



Faculty Handbook

Williamsburg Technical College

2026

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Introduction to Williamsburg Technical College

Foreword

The purpose of the *Williamsburg Technical College Faculty Handbook* is to present, in a single publication, the policies, procedures, and regulations of the South Carolina Technical College System Office and Williamsburg Technical College most likely to concern and affect faculty. **It is not intended as a substitute for the Policy and Procedures Manual, but as a supplement to it.** Many of the policies and procedures are taken directly from the Policy and Procedure Manual of the Technical College System Office; others are summations or extensions of items in the Policy and Procedures Manual; the remaining are policies, procedures, and regulations designed specifically for Williamsburg Technical College, its faculty, and programs. The Williamsburg Technical College Faculty Handbook includes information regarding services and programs that may be helpful to the instructor as an employee of Williamsburg Technical College as well as information to aid the instructor in the classroom. All faculty are given access to this handbook through the college's [website](#) and are expected to comply with all guidelines outlined within it. *Changes or revisions to this handbook may occur at any time. Faculty will be notified by memorandum or email when changes or revisions occur.*

The *Faculty Handbook* is a dynamic document. As new policies are approved, or changes to existing policies occur, these will be distributed or made available to Williamsburg Technical College faculty through the college website. The website will include the most current edition of the handbook.

All policies and procedures of the South Carolina Technical College System Office, as stated in the Policy Manual, are applicable to Williamsburg Technical College faculty. Nothing in this handbook may contradict system office policy or procedure. If contradiction inadvertently occurs, system office policy and procedure shall take precedence. For a complete and up-to-date version of the South Carolina Technical College System Policy and Procedures manual, you may access the documents at the following website: [South Carolina Technical College Faculty and Staff Policies and Procedures.](#)

Faculty may also access the Williamsburg Technical College Policies and Procedures Manual in its entirety on the college website. [Policies and Procedures - Williamsburg Technical College](#)

Williamsburg Technical College

Statement of Purpose

WTC is a public two-year institution offering:

- Associate degrees
- Diplomas and certificates
- Continuing education

The College provides quality, affordable, and accessible learning opportunities so students can gain the knowledge and skills to achieve their educational goals, and offers training opportunities to meet the needs of area businesses and industry in a supportive environment that is fiscally, administratively, and academically sound.

(WTC Area Commission approved May 3, 2010; Reaffirmed July 7, 2025; Commission on Higher Education approved January 3, 2014.)

Mission Statement

Williamsburg Technical College, a member of the South Carolina Technical College System, is a public, two-year, associate degree, diploma, and certificate-granting institution serving Williamsburg County.

The mission of Williamsburg Technical College is to offer quality, affordable, and accessible educational opportunities and experiences that enable students to acquire the knowledge and skills to achieve their goals and to encourage economic development in Williamsburg County.

The College offers residents of Williamsburg County the opportunity to participate in postsecondary vocational, technical, and occupational programs that lead directly to employment or the maintenance of employment. It also offers associate degree programs that enable students to transfer to other postsecondary institutions.

The College is committed to:

- **Students:** belief in the capacity of individuals to be productive, to grow, and to achieve their highest potential.
- **Quality Education:** commitment to high standards for educational programs.
- **Access:** commitment to educational access for all who are eligible.
- **Contribution to Community:** recognition of partnerships and cultural diversity.
- **Quality Work Environment:** commitment to instructional and organizational development.

Vision Statement

The vision of Williamsburg Technical College is to:

- provide innovative instruction and learning of the highest caliber for higher education and lifelong learning to become the first educational choice of area citizens;
- provide exceptional lifelong learning opportunities to meet the continuing educational challenges of the future;
- make a dramatic impact on the economic development of our community by providing a highly skilled and well-trained workforce to meet the progressive needs of business and industry;
- exemplify a respect for cultural diversity in a student-oriented environment;
- increase educational opportunities for all eligible area citizens by providing maximum accessibility to all College programs;
- support and encourage continued professional growth so that faculty members are equipped to deliver the highest quality teaching and College staff can excel in performing their duties;
- maximize awareness of the College as a dynamic center of learning and achieve the utmost respect and support of our community; and
- Enhance the learning environment by providing the best buildings, facilities, and state-of-the-art equipment possible.

(WTC Area Commission approved May 3, 2010; Reaffirmed July 7, 2025; Commission on Higher Education approved January 3, 2014.)

College History

Williamsburg Technical College, a two-year postsecondary institution located in the Atlantic Coast region of South Carolina, began its educational function in 1969 as “Williamsburg Regional Manpower Training Center” largely through endeavors made by local leaders and officials within Williamsburg County. At its inception, the institution fulfilled the single greatest need in Williamsburg County, the need for a comprehensive manpower training center to provide job training, attract industry, and, as a result, attack the poverty, out-migration, and unemployment which plagued the county.

Williamsburg Technical College opened its doors to students during late 1969, representing a new concept in comprehensive education coupled with various supportive services. For the first time in South Carolina, and most particularly Williamsburg County, all the following capabilities and services were available in one concentrated area: technical education, adult education, vocational education for high school students, continuing education for personal enrichment, and the offices of the state Job Service and Vocational Rehabilitation.

On January 31, 1975, by Act of the S. C. Legislature, the institution changed its name from the “Williamsburg Regional Manpower Center” to the Williamsburg Technical, Vocational and Adult Education Center,” a title which at that time more accurately reflected its purpose.

The college became fully accredited in December, 1977, by the Commission on Colleges of the Southern Association of Colleges and Schools. Following accreditation, and with approval of the South Carolina Technical College System (formerly known as the S. C. State Board for Technical and Comprehensive Education), in February, 1979, the institution officially became known as Williamsburg Technical College. The college’s accreditation was reaffirmed in

June, 2022.

The uniqueness of the college and the contributions it has made to the community were recognized during 1976, when the American Revolution Bicentennial Administration selected Williamsburg Technical College as one of 200 projects in the United States for the “Horizons on Display Program,” which recognized the “problem-solving capacity in American communities.”

To ensure the potential for each Williamsburg Technical College student to successfully complete the educational programs he is pursuing, the college has embarked on specific steps to create a positive learning environment. During 1977 and 1978, curricula were expanded with associate degrees in the areas of General Technology, General Business and Secretarial Science. In the spring of 1981, the college further expanded its curricula by including the Associate in Arts and the Associate in Science degree college transfer programs. Even today, Williamsburg Technical College continues to revise and update existing curricula to ensure course and program offerings remain abreast of current teaching techniques and industrial trends. Most recently, the college added the Phlebotomy Certificate in fall 2016 and the Mechatronics Certificate in fall 2017. The College also added the Associate in Health Science Degree in Nursing (ADN-RN) program in the fall of 2018.

Williamsburg Technical College is committed to the statewide technical education philosophy of maintaining an open admissions policy. The college is also dedicated to making vigorous efforts toward eliminating geographic, economic, academic, and other barriers that would hinder students’ entry into a postsecondary educational setting. The college is committed to helping students discover their abilities and interests and develop them to the fullest extent, consistent with their own goals and capabilities and the needs of society.

Organization and Governance

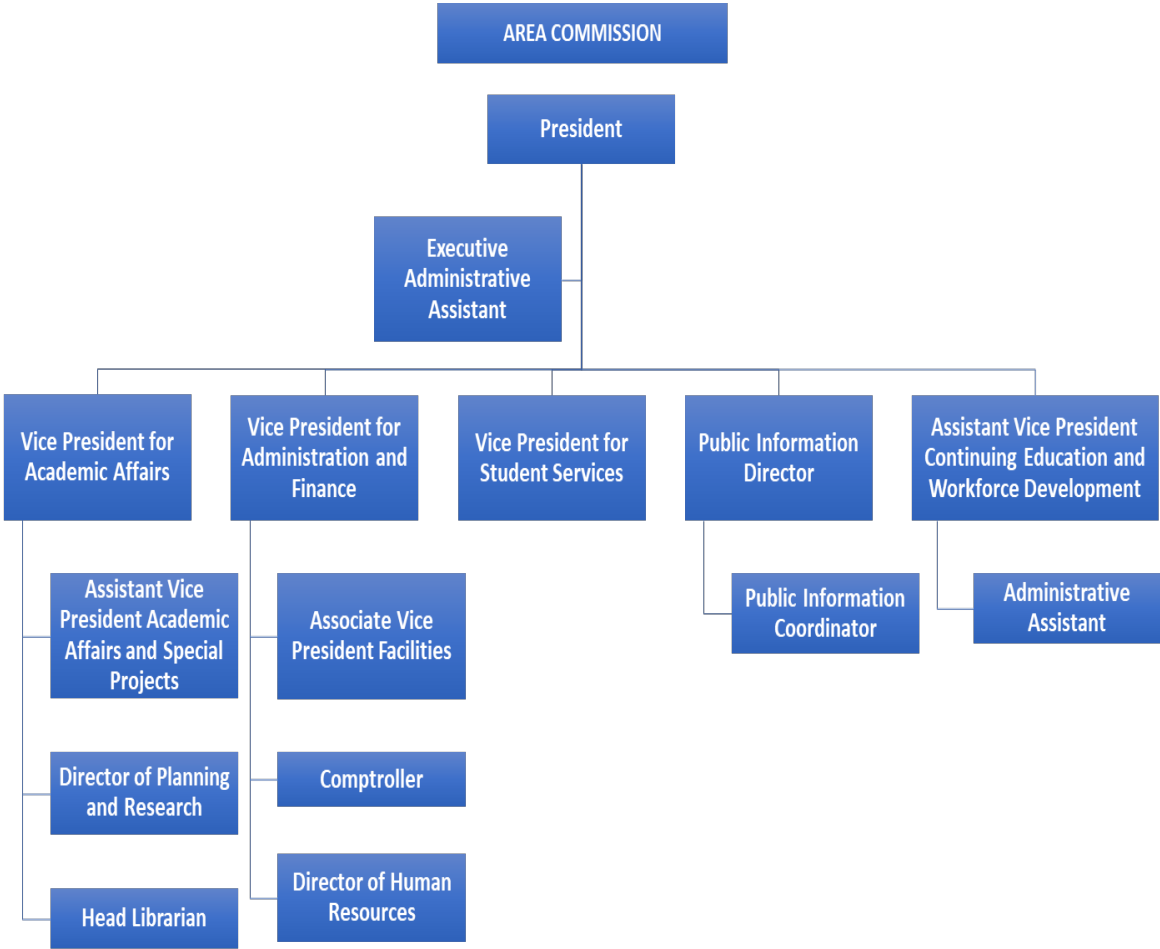
As one of the 16 colleges within the South Carolina Technical College System, Williamsburg Technical College is under the policy and administrative control of the State Board for Technical and Comprehensive Education. This Board establishes policies applicable to the entire system and, where necessary, the administrative procedures required to implement these policies.

Williamsburg Technical College Area Commission

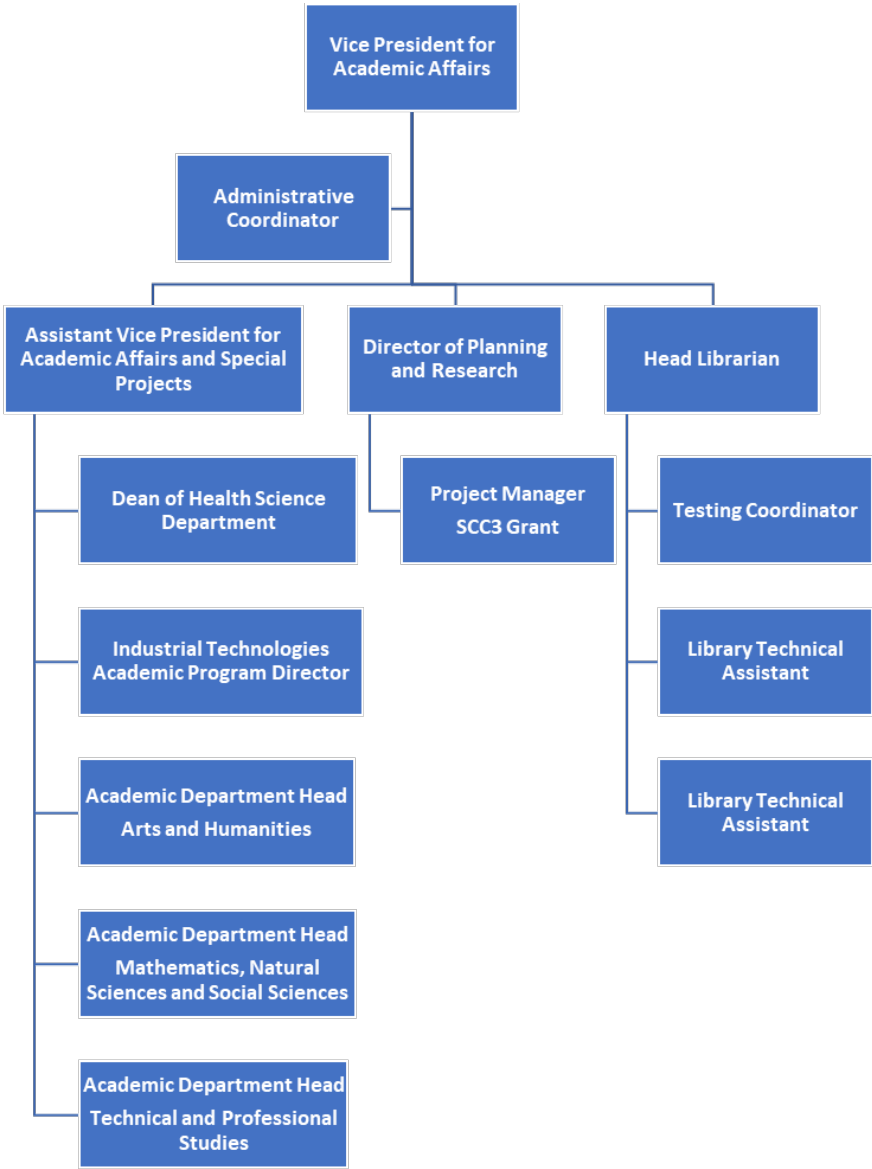
The college is governed by an Area Commission composed of 11 members who are appointed by the Governor upon the recommendation of the Williamsburg County Legislative Delegation. Members are appointed for staggered three-year terms. The Chairman, Vice Chairman, and Secretary/Treasurer are elected annually by the Commission members. The Commission meets on the first Monday of each month.

