Roane State Community College

Adjunct Faculty Handbook
2023 - 2024

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A Welcome Message from the Vice President for Student Learning

The quality of education at Roane State Community College is dependent on the quality of instruction. The interaction between faculty and students is an important ingredient in the educational experience and is evidenced by our guidelines regarding the availability of faculty for student contact outside of the classroom. We feel strongly that learning occurs not only within the traditional learning environment but can occur equally as well through independent research and the open exchange of ideas.

Adjunct instructors at RSCC play a critical role in determining whether our college students succeed or fail in their attempt to accomplish their educational goals. Your credentials are evaluated using the same criteria that are used for our full-time faculty and your experiences in business and industry bring special expertise to the classroom. We want you to know how much your services are valued!

The administration, faculty, and support staff at Roane State will assist you in providing a successful educational experience for our students. The Dean of the division in which you are teaching is an experienced faculty member and can provide you with counsel on college policy and procedures. The division Dean can assign a mentor to assist you with the transition to teaching at Roane State. Furthermore, all of Roane State's instructional support services are available to you; please do not hesitate to ask for help in any area to improve the quality of your teaching.

The Adjunct Faculty Workshop is held before the fall semester begins. You are encouraged to attend this session to meet with your division Dean and to attend specific training sessions. Other professional development opportunities are available during the academic year and will be announced by e-mail and/or on the RSCC Website. Each adjunct is issued a Roane State email address which needs to be checked at a minimum twice per week. This is an official communication method and used regularly in accordance with RSCC Policy GA-18-05. All RSCC policies can be found on the Roane State web page under RSCC Policies and Guidelines.

The Adjunct Faculty manual and the college catalog provide general information and procedures that may affect you and your students. This manual is available on the RSCC website on the Faculty Manuals web page. If I may be of assistance to you at any time, please do not hesitate to contact me at (865) 882-4513 or by sending e-mail to wardd@roanestate.edu.

Dr. Diane Ward
Vice President for Student Learning

Academic Divisions

Division	Key Personnel
Health Sciences (865) 882-4594	Dr. Patricia Jenkins, Dean jenkinsp@roanestate.edu Tammy Robinette, Administrative Secretary robinettetj@roanestate.edu
Humanities (865) 882-4567	Dr. Geol Greenlee, Interim Dean Greenleega@roanestate.edu Denise Cloyd, Administrative Secretary cloyddj@roanestate.edu
Mathematics & Science (865) 882-4533	Dr. Susan Malekpour, Dean malekpours@roanestate.edu Kathy Voiles, Administrative Secretary voilesk@roanestate.edu
Social Science, Business, & Education (865) 882-4582	Dan Hyder, Interim Dean hyderdc@roanestate.edu Victoria Roberts, Administrative Secretary robertsav@roanestate.edu
Vice President for Student Learning (865) 882-4513	Dr. Diane Ward, Vice President wardd@roanestate.edu Cathy Smith, Administrative Assistant II smithcc@roanestate.edu

Site Campus Directory

Location	Key Personnel
Campbell County (423) 562-7021	Sharon Wilson, Acting Director wilsonsw@roanestate.edu
Cumberland County (931) 456-9880	DeWayne McGhee, Director Allison Brendel, Technical Clerk brendelag@roanestate.edu Stan Tabor, Technical Clerk taborsl@roanestate.edu
Fentress County (866) 462-7722 ext. 4625	Tinisha Key, Director keytd@roanestate.edu Carolyn Brewer, Administrative Assistant brewerce2@roanestate.edu
Knox County (865) 539-6904	Kirk Harris, Director harrisk@roanestate.edu Lisa Smith, Technical Clerk smithla@roanestate.edu
Loudon County (865) 986-1525	Susan Williams, Director williamssm@roanestate.edu Yvonne Toon, Technical Clerk toonyr@roanestate.edu
Morgan County (423) 346-8700	Melody Kees, Director keesm@roanestate.edu Vacant, Secretary III
Scott County (423) 663-3877	Sharon Wilson, Director wilsonsw@roanestate.edu Jessica Rivera, Technical Clerk riveraj2@roanestate.edu
Oak Ridge Branch Campus (865) 481-2000	Andy Spellman, Director spellmanaj@roanestate.edu Sandy Vann, Administrative Assistant vannsl@roanestate.edu Mariella Akers, Faculty Secretary akersm@roanestate.edu

General Information

Academic Calendar

You will find the academic calendar for each semester in the front of the college catalog. It is important to note the dates for breaks and holidays for syllabus planning. Academic Festival is held each spring for area high school students. Day classes are canceled, but night classes meet as scheduled. The date is announced via e-mail.

Address Change

If you have an address change, please contact your division secretary and the Human Resource office and fill out a Human Resource Action form noting the change.

Administering Exams

Secretaries and non-professional staff are not permitted to administer exams. The Testing Center handles some proctoring of exams.

Adjunct Pay

The following rate of pay has been approved for the 2023-2024 academic year:

Education Credential	Rate Per Hour
Doctorate	$616.50
Masters	$591.50
Bachelors	$566.50
Associates	$539.50

The pay schedule for part-time faculty for the 2023-2024 academic year is listed as follows:

Fall 2023	Spring 2024
September 29, 2023	February 29, 2024
October 31, 2023	March 29, 2024
November 30, 2023	April 30, 2024
December 29, 2023	May 31, 2024

All payroll checks are direct deposited to your bank account. Please remember, your pay will be withheld if all paperwork is not complete.

