



September 15, 2008

M E M O R A N D U M

TO: District Board of Trustees
FROM: William D. Law, Jr., President
SUBJECT: Policy Manual Revision

The TCC Board Policy Manual has not been thoroughly revised for nearly ten years. Over time, as items have been revised and modified, many procedures have been incorporated into the manual. Board approval is required to implement policy. The President is responsible for issuing procedures to implement policies adopted by the board if a procedure is necessary.

The Executive Team has researched various methods for linking policy and accompanying procedures and has developed a model that places board policy in a document that will link to a procedures manual. This approach will clearly identify policy subject to board approval and will link items in the procedures manual implemented by the president to those policies.

Over the next several months, the executive team will present a revised policy manual a few chapters at a time. The revisions will include updates based on changes in law, edits, and proposed modifications of policy based on internal review. The revised manual will have procedures removed and placed in a new procedures manual linked to the policy manual. Each type of change will be clearly marked. Board members will receive materials well in advance of the meeting.

Attached is a sample illustrating the work being done.

STAFF RESOURCE: BARBARA SLOAN

RECOMMENDED ACTION:
Information item

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Faculty Orientation	NUMBER: 6Hx27:05-01
AUTHORITY: Florida Statute: 1001.64 , 1001.65 Florida Administrative Code: 6A-14.0247	SEE ALSO: • Procedure 05-01AP
DATE ADOPTED: 12/1/97; revised 1/22/01	PAGE: 1 of 1

Each dean/program director shall maintain within the division a program to assist in the orientation of newly appointed members of that division. This orientation may vary from division to division, but shall include, as a minimum, introductions to colleagues, philosophy of the division and the College, College standards and requirements, physical facilities, internal structure, and policies and procedures.

The College may require new faculty to attend a paid orientation prior to the beginning of their first fall contract. In addition, annual contract faculty shall participate in a seminar series for up to 30 hours per semester conducted through the Center for Teaching Excellence each year they are on annual contract.

Items to be covered in the teaching faculty orientation may include, but are not limited to, the following:

1. Providing a College catalog and other publications relative to the College program;
2. Giving an office assignment and assistance in the issuing of necessary keys;
3. Providing desk copies of appropriate texts and copies of course syllabi;
4. Acquainting the instructor with necessary procedures and policies relating to leave, library usage, office hours, and other pertinent matters;
5. Providing information relating to computer access and operations;
6. Providing information relating to supply procurement.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
COLLEGE ADMINISTRATIVE PROCEDURES**

TITLE: Faculty Orientation	NUMBER: 05-01
AUTHORITY: Florida Statute: 1001.64 , 1001.65 Florida Administrative Code: 6A-14.0247	SEE ALSO: • Policy 05-01
DATE ADOPTED: 12/1/97; revised 1/22/01	PAGE: 1 of 1

The College will provide orientation and support for all faculty on Annual Contract through the annual seminar for new faculty in the Center for Teaching Excellence. ([Link to details](#))

In addition, each division will provide discipline level orientation as appropriate. Items to be covered in the teaching faculty orientation may include, but are not limited to, the following:

1. Providing a College catalog and other publications relative to the College program;
2. Providing information on job expectations and evaluation.
3. Providing information on TCCs vision, mission, and strategic goals.
4. Acquainting the instructor with necessary procedures and policies relating to leave, library usage, office hours, and other pertinent matters;
5. Providing information relating to computer access and operations; providing desk copies of appropriate texts and copies of course syllabi, office assignment, keys, phone number, information relating to supply procurement, and other information necessary for job performance.

[Link to Policy Manual 05-01](#)