Among its many responsibilities, the commission sets policy for the college consistent with the policies established by the South Carolina Technical College System. [WTC leadership](#)

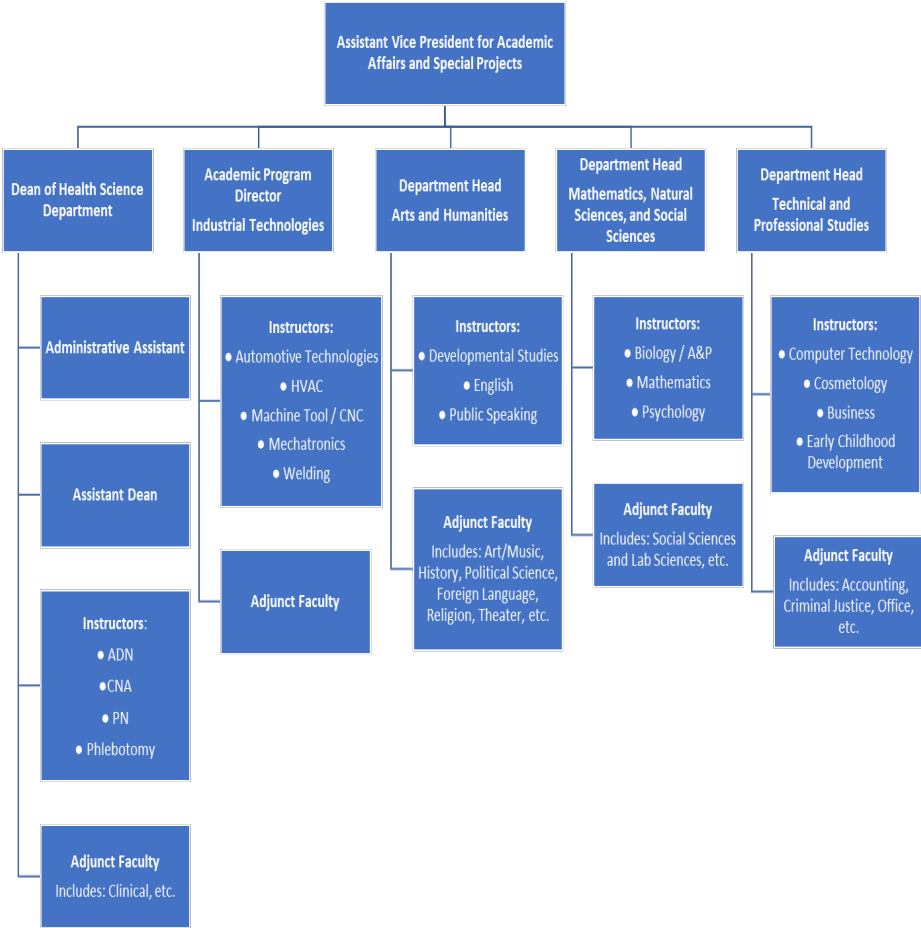
Organizational Chart(s) - Williamsburg Technical College



Organizational Chart(s) - Academic Affairs



Organizational Chart(s) - Academic Affairs Continued



Functions and Duties of College Faculty and Administration

Functions of the College Administration

President

The President is responsible for all areas of the institution, including instruction, personnel, plant and facilities, student affairs, fiscal management, and the budget. The President's role is to be the educational leader as well as the institutional chief executive officer.

Vice President for Academic Affairs

The Vice President for Academic Affairs is the Chief Academic Officer of the College, responsible directly to the President. The Vice President for Academic Affairs is responsible for the overall scope and quality of academic programs at the College. Responsibilities include planning, scheduling, implementing, and evaluating all academic college courses. The Vice President is also responsible for overseeing the library, serving as the liaison between the College and senior colleges, preparing the academic calendar, and assisting in the preparation and administration of the budget for the instructional division.

Vice President for Student Affairs

The Vice President for Student Affairs is the Chief Student Services Officer (CSSO) of the College responsible directly to the president. The Vice President for Student Affairs is responsible for the development and maintenance of a comprehensive student services program which is dedicated to the premise that students are the primary priority of the College. Responsibilities include: student records, advisement to the Student Government Association, counseling services, job placement, career planning, student activities, recruitment, admissions, disciplinary actions, and supervises all federal TRIO programs.

Vice President for Administration and Finance

The Vice President for Administration and Finance is the Chief Financial Officer (CFO) of the College, responsible directly to the President. The Vice President for Administration and Finance is responsible for the overall custody and control of all funds, securities, and physical property. The Vice President for Administration and Finance is responsible for areas of Business Office, Accounts Payable, Accounts Receivable, Financial Aid, Purchasing, Human Resources, Information Management System, Bookstore, and Facilities Management.

Associate Vice President of Facilities

The Associate Vice President of Facilities reports to the Vice President of Administration and Finance and is responsible for planning, budgeting, and managing all duties relative to building, grounds, janitorial, logistical, fleet services, and construction for the College. To include, but not limited to: carpentry, plumbing, electrical, HVAC, inventory control, inventory reconciliation, hazardous waste, employee safety, fire safety, security, emergency management, OSHA recording, Workers' Compensation, and any administrative duties associated with facility management.

Assistant Vice President for Workforce Development and Continuing Education

The Assistant Vice President for Workforce Development and Continuing Education reports to the President and organizes and conducts the non-credit education and training programs, including all courses and seminars offered that do not fall within the College's normal vocational and technical programs.

Assistant Vice President for Academic Affairs and Special Projects

The Assistant Vice President for Academic Affairs reports to the Vice President for Academic Affairs and is responsible for the evaluation, development, coordination, and management of programs to support the Academic Affairs division of the College. Responsibilities include coordination to secure, monitor, and develop faculty and adjunct faculty. The Assistant VP also coordinates all aspects of the Dual Enrollment program from the College, ensuring effective management.

Public Information Director

The Public Information Director is the officer of the College serving as the contact for grant information, the alumni association, the college foundation, and with the news media. The Public Information Director reports to the President and is responsible for the content included on the college website, internal and external digital signs, and publications.

Director of Human Resources

The Director of Human Resources reports to the Vice President of Administration and Finance and is responsible for the comprehensive HR functions of the College; leads and provides expertise in all functions of a human resources department including recruitment, compensation, benefits, training, employee relations, and professional development; ensures that all policies are in compliance with the appropriate state and federal laws.

Director of Planning and Research

The Director of Planning and Research reports to the Vice President for Academic Affairs and is the primary contact for information related to external college data reporting and internal data collection and reporting. The Director also serves as the SACSCOC liaison.

Functions and Duties of Faculty

Department Heads and/or Academic Program Director (Industrial Technology)

The Department Heads and/or Academic Program Director (Industrial Technology) are full-time faculty of the College leading and coordinating the activities within their department and working toward the improvement of instructional material, equipment, facilities, programs, and courses within the department. Academic Department Heads are appointed by the Vice President for Academic Affairs on an annual basis in August of each year and may receive a one-course load reduction and/or a stipend to accomplish the administrative duties explained

below. The Department Heads and the Academic Program Director report to the Assistant Vice President for Academic Affairs. This is a non-exhaustive list of duties faculty members in leadership positions may include, but are not limited to:

- Be a member of the Academic Leadership Team
- Preside over periodic departmental meetings and Advisory Council meetings
- Supervise and complete annual evaluations of all full-time faculty in their departments within the scope and guidance provided by the State Board for Technical and Comprehensive Education and WTC policy
- Provide input and assistance in the evaluation of part-time faculty teaching within the department
- Make recommendations to the Assistant Vice President for Academic Affairs concerning recruitment, appointment, and assignment of instructional faculty members in the department
- Develop a course schedule each semester by coordinating with the Faculty, Department Heads, Directors, Deans, Student Services Professionals, and the Assistant Vice President for Academic Affairs
- Recommend to the Assistant Vice President for Academic Affairs each semester's course offerings, space needs, and number of sections
- Supervise the Department's instructional program and ensure the quality and integrity of on-campus and distance education programs and offerings, day and evening programs and offerings, and courses taught by either full or part-time faculty
- Review and approve all course syllabi for courses offered within their department
- Review and approve all teaching materials selected for use in courses offered within their department
- Coordinate the collection, analysis, and approval of data with the Director of Planning and Research and the Assistant Vice President for Academic Affairs for annual Program Evaluation and institutional effectiveness
- Provide an adequate system of receiving, maintaining, and inventorying all equipment assigned to the Department
- Coordinate in-service activities of the Department and assist the instructional faculty members in improving their professional development and effectiveness as faculty
- Make recommendations to the Assistant Vice President for Academic Affairs and the Curriculum Review Committee concerning departmental offerings, new programs, new courses, and/or revisions to existing curricula
- Make recommendations to the Library Director concerning books, periodicals, digital media, CAI software, and audiovisual aids required to meet the needs of the department
- Advise students pursuing programs within the Department
- Work for the welfare and effectiveness of Department instructors, presenting their needs and concerns to the Assistant Vice President for Academic Affairs as needed

Dean – Health Sciences

Unlike other academic departments where a faculty member from within the department is appointed each year by the Vice President for Academic Affairs, the Health Sciences Department Dean is a separately established position to which a qualified individual meeting the requirements outlined below is hired for this specific purpose. The Dean has reduced teaching responsibilities. The qualifications and responsibilities are described below:

Qualifications:

The Health Science Department Dean has a minimum of a Master of Science in Nursing degree, administrative experience in an academic department, a sustained record of excellence in teaching, and current licensure as a registered nurse in the State of South Carolina is required.

Responsibilities: The Health Science Department Dean reports to the Assistant Vice President for Academic Affairs and is responsible for the following duties:

Responsible for program development, curriculum planning and development, departmental purpose, academic innovations, long-range planning, collaborative program planning, and conducting internal reviews and follow-up studies.

Responsible for recruiting and recommending appointment of new faculty, evaluating faculty and providing recommendations pertinent to faculty development and excellence in nursing education.

Responsible for administrative duties including, but not limited to: (a) maintaining student records, (b) assisting the faculty with professional development activities, (c) promoting progressive developments within the Department and the College, (d) long-range planning, and (e) developing reports.

Responsible for developing and maintaining professional relationships with area hospitals, other health care providers, and professional organizations which are essential to the department's programs and purposes.

Responsible for providing leadership for promoting and maintaining standards established by the South Carolina Board of Nursing and other accrediting agencies that may or will impact the Department's academic and professional programs.

Academic Program Coordinators

For each academic program, Williamsburg Technical College assigns responsibility for program coordination, as well as for curriculum development and review, to full-time faculty

academically qualified in the field. In those degree programs for which no major is identified (i.e., Associate in Arts, Associate in Science, and Associate in Applied Science in General Technology), this requirement applies to a curricular area or concentration.

