

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**  
**FACULTY HANDBOOK**  
**ADJUNCT FACULTY HANDBOOK**

2023–2024



# DISCLAIMER

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## THE TECHNICAL COLLEGE OF THE LOWCOUNTRY

### **Equal Opportunity Employment/Affirmative Action**

It is the policy of the Technical College of the Lowcountry that no discrimination on the grounds of race, color, national origin, disability, religion, gender, or age will exist in any area of the College. The College will make all decisions regarding recruitment, hiring, training, promotions and all other terms and conditions of employment without discrimination on the above grounds or on other factors which cannot lawfully be the basis for an employment decision. The Technical College of the Lowcountry reaffirms its policy of administering all its educational programs and related supportive services and benefits in a manner which does not discriminate because of a current student's, or prospective student's, race, color, national origin, disability, religion, gender, age, or other characteristics which cannot lawfully be the basis for provision of services. In addition, the Technical College of the Lowcountry endorses the principle of affirmative action designed to remove any disparate effects of past discrimination because of race, color, gender, religion, age, or national origin.

### **Americans with Disabilities Act (ADA)**

The Technical College of the Lowcountry does not discriminate based on disability in admission, access, or employment in any program or activity. The College will comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990. The Vice President for Student Affairs or his/her designee will serve as the administrative officer responsible for meeting with students having disability concerns. The Human Resource Director will serve as the administrative officer responsible for meeting with individuals with employment concerns. The College's ADA Committee will serve as the appeals and oversight committee. The ADA contact is Rodney Adams (843-525-8219).

### **Disclaimer**

This handbook does not constitute an expressed or implied contract between the College and any employee. Only the President of the College and/or designee is authorized to enter into contracts. As a state entity, the College is governed by the rules and regulations of the State of South Carolina, by the policies and procedures of the State Board for Technical and Comprehensive Education, and by the policies adopted by the College's Commission. The handbook contains the College's general philosophy and many of its policies, procedures, and rules as approved by the appropriate governing bodies. However, this handbook is not intended to be all-inclusive. It is also subject to updates and revisions as may be necessary when new or revised policies and procedures are approved by the State of South Carolina, the State Board for Technical and Comprehensive Education, and/or the TCL Commission. Copies of these governing policies and procedures are available in the Offices of the President, Vice President for Academic Affairs, Vice President for Administrative Services, Vice President for Student Affairs, and the Human Resources Director, as well as in the Learning Resources Center. It is the policy of the Technical College of the Lowcountry to abide by the provisions of the Freedom of Information Act as stated in Chapter 4 of Title 30 Code of Laws of South Carolina 1976 and subsequent revisions.

## I. ORGANIZATION

### **Mission, Vision, Philosophy, Goals, and Values Statements**

The Technical College of the Lowcountry continues to re-examine its mission, clarified its vision for the future, and positioned itself to meet the ever-changing needs and the challenges of the Lowcountry. In support of this vision, the Commission of the Technical College of the Lowcountry adopted the mission, philosophy, goals, and underlying values presented here.

#### **Technical College of the Lowcountry Vision**

*Elevate each student and every community we serve through transformative technology and exceptional teaching.*

#### **Technical College of the Lowcountry Mission**

*The Technical College of the Lowcountry's mission is to provide accessible, high-quality academic education and workforce training to serve the needs of individuals, businesses, and industries in Beaufort, Colleton, Hampton, and Jasper counties.*

*Approved by the Area Commission September 20, 2022*

*Approved by South Carolina Commission on Higher Education, October 13, 2022*

#### **Statement of Non-Discrimination**

The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability or political affiliation or belief.

#### **Philosophy**

A learning centered college, the Technical College of the Lowcountry encourages creativity, innovation, resourcefulness, and responsibility. In all its endeavors the college creates a positive, student-centered environment emphasizing learning. While the college is responsive to local and regional needs, it recognizes that state, national, and international issues affect the lives of the citizens of the Lowcountry. With its comprehensive programs, the college offers Lowcountry residents the opportunity to enter higher education, to keep their skills up to date and to learn throughout their lifetimes. Through its technical and college transfer programs, the college serves as an effective partner in economic and human resource development in the Lowcountry.