Courier Service

RSCC courier service runs daily from the Roane County Campus to all of the surrounding site campuses. Since site campus mail is brought back to the Roane County Campus to be sorted and sent out the following day, please allow an extra day for the package to reach the other site campuses. Please make sure your materials are in the courier box approximately one hour before the courier's arrival time. A quicker method to distribute student assignments and/or homework is to use the learning management system (Momentum/D2L). For more information, contact CTAT.

Courier Schedule

Location	Arrival	Departure
Roane County	n/a	7:30am
Morgan County	8:00am	8:15am
Loudon County	9:00am	9:15am
Knox County	9:30am	9:45am
Oak Ridge Branch Campus	10:00am	10:15am
Campbell County	11:00am	11:30am
Scott County	12:00pm	12:30pm

Dismissing Classes Early

Classes are to be held for the assigned period of instruction. Any deviation must be arranged with the division Dean. If you have a change in your scheduled meeting time, please inform the person in charge of the location at which you are teaching.

E-Mail Accounts

Adjunct faculty must apply for a temporary email account. Contact the Dean of your division and/or the division secretary for the proper forms. Email is the official communication method. Check your Roane State email a minimum of twice per week and preferably daily.

Office Hours

Discuss office hour arrangements with the Dean. Plan to be available for an average of one and one-half hours per week for student consultations for each 3-hour class taught. Arrange to arrive early or remain after class for student consultations. Office hours should be posted on the office door and included in the syllabus

Parking

Please follow signs designated for faculty/staff parking.

Paycheck / Direct Deposit

If you have problems receiving your direct deposit, contact the Payroll office.

Photocopying

All faculty members should limit photocopying to a reasonable amount due to budget limitations. For large photocopying needs, please ask the division secretary or Dean for suggestions.

- Main Campus - Contact your academic division secretary at least 48 hours in advance of the date you need your materials. The secretary and/or the division Dean will assist you with materials preparation.
- Oak Ridge - Faculty in Oak Ridge are asked to complete a "Faculty Work Order Form." Please allow at least 48 hours on all requests. Completed jobs will be placed in your mailbox.
- Site Campuses - Site Campus secretaries perform typing and photocopying services on a limited basis.

Public Display of Grades

Faculty cannot display grades by social security number or code names. Please be aware that secretaries cannot give out grades, even with your permission.

Scheduled Classroom

If a classroom is not suitable for the class, please contact the division secretary if on the Harriman Campus. Instructors teaching at a site campus should contact the site director or secretary at that location.

Smoking

Faculty and students are not allowed to smoke inside public school buildings. Smoking is only permitted in designated smoking areas.

Teaching at a Site Campus

Each site administrator will provide you with site-specific information. Please meet with him or her concerning specific questions about teaching at that location.

Teaching Load

The Tennessee Board of Regents (TBR) will not allow adjunct faculty to teach a load similar to that of full-time faculty. RSCC's policy is a maximum of 24 workload hours a year. Since it is often not possible to determine how many classes need to be covered by adjunct faculty until soon before classes begin, it is not recommended to plan financial obligations around previous semester teaching loads.

Travel Reimbursement

The salary supplements for adjunct faculty travel are listed below for your information. The rates assume courses meet for the full term of the semester. Special rates apply to alternative scheduling and the summer term. For example, a faculty member who teaches an eight-week class during the summer will receive one-half of the amount listed in the table below. If teaching a class which meets for four weeks, the faculty member would be paid one-fourth of the amount indicated below. Amounts will be prorated for other courses which meet for a shorter period of time.

Miles Driven Per Week	Amount
50 – 99	$230.00
100 – 149	$470.00
150 – 199	$700.00
200 – 249	$940.00
More than 250	$1170.00

Teaching Class

Before Classes Begin

- Complete and return the following forms to the Dean of your division. These forms must be on file before your wages can be deposited.
    - » W-4
    - » I-9
    - » Payroll Distribution
    - » Official Transcript
    - » Roane State Employment Application/Resume

- Obtain desk copies of your textbooks, course outline and syllabus from your division.

- Locate the classroom and exact time of the class.

- Check with the division secretary on the exact procedure to obtain a grade book and/or supplies you will need. A grade book or an alternative method such as an Excel Spreadsheet must be used to record grades. Information on the availability of detailed student grading records is at the discretion of the division Dean. A copy of the grades may be required if you will not be available at the end of the semester.

- Read the catalog to know the mission, rules, and regulations of the college.

- Include in the syllabus your class policies. Make sure your contact information is present including your home or cell phone if you wish students to contact you at home. Secretaries will not give out home or cell phone numbers. Include the division's course competencies.

- Distribute a syllabus and outlines indicating course objectives and competencies to the Dean of your division, your division secretary, and students the first day of class.

- If teaching a lab course, review safety procedures.

- When needing to schedule audio-visual software and/or equipment, notify the Help Desk (x4357) at least two days in advance, or notify the site administrator at your teaