2012-13 Academic Year
Full-time Faculty Handbook

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This handbook has been developed specifically for the full-time faculty of Lord Fairfax Community College. The LFCC publications referenced in this handbook are available on the College’s intranet: http://intranet.lfcc.edu. The handbook is provided through the office of Academic & Student Affairs, Room 182, Middletown Campus. Nothing herein shall be interpreted as creating any right or benefit not duly authorized as provided by law, or which is contrary to any law, policy, rule or regulation of the Commonwealth of Virginia or of the State Board for Community Colleges. Nothing herein shall be interpreted as restricting the authority of the State Board for Community Colleges conferred by the Virginia General Assembly.

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

Letter from Vice President of Academic & Student Affairs

Dear Faculty Member,

I am excited to welcome you as we begin a new semester and thank you in advance for the contributions you will make to the students of Lord Fairfax Community College. We all have an opportunity and an obligation to improve the lives of our students and communities.

This handbook will give you some important information about policies, standards, procedures and responsibilities at LFCC. If you have additional questions as the semester goes along, please contact your appropriate Office of Instruction for assistance.

Please consider participating in some of our employee and professional development activities. I encourage you all to continue to grow and learn so that you have more knowledge to share with our students.

I truly appreciate your dedication and hard work to make LFCC an asset to our community and the future of our students.

I wish you all a successful semester.

Best regards,

Chris Coutts, Ph.D.
Vice President of Academic & Student Affairs
VISION
LFCC enriches communities as we provide exemplary educational opportunities based on our core values.

MISSION
LFCC provides a positive, caring and dynamic learning environment that inspires student success, values diversity and promotes community vitality.

VALUES
LFCC embraces the following core values:

Learning
We foster an environment that ignites and sustains a passion for lifelong learning.

High Performance
We are focused, responsive, collaborative and accountable.

Integrity
We exemplify honesty, character and respect for our communities.

Positive Spirit
We value creativity, enthusiasm and a “can-do” attitude.

Diversity
We honor the uniqueness of individuals and communities.
Background of Lord Fairfax Community College

Lord Fairfax Community College (LFCC) opened its doors in September 1970 to 577 students. Two years later in June 1972, the College held its first Commencement ceremony at which 92 students received degrees. The College received accreditation from the Southern Association of Community and Junior Colleges on Dec. 18, 1972.

LFCC is a comprehensive, nonresidential, two-year public institution of higher education that is part of a statewide system of 23 community colleges. LFCC serves the counties of Clarke, Fauquier, Frederick, Page, Rappahannock, Shenandoah and Warren, and the city of Winchester.

The College is governed by policies set by the State Board for Community Colleges with support and guidance from the LFCC Board. Financed primarily with state funds, the College supplements funding with contributions from the participating localities and tuition fees. As the vision statement, mission and goals reflect, LFCC is committed to excellence in all its programs and services while maintaining flexibility, accessibility and responsiveness. Helping each student achieve his or her future goals is the focus of the College.

LFCC operates as part of the Virginia Community College System (VCCS) and is governed by the State Board for Community Colleges. The State Council of Higher Education for Virginia (SCHEV) approves the associate degree curricula of the College for Virginia. Lord Fairfax Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30003-4097 or call 404-679-4500 for questions about the accreditation of Lord Fairfax Community College. An institutional member of the American Association of Community Colleges, LFCC is approved by the U.S. Department of Education for various federal funding programs.
GENERAL COLLEGE INFORMATION

Locations and Facilities

LFCC’s three locations—the Fauquier and Middletown Campuses and the Luray-Page County Center—offer a range of associate degree and certificate programs, as well as continuing education, workforce training, dual enrollment and community services. The College is committed to serving the lifelong learning needs of the community through both credit and noncredit educational opportunities.

Fauquier Campus

In December 1988, Fauquier County Executive Bob G. Sowder donated 2.5 acres of property to establish a community college campus. The renovated barn on this property became the Fauquier Campus of LFCC, which was later expanded when the General Assembly appropriated $7.2 million in 1996 to construct the current 60,000 square foot classroom and administrative building.

On Oct. 22, 1999, the College community celebrated the dedication of the new campus building, located on U.S. Route 29, just south of Warrenton. The Wolk Hall classroom and administrative building is named for Paul and Sheila Wolk, whose generosity to LFCC has made quality educational opportunities available to many students on both campuses.

In addition to the classroom and laboratory spaces on the Fauquier Campus, the Loeb Center is a dramatic space where students share activities, meals and study time. Students also utilize the resources available in the Bob G. Sowder Library and through the Office of Student Success, where they can receive academic and career counseling, financial aid assistance and other services to assist them in achieving their educational goals.

Middletown Campus

LFCC’s Middletown Campus is on a 120-acre tract in the northern Shenandoah Valley approximately 10 miles south of Winchester, Va. Nestled among the Blue Ridge, Massanutten and Allegheny Mountains, with Interstate highways 66 and 81 and U.S. Route 11 adjacent, the campus is easily accessible. The original College building includes classrooms, laboratories, administrative and faculty offices, a business office, the William Moore Dietel Bookstore and the Fredy and Klara Kummli Student Center.

In 1985, LFCC built a technology center on the Middletown Campus, adding a Special Events Center, computer labs, classrooms and faculty offices. During the 1993 Commencement ceremony, the building was officially named the Alson H. Smith Jr. Technology Center. In 1994, the Learning Resources Center construction was completed and the facility was dedicated in April 1995 in honor of benefactor Paul Wolk of Fauquier County. Outside facilities include a regulation 400-meter Olympic-size track, fitness trail and soccer field.
In July 2010, Lord Fairfax Community College (LFCC) opened the Corron Community Development Center on its Middletown Campus. This 30,000-gross-square-foot building will be a multi-purpose facility that supports workforce services, continuing education, small business development, college advancement and community events. The facility will provide additional training opportunities for area residents and the ever-increasing business community in the LFCC service region. In addition, the Old Dominion University (ODU) Teletechnet program is partnering with LFCC to occupy a portion of the building, allowing expanded distance learning opportunities.

The two-story facility includes classrooms, office space and a 500-seat multi-purpose room. Configurable classrooms can be used for workforce training programs, professional development course offerings, meetings or breakout spaces for larger gatherings. When configured to form one large area, this classroom space will support a variety of activities and functions, including conferences, meetings and other special events.

The Corron Community Development Center is named for the late Judge W. LeRoy Corron and the late Mrs. Shirley Corron and will stand as a testament to the couple's lifelong philanthropy and the largest gift in the college’s history.

Luray-Page County Center

The Luray-Page County Center is the newest LFCC location. On Jan. 9, 2006, the Center opened with two lecture classrooms, a distance learning classroom, a computer lab and administrative offices. The building supplies and labor necessary for the construction of the Luray-Page County Center, along with the Center’s first year operation expenses, were generously provided by Page County and the Town of Luray, making this truly a facility built by the community.

The Luray-Page County Center’s excellent core faculty group teaches a variety of both day and evening credit classes needed for both associate degree and certificate programs, while state-of-the-art equipment allows students to take advantage of resources available at all LFCC locations. The College provides noncredit training opportunities to enhance job skills and works with local businesses, placing student interns as part of the Scholars at Work Program. LFCC provides courses and programs at the Luray-Page County Center to bring together quality career opportunities to its students and graduates.

Located in Luray just minutes from U.S. Route 340, U.S. Route 211 and the Hawksbill Greenway, the Luray-Page County Center serves Page County, eastern Rappahannock County, southern Shenandoah County and southern Warren County.

Diagrams of LFCC’s three locations can be found at:

[Our Locations | Lord Fairfax Community College](#)
Most Frequently Asked Questions

1. When do I get paid?

Full-time instructors are paid twice monthly. All employees are required to be paid by direct deposit - no exceptions.

2. Where can I make copies or have copies made?

Copy machines are available for faculty use in Room 317 (Adjunct Faculty Office), in the Printing Services Office (Room 112) at the Middletown Campus, Main Building, and Rooms 141 & 224 in the SHP Building. On the Fauquier Campus, two copy machines are available in the mailroom (behind the front desk), and one machine in the adjunct office, room 225. See the assigned division office for assistance with Printing Services requests. Technology services personnel are not authorized to carry out instruction duties such as copying, proctoring, etc.

3. Where do I get teaching materials for my course?

Instructor textbooks and ancillary materials are generally provided through the assigned division office. The College provides the Blackboard shell that is required for each class offered.

4. Where do I obtain the necessary supplies for office use or classroom use?

Requests for supplies and/or equipment are submitted to the appropriate Office of Instruction or teaching lab assistant. Be sure to allow time for shipment.

5. Where can I get audio-visual and other instructional support equipment?

Overhead projectors/Document cameras are permanently assigned to each classroom. Ceiling mounted LCD projectors, VCR/DVD players and audio capabilities are also available in a majority of the classrooms at all sites. Contact your division office to request additional audio-visual equipment, a cart of lap-top computers, a portable smart board, a portable compressed video unit or other equipment.

6. Who do I contact if I have trouble with the technology equipment while teaching?

Contact information is posted near the phones in each classroom.

7. I have to miss a class – what do I do?

Inability to meet with a class due to an emergency or illness is to be reported to the appropriate Office of Instruction or security in a timely manner so that students may be notified. Do not leave voicemail or email messages regarding absences from classes—be sure to speak to an individual directly. It is the responsibility of the instructor to arrange to make-up the missed material, to notify all affected students by email in Blackboard and to notify the appropriate division office of these arrangements. All faculty must submit a leave slip to the appropriate Office of Instruction upon return.
8. Are “office hours” required?

Yes. To promote the availability of faculty to work with individual students, adjunct faculty must offer at least one hour per class. Office hours are set to work with students on their individual academic and occupational problems. A proportion of office hours may be delivered online, as approved by the appropriate administrator of instruction or designee. Include office hours in each course syllabus. Office hours should also be posted in and/or by the appropriate Office of Instruction.

9. How long does my class have to be?

The length of a routine class (15 weeks fall and spring plus exam week) is 50 minutes per week per academic credit. Exceptions must be approved by the appropriate administrator of instruction.

10. What is the attendance policy for students and why must instructors record attendance?

Students are expected to attend all regularly scheduled classes. The College has no formal attendance requirement. Instructors should establish an attendance policy per class. **Instructors must take and document class attendance at each class session in order to comply with the Financial Aid office’s regular request, early in the semester, to report class attendance and to verify the class roster.**

11. Is a course syllabus required?

Yes. Each course must have a syllabus. This syllabus is to be given to students at the beginning of each semester, posted to the course Blackboard site and filed in the appropriate Office of Instruction. Follow the syllabus template provided on the intranet (LFCC Syllabus Template).

12. Do I have to give final exams and follow the exam schedule?

All courses are to have a final exam (or another form of meaningful assessment activity) during the designated exam time. The exam schedule is distributed by the Admissions and Records Office via e-mail and is available on the college website. Exceptions must be approved by the appropriate administrator of instruction.

13. How do I report a fire or other emergency?

Any person observing a fire should immediately pull the nearest fire alarm in the building in which the fire has been discovered. Thereafter, the location and severity of the fire should be reported by phone by dialing 911 and requesting assistance from the fire company and/or rescue squad, as appropriate. After calling 911, contact Security (540-868-SAFE, 7233 Middletown, 540-351-1555 Fauquier) who will inform the administrator on duty. In case of building evacuation, be sure all students have left the classroom and that any handicapped or non-ambulatory students have been assisted.
14. A student is causing a problem, what do I do?

Every effort should be made to resolve classroom disruptions through informal methods such as individual conferences and/or written communication. If this does not work, the faculty member will verbally warn the student, and if the behavior continues, the student will be asked to leave the class/building. If the student fails to leave, campus security is to be called. Consultation with the appropriate administrator of instruction and/or student success/counseling personnel may be helpful.

15. I have a student who I think is cheating. What do I do?

Course Syllabus requirements include specific penalties for acts of academic dishonesty. The College has adopted an Academic Dishonesty procedure. Please refer to the LFCC Student Handbook which is also available online at http://www.lfcc.edu/files/documents/current-students/college-catalog/2012-13/Student%20Handbook.pdf, page 207.

16. Is professional development available?

Faculty members are encouraged to participate in professional development opportunities. Please refer to and contact the appropriate administrator of instruction to discuss any Guidelines for Continuous Learning and Educational Assistance professional development activity.

17. I am interested in teaching a distance education course. Is that available at Lord Fairfax?

Yes. Compressed video, online and hybrid courses may be assigned at the Middletown and Fauquier Campuses or the Luray-Page Center. See your appropriate division administrator for more information about teaching and training opportunities.

18. Where can I find standard College forms and information about procedures and policies?

All forms can be found on the LFCC intranet at http://intranet.lfcc.edu/publications_forms.html. Log-in is required.

19. How do I change my assigned classroom if a problem arises?

Contact your appropriate Office of Instruction during regular business hours or security for an evening class. Permanent changes require the approval of an appropriate administrator of instruction.
LFCC 2012-13 Academic Calendar

Fall Semester 2012
15-Week Session

Classes Begin...........................................................................................................Aug. 20
Holidays (College Closed)....................................................................................Sept. 3; Nov. 21-25
No Classes Scheduled.........................................................................................Nov. 20, 21
Classes End..........................................................................................................Dec. 8
Final Examinations.....................................................................................Dec. 10-15
Holiday (College Closed)........................................................................Dec. 24-Jan. 1

Twelve-Week Session

Classes Begin....................................................................................................Sept. 11
Classes End....................................................................................................Dec. 8
Final Examinations.....................................................................................Dec. 10-15

Eight-Week Sessions

First Eight-Week Session
Classes Begin....................................................................................................Aug. 20
Classes End........................................................................................................Oct. 15
Final Examinations Conducted During Last Scheduled Class Meeting

Second Eight-Week Session
Classes Begin....................................................................................................Oct. 16
Classes End.......................................................................................................Dec. 15
Final Examinations Conducted During Last Scheduled Class Meeting

Spring Semester 2013
15-Week Session

Classes Begin.....................................................................................................Jan. 7
Holiday (College Closed)..................................................................................Mar. 29
Classes End.......................................................................................................Apr. 27
Final Examinations..........................................................................................Apr. 29 - May 4
Spring Break..................................................................................................March 25-31
Commencement: TBD

Twelve-Week Session

Classes Begin....................................................................................................Jan. 28
Classes End.......................................................................................................Apr. 27
Final Examinations..........................................................................................Apr. 29 - May 4
Eight-Week Sessions

First Eight-Week Session
Classes Begin.................................................................Jan. 7
Classes End.................................................................Mar. 2
Final Examinations Conducted During Last Scheduled Class Meeting

Second Eight-Week Session
Classes Begin.................................................................Mar. 4
Classes End.................................................................May 4
Final Examinations Conducted During Last Scheduled Class Meeting

Summer Term 2013
10-Week Session
Classes Begin.................................................................May 20
Holidays (College Closed)...........................................May 27; July 4
Classes End.................................................................July 29
(except for Thursday classes, which meet August 1)
Final Examinations Conducted During Last Scheduled Class Meeting for ALL Summer Sessions

Eight-Week Session
Classes Begin.................................................................June 4
Classes End.................................................................July 29
(except for Thursday classes, which meet August 1)
Final Examinations Conducted During Last Scheduled Class Meeting for ALL Summer Sessions

Five-Week Sessions

First Five-Week Session
Classes Begin.................................................................May 20
Classes End.................................................................June 24
Final Examinations Conducted During Last Scheduled Class Meeting

Second Five-Week Session
Classes Begin.................................................................June 25
Classes End.................................................................July 29
(except for Thursday classes, which meet August 1)
Final Examinations Conducted During Last Scheduled Class Meeting

All academic calendars can be found at: http://www.lfcc.edu/current-students/academic-information/index.html
ADMINISTRATIVE INFORMATION

Organizational Chart

An organizational chart can be found on the internet at this link: http://intranet.lfcc.edu/LFCC_Organizational_Chart.html.

Academic Freedom

To ensure the College has an instructional program marked by excellence, the Virginia Community College System (VCCS) 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.

Faculty members are entitled to freedom in the classroom in discussing their subject but should be careful not to introduce teaching matters that have no relationship to the subjects of instruction. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence as well as participate as responsible citizens in community affairs.

The (VCCS) also recognizes that commitment to every freedom carries with it attendant responsibilities. Faculty members must fulfill their responsibility to society and to their profession by manifesting academic competence, professional discretion and good citizenship. When faculty speak or write as citizens, they will be free from institutional censorship or discipline, but their special positions in the community impose special obligations. As professional educators they must remember that the public may judge their profession and the institution by faculty members’ utterances. Hence, they should always be accurate, exercise appropriate restraint, show respect for the opinions of others and make every effort to indicate that they are not institutional spokespersons.

At no time shall the principles 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.

Administrator on Duty

Each evening, Monday through Thursday until 7:00 p.m., Larry Friedenberg, Counselor, is available at the Middletown Campus in Room 162. The receptionist or security officer has the name of the designated administrator for the Fauquier Campus.

Bookstore

Bookstore Hours of Operation:

The hours of operation vary according to the semester. However as a general rule, the bookstore is opened Monday through Friday at Middletown and Monday through Thursday at Fauquier. You can reach the bookstores at: Middletown 540-869-7815; Fauquier 540-351-1526 or at their Web site - http://www.lfcc.edu/Directory/bkstorhr.shtm.
Campus Closing Procedures

For the latest emergency closing information:

- Sign up for LFCC Alert to receive automatic announcements (LFCC Alert)
- Call the emergency closing announcement telephone lines for a recorded announcement:
  - Fauquier Campus: 540-351-1565
  - Middletown Campus: 540-868-7230


Campus Hours

The College is closed between the hours of 11 p.m. and 7 a.m. unless special permission is granted. Campus Police and Security and or night custodians must be notified whenever anyone is in the buildings after the stated closing hours.

Campus Safety (Fauquier and Middletown Campuses)

NOTE: Faculty teaching in other off-campus sites such as an athletic facility or high school should determine safety/security measures with appropriate facility personnel.

The Campus Police and Security team is committed to maintaining a safe and secure learning environment for all students, employees, visitors and community members. They strive to provide courteous and professional service while remaining vigilant to protect the life and property of those who come to LFCC’s campus locations. Campus police officers may exercise the powers and duties conferred by law upon police officers of cities, towns, or counties according to Va. Code § 23-234 including, but not limited to, enforcing criminal and traffic law of the Code of Virginia, making arrests, issuing traffic summonses and conducting criminal investigations. Campus police officers are required to comply with the standards set forth by the Department of Criminal Justice Services. Campus security officers do not have arrest power.

Police and Security Officers assist with emergencies, evacuations, and drills, as well as vehicle battery re-charge and escorts to parking lots. LFCC’s Security Officers are certified by the Virginia Department of Criminal Justice Services as Campus Security Officers. They are also trained and certified in CPR and with the use of an AED (automatic emergency defibrillator).

Safety Guidelines: Faculty will be on constant alert to identify developing safety hazards such as: icy roads/sidewalks, wet floors, obstructed routes of egress/regress, broken/uneven sidewalks/curbing/roadways, defective electrical lighting fixtures, and improperly stored hazardous or flammable materials. Any of the above-noted or similar potential hazards identified anywhere on either LFCC Campus shall be reported at the earliest possible time to any police/security officer or building and grounds personnel who will complete an Incident Report Form.
Safety and Security Reference Guides: In every classroom, office, or office pod are the Safety and Security Reference Guides. These — flip charts — outline the different types of potential emergencies and how to respond appropriately. Please review the flip charts at the beginning of each semester to become familiar with the emergency procedures.

Uniform Accident and Safety Prevention Program: It is the policy of LFCC to promote good health, well-being, and occupational safety for its faculty, employees, students, and visitors through the application of hazard assessment, safe work practices, administrative and engineering controls, employee training, and protective equipment; and to prohibit reprisals against faculty, employees and students who exercise their rights under this policy. Faculty, staff, students, and other members of the LFCC community must conduct College operations in compliance with applicable federal, state, and local regulations, and in accordance with any additional procedures and requirements as defined by the College. This policy endorses programs which:

1. Provide safe and healthful conditions and reduce injuries and illnesses to the lowest possible level. No task is so important and no service so urgent that it cannot be done safely.
2. Assure compliance with both the spirit and intent of national, state, local and campus regulations providing for environmental and occupational safety and health.
3. Provide information, training, and safeguards to faculty, staff, and students regarding health and safety hazards, and to the surrounding community regarding environmental hazards arising from operations and events at the College.
4. Install and maintain facilities and equipment in accordance with recognized and accepted standards essential to reduce or prevent exposure to hazards by faculty, staff, students, and visitors.
5. Provide appropriate personal protective equipment to all employees at college expense when engineering controls are not adequate to minimize exposure.
6. Provide medical services as required by law and as may be dictated by existing circumstances or programs.

Campus Security

Campus security is everyone’s responsibility. Suspicious, destructive, and illegal activities need to be reported immediately to Campus Police. (Dial 540-868-SAFE, (7233) at Middletown; Dial 540-351-1555 at Fauquier; Dial 540-868-SAFE, (7233) at Luray-Page County Center; write SAFE@lfcc.edu). For any emergencies at all campuses dial 911 and then contact Campus Police. Incidents such as assaults, physical or verbal abuse of personnel, malicious mischief affecting college/contractor/student/visitor/motor/property, vehicle accidents, or thefts, and like matters are investigated by Campus Police. Health crises are referred to the Middletown/Fauquier Rescue Squad.

Emergency situations are to be reported immediately to Campus Police (Dial 540-868-SAFE (7233) at Middletown and Luray/Page, and 1555 at Fauquier). The officer on duty will notify the ERT and Administrator in Command. In case of building evacuations, be sure all students have left the classroom and that any handicapped or non-ambulatory students have been assisted. Be sure to review emergency evacuation plans posted in the classrooms at the beginning of each semester.
**Classroom Etiquette**

Eating in classrooms is strongly discouraged due to ants and rodents. Drinks must be in closed containers with lids to avoid spills and staining the carpets. White boards are cleaned once a day during the night. Erasers and markers are available from their respective division administrative assistant.

Faculty must never give out the door codes to classrooms equipped with coded door locks. This is a security measure. Door codes will be changed each semester. Division offices are responsible for disseminating the codes to appropriate faculty. Please do not ask Security or Buildings and Grounds professionals to open coded doors. Any student requiring access to a locked classroom during non-scheduled class time must be pre-approved and their name given to security or receptionist at Student Success.

**Classroom Temperature**

Classrooms are set up so that multiple systems run on the same HVAC system. This setup means that the temperature cannot be set for individual classrooms, but rather is averaged between the classrooms on the same unit. Temperatures can vary up to +/- 3 degrees on any given day. Thermostats are set at 68 degrees in the winter and 72 in the summer.

**Distance Learning**

Distance Learning Goals and Purposes: Lord Fairfax Community College’s involvement in the delivery of distance learning courses has been designed to meet the College’s mission statement and long-range goals as well as goals and purposes identified by the Virginia Community College System. Specifically, the College strives to assure and extend access to all students to educational programs presented in a variety of instructional modes and to extend to students equitable access to quality programs and courses. With these goals in mind, the College offers a variety of distance education opportunities including independent study, compressed video, hybrid, Web-enhanced and online courses.

**E-Mail**

LFCC makes an e-mail account available to all employees. This account is used for internal correspondence and college-related communications outside the College. All LFCC employees should have an LFCC e-mail account. This is the primary means of communication within your instruction unit, across campus instruction units, with current and prospective students, and for news and events within LFCC. As such, faculty must check their employee e-mail frequently.

With assistance through the supervising Office of Instruction, faculty should request an e-mail account using the Network Access Request form to return to the Technology Services Department. An Ethics Agreement form may also be required. Once a username and password has been assigned, Microsoft Outlook may be used to access LFCC e-mail from campus. To access e-mail from off-campus, use Outlook Web Access by visiting [http://www.lfcc.edu/](http://www.lfcc.edu/), selecting “Outlook Web Access for LFCC Employees” from the “Quick Links” drop-down list. Access to employee e-mail is also available from the College’s intranet.
You will be prompted every 90 days to change the account password. If you are unable to login to e-mail, please contact the assigned campus division office or request assistance from the Technology Services Department through the College’s online Web-based service request system.

**Emergency Response**


**Employee Lounge and Food Services**

An employee only lounge is available for all employees of the College at each campus. A microwave and refrigerator are provided for employee’s use. Food services are provided on each campus. Vending machines are available in the student lounge at both campuses.

**Equal Employment Opportunity**

Lord Fairfax Community College is an equal opportunity/affirmative action employer and does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, or against otherwise qualified persons with disabilities in its programs or activities.

**Equipment**

The classrooms at LFCC include computer and multimedia equipment such as digital projectors, interactive television (compressed video conferencing equipment), microphones, audio equipment, wireless keyboards and pointing devices, DVD/CD and VCR equipment, audio and video cables, document cameras, and other traditional A/V equipment. The Technology Services Department will provide technical support for this computer and multimedia equipment.

The College has been utilizing an online Web-based service request system. Faculty must use this system to submit a request for technical support for computer and multimedia equipment. The system for submitting technology service requests can be accessed through the College’s intranet which is available via the “College Employees” link at [http://www.lfcc.edu](http://www.lfcc.edu). The required password for submitting your online technology service request can be obtained from your department’s administrative assistant. The online service requests are reviewed on a daily basis and an automatic e-mail is sent to each requester acknowledging any status changes to your online service request.

The Instructional Technology Office will provide support to the faculty for the Blackboard course management system and for course materials being delivered through this system.
NOTE: The Instructional Technology Office does not provide assistance for materials that are maintained outside of Blackboard on alternate websites. Information on faculty support and training provided by the Instructional Technology Office can be found at http://www.lfcc.edu/ITO/. Questions about relocating equipment on campus, off-campus use, or disposal should be referred to the division office.

Evacuation Plan

Evacuation plans have been posted in every classroom and high occupancy area. These plans depict the location of all fire alarm pull-stations, portable fire extinguishers and emergency lighting units as well as routes of egress from all significant occupied locations.

Evacuations, Lockdowns, and Shelter-in-Place Drills

An Evacuation, Lockdown, or Shelter-in-Place drill will be conducted once each quarter by the Emergency Response Team.

- Evacuations may be used for fire or other emergencies and will be announced by activation of the building fire alarm system. Classroom faculty ensure that all students in their respective area of responsibility leave promptly using the routes of egress identified in the Evacuation Plan posted on the wall near the door of each classroom. Upon leaving the building everyone shall move 100 feet away from the exit portal to allow persons following behind to move through the same portal unimpeded. Faculty will report any person trapped or left behind to campus police and security. Building alarm systems remain activated until all occupants have been evacuated. Students and faculty must move away from the buildings and sidewalks. In the event of a real emergency, fire vehicles and rescue personnel need to be able to get through. Personnel may re-enter the building once an “all clear” has been announced.

- Lockdowns may be used during Unauthorized Person/Weapons on Campus situations and may be announced through LFCC Alert, Plasma Screens, Phone Top, in person and or P/A System depending upon the circumstances. Move out of open hallways. Lock the doors to the room you are located in and call 911 (do not call 911 during a drill). Move yourself and students away from windows and doors and be sure to turn off lights and equipment. Do not sound the fire alarm, which would signal an evacuation, potentially putting others in harm’s way. Stay calm and remain as quiet as possible until “all clear” signal is given.

- Shelter-in-place may be used during extreme weather, hazardous material spill, and other incidents that when evacuation is not a safe option and may be announced through LFCC Alert, Plasma Screens, Phone Top, in person and or P/A System depending upon the circumstances. Shelter-in-place may require relocating to windowless hallways and rooms that are relatively safe areas. Employees should remain with students until “all clear” signal is given.

Evaluation Process and Criteria

The procedure for full-time faculty evaluation can be found on the intranet at: Full-time Evaluation.
Facilities Use

The College offers its facilities for internal and external use for events that support the mission of the College. All room reservations must go through the room coordinators for the respective campuses. Priority for room space is given to instruction first, and then to College activities. In addition, classrooms may only be reserved through the current academic semester. Requests for classrooms outside of the academic calendar will need to be resubmitted at a later day. For external events, a fee will be charged for the room use and for additional services such as setup and Technology Services requests.

All internal room reservations for both Campuses are made via the online room reservation web form. The direct link to this form is www.lfcc.edu/roomreservations. The form is also available in the drop down box on the homepage of the College’s website. When entering an online room request, you will receive a confirmation from the system that the message was received. This does not mean that the reservation has been approved. You will receive a separate confirmation email from Tammy Haire (MC) or Cindy D’Ambro (FC), (or their designated backups), once the room reservation has been approved, with the room details.

Room coordinators will respond to all requests within 24 hours of receipt, during normal business hours. We understand that there may be times when a room is needed immediately. In these situations, please feel free to contact the room coordinator directly for help.

External organizations requesting to use College facilities must complete the Guidelines for Community use of College Facilities Request Form found at http://www.lfcc.edu/about-the-college/office-of-financial-and-administrative-services/administration-475/facilities-support-and-coordination/facility-use-room-reservations/index.html and send it to the events coordinator at the Middletown Campus. Upon receipt, the events coordinator will check the room availability. A letter and the contract will then be sent out confirming the availability of the room and any applicable fees. Upon receipt of the signed contract, the room will be held tentatively until a deposit or full payment is received.

Various administrative requirements apply to off-campus facilities and activities. Contact your campus Office of Instruction or division administrator well in advance of any proposed activities to determine feasibility and allow for required procedures.

Faculty Pay

To access your faculty pay account you can go to this link and follow the instructions provided: https://intranet.lfcc.edu/documents/Human%20Resources/Payline%20Instructions.docx

Fire Alarm Activation

Any person observing a fire should immediately pull the nearest fire alarm in the building in which the fire has been discovered. Thereafter, the location and severity of the fire should be reported by phone by dialing 911 and requesting assistance from the fire company and/or rescue squad, as appropriate. After calling 911, contact Campus Police and Security (540-868-SAFE, 7233 Middletown, 540-351-1555 Fauquier) who will inform the Administrator in Command.
Governance Model

Faculty involvement is crucial to the success of the College Governance Model. Full-time faculty are appointed to various committees through the Faculty Councils. Participation in the College governance process is credited as service to the College in faculty performance evaluations. Governance committee information can be found on the intranet at this link: http://intranet.lfcc.edu/Governance/governance.html.

Handicapped Facilities

All College buildings at LFCC have accessible entrances, as well as strategically placed ramps to facilitate access by handicapped persons. Many entrances have automatic doors installed, and all multi-story buildings are equipped with elevators. The College utilizes the Virginia Relay service for all that can benefit from its use. Furniture in classrooms and public areas is arranged for compliance with handicapped accessibility requirements. Any rearrangement of furniture for class activities must be returned to the original configuration before the instructor leaves the room.

HIV/AIDS Information

Lord Fairfax Community College makes available to all students, faculty and staff information about the transmission of HIV and the means of minimizing the risk of developing AIDS. Information is also available to members of the community. Through a variety of educational programs, LFCC will have an educated constituency that is aware and supportive of the preventive measures, risk behaviors, coping strategies and other related issues associated with HIV/AIDS. The comprehensive education program includes distribution of information regarding prevention and risk reduction of HIV/AIDS and the development of the skills and support needed to change risk behaviors.

In addition, LFCC ensures the protection of the individual rights of all members of the campus community, and the preparation of individuals to act in a responsible manner. Discrimination against persons who are HIV-positive or who may have AIDS is not tolerated. Members of the LFCC community who need assistance in dealing with HIV/AIDS issues are encouraged to seek the confidential services of the College’s counseling staff and a variety of community agencies.

Keys

Keys are the property of Lord Fairfax Community College. The Vice President of Financial and Administrative Services (VPFAS) or designee is responsible for the security of all LFCC buildings. Eligibility to obtain a key to a building or portion of a building is determined by the appropriate department head or administrator to whom the space is assigned. The approval of the department head and the security manager is required to issue a key.

Keys to LFCC rooms or buildings are never to be transferred from one individual to another or obtained from any source other than the security manager. When any duplication or transfer of a key is made or used without proper consent, the key shall be seized and the individual(s) involved shall be reported to the appropriate division dean or administrative official for action.
Applications for keys are made on a Key Request Form (see Safety and Security at this link - [Key Request Form](#)) and should be taken or mailed to the security office, Room 309, Middletown Campus.

All keys issued remain the property of Lord Fairfax Community College and shall be returned under the following conditions:

- Upon transfer to another department of building.
- Upon termination or suspension of employment.
- Upon the request of the department head or appropriate administrative official.
- Upon being granted a leave of absence without pay for a period of 30 or more calendar days; however, staff members granted such leaves may retain their keys if they are authorized to have access to the building and/or office during the leave.

The loss or theft of a key is to be reported immediately to the security manager and the department head. If the key is found, the key is to be forwarded immediately to the security manager.

NOTE: In the event a key is lost and rekeying a building is necessary, the department may be held responsible for the cost of rekeying. Individual rooms may be keyed off the master system, if approved by the VPFAS, at a cost to the user department. A room or area that is not on the master key system will not be provided services (including maintenance, custodial and other services).

NOTE: In the event that emergency personnel need to enter a room or area that has been specially keyed and they do not have a key, the requesting department will be held responsible for any damage that results.

Any specially keyed room request will be in writing, approved by the VPFAS, and sent to the security manager. Unauthorized locks, locks that are installed by departments and not keyed to LFCC’s system, are not permitted and will be removed and replaced at the department’s expense.

**Leave Requests**

Instructions about putting in leave requests can be found at this link: [https://intranet.lfcc.edu/documents/Human%20Resources/9%20Month%20Faculty%20Leave%20Request.docx](https://intranet.lfcc.edu/documents/Human%20Resources/9%20Month%20Faculty%20Leave%20Request.docx)

**Lost & Found**

Procedure Overview

All LFCC departments and individuals will comply with established procedures when dealing with items that are lost or found at LFCC. Anyone requesting information or attempting to locate lost items will be advised of the procedures outlined below.
Procedures

1. Items that are found should be turned into employees at the First Impressions desks or Security Desk at Middletown Campus, or the Security Desk at Fauquier Campus, or to an administrative assistant at the Luray-Page County Center.

2. Police/security personnel will determine if the item is valuable (*jewelry, wallet, cell phone, camera, checkbook, etc.*) tag it with the date, location where the item was found and identity of person who found the item. They will initial the tag and place the item in a locked cabinet. Clothing, books, and other items will not be tagged, and all items will be kept in a locked cabinet.

3. If the item is deemed valuable, it will be logged in as identifiable (name and phone number included) or non-identifiable (no markings of ownership).

4. All items turned into Campus Police will be kept for a minimum of 120 days. If items are not claimed within 120 days, they will be disposed of according to state law §23-4.2. Disposition of unclaimed property.

5. Upon receipt of a found item of value, Security will complete a property report and will store the item in a secure area. Campus Police and Security will attempt to contact the owner of the item.

At the Fauquier Campus or at the Luray-Page County Center, after all reasonable steps are taken to locate the owner, all valuable items will be forwarded to Middletown security for further investigation.

NOTE: These Procedures do not include a “finders/keepers” provision that allows the finder to “claim” an item after some period of time. Returning an item to the finder assumes that the person who lost the item does not want the item. It is not appropriate for the finder to make that assumption and it is not the intent of these procedures to create potential conflicts of interest.

Mail

The College provides mail service for processing of official College mail and for personnel working at the College. The mailroom at the Middletown Campus is currently located in Room 112 to facilitate the majority of the College’s mail services available. Only Faculty and Staff are permitted in the mailroom. When the mail room is locked access can be granted by campus security.

Courier Service

All mail destined for the appropriate campus must be placed in the mail tub for that campus. Large packages must be placed in the designated area in the mail room for delivery to respective campus. On occasion there may be packages that are too large or heavy to move to the mail room. The Printing Services staff must be notified of these packages and will notify the courier to schedule pickup and delivery.

The courier will pick up mail between 10 a.m. and 10:15 a.m. each morning for delivery to the Fauquier Campus. Mail arrives at Fauquier around 11 a.m. each morning. Mail delivery from
Fauquier to Middletown will leave the Fauquier Campus at approximately 1:30 p.m. each day. Mail being sent from Fauquier to Middletown will be distributed the same day. Mail to and from Luray-Page County Center will be sent via UPS for next day delivery. When packages MUST arrive the next day you must notify the Printing Services staff in Middletown. UPS normally delivers mail at 10:30 am each day. Luray-Page County Center is closed on Fridays.

Pickup and Delivery

All outgoing U.S. mail leaves the Middletown Campus at 2:00 p.m. To allow adequate time for processing (e.g., bulk mailing, UPS, FedEx), all outgoing mail should be placed in the mailroom by 1:45 p.m. The postage machine will seal stationery envelopes and all flaps must be down in a closed position to run through the machine. All other envelopes must be sealed. All outgoing mail is subject to inspection prior to processing. The Commonwealth can impose criminal penalties against individuals found using official mail (envelopes or postage) for private use. As a special service to employees, personal mail will be taken to the post office if the sender has previously placed the appropriate postage on the mail and if the mail is placed in the specially designated location, the mail bin marked personal mail, in the mailroom.

Incoming U.S. mail will be delivered to the College’s Middletown Campus mailroom and immediately distributed to the appropriate departments via placing the mail in the mailboxes located in the mailroom (usually by noon). Each office and each faculty member is responsible for picking up their mail on a daily basis. Mail will be bulk delivered to department in the SHP and Corron.

Bulk Mail

Third Class bulk mail is defined as “any mailing consisting of identical pieces not less than 200 pieces. All pieces in the bulk mailing must be identical as to size, weight, and number of enclosures, but the printed textual matter need not be the same.”

All bulk mailings must be approved in advance by the President, the Vice Presidents of Instruction, Student Success, or Financial and Administrative Services. The originating department is responsible for ensuring a copy of the Bulk Mailing Requisition is forwarded to the mail clerk at least five (5) working days in advance of the dispatch date from the College.

Fed/Ex and United Parcel Services (UPS)

Print services must be notified anytime you have a Fed/Ex pickup. For same day pick up, they must be notified by 11 a.m.

The College maintains a United Parcel Service (UPS) shipping account to facilitate dispatch of items not normally handled by the U.S. Postal Service (i.e., 10 pounds or over or items specified as UPS delivery).

This service is coordinated in the Business Office by the procurement officer. Packages received by the College from UPS are delivered to the Shipping and Receiving Office and distributed by the mailroom clerk. Overnight or special dispatches must be accompanied by properly approved UPS documentation.
Network Storage

Network storage is a place on the network where you can safely store files or share them with others. Once you are connected to the network storage, it appears as just another drive on your computer.

Network storage can be used by anyone who has a need to backup work-related files for safekeeping or to share with other users. Because network storage is tied to your Windows login, those who use a generic login, such as adjunct instructors or students, must share that storage with anyone else who uses that login, and the safety of files stored there cannot be guaranteed.

Information kept on network storage is stored on redundant hardware and is backed up 1-3 times per week. This keeps the information much safer than it would be if kept only on your workstation, HOWEVER, no storage medium is 100% safe, and it is always best to keep important information in at least two different places.

Network storage can be requested using the Shared Drive Request Form (Shared Drive Access Request Form). You must list on the form the person who will be the primary user of the storage, the desired name of the storage space, and any additional people you would like to allow access to the space. To allow others to access your share, simply submit the Shared Drive Request Form again, check the box beside ‘Update Access to Share’, and list the people you would like to grant access to (or remove access from). Once the form is completed and signed, it should be returned to rcrim@lfcc.edu, 540-868-7181.

To access network storage, you should map a drive to it:

- Open 'My Computer'
- Open the 'Tools' menu and select 'Map Network Drive'
- Leave the 'Drive' letter at the default selection or change it if desired
- In the box beside 'Folder', type the address of the network storage (e.g. \lfstor1\mystorage)
- Check the box beside 'Reconnect at logon'
- Click the button labeled 'Finish'

If you have trouble connecting the drive, contact the Technology Services Department by e-mail at rcrim@lfcc.edu or by phone at 540-868-7181.

Online Work Orders

LFCC has an online system for all Technology Services and Buildings and Grounds requests. Please see your Office of Instruction’s administrative assistant for assistance with work order requests.

Parking

Parking on LFCC campuses is allowed in all areas except visitor spaces, handicapped (unless valid pass is visible), fire lanes (yellow curbed areas), and special designated spaces (PTK, etc). The main lot at Middletown is used for special training on most weekends; please abide by the
yellow signs for weekend parking. Please park within one space and do not leave items in plain view in your vehicle. Parking violations will be recorded by campus police/security and a ticket will be issued for the violation. Free parking decals are available for students and staff and can be obtained at the reception desk once you fill out the appropriate form. The decals are for your benefit in case of an emergency affecting your vehicle. Parking at the Luray-Page County Center is on-street parking and the lot adjacent to the facility.

Handicapped Parking

Designated parking spaces for handicapped persons are located near the front entrances of both campuses. Persons holding handicapped license plates or temporary permits issued by any state DMV may automatically use any handicapped parking space at LFCC. Persons not holding a handicapped parking authorization issued by a state DMV office or experience a temporary handicap (e.g., broken leg) or some less obvious medical problem (e.g., epilepsy) confirmed by a physicians’ note shall secure a special permit hang tag from Campus Police.

Plasma Screens

The College provides plasma screens at various locations throughout the College on both the Fauquier and Middletown Campuses to provide the most up-to-date information. If you have information to be posted to the plasma screens, please submit requests through the division office for the respective campus with the information to be displayed and the duration. For student activity related information, please see the Student Activities Coordinator.

Political and Commercial Activities

The College recognizes and encourages the exercise of the right of faculty, as citizens, to engage in political and commercial activities on their personal time. The College also recognizes, however, that the College property and College time paid for by all the people will not be used for partisan, political or commercial business purposes.

Procurement of Goods and Services

Please see your appropriate Office of Instruction if you need any goods or services.

Promotions

Qualifications for promotion to regular faculty ranks are clearly stated in the VCCS-29 form, Normal Minimum Criteria for Each Faculty Rank. Individuals planning to request promotion in academic rank should contact their immediate instructional supervisors to provide appropriate documentation for review by the President and Vice President of Academic and Student Affairs. During the spring semester, the Human Resource Manager distributes a request for information to all full-time faculty ranked personnel regarding the process for requesting promotion. The following information is needed to prepare promotion requests:

1. Form VCCS-29 Guidelines for Academic Preparation of Faculty and Normal Minimum Criteria for Each Faculty Rank.
2. VCCS Policy Manual Appendix XIII to section 3, 3.4.4.6 Academic Rank Promotion Policy.
3. Transmittal memorandum requesting promotion (see appendix).
4. Faculty Qualifications Summary (VCCS-10, front side only) to accompany the transmittal memorandum.

Requests for promotion or adjustment of rate calculations should be accompanied by an updated Commonwealth of Application for Employment, resume and a specific listing of all courses taught (e.g., course title, institution, credit hours and term). Faculty personnel files must contain official transcripts for all work completed. Please check with the Office of Human Resource Management Office to be certain files are up-to-date.
### Normal Minimum Criteria for Each Faculty Rank

**Effective July 1, 2005**

<table>
<thead>
<tr>
<th>Rank</th>
<th>Teaching Effectiveness</th>
<th>Academic Preparation</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instructor</strong></td>
<td>Good</td>
<td>Bachelor's in teaching field</td>
<td>2 yrs, current exp.</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>Very Good</td>
<td>Bachelor's in teaching field or 4 yrs, current exp. in teaching field</td>
<td>5 yrs, current exp.</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>Excellent</td>
<td>Bachelor's or Master's in teaching field</td>
<td>5 yrs, current exp.</td>
</tr>
<tr>
<td>Professor</td>
<td>Excellent</td>
<td>Master's or Doctorate in teaching field</td>
<td>5 yrs, current exp.</td>
</tr>
</tbody>
</table>

**Doctorate**

- Good: Bachelor's or Master's in teaching field
- Very Good: Bachelor's or Master's in teaching field with demonstrated excellence in teaching field
- Excellent: Doctorate in teaching field

**Doctorate in a Related Field**

- Good: Bachelor's or Master's in teaching field
- Very Good: Bachelor's or Master's in teaching field with demonstrated excellence in teaching field
- Excellent: Doctorate in teaching field

*Note: The minimum requirements for the instructor rank and those holding doctoral degrees are the same. A new or renewed appointment of an assistant professor must be consistent with the divisional expectations of the college administration for a person who is able to meet the minimum requirements within one year.*

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**3-6  
7/05 (Effective Date)**
Virginia Community College System
Qualifications of Faculty

Qualifications for faculty in the Virginia Community College System are aligned with the Principles of Accreditation of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). SACS states:

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline in accordance with the guidelines listed below. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

Credential Guidelines:
1. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctor’s or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
2. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor’s degree in the teaching discipline, or associate’s degree and demonstrated competencies in the teaching discipline.

In addition to the above two categories of faculty specified by SACS, the VCCS adds the following:
3. Faculty teaching courses designed for non-associate degree occupational fields: high school diploma or equivalent with demonstrated competencies in the teaching field.
4. Faculty teaching developmental courses: bachelor’s degree in a discipline related to the teaching assignment and either teaching/occupational experience related to the teaching assignment or graduate training in developmental education.

The accompanying chart (VCCS-29) specifies the normal minimum criteria for each faculty rank. This chart applies to teaching faculty and administrators. For administrators and professional faculty (counselors, and librarians), “teaching effectiveness” refers to effective performance in the primary area of responsibility and “teaching experience” includes professional service in the primary area of responsibility. The chart should be used and interpreted in conjunction with the above general principles, Section 3.2 (Faculty Qualifications) of the VCCS Policy Manual, and the following interpretive specifications.

Interpretive Specifications

- Fulfillment of normal minimum criteria does not guarantee original placement in, or promotion to, a given rank.
- Minimum degree requirements for original appointments and promotions must be met.
- The following are appropriate substitutions for requirements beyond the minimum degree specified for a given rank, which may be used at the discretion of the college:
  a) Teaching experience beyond the minimum required may be used in lieu of occupational experience at the rate of one year of teaching experience being considered equivalent to a required year of occupational experience.
  b) Occupational experience beyond the minimum required may be used in lieu of teaching experience at the rate of one year of related occupational experience being considered equivalent to a required year of teaching experience.
  c) Educational preparation above the requirements for initial placement in rank may fulfill requirements for occupational experience and/or teaching experience at the rate of 30 undergraduate credits being considered equivalent to one year of teaching or occupational experience, and 24 graduate credits being considered equivalent to one year of teaching or occupational experience.
d) Certification in lieu of a degree will be possible for initial hiring in Columns 3 and 5. Business, industry and professional certifications may substitute for educational requirements. Equivalencies must be documented, approved by the president, and placed in the personnel file as an attachment to hiring and promotion documents.

e) Eighteen graduate semester hours of course work related to the teaching field may substitute for the requirement that a bachelor's degree be related to the teaching field.

- Measurement of teaching effectiveness for initial appointments is determined through references; for promotions, it is determined using the evaluation ratings for the two previous years.
- The MFA Degree for those faculty who teach a majority of classes in studio art, theater, or creative writing areas shall be recognized as a terminal degree. The requirement of the doctoral degree under columns one and two for such faculty will not be necessary; however, these faculty will still need to satisfy the requirements of credits in the teaching field and another requirements for promotion to upper ranks of the professoriate.
- In cases where program accreditation agencies recommend specific graduate courses for faculty, those courses should be considered to be "in the teaching field" for VCCS-28 purposes regardless of the course prefix or other criteria normally used to determine the status of course work.

Interpretive Specifications for Promotions Only

- Credit hour equivalency may be granted for no more than 15 semester hours by either a. or b. below or a combination of both during employment with the VCCS:
  
a) Active participation in given learning experiences (c. e. u. classes, workshops, conferences, seminars, etc.) when part of a plan approved by the Community College President applying the following formula: 45 contact hours is equivalent to one semester credit hour.
  
b) Non-teaching work experience directly related to the faculty member's field at a rate not to exceed 1.25 semester credit hours per month of full-time equivalent work experience and not to include work experience applied toward initial appointment.

- Any exceptions to the criteria as outlined in the VCCS-29 must be fully justified and documented in accordance with the Community College’s Human Resource Delegation Agreement.
(Sample Memorandum)

MEMORANDUM

TO: Karen Foreman
FROM: (Your Name)
DATE: (Current Date)

SUBJ: Promotion in Faculty From Instructor to Assistant Professor

The following information is submitted as justification to support a recommendation for my promotion to the rank of Assistant Professor at Lord Fairfax Community College.

The criteria are taken from form VCCS-29.

<table>
<thead>
<tr>
<th>Category</th>
<th>Minimum Criteria</th>
<th>Performance /Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Teaching Effectiveness</td>
<td>Very Good</td>
<td>(Performance Evaluation Rating-most recent)</td>
</tr>
<tr>
<td>2. Academic Preparation</td>
<td>Master's+24 Grad s.h. (27 grad sem. hrs teaching field)</td>
<td>(Individual's Credentials)</td>
</tr>
<tr>
<td></td>
<td>Or Master's + 15 grad s.h. (27 grad sem. hrs in teaching field)</td>
<td>see VCCS-29</td>
</tr>
<tr>
<td>3. Experience as follows:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Related Occupational Experience</td>
<td>0</td>
<td>(Individual's Years)</td>
</tr>
<tr>
<td>• Total Teaching Experience</td>
<td>0-3 yrs. (see VCCS-29)</td>
<td>(Individual's Years)</td>
</tr>
<tr>
<td>• F/T Community College Exp.</td>
<td>0-3 yrs. (see VCCS-29)</td>
<td>(Individual's Years)</td>
</tr>
<tr>
<td>4. Professional Activities/ Contributions</td>
<td>Good</td>
<td>(Performance Evaluation Rating-most recent)</td>
</tr>
</tbody>
</table>

Faculty/Administrator Signature

Attachments: VCCS-10 Faculty Qualifications Summary

Supervisor's Signature

Vice President's Signature
VCCS-10

FACULTY QUALIFICATIONS SUMMARY

REV: 05/12

A. Complete the highlighted sections as appropriate and submit with:

(1) All original appointments and rehires.
(2) All rank promotions
(3) All changes in faculty categories; e.g., 9-month teaching to 12-month teaching

B. Written justification must be provided for:

(1) Appointments in which actual qualifications vary from normal column criteria
(2) Any salary beyond the midpoint of the range.

NAME: ____________________________  RANK REQUESTED: ____________________________

ASST INSTR, INSTR, ASST PROF, ASSOC PROF, PROF, or ADJUNCT I, II, III, IV, V

Teaching Field: Nursing


CRITERIA ANALYSIS FOR REQUESTED RANK

<table>
<thead>
<tr>
<th>Minimum Criteria from VCCS-29</th>
<th>ACTUAL QUALIFICATIONS/EXPERIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN</td>
<td>Year(s)</td>
</tr>
<tr>
<td>Education Requirements:</td>
<td></td>
</tr>
<tr>
<td>Experience:</td>
<td></td>
</tr>
<tr>
<td>Related Occup:</td>
<td>0 yrs.</td>
</tr>
<tr>
<td>Total Teaching:</td>
<td>0 yrs.</td>
</tr>
<tr>
<td>In VCCS:</td>
<td>0 yrs.</td>
</tr>
<tr>
<td>In Rank:</td>
<td>0 yrs.</td>
</tr>
<tr>
<td>Years of experience</td>
<td></td>
</tr>
<tr>
<td>as listed above</td>
<td></td>
</tr>
<tr>
<td>broken down:</td>
<td></td>
</tr>
<tr>
<td>(Place X in respective</td>
<td></td>
</tr>
<tr>
<td>Related or Teaching</td>
<td></td>
</tr>
<tr>
<td>Columns)</td>
<td></td>
</tr>
<tr>
<td>Add’l Information:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RELATED</th>
<th>TEACHING</th>
<th>START DT</th>
<th>END DT</th>
<th># OF YEARS</th>
<th>INST NAME</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FACULTY SALARY</th>
<th>#N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEAN'S SIGNATURE</td>
<td></td>
</tr>
<tr>
<td>REVIEWED BY:</td>
<td>VP of Academic &amp; Student Affairs or Designee</td>
</tr>
</tbody>
</table>

9-MONTH

ADJUNCT PAY RATE: #N/A

Date: ________

Date: ________
Sexual Harassment Policy

Sexual harassment of students, employees or co-workers is contrary to the policy of the State Board. All employees of the VCCS are covered by this policy. The definition of sexual harassment and procedures for reporting and resolving complaints can be found in the LFCC Student Handbook and is also available online at http://www.lfcc.edu/files/documents/current-students/college-catalog/2012-13/Student%20Handbook.pdf.

SIS – Student Information System

Faculty can access the VCCS SIS 9.0 Student Information System by clicking on MYLFCC on the LFCC homepage. The Faculty Center is a self-service component that provides instructors a single entry point from which to access instructor-related transactions. From the Faculty Center, instructors can do the following:

- View class schedule.
- View grade roster and enter grades.
- View class roster.
- View advisee information.
- Search for classes and browse the catalog.

For a complete user manual on accessing the Student Information System and the Faculty Center, please go to the IT Web site link, http://www.lfcc.edu/tsweb/faq.html and select either the Adjunct Faculty Center or Faculty Center.

Smoking

Under the Code of Virginia, Title 15.2, Chapter 28, “Virginia Clean Indoor Air Act,” LFCC established a policy to regulate and control smoking of tobacco products within its facilities. This policy is specifically authorized under Code of Virginia 15.2-2800 and 15.2-2801, which sets forth a statewide regulation on smoking. Refer to LFCC’s policy at: http://intranet.lfcc.edu/documents/policies/Policy%2020%2320001%20Clean%20Indoor%20Air%20Policy%202008-11.pdf.

Substance Abuse Policy

All employees of LFCC shall not possess, use, distribute, or manufacture illicit drugs and alcohol on school property (including buildings, facilities, grounds, property controlled by the College), as part of College activities on or off-campus, while serving as a representative of the College, at off-campus meetings in any state owned/controlled/leased property or at a site where state work is performed.

Finally, since the use of prescription and non-prescription medications may affect an employee’s ability to perform his/her job duties and thereby jeopardize the safety of others, each employee is required to notify his/her supervisor about consumption of any medication that he/she believes affects his/her performance. This information will be kept confidential and shall only be communicated to others on a need-to-know basis.
Any employee in violation of this policy is subject to disciplinary action up to and including discharge, and/or may be required to participate in a drug or alcohol abuse assistance or rehabilitation program at the discretion of the College administration. As a condition of employment, each employee must abide by the terms of this prohibition and notify his/her supervisor in writing of any criminal statute conviction resulting from a violation of said prohibition based upon conduct occurring in the workplace. Additionally, each employee must notify his/her supervisor of any conviction for a violation of any criminal drug law occurring away from the workplace.

**Three- and Five-Year Appointments**

Only teaching faculty, counselors and librarians, who are employed in unrestricted full-time appointments and have been recommended for reappointment, are eligible for three- and five-year appointments. Administrators who hold faculty rank, faculty members with the rank of assistant instructor or lecturer or those on restricted appointments serve only one-year or shorter appointments. Whenever the person becomes otherwise qualified, full-time employment in these capacities counts toward the eligibility for a multi-year appointment (VCCS Policy, section 3, 3.4.0.1).

Each year, the College President appoints an ad hoc advisory committee for three- and five-year appointments. Procedures typically established by the advisory committee include:

1. During the spring semester, the Office of Human Resource Management provides the College President with a list of faculty who are eligible for three- and five-year appointments for the upcoming academic year.
2. Each applicant will sign an application for three- and five-year appointments by the required date.
3. The Committee will forward a list of three- and five-year appointment applicants to the Office of Human Resource Management Office who will, in turn, notify the Committee Chair if any of the applicants have received an overall “Job performance Rating” of less than “Very Good” in any of the three most recent rating periods.
4. The Ad Hoc Committee will review the “Annual Evaluation Summary” and “Job Performance Appraisal” forms for the three most recent rating periods for any applicant who has received less than a “Very Good” rating for any of the said periods.
5. If the Committee is likely to make a recommendation other than affirmative, the applicant shall be invited for an interview prior to the Committee’s final decision.
6. The President of the College will notify the applicant of the decision at the end of the process.
7. If the applicant is turned down, the applicant is due an explanation from the Committee or the appropriate administrator regarding why the multi-year appointment was turned down.

Complete guidelines are provided in the VCCS Policy Manual (Virginia Community College System Policy Manual) section 3, 3.4.0.2.
Travel

LFCC employees must follow state travel guidelines and obtain proper approval for any travel. The guidelines are published at the following Web site: http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_topics/20335_1206.pdf.

To obtain approval to travel, an Application to Travel form should be completed and forwarded to the instructional supervisor. Within five days of completion of travel, the traveler should complete a Travel Expense Reimbursement Voucher Form and forward the form and all supporting documentation to the instructional supervisor. The Application to Travel Form and the Travel Expense Reimbursement Voucher Form are located on the LFCC intranet under Forms/Publications/Forms/Office of Finance and Administration/Business Office and Travel. To assist in completing the per diem amounts on the Application to Travel and the Travel Expense Reimbursement voucher, use the per diem calculator at http://itde.vccs.edu/services/perdiem.

Travel Reimbursement

Upon returning from a preapproved trip, employees must fill out a Travel Expense Reimbursement form (Form 2009) with all receipts, and a boarding pass from commercial transportation (if applicable) attached and proper signatures. A Post Professional Development Form (Professional Development Post Report) must also be included in order to receive full reimbursement. The completed paperwork must be turned in to the Business Office.

Use of College Vehicles

The College has a selection of pool vehicles available for employees to use for official state business travel. For more information, please see the State Travel guidelines and the Office of Fleet Management Services (OFMS) Policies & Procedures Manual, posted on the intranet.

Reserving College Vehicles

All vehicle reservations for both Campuses are made via the online state vehicle reservation web form. The form is available in the drop down box on the homepage of the College’s website. When entering an online state vehicle request, you will receive a confirmation from the system that the message was received. This does not mean that the reservation has been approved. You will receive a separate confirmation email from the vehicle coordinator, for that respective Campus, once the state vehicle reservation has been approved with the reservation details.

Vehicle coordinators will respond to all requests within 24 hours of receipt, during normal business hours. We understand that there may be times when a state vehicle is needed immediately. In these situations, please feel free to contact the vehicle coordinator directly for help. Vehicles are reserved on a first come first serve basis. If a vehicle is not available, employees have the option of renting an Enterprise vehicle or using their own vehicle. Employees choosing to use their own vehicles will be reimbursed at the lower IRS rate of mileage reimbursement, unless they can prove that it is more cost effective to use their personal vehicle. Vehicles must be picked up and turned in according to the times indicated on the state vehicle request form. There is a high turnover for the state vehicles, and not abiding by the stated times is likely to leave the next employee waiting, or without a vehicle.
Cost Beneficial Use of Personal Vehicles

If using a personal vehicle proves to be more cost effective than using a rental vehicle, an employee will be eligible for the full mileage reimbursement.

INSTRUCTIONAL MATTERS

Academic Dishonesty (Procedures)

If a faculty member suspects a student of academic dishonesty, he or she should follow this link to the procedures on page 208 of the College catalog:


Add/Late Registration Policy

Requests to enroll in a course after the first class meeting require the signature of the instructor and the appropriate administrator of instruction and will be given only if space is available. Faculty are not required to give such approval, and students must make up missed work. Overrides are not approved once a class is full.

Attendance Policy for Students

Instructors are required to establish class attendance requirements in the course syllabus. Class attendance should be expected and penalties for absences are appropriate; however, instructors should also take care that attendance alone does not contribute an excessive percentage to the grade earned in the course.

Instructors are required to document attendance at each class meeting, and to complete attendance verification forms as are required by the Financial Aid Office (according to the deadlines they establish), in keeping with federal financial aid requirements. Timely submission of these forms to the Financial Aid Office is expected.

Instructors teaching online, hybrid, or nontraditional class sections must establish appropriate mechanisms to assess and document student participation in the course.

Attendance/Administrative Deletions Policy

1. Students who do not participate in the equivalence of one class session by the first census date will be administratively removed from the class.
2. Students will be notified of the removal and no refund will be issued.

Attendance is defined as participating as required by the course syllabus (e.g., participation in a BlackBoard discussion board for an online course, being present at a designated work site for an internship, etc.). Census date is a specific posted date for each semester that a student has the ability to add or drop with entitlement to the appropriate refund.
Class Length

All class meetings are to be maintained as scheduled. The length of a routine day class is 50 minutes per hour scheduled. A three-credit evening lecture class meets for 150 minutes of instructional time per three hours scheduled. Timeframes will vary during summer semester and for dynamic courses (nonstandard start or stop dates). Exceptions must be approved in advance by the instructional administrator.

Class Roster

Faculty are responsible for producing their own roster information from the College’s Student Information System. Faculty should print their roster throughout each semester to ensure no enrollment changes have occurred. Assistance is available from divisional administrative assistants. If a student’s name does not appear on the roster, the instructor should inform the student to contact the Admissions Office. A student should not be permitted to attend any further class sessions after the end of the registration period without verification from the Admissions and Records Office that the student is officially registered. Instructors must verify accuracy of the roster and notify the Admissions and Records Office of any discrepancies.

Copyright Law

Faculty are responsible for being familiar with and complying with copyright guidelines. Information may be obtained from the Learning Resources Center, the Administrators of Instruction, and the policy on the intranet at http://intranet.lfcc.edu/documents/policies/Policy%20%2351007%20Copyright%20Awareness%20Policy%202009-05.pdf

Course Evaluation

All full-time faculty are required to select, in advance, those courses to be evaluated by students as part of his/her performance evaluation (exception: first year of employment, all course sections will be evaluated by students and included in the faculty performance evaluation.) Student Evaluation of Faculty forms are distributed near the end of the semester with instructions regarding the procedure. Faculty teaching online or nontraditional classes should contact their appropriate administrative assistant for the procedure to be followed. The LFCC Student Course/Faculty Evaluation form follows.
## LFCC Student Course/Faculty Evaluation form

**Lord Fairfax Community College - Student Course/Faculty Evaluation**

Your instructor will provide you with a five-digit course identification code. Please write this code in the box at the right and completely darken the ovals corresponding to each digit. Then completely darken each oval representing your best response. Be sure to use a -

### What is your age?

- [ ] 18 or less  
- [ ] 19-24  
- [ ] 25-30  
- [ ] Over 30

### Approximately how many college credits have you completed?

- [ ] 0-12  
- [ ] 13-24  
- [ ] 25 or more

### How many sessions did you miss in this class?

- [ ] 0  
- [ ] 1-3  
- [ ] 4-6  
- [ ] 7 or more

### At the start of this course, what grade did you expect?

- [ ] A  
- [ ] B  
- [ ] C  
- [ ] D  
- [ ] F  
- [ ] S  
- [ ] R  
- [ ] U  
- [ ] Audit

### At this time, what grade do you expect in this course?

- [ ] A  
- [ ] B  
- [ ] C  
- [ ] D  
- [ ] F  
- [ ] S  
- [ ] R  
- [ ] U  
- [ ] Audit  
- [ ] Incomplete

### Using the scale to the left, please indicate your level of agreement with each of the following statements.

<table>
<thead>
<tr>
<th>5 Strongly Agree</th>
<th>4 Agree</th>
<th>3 Somewhat Agree</th>
<th>2 Slightly Disagree</th>
<th>1 Strongly Disagree</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The professor was willing to help students.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. The professor came to class well-prepared.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. The professor demonstrated interest and enthusiasm for the subject matter.</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>4. The professor demonstrated in-depth knowledge of the subject matter.</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>5. The professor was available during office hours/scheduled appointments.</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>6. Assigned homework was appropriate for the course.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. The professor returned graded material quickly enough to benefit me.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Subject matter was explained clearly.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>9. The professor used examples that helped clarify the topic being presented.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Expectations of the professor were clearly defined.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Tests/graded projects were related to classroom/laboratory activities.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. I was able to read and understand the textbook.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Tests and assignments were graded fairly.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. (Optional professor supplied question)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. (Optional professor supplied question)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. (Optional professor supplied question)</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. (Optional professor supplied question)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. (Optional professor supplied question)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Please answer the following questions in the space provided below. (Use the back if additional space is needed.)**

19. What did the professor do especially well in teaching this course?

20. Comment on anything this professor might do to improve his/her teaching in this course.
Course Syllabus

The course syllabus is the practical student-oriented document each instructor will provide every student in each class. While it reflects the individual instructor’s teaching methods and strategies, it must be substantially congruent with the adopted standard course design and may contain all or some of the same material.

The course syllabus is intended to be a student guide to teaching and learning activities in the class. Not only is it a means of promoting learning, but it is a contract which clarifies the instructor’s role as teacher and the instructor’s expectations of students. The completed course syllabus must be submitted to the appropriate instructional administrator prior to the first class meeting.

The course syllabus must address the elements prescribed in the LFCC Course Syllabus Template (LFCC Syllabus Template) although the format may be personalized.

Credit and Grading System

A credit is equivalent to one collegiate semester hour credit. Each semester hour of credit given for a course is based upon approximately one academic hour (50 minutes) of formalized, structured instructional time in a particular course weekly for 15 weeks (or equivalent) by each student.

The grades of A, B, C, D, and S are passing grades. Grades of F and U are failing grades. R and I are interim grades. Grades W and X are final grades carrying no credit. Individual instructors determine criteria for letter grade assignments described in individual course syllabi.

The quality of performance in any academic course is reported by a letter grade, the assignment of which is the responsibility of the instructor. These grades denote the character of study and are assigned quality points as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4 per credit</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3 per credit</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2 per credit</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1 per credit</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0 per credit</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>No grade point</td>
</tr>
</tbody>
</table>

The "I" grade is to be used only for verifiable unavoidable reasons that a student is unable to complete a course within the normal course time. To be eligible to receive an "I" grade, the student must (1) have satisfactorily completed more than 50% of the course requirements and (2) must request the faculty member to assign the "I" grade and indicate why it is warranted. The faculty member has the discretion to decide whether the "I" grade will be awarded. Since the "incomplete" extends enrollment in the course, requirements for satisfactory completion shall be established through consultation between the faculty member and the student. In assigning the "I" grade,
the faculty member must complete documentation that (1) states the reason for assigning the grade; (2) specifies the work to be completed and indicates its percentage in relation to the total work of the course; (3) specifies the date by which the work must be completed; and (4) identifies the default grade (B, C, D, F, P, R, or U) based upon course work already completed. In the case of I grades earned at the end of the spring semester, students have through the end of the following fall semester to complete the requirements. Completion dates may not be set beyond the subsequent semester (to include summer term) without written approval of the vice president of learning. The student will be provided a copy of the documentation. A copy of this documentation is filed in the Admissions and Records Office and retained according to records retention policy. The student is responsible for initiating the removal of the incomplete. If the College does not employ the faculty member who assigned the incomplete during the semester following its issuance, the appropriate administrator of instruction must be contacted. An "I" grade will be changed to a "W" only under documented mitigating circumstances which must be approved by the vice president of academic and student affairs.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>Re-enroll</td>
<td>No credit. Student must re-enroll in order to complete the course objectives. This is used in Developmental Studies courses.</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>No grade point credit. Indicates satisfactory completion of course objectives in Developmental Studies (courses numbered 01-09).</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>No grade point credit. Applies to Developmental Studies and specialized courses.</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>No credit. A grade of withdrawal indicates an official withdrawal from a course after the last date to be eligible for a refund.</td>
</tr>
<tr>
<td>X</td>
<td>Audit</td>
<td>No credit.</td>
</tr>
</tbody>
</table>

In establishing the grading scale for each course, faculty must include each of the grades A, B, C, D, and F.

**Early Academic Alert Program**

Early interventions with students having academic difficulties can help provide them with better opportunities for overall success. Faculty are encouraged to meet with students who need extra instructional support and direct them to various campus resources. If a student has been missing a significant number of classes, please contact the student directly by telephone to discuss concerns, missed assignments, attendance, and tests. An alternative method of intervention is the *Academic ALERT* process.

An early academic intervention program for students has been implemented to provide an increased opportunity for success. Faculty are requested to respond in a timely fashion to e-mails regarding the Academic Alert process.
Faculty Absence from Class

Inability to meet with a class due to an emergency or illness is to be reported in a timely manner to the appropriate Office of Instruction. You are required to speak directly to someone instead of e-mailing or leaving a phone message. Please contact Security if no one else can be reached (Middletown Campus/Luray-Page County Center, 540-868-7233; Fauquier Campus, 540-351-1555). It is the responsibility of the instructor to make up the missed class work, to e-mail the students within the course Blackboard site [Bb] and to notify the appropriate administrator of instruction of these arrangements. An absence form must be completed by faculty for each session missed and submitted to the appropriate administrator of instruction. The absence form can be found at: Instructor Absentee Form.

Faculty Office Hours

As stipulated by VCCS policy, full-time faculty members are required to be available in their offices or place designated on their course syllabus for student advising or consultation 10 hours per week. These hours should be scheduled in such a way as to minimize conflicts with other college responsibilities, such as regular committee meetings. In cases where the full-time faculty member is teaching one or more classes online or in a nontraditional schedule, appropriate adjustments to the provision of office hours must be approved by the appropriate administrator of instruction. For online office hours, please refer to this policy on the intranet: Faculty Online Office Hours.

Final Examinations

All students are expected to take their final examinations at scheduled times, published by the Admissions and Records Office and available on the LFCC website. Any change in the published exam schedule must be approved in advance by the appropriate administrator of instruction.

All instructors are expected to conduct a meaningful assessment activity during the designated final examination time period. This time is included for the calculation of required instructional time and may not simply be waived.

Grades

Generating Grade Rosters

Within the SIS, there are two options available to generate (make available for use) grade rosters for the student records application; the Grade Roster Generator and Grade Roster Type Panel. It is important to note that the final grade roster is not available for printing or entering grades until one of these processes is completed.

The Grade Roster Generator process is run after the census date to generate grade rosters. This process is run nightly to update the grade rosters for any changes that might occur. Approximately one week before grades are due, the Grade Roster Generator process is discontinued. Any updates needing to be made to the grade roster would be done using the Grade Roster Type page.
Printing Grade Rosters

Each instructor has the ability to print his or her own grade roster. If the instructor does not have access to a printer, the roster can be printed in the division office. If required by the Office of Instruction, the final grade roster will be submitted to the appropriate division office after grades have been entered via My LFCC, and no later than the final date to submit grades.

Entering, Approving, and Posting Grades

For all Regular Session and Dynamic Classes that are completed by the Fully Graded Date: Instructors will enter student grades via My LFCC by the deadline for submitting final grades (Fully Graded Date) each semester. This deadline will be pre-determined on a semester-by-semester basis and communicated to instructors by the Dean of Students/Registrar and is available on the college’s academic calendar posted on the website. Compliance with the published deadline is expected.

When accessed via the Web, the grade roster will depict a status of “Not Reviewed.” The instructor will enter the grades and then save them in this status. They will then change the status to “Approved” and save it again.

Student Access to Final Grades

Students will access their final grades and term grade point averages via My LFCC. These final grades are a part of the students’ permanent record and will be recorded on their official transcript.

Grade Changes

Unless there are mitigating circumstances, all grade changes should be requested within one year of the initial posting of the grade. To accomplish a grade change, the Grade Change Form (Grade Change Form) must be completed. The process for completing a grade change is as follows:

1. Student must contact the appropriate instructor to request a grade change. If the instructor agrees to the change, the GCF is signed and submitted to the appropriate administrator of instruction.
2. If the administrator or instruction approves the grade change, the GCF is signed and then forwarded to the Dean of Students/Registrar.
3. The Admissions and Records Office staff will then make the change and copy of the GCF will be sent to the Instructor (the GCF must be kept for a minimum of three years after the last date of attendance).

Grade Appeal Policy

If the instructor does not agree with the student’s grade change request, the student has the right to initiate the grade appeal process as outlined in the College Catalog.
Withdrawals

The withdrawal deadlines will be published on the LFCC website. Ultimately, it is the student’s responsibility to withdraw from a class. It is important to note that students will not automatically receive a grade of “W” if they stop attending a class.

After the add/drop period but prior to the withdrawal date (60 percent of the session), a student may voluntarily withdraw from a class by completing a Withdraw Form in the College’s Admissions and Records Office. The withdrawal must be submitted no later than the last day to withdraw without penalty (60 percent) for the session. After this date the student receives a grade of “F.” An exception can be considered when the following two conditions exist:

- There are serious mitigating circumstances such as medical emergencies or other extreme conditions (as determined by the College), and
- The student is passing at the time of the effective date of withdrawal.

The mitigating circumstances must be documented by the student and presented to a counselor with the request to withdraw. If approved, the form is returned to the Admissions and Records Office and a Notice of Withdrawal (with Mitigating Circumstances) is sent to the instructor. The instructor indicates whether the student is to receive a grade of “W” or “F.” The instructor returns the signed form to the Records Office for processing into SIS. A copy is returned to the instructor after processing. The student will be able to access and view the grade change via My LFCC.

If a student stops attending class after the last day to withdraw without penalty and does not withdraw due to mitigating circumstances, the instructor is to award a grade of “F” for excessive absences.

Incomplete (“I”) Grades

Instructors have the authority and discretion to grant an incomplete (“I”) grade. The “I” is to be used ONLY in cases of documented emergencies, for students who have successfully completed 50 percent of the coursework. No credit shall be awarded for an incomplete, and should only be used for verifiable, unavoidable reasons. Since the incomplete extends enrollment in the course, requirements for satisfactory completion shall be established through student/instructor consultation. Courses for which the grade of “I” have been awarded must be completed by the end of the subsequent semester, or another grade must be awarded by the instructor based upon course work which has been completed. In exceptional cases, extensions of time needed to complete course work for incomplete grades may be granted beyond the subsequent semester, with written approval of the instructor and/or division dean and the Vice President of Academic & Student Affairs or designee.

A “W” grade should be awarded for the incomplete grade only under mitigating circumstances and must be approved by the Vice President of Academic & Student Affairs, or designee. A copy of this documentation must be attached to the grade change form and filed.
in and submitted to the Admissions and Records Office. At the end of each term, the Admissions and Records Office technical support will run the Grade Lapse process to change all outstanding “I” grades to “F” grades just prior to grade processing for the term unless the instructor has otherwise, on the Incomplete form, noted a different grade to be awarded if the work is not completed. The Admissions and Records Office will make the change on the student’s incomplete page in SIS. The Incomplete Grade form is found on the intranet: (Explanation of Incomplete Grade).

Course Repeat Policy – Effect on Cumulative GPA

Cumulative grade point average (GPA), which includes all courses attempted, is computed each semester and is maintained on a continuing basis as a record of the student’s standing. When a student repeats a course, only the last grade earned is counted in the computation of the cumulative GPA and for satisfying curricular requirements. A statement indicating that a grade repeat has occurred will be shown after the initial course attempt on the student’s transcript. If a course has been repeated multiple times, all prior attempts will be removed from the student’s current, cumulative GPA.

Course Repeat Policy – Number of Repeats Allowed

The VCCS policy for repeating a course is as follows: “A student should normally be limited to two (2) enrollments in the same credit course. Should a college wish to make an exception to this policy, the need should be documented and approved by the college’s chief academic officer, or his designee. This limitation does not apply to the courses in the Curriculum Guide identified as General Usage Courses: 090-190-290; 095-195-295; 196-96-296; 097-197-297; 098-198-298; 099-199-299.”

1. A student will be blocked from registering for a course for the third time. The block will be removed by the Records Office staff and the student allowed to enroll for a third time when:

   a. The course is a developmental course and the last grade is either a W or R.
   b. The first two attempts in the course include one or more grades of W.
   c. The course is a non-developmental course and the last grade earned is a D.
   d. The student submits a form showing approval by the Vice President of Academic and Student Affairs or the Dean of Students/Registrar or designee.

2. Students who have been allowed to register for a course more than twice will be identified by a report generated in the SIS. The Dean of Students/Registrar will review the report to ensure that the student has the proper approval to enroll in a course more than twice.

Note: Although grades of “W, R, X” are included in the repeat policy according to VCCS guidelines, attempts in a course that contain one of these grades are not being blocked in SIS on the third or greater attempt.
Academic Renewal Policy (Grade Forgiveness)

Students who return to the college after a separation of five (5) years or more (60-month minimum) may petition for academic renewal. The request must be in writing and submitted to the Admissions and Records Office for approval.

If a student is deemed eligible for academic renewal, grades of “D” and “F” earned prior to reenrollment will be deleted from the student’s cumulative GPA, subject to the following conditions:

1. Students must complete the “Petition for Academic Renewal” and agree to conditions stated in the petition. Prior to petitioning for academic renewal, the student must demonstrate a renewed academic interest and effort by earning at least a 2.5 GPA in the first twelve (12) semester hours completed after re-enrollment.
2. Although removed from the student’s cumulative GPA, all grades received at the college will be a part of the student’s official transcript, and will be noted with a parentheses “( )” around the grades.
3. Any course credit with grades of “D” or “F” earned during the academic renewal adjustment period will not count toward the student’s graduation requirements.
4. Academic renewal can be granted only one time, and once granted, it cannot be revoked.

Job Description and Duties

The primary responsibility of a faculty member in the Virginia Community College System is to provide quality instruction for students. The major emphasis is on good teaching by working with students in classrooms, laboratories, individual conferences and related activities to help students develop their interests and abilities to the fullest capacity in order to become better persons, better workers and better citizens.

Instructors are responsible for maintaining accurate attendance records of all students taught each semester. Make-ups on student attendance, class work, assignments and examinations may be arranged at the discretion of the instructor. Attendance records must be submitted to the appropriate division office of instruction and to Financial Aid as requested. Because class attendance is a major factor in determining financial aid benefit eligibility, all faculty are required to maintain accurate attendance records for all students.

Privacy of Students

Lord Fairfax Community College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), Sec. 438, P. L. 90-247, as amended. This is to notify students of their rights regarding their education records—right of privacy, right to inspect them and right to authorize the release of information from them. All requests for information regarding student records should be forwarded to the Dean of Students/Registrar.
Professional Development

Faculty are encouraged to attend any staff development event that is of interest to them. Furthermore, access to additional funding for professional development is available, subject to budget limits; priority approvals will be granted consistent with established program-enhancement and College strategic goals. Information can be obtained from the appropriate Office of Instruction; prior approval is required for reimbursement: Travel and Professional Development Application. In order to be reimbursed for any expenses incurred, a Post Professional Development Form must be completed and attached to the reimbursement paperwork: Travel Expense Reimbursement Form (2009).

Purchase of Instructional Supplies/Materials

Appropriate procedures must be followed, and necessary forms completed when requesting instructional materials and supplies for your course. Please consult the appropriate administrative assistant for further information.

Room Assignments

Instructional administrators make room assignments. Faculty are not authorized to change room assignments without the approval of the appropriate instructional administrator.

Student Grievances

Any student of the College, within certain time limitations, may exercise rights recognized in the Student Grievance Policy. This policy and its procedures are published in the College Catalog.

Textbook Selection and Desk Copies

Recommendations for course textbook adoptions are initiated by the faculty member responsible for teaching the course except for those courses taught by more than one instructor. Textbook selection is then made through consensus with the approval of the appropriate administrator of instruction. Any variation must be justified to and approved by the administrator of instruction. The College is committed to providing students with the most effective instructional materials available related to course objectives and procedures. Each textbook adoption proposal should be related to student characteristics, course content summary and factors of cost and availability. Faculty textbooks are generally provided through the instructional offices and must be signed out (in some cases) and checked back in to that same office at the completion of the course or contract term.

Trip Requests, Travel Reimbursements and Field Trips

Appropriate procedures must be followed and necessary forms completed when requesting professional travel approval, reimbursement for approved travel or to conduct a student field trip. For further information, please see the appropriate administrator of instruction in advance to determine if funds are available and to obtain the account code.
PUBLIC RELATIONS, PUBLICATIONS AND FUNDRAISING

Advertising, Media & Public Relations, Marketing

Advertising may include placing ads in print (newspapers, magazines and specialty publications), electronic (Web sites) and broadcast (radio and television) media. Please check with your division office about any advertising, media relations, public relations or marketing requests.

Publications

Publications Intended for External Distribution
Please check with your Office of Instruction about any publication requests.

Templates

Please check with your Office of Instruction about any template requests.

Publication and Visual Identity Standards
For all publications, text should be written in accordance with the College’s Communication and Style Guide. All publications should be designed in accordance with the College’s Visual Identity Standards. Both documents are available on the College’s intranet.

For more information, please contact Aaron Riddle, print and Web communication manager, at ariddle@lfcc.edu.

Printing Services

The Printing Services Office provides copying, printing and other services to College employees and student organizations.

Work requests may be submitted to the Printing Services Office through the following ways:
- Campus mail
- In-box located in the Printing Services Office
- Electronically (via e-mail)

A completed Printing Services Request Form/Invoice must accompany each work order submitted. Please be sure the form is complete to avoid any delay in processing your request. This form is available in the Printing Services Office and on the intranet.

When submitting work electronically, please submit it to the following e-mail address: printingservices@lfcc.edu. Please be sure to attach a completed Printing Services Request Form/Invoice with each request. No request will be handled without a form. Printing requests are processed in the order they are received. Normal turn around for quick copying is 1-5 days depending on workload and copying with finishing may require more time depending on quantity.
The Printing Services Office operates between 8 a.m. to 4:30 p.m. Monday through Friday and are available for use by College employees (College-related purposes only). All College employees who need access to copiers after 4:30 p.m. should use the copiers in the adjunct office or the mail room. Access to the mail room can be obtained through campus security. No other equipment should be used by unauthorized individuals.

For more information, please contact the Printing Services supervisor, at PLFCC@lfcc.edu.

**Governmental Relations**

The office of development coordinates governmental relations for the College. Along with the College president, the office of development is responsible for cultivating and maintaining good relationships with local, state and Congressional elected officials.

**Web Site and Intranet**

Please contact your Office of Instruction for any updates to the Web site or intranet.

**Lord Fairfax Community College Educational Foundation, Inc.**

**Background**

The Lord Fairfax Community College Educational Foundation, Inc. is an independent, not-for-profit entity dedicated to assisting the College in meeting its current and future needs. Its purpose is to generate support and resources for the College beyond those provided by the Commonwealth of Virginia.

**Mission of the Foundation**

Our mission is to support Lord Fairfax Community College in providing a challenging and enriching learning-centered environment for all students, employees and community members that prepares them to succeed in the 21st century.

For more information about governmental relations or the educational foundation, please contact the executive director of the Educational Foundation.

**LFCC Educational Foundation Purchasing and Procurement**

To request the use of Foundation funds, you may utilize this process:

- Complete a Foundation purchase requisition and order form; include a list of anticipated expenses and supporting documents; have the individual authorized to charge to the project number approve the purchase requisition and order form
- E-mail the approval, completed purchase requisition and order form and supporting documents to Amy Maphis (amaphis@lfcc.edu)
- If funds are available, Amy will authorize the order
- Inform Amy (prior to completing the order) if the item exceeds the budgeted amount
- Send all original documentation to Amy so that she may pay the invoice

At your request, the Foundation will also provide monthly financial reports, so that you are aware of your account balance(s).
Grants

Employees are encouraged to submit proposals for potential grant funding to support the strategic plan and mission of the College. Employees are also authorized to make general, informal and exploratory contact with private funding sources (corporations, individuals and foundations) to investigate grant opportunities. The Coordinator of Grant and Sponsored Programs will research potential funding sources and facilitate the grant proposal submission process. The goal is to assist employees in obtaining funding for initiatives that support the College’s strategic plan and mission. All grants submitted are approved by the President.

For more information, please contact Lyda Costello Kiser, Coordinator of Grants and Sponsored Programs, at lkiser@lfcc.edu.
SUPPORT SERVICES

Libraries
Note: Hours vary when classes are not in session.

Paul Wolk - Middletown Library

  8 a.m. to 9 p.m. - Monday through Thursday
  8 a.m. to 4:30 p.m. - Friday
  9 a.m. to 1 p.m. - Saturday

Bob G. Sowder - Fauquier Library

  8 a.m. to 9 p.m. - Monday through Thursday
  8 a.m. to 4:30 p.m. - Friday

The Libraries’ staff can:

1. Place books, copies of articles, videos or other materials on reserve for student use. They can also create electronic copies of reserve materials and place them in BlackBoard for faculty. Ask staff members for details.
2. Provide orientation or course-specific library instruction for you and your students.
3. Purchase books, media and magazines you or your students need for the library collection.
4. Create course-specific web pages that highlight library resources students might find useful in their research.

Some important things for you to remember:

Visit the library on the Web at http://www.lfcc.edu/libraries/index.html where you will find library information and hours, the online catalog and links to full-text databases for journal, magazine and newspaper articles.

It is strongly advised that you contact the library staff before making assignments requiring the use of the library or Internet. This will help them to provide the best possible service to you and your students. Please notify the library as far in advance as possible of your needs for the purchase of books, videos and other library materials.

All materials at one campus can usually be sent to the other campus overnight, and interlibrary loans are available from all over the world.
Testing Centers

The Testing Center in the Learning Assistance Center at both campuses offers a wide variety of testing options including make-up exams, testing for distance learning courses, course testing for students with special needs, computer competency testing, placement testing to all new students including dual-enrolled students, program application testing (for nursing, dental hygiene and other health professions applicants), as well as proctored testing for instructors and other institutions and certifying boards and credit-by-exam testing (such as the CLEP program). Hours for the testing center may vary throughout the semester and should be verified by referencing the LFCC Web site testing center button.

Off-Campus Support Services

The majority of off-campus sites do not have the facilities to provide support services to faculty or students. Therefore, most assistance will be provided at the Middletown Campus or Fauquier Campus as previously delineated. For further clarification, contact the appropriate administrator of instruction. Off-campus contact personnel are listed below:

<table>
<thead>
<tr>
<th>Off-Campus Centers</th>
<th>Contact Person</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central High School</td>
<td>Chris Cook</td>
<td>540-459-2161</td>
</tr>
<tr>
<td>Fauquier County High School</td>
<td>Roger Sites</td>
<td>540-347-6100</td>
</tr>
<tr>
<td>James Wood High School</td>
<td>Craig Woshner</td>
<td>540-667-5226</td>
</tr>
<tr>
<td>Luray High School</td>
<td>Randy Thomas</td>
<td>540-743-3800</td>
</tr>
<tr>
<td>Luray-Page County Center</td>
<td>Judith Suddith</td>
<td>540-843-0722</td>
</tr>
<tr>
<td>Page County High School</td>
<td>Eric Benson</td>
<td>540-652-8712</td>
</tr>
<tr>
<td>Skyline High School</td>
<td>Andrew Keller</td>
<td>540-631-0366</td>
</tr>
<tr>
<td>Warren County High School</td>
<td>Dodie Adams</td>
<td>540-635-4144</td>
</tr>
<tr>
<td>The WARF –Warren Aquatic &amp; Recreational Facility</td>
<td></td>
<td>540-349-2520</td>
</tr>
<tr>
<td>Winchester War Memorial Building</td>
<td></td>
<td>540-667-1815</td>
</tr>
</tbody>
</table>

STUDENT INFORMATION

Student E-mail

The VCCS has directed that all colleges require all students within the system to use their designated VCCS e-mail accounts. All faculty should inform students of the following policy during the first week of classes each semester:

1. Students must use their VCCS e-mail address for all e-mail messages to faculty or staff at the College.
2. Students receive VCCS e-mail addresses when they are issued their EMPL ID.
3. Faculty should emphasize that due to information security safeguards in our system, they might not receive e-mails sent from non-VCCS email accounts; therefore, faculty will only reply to student e-mail messages sent from VCCS accounts.
4. Faculty members who do receive e-mail messages from non-VCCS accounts should reply as follows: "Your e-mail is very important; however, LFCC faculty can only reply to e-mail sent through a student's VCCS e-mail account. Please resend your e-mail from your
VCCS e-mail address so I can get back to you as quickly as possible. Thanks for your help with this important matter."