#### **Strategic Goals**

The Technical College of the Lowcountry has four major goals:

**Goal I:** *Cultivate an environment of accountability, communication, and growth*

**Goal II:** *Advance academic quality*

**Goal III:** *Refine and improve operational effectiveness and promote resource stewardship*

**Goal IV:** *Enhance and sustain student success from application to completion*

## Values

- **Excellence**
  - We value continuous quality improvement leading to true excellence in all areas of the college.
- **Innovation**
  - We value expansion and enhancement of the college's services and educational offerings to meet the increasing and changing needs of students, employers and the communities we serve.
- **Integrity**
  - We value responsibility, accountability, ethical behavior in an atmosphere of honesty, open communication, and mutual respect.
- **Respect**
  - We value an educational environment that attracts and supports a diverse student and staff community, and fosters awareness.
- **Stewardship**
  - We value the responsible use of resources to achieve balance among social, economic, and environmental practices.

### **South Carolina Technical College System (SCTCS)**

The SC State Board for Technical and Comprehensive Education operates the SC Technical College System. The System is comprised of [16 technical colleges](#) located strategically across the state and its statewide affiliate programs: the [Center for Accelerated Technology Training's readySC™](#) program and [Apprenticeship Carolina](#).

The SC Technical System is committed to helping increase the employability of all South Carolinians by ensuring they are fully prepared for the careers of today – and tomorrow. As the largest higher education system in the state, the System provides its credit students and continuing education students with a comprehensive education and a fast track to a rewarding career. In addition, the System's nationally-recognized affiliate programs are designed to train or re-train employees so that companies new to South Carolina, and existing businesses alike, can continue to prosper, expand, and help spur job growth and economic development opportunities across the state.

The SC Technical College System is not only preparing students of all ages for real work today, but also demonstrating a commitment to increasing the employability of all South Carolinians and ultimately enhancing the quality of life for all.

### **The College Commission**

Technical College of the Lowcountry is governed by a seven-member Commission composed of representatives from each of the four counties served by the college. Commission members are appointed by the Governor upon recommendation of the college's legislative delegation. The members of the Commission for the college are:

**Representing Beaufort County-** Mr. James Boozer, Secretary/Treasurer  
 Mr. Randy Dolyniuk, Commission Chairman  
 Mr. Heath Duncan  
 Dr. Rick Toomey

**Representing Colleton County-** Mr. David M. Smalls

**Representing Hampton County-** Ms. Marjorie Thomas

**Representing Jasper County-** Ms. Sheree Darien, Vice Chairwoman

### **College Foundation**

Founded in 1983, the TCL Foundation is a separate 501(c)(3) nonprofit organization dedicated to the support of the Technical College of the Lowcountry. [The Foundation](#) cultivates private support to help the college achieve its goals.



### **Organizational Chart**

Administration of operational activities for the college is shared by four vice presidents who report directly to the college president.

The Vice President for Academic Affairs is responsible for academic programs involving full-time and adjunct faculty. The office is responsible for all the planning, development, coordination, review, accreditation, and administration of each program.

The Vice President of Student Affairs works directly with two Associate Vice Presidents. This office oversees Testing Services and Dual Enrollment/ECCO (Early College Credit Opportunities).

The Vice President for Administrative Services has responsibility for all business and financial matters and works directly with the following: Human Resources, Accounting, Bookstore, Cashier, Purchasing, Facility Management Director, Campus Security, and Information Technology. The office oversees these departments on the Beaufort, New River, and Hampton campuses.

The Vice President for Institutional Advancement and External Relations is several offices: the Foundation, Marketing & Public Relations, Institutional Research & Planning, Institutional Effectiveness & Strategic Planning and Business & Workforce Solutions.

An [Organizational Chart](#) is provided within this link.

### **Institutional Committees**

The Technical College of the Lowcountry is committed to employing a variety of institution-wide standing and Ad hoc committees to support effective decision-making within the College. The link to the listing of these college committees for the current academic year is found on the TCL website [Institutional Committees](#).

### **Professional Development**

The professional development procedure provides for professional development activities to enhance faculty and staff competence both professionally and personally. Professional Development opportunities are offered year-round through the [Clist Center for Excellence](#). Professional development activities must be relevant to the faculty member's teaching and programs. Faculty wanting to attend conferences, workshops, and other activities must submit an [Activity Request Form](#) along with the program's agenda to the Vice President for Academic Affairs for approval.

## **II. ACADEMIC AFFAIRS**

### **Academic Advising (Full-Time Faculty Only)**

It is the policy of the Technical College of the Lowcountry that all full-time faculty members are required to provide [academic advisement](#) to assigned continuing students. Navigators (The Hub) will advise all First Year enrolled students in academic advising, financial literacy, resume writing and career counseling.

The academic advisor's role is to assist the student in making sound academic decisions related to program planning, course selection, course load, and academic performance. The advisor will act as a liaison between the advisee and college faculty and administrators. Assisting students as they move through their programs of study at the college is a vital role of full-time faculty. All full-time faculty members are required to provide academic

advisement to continuing/returning students. Admissions will assign both Navigator and full-time faculty advisors at the time the student application is processed but will give First Year students the Navigator contact information initially. Exceptions to this process will occur and a Navigator will assign a faculty advisory only if an advisor was missed during the onboarding process or if the student changes majors and a new faculty advisor is necessary for that major.

The [Advisor/Program Contact Chart](#) is available in the Faculty Resources section on the TCL website.

### **Academic Calendar**

The Academic Calendar for the current year is available in the [Faculty Resources](#) section on the TCL website.

### **Academic Misconduct**

All forms of academic dishonesty including cheating on tests, plagiarism, collusion, and falsification of information will call for discipline. Alleged violations will be handled according to the procedures presented in the [Student Code](#).

### **Academic Freedom**

The Technical College of the Lowcountry Policy Number [3-1-304 for Academic Freedom](#).

### **Advisory Committees**

To foster a close, cooperative relationship between the college and local industry, business, and government, TCL maintains an advisory committee for each of its degrees and other appropriate curricula programs. Committees consist of at least six members representing business, industry, and related community organizations and agencies reflective of the service areas' major employers of college graduates. The [Advisory Committee Handbook](#) can be reviewed on the TCL website.

### **Attendance Traditional and Online - Students**

The college's statement of policy can be found under the [Student Handbook](#).

### **Cancellation of Classes (Changes to Class Schedule)**

After submission of the [class schedule](#), any change (e.g., instructor, meeting time, or deletion of section) must be recommended by the division dean to the Vice President for Academic Affairs.

### **Children on Campus**

To promote an environment conducive to teaching and learning, it is [the policy](#) of the college to ensure that children are not left unattended on campus and that classes or services are not disrupted by children. Please refer to the policy above for more information.

### **Classroom Assignments**

A classroom is assigned to each section when the schedule of course offerings is submitted to the Academic Affairs Office each academic term. An effort is made to assign rooms convenient to both students and faculty. Faculty will teach their courses in the rooms assigned to them. Changes to classroom assignments should be recommended by the division dean to the Vice President for Academic Affairs. Appropriate notices of classroom changes should be posted following approval of the change.

**Classroom Control**

Teaching faculty should not jeopardize the progress of a class by permitting the continued presence of any student whose behavior, in any way, adversely affects the class. While the responsibility for and the administration of classroom discipline ordinarily rests with the teaching faculty member, disciplinary problems should be referred to VP for Student Services. Faculty should read and familiarize themselves with the [Student Affairs Resources Guide](#) document.

**Class Length**

[Class length](#) is shown on the schedule for the academic term in which the class is being taught.

**Class/Grade Rosters**

The official record of a student's course enrollment is maintained in the computer-generated class roster through the [Self-Service](#) system. Individuals whose names do not appear on the class roster will not be considered TCL students.

**Conferences and Workshops (Full-Time Faculty Only)**

Lodging, travel, a per diem for meals, and fees in accordance with approved and funded state travel regulations may be paid to a faculty member for attendance at seminars, conferences, workshops, and conventions. All travel and expenses must be approved in advance by the division dean and the Vice President for Academic Affairs using the [Activity Request Form](#).

**Confidentiality of Student Records**

It is the policy of the Technical College of the Lowcountry to ensure that confidentiality of student information is maintained. Access to student records shall be in accordance with the [Family Education Rights and Privacy Act of 1974 \(FERPA\)](#) and other relevant laws and updated provisos. A student's cumulative record will not be released outside the jurisdiction of the Student Services Division to any person(s), corporation, or agency without the duly authorized consent of the student concerned.

**Copyright**

Faculty members are responsible for knowing and following the TCL Copyright Procedure. A variety of copyright resources are available to faculty, which can be requested through the Library/Learning Resources Center, including books and electronic materials. A copyright information guide is also available at [Faculty/Staff and Copyright](#).

**Course Syllabi**

The college uses a common course syllabus template for each course. The common course syllabus template may be edited within the Blackboard course shell or the [Simple Syllabus](#) platform. Division deans are responsible for reviewing all course syllabi to ensure content compliance. Faculty will be asked to revise syllabi not in compliance. For assistance with syllabus development, see your division dean.

**Curriculum Development (Full-Time Faculty Only)**

Curriculum changes are defined to include changes to program admission or graduation requirements, addition or deletion of courses in a curriculum, changes in course configuration, and the introduction of new curricula to the college and cancellation of programs. Please see policies [Curriculum Development](#) and [Curriculum Changes](#) for more

information.

### **Credit-by-Examination**

Students may be granted credit for a course if the student can present evidence of the completion of a course or present evidence of its equivalent. Please refer to [Credit-by-Examination Policies](#) and [Credit-by-Examination Policies \(1\)](#) for more information.

### **Directed Independent Study (Full-Time Faculty Only)**

Under special circumstances, a student may be assigned to selected courses on a Directed Independent Study (DIS) basis so that progress toward successful program completion can be maintained. Prior to the first day of class, a student must formally request and receive permission from the division dean for the DIS. An instructor must agree to work with the student to develop a proposal for completion of the course and complete the Directed Independent Study Form found in [Faculty Resources](#) on the TCL website.

### **Distance Learning**

#### **Technology-Based Instructional Delivery Systems**

It is the [policy](#) of the Technical College of the Lowcountry to encourage development and implementation of technology-based delivery systems to provide educational programs and services for students on and off campus.

TCL provides Zoom licenses for faculty and staff use. Zoom is a video conferencing platform that allows instructors to create and host online meetings, record lectures/classroom sessions, and have online office hours. Faculty also have access to Microsoft Teams via their TCL email account. The school can also provide licenses for Kaltura embedded in Blackboard Ultra LMS. Contact the Online Course Coordinator for more information.

### **Emergencies/ Safety on Campus**

With campus incidents on the rise, it is the responsibility of the campus community to safeguard the lives of our students, co-workers, and visitors. Every room on campus has a bright red and white [Emergency Response Guide](#) booklet hanging on the wall. Every instructor should read the booklet and know what to do in the event of an emergency on campus. The booklet has instructions for an active shooter/hostage, bomb threat, fire, medical emergency, lockdown, fire, medical emergencies and hazardous weather situations. There are important emergency phone numbers for campus, city, county, and state agencies. Please refer to the [Health, Safety, and Security Documents](#) for more information.

### **English Fluency Requirements for Faculty Employment**

This procedure ensures that (1) all permanent and adjunct faculty, whose first language is other than English and who teach one or more credit courses, possess adequate proficiency in both the written and spoken English language and (2) appropriate response is given to student complaints about an instructor's [English fluency](#).

### **Faculty Attendance (Illness) (Full-Time Faculty Only)**

The purpose of this procedure is to provide a process for canceling classes when illness or emergency situations make it impossible for a faculty member to meet a regularly scheduled class. Please see [Leave and Benefits](#) for more information.

### **Faculty Senate (Full-Time Faculty Only)**

The purpose of the Faculty Senate is to provide an opportunity for faculty to be updated and

informed about college-wide initiatives and policies that may/may not impact instructional matters and faculty. All full-time faculty are members of the Faculty Senate.

### **Faculty Development/Scheduled Activities**

[Faculty development](#) activities are generally scheduled at the beginning of each semester for all full-time and adjunct faculty members. Full-time faculty members are required to attend scheduled activities unless given written permission by the Vice President for Academic Affairs.

### **Faculty Governance**

The Technical College of the Lowcountry recognizes the role of faculty in the [governance of the institution](#).

### **Faculty Door Cards (Full-Time Faculty Only)**

One week after the last day of the Section Swap period, each division dean is responsible for providing the Vice President for Academic Affairs with an [Instructor Office Hours/Door Card](#) for each full-time faculty member teaching in the division. This card should display clearly all instructional management hours, the minimum of eight (8) office hours, overload teaching/course hours and release time initiative/project hours. Reach out to your dean for more information regarding online course hour documentation.

