the Formal Grievance (I.A.2) within the time period will result in the grievance not being heard and the matter being closed.

2. **Formal Grievance (Step Two)** - If the complaint is not resolved in the informal conference with the offending person, the student may then file a formal grievance in writing to the Vice President for Student Services within five (5) business days, who will conduct an investigation to ascertain the facts needed to make a determination. Formal tracking is initiated. The Vice President shall provide a written decision within ten (10) business days after receipt of the grievance.

If the student is dissatisfied with the resolution reached by the Vice President for Student Services, they may proceed to the Appeal Procedure (I.A.3) within five (5) business days after receipt of the Vice President's written decision. Not proceeding to the Appeal Procedure (I.A.3) within the time period will result in the grievance not being heard and the matter being closed.

### **Contact Information for Standard Grievances**

Vice President for Student Services  
629 Industrial Park Avenue  
Asheboro, NC 27205  
Phone: 336-633-0200

3. **Appeal Procedure (Step Three)** - If the grievance is not resolved to the student's satisfaction by the Vice President for Student Services, the student may appeal to the President of the college. The student must present their grievance in a signed and dated document, including a summary of the specific facts and any other documentation pertinent to the matter, to the Office of the President within five (5) business days of receiving the decision of the Vice President. The President will conduct an "on the record" review and, if necessary, conduct any further investigation that is necessary to ascertain the facts needed to make a determination. The President may establish a committee to further investigate the matter and make a recommendation to the President. At the conclusion of the investigation and not later than fifteen (15) business days after receipt of the student's appeal (unless a committee is needed then within thirty (30) business days), the President shall provide a written decision to the student.

The President's decision is final.

- B. **Academic Grievance Procedure** - An Academic Grievance must be initiated within eight (8) weeks of the completion of the curriculum course in question and within three (3) months of the completion of the continuing education or the adult basic education course in question. If the grievance is regarding an academic matter, the student should adhere to the following steps:

## Section XII – Student Services

1. **Informal Grievance (Step One)** - The student must go first to the instructor with whom they have the grievance. A conference with the instructor will be held to resolve the grievance informally. If the student is dissatisfied with the resolution reached at the informal conference, they may proceed to the Formal Grievance (I.B.2) within five (5) business days after the informal conference. Not proceeding to the Formal Grievance (I.B.2) within the time period will result in the grievance not being heard and the matter being closed.
2. **Formal Grievance (Step Two)** – If the informal conference with the instructor does not resolve the grievance, the student may appeal through the supervisory chain. Each appeal must be in writing within five (5) business days from the date the student is notified of the decision. Each position of the supervisory chain shall provide their written decision within five (5) business days after receipt of the grievance.

### Supervisory Chain:

- a. For curriculum courses, the supervisory chain is the Department Head, Associate Dean, Dean of Curriculum Programs, and Vice President for Instructional Services. Formal Tracking is initiated.
- b. For continuing education and adult basic education courses, the supervisory chain is Coordinator (when applicable), Director, Dean of Workforce Development and Continuing Education, and Vice President for Workforce Development and Continuing Education. Formal Tracking is initiated.

The Vice President shall provide their written decision within ten (10) business days after receipt of the grievance.

If the student is dissatisfied with the resolution reached by the Vice President, they may proceed to the Appeal Procedure (I.B.3) within five (5) business days after receipt of the Vice President's written decision. Not proceeding to the Appeal Procedure (I.B.3) within the time period will result in the grievance not being heard and the matter being closed.

### **Contact Information for Academic Grievances**

Vice President for Instructional  
Services  
629 Industrial Park Avenue  
Asheboro, NC 27205  
Phone: 336-633-0200

Vice President for Workforce Development and  
Continuing Education  
629 Industrial Park Avenue  
Asheboro, NC 27205  
Phone: 336-633-0200

3. **Appeal Procedure (Step Three)** - If the grievance is not resolved to the student's satisfaction by the Vice President, the student may appeal to the President of the college. The student must present their grievance in a signed and dated document, including a summary of the specific facts and any other documentation pertinent to the matter, to the Office of the President within five (5) business days of receiving the decision of the Vice President. The President will conduct an "on the record" review and, if necessary, conduct any further investigation that is necessary to ascertain the

## Section XII – Student Services

facts needed to make a determination. The President may establish a committee to further investigate the matter and make a recommendation to the President. At the conclusion of the investigation and not later than fifteen (15) business days after receipt of the student's appeal (unless a committee is needed then within thirty (30) business days), the President shall provide a written decision to the student.

The President's decision is final.

**II. ADDITIONAL RESOURCES** – If complaints are unable to be resolved through the College's Procedures, the following resources are available:

**A. North Carolina Community College System:**

Students can review the [Student Complaint Policy](#) (PDF) and submit their complaint using the online complaint form at <https://studentcomplaints.northcarolina.edu/form>.

**North Carolina Post-Secondary Education Complaints**

910 Raleigh Road

Chapel Hill, NC 27514

Email: [studentcomplaint@northcarolina.edu](mailto:studentcomplaint@northcarolina.edu)

Phone: (919) 962-4558

Website: <https://www.northcarolina.edu/post-secondary-education-complaints/>

**B. Southern Association of Colleges and Schools Commission on Colleges (SACSCOC):**

Students can submit complaints to the RCC's accrediting agency by reviewing the procedures regarding [SACSCOC's Complaint Process and Form](#).

**Southern Association of Colleges and Schools  
Commission on Colleges (SACSCOC)**

1866 Southern Lane

Decatur, Georgia 30033-4097

Phone: (404) 679-4500

Website: [www.sacscoc.org/](http://www.sacscoc.org/)

**C. State Authorization Reciprocity Agreement – North Carolina (SARA-NC):**

The North Carolina State Education Assistance Authority (NCSEAA) serves as the SARA portal entity for North Carolina with the responsibilities defined by the National Council for State Authorization Reciprocity Agreements (SARA). Distance education students who reside outside of the state may follow the [SARA-NC Student Complaint Process](#) and complete the [SARA-NC Student Complaint Form](#).

**NCSEAA**

## Section XII – Student Services

**c/o SARA North Carolina**

P.O. Box 41349

Raleigh, NC 27629

E-Mail: [information@saranc.org](mailto:information@saranc.org)

Phone: (855) SARA1NC or (855) 727-2162, toll free

Fax: (919) 248-6667

Website: [www.saranc.org](http://www.saranc.org)

*Adopted: 04/15/1999*

*Revised: 07/27/2000, 07/17/2008, 09/15/2011, 11/2014, 11/2018, 11/2023*

#### **Student Matters - Special Accommodations**

*To describe the process students with disabilities need to follow to arrange for special accommodations*

##### **Accommodations for Students with Disabilities**

Randolph Community College (RCC) is committed to providing equal access to educational opportunities to qualified students with disabilities. The College complies with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the expanded protections of the ADA Amendments Act of 2008 (ADAA). Student Services, faculty, and staff work in concert to assure an accessible academic climate and to promote self-advocacy and success for students with disabilities, from the admissions process through the entire college experience.

Qualified students with documented disabilities have the right to reasonable accommodations. These accommodations may not compromise academic standards of an instructional program, provide the disabled student with an unfair advantage over fellow students, produce undue financial burden on the institution, or create a health/safety concern.

Accommodations are not retroactive. The College is not required to provide students with disabilities with personal attendants or devices.

Students with a disability should make contact with the RCC Disabilities Coordinator, located in Student Services on the Asheboro Campus or at (336) 633-0200.

The Vice President for Student Services serves as the campus ADA Compliance Officer for students. The ADA Compliance Officer for students is responsible for advising the Vice President for Administrative Services on fiscal matters and physical space as it may relate to reasonable accommodations for students.

##### **Rights & Responsibilities of Students**

Students with disabilities have the right to:

- Request an accommodation at any time.
- Expect disclosed information to be kept confidential.

Students with disabilities have the responsibility to:

- Self-disclose their need for an accommodation in a reasonable and timely manner.
- Meet with Disabilities Coordinator to complete the accommodation request form.
- Provide proper documentation from a qualified professional.
- Seek assistance for specialized services from outside agencies.
- Communicate with instructors, when appropriate, regarding accommodations.
- Appeal RCC's decision if they disagree with what constitutes a reasonable accommodation.

## **Rights & Responsibilities of College**

## **Section XII – Student Services**

Randolph Community College has the right to:

- Maintain essential academic standards.
- Request and receive documentation verifying a student's disability and limitations from a qualified professional in a timely manner.
- Request clarification and/or further documentation of a student's disability.
- Determine appropriate accommodations.
- Deny a request for accommodation for an undocumented need or one that imposes an alteration that changes the essential function of a program or activity.
- Select from equally effective options for accommodations considering cost and/or availability.

Randolph Community College has the responsibility to:

- Provide accessible educational programs and services that afford the opportunity for student success.
- Provide reasonable accommodations for students with disabilities.
- Maintain confidentiality of students' records and communications.
- Ensure continual communication and collaboration among administrators, faculty, and staff on disability issues.
- Offer in-service training for college employees to develop their awareness and understanding of the needs and rights of students with disabilities.

### **Required Documentation**

Randolph Community College must maintain proper documentation of a student's disability. This documentation assists with outlining accommodations needed to promote academic success. Students requesting accommodations should complete the accommodations process, which includes providing the appropriate documentation as outlined below:

- Documentation must be current and reflect the current status of the student.
- Documentation is necessary from one or more of the following: a medical doctor; a medical specialist; a licensed psychologist; a licensed specialist in school psychology; an educational diagnostician; Division of Services for the Blind, Deaf and Hard of Hearing; or the division of Vocational Rehabilitation.
- Documentation from a professional must include the name and credentials of the writer, the diagnosis and prognosis of the student, how the disability may impact the student's academic performance, suggested accommodations, and an interpretive summary which describes the current functional impact of the disability and how it relates to the accommodation request.
- Documentation from a previous post-secondary educational setting is acceptable as long as it meets the requirements stated above; however, accommodations may differ from any previously received at another college or university.
- Additional verifying documentation may be required for students who submit incomplete information. Students may be required to participate in additional evaluation as needed to determine eligibility for an accommodation or what constitutes an appropriate accommodation.

In order for a request to be deemed reasonable, the College must be given an appropriate time to evaluate requests and to offer necessary accommodations. This plan would ensure that required documentation and approval are completed to secure needed resources to avoid the delay in providing accommodations.

## **Section XII – Student Services**

Students who request a temporary disability accommodation due to accidents, chronic illnesses, and treatable disabilities such as diabetes, cancer, or HIV must also provide acceptable documentation and will follow the procedure for requesting accommodations as previously stated in this policy.

### **Approved Disabilities**

Section 504 of the Rehabilitation Act of 1973 protects the rights of individuals who are qualified to be admitted and participate in programs and activities and who have disabilities.

### **Reasonable Accommodations**

Reasonable accommodations at RCC can include, but are not limited to, any of the following: barrier-free design of facilities; academic accommodations; educational aids such as interpreters, note-takers, tutors, scribes, readers; access technology such as large print, audible and/or Braille output devices; and, special classroom seating assignments. The following are considered when determining reasonable accommodations:

- The process must be interactive involving both the student and the institution.
- The college is not required to provide specifically what the student requests but may select the most reasonable accommodation from a variety of alternatives.
- Reasonable accommodations are provided at no cost to the student.
- The college does not have to provide accommodations that are not effective. The college has the right to refuse to provide auxiliary aids and services that do not in fact provide meaningful assistance.
- Determining what is reasonable requires the balance of two important rights: the student's rights to meaningful access and the college's right to protect the integrity of its programs and services.

### **Animals on Campus**

Individuals are generally prohibited from bringing animals onto campus property. However, Randolph Community College welcomes the presence of Service Animals, as defined by the Americans with Disabilities Act (ADA), assisting individuals on campus. Animals that are part of instructional activities may also be permitted on campus property once approval from the Vice President for Instructional Services has been granted. Students needing accommodations other than the use of a Service Animal should contact the Disabilities Coordinator in Student Services.

### **Confidentiality**

Disclosures of disabilities are voluntary and are kept confidential in accordance with federal and state laws. Documentation of the disability will not be a part of the student's academic file.

### **Requesting Accommodations: Students**

A student who becomes disabled or whose disability is discovered and/or self-reported during his or her enrollment at RCC may request reasonable accommodations at any time. Faculty and staff members who have interactions with students also may refer students to the Disabilities Coordinator for information on reasonable accommodation for students with a disability. In order to ensure that accommodations and services are provided in a timely manner, an accommodation request should, when possible, be submitted at least sixty (60) days prior to the first day the service is needed. An admitted or prospective student indicating a disability may take the following steps to obtain accommodations:

## **Section XII – Student Services**

1. Request information about the accommodations process from the Disabilities Coordinator or another staff member in Student Services. Accommodations for placement assessment or other testing should be requested in a timely manner prior to scheduling.
2. Complete the accommodations request, attach any appropriate documentation and return this information to the Disabilities Coordinator.
3. After reviewing the completed accommodations request, the Disabilities Coordinator arranges an appropriate accommodation, which may include input from the student, faculty member, and other pertinent RCC personnel.
4. The student must contact the Disabilities Coordinator each semester to request accommodations for each individual course.

### **Appealing Accommodation Decisions**

If a person (applicant, student, or faculty) disagrees with an accommodation decision, he/she may follow the standard grievance procedure ([XII D 2 – Student Grievances \(Due Process\)](#)) beginning with the Disabilities Coordinator.

*Adopted: 04/15/1999*

*Revised: 01/16/2003, 05/20/2010, 03/17/2011, 09/15/2011, 09/21/2017*



**Student Matters - Student Governance**

*To describe the various opportunities available to students to participate in College and student decision making*

Students are involved in College decision making through their Student Government Association (SGA) officers and delegates who may be appointed by the college president to participate on standing and ad hoc committees of the College. Their role as nonvoting members is to share and discuss views held by students pertaining to any particular topic.

All curriculum students of the College are eligible to be represented through the student government. The SGA formulates an annual budget from student activity fee proceeds, directs student elections and holds regular meetings to promote the interests of students.

The jurisdiction of the SGA is to represent the student body as outlined in the SGA Handbook. The SGA President serves as a nonvoting member of the College Board of Trustees.

*Adopted: 04/15/1999*

*Revised: 05/20/2010, 07/19/2012*

**Student Matters - Student Publications**

*To state the procedure to establish student publications*

Students at Randolph Community College have the right and privilege of freedom of expression through student publications. Requests for student publications will be presented to the Review Committee, which will determine their purpose, content and appropriateness to the goals of the College and its role in the community. The Review Committee will also serve as an editorial board for approved publications.

The Review Committee is composed of the following members:

1. Vice President for Student Services
2. Vice President for Instructional Services
3. One member from the English faculty
4. Two representatives from the student body

In cases where the final decision of the Review Committee is not satisfactory to the student, the normal due process of the College is observed.

*Adopted: 04/15/1999*

*Revised: 07/24/2000, 07/19/2012*

**Student Matters - Student Activities**

*To clarify the procedures governing the supervisory role of the institution over student activities*

The Vice President for Student Services or designee is responsible for supervising, coordinating and/or assisting with the various activities that are generally referred to as student activities. These may include such activities as charity drives, tours of the campus, social events and cultural presentations. Budgets, when needed, are created and submitted to the Vice President for Student Services for approval at least one month prior to the event.

*Adopted: 04/15/1999*

*Revised: 07/27/2000, 07/19/2012*

### XII D 7

#### Student Matters - Organizations

*To state the College's policy regarding student organizations*

Randolph Community College supports student participation in organizations (e.g., clubs and support groups). Groups wishing to form an organization should first submit a written request to the Vice President for Student Services or designee. Organizational goals should support the interest and goals of the institution. The vice president for student services will forward all approved club requests to the Student Government Association (SGA). The SGA must approve the club request before they will be allowed to hold meetings.

Organizations will not discriminate on the basis of race, color, religion, creed, political affiliation, gender, age, disability or medical condition, national origin, and veteran status, and all other categories protected by federal, state, and local antidiscrimination laws ([I D – Equal Opportunity Policy](#)).

Organizations must be self-supporting. The SGA may assist the formation of an organization with minimal seed money, but will not be responsible for activities and functions. Joint SGA and organization activities can, however, be requested.

All organizations must have an advisor who is an RCC employee willing to supervise and participate in activities.

Organizations may not enter into contracts for goods and services without the expressed permission of the RCC advisor and Vice President for Student Services or designee.

Organizations must maintain their financial account with the college business office. Accounts may not be maintained with external banks (NC GS 115D-58).

Organizations must conduct all fundraising activities in accordance with the college fundraising policy ([IV D – Internal, External and Non-College-Related Fundraising Policy](#)).

Organizations that do not hold formal meetings at least once per semester may be terminated by the Vice President for Student Services. Such organizations will then be required to request reorganization to begin holding meetings.

Any organization that allows illegal or otherwise improper activities or behaviors will be terminated by the Vice President for Student Services. Consequently, requests for reorganization would be required.

Organization activities to include but not limited to cook outs, forums and other supported activities must be sanctioned by (1) the SGA, (2), the specific RCC advisor, and (3) the Vice President for Student Services or designee.

All major activities will require an outline of events to include a budget, if appropriate, and be submitted to the Vice President for Student Services for approval no later than one month prior to the event. Activities that include community participation may require a detailed synopsis and budget to be submitted to Vice President for Student Services no later than one month prior to the event.

*Adopted: 04/15/1999*

*Revised: 07/27/2000, 07/19/2012, 11/21/2013*

RANDOLPH COMMUNITY COLLEGE

\_\_\_\_\_  
Name of Committee

RECORD OF MEETINGS

Members Present:

Others Present:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date of Meeting: \_\_\_\_\_

Time: Beginning \_\_\_\_\_ Adjournment \_\_\_\_\_

Topics Discussed and Action Taken:

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\_\_\_\_\_  
Minutes Recorded by

# **CHECKLIST for EXTERNAL GRANT REQUESTS**

(To be completed prior to grant submittal and filed with copy of proposal.)

**Proposal Title:** \_\_\_\_\_

**Funding Agency:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_

**NOTE: By signing this form, you are agreeing that you approve this proposal for submission.**

I approve this proposal. If the project is funded, I will conduct and manage the project as described in the grant proposal. I have secured input from all proposed project staff members and reviewed the completed application with them. Systems are planned or in place to generate the data and reports as specified. I have no right to and will make no claim on the intellectual property created through the activities of this grant.

**Project Initiator** \_\_\_\_\_ **Date** \_\_\_\_\_

I approve this proposal. The amount of effort committed by faculty and/or staff is reasonable and compatible with other duties.

**Department Head** \_\_\_\_\_ **Date** \_\_\_\_\_

**Associate Dean** \_\_\_\_\_ **Date** \_\_\_\_\_

**Dean** \_\_\_\_\_ **Date** \_\_\_\_\_

**Associate Vice President of Learning and Workforce Development** \_\_\_\_\_ **Date** \_\_\_\_\_

The application meets the guidelines specified and will meet the required deadline of \_\_\_\_\_.

**Strategic Planning and Development Officer** \_\_\_\_\_ **Date** \_\_\_\_\_

If proposal involves human subjects, I approve this proposal. The research protocol complies with government requirements and with assurances filed by the institution.

**Director of Institutional Effectiveness** \_\_\_\_\_ **Date** \_\_\_\_\_  
**(Institutional Review Board)**

We have reviewed and approve the budget of this proposal, and it meets the following criteria:

- ☐ All direct costs are covered.
- ☐ Provisions for increments, including personnel costs, are calculated for future years.
- ☐ Indirect costs are identified, applied and appropriately budgeted.
- ☐ The proposed project complies with occupational safety and health laws.
- ☐ Any and all security restrictions comply with institutional policy.
- ☐ The proposed activity posts no special property, liability or other insurance questions.
- ☐ Commitments for continuation of the grant funded activity beyond the life of the grant are planned and adequately budgeted.