The key responsibilities of full-time faculty appointed to be Program Coordinators include advisement of students in the program, development of program curriculum, and oversight of program quality and integrity. To be considered for appointment as a Program Coordinator, the faculty member must be credentialed to teach in the major identified in the academic program. In associate degree programs intended for transfer where no major is identified (such as Associate in Arts or Associate in Science), the faculty member must be qualified to teach in at least one of the disciplines offered as part of the degree. Faculty appointed as Program Coordinator do not receive additional compensation for these duties. The name of the appointed Program Coordinator will be published in the College Catalog for each program with the title “Advisor.” The duties of the Program Coordinator are listed below:

- Advise students in the program
- Make recommendations in the development of the program curriculum
- Recommend program changes when needed to the Curriculum Review Committee
- Assist in conducting Advisory Committee meetings
- Assist the Department Head in the creation of the course schedule affecting the academic program
- Confer at least annually with part-time faculty teaching in the program to review course syllabi, textbooks, and the overall curriculum.

Library Director (Non-Teaching Faculty)

The Library Director is the chief administrator who is responsible for the library and ensures that it is effectively serving the instructional programs of the institution. The director is responsible for the scope and quality of all college library services. The Director reports to the Vice President for Academic Affairs and shall be responsible for the following:

- Be a member of the faculty (non-teaching), the Academic Leadership Team, and the Curriculum Review Committee
- Maintain custody of all library materials and equipment
- Be responsible for the acquisition, classification, cataloging, and circulation of all library books and materials
- Consult with Academic Leaders and Faculty regarding the selection and purchase of books and materials of a technical nature, but may also select as a professional librarian, reference and other miscellaneous books not clearly within the field of any established Department
- Maintain all records essential to the efficient operation of the library, and make an annual report of its holdings, the extent of their use, and additions thereto
- Maintain library standards in keeping with the standards of the Southern Association

of Colleges and Schools and aspire to reach the goals recommended by the national, regional, and state library associations for college libraries

- Recommend persons for appointment to other library staff positions and be responsible for their efficiency and effectiveness
- Develop and submit projected collection needs to the Vice President for Academic Affairs for consideration within the College's budgeting process
- Assess institutional, programmatic, and curricular needs and prioritize the allocation of funds among the general collection and academic subject areas to ensure adequate support for teaching, learning, workforce development, and accreditation requirements
- Develop the holdings of the library to include all books, pamphlets, maps, periodicals, charts, music, photographs, prints, manuscripts, rare books or special collections, and other materials purchased by the College or acquired by gifts or in any other manner by the College and preserved for use by students, faculty and staff members, and members of the community.
- Maintain a visitation record of all faculty review of subject collections, noting recommendations for additions or removal. Seek and pursue all methods of faculty input to the library collection.
- Develop policies and procedures for efficient and effective library operations both on campus and insupport of any classes off-campus
- Provide leadership in planning and implementing the use of technology in library operations at Williamsburg Technical College
- Initiate the purchase of books, maps, supplies, and equipment for the library with the completion of a purchase order submitted to the Vice President for Academic Affairs
- See that order is maintained in the library and report to the appropriate College official such breaches of conduct as may call for disciplinary action
- Recommend the adoption of such measures as will promote efficiency and increase the usefulness of the library
- Direct and supervise the College's onsite and off-site testing programs and services
- Oversee the scheduling, safety, and use of the Workforce Innovation Space

Full-Time Teaching Faculty

Ultimate responsibility for the implementation of the academic programs rests with the teaching faculty. Excellence in teaching that will inspire and convey the excitement of learning stands foremost among responsibilities of the College. The primary responsibility of a faculty member shall be to provide quality instruction. The College expects each faculty member to perform the following:

- Conduct classroom instruction at the highest possible level of quality and interest for students, thus maximizing the extent of student learning
- Serve as faculty advisors and assist with registration as required
- Serve on standing and special committees

- Assist with extra-curricular activities and campus life
- Work with the administration, the students, and the public toward both the quantitative and qualitative growth of the college
- Pursue lifelong learning and continuous professional development
- Experiment freely within the spirit and intent of academic freedom with new techniques, technologies, and procedures to support the development and maintenance of student interest and achievement of stated learning outcomes
- Provide documentation to the Human Resources Office and Academic Affairs Office in order to keep files current (transcripts, credentials, licensures, etc.).
- Contribute and collaborate with part-time faculty in the continuous development of new programs or course syllabi, revision of existing programs or course syllabi, and general improvement of the curriculum
- Review the applicability and consistency of course syllabi within their teaching discipline by reviewing current syllabi, and syllabi from sister technical colleges or the SCTCS (e.g., common courses)
- Review and select applicable teaching materials for use by the college in the teaching of courses within the faculty member's discipline or, if tasked, a related discipline with the aid of adjunct faculty
- Conduct at least one visit to the library during the academic year and review the holdings and material in the library collection related to their academic discipline and make appropriate recommendations for additions or removal of items in the collection
- Plan and develop efficient procedures for evaluating student learning
- Follow required procedures and policies in respect to all aspects of class management, including careful maintenance of attendance records and submission of reports
- Be available to students outside of the classroom during office hours, by appointment, before or after class, via phone, streaming video (e.g., Zoom), and/or email
- Maintain and post office hours that are visible outside their office doors before classes begin. Submit a copy of their teaching and office hour schedule to the Assistant Vice President for Academic Affairs, within one week of the semester start date
- Provide copies of syllabi and final exams to the Academic Affairs Office

Part-Time (Adjunct) Teaching Faculty

Williamsburg Technical College relies on the expertise and excellence of the Adjunct faculty members. Each Adjunct should understand the important role he/she plays in the success and growth of the College. Accepting the role of Adjunct faculty member implies acceptance of the following duty expectations:

- Conduct classroom instruction at the highest possible level of quality and interest for students, thus maximizing the extent of student learning
- Be available to students outside of the classroom, before or after class, via phone, streaming video (e.g., Zoom), and/or email
- Experiment freely within the spirit and intent of academic freedom with new

techniques, technologies, and procedures in order that interest will be developed and maintained, and learning outcomes will be enhanced

- Contribute to the development of new programs or courses, revision of existing programs or coursesyllabi, and general improvement to the curriculum to include assistance and collaboration with full-time faculty program coordinators in the development of master course syllabi
- Prepare course syllabi addendums related to specific section policy and procedures in accordance with the guidance provided in this handbook
- Plan and develop efficient procedures for evaluation of student learning and record these proceduresin the course syllabus
- Follow required procedures and policies with respect to all aspects of class management, including careful maintenance of attendance records, submission of reports or forms, and support of college policies related to student behavior
- Provide documentation to the Human Resources Office and Academic Affairs Office in order to keep files current (transcripts, credentials, licensures, etc.)
- Submit to the Academic Affairs Office, within one week of class start date, the syllabus addendum for each course taught, each semester
- Submit to the Academic Affairs Office a copy of the final exam for each course taught each semester

College Councils and Committees

The President of Williamsburg Technical College has the authority to form and dissolve committees asneeded to support the operation and processes of the College. Committees are generally formed to provide solutions to identified problems, recommend changes to policy and procedure, provide leadership within departments of the college, or work to address other concerns as directed by the President. At Williamsburg Technical College, there are many committees, both standing and ad hoc, and through these committees, faculty members have the opportunity to voice their opinions, to make suggestions, and to offer recommendations for improvement to the governance of the College.

The following is a list of some of the most important committees of the College and a brief description of their purpose and the administrative officer assigned as their liaison to the President's Council. The committees named below are not intended to be an exhaustive list of all committees of the college, but it is a list of those committees most beneficial and important to faculty, serving as a mechanism for faculty input as well as a means for change. For the committees comprised entirely of faculty, the by-laws are also provided for the reference of faculty.

President's Council

Purpose:

The President's Council serves as the cabinet of the President of Williamsburg Technical College and provides a means of direct input to the President regarding all matters of the college.

Membership:

President, Chair

Vice President for Academic Affairs

Vice President for Administration and Finance

Vice President for Student Affairs

Associate Vice President of Facilities/Operations

Assistant Vice President for Academic Affairs and Special Projects

Assistant Vice President of Continuing Education / Workforce Development

Director of Human Resources

Director of Planning and Research

Public Information Director

Academic Program Director, Industrial Technology Programs

Executive Assistant to the President

Committees Reporting to the President

Student Success, Retention, and Persistence

Assistant Vice President for Academic Affairs and Special Projects, Administrative Liaison

Purpose: The Student Success and Persistence Committee promotes student achievement, retention, progression, and completion by identifying barriers to academic success and recommending strategies that support student engagement and persistence. The committee reviews institutional data related to enrollment, retention, course success, graduation, and student support utilization to inform evidence-based interventions. Through collaboration across academic and student support areas, the committee develops, evaluates, and recommends initiatives that enhance the student experience, improve outcomes, and strengthen pathways to credential attainment and workforce readiness.

Data Governance Committee

Director of Planning and Research, Administrative Liaison

Purpose: The Data Governance Committee supports institutional effectiveness through the collection, analysis, validation, and dissemination of data to inform planning, decision-making, and continuous improvement. The team promotes a culture of evidence by ensuring the integrity, consistency, and appropriate use of institutional data related to student success, enrollment, academic performance, operational effectiveness, and institutional outcomes. In collaboration with academic and administrative units, the team reviews key performance indicators, identifies trends, and provides data-informed recommendations to support strategic

priorities, compliance, accreditation, and student achievement.

Committees Reporting to the VP for Academic Affairs

The following is a list of the committees primarily devoted to academic affairs or the welfare of faculty. The committee by-laws, if applicable, are provided here for faculty use and review.

Curriculum Review Committee

By-Laws

Article I: Purpose

The purpose of the Curriculum Review Committee (CRC) is to study the instructional programs of Williamsburg Technical College. Williamsburg Technical College has empowered the CRC to make recommendations to the Vice President for Academic Affairs regarding the following:

- the addition and implementation of new programs
- new courses
- graduation requirements
- prerequisites for courses
- the use of placement tests
- improvements/changes to the college's curriculum programs
- changes to these by-laws

Article II: Membership

The Curriculum Review Committee (CRC) shall consist of the following individuals:

Voting Members:

All Academic Department Heads

Academic Program Director, Industrial Technology Programs

Dean of Health Sciences

Library Director (Non-Teaching Faculty)

Academic Records Specialist

Ex Officio, Non-Voting Members:

Director of Financial Aid

Director of Planning and Research

Assistant Vice President for Academic Affairs

Vice President for Student Affairs

Advisory, Non-Voting Participant:

Vice President for Academic Affairs

The Academic Department Heads serve one-year terms that coincide with their appointment as department heads, which begins on the first day of the fall semester.

The voting members select a chair at the first meeting of the academic year. The chair is responsible for publishing the agenda and minutes and ensuring the necessary paperwork has been submitted. The chair acts as the liaison between the CRC and the Vice President for Academic Affairs.

The Vice President for Academic Affairs serves in an advisory capacity and attends meetings as needed. The Vice President for Academic Affairs is an approval authority who reviews the minutes and approves recommendations of the CRC before submitting them for final approval by the President.

Article III: Meetings and Procedures

The CRC shall meet at least once per semester. A recommendation by the CRC requires a majority vote of those present at the meeting, or those asked to respond electronically if engaging in an online vote, before the chair forwards the recommendation to the Vice President for Academic Affairs for further approval.

The Vice President for Academic Affairs forwards approved recommendations to the President for final approval. Then, if necessary, the Area Commission for Williamsburg Technical College is notified, and votes are solicited. After that, the South Carolina Technical College System Academic Affairs Office and Accreditation Body (e.g., SACSCOC) are notified as needed. Unless otherwise specified, all approved changes to curriculum become effective during the subsequent fall term. It is the responsibility of the chair and the Vice President of Academic Affairs to ensure that all necessary curriculum changes are made to the catalog and WTC systems.

Academic Leadership Team

Purpose: The Academic Leadership Team (Committee) provides leadership and coordination for academic programs, instructional quality, and student learning at Williamsburg Technical College. The team collaborates to support academic planning, curriculum implementation, faculty development, student success initiatives, accreditation compliance, and institutional priorities. Through the review of academic performance, enrollment, program effectiveness, and student outcomes data, the team promotes continuous improvement and ensures alignment with the College's mission, strategic goals, and workforce needs.

Membership:

Vice President of Academic Affairs (Chair)

Assistant Vice President for Academic Affairs

Dean of Health Sciences

Dept. Head, Technical and Professional Studies
Dept. Head, Arts and Humanities
Dept. Head, Mathematics, Natural Sciences and Social Sciences
Academic Program Director, Industrial Technology Programs
Director of Planning and Research
Librarian / Director of Teaching and Learning
Administrative Coordinator, Academic Affairs
Faculty Senate President

Faculty Senate

The Faculty Senate is vital to the academic community at Williamsburg Technical College. It is one of the primary ways which the faculty can participate in the governance of Williamsburg Technical College. The Faculty Senate provides recommendations and feedback to the administration. Thus, the Faculty Senate's role is advisory. The membership, meeting frequency, voting procedures, and process for amendments can be found in the [Faculty Senate By-Laws](#).

Academic Program Advisory Committees

A critical component in the continued and future success of academic programs offered at Williamsburg Technical College is the Program Advisory Committee. Its vigilance, guidance, and action play a key role in program development and student placement.