### **Faculty Office Hours (Full-Time Faculty Only)**

In addition to teaching a [normal load](#), each full-time faculty member must maintain a minimum of eight (8) on-campus office hours per week. These [hours](#) should be at times convenient to the majority of the students enrolled in his/her classes and are not to be used for college service. It is the responsibility of the faculty member to be available to students during these times.

### **Faculty Overloads (Full-Time Faculty Only)**

Refer to the [Faculty Teaching/Work Load and Overload Compensation Policy](#) for more information.

### **Faculty Teaching Release Time or Special Project (Full-Time Faculty Only)**

It is sometimes necessary to reassign faculty members to accomplish other tasks at the college. The basis of all faculty reassignments in the normal teaching load calculations is preparation time for each course; therefore, reassignments of faculty represent a percent of total effort based on a normal workweek. Reassignments normally require the faculty member to be on campus during the adjustment period. Please see [Salary Policy](#) for more information.

### **Faculty Travel (Full-Time Faculty Only)**

The purpose of these procedures is to establish guidelines for travel reimbursements consistent with the travel procedures promulgated by the State Budget and Control Board. They include reimbursement guidelines for mileage, meals, gratuities, telephone calls, parking, and airline travel. [Travel Request and Travel Reimbursement Forms](#).

### **Field Trips**

The college recognizes the benefits of off-campus student or group travel in conjunction with academic, co-curricular, and college sponsored programs. If an individual student travels under this policy, the faculty member must assume the responsibility for compliance with the [policy and procedures](#).

### **Grading System: Recording of Grades/Final Grades/Grade Review**

The purpose of this procedure is to define the grading system and to outline methods of recording and reporting of grades. Refer to [policy 3.2.3](#) for more information about the TCL Grading System. Instructors complete a grade roster through the [Self-Service](#) system on or before the published deadline for each class they instruct. Refer to [Grading System Policy 3.2.3](#) for more information about recording grades. Refer to [Grade Review Policy 3.2.4](#) for students seeking a grade review.

### **Graduation Exercises**

Graduation exercises for the college are held in May (following the spring semester) with a Commencement Ceremony.

### **Institutional Effectiveness**

Through its Institutional Effectiveness Plan, TCL is able to document the assessment of its mission and goals and how those results are being utilized to improve the quality of the academic program and divisions in the college. Institutional Effectiveness is a vital part of the college's accreditation requirements and the various accountability measures mandated by the South Carolina Commission on Higher Education (CHE) through the State Technical College System.

### **Instructional Materials and Technology**

Each academic building houses current instructional equipment. In addition, computing labs, campus- to-campus broadcast classrooms, an auditorium, teleconference sites, and other specialized facilities are available for scheduled use. Faculty should work with each academic division for most routine uses of instructional or multimedia equipment. For specialized uses, or if malfunctions occur, or if scheduling of equipment proves difficult, email [support@tcl.edu](mailto:support@tcl.edu).

All TCL instructors have access to Blackboard, The Learning Management System. When logging into Bb, an instructor's email credentials are used to access the system. To access the TCL support website, click "Help" from the Quicklinks menu or visit [Technology Support](#). Training is also provided by the Online Course Coordinator.

### **Intellectual Property Rights**

It is the policy of the Technical College of the Lowcountry that copyrights, patents and all other forms of intellectual property developed by any employee of the Technical College of the Lowcountry using institutional resources is the exclusive property of the college. No transfer of ownership rights in copyrights, patents, or other forms of intellectual property shall occur unless the college expressly and specifically transfer(s) the ownership rights, in whole or in part, to the employee or other party or parties.

### **Learning Resources Center (LRC)**

As part of the [Learning Resources Center \(LRC\)](#), the library is located in Building 12 on the Beaufort Mather campus and serves as a central location for the books, periodicals, and non-print materials owned by Technical College of the Lowcountry. The LRC also provides access to ebook collections and online databases to all TCL students, faculty and staff via its website. Off-campus users will be prompted for their TCL Sign-On Authentication Information

At all TCL locations, the LRC provides access to the online [catalog](#) and to electronic

resources. Materials can be sent to the Mungin Center or to the New River Campus by courier.

### **Library: Reference and Instruction, Borrowing and Acquisitions**

In addition to meeting with an LRC staff member in person, students or faculty members may contact the library via phone, chat, email, or text (843-256-2247) for reference/library questions, tutoring services, or technology assistance. Please refer to [Library/Learning Resources](#) for more information.

### **LRC Reserve Materials and Periodical Subscriptions**

Materials may be placed [on reserve](#) in Beaufort, New River, or the Mungin Center to make them readily available to students when special assignments create a heavy demand. Reserve materials are listed in the online catalog under the course name and number and under the faculty member's name.

### **Professional Memberships (Full-Time Faculty Only)**

TCL encourages all full-time faculty to actively participate in professional organizations related to their responsibilities at the college. Dues and other costs are the responsibility of the faculty member.

### **Public Relations (Full-Time Faculty Only)**

All public relations activities are handled through the Marketing and Public Relations Office. If you are contacted by an outside agency, please refer them to the Assistant Vice President for [Marketing and Public Relations](#).

### **Schedule of Classes (Full-Time Faculty Only)**

It is the responsibility of each division dean to recommend a schedule of courses to be taught within his/her division for each academic term, on an annual schedule. As part of the scheduling, the division dean will also recommend faculty teaching assignments. It is the division dean's responsibility to coordinate those offerings with other divisions in order to facilitate the student's scheduling of courses for timely program completion.

### **Secretarial/Administrative Assistance for Faculty**

Each division has an administrative assistant assigned to provide administrative support for faculty of that division. In addition, some divisions are assigned work-study students. Faculty desiring assistance with typing, copying, etc., should check with the administrative assistant to determine required timeliness before the material is needed.

### **Speakers or Consultants Not Affiliated with the College**

When a faculty member wishes to have a speaker, who is not a member of the faculty/staff when no cost is involved, he/she must obtain approval from the division dean in advance of the proposed appearance date. When cost is involved, prior budget approval must be obtained from the division dean.

### **Student Examinations and Quizzes**

Security of student examinations and quizzes should be carefully maintained in the appropriate division. Tests and examinations should be handled by the division administrative assistant. Copies (electronic and hard copies) of unit examinations and quizzes should be maintained by the faculty member for the appropriate time.

### **Tutoring by Faculty**

Instructors may not receive compensation for tutoring students enrolled in their classes. Instructors may not tutor students during assigned office hours of service to the college. Instructors tutoring non- TCL students may not use the college facilities.

### **The Use of Human Subjects in Research**

The Technical College of the Lowcountry (TCL) has established the Institutional Review Board (IRB)

to develop and implement procedures for the protection of human subjects in research. Please refer to [Protection of Human Subjects in Research Policy](#) for more information.

### **TCL Self-Service**

The [Self-Service](#) system is a web-based interface to Colleague. Faculty can use Self-Service to view their course schedules, update rosters, enter final grades, keep attendance, and a variety of other functions. Self-Service is available from any computer with an internet connection, on or off campus. Initial log-in and other instructions are available on the main Self-Service page. For assistance accessing or resetting your id and password, contact the [Help Desk](#). All new faculty should have a Self-Service account established when they begin work. For assistance setting-up your account, email [support@tcl.edu](mailto:support@tcl.edu) to have your account activated.

## **III. STUDENT SERVICES**

### **Accidents/Reporting an Accident**

Accidents involving students, on campus or while off campus, engaged in any college approved program or activity, should be reported promptly to the nearest instructor or college person in charge of the event. Report immediately all accidents requiring emergency assistance to **911**. Please refer to [Accidents On and Off-Campus](#) for more information.

### **Associate Vice President for Student Services**

The Office of the Associate Vice President for Student Services is responsible for the TRIO Federal Programs sponsored and administered by the college. These programs include Educational Talent Search and Student Support Services. This office also provides services to accommodate TCL students with disabilities, serves as the Americans with Disabilities Act Coordinator and assists with the probation/suspension advisement of students who are currently not in good academic standing at the college.

### **Graduation Requirements (Full-Time Faculty Only)**

Each term, the Student Records Office will publish the graduation application deadline. Students must meet with his/her academic advisor to complete a degree audit and complete an [Application for Graduation Form](#) available online.