**Director of Financial Services** \_\_\_\_\_ **Date** \_\_\_\_\_

**Vice President of Operations/COO** \_\_\_\_\_ **Date** \_\_\_\_\_

**(ONLY APPROPRIATE V.P.s FOR PROGRAM AREA ARE REQUIRED TO SIGN)**

**Vice President of Operations/COO** \_\_\_\_\_ **Date** \_\_\_\_\_

**Vice President of Learning and Workforce Development/CAO** \_\_\_\_\_ **Date** \_\_\_\_\_

**Vice President of Student Success** \_\_\_\_\_ **Date** \_\_\_\_\_

**President/CEO** \_\_\_\_\_ **Date** \_\_\_\_\_  
**(COLLEGE PRESIDENT MUST SIGN OFF ON ALL SUBMITTED EXTERNAL GRANTS)**



RCC Archives  
Randolph Community College Library  
629 Industrial Park Ave.  
Asheboro, NC 27205  
Phone 336-633-0272, Fax 336-629-4695

## DEED OF GIFT

(Staff Use Only)

DO# \_\_\_\_\_ Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

### DONOR SECTION (Please print or type clearly)

DATE: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

### Brief Description of your Donation:

Types of materials (i.e., print, slides, photographs, etc.) \_\_\_\_\_

General subject/content \_\_\_\_\_

Approximate dates of materials \_\_\_\_\_

Your relationship to materials \_\_\_\_\_

Items not retained by the RCC Archives shall be:

Discarded \_\_\_\_\_ Returned to donor \_\_\_\_\_ Other (describe below) \_\_\_\_\_

(Continue on other side)

I represent that I am the sole owner of the materials described and that I have full right and authority to donate these materials to the Randolph Community College Archives. I hereby donate and convey to the RCC Archives all rights, title, and interest that I possess to the materials described. I understand that the location, retention, and preservation of the materials, and other considerations relating to their use and disposition, will be made in accordance with RCC Archives policies, and that the material may be made available for research on an unrestricted basis. I understand that the donations I am making are permanent donations.

**COPYRIGHT INTERESTS (Please read and initial one option)**

\_\_\_\_ I do not own or control the copyright in any of the donated materials.

\_\_\_\_ I represent and warrant that I am the owner of the copyright in all of the materials I am donating, and I hereby convey, assign and transfer all right, title, and interest in and to copyrights, including renewals and extensions to the copyrights, that I own in these materials to the RCC Archives.

\_\_\_\_ I do not wish to transfer or convey any of the copyright I own to the RCC Archives, but I do give permission for the RCC Archives to make copies of the materials for researchers according to the Fair Use Doctrine, as defined in Title 17 of the United States Code, and for exhibit and display.

\_\_\_\_ I represent and warrant that I am the owner of the copyright in a portion of the materials I am donating, and I hereby convey, assign and transfer all right, title, and interest in and to copyrights, including renewals and extensions to the copyrights, that I own in these materials to the RCC Archives. Following is a description of the materials for which I own the copyright:

---

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If known, please provide the name, address and phone number of person(s) who do own the copyright in the donated materials:

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

(Donor)

---

**(Staff Use Only)**

Condition:

Restrictions:

Disposition:

Other:





# RANDOLPH COMMUNITY COLLEGE EMPLOYEE EXIT CHECKLIST

This form is to be completed by the last day of employment and submitted to the Vice President for Administrative Services prior to the issuance of a final paycheck.

NAME \_\_\_\_\_ TITLE \_\_\_\_\_  
FORWARDING ADDRESS \_\_\_\_\_  
RESIGNATION DATE \_\_\_\_\_ RETIREMENT DATE \_\_\_\_\_  
TELEPHONE (optional) \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_

## MARKETING

Email address to receive News & Views \_\_\_\_\_ ☐ I do not wish to receive News & Views.

\_\_\_\_\_  
Signature – Marketing Date

## DIVISION CHAIR, DEAN, VICE PRESIDENT FOR INSTRUCTIONAL SERVICES

☐ Department textbooks (desk copies) ☐ Grade books and student records  
☐ Department materials or departmental equipment checked out ☐ Instructional reports (attendance forms, grade reports, etc.)  
☐ Other \_\_\_\_\_

\_\_\_\_\_  
Signature – Instructional Services Date

## LIBRARY SERVICES

☐ Library printed material ☐ Audiovisual equipment ☐ Audiovisual material

\_\_\_\_\_  
Signature – Library Services Date

## WRITING ACROSS THE CURRICULUM ☐ Resource books returned

\_\_\_\_\_  
Signature – WCC Date

## DISTANCE EDUCATION ☐ Equipment returned

\_\_\_\_\_  
Signature – Distance Education Date

## PURCHASING ☐ Equipment inventory ☐ Procurement card

\_\_\_\_\_  
Signature – Purchasing Date

## COMPUTER SERVICES ☐ Computer hardware/software

\_\_\_\_\_  
Signature – Computer Services Date

## BUSINESS OFFICE

☐ Health insurance ☐ Colonial products ☐ Accumulated sick leave ☐ Retirement  
☐ Dental insurance ☐ Companion Life ☐ Accumulated vacation leave ☐ Other \_\_\_\_\_  
☐ Vision insurance ☐ 401K ☐ Accumulated bonus leave

\_\_\_\_\_  
Signature – Payroll Date

## HUMAN RESOURCES ☐ NAE verified ☐ Exit interview scheduled/declined

\_\_\_\_\_  
Signature – Human Resources Date

## ADMINISTRATIVE SERVICES

☐ Keys ☐ Parking Tag ☐ I.D. Badge  
☐ Federal surplus authorization ☐ Computer systems access

\_\_\_\_\_  
Signature – Administrative Services Date

\_\_\_\_\_  
Signature – Employee Date

**RANDOLPH COMMUNITY COLLEGE**  
**Asheboro, North Carolina**

**EDUCATIONAL LEAVE CONTRACT**

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_ (staff or faculty member), party of the first part, and \_\_\_\_\_ (name of institution), party of the second part;

**WITNESSETH**

WHEREAS, the party of the second part has approved an application (attached) by the party of the first part for an education leave of absence with pay, for the period beginning \_\_\_\_\_ (date) and ending \_\_\_\_\_ (date);

NOW THEREFORE, the party of the first part in consideration of said paid educational leave of absence, does hereby covenant and agree;

- (1) That he/she will pursue and faithfully apply himself/herself to the activities as specified in his application for educational leave of absence for the purpose of improving his/her ability to perform his/her teaching and/or administrative duties at the above said institution where he/she is employed; and
- (2) That he/she will return to the said institution where he/she is now employed at the end of the educational leave of absence to complete at least one year of service to said institution.

It is further understood that any failure on the part of the party of the first part to faithfully pursue the educational activity agreed to herein, and in his/her application for educational leave, will be grounds for the party of the second part to refuse to pay any salary for the period of educational leave, and will constitute justification on the part of the party of the second part for terminating the leave of absence and discharging the party of the first part.

Randolph Community College  
(Name of Institution)

\_\_\_\_\_  
(Staff or Faculty Member)

\_\_\_\_\_  
(Area Vice President)

\_\_\_\_\_  
(President)

***Revised:***

**RANDOLPH COMMUNITY COLLEGE****APPLICATION FOR EDUCATIONAL LEAVE**

Submit one (1) copy only to your immediate supervisor (See Educational Leave Policy for timelines)

Date \_\_\_\_\_

Name \_\_\_\_\_

Date employed at Randolph Community College \_\_\_\_\_

Number of academic years since last educational leave \_\_\_\_\_

Educational Leave Request: ☐ With Pay ☐ Without Pay

Reason for educational leave (relevance to assigned duties):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name of Institution(s) providing course(s) or training:

Course(s) Number(s) and Title(s) ☐ Graduate ☐ Undergraduate

\_\_\_\_\_  
 \_\_\_\_\_

*A photocopy of the course description(s) from the college/university catalog or other descriptive materials must be attached to this form.*

Dates for course work or training: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Number of credit hours to be taken - Qtr. Hrs. \_\_\_\_\_ Semester Hrs. \_\_\_\_\_

*Attach a program of study and a timeline for the leave period requested.*

Your major teaching field or responsibility/position at Randolph Community College is:

\_\_\_\_\_

Do the courses or training relate to your major teaching field or responsibility? ☐ Yes ☐ No

If no, please explain \_\_\_\_\_

*Upon completion of course work or training, a summary and evaluation of the leave experience along with an official transcript or other appropriate documentation must be submitted to your supervisor and to the Human Resources Office for inclusion in your personnel file.*

Signature \_\_\_\_\_  
Employee/Instructor

Signature \_\_\_\_\_  
Dean/Director/Supervisor

-----  
 FOR ADMINISTRATIVE USE

Date Received \_\_\_\_\_

Eligibility ☐ Yes ☐ No

Next eligible date \_\_\_\_\_

Additional Contract Initiated ☐ Yes ☐ No

Signature \_\_\_\_\_  
Director of Human Resources (Date)

\*\*\*\*\*

☐ Approved ☐ Disapproved

Reason for Disapproval \_\_\_\_\_

Amount \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Appropriate Vice President

Signature \_\_\_\_\_

Date \_\_\_\_\_

President

Routing after completion: ☐ Payroll Technician \_\_\_\_\_ (Date)

☐ Human Resources Director for filing \_\_\_\_\_ (Date)



## **RANDOLPH COMMUNITY COLLEGE DRUG TESTING AUTHORIZATION FORM**

I give my consent to be drug tested and to have the test results released to the College President;  
Vice President for Administrative Services; Vice President for Instructional Services; Associate  
Dean, Health Sciences & Cosmetic Arts; Director of Safety and Emergency Preparedness;  
and/or Director of Human Resources for Randolph Community College.