5. The only exceptions to this policy are for faculty who require students to turn in class assignments via e-mails with large student attachments. In this case, the faculty member should contact the respective division dean for approval of this exception for that particular group of students. The respective division dean will then work to build an exception into the LFCC information security system that will allow the students to send e-mail from a non-VCCS account for the duration of the semester.

**Proscribed Student Conduct**

Each college student is considered a responsible adult, and it is assumed that individuals of college age will maintain standards of conduct appropriate to membership in the College community. Failure to meet standards of conduct acceptable to the College may result in disciplinary probation or dismissal, depending upon the nature of the offense.

All students are required and faculty members are recommended to familiarize themselves with the College’s Code of Student Rights, Responsibilities, and Conduct as printed in the **LFCC Student Handbook**, published in the College Catalog.

Generally, institutional discipline shall be limited to conduct which adversely affects the institutional community’s pursuit of its educational objectives. The following misconduct is subject to disciplinary action:

1. All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the institution, and forgery, alteration or use of institutional documents or instruments, or identification with intent to defraud.
2. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings or other College activities.
3. Physical abuse of any person on campus premises or at campus sponsored or supervised functions.
4. Damaging, defacing, stealing or destroying College property or property of a member of the College community or campus visitor.
5. Failure to comply with directions of officials acting in performance of their duties.
6. Violation of published institutional regulations including those relating to entry and use of institutional facilities, the rules in this Code of Conduct and any other regulations which may be enacted.
7. Violation of law on institutional premises in a way that affects the institutional community’s pursuit of its proper educational purposes.
8. Use, possession, or distribution of narcotics, hallucinatory drugs or controlled substances of any nature.
9. Abusive language, fighting, obscene conduct or public profanity. Possession on one’s person or in one’s automobile of illegal or dangerous weapons (e.g., knives, guns, etc.).
Violations involving sexual harassment or sexual misconduct will be resolved by governing procedures specified in the College’s sexual harassment and sexual misconduct policies. Any violation of the above proscribed conduct should be reported immediately and in writing to the campus Director/Coordinator of Student Success for appropriate follow-up.

**Academic Dishonesty (Procedure)**

If a faculty member suspects a student of academic dishonesty, he or she should follow this link to the procedures on page 208 of the College catalog:

**Student Services**

The Student Services staff provides a number of important services to the campus community including:

- Academic and career counseling
- Retention Services
- College transfer information
- Financial aid information
- Veterans affairs support
- Student activities and athletics
- Registration assistance
- Student development courses
- New student orientation
- Information services
- College outreach activities
- Learning laboratories
- Tutoring

Student Success personnel are available during the following times when classes are in session—Monday and Thursday from 8 a.m. to 7 p.m., Tuesday and Wednesday from 8 a.m. to 5 p.m., and Friday, 8 a.m. to 4 p.m. Individual appointments may be scheduled by calling 540-868-7110 (Middletown) or 540-351-1507 (Fauquier). If you need assistance from the dean of students, please contact: Craig Bennett at the Fauquier Campus at cbennett@lfcc.edu or Karen Bucher at the Middletown Campus at kbucher@lfcc.edu.

**Academic Placement**

Full-time and part-time students registering for classes which require specific skill levels in writing, mathematics or reading must take appropriate placement tests or complete the identified prerequisite college course.

If test scores indicate that the student should be enrolled in developmental courses, the student must satisfactorily complete these before enrolling in the related college-level course. Part-time students must complete academic assessment before registering for more than nine cumulative credits.

Placement tests are computerized, untimed and usually take about two-and-one-half hours to complete. The Testing Centers coordinate testing and maintains student profiles.
Assessment

To help determine and improve overall institutional assessment, LFCC regularly assesses student learning outcomes. This practice includes reviews of student success in developmental education, general education and majors programs, as well as student satisfaction with instruction and student services. Each spring semester, graduating students are required to complete Profile Testing and to complete a Graduate Survey. Any questions about student outcome assessment may be directed to the Vice President of Academic & Student Affairs.

Honors Program

The Lord Fairfax Community College Honors Program is designed to challenge and reward students who are intellectually motivated and academically able by providing opportunities for in-depth study and interaction with like-minded students. A student may obtain honors credit by fulfilling the honors component in a regular course as specified by the course professor or by completing a special one-credit honors seminar. A grade of “A” or “B” is required in a course or seminar in order to earn honors credit which will be noted on the student’s transcript. A graduating student with a G.P.A. of 3.2 or higher who has earned honors credit in at least three courses plus one honors seminar (a minimum of ten honors credits) will receive the title “Honors Program Scholar,” which will be designated on the transcript and diploma.

All faculty are urged to consider including an honors component in the courses they teach. This can be an additional project, report or assignment established by the instructor and agreed to by the student. When the student has completed the honors component to the instructor’s satisfaction, the student’s name, Social Security number, course and section number, student’s final grade in the course, and instructor’s name should be reported to the Honors Program Coordinator (Middletown: Brent Kendrick; Fauquier: Nicole Martin ) when semester grades are turned in. A special form is available to record this information.

Students with Disabilities and/or Special Needs

LFCC is committed to ensuring that students with documented disabilities have the opportunity to take part in educational programs and services in accordance with the requirements of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. Students with disabilities should be referred to the disability services counselor on their campus for specific information regarding academic accommodations.
INSTRUCTIONAL TIPS

The most satisfactory teaching and learning experiences come when both instructor and student are prepared. Thorough preparation sets faculty apart as a professional and provides the direction needed by students to obtain the skills and knowledge required of the course.

Each course in the curriculum has a standard course design containing the course description, course content, course objectives and required texts. All faculty should research available supplements, such as media, periodicals or additional reading material. Full-time faculty are available to discuss the course and give help if needed.

Classroom Management Techniques

Following are some suggestions to enhance classroom instruction.

- Set a good example; be punctual and be organized.
- Begin and end class on time.
- Be excited about course content and students’ reaction to it.
- Have students submit topics about course content they would like to have covered.
- Since oral participation from students increases retention of material, provide for discussion by asking thought-evoking, open-ended questions; direct questions to the entire class as well as individual students; include non-verbal students as well as responsive ones in the discourse; and have students share answers to their work.
- Encourage note taking since it increases understanding of concepts and accuracy of assignments.
- Make assignments explicit; prepare handouts for complex assignments.
- Increase reading comprehension by noting major points to be studied and key definitions.
- Keep students alert by moving around the room; don’t perch on the desk or behind the podium.
- Encourage attendance by giving points for attendance, holding unannounced quizzes or in-class work, and discussing text content frequently.
- Review previous class content before discussing new ideas.
- Assist students in reviewing materials to be covered on exams.
- Allow ample time for students to ask questions.
- Vary physical environment by having students sit in a circle.
- Have students assist in collecting assignments and completing administrative paperwork.
- Use a variety of presentation methods (especially in evening classes), such as the following:
  - Audio-visual materials
  - Brainstorming
  - Case Studies
  - Chalkboard, overheads
  - Conferencing
  - Critiques by students
  - Debates
  - Discussion
  - Dramatic reenactment
  - Group projects
  - Guest speakers
  - Handouts
Effective Lecture Techniques

- Give a brief overview of the lecture, and place an outline on the board or overhead projector.
- Divide the lecture into short 10 to 15 minute segments.
- Avoid continuous note taking by preparing handouts for complex material and pausing for questions. Periods of silence allow time for students to digest ideas.
- Use relevant examples that relate to students’ daily lives as well as current events. If rules, theorem, principles, or definitions are being taught, use concrete examples that students understand.
- Make use of non-verbal cues such as eye contact, tone of voice, gestures, facial expression, and posture to strengthen communication. Watch for student cues that signal awareness or lack of understanding.
- Encourage active participation by asking questions or providing problems to solve.
- Reinforce lecture content by summarizing main points and having students apply knowledge in a written assignment or quiz.
- Provide classroom leadership by discussion on the subject matter, tactfully controlling unruly students, and being responsive to students’ needs.

Tips for Promoting Interaction and Student Retention

Positive interaction builds students’ self-confidence and reinforces learning. Following are some suggestions to enhance interaction and increase retention.

- Use positive language. Let students know that success is expected. Avoid negative pronouncements such as, “Only one out of three students will pass this class.”
- Give students oral compliments when they are doing well, especially on a one-to-one basis. Some students are embarrassed by praise within a group.
- Stress a positive, “You can handle it” attitude.
- Try to say a few friendly words to each student during the term.
- Write a personal note or call students who miss class.
- Respond to student ideas so students know that their contributions are valuable. Well-timed encouragement can make the difference between persevering and dropping out.
- Show interest in all students and do not neglect less-skilled students.
- Emphasize a willingness to answer questions and explain problems at the students’ convenience.
- Urge students to talk about problems and work out conflicts before withdrawing. Often a dean or another faculty member can suggest alternatives so students can complete the course.
- Correct inadvertent plagiarism by using such comments as: “You are borrowing too heavily from sources.” “You haven’t given credit. I’ll accept the paper after you document it correctly.”
- Treat students as mature adults, letting them know that they are expected to act responsibly.
- Create a non-threatening classroom environment where students feel free to respond and ask questions without intimidation.
- Be honest and direct in expressing opinions and attitudes towards students and the subject matter. Readily admit a mistake or say, “I don’t know.”
- Avoid creating the learning blocks of boredom, irritation, confusion and fear.

**Tips for Student Assessment**

Grades are a form of motivation. It is important that students know how they will be evaluated and they are shown ways to improve their work. Miscommunication between an instructor and students about grades often results in hard feelings and misunderstanding. Following are some suggestions to improve student evaluation.

- Tests give the student and the instructor feedback concerning the student’s comprehension of material. If test results are less than expected, check the test content to ensure it corresponds to the objectives, lectures and reading assignments.
- Tests should provide encouragement, not punishment.
- Give specific and timely feedback concerning test results. Allow time in class to critique results, identify areas that need improvement and respond to students’ questions.
- Return written assignments promptly; the next class period is ideal, no more than a week on most assignments. Extensive papers may take a couple of weeks. Do not have research projects due the last day of class.
- Collect and respond to all work (not necessarily with a grade).
- Personalize responses to student essays, exams and homework.
- Note areas that need improvement so students can correct their errors on future assignments.
- Find something positive to say about every written assignment. Students are sensitive; they often feel the instructor is judging them rather than their work.
- Frequently provide feedback concerning students’ progress in the class, including attendance. Take the initiative and talk with students who are doing poorly and advise them of available services.
- Provide incentives, such as bonus points or extra assignments that pertain to the course objectives, or by dropping the lowest grade or allowing for revision or retakes and averaging the first and second grades.
- Be fair and equitable in grading. Be scrupulous in grading all students by the same method. Develop grade sheets for assignments to ensure scoring is consistent.
- Remember that students’ term grades indicate the level of competency achieved in that course and are valuable to future employers and instructors. In a sequential course, make sure students are prepared for the next level.
- Review objectives to be tested on the final exam.

**Good Practice Gives Prompt Feedback.** Knowing what you know and don’t know focuses learning. Students need appropriate feedback on performance to benefit from courses. In getting started, students need help in assessing existing knowledge and competence. In classes, students need frequent opportunities to perform and receive suggestions for improvement.
TELEPHONE/ROOM LISTS

Fauquier Campus

- By Department
- By Personnel

Middletown Campus

- By Personnel

Luray-Page County Center  540-843-0322

LFCC Employee Directory