The Academic Affairs Division is divided into five departments, each related to a program cluster offered by the college. The five departments are as follows:

- The Arts and Humanities Department
- The Mathematics, Natural Sciences and Social Sciences Department
- The Technical and Professional Studies Department
- The Industrial Technology Department
- The Health Sciences Department

Each department has at least one associate degree program. The Arts and Humanities Department and the Mathematics, Natural Sciences and Social Sciences Department are the only departments within the Academic Affairs Division with associate degrees leading to transfer to four-year colleges or universities: The Associate in Arts and the Associate in Science, respectively.

The Program Advisory Committees established to guide and support the associate degrees and departments of the Academic Affairs Division are classified as either Business/Industry-Related Advisory Committees or College Transfer Committees. The following are the purpose and procedures for the conduct of these two committees:

Business/Industry-Related Advisory Committees:

Purpose:

Business/industry-related advisory committees are established with the purpose of providing valuable guidance in program/course development, student recruitment, graduate placement, and the utilization/integration of current technology.

Scope:

A separate business/industry-related advisory committee should be established for each department of the Academic Affairs Division with an associate degree categorized as business/industry-related. Currently, the departments affected include the Health Sciences Department, Technical and Professional Studies Department, and the Industrial Technology Department.

Membership:

Each of the committees established should strive to have a minimum of seven members with the following distribution:

- Department Head/Dean (Chair)
- Faculty Member (1)
- Currently Enrolled Student (1)
- Former Graduate (1)
- Area Industry Representatives (3)

Committees may, however, have memberships that exceed this number.

Member Duties:

Inclusion as a member of a program advisory committee carries with it a significant level of responsibility and certain duties, which directly affect the future of programs at the college. Each member of the advisory committee brings to the table individual insights and influence that may assist in developing and improving the programs of the college. The following is a list of duties for ALL members:

- Attend all scheduled meetings
- Be prepared to offer suggestions and recommendations
- Be an active and contributing member if given special assignments by the committee
- Agree to participate in an Advisory Committee Self-Evaluation survey

The Department Head / Dean and industry representatives have special duties beyond and including those described above. Their duties are described below:

The Department Head / Dean must:

- Serve as Chair of the Committee or designate a chair
- Schedule all meetings
- Designate a recorder of the minutes or serve as recorder

- Develop a list of members
- Contact all members when meetings are scheduled
- Distribute copies of all meeting minutes to each member and the Vice President for Academic Affairs

The Industry Representatives must:

- Agree to assist in the review and revision of program currency compared to business/industry practices/technology
- Make recommendations on utilization/integration of technology into the program
- Agree to assist program faculty and the committee in identifying or participating in professional development opportunities, field placements, or cooperative work experiences for students or faculty within their company
- Agree to provide assistance with student recruitment and student job placement.

Meetings:

All Business/Industry Advisory Committees should meet a minimum of once each academic year. Preferably, the meeting should be conducted in the spring term. Committees are encouraged to meet once per semester, if possible.

Meeting Procedures: The Department Head or his/her designee will chair the meeting. The Committee Chair will designate a recorder for the meeting who will have the responsibility of preparing minutes of the meeting. The Chair has the responsibility of preparing the agenda, which should be mailed, emailed, or delivered to all members prior to the meeting.

Additionally, the chair or his/her designee will have the responsibility of mailing, emailing, or delivering any and all handouts for the meeting and ensuring the Self-Evaluation Survey is administered at the conclusion of the meeting.

Meeting Agenda: The meeting(s) of the Business/Industry Advisory Committee should include the following discussion points on the agenda:

- Discussion of Program Strengths
- Discussion of Program Weaknesses
- Discussion of Technology Currency within the Program
- Discussion of Means to Utilize/Integrate Technology into the Program
- Discussion of Numbers of Graduates and Placement Data
- Discussion of Potential Opportunities for Program

Action items for the meeting should include the following:

- List of Recommended Changes/Revisions to Program
- List of Recommended Equipment Purchases for Program
- List of Recommended Personnel/Instructor Needs for Program
- List of Numbers of Students offered employment by Industry Representatives and Report on their satisfaction with graduates

- A Report on the Numbers of Professional Development, Field Placements, or Cooperative Work Experiences made available by Industry for students or faculty if applicable
- A Self-Evaluation of the Advisory Committee, evaluating its effectiveness in its defined role to the institution

The meeting minutes should address each item listed above with supporting documentation when practicable. Copies will be delivered to all members of the committee and to the Vice President for Academic Affairs.

Voting:

If a motion is made and seconded and requires a vote of the committee, it will pass with a simple majority. The chair will not vote unless there is a tie.

Committee Officers:

Each Business/Industry Advisory Committee will have two officers: the chair and the recorder. The Department Head will serve as chair, designate a member of the committee as chair, or conduct an election of the committee for a chair. The recorder will be appointed by the chair, or an election may be held to select a recorder.

Terms of Office:

All members and officers will serve a one-year term beginning in the fall term and ending in the summer term. It is permissible for members to be re-appointed for another term of service in the following year. There is no restriction on the number of terms one may serve as a member or be elected as an officer.

Transfer Program Advisory Committee(s)

Purpose:

The Transfer Program Advisory Committee is established with the purpose of providing valuable guidance in program/course development, student recruitment, and graduate transfer.

Scope:

Two departments within the Academic Affairs Division have programs intended for transfer: The Arts and Humanities Department and the Math and Science Department. Since both programs offered in these departments (Associate in Arts and Associate in Science) are intended as university parallel programs, a joint advisory committee of both departments is permitted.

Membership:

There must be a minimum of ten members on the Transfer Program

Advisory Committee. The composition of the committee should include the following:

- Arts and Humanities Department Head (1)
- Mathematics, Natural Sciences and Social Sciences Department Head (1)
- WTC Transfer Faculty (1-2)
- Currently Enrolled WTC Transfer Program Students (1-2)
- Graduates of WTC Transfer Programs (1-2)
- Four-Year College/University Representatives (2-4)

Committees may have membership exceeding this number.

Member Duties:

Inclusion as a member of a program advisory committee carries with it a significant level of responsibility and certain duties directly affecting the future of transfer programs at the college. Each member of the advisory committee brings to the table individual insight and influence to assist in developing and improving the programs of the college. The following is a list of duties for ALL members:

- Attend all scheduled meetings
- Be prepared to offer suggestions and recommendations
- Be an active and contributing member if given assignments
- Agree to participate in an Advisory Committee Self-Evaluation Survey

Committee Officers:

The Transfer Program Advisory Committee will have two officers: the Chair and the Recorder. The Arts and Humanities Department Head or the Mathematics, Natural Sciences and Social Sciences Department Head may serve as Chair either by mutual agreement or by appointment by the Assistant Vice President for Academic Affairs. The Recorder will be appointed by the Chair, or an election may be held to select a Recorder.

Officer Duties:

The Department Head selected as Committee Chair will lead the meeting. The Committee Chair will designate a Recorder. The Recorder will prepare the minutes after the meeting. The Chair is responsible for preparing the agenda, which should be mailed, emailed, or delivered to all members prior to the meeting. Additionally, the Chair or his/her designee will have the responsibility of mailing, emailing, or delivering any and all handouts for the meeting and ensuring the Self-Evaluation Survey is administered at the conclusion of the meeting.

Meetings:

The Transfer Program Advisory Committee must meet a minimum of once each academic year. Preferably, the meeting should be conducted in the spring term. The committee is encouraged to meet once per semester, if possible.

The meetings may be conducted on campus, online, or a combination of both.

Meeting Agenda:

As a minimum, the meeting(s) of the Transfer Program Advisory Committee should include the following discussion points on the agenda:

- Discussion of Program Strengths
- Discussion of Program Weaknesses
- Discussion of Technology Currency within the Program
- Discussion of Means to Utilize/Integrate Technology into the Program
- Discussion of Numbers of Graduates and Transfer Data

Discussion of Potential Opportunities for Program Action items for the meeting should include the following:

- List of Recommended Changes/Revisions to Program
- List of Recommended Equipment Purchases for Program
- List of Recommended Personnel/Instructor Needs for Program
- A Self-Evaluation of the Advisory Committee, evaluating its effectiveness in its defined role to the institution.

The meeting minutes should address each item listed above, and copies will be delivered to all committee members and the Vice President for Academic Affairs.

Voting:

If a motion is made and seconded and requires a vote of the committee, a simple majority will pass the motion. The chair will not vote unless there is a tie.

Terms of Office: All members and officers will serve a one-year term beginning in the fall term and ending in the summer term. It is permissible for members to be re-appointed for another term of service in the following year. There is no restriction on the number of terms one may serve as a member or be elected as an officer.

Faculty Awards

Two awards are given annually to honor the contributions of faculty at Williamsburg Technical College.

The South Carolina Technical Education Association Educator of the Year Award is presented annually to one full-time faculty member. The selectee is chosen by popular vote among the college's SCTEA membership. To be eligible for the award, the individual must be a full-time faculty member of WTC and a member of SCTEA, and not have won the award in the last three years. In addition, the selected individual must be in good standing with the college (i.e., not on an improvement plan or on probation due to disciplinary action).

The Herbert R. Quarles, Jr. Excellence in Teaching Award, named in memory of Dr. Herbert R. Quarles, Jr., a WTC Adjunct Physics instructor, is awarded annually to a deserving member of the Adjunct Faculty of Williamsburg Technical College.

Eligibility requirements for this award are as follows:

- Must be an adjunct faculty member at WTC
- Must have taught for a minimum of two semesters at WTC
- Must not have won the award in the past five years
- Must demonstrate the following characteristics:
 - Leadership
 - Concern for Students
 - Volunteerism
 - Effective Communication
 - Classroom Innovation
 - Knowledge of Subject Matter

In early April, Adjunct Faculty members meeting the criteria above are nominated by their supervisors (e.g., Department Head, Program Director, or Dean). Supervisors may nominate a maximum of one individual for every four adjunct faculty with primary teaching responsibility within his/her department. A committee composed of three full-time faculty members, the SGA President, and the Phi Theta Kappa President selects the winner from among the nominations. If the SGA President or PTK President cannot serve, active students on campus can assist with the selection process. Formal announcement of the awardee is made during spring commencement.

Academic Policies and Procedures

Advising

All full-time faculty members are expected to assume the academic advising responsibilities assigned by the Vice President for Academic Affairs. It is the faculty's responsibility to familiarize themselves with the College Catalog, Williamsburg Technical College Faculty Handbook, and any other documents that list policies, procedures, and requirements relevant to academic advising. New students to the College are assigned a full-time faculty advisor with teaching responsibilities in the student's program of study. Only full-time faculty are authorized to advise students, and faculty advisors are expected to maintain a schedule of office hours throughout the year to ensure accessibility to student advisees. These hours may need to be expanded during early advisement/registration to ensure that all advisees have an opportunity to register early. It is recommended that faculty advisors post a sign-up sheet during pre- registration to facilitate this process. Full-time faculty members are required to be available during regular registration to advise students and are expected to advise as needed for both day and evening programs. Dual enrollment students are advised by the Assistant

Vice President of Academic Affairs or CATE Director, along with affiliated high school counselors and staff. Transient students are advised by staff in the student affairs department.

Classroom Control

Faculty should exercise mature judgment in dealing with student behavior. More often than not, disruptive behavior can be dealt with by reminding students of expectations at the college level. However, students who are disruptive or disrespectful to others can be asked to leave the room and report to the Vice President for Student Affairs. Whether that constitutes an absence is up to the individual instructor. Should a student or students display behavior that puts the student, teacher, or other students in clear and present physical danger, WTC Security (843) 356-2710 or 911 should be called. After that, the Vice President for Student Affairs, the Vice President for Academic Affairs, the Associate Vice President of Facilities, and your immediate supervisor should be notified immediately. The incident should be documented and submitted to the Vice President for Student Affairs, the Vice President for Academic Affairs, the Associate Vice President of Facilities, and your immediate supervisor.

Students who engage in disruptive or unseemly behavior while classes are changing are not under the purview of the classroom teacher. They can, however, be reported to the Vice President for Student Affairs if the behavior causes property damage or disrupts classes while in session. When addressing a disruptive student, please note that touching or pushing a student is not permitted. For additional information regarding student discipline, refer to the *Williamsburg Technical College Catalog* and the section related to the Student Code of the South Carolina Technical College System.

Classroom Emergencies

In any emergency situation, the primary concern of faculty should be the safety of the students under his/her charge. The following is a list of potential hazards and protocols; however, the list is not exhaustive. During the first or second on-campus class meeting, faculty should discuss how students should respond by calling security at (843) 355-2710 or 911 in the event of an emergency.

Tornado: In the event of a Tornado Warning, instructors should immediately direct all students to the designated safe area for their building. Before leaving the classroom, instructors should ensure that all students have exited, then close the classroom door. Students and instructors should move to interior hallways or other designated shelter areas, staying away from all windows, exterior doors, and glass surfaces. Once in the safe area, instructors should tell students to remain there and not leave the building's designated shelter zone until the warning has expired or an official all-clear is given. Faculty and staff should remain calm and assist students as needed to ensure an orderly and safe response.

Fire: If there is a fire in the building, a fire alarm will sound. Upon hearing the sound of the

alarm, faculty and staff should instruct students to leave the building using the evacuation plan posted at the door of each classroom. Faculty and staff should instruct students to get at least 500 feet from the building. The faculty member should assign/request another student to help any disabled or handicapped students needing assistance in exiting the building. After all students have left the classroom, the faculty member should close the door and follow the students out of the building, remaining with them until it is safe to return or told to leave.

Bomb Threat: As soon as a bomb threat is received, administrators, staff, or faculty are instructed to sound the fire alarm. Upon hearing the alarm, follow the same instructions as those already mentioned for “Fire.”

Student Injuries: All student injuries requiring medical care must be reported immediately to the Vice President for Student Affairs and/or the Associate Vice President for Facilities. If medical assistance is needed, either call 911 or go to the nearest administrative office and notify personnel to call 911. AED machines and First Aid Kits are strategically located throughout campus.

Snow or Inclement Weather: If snow, ice storms, or other inclement weather threatens to close schools, faculty should listen to forecasts from local TV and radio stations. If the announcement states that Williamsburg County Schools or County Offices are closed, you may infer that this statement includes Williamsburg Technical College. The President makes the final decision to close the college and notifies the Public Information Officer, who notifies all local stations of the closure. The President will also direct the Business Office to change the voice message of the College telephone system to inform callers of the closure (843) 355-2021. The college also sends out text/calls and email notifications.

Active Shooter / Violent Intruder: In the event of an active shooter, violent intruder, or other imminent threat to life, the immediate priority is the preservation of life and safety. Faculty should take reasonable actions to assist in protecting students under their supervision while also ensuring their own safety. Circumstances may vary, and faculty should use sound judgment based on the location and nature of the threat.

When feasible and safe to do so, faculty should direct students to evacuate the area immediately using the nearest safe exit and move to a secure location away from the threat. Faculty should encourage students to leave personal belongings behind and silence electronic devices. When leaving a building during an active shooter scenario, faculty and students should exit with their hands empty and arms raised. They should follow any directives from law enforcement officers on the scene, and they should not stop to help injured people. The focus should be on getting to safety. Faculty are not expected to place themselves in unreasonable danger in order to evacuate students who are not in their immediate area.

If evacuation is not possible or appears unsafe, faculty should secure the classroom or immediate area by locking and/or barricading doors, turning off lights, covering windows when possible, silencing phones and other electronic devices, and directing students to remain

quiet, calm, and out of sight. Faculty should instruct students to stay away from doors and windows and remain in the secured area until law enforcement or authorized College officials communicate an official "all clear." If confronted with an immediate threat and no other options are available, individuals should take reasonable actions necessary to protect themselves and others. Faculty and students should remain alert, follow law enforcement directions, and be prepared to respond to changing circumstances.

If confronted with an immediate threat and no safe option to evacuate or shelter exists, individuals may take defensive action as a last resort to protect themselves and others. Faculty should call 911 and Campus Security (843) 356-2710, if safe to do so, and provide information regarding the location of the incident, a description of the individual(s) involved, and any known injuries. Faculty and students should follow all instructions provided by law enforcement or emergency personnel.

For classes that include dual enrollment or other minor students, faculty should provide clear direction and maintain reasonable supervision of students during an emergency to the extent feasible and safe under the circumstances. Faculty should make reasonable efforts to keep students together and direct them to an appropriate secure or designated location until relieved by emergency personnel or authorized school or College officials. Faculty should follow the active shooter protocols of the location (i.e., college campus vs. high school vs. career center) they are at during the time of the incident.

Nothing in this policy should be interpreted to require faculty to place themselves in unreasonable danger or disregard law enforcement instructions during an emergency.

Confidentiality of Student Records

Williamsburg Technical College complies with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Students have the right to inspect and review their own educational records maintained by the institution and to challenge the content of such records on the grounds that they are inaccurate, misleading, or a violation of privacy and other rights. If the college is in violation of the FERPA, a student has the right to file a complaint with the U.S. Department of Education.

Copies of the Family Educational Rights and Privacy Act, interpretations of this act by the U.S. Office of Education, and the policies of Williamsburg Technical College concerning the application of the FERPA are available in the Student Affairs Office. The College does not permit unauthorized persons to have access to students' educational records. However, the College, like most institutions, frequently sends out publicity about students, including their activities and honors. The Public Information Office will obtain a student's permission before including their name in any publicity releases.

In the absence of any information to the contrary, the College will presume that each student over 18 years of age is emancipated for the purpose of this policy. Parents or guardians of minor students who wish to obtain information about students' educational records should

obtain the permission of the involved students. A parent may examine the records of a student who is a “dependent” regardless of age. In order for this to happen, however, the student must sign a FERPA release form (available in the Student Affairs Office) authorizing the parent (or other individual) access to that student’s record. It is important to note that phone calls are not permitted. Parents or guardians with authorized access to grades who wish to speak with the instructor must schedule an appointment. No information can/will be given over the phone.

No student record or evaluation of a student record should be released to any outside person or agency unless a student signs a release form granting such release or unless the information is considered public information under the Family Educational Rights and Privacy Act of 1974—Public Law 93-380.

Recommendations for students that require statements regarding grades, dates of attendance, part-time/full-time status, conduct evaluation, or any other information not considered public information should be given only after the student has signed a release form.

***IMPORTANT NOTE:** A student’s name, Social Security number, or Datatel/Ellucian ID number is interpreted as “personally identifiable” and may not be used to post grades in public areas, such as office doors or hallways. The required practice is to not post grades of any kind in any location at any time.

Final Examinations

A final examination is to be given during the scheduled final exam period in every course. Exceptions must be approved in advance by the Vice President for Academic Affairs.

It is the responsibility of the appropriate Department Heads, Deans, and/or program coordinators to determine the final exam’s format, the content to be covered, and its contribution to the overall course grade. A copy of each final exam is to be kept on file in the Academic Affairs Office. Final exam papers are to be graded and either returned to the students or retained by the faculty member for a minimum of one year.

Faculty Absence from Class

If a teaching faculty member must miss a class, he/she must notify his/her Department Head/Dean/Supervisor and the Office of Academic Affairs as far in advance as possible so that adequate provision can be made for the class. All faculty should have students verify phone numbers/email addresses on class rolls at the beginning of the semester so that an accurate listing can be maintained to notify students of class cancellations, etc. A list of verified phone numbers and email addresses should be given to the Administrative Assistant to the Vice President for Academic Affairs within two weeks of each semester.

Adjunct faculty are not compensated for missed class hours. This also applies to distance education instructors who fail to log in, grade assignments, participate in discussions, and/or respond to student emails (i.e., are virtually absent).

When a full-time faculty member requests approval for sick leave, the request should be submitted through the online leave system prior to an anticipated absence (such as an appointment that cannot be scheduled around class time). An unanticipated sick leave request should be submitted as soon as feasible or upon return to work. Absences of three days or more require a doctor's excuse.

Full-Time Faculty taking non-scheduled Non-Work Days must submit a leave request through the online leave system prior to the absence and have the Assistant Vice President for Academic Affairs and/or appropriate Department Head approval. These types of leave situations are strongly discouraged if a class absence will occur during a class meeting.

Grading System

Williamsburg Technical College uses the uniform grading system of letter grades, and interpretations are given in the college catalog under the heading of "Grading System."

Generally speaking, each instructor is free to develop, within limits, his or her unique approach to grading the student's academic performance, as long as the grade can be converted to the uniform system at the appropriate time. In some cases, departments or disciplines have uniform grading practices that must be adhered to. The grading standards must be conveyed to and understood by the students and applied to all equally and fairly, without prejudice or caprice.

The grading standards should be noted in the course grade book for possible future reference and in the course syllabus.

Williamsburg Technical College uses a 4.0 grade-point average system. The following grades have been approved for use and included in the determination of the grade-point average as noted.

- A = Excellent (4 grade points).
- B = Above Average (3 grade points)
- C = Average (2 grade points)
- D = Passing (1 grade point)
- F = Failure (no grade points). The minimum course requirements were not met. Credits attempted will be used in the GPR calculation.
- I = Incomplete (no grade points). The student has not met course objectives and must remove the "I" grade by the 10th class day of the semester immediately following; otherwise, the incomplete will be changed to an "F."
- WP = Withdrawal while passing. This will not appear as credit attempted.
- WF = Withdrawal while failing computes as an "F" and will appear as credit attempted.
- AU = Audit; not computed in the GPR
- TR = Credit Transferred from another post-secondary institution (grades below "C" will not be accepted). These grades will not

be used in calculating the GPR.

Transitional (Developmental) Studies (DVS):

DVS courses must assign the following grades which do not generate grade points:

- A* = Excellent
- B* = Above Average
- C* = Average
- D* = Passing
- F* = Failure

Grade Point Ratio (GPR):

To determine a student's Grade Point Ratio, the grade point value is multiplied by the credit hours of the course to determine the grade points earned for that course. The grade points earned in each course are added together, and the total is divided by the total credit hours attempted, resulting in the grade point ratio (GPR), a measure of the student's academic progress.

Grade Reports and Grading

Assignments, exams, projects, and papers should be graded and reported to students within a reasonable time. Student grades should also be posted and regularly updated in D2L/Brightspace, so that students have a sense of where they stand in the class and can refer to them easily. Only under rare circumstances, and only with prior approval of the Vice President for Academic Affairs, should written, graded work be withheld from students until the end of the semester.

Final grades remain as recorded and can only be changed by the faculty member. In the event that the instructor is no longer employed by WTC, contact is impossible, or some other rare and extenuating circumstance exists, the Vice President for Academic Affairs is authorized to change grades. If the Vice President of Academic Affairs alters a grade, a written explanation of the basis for the change is made on the grade change form. To change a grade, faculty members should submit a change-of-grade form. The form is available in the Academic Affairs office.

Each faculty member is responsible for submitting accurate final grade reports for all students officially certified as enrolled in the class. These grades are to be submitted on time and in accordance with the College's instructions.

Student grade records/attendance records for any class should be maintained by the faculty member for a period of at least five years. In nursing programs, they should be kept for ten

years. In the event that an instructor is no longer employed by the College, the faculty member should submit all grade and attendance records to the Academic Affairs office before departure.

Faculty have a great deal of flexibility, but generally speaking, a student's overall grades should be made up of numerous assignments (i.e., not just two large high-stakes tests... a midterm and a final) and a variety of assignment types (e.g., in-class assignments, quizzes, exams, papers, and projects). Ideally, students should be given assignments and feedback early and often, so they have time to adjust their behavior and improve their grades. The use of make-up examinations is left to the instructor's discretion, as is the use of late penalties for accepting late submissions. Class attendance should generally not be used in determining grades. However, in-class assignments and in-class discussions/participation, and/or student demonstrations of professional workforce behaviors can serve as strong substitutes.

Graded assignments/examinations should provide substantive feedback so students can get better. For those teaching distance education courses, the feedback must be regular as well. When possible, performance and feedback should be reviewed with the students. All students should be given an opportunity to question their grades and scores, and instructors should be open to hearing their feedback (within limits). In addition, students can be given adequate opportunities to learn from their mistakes at the discretion of the instructor or department. The goal is to help students learn and prepare for the future.

Office Hours

Williamsburg Technical College is committed to providing the best possible environment to support the overall development of its students. In support of this philosophy, full-time faculty are expected to provide individual academic advising and assistance to students outside the classroom. While part-time faculty are not required or compensated for office hours, they are encouraged to make themselves available to students to assist those with academic difficulties or to refer students to the full-time faculty advisor/program coordinator for help.

To facilitate this process, full-time teaching faculty are required to schedule a minimum of eight office hours per week during the fall, spring, and summer semesters, regardless of a faculty member's teaching load. Office hours are to be scheduled at times and locations that maximize opportunities for student contact. All office hours will be scheduled, at a minimum, on Monday, Tuesday, Wednesday, and Thursday each week between 8:00 a.m. and 6:00 p.m. The combined minimum scheduled office hours for each day shall be two hours. Exceptions to these guidelines may be necessary for Health Sciences faculty members assigned to clinical rotations at off-campus locations or for faculty engaged in a return-to-industry agreement.

During office hours, full-time faculty members are to be in a designated location available for drop-in or scheduled visits by students. Office hours may be scheduled in one's office, lab, or any other location on campus approved by the Vice President for Academic Affairs. Office hours and locations are to be listed on the syllabus each semester, posted outside of the faculty member's office, approved by supervisors, and filed with the Academic Affairs Office. Office

hours and locations are to be listed on the syllabus each semester, posted outside of the faculty member's office, and filed with the Assistant Vice President for Academic Affairs. If a faculty member will not be present during a scheduled office hour for personal or professional reasons (e.g., committee meetings), a note should be posted to inform students. Deviations and exceptions to this rule require written approval by the Vice President for Academic Affairs prior to the class start date of each semester.

Adjunct faculty are not required to maintain set office hours, but they are strongly encouraged to make every possible effort to meet with students before or after class if the student requests a meeting. It is also recommended that adjunct faculty provide students with their college email addresses and phone numbers at which they can be reached. If needed, adjunct faculty can request on-campus space through their supervisor or the Academic Affairs Office. There is some limited office space and computers on campus for those who need them.

Curriculum Development/Revision

Curriculum and course development, changes, and evaluation are responsibilities of every faculty member. Insofar as possible, curriculum development will be accomplished as part of a faculty member's normal workload. Each Department Head and Program Coordinator is responsible for taking the lead in scheduling and managing curriculum and course development.

Any faculty member may make a recommendation for the addition, deletion, or change in any College curriculum, course, or program. Recommendations from faculty should be in writing (stating the recommended revision or addition with justification) and given to the Department Head, the Vice President for Academic Affairs, the Assistant Vice President for Academic Affairs, or the Chairperson of the Curriculum Review Committee.

Revisions, deletions, or additions of courses to the curriculum programs or proposals for new curriculum programs of the College are made through the following steps:

1. A recommendation for revision or addition is made to the Department Head, Vice President for Academic Affairs, the Assistant Vice President for Academic Affairs, or the Chairperson of the Curriculum Review Committee.
2. Recommendations are reviewed and discussed during scheduled meetings (once per semester or more often as needed) of the Curriculum Review Committee.
3. Recommendations that the CRC has voted to move forward are then given to the Vice President for Academic Affairs, who either accepts or rejects the recommendation.
4. Recommendations that the Vice President for Academic Affairs supports are presented to the President for approval.
5. If necessary, the Area Commission for Williamsburg Technical College is notified, and votes are solicited.
6. After that, the South Carolina Technical College System Academic Affairs Office and Accreditation Body (e.g., SACSCOC) are notified as needed.

Unless otherwise specified, all changes, additions, or deletions of curriculum programs become effective in the subsequent fall term.

Program Evaluation/Review

To support continuous institutional improvement and ensure compliance with SACSCOC accreditation standards, the college maintains a systematic, ongoing, and documented program evaluation process. This process integrates program learning outcomes assessment into a comprehensive annual cycle covering all three terms of instruction (fall, spring, and summer). The Office of Institutional Effectiveness coordinates this process and reviews all data for accuracy and completeness; however, responsibility for entering and maintaining assessment data belongs to the program coordinators and instructors closest to each program. The following steps have been developed to aid in a comprehensive program evaluation/record keeping process:

In August, the Director of Planning and Research initiates the annual Program Evaluation cycle and establishes a shared Program Evaluation folder in OneDrive that is accessible to the relevant instructors, program leads, the VP for Academic Affairs, and the AVP for Academic Affairs.

At the conclusion of each term, instructors complete the Data Entry tab of the program's Annual Program Assessment Workbook, recording the assessment method, data collection date, and student counts for each Program Learning Outcome (PLO). The Program Coordinator then completes the Summary & Plan tab, providing an analysis of results, a Plan for Improvement for any PLO that did not meet the benchmark, and a Prior Year Follow-Up documenting whether the previous year's improvement actions were implemented. A new workbook is used each academic year and retained in the shared OneDrive folder as the ongoing record of continuous improvement. The Director of Planning and Research reviews submissions for accuracy but does not enter data on behalf of others.

Following the fall term, the Director of Planning and Research reviews submitted data for accuracy, flags any missing submissions, and follows up with the appropriate Department Head or Program Lead to ensure timely completion.

Following the spring term, Program Coordinators and Department Heads finalize spring assessment entries and resolve any outstanding fall or spring submissions before the summer term begins.

By the end of July, Program Coordinators ensure the Annual Program Assessment Workbook is complete for all three terms. The Summary & Plan tab must include an analysis of results for each PLO, a Plan for Improvement for any PLO that did not meet the benchmark, and a completed Prior Year Follow-Up section documenting whether the previous year's improvement actions were implemented.

The Curriculum Review Committee will review the completed Program Evaluation Forms and any other recommended curriculum changes during a scheduled meeting no later than July, before the new cycle begins in August. Where assessment findings warrant curricular revision, the Committee will follow the procedures established in Section 3.9 of this handbook.

The Director of Planning and Research reviews all completed Program Evaluation Forms for accuracy and forwards them to the VP for Academic Affairs for final review and approval. The VP for Academic Affairs is responsible for ensuring the Program Review File, maintained within the shared OneDrive folder, is current, organized, and accessible for accreditation review purposes.

At the conclusion of each cycle, the Director of Planning and Research prepares a summary report of program evaluation outcomes to inform institutional planning, budgetary decisions, and strategic priorities, consistent with the college's mission and SACSCOC requirements.

Textbooks and Instructor Materials

Textbooks and/or teaching materials for all courses offered by the college are selected in accordance with practices established by full-time faculty members serving as Department Heads/Deans or program coordinators. Departments may select textbooks by individual or committee. Textbooks or teaching materials will be selected for the course. Under no circumstance will different textbooks be selected for different sections of the same course. When no full-time faculty member is employed by the college in a particular discipline or program, the Department Head will seek input and recommendations from part-time faculty credentialed in the discipline or program. Currency, appropriateness for the learner, and relevance to the course and program are important in choosing textbooks or teaching materials. Since textbooks are expensive and represent a high cost for students, however, faculty should require students to purchase only those textbooks and materials that are essential to the course. If a textbook is considered supplemental to the course material, the Department Head should coordinate with the library to ensure the book is available to students if feasible.

Increasingly, Open Educational Resources are available across disciplines and can be found through numerous sources. Department Heads/Deans and Program Coordinators are encouraged to explore those options. The Director of the Library may be an excellent resource if you need assistance. If free Online Educational Resource (OER) materials are to be used, a statement of this intent should be included on the Textbook Order Form, as the form is also used to inform students of the required textbooks and teaching materials for each course.

The Department Head/Dean is responsible for all textbook orders placed with the bookstore and will verify that the text to be ordered is the approved text for the course being offered. Full-time faculty or program coordinators should complete the Textbook Order Form on the College's website and give it to the Department Head/Dean for review and signature. The Department Head/Dean should then forward the form to the college bookstore for purchase. Textbook orders should be submitted by the established submission date on the academic calendar. Information should include: (1) title, (2) author(s), (3) edition, (4) publisher, (5) publication year, and (6) ISBN#.

Faculty members are responsible for ordering their own instructional materials (e.g., instructor editions, test banks, study guides). The bookstore does not order instructional materials. Most

publishers have websites and 800 numbers for ordering instructional materials free of charge to faculty. If a faculty member does not have the number, they should look it up online or ask their supervisor for it.

Course Syllabi

Every course must have a syllabus that conforms to the master course syllabus template. The purpose of the syllabus is to update it periodically to keep it current, appropriate for the learner, and relevant to the course. All courses offered by Williamsburg Technical College, as a member of the South Carolina Technical College System, follow system-wide and prescribed course numbers, names, descriptions, and credit values. All courses offered by Williamsburg Technical College will have a standard, uniform syllabus that conforms to the information in the system catalog of approved courses.

The syllabus is a two-part document provided to all students in a course section during the first week of class. The first part of the syllabus is termed the “master syllabus,” and this part of the total syllabus is not subject to modification by individual faculty members. The master syllabus document is created by the college's full-time faculty or by program coordinators, in consultation with part-time faculty hired by the college to teach and contribute to curriculum development in a particular discipline or program. The consultation and collaboration with the part-time faculty will occur at least annually and may be conducted during department meetings following the faculty orientation in August of each year. Additional meetings may be scheduled as necessary by Department Heads or program coordinators.

The second part of the syllabus is termed the “syllabus addendum,” and this portion of the syllabus is subject to modification by individual faculty members. The syllabus addendum will include information specific to a single section and may be tailored to address unique requirements beyond the master syllabus, such as weekly assignment schedules, grading rubrics, or other classroom behavior policies specific to the individual instructor.

Master Syllabus

The master syllabus must contain the following components and may not be modified except with the approval of the Department Head and the VP for Academic. Information denoted with an asterisk (*) is determined by the South Carolina Technical College System and may not be modified except by system approval:

- *Course Number, *Course Title, *Credit Hours (i.e., MGT-101 – Principles of Management – 3 credit hours)
- Pre/Co-requisites (if applicable)
- *Course Description
- Course Developer (Credentialed Full-time or Part-time faculty member credited with development of the master course syllabus. Will typically be a full-time faculty member serving as Department Head or Program Coordinator, but may be an adjunct instructor with approval from the Vice President of

Academic Affairs.)

- Course Learning Outcomes/Student Learning Outcomes – to be stated as student outcomes. (i.e., “At the conclusion of this course the student will be able to .”
- Course content
- Means of instruction (i.e., lecture, lab, distance education, writing, projects, etc.)
- Revision Date
- Required textbook/written materials/supplies
- College policy on attendance
- Accessibility statement
- College policy regarding students needing accommodations
- College policy on academic misconduct
- College policy on grading

Syllabus Addendum

The syllabus addendum may include the information below and may be customized by the faculty member to meet the needs of specific course sections.

- Faculty Contact Information (i.e., Office hours, phone number, voice mail number, email address, etc.)
- Specific evaluation methods
- Classroom policies (tardiness, make-up tests, behavior, etc.)
- Suggested additional readings
- Assignment schedule as applicable
- Section policy on attendance

Additionally, the course syllabus will address or conform to the following:

- Follow a common core or sequence of topics/outcomes necessary within the Department, including any General Education Core Competencies being assessed at the evaluation/mastery level
- Be current/relevant to student, community, and discipline needs
- Follow a logical organization for student understanding and topic progression.

If section policies exceed the minimum College policies, they must be clearly identified in the syllabus and aligned with departmental guidelines. (i.e., Attendance Policy more stringent than college policy).

Instructors are expected to distribute a course syllabus to students on the first day of class. For distance education courses, faculty should post the syllabus in the learning management system before the course begins.

The syllabus serves as an important communication tool, informing students of course policies, procedures, expectations, schedules, required readings, assignments, projects, examinations, and grading criteria. Faculty should ensure that all syllabus information is clear, accurate, complete, and consistent with college policies.

Because the syllabus is reviewed as part of the faculty evaluation process and may be referenced in the resolution of student complaints or grievances, instructors are expected to adhere to its policies and requirements. Significant changes to the syllabus during the semester should be communicated to students promptly and documented appropriately.

Syllabi are evaluated by the Department Head and the Assistant Vice President for Academic Affairs each semester. All faculty will submit one copy of the syllabus (Master Syllabus and Syllabus Addendum) to the Office of Academic Affairs within the first week of class. Electronic submission of syllabi is acceptable. The Academic Affairs office will distribute the syllabus to the appropriate Department Head, who will complete and sign the Syllabus Review Form and submit it to the Assistant Vice President for Academic Affairs for approval. If errors are found, the syllabus will be forwarded to affected instructors for correction, and depending on the error, corrections should be made and returned to the Department Head within one week. After required edits are made, the Department Head will submit the corrected syllabus to the Office of Academic Affairs. A current copy of each course's syllabus must be submitted to the Office of Academic Affairs, where it is kept on file and available for review.

Faculty Evaluation

All faculty at Williamsburg Technical College will be evaluated annually by their immediate supervisor (FPMS = Rating Officer). The Assistant Vice President (AVP) of Academic Affairs and Special Projects will serve as the Reviewing Officer for the majority of faculty. The Vice President of Academic Affairs will serve as the Reviewing Officer for Department Heads/Deans and those who report directly to the AVP. Full-time faculty are covered employees of the South Carolina Technical College System and have additional benefits, rights, and responsibilities as compared to their adjunct faculty counterparts.

One data point considered when assessing teaching effectiveness is feedback from the Faculty and Course Survey. This web-based survey is made available to every student in every course section in the Fall and Spring semesters. The Director of Planning and Research has primary responsibility for ensuring that surveys are administered and data are collected for each faculty member, as well as for aggregate data. The results are given to the Vice President for Academic Affairs, the Assistant Vice President for Academic Affairs, the evaluated faculty members, and the Department Heads/Deans.

In addition, Department Heads/Deans or designated supervisors will observe the faculty member delivering instruction in-person and/or online. Supervisors will schedule a time with the supervisee to observe their in-person class as part of their FPMS documentation and evaluation. Supervisors will plan to observe at least 30-50 minutes of instruction. Supervisors will use the Classroom Observation Checklist when observing faculty in-person and/or online.