---

Employee/Student Name (please print)

---

Employee/Student Signature

---

Date



**RANDOLPH COMMUNITY COLLEGE**  
**WORKERS' COMPENSATION**  
**USE OF LEAVE/**  
**SECONDARY EMPLOYMENT GUIDELINES**

Section XIII: F VI g

**Use of Leave**

This is to certify that the use of leave options available in conjunction with lost time from work as a result of an on-the-job injury have been fully explained to me. I understand these options are available to me only if the claim is ruled compensable according to the guidelines of the North Carolina Industrial Commission. I understand that once I elect an option, that election shall be irrevocable as to each individual incident. After careful consideration, I elect the option(s) marked below indicated by an X.

**1.   ☐ Yes   ☐ No**

I elect to take leave during the required seven-day waiting period and then go on worker's compensation leave and begin drawing workers' compensation weekly benefits. Please indicate the type of leave you desire to use during this period. If you will need to use more than one source of leave, please indicate which source to use first and then second.

☐ Sick \_\_\_\_   ☐ Vacation \_\_\_\_   ☐ Personal \_\_\_\_   ☐ Bonus \_\_\_\_

**Note:** If the injury results in disability of more than 21 days, the workers' compensation weekly benefit shall be allowed from the date of the disability.

**2.   ☐ Yes   ☐ No**

I elect to supplement the worker's compensation weekly benefit with the use of partial earned sick or vacation leave I have earned prior to the injury in accordance with a schedule published by OSHR each year. I understand that I will continue to accrue vacation and sick leave during my absence, but that any leave accrued during that time may not be used until I return to work.

Please indicate the type of leave you desire to use during this period. If you will need to use more than one source of leave, please indicate which source to use first and then second.

☐ Sick \_\_\_\_   ☐ Vacation \_\_\_\_   ☐ Personal \_\_\_\_   ☐ Bonus \_\_\_\_

(Leave forms must be completed immediately for the period of absence indicated by the doctor using the leave source(s) indicated.)

**Secondary Employment Guidelines**

During workers' compensation leave status, all previously approved secondary employment will be suspended until the employee returns to full duty. Permission to resume secondary employment must be obtained from the President of RCC and Director of Safety and Emergency Preparedness or Director of Human Resources.

☐ Yes   ☐ No   I currently have secondary employment.

If yes, please list all sources. \_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_, authorize my use of leave as indicated and understand my responsibility regarding secondary employment, if applicable.

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Date**

The above named employee was injured on \_\_\_\_\_ and was placed on worker's compensation leave on \_\_\_\_\_.

\_\_\_\_\_  
**WC Administrator**

\_\_\_\_\_  
**Date**

c:     Payroll  
       Human Resources


**RANDOLPH COMMUNITY COLLEGE**

## *Application for Use of College Facilities*

**Section I: Applicant Information**

Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Government agency \_\_\_\_\_

**Section II: Event Information**

Date(s) of Event: \_\_\_\_\_ Time(s): \_\_\_\_\_  
 Type of Area/Facility Needed: \_\_\_\_\_ Room(s) Assigned: \_\_\_\_\_  
 Will food be served? \_\_\_\_\_ Number of Attendees \_\_\_\_\_

**Section III: Fees** Note: Fees are waived for government agencies except for after-hours use and personnel services

<b>Personnel Service</b>	<b>Hourly Rate</b>	<b>Number of Persons Requested</b>	<b>Hours Needed</b>	<b>Total Fee</b>
After Hours Attendant	\$ 40.00			\$ -
Technical Support	\$ 50.00			\$ -
<b>Flat Fees</b>				
Housekeeping	\$ 25.00			
Room partitioning	\$ 25.00			
Room Set-up	\$ 25.00			
			<b>Total</b>	\$ -
Housekeeping will automatically be charged to non-government groups over 100 people or if food is served				

FCC Setup: Classroom (44) Boardroom (24) Theater (86) Luncheon (56) Circle one

CEIC Setup: One room theater (290) One room classroom (128) Half room classroom (64) Half room theater (145) Circle one

**Section IV: Payment of Fees**

Check should be made payable to Randolph Community College, and should be remitted to Randolph Community College Business Office 629 Industrial Park Ave. Asheboro NC 27205. Indicate that the payment is for **“facility services fee”**. Payment and reservation must be made in advance at least ten (10) calendar days prior to intended use of facilities.

**Section V: Signatures and Approval**

On behalf of my organization, I certify that I have read the Randolph Community College **“Facilities and Campus Services Policy”** and do hereby agree to abide by the terms of this agreement. Upon submission of this application, I will provide a **“Certificate of Liability Coverage”** naming Randolph Community College as additional insured.

\_\_\_\_\_  
 (Signature of Applicant or Authorized Representative)  
 Email confirmation will be accepted in lieu of signature

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Signature of RCC Authorized Representative)

\_\_\_\_\_  
 (Date)

Certificate of Insurance Provided ☐ Yes ☐ No ☐ Not applicable

## FACULTY ORIENTATION CHECKLIST

### Full-Time and Adjunct:

- |  |  |
|--|--|
| _____ Course Syllabus  | _____ Program Competencies/Student Learning Outcomes/Good to Great Reports |
| _____ Textbook(s)/Instructional Resources                                  | _____ Parking  |
| _____ Keys   | _____ Email  |
| _____ Classroom Policies   | _____ Emergency Actions/Alertus  |
| _____ Confidentiality/FERPA  | _____ First Aid and Fire Extinguishers                                     |
| _____ Classroom Technology   | _____ Evacuation Procedures  |
| _____ Attendance/Self-Service  | _____ Instructional Support after 5:00 pm                                  |
| _____ Grade Submission   | _____ Inclement Weather Policy   |
| _____ Moodle (including Course Consistency and Gradebook)                  | _____ Safety Manual and Annual Training                                    |
| _____ Distance Ed Resources  | _____ Personnel Handbook and Policy Manual                                 |
| _____ Library Resources  | _____ Evaluation Process   |
| _____ Field Trip Process   | _____ Contract Information   |
| _____ Mailroom/Copiers   |  |
| _____ Academic/Attendance Policies   |  |
| _____ RECHS/CCP  |  |
| _____ Absence Notification   |  |
| _____ Paperwork Procedures (electronic and paper – Etrieve, DocuSign, etc) |  |
| _____ AVISO  |  |

### Full-Time Only:

- |                                 |
|---------------------------------|
| _____ Travel Procedures         |
| _____ Advising Responsibilities |
| _____ Registration Procedures   |
| _____ Secondary Employment      |

*I certify that the above items have been covered in my orientation.*

*Instructor's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Supervisor's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

### HR/BO Information (check off when completed and on file):

- |   |                                    |
|---|------------------------------------|
| _____ Completed Application                 | _____ W-4 Form                     |
| _____ Official Transcripts                  | _____ NC 4 Form                    |
| _____ Copies of any Required Certifications | _____ I-9 Form                     |
| _____ UA Form (full-time only)              | _____ Personnel Action Form        |
| _____ SACSCOC Credentialing Form            | _____ Staff Information Data sheet |
|   | _____ Retiree Form (if applicable) |



## FIELD TRIP REQUEST FORM

(Must be submitted in duplicate to the appropriate associate dean at least \_\_\_\_\_ weeks prior to the proposed trip)

PLEASE PRINT ALL INFORMATION

Date Submitted: \_\_\_\_\_

Date/Time of Field Trip: \_\_\_\_\_

Instructor: \_\_\_\_\_

Course: \_\_\_\_\_

Type of Field Trip and Purpose:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Place \_\_\_\_\_

Contact at Site: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Transportation: \_\_\_\_\_ Projected Cost: \_\_\_\_\_

Students Attending: (Name or Course and Section #)

Faculty Members Attending: \_\_\_\_\_

Signature of Department Head: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Approval of Associate Dean: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Approval of Dean: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Associate Dean





## RANDOLPH COMMUNITY COLLEGE STUDENT RELEASE FORM FIELD TRIP and ACTIVITIES

**IMPORTANT: PLEASE READ**

*Your signature on this document releases Randolph Community College from legal responsibilities should an accident or injury occur on, or during, school related or sponsored field trips or activities. The student assumes full responsibility for himself/herself and his/her actions.*

***Students under 18 years of age must have a parent's signature.***

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Age

### **RELEASE**

I, the undersigned student or parent (if student is under 18 years of age) hereby release and forever discharge Randolph Community College and all of the members of said organization, and all agents, representatives and employees of said organization and their successors from all claims and demands whatsoever which I, my heirs, executors and administrators, have or may have against the said organization or its successors or against said members, agents, representatives or employees, by reason or any injuries arising out of my student activities, field trips, road trips, or any other activities directly or indirectly involving the said organization and my consequences resulting directly or indirectly therefrom.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature (if applicable)

**RANDOLPH COMMUNITY COLLEGE**  
**P. O. Box 1009**  
**Asheboro, North Carolina**

**LIVE PROJECT REQUEST**

Description of Work Requested: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**WAIVER OF RESPONSIBILITY AND LIABILITY**

I, the undersigned, hereby release Randolph Community College, its agents and its students, of all responsibility and liability however incurred for work done in my behalf and at my request. I understand that students will do the work requested under the supervision of an instructor employed by Randolph Community College.

I also waive any responsibility to the College for my property while it is situated on the premises of Randolph Community College or facilities being utilized by the College for any damage or loss incurred by fire, accident, theft, vandalism, or pilferage.

I further accept the responsibility for paying for all parts and materials necessary to accomplish the work requested by me plus 10%.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Please check one: You are a \_\_\_\_\_ Student \_\_\_\_\_ College Employee \_\_\_\_\_ \*Other

\*If you checked Other and you are an outside agency, please complete:

Agency \_\_\_\_\_

Address of Agency \_\_\_\_\_

**TO BE COMPLETED BY THE COLLEGE**

\*Complete if Other: President's Signature \_\_\_\_\_

(Check One) \_\_\_\_\_ Parts or supplies to be provided by person requesting job.