Academic advisors will review the graduation requirements with the student. If a student is able to complete all course requirements during the subsequent term, the academic advisor may approve the application and forward it to the division dean. If the student cannot be scheduled to complete all requirements for graduation during the subsequent term, the academic advisor will not approve the application and will work with the student to correct any deficiencies. Students must receive a grade of C or better in all courses within their curriculum, with a minimum cumulative grade point average of 2.0, to qualify for any degree, diploma, or certificate of completion award from the Technical College of the Lowcountry.



### **Service Animals**

The South Carolina Technical College System is committed to providing equal access to employment and educational opportunities for persons with disabilities. In keeping with these commitments, [service animals are permitted on college property for persons with disabilities](#) in accordance with relevant state and federal laws and the requirements of this procedure.

### **Tobacco Policy**

Dedicated to providing a healthy, comfortable, and educationally productive environment for students, employees, and visitors, The Technical College of the Lowcountry will serve as a total [smoke free and tobacco free environment](#).

### **Student Discipline**

TCL adheres to the standards of behavior as stated in [The Student Code for South Carolina Technical Colleges](#), published by the State Board for Technical and Comprehensive Education, in addition to policies set forth in the [TCL Catalog and Student Handbook](#).

## **IV. BUSINESS AFFAIRS**

### **TCL College Store**

The [College Store](#) function is one of service and convenience rendered to students, faculty, and staff.

### **Building Maintenance (Full-Time Faculty Only)**

The college has its own maintenance division that has the responsibility for maintaining all buildings and grounds. Requests for routine work must be submitted by the division dean through email at [support@tcl.edu](mailto:support@tcl.edu).

### **College I.D. Cards**

All employees of the college are required to have identification cards. Employees must produce their cards on request to designated college officials and must adhere to regulations regarding the use of the cards outlined in the Procedure. Cards can be printed in the HUB Center at the Beaufort Mather campus and in the HUB Center at the New River campus.

### **College Keys**

Keys to classrooms, labs, and offices are issued to faculty and adjunct faculty on a need-basis. A request for keys is processed with an email to [support@tcl.edu](mailto:support@tcl.edu) through the division dean. When an employee leaves college employment, all keys must be returned before clearance can be completed. Keys may not be reproduced.

### **Duplication and Printing (Full-Time Faculty Only)**

The printing of all flyers, posters, brochures, etc. must go through the Marketing Office which supervises and coordinates the college-wide printing contract. The Marketing Office will provide detailed, step-by-step instructions on the printing process when you contact them through the [online request form](#). If enough lead-time is given, the Marketing Office will also help you with the design of your printed materials, making sure that the design follows the [Marketing Guidelines](#).

### **Emergency Text Message Alert**

Faculty are highly encouraged to opt in to the [Emergency Text Message Alert System](#). Participants receive immediate notification of emergency events and weather cancelations via text messaging.

**Equipment Control (Full-Time Faculty Only)**

The Equipment/Inventory Department is responsible for inventory control of all non-expendable and expendable equipment. The inventory manager is responsible for receipt, delivery, relocation and disposing of all equipment as well as related record keeping. All equipment received with a use of one year or more will be identified with a Property of Technical College System identification decal and added to the equipment inventory. Refer to [Information Technology](#) for more information.

**Facilities Use by Outside Agencies (Full-Time Faculty Only)**

Occasionally, requests come to the college for the use of classrooms or other facilities by groups outside the college. Any outside agency requesting to use college facilities will be referred to the Vice President for Administrative Services.

**Information Technology (IT) Support**

All faculty, experiencing difficulty with IT equipment in their classroom or office, can email [support@tcl.edu](mailto:support@tcl.edu) and a service ticket will be automatically generated, provided they have signed on to the website at least one time to establish their account.

**Purchasing (Full-Time Faculty Only)**

Purchasing of goods or services for the college requires an approved [Ordering Supplies Form](#). This form is to be completed, signed by the division dean and forwarded to the Business Office or entered into the Colleague system.

**Receiving (Full-Time Faculty Only)**

The Equipment/Inventory department is responsible for receiving and inspecting all shipments of equipment and supplies for the college. After receipt of the items, they will be delivered to the requestor who will verify content and compliance before assuming custody.