Another form utilized in the evaluation process for Adjunct faculty is the Adjunct Faculty Self-Evaluation Form. This form closely mirrors the Student Evaluation form and serves to compare how the faculty member believes he/she is performing with how the students feel he/she is performing. This form will be given to each faculty member in the spring term, completed, signed, and returned to the Adjunct faculty member's supervisor.

Faculty Evaluation - Full-Time Faculty

The policy of Williamsburg Technical College regarding Full-time Faculty Evaluation is presented below:

The Williamsburg Technical College Policy C-14 and procedure C-14.1 regarding the Faculty Performance Management System are available on the College website and are modeled from the South Carolina Technical College System Policies and Procedures. For current data regarding the SC Technical College System Policies and Procedures, you may access the following website: [WTC](#)

Faculty Evaluation - Adjunct Faculty

Adjunct faculty members are considered "part-time employees" under the policies and procedures of the South Carolina Technical College System and are, therefore, not afforded the same benefits, rights, and responsibilities as full-time employees.

Recognizing the need to provide adjunct faculty members with performance feedback, a system of evaluation was created. The evaluation method used by Williamsburg Technical College for adjunct faculty was designed to further improve overall instruction. To this end, it is important that faculty be involved with the process. The process described below uses a holistic approach to evaluating faculty and draws on several sources of information: student, supervisor, and self-evaluations. To record the evaluation, several forms are used and described below:

Adjunct faculty will be evaluated by the Department Head/Dean or their immediate supervisor, prior to the completion of two full academic terms. After the initial evaluation, adjunct faculty will be evaluated annually, normally in the spring term.

In conducting the evaluation, the Department Head/Dean will complete an Adjunct Faculty Evaluation Form (using data from the Faculty and Course Survey, the Self-Evaluation Form, Classroom Observation Checklist, and data collected related to defined administrative and academic duties in the Williamsburg Technical College Faculty Handbook), noting areas of recommended improvement, if needed. The form will be forwarded to each adjunct faculty member to sign and return to the Assistant Vice President for Academic Affairs. The Assistant Vice President will also sign the form and forward a copy to both the adjunct faculty member and the Department Head. Adjunct faculty who disagree with the evaluation will schedule a meeting with the Assistant Vice President of Academic Affairs to discuss discrepancies or

errors of fact, and revisions will be made where warranted.

During the Faculty Orientation held in August of each year, the faculty will break into departmental groups, and the Department Head and faculty will discuss concerns and problem areas identified in the Student Evaluation of Faculty forms described above which appear to be prevalent within the department or program. The group will establish goals for improvement related to student outcomes, where warranted, and collaborate on revisions to approved course syllabi.

Samples of the forms/evaluations described above are included on the following:

[Faculty and Course Student Survey.pdf](#)

[ADJUNCT FACULTY SELF-EVALUATION FORM.pdf](#)

[Adjunct Faculty Evaluation Form 6822.pdf](#)

[Classroom_Observation_Checklist.pdf](#)

Faculty Teaching Load

The normal teaching load for a credit-based full-time faculty member in the fall or spring is 15-18 semester credit hours per semester. For full-time faculty in healthcare programs, industrial programs, and natural sciences) loading is based on contact hours. A normal load is considered 20-24 contact hours per week. Contact hours per week are the sum of lecture and lab hours. Exceptions must be approved individually by the Vice President for Academic Affairs.

Faculty may be granted release time from teaching for special projects on rare occasions. These projects may involve curriculum development, the development of an innovative teaching approach, special college committee assignments, accreditation-related efforts, or other special projects. Release time must be approved by the Vice President for Academic Affairs.

Faculty may be assigned to teach any combination of day/evening/weekend/on-campus/off-campus classes. The assignment of the teaching schedule is the responsibility of the Assistant Vice President for Academic Affairs. If a teaching assignment presents a hardship or is deemed unfair, the faculty member may appeal to the Vice President for Academic Affairs. If not satisfied, the faculty member may appeal to the President.

Full-time faculty members are expected to arrange their schedules to be available on campus to work with individual students, participate in student advisement and registration, and contribute to college activities as professionals. Faculty members should recognize that the College requires them to complete tasks that extend beyond their classroom activities, and many of these tasks require their presence on and off campus.

Faculty Summer Teaching Load

Efforts are underway to ensure full-time faculty have classes during the summer. In fact, they are often necessary for year-round programs to function. However, summer semester teaching is based on student demand. Faculty are not guaranteed summer teaching assignments. For the summer term, credit-loaded faculty are considered fully loaded if teaching 12-15 credit hours.

Contact-hour faculty are fully loaded at 16-20 contact hours per week. Class times are adjusted to a 15-week ratio.

It is the Assistant Vice President for Academic Affairs' responsibility to develop a summer class schedule in coordination with and on the recommendation of Department Heads/Deans. Full-time faculty are to be given preference before the assignment of adjunct faculty. Full-time faculty are compensated for summer teaching based on the following formula:

Summer pay = 1/39 of 39 weeks' pay X each full week of employment = weekly summer pay. Times are adjusted to a 15-week ratio.

* Externally funded grants and contracts must relate to the stated purpose of Williamsburg Technical College. To ensure an appropriate balance among grant and contract activity, instruction, and other academic activities, the Vice President for Academic Affairs must approve all externally funded grant applications and contracts prior to submission. In accepting funds from outside agencies, Williamsburg Technical College reserves the right to maintain control over instruction and other institutional activities.

Overload Pay

Williamsburg Technical College administration discourages awarding overload teaching assignments to full-time faculty. However, there are times when this is a necessity. Overloads must be approved by the Vice President for Academic Affairs. Overload pay shall be computed at the hourly rate paid to adjunct faculty. All overload pay is calculated at a 15-week adjusted ratio. [WTC policies and procedures](#)

Faculty Professional Development

As professionals, faculty are essential to engage in lifelong learning and continuous professional development. This requirement is considered the responsibility of each faculty member. Faculty are expected to keep abreast of changes in their teaching discipline and of changes in teaching techniques. One cannot expect to teach the same material in the same manner throughout one's career.

The College has a responsibility to assist faculty whenever reasonable and appropriate with their professional development. Within the policies of the State Board for Technical and Comprehensive Education, the College may provide release time, professional development workshops and seminars, leave with or without pay, tuition reimbursement or remission, and/or travel funds for attendance at conferences, workshops, seminars, etc.

Faculty members should discuss their professional development needs/plans with their supervisors and the Vice President for Academic Affairs. The Vice President for Academic Affairs can advise a faculty member on applicable policies, procedures, and potential funding.

Every effort should be made to ensure faculty development pursuits do not interfere with scheduled teaching assignments. When classes must be missed, the supervisor, the Assistant Vice President for Academic Affairs, the Academic Affairs Office, and students must be notified in advance. Instructional plans for missed days and hours should be developed and implemented to ensure that students receive equivalent learning experiences throughout the

course.

Within five working days of the completion of a Professional Development activity (a formal course, workshop, seminar, etc.), faculty must forward a copy of the agenda, certificate or grade report, and/or trip report to the Vice President of Academic Affairs. [WTC Policies and Procedures](#)

Academic Freedom and Responsibility

Williamsburg Technical College supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, College faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. But while a faculty member is entitled to freedom in the classroom in discussing his/her subject, he/she should be careful not to introduce into his/her teaching matters that have no relation to his/her field. The concept of academic freedom must be accompanied by an equally demanding concept of responsibility. The faculty member must fulfill his/her responsibility to society and to his/her profession by manifesting academic competence, professional discretion, and good citizenship. When he/she speaks or writes as a citizen, he/she will be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a professional educator, he/she must remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence, he/she should at all times be accurate, exercise appropriate restraint, and make every effort to indicate that he/she is not an institutional spokesman.

At no time shall the principle of academic freedom prevent the institution from making proper efforts to assure the best possible instruction for all students in accordance with the objectives of the institution.

Library Services

The college has a library with 18,000+ books, many periodicals, and a variety of audio-visual items (including hardware and software for faculty and students). Faculty are encouraged and welcomed to schedule a library orientation for students by contacting the Library Director.

Faculty members may place books on reserve in the library for their students. Audio-visual hardware is on hand for classroom use. A conference room is in the library and may be reserved in advance. Internet is accessible for use. The book collection holdings are available online and can be accessed on a computer.

Computer reference resources available online include the following:

- Academic Search Premier – A multi-disciplinary database that provides full text for more than 4,600 journals, including full text for nearly 3,900 peer-reviewed titles
- Business Source Premier – This online database provides full text for more than 2,300 journals, including full text for more than 1,100 peer-reviewed titles.
- Ferguson's Career Guidance Center – A database that includes 3,400 jobs and 94

industries, invaluable advice on career skills, thousands of resource entries, and more

- CINAHL Plus with Full Text – A comprehensive source of full text for nursing & allied health journals, providing full text for more than 770 journals indexed in CINAHL

In addition to those listed above, the Williamsburg Technical College Library has over 50 electronic databases for students to access 24/7

The hours of operation for the library are as follows:

Monday-Thursday 8:00 a.m. – 6:00 p.m.

Friday 8:00 a.m. - 1:00 p.m.

Saturday & Sunday Closed

For additional and more current information about the Williamsburg Technical College Library, go to the College's website.

Faculty Borrowing Privileges

Books from the circulating collection may be checked out and used as long as needed. If an item borrowed by a faculty member is needed by another library user, the faculty member will be asked to return it as soon as possible. Once every academic year, faculty members may be asked to confirm that they have in their possession any item that library records show they have borrowed.

Faculty Recommendations to Selection and De-selection of Library Holdings

All faculty are required to make at least one visit to the library each year and review the material available within the library related to their teaching discipline. Upon visiting the library, faculty must complete a Faculty Library Visitation Form. Forms are available at the library's checkout desk and are also included on the following page. On this form, faculty may make recommendations for future purchases and for items to be removed from the library collection. The faculty member and the Library Director must sign the form, and the Library Director will forward a copy of the signed form to the Academic Affairs Office for inclusion in the faculty member's file. Faculty and college employees may also use the Purchase Recommendations for Library Material Form, available at the library's checkout desk, which may be reproduced as needed.

[WTC Faculty Library LRC Visitation Form \(1\).pdf](#)

Reserve Materials

Faculty members may place materials, either their own or library-owned, on reserve for use by

the students in their classes. A faculty member placing an item on reserve should specify the borrowing conditions (i.e., in library use only, 24 hours, etc.).

Inter-Library Loan

ILL service is available to faculty and students who require materials not available at Williamsburg Technical College's library. A user fills out a request form, and every effort is made to obtain the item promptly.

Reference Assistance

Reference assistance is normally available at any hour the library is open. Every attempt will be made to provide requested information within a reasonable response time.

Bibliographic Instruction for Students and Faculty

Faculty members who assign a library assignment are encouraged to arrange for their classes to visit the library for a session of formal bibliographic instruction tailored to the assignment's specific needs. Contact the Library Director to schedule a time and discuss the assignment.

Audio-Visual Materials and Equipment

Faculty members may use A.V. materials and equipment in the library or check them out if they prefer.

Collection Development

The library's primary collection development policy is to acquire materials that support the curriculum of Williamsburg Technical College. A complete copy of the policy will be furnished upon request. A copy is also available at the library circulation desk. Every reasonable attempt will be made to purchase materials recommended by faculty members. Faculty members should submit requests for library purchases using the Faculty Library Visitation Form, and the Director of the Learning Resources Center will forward them to the Vice President for Academic Affairs.

Student Success

Student Success is an important part of our mission. Therefore, Williamsburg Technical College provides the following programs and services to students at no charge:

Tutoring

Tutoring will occur in the Student Success Center by appointment. Requests must be made at the Student Success Center. Students may receive tutoring in more than one subject. Faculty are encouraged to refer students for tutoring and /or to become tutors. Tutoring is also available. We also have tutor.com provided to us through SC DISCUS. It's located under the databases tab at wiltech.libguides.com.

Test Proctoring

Faculty may request proctoring of students taking make-up tests. Faculty **MUST** coordinate in advance with the SSC Director for this service.

Computer Access

Students can utilize the library's computers to type research papers, projects, or other assignments utilizing Microsoft Office Professional Suite.

Textbooks, Reference Materials, Study Aids

Current or old editions of textbooks and videos for various courses may be available when instructors donate materials.

Class Attendance Policy

Student attendance and participation in class sessions play a vital role in successful completion of a course. Students are responsible for attending all scheduled meetings in the course. When absent, students are expected to communicate with faculty members and are responsible for all material covered and for all assignments missed in all classes. An absence is defined as non-attendance for any reason. The course syllabus must specify attendance requirements for the course, but they must align with WTC policies, procedures, and current practices.

- **“No-Show”:** A student who has never attended or participated in class within the first two weeks is considered a “no-show”. Instructors should submit forms with “no-show” listed under the last date of attendance. Electronic Drop/Add forms should be submitted unless the student is physically on campus. If the student is physically on campus while the form is being processed, the paper form should be used. The link to the electronic form is available online, is shared regularly by the Academic Affairs Office, and is available by request. The paper form is available in the Academic Affairs Office. Online adjunct instructors must use the electronic form for drop/add. E-mails, text messages, and phone calls to supervisors, the Academic Affairs Office, or other offices are not an acceptable form of notification of student no-shows.
- **Absences:** When a student exceeds the allowed number of absences in a course, the instructor will drop the student from the course and submit the drop/add form to the Academic Affairs Office. Electronic Drop/Add forms should be submitted unless the student is physically on campus. If the student is physically on campus while the form is being processed, the paper form should be used. The link to the electronic form is available online, is shared regularly by the Academic Affairs Office, and is available by request. The paper form is available in the Academic Affairs Office. E-mails, text messages, and phone calls to supervisors, the Academic Affairs Office, or other offices are not an acceptable form of notification

of student no-shows. If a student misses more than twenty percent (20%) of their scheduled class meetings (lectures and/or labs), whether excused or unexcused, they will be dropped from the course.

- **Excused Absences:** Excused absences are given to students with legitimate documentation verifying absences. Such absences may include, but are not limited to, death in the immediate family, doctor's statements, and jury duty. Documentation should be submitted to the instructor. Students with excused absences will be given the opportunity to make up any work missed due to the absence within a time frame set by the instructor.
- **Unexcused absences:** Unexcused absences are given when students do not meet the criteria for excused absences as determined by the instructor. When an absence is regarded as unexcused, the instructor can decide to allow a student to make up any work missed during the absence.
- **Tardiness/Early Departure:** Students are expected to attend class on time.
 - If a student is late to or leaves early from a class meeting, the student will be considered tardy, and a "T" will be entered in the student's attendance record for the course.
 - Three tardies will be considered one absence.
- **Veteran Affairs:** Federal regulations require higher education institutions to maintain and enforce attendance, conduct, and standards of progress for all veteran students. The officials who certify attendance for veteran students will report to the appropriate government agency the student's absences and the last date of attendance in an on-campus course and/or the last date of course involvement in a distance learning course.
- **Distance Education:** For students enrolled in distance education courses where campus attendance is not required (e.g., online courses), weekly academic course engagement is a priority. Instructors must post one assignment, at a minimum, per week in D2L. Student attendance will be tracked based on assignment submissions in D2L, unless otherwise noted by the instructor. Online students who simply log in to the online course and do not submit any assignments, call the instructor, or email the instructor are not considered to be "active" or attending the course. Submission of assignments is the only true measure of attendance.
- **Student Reinstatement:** If a student is dropped from a course, the following will apply:
 1. A student can be reinstated into each individual course only one time unless there are extreme circumstances (see number 2 below).
 2. Any request(s) for subsequent reinstatement due to unusual circumstances or a reinstatement after the term or course withdrawal date must be approved in writing by the academic leader of the department or division (e.g., Director, Department Head, Assistant Dean, Dean, etc.).

- **Individual Program Request:** Individual programs may set higher required attendance and tardy standards. Program standards that differ from the Williamsburg Technical College attendance policy must be approved by the Academic Affairs Office. Once approved, program instructors must include the standards in their course syllabus and announce the requirements at the first class meeting.

Authorized Class Absence

Williamsburg Technical College's policy regarding class absences allows no authorized class absence. However, allowances and exceptions are made for field trips and college-sponsored activities. Planning for field trips scheduled by faculty members must have approval of the Vice President for Academic Affairs.

The faculty member planning the field trip or activity must submit, for the Vice President for Academic Affairs' approval, the Official Class Absence Statement form on the following page. (Faculty members should make copies of the form in this handbook as needed and include cell phone contact information for students.

[WTC Official Class Absence Statement \(1\).pdf](#)

Academic Early Warning System

Williamsburg Technical College uses the Academic Early Warning System to help students with academic problems in courses.

The purpose of the Academic Warning System is:

- To inform a student of poor academic performance in a class as early as possible during the semester
- To facilitate one-on-one contact between the student and the faculty member teaching the class
- To assist the student in improving academic performance through one or more of the following:
 - Contact with faculty member
 - Referral to the Student (Academic) Success Center
 - Referral to other potential providers of assistance

The Academic Warning System is initiated through the attached form entitled "Academic Performance Notice." This form is to be completed and distributed by the faculty member when in his/her judgment a student is in danger of poor academic performance in the class. It is to be issued to a student as often as the faculty member deems appropriate. Forms are available in the Academic Affairs Office.

Faculty Disciplinary Actions

Full-time and adjunct instructors of the college have different rights, responsibilities, and duties. A major difference in those rights concerns matters related to disciplinary action.

Full-time faculty members are full-time employees of the state and, as such, may have grievance rights under the policies and procedures of the South Carolina Technical College System, and any disciplinary action must comply with stated policy. Full-time faculty members are on probation for the first two academic years after being hired. During this probationary period, faculty may be dismissed for cause OR no cause. Following the probationary period, dismissal proceedings of full-time faculty must adhere to the policy and procedures outlined by the Technical College System. Depending on the reasons for dismissal after the probationary period, full-time faculty may have grievance rights.

As part-time employees, adjunct instructors do not have these rights. Adjunct instructors are hired as temporary employees of the college, and there is no guarantee of employment beyond the dates specified in the temporary employment agreement. Dismissal may occur during a term; however, it may be based on performance or behavior deemed unsatisfactory.

For full-time faculty, Williamsburg Technical College and the South Carolina Technical College System utilize a progressive discipline plan, the details of which may be seen in the Director of Human Resources Office or accessed on the [Technical College System](#) website.

As a general rule, however, the progressive discipline plan uses the following as a guide:

- 1st Step = Oral Warning
- 2nd Step = Written Warning
- 3rd Step = Suspension w/o pay followed by Probation
- 4th Step = Dismissal

However, certain actions or behaviors may result in immediate termination and could bypass the steps outlined above. Some of these actions or behaviors are listed below:

- Theft
- Intentional Damage to College Property
- Drinking Alcoholic Beverages on Campus
- Possessing a Firearm on Campus
- Fighting with a Student or Other Employee
- Falsifying Official Documents

- Sexual Harassment of a Student or Employee
- Inappropriate/Intimate Relationships with Students
- Any civil or criminal action which may bring dishonor to the college.
- Failure to immediately notify the college of an arrest or conviction of a criminal charge.

The list above is not exhaustive and should not be interpreted as such. As a guiding rule, however, faculty are expected to comply with all South Carolina Technical College System and Williamsburg Technical College policies and procedures.

Off-Campus Courses

Williamsburg Technical College currently offers select courses and programs at approved off-campus sites. Some of these sites are associated with Dual Enrollment courses for high school students (e.g., Hemingway Career Center and Williamsburg Academy). One is associated with delivering instruction at the Federal Prison (FCI-Williamsburg).

Faculty assigned to the course must comply with all policies and procedures of *Williamsburg Technical College, the South Carolina Technical College System, and the Williamsburg Technical College Faculty Handbook* in the conduct of these courses regardless of location. All off-campus instructional sites in the area are within 30 minutes driving time of Williamsburg Technical College main campus.

Students with Disabilities or Approved Accommodations

If a student has identified with the Student Affairs Division as needing academic or accessibility accommodations, faculty and staff should follow the guidelines below:

1. Faculty and staff should ensure that students requesting formal accommodations have contacted the Student Affairs Office at 843-355-4163 or admissions@wiltech.edu for support. Students must submit all required documentation to receive accommodations. Once a student is formally approved for accommodations, the instructor will be informed of those accommodations. Formal accommodations should not be provided without official notification from the Student Affairs Office. Accommodations are generally not retroactive. For example, if a student completed an assessment prior to accommodation approval, the assessment would not ordinarily be repeated with newly approved accommodations.
2. Questions may arise regarding the implementation of accommodations, including extended testing time or access to a reduced-distraction testing environment. Faculty and staff responsible for implementing accommodations should seek clarification from Student Affairs personnel as needed.
3. If a student requires testing accommodations that the faculty member cannot provide, the faculty member should coordinate with the student and the Testing Center Director to schedule testing through the Testing Center. To ensure a smooth process, the Testing Center Coordinator will require pertinent information from the instructor, including the student's name, the assessment to be administered, the requested testing method, the

testing date and time, any approved accommodations, and the date/time the instructor will deliver the assessment materials.

4. Only personnel who have received appropriate training may oversee and administer accommodations-based testing through the Testing Center.
5. Faculty and staff are reminded that the disclosure of protected student information is prohibited. It is not appropriate to disclose a student's accommodation status except to individuals with a legitimate educational need to know.

For additional information regarding student accommodations, contact Cassandra Graham, Director of Enrollment Services at 843-355-4163.

Faculty Hiring Practices

When full-time faculty vacancies are identified, the following procedural guidelines, adopted from the South Carolina Technical College System Policy and Procedures Manual, will be followed:

Procedural Guidelines

Identification and Advertisement of All Faculty Positions:

The Department Head, Dean, Academic Program Coordinator, Assistant Vice President for Academic Affairs and Special Projects, or Vice President for Academic Affairs may initially identify adjunct faculty needs or a full-time vacancy. They will initiate the position-fill request form through the Office of Human Resources (HR). Once identified, the Vice President for Academic Affairs will contact HR to advertise the position in appropriate publications, or will collect any unsolicited applications from HR (if any exist).

Initial Screening and Interviewing of Full-Time Applicants:

The Office of Human Resources will collect all applications and perform an initial screening of the applicants with the Vice President for Academic Affairs. It is the responsibility of the Office of Human Resources to contact applicants and establish an interview date. Once a pool of applicants has been selected for interview, the Assistant Vice President for Academic Affairs will work collaboratively with the Office of Human Resources to assemble an interview committee that includes the person who will supervise the new hire (e.g., Department Head, Dean, Academic Program Coordinator). On rare occasions, the Vice President for Academic Affairs may serve on the search committee or simply serve as an observer during the interview process. The interview committee shall interview each applicant. In addition to interview questions, a teaching demonstration and/or skills demonstration should be part of the interview. The Office of Human Resources will assemble an interview packet for each member of the interview committee including a resume and copies of transcripts or other relevant materials.

Initial Screening and Interviewing of Part-Time Applicants:

The Office of Human Resources will collect all applications and perform an initial screening of the applicants with the Vice President for Academic Affairs. The appropriate Dean, Department Head, or Academic Program Coordinator will be consulted and allowed to review the applications and qualifications of the most qualified candidates. It is the responsibility of the

immediate supervisor (Dean/Department Head/Academic Program Coordinator) to contact applicants and establish an interview date. The immediate supervisor can interview the adjunct faculty alone, or they can form a small interview team or committee. The Office of Human Resources will ensure that all processes are followed and that all necessary paperwork is completed.

Selection Procedures for Full-Time Faculty:

The interview committee will interview each faculty candidate and make a recommendation to the Vice President for Academic Affairs, who will review the packet and credentials. The Vice President for Academic Affairs may elect to interview the top candidates individually, either by phone or on campus, for a final interview. After the Human Resources Office conducts reference checks and the background check, the Vice President of Academic Affairs and Director of Human Resources discuss the finalists and make a recommendation to the President for hiring.

Selection Procedures for Part-Time Faculty:

The Department Head, Dean, or Academic Program Coordinator will interview all identified top candidates. They will make a recommendation to the Vice President for Academic Affairs, who will review the application packet and credentials. After the Human Resources Office conducts reference checks and any necessary background check, the Director of Human Resources and the hiring manager (supervisor) will contact the top candidates and offer them a part-time position.

In the absence of sufficient time to conduct all of the steps above, the Vice President for Academic Affairs, Assistant Vice President for Academic Affairs, Department Head/Dean, or Academic Program Coordinator will jointly work to identify credentialed individuals and select the best candidate if more than one exists.

Faculty Credentials

For all full-time and part-time faculty positions, certain academic and professional credentials must be documented. Williamsburg Technical College uses a Faculty Credentials Guideline for establishing and evaluating the necessary qualifications for teaching faculty in all disciplines and related courses. It is available in the Human Resources Office and Academic Affairs Office.

In addition, once employment is offered, Williamsburg Technical College requires official transcripts to be sent to the Human Resources Office so that the Faculty Credentials Verification Form can be completed. The Faculty Credentials Verification Form must be signed and included in the full-time and/or adjunct faculty member's credential file.

A copy of the *Faculty Credentials Verification Form* is on the link below.

[Faculty Credentials Verification Form 6-10-26.pdf](#)