\_\_\_\_\_ Parts or supplies to be provided by the College.

Estimated Starting Date \_\_\_\_\_ Requested Completion Date \_\_\_\_\_

Instructor's Approval \_\_\_\_\_ Job No. \_\_\_\_\_

# RANDOLPH COMMUNITY COLLEGE LIVE PROJECT CHARGE FORM

Department: \_\_\_\_\_

Job Number: \_\_\_\_\_

QUANTITY	DESCRIPTION OF ITEM	UNIT COST	TOTAL COST
TO BUSINESS OFFICE:		SUB TOTAL	
Collect Charges _____		+ 10 %	
Invoice Charges _____		TOTAL	

CHARGE TO: \_\_\_\_\_  

Name of Agency

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  

Street or PO Box

\_\_\_\_\_  

City
State
Zip Code

Charge form approved by: \_\_\_\_\_  

Instructor
Date

## CONTINUING EDUCATION INSTRUCTOR EVALUATION BY STAFF

---

 (Instructor)

---

 (Date Evaluated)

---

 (Course)

---

 (Contract #)

1. Students' evaluation of instructor's overall teaching effectiveness (indicate average of student ratings).
2. Dropout rate at 20 percent point of course.

Number enrolled \_\_\_\_\_

Number dropped \_\_\_\_\_

Percent dropped \_\_\_\_\_

3. Students' verbal comments about instructor (informal feedback).
  - a.
  - b.

4. Information from other reliable sources.

Source:

Information:

5. Staff member's evaluation from class visit.

Strengths:

Improvements needed:

Suggestions for making improvements (methods, activities, etc.):

---

 Evaluator's Signature

---

 Date

---

 Instructor's Signature

---

 Date

## Request for Approval – Educational Attainment

Employee name/job title \_\_\_\_\_

What degree are you pursuing? \_\_\_\_\_

What college or university are you attending? \_\_\_\_\_

How will your degree enhance your job performance and benefit the college?

\_\_\_\_\_  
\_\_\_\_\_

What is the projected start date? \_\_\_\_\_

What is the anticipated graduation date? \_\_\_\_\_

Signature of Employee	Date
Signature of Supervisor	Date
Signature of Area Vice President	Date
Signature of Vice President for Administrative Services	Date
Signature of President	Date

\_\_\_\_\_ Approval to pursue degree in accordance with the Educational Attainment Policy and Procedures is granted.

\_\_\_\_\_ Approval is denied due to the type of degree the employee is pursuing.

Please route original to the Vice President for Administrative Services, who will in turn forward a copy to the Human Resource Office.

# Online Classroom Observation

F X d

Instructor's Name: \_\_\_\_\_

Course: \_\_\_\_\_

Observer's Name: \_\_\_\_\_

Visit Date: \_\_\_\_\_

	<i>Yes</i>	<i>No</i>	<i>Not Observable</i>	<i>Comments</i>
Exhibits a positive rapport with students by communicating on a regular basis via announcements, discussions, emails, etc.				
Responds promptly to email.				
Provides clear lesson objectives.				
Monitors student progress/understanding of material via the gradebook, worksheets, assignments, grades, etc.				
Uses positive reinforcement when providing feedback via emails, comments, discussion, etc.				
Uses discussion boards when appropriate to the course.				
Presents and organizes the lesson in an interesting manner and so students easily understand the flow of assignments/work.				
Exhibits patience and self-control.				
Uses varied teaching methods and approaches.				
Maintains the rules and regulations of the college.				

## Overall Comments:

Instructor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Observer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Classroom Observation

F X e

Instructor's Name: \_\_\_\_\_

Course: \_\_\_\_\_

Observer's Name: \_\_\_\_\_

Visit Date: \_\_\_\_\_

	<i>Yes</i>	<i>No</i>	<i>Not Observable</i>	<i>Comments</i>
Exhibits a positive rapport with students.				
Demonstrates effective communication skills.				
Provides clear lesson objectives.				
Monitors student progress/understanding of material				
Uses positive verbal and non-verbal reinforcement.				
Encourages discussion, suggestions, and opinions of students when appropriate to the class activity.				
Presents and organizes the lesson in an interesting manner.				
Exhibits patience and self-control.				
Uses varied teaching methods and approaches.				
Maintains the rules and regulations of the college.				

## Overall Comments:

Instructor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Observer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Plagiarism/Cheating Reporting Form

In accordance with the RCC Academic Integrity policy, the following student has been found in violation.

**Student:** \_\_\_\_\_ **Datatel ID:** \_\_\_\_\_

**Semester:**     Fall         Spring         Summer **Year:** \_\_\_\_\_

**Course:** \_\_\_\_\_ **Instructor:** \_\_\_\_\_

**Description of Violation:** Please include a brief description. For cases of plagiarism, please include an assignment description and the source from which student plagiarized. For cheating, please include an assignment/assessment description, the circumstances and parties involved in the cheating.

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**Select One:** ☐ First Offense  
☐ Second Offense  
☐ Third Offense

*To determine the level of the offense, please contact the Office of the Vice President for Instructional Services.*

Please attach the original assignment/assessment and any documentation to corroborate the incident (hard copy of plagiarized source, etc.) and return to the Office of the Vice President for Instructional Services.

**Instructor signature:** \_\_\_\_\_



## FACULTY SALARY PLACEMENT FORM RANDOLPH COMMUNITY COLLEGE

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Employment: \_\_\_\_\_

\_\_\_\_\_ 9-month position \_\_\_\_\_ 10-month position

\_\_\_\_\_ 11-month position \_\_\_\_\_ 12-month position

I. BASE:	Minimum Salary	(\$43,120)	\$ _____
	Associate Degree	(\$43,720)	\$ _____
	Bachelor Degree	(\$46,321)	\$ _____
	Masters Degree	(\$48,629)	\$ _____
	Doctoral Degree	(\$51,956)	\$ _____

## II. EXPERIENCE:

_____ Years of Higher Education teaching experience (\$300 per year)	\$ _____
_____ Years of directly related work experience (\$276 per year)	\$ _____
_____ Years of Other Documented experience relative to RCC assignment (\$200 per year)	\$ _____

## III. Special Documented Conditions relative to RCC assignment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

## IV. Additional certifications and licenses relative to RCC assignment beyond minimum position requirements.

Documented: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

## V. Additional assignments/appointments \$ \_\_\_\_\_

Division Chair	\$4,800
Department Head	\$1,800
Other	\$ _____
(specify: _____)	

## VI. Total Annual Salary \$ \_\_\_\_\_

\_\_\_\_\_  
(Approval of Chief Academic Officer)

## Notes on Faculty Salary Placement Form

### I. Base Salary

The base salary represents a 9-month figure. Contracts for more than 9 months are prorated accordingly.

### II. Experience

Categories of work experience do not run concurrently. Thus, faculty members receive credit for only one category of work experience in any given time period.

Direct higher education experience includes teaching experience at the higher education level, including time at RCC. At \$300 per year, ten years of such experience results in \$3,000 being added to the base salary.

Years of directly related work experience includes relevant work, such as time spent as a higher education administrator, time spent practicing as a nurse for a nursing faculty member, time spent as an air conditioning/heating business owner for an air conditioning/heating instructor, and so on. At \$275 per year, ten years of such experience results in \$2,750 being added to the base salary.

Other documented experience includes time spent working in areas less directly related to the work assignment at RCC, but work experience still deemed of value. At \$200 per year, ten years of such experience results in \$2,000 being added to the base salary.

### III. Special Documented Conditions

Examples of such conditions include the high market demand for computer specialists which may hinder the college's ability to attract top-notch candidates; start-up of a new specialty program which requires faculty who may be difficult to recruit; a particular certification/licensure that is relevant to the teaching assignment and beneficial to the college; and the fact that the candidate is multi-credentialed to teach in more than one academic area. The administrative leadership would develop a range of compensation for such conditions and work towards continuity in hiring on this basis.

### IV. Additional certifications and licenses

An example of such certifications and licenses is an accounting instructor who is a CPA. The key is that the certification/licensure is relevant to the teaching assignment and beneficial to the college, as well as being in addition to the minimum requirements for the position.

### V. Additional Assignments

Additional compensation for additional assignments would be awarded based upon the current designations of department chair and program head. Should other assignments be approved later by college policy, they should be specified on the form.

### VI. Total Annual Salary

This form would be used to calculate salaries of incoming faculty prior to their start of employment. In addition, it is recommended that the form be completed for each current faculty member of the college (upon adoption of the salary/position classification plan) to assure that each earns the minimum salary established by the college for his/her position.

RANDOLPH COMMUNITY COLLEGE INSTRUCTOR'S WEEKLY SCHEDULE

Instructor:

Office:

Phone:

Semester/Year:

Email:

TIME	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 AM						
7:30 AM						
8:00 AM						
8:30 AM						
9:00 AM						
9:30 AM						
10:00 AM						
10:30 AM						
11:00 AM						
11:30 AM						
12:00 PM						
12:30 PM						
1:00 PM						
1:30 PM						
2:00 PM						
2:30 PM						
3:00 PM						
3:30 PM						
4:00 PM						
4:30 PM						
5:00 PM						
5:30 PM						
6:00 PM						
6:30 PM						
7:00 PM						
7:30 PM						
8:00 PM						
8:30 PM						
9:00 PM						
9:30 PM						
10:00 PM						
TOTAL:	0	0	0	0	0	0

# WBL Students:

Total Hours:

0

# WBL Contact Hours:

0

# Course Preps:

# Contact Hours:

0

# Distance Education Courses:

Total Contact Hours:

0

# Remote Sites:

Instructor:

Department Head:

Associate Dean:

Dean:

**Randolph Community College**  
629 Industrial Park Avenue  
Asheboro, NC 27205  
(336) 633-0256 (phone)      (336) 633-0104 (fax)

**APPLICATION TO DONATE  
VOLUNTARY SHARED LEAVE**

**Donor of Voluntary Shared Leave**

Name: _____
SSN: _____ Date: _____
Number of Hours/ Days to be Donated: _____
Relationship to recipient: _____
Signature of Donor: _____

**Recipient of Voluntary Shared Leave**

Name: _____
SSN: _____ Date: _____
School System/State Agency: _____
Address: _____
_____
Phone: _____

_____	_____	_____
Authorizing Signature of Donor's System/Agency	Position	Date
_____	_____	_____
Authorizing Signature of Recipient's System/Agency	Position	Date

Individual may be required to furnish proof of relationship. Upon completion, this form should be forwarded to Randolph Community College at the address listed above.