# APPENDIX A

## Campus Maps- All Campus Locations

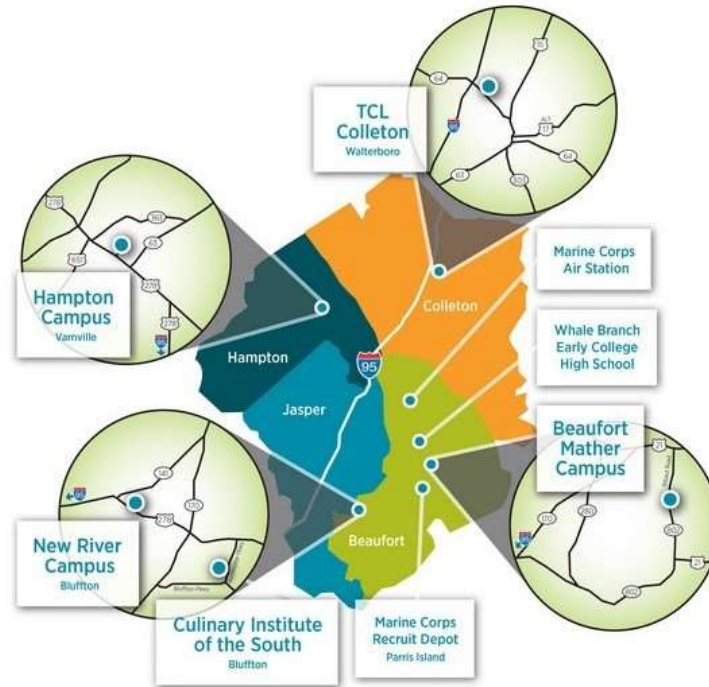
### BEAUFORT MATHER CAMPUS MAP



#### BEAUFORT MATHER CAMPUS

- |   |   |  |
|---|---|--|
| <p><b>Bldg. 1 Owen Hall</b><br/>Beaufort Arts Council, Mather Museum</p> <p><b>Bldg. 2 Coleman Hall</b><br/>Admissions, Boardroom, Campus Counselor, Disability Services, Financial Aid, The HUB, Information Technology, Student Records, Student Support Services, Talent Search, Testing Center, V.P. for Academic &amp; Student Affairs</p> <p><b>Bldg. 3 Anderson Hall</b><br/>Business Office, Cashier, Human Resources, V.P. for Administrative Services</p> <p><b>Bldg. 4 — Health Sciences</b></p> | <p><b>Bldg. 6 — President, President's Boardroom</b></p> <p><b>Bldg. 9 — Arts and Sciences, Tutoring Center</b></p> <p><b>Bldg. 10 — Biology, Chemistry, Cosmetology</b></p> <p><b>Bldg. 11 — Security</b></p> <p><b>Bldg. 12 MacLean Hall</b><br/>Auditorium, College Store, Foundation, Institutional Advancement, Library, Marketing, Student Center, Veterans Resource Center, V.P. for Advancement</p> | <p><b>Bldg. 14 — Administrative Office</b><br/>Technology, Business Technologies, Computer Technology, Cybersecurity, Early Care &amp; Education, Electronics</p> <p><b>Bldg. 15 — HVAC</b></p> <p><b>Bldg. 16 — Building Construction</b><br/>Technology</p> <p><b>Bldg. 19, 26 — Custodial Services, Facility Management, Maintenance, Receiving</b></p> <p><b>Bldg. 22 — Aviation Logistics, Continuing Education</b></p> <p><b>Bldg. 23, 24 — Continuing Education and Workforce Development</b></p> |
|---|---|--|

# All Campus Locations



**Beaufort Mather Campus**

921 Ribaut Road  
 Beaufort, SC 29901  
 Phone: 843-525-8207  
 Fax: 843-525-8285  
[Campus Map \(PDF\)](#)

**New River Campus**

100 Community College Drive  
 Bluffton, SC 29909  
 Phone: 843-470-6000  
 Fax: 843-470-6027

**Hampton Campus**

H. Mungin Center  
 54 Tech Circle  
 Varnville, SC 29944  
 Phone: 803-943-4262  
 Fax: 803-943-5684

**Culinary Institute of the South**

Buckwalter Place  
 1 Venture Drive  
 Bluffton SC 29910  
 Phone: 843-305-8575

**TCL Colleton**

Colleton Adult Learning Center  
 500 Forest Circle  
 Walterboro, South Carolina 29488  
 Phone: 843.782.0014

**Whale Branch Early College High School**

169 State Highway 57-549  
 Seabrook, SC 29940  
 Phone: 843-466-2700  
 Fax: 843-846-6827