An equal opportunity/affirmative action employer

**Secondary Employment Form**

<https://powerforms.docusign.net/c2e58816-4b9b-4442-b7e6-3c343700be6e?accountId=83137fc2-e493-46bc-82f4-4b4c7c63e1ee&env=na2>

**Incident Report**

<https://randolphcc.wufoo.com/forms/z1othywg1ajk0af/>



# RANDOLPH COMMUNITY COLLEGE PERFORMANCE EVALUATION STAFF

☐ SIX-MONTH EVALUATION      ☐ ANNUAL EVALUATION

EMPLOYEE NAME:      DATE OF EMPLOYMENT:      [Click here to enter text.](#)

JOB TITLE:      [Click here to enter text.](#)

EVALUATOR NAME:      [Click here to enter text.](#)      DATE OF EVALUATION:      [Click here to enter text.](#)

*Please use the following scale to rate employee performance of the key job description components:*

*Note: The evaluation must mirror the job description exactly.*

**Exceeds Expectations** – Performance exceeds the terms and expectations of the job description and employee fulfills job responsibilities at a high level of proficiency. Examples are specifically defined under comments.

**Meets Expectations** – Performance fully meets the terms and expectations of the job description and employee fulfills job responsibilities competently.

**Does not meet Expectations** – Performance does not meet the terms and expectations of the job description. Employee does not fulfill job responsibilities competently and substantial improvement is required. Deficiencies are specifically defined under Comments.

JOB DESCRIPTION COMPONENTS	RATING
Comments:	Choose an item.
Comments:	Choose an item.
Comments:	Choose an item.
Comments:	Choose an item.
Comments:	Choose an item.
Comments:	Choose an item.
Comments:	Choose an item.
Comments:	Choose an item.
Comments:	Choose an item.
Comments:	Choose an item.
Comments:	Choose an item.
Comments:	Choose an item.
Comments:	Choose an item.
Comments:	Choose an item.
Comments:	Choose an item.

Comments:	Choose an item.
Comments:	Choose an item.
Comments:	Choose an item.
Comments:	Choose an item.
Comments:	Choose an item.
Comments:	Choose an item.
Comments:	Choose an item.
Comments:	Choose an item.
Comments:	Choose an item.
<b>COLLEGE REQUIREMENTS OF ALL EMPLOYEES</b>	
<ul style="list-style-type: none"> <li>Demonstrated excellence in written, oral, and interpersonal communication skills.</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Demonstrated commitment to diversity, equal opportunity, and the academic, intellectual, and social development of all students and employees.</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>An understanding of and commitment to the comprehensive community college philosophy and mission.</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Treats others respectfully, speaks to others courteously, and behaves in such a way that creates a workplace environment that is marked by trustworthiness, honest but polite communication, and interpersonal interactions that are both personally cordial and professionally appropriate.</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Acts as a team player when working with any and all employees of the College.</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Serves on institutional committees as appointed by the President.</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Performs other duties and responsibilities as needed.</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Annually review all Randolph Community College safety rules and policies and be familiar with all emergency safety procedures. Promote good safety habits and be compliant with OSHA safety regulations.</li> </ul> Comments:	Choose an item.



## NARRATIVE ASSESSMENT

General information on job performance:

❖ **Six-Month Performance Evaluation**

- ☐ **Performance meets expectations.** Six-month probationary status ends.
- ☐ **Performance does not fully meet expectations.** A Performance Improvement Plan is implemented with a new probationary contract (attached). The probationary period dates are [Click here to enter text.](#) - [Click here to enter text.](#).
- ☐ **Performance does not meet expectations.** Continued employment is not recommended.

❖ **Annual Performance Evaluation**

- ☐ **Performance meets expectations.** Continued employment is recommended.
- ☐ **Performance does not fully meet expectations.** Continued employment is contingent upon improvement. A Performance Improvement Plan is implemented with a probationary contract (attached). The probationary period dates are [Click here to enter text.](#) - [Click here to enter text.](#).
- ☐ **Performance does not meet expectations.** Continued employment is not recommended.
- ☐ **Employee is currently on a Performance Improvement Plan.** Annual performance evaluation will be completed when the PIP expires.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*By signing the evaluation form, I acknowledge that a meeting occurred to discuss my performance. If I disagree with my performance evaluation, I may submit comments on the back of the evaluation. If applicable, I received a copy of my revised job description.*

\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Date

**Notes:**

- 1) *If applicable, the evaluator should provide the employee with a copy of their revised job description at the evaluation meeting and have the employee sign on their Job Description.*
- 2) *The following documents should be attached to the evaluation and submitted to Human Resources:*
  - *Professional Development Activities Log*
  - *Classroom Observations (instructional faculty only)*
  - *Performance Improvement Plan with Probationary Contract (if applicable)*
  - *Revised job description signed by the employee (if applicable)*

*(An electronic copy of the revised job description should be sent to the Director of Human Resources)*



## RANDOLPH COMMUNITY COLLEGE PERFORMANCE EVALUATION CURRICULUM FACULTY

☐ SIX-MONTH EVALUATION☐ ANNUAL EVALUATIONEMPLOYEE NAME: [Click here to enter text.](#)DATE OF EMPLOYMENT: [Click here to enter text.](#)JOB TITLE: [Click here to enter text.](#)EVALUATOR NAME: [Click here to enter text.](#)DATE OF EVALUATION: [Click here to enter text.](#)

*Please use the following scale to rate employee performance of the key job description components:*

*Note: The evaluation must mirror the job description exactly.*

**Exceeds Expectations** – Performance exceeds the terms and expectations of the job description and employee fulfills job responsibilities at a high level of proficiency. Examples are specifically defined under comments.

**Meets Expectations** – Performance fully meets the terms and expectations of the job description and employee fulfills job responsibilities competently.

**Does not meet Expectations** – Performance does not meet the terms and expectations of the job description. Employee does not fulfill job responsibilities competently and substantial improvement is required. Deficiencies are specifically defined under Comments.

JOB DESCRIPTION COMPONENTS	RATING
<b>CLASSROOM INSTRUCTION</b>	
<ul style="list-style-type: none"><li>Teach all assigned courses, a range of 18 – 21 contact hours, for the full duration of scheduled instruction</li></ul> Comments:	Choose an item.
<ul style="list-style-type: none"><li>Ensure that each class session contains essential curricular components, has appropriate content and pedagogy, and maintains currency</li></ul> Comments:	Choose an item.
<ul style="list-style-type: none"><li>Teach an academic success class, as needed</li></ul> Comments:	Choose an item.
<ul style="list-style-type: none"><li>Evaluate student progress and provide appropriate, timely feedback</li></ul> Comments:	Choose an item.
<ul style="list-style-type: none"><li>Incorporate appropriate instructional technology to enhance student learning</li></ul> Comments:	Choose an item.
<ul style="list-style-type: none"><li>Provide and/or facilitate quality experiences in laboratory and/or clinical settings to meet program needs</li></ul> Comments:	Choose an item.
<ul style="list-style-type: none"><li>Maintain cleanliness of instructional areas and laboratories</li></ul> Comments:	Choose an item.
<ul style="list-style-type: none"><li>Ensure the proper operation of classroom/lab equipment, reporting any malfunctions to the appropriate person(s)</li></ul> Comments:	Choose an item.

<ul style="list-style-type: none"> <li>Recommend textbooks and other instructional materials, including classroom and laboratory equipment to Department Head</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Develop and distribute course syllabi according to established template providing appropriate information to students concerning course expectations and evaluation criteria</li> </ul> Comments:	Choose an item.
<b>OTHER SERVICES TO STUDENTS</b>	
<ul style="list-style-type: none"> <li>Maintain appropriate office hours and accessibility for students, a minimum of 5 hours a week.</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Serve as educational advisor to assigned students by providing academic and employment planning</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Participate in semester advising and registration activities as assigned</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Perform and verify graduation degree audits</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Assist in the recruitment and retention efforts of the College</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Advocate and provide motivation for students</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Communicate student needs to Department Head</li> </ul> Comments:	Choose an item.
<b>DIVISIONAL ADMINISTRATIVE EXPECTATIONS</b>	
<ul style="list-style-type: none"> <li>Prepare and submit instructional records, reports, grades, and all other required paperwork in a timely, efficient manner meeting all deadlines, checking for accuracy, correctness and completeness of all data</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Exert an effort to remain current in discipline and instructional methods through professional development activities offered by the College and other opportunities including attendance at off-campus activities, webinars, etc., as feasible</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Participate in program and curriculum review; offering suggestions concerning the improvement of curriculum in keeping with the mission and vision of the College</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Serve on and actively contribute to college committees as needed and as appointed by the President</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Participate in discipline, departmental, divisional, and institutional meetings and other announced co-curricular activities of the College</li> </ul> Comments:	Choose an item.

<ul style="list-style-type: none"> <li>Maintain proper communication and supportive relationships at all times with all other units and branches of the college</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Maintain posted office and on-campus hours sufficient to fulfill all contracted duties and individual professional obligations, as well as to meet the needs of the discipline, department, division, and College</li> </ul> Comments:	Choose an item.
<b>COLLEGE REQUIREMENTS OF ALL EMPLOYEES</b>	
<ul style="list-style-type: none"> <li>Demonstrated excellence in written, oral, and interpersonal communication skills.</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Demonstrated commitment to diversity, equal opportunity, and the academic, intellectual, and social development of all students and employees.</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>An understanding of and commitment to the comprehensive community college philosophy and mission.</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Treats others respectfully, speaks to others courteously, and behaves in such a way that creates a workplace environment that is marked by trustworthiness, honest but polite communication, and interpersonal interactions that are both personally cordial and professionally appropriate.</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Acts as a team player when working with any and all employees of the College.</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Serves on institutional committees as appointed by the President.</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Performs other duties and responsibilities as needed.</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Annually review all Randolph Community College safety rules and policies and be familiar with all emergency safety procedures. Promote good safety habits and be compliant with OSHA safety regulations.</li> </ul> Comments:	Choose an item.

## NARRATIVE ASSESSMENT

General information on job performance:

❖ **Six-Month Performance Evaluation**

- ☐ **Performance meets expectations.** Six-month probationary status ends.
- ☐ **Performance does not fully meet expectations.** A Performance Improvement Plan is implemented with a new probationary contract (attached). The probationary period dates are [Click here to enter text.](#) - [Click here to enter text.](#).
- ☐ **Performance does not meet expectations.** Continued employment is not recommended.

❖ **Annual Performance Evaluation**

- ☐ **Performance meets expectations.** Continued employment is recommended.
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- ☐ **Performance does not meet expectations.** Continued employment is not recommended.
- ☐ **Employee is currently on a Performance Improvement Plan.** Annual performance evaluation will be completed when the PIP expires.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*By signing the evaluation form, I acknowledge that a meeting occurred to discuss my performance. If I disagree with my performance evaluation, I may submit comments on the back of the evaluation. If applicable, I received a copy of my revised job description.*

\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Date

**Notes:**

**1) If applicable, the evaluator should provide the employee with a copy of their revised job description at the evaluation meeting and have the employee sign and date on their Job Description.**

**2) The following documents should be attached to the evaluation and submitted to Human Resources:**

- **Professional Development Activities Log**
- **Classroom Observations (instructional faculty only)**
- **Performance Improvement Plan with Probationary Contract (if applicable)**
- **Revised job description signed by employee (if applicable)**  
(An electronic copy of the revised job description should also be sent to the Director of Human Resources)



## RANDOLPH COMMUNITY COLLEGE PERFORMANCE EVALUATION DIVISION CHAIR

☐ SIX-MONTH EVALUATION☐ ANNUAL EVALUATIONEMPLOYEE NAME: [Click here to enter text.](#)DATE OF EMPLOYMENT: [Click here to enter text.](#)JOB TITLE: [Click here to enter text.](#)EVALUATOR NAME: [Click here to enter text.](#)DATE OF EVALUATION: [Click here to enter text.](#)

*Please use the following scale to rate employee performance of the key job description components:*

*Note: The evaluation must mirror the job description exactly.*

**Exceeds Expectations** – Performance exceeds the terms and expectations of the job description and employee fulfills job responsibilities at a high level of proficiency. Examples are specifically defined under comments.

**Meets Expectations** – Performance fully meets the terms and expectations of the job description and employee fulfills job responsibilities competently.

**Does not meet Expectations** – Performance does not meet the terms and expectations of the job description. Employee does not fulfill job responsibilities competently and substantial improvement is required. Deficiencies are specifically defined under Comments.

JOB DESCRIPTION COMPONENTS	RATING
<b>PERSONNEL MANAGEMENT</b>	
<ul style="list-style-type: none"><li>Supervise and evaluate Department Heads in accordance with policy, including classroom observations</li></ul> Comments:	Choose an item.
<ul style="list-style-type: none"><li>Identify, recommend, and conduct professional development opportunities for division faculty, as needed</li></ul> Comments:	Choose an item.
<ul style="list-style-type: none"><li>Facilitate the communication of college and /or policy information to Department Heads via meeting, email, etc., as needed, for dissemination throughout division</li></ul> Comments:	Choose an item.
<ul style="list-style-type: none"><li>Mediate student grievances with instructors and classroom management, when justified</li></ul> Comments:	Choose an item.
<ul style="list-style-type: none"><li>Develop job descriptions and PVAs for new positions within the division with input from Department Heads</li></ul> Comments:	Choose an item.

<ul style="list-style-type: none"> <li>Recommend search committees and ensure the entire search process is guided and abides by policy</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Make recommendations for divisional contracts based on professional personnel reviews with input from Department Heads</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Advocate and provide motivation for faculty</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Communicate faculty needs to Dean of Curriculum Programs</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Encourage sound educational practices and student engagement</li> </ul> Comments:	Choose an item.
<b>DIVISION MANAGEMENT</b>	
<ul style="list-style-type: none"> <li>Process leave forms, noting any patterns of absenteeism</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Manage any conflict within division; striving to find an amicable resolution</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Create and monitor employee performance improvement plans (PIPs), when warranted</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Produce an annual statement of goals for the division that coincide with the mission and vision of the College</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Lead the division in any College-wide efforts in a positive, professional manner</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Keep the Board of Trustees informed of divisional efforts supporting the mission and vision of the College with regular submission of BOT highlights</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Facilitate the review, evaluation, and assessment of divisional programs periodically to assess viability of existing programs and recommending closure and/or additions, as appropriate</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Submit recommended revisions to plans of study, course objectives, and other divisional program information to Curriculum Review Committee for approval</li> </ul> Comments:	Choose an item.

<ul style="list-style-type: none"> <li>Ensure all divisional programs are in full compliance with the requirements for accreditation, certification, and other standards as stipulated by NCCCS</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Develop and maintain productive relationships with those agencies and other organizations within the community/industry which are pertinent to the division and to prospective graduates</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Review and make recommendations based on divisional program's advisory committee feedback and reports</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Partner and interface with Corporate &amp; Continuing Education, Basic Skills, and Distance Education to ensure the needs of all students are being met with regards to recruitment, retention, and providing quality instruction</li> </ul> Comments:	Choose an item.
<b>BUDGET MANAGEMENT</b>	
<ul style="list-style-type: none"> <li>Compile and submit divisional program needs for personnel, equipment, supplies, facilities, and other resources during the annual planning process to the Dean of Curriculum Programs through the Good to Great and budget processes</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Approve and submit the requisition of resources and services, including equipment, supplies, facilities and other materials recommended by Department Heads needed for the effective delivery of instruction within their program</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Manage the division budget, regularly monitoring program budgets and the status of expenditures and ensuring inventory control methods are in place and being followed</li> </ul> Comments:	Choose an item.
<b>CLASSROOM INSTRUCTION</b>	
<ul style="list-style-type: none"> <li>Teach all assigned courses, a range of 9 – 12 contact hours, for the full duration of scheduled instruction</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Ensure that each class session contains essential curricular components, has appropriate content and pedagogy, and maintains currency</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Teach an academic success class, as needed</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Evaluate student progress and provide appropriate, timely feedback</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Incorporate appropriate instructional technology to enhance student learning</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Provide and/or facilitate quality experiences in laboratory and/or clinical settings to meet program needs</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Maintain cleanliness of instructional areas and laboratories</li> </ul> Comments:	Choose an item.



<ul style="list-style-type: none"> <li>• Ensure the proper operation of classroom/lab equipment, reporting any malfunctions to the appropriate person(s)</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>• Develop and distribute course syllabi according to established template providing appropriate information to students concerning course expectations and evaluation criteria</li> </ul> Comments:	Choose an item.
<b>OTHER SERVICES TO STUDENTS</b>	
<ul style="list-style-type: none"> <li>• Maintain appropriate office hours and accessibility for students, a minimum of 5 hours a week.</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>• Coordinate the divisional assignments in semester advising and registration activities</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>• Review available reports to develop with divisional faculty appropriate instructional plans for recruitment, retention, and success</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>• Ensure the proper coding of students within major programs, processing change of major forms, as appropriate prior to the 10% point of the semester</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>• Advocate and provide motivation for students</li> </ul> Comments:	Choose an item.
<b>DIVISIONAL ADMINISTRATIVE EXPECTATIONS</b>	
<ul style="list-style-type: none"> <li>• Prepare and submit instructional records, reports, grades, and all other required paperwork in a timely, efficient manner meeting all deadlines, checking for accuracy, correctness and completeness of all data</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>• Exert an effort to remain current in discipline and instructional methods through professional development activities offered by the College and other opportunities including attendance at off-campus activities, webinars, etc., as feasible</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>• Serve on and actively contribute to college committees as needed and as appointed by the President</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>• Participate in discipline, departmental, divisional, and institutional meetings and other announced co-curricular activities of the College</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>• Maintain proper communication and supportive relationships at all times with all other units and branches of the college</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>• Maintain posted office and on-campus hours sufficient to fulfill all contracted duties and individual professional obligations, as well as to meet the needs of the discipline, department, division, and College</li> </ul> Comments:	Choose an item.
<b>OTHER DUTIES SPECIFIC TO THIS POSITION (OPTIONAL)</b>	
<ul style="list-style-type: none"> <li>•</li> </ul>	Choose an item.

•	Choose an item.
•	Choose an item.
<b>COLLEGE REQUIREMENTS OF ALL EMPLOYEES</b>	
<ul style="list-style-type: none"> <li>• Demonstrated excellence in written, oral, and interpersonal communication skills.</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>• Demonstrated commitment to diversity, equal opportunity, and the academic, intellectual, and social development of all students and employees.</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>• An understanding of and commitment to the comprehensive community college philosophy and mission.</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>• Treats others respectfully, speaks to others courteously, and behaves in such a way that creates a workplace environment that is marked by trustworthiness, honest but polite communication, and interpersonal interactions that are both personally cordial and professionally appropriate.</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>• Acts as a team player when working with any and all employees of the College.</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>• Serves on institutional committees as appointed by the President.</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>• Performs other duties and responsibilities as needed.</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>• Annually review all Randolph Community College safety rules and policies and be familiar with all emergency safety procedures. Promote good safety habits and be compliant with OSHA safety regulations.</li> </ul> Comments:	Choose an item.

## NARRATIVE ASSESSMENT

General information on job performance:

❖ **Six-Month Performance Evaluation**

- ☐ **Performance meets expectations.** Six-month probationary status ends.
- ☐ **Performance does not fully meet expectations.** A Performance Improvement Plan is implemented with a new probationary contract (attached). The probationary period dates are [Click here to enter text.](#) - [Click here to enter text.](#).
- ☐ **Performance does not meet expectations.** Continued employment is not recommended.

❖ **Annual Performance Evaluation**

- ☐ **Performance meets expectations.** Continued employment is recommended.
- ☐ **Performance does not fully meet expectations.** Continued employment is contingent upon improvement. A Performance Improvement Plan is implemented with a probationary contract (attached). The probationary period dates are [Click here to enter text.](#) - [Click here to enter text.](#).
- ☐ **Performance does not meet expectations.** Continued employment is not recommended.
- ☐ **Employee is currently on a Performance Improvement Plan.** Annual performance evaluation will be completed when the PIP expires.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*By signing the evaluation form, I acknowledge that a meeting occurred to discuss my performance. If I disagree with my performance evaluation, I may submit comments on the back of the evaluation. If applicable, I received a copy of my revised job description.*

\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Date

**Notes:**

**1) If applicable, the evaluator should provide the employee with a copy of their revised job description at the evaluation meeting and have the employee sign on their Job Description.**

**2) The following documents should be attached to the evaluation and submitted to Human Resources:**

- **Professional Development Activities Log**
- **Classroom Observations (instructional faculty only)**
- **Performance Improvement Plan with Probationary Contract (if applicable)**
- **Revised job description signed by the employee (if applicable)**  
(An electronic copy of the revised job description should be sent to the Director of Human Resources)



# RANDOLPH COMMUNITY COLLEGE PERFORMANCE EVALUATION DEPARTMENT HEAD

☐ SIX-MONTH EVALUATION      ☐ ANNUAL EVALUATION

**EMPLOYEE NAME:** Click here to enter text.

**DATE OF EMPLOYMENT:** Click here to enter text.

**JOB TITLE:** Click here to enter text.

**EVALUATOR NAME:** Click here to enter text.

**DATE OF EVALUATION:** Click here to enter text.

*Please use the following scale to rate employee performance of the key job description components:*

*Note: The evaluation must mirror the job description exactly.*

**Exceeds Expectations** – Performance exceeds the terms and expectations of the job description and employee fulfills job responsibilities at a high level of proficiency. Examples are specifically defined under comments.

**Meets Expectations** – Performance fully meets the terms and expectations of the job description and employee fulfills job responsibilities competently.

**Does not meet Expectations** – Performance does not meet the terms and expectations of the job description. Employee does not fulfill job responsibilities competently and substantial improvement is required. Deficiencies are specifically defined under Comments.

JOB DESCRIPTION COMPONENTS	RATING
<b>PERSONNEL MANAGEMENT</b>	
<ul style="list-style-type: none"> <li>Recruit, interview, and recommend the appointment of faculty, full-time and adjunct, to the Division Chair and provide appropriate orientation</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Submit all hiring documents and verification of credentials for all departmental faculty</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Assist departmental faculty in course planning, instructional delivery, and classroom management</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Prepare a master schedule of course offerings each semester that meet the needs of the departmental programs and the students; assigning teaching schedules for departmental faculty within workload policy guidelines</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Supervise and evaluate the operation of all classes and departmental faculty in accordance with policy, including classroom observations</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Identify and recommend professional development needs of the departmental faculty</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Resolve student grievances with instructors and classroom management, when justified</li> </ul> Comments:	Choose an item.

<ul style="list-style-type: none"> <li>Facilitate the communication of departmental and/or college information to departmental faculty, full-time and adjunct, via meeting, email, etc., as needed</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Advocate and provide motivation for departmental faculty</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Communicate faculty needs to Division Chair</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Encourage sound educational practices and student engagement</li> </ul> Comments:	Choose an item.
<b>DEPARTMENT MANAGEMENT</b>	
<ul style="list-style-type: none"> <li>Facilitate the selection and ordering of textbooks</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Manage any conflict within department; striving to find an amicable resolution</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Create and monitor employee performance improvement plans (PIPs), when warranted</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Review, evaluate, and assess departmental programs periodically, facilitating innovation in curricular and instructional development in keeping with the mission and vision of the College</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Recommend appropriate revisions to the plan of study, course objectives, and other departmental program information to Division Chair</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Ensure each departmental program is in full compliance with the requirements for accreditation, certification, and other standards as stipulated by NCCCS</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Develop and maintain productive relationships with those agencies and other organizations within the community/industry which are pertinent to the departmental programs and to prospective graduates</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Establish and maintain an effective advisory committee in support of the departmental programs</li> </ul> Comments:	Choose an item.
<b>BUDGET MANAGEMENT</b>	
<ul style="list-style-type: none"> <li>Recommend departmental needs for personnel, equipment, supplies, facilities, and other resources during the annual planning process to the Division Chair through the Good to Great and budget processes</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Coordinate the requisition of resources and services, including equipment, supplies, facilities and other materials required for the effective delivery of instruction</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Manage the departmental budget, regularly monitoring the status of expenditures and implementing inventory control methods</li> </ul> Comments:	Choose an item.
<b>CLASSROOM INSTRUCTION</b>	

## Section XIII FX r

<ul style="list-style-type: none"> <li>Teach all assigned courses, a range of 15 - 18 contact hours, for the full duration of scheduled instruction</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Ensure that each class session contains essential curricular components, has appropriate content and pedagogy, and maintains currency</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Teach an academic success class, as needed</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Evaluate student progress and provide appropriate, timely feedback</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Incorporate appropriate instructional technology to enhance student learning</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Provide and/or facilitate quality experiences in laboratory and/or clinical settings to meet program needs</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Maintain cleanliness of instructional areas and laboratories</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Ensure the proper operation of classroom/lab equipment, reporting any malfunctions to the appropriate person(s)</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Develop and distribute course syllabi according to established template providing appropriate information to students concerning course expectations and evaluation criteria</li> </ul> Comments:	Choose an item.
<b>OTHER SERVICES TO STUDENTS</b>	
<ul style="list-style-type: none"> <li>Maintain appropriate office hours and accessibility for students, a minimum of 5 hours a week.</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Serve as educational advisor to assigned students by providing academic and employment planning</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Participate in semester advising and registration activities as assigned</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Perform and verify graduation degree audits</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Assist in the recruitment and retention efforts of the College</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Advocate and provide motivation for students</li> </ul> Comments:	Choose an item.
<b>DIVISIONAL ADMINISTRATIVE EXPECTATIONS</b>	
<ul style="list-style-type: none"> <li>Prepare and submit instructional records, reports, grades, and all other required paperwork in a timely, efficient manner meeting all deadlines, checking for accuracy, correctness and completeness of all data</li> </ul> Comments:	Choose an item.

<ul style="list-style-type: none"> <li>Exert an effort to remain current in discipline and instructional methods through professional development activities offered by the College and other opportunities including attendance at off-campus activities, webinars, etc., as feasible</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Serve on and actively contribute to college committees as needed and as appointed by the President</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Participate in discipline, departmental, divisional, and institutional meetings and other announced co-curricular activities of the College</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Maintain proper communication and supportive relationships at all times with all other units and branches of the college</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Maintain posted office and on-campus hours sufficient to fulfill all contracted duties and individual professional obligations, as well as to meet the needs of the discipline, department, division, and College</li> </ul> Comments:	Choose an item.
<b>OTHER DUTIES SPECIFIC TO THIS POSITION (OPTIONAL)</b>	
<ul style="list-style-type: none"> <li></li> </ul>	Choose an item.
<ul style="list-style-type: none"> <li></li> </ul>	Choose an item.
<ul style="list-style-type: none"> <li></li> </ul>	Choose an item.
<b>COLLEGE REQUIREMENTS OF ALL EMPLOYEES</b>	
<ul style="list-style-type: none"> <li>Demonstrated excellence in written, oral, and interpersonal communication skills.</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Demonstrated commitment to diversity, equal opportunity, and the academic, intellectual, and social development of all students and employees.</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>An understanding of and commitment to the comprehensive community college philosophy and mission.</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Treats others respectfully, speaks to others courteously, and behaves in such a way that creates a workplace environment that is marked by trustworthiness, honest but polite communication, and interpersonal interactions that are both personally cordial and professionally appropriate.</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Acts as a team player when working with any and all employees of the College.</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Serves on institutional committees as appointed by the President.</li> </ul> Comments:	Choose an item.
<ul style="list-style-type: none"> <li>Performs other duties and responsibilities as needed.</li> </ul> Comments:	Choose an item.

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Comments:



## NARRATIVE ASSESSMENT

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# Randolph Community College

## Weapons on Campus Request Form

(This form must be completed, signed, and returned to the Director of College Safety and Emergency Preparedness (if the request is for the Asheboro Campus), the Dean of the Archdale Center (if the request is for the Archdale Campus), or the Director of the Emergency Services Training Center (if the request is for the Training Center) for any request to be exempt from the Randolph Community College Weapons Policy)

Requestor Name\_\_\_\_\_

Agency/Department\_\_\_\_\_

Weapon Type: Make/Model\_\_\_\_\_

Intended use of item (s)\_\_\_\_\_

\_\_\_\_\_

Requested date (s) \_\_\_\_\_

Comments\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I acknowledge by signing below I have read the Randolph Community College Weapons Policy and agree to abide by it. I further understand that any violation of the weapons policy could cause disciplinary actions from the college as well as criminal actions for any laws infringed.

Requestor's signature\_\_\_\_\_

\_\_\_\_\_

### Office Use Only

Date Rec'd	Approved	Randolph Community College Official
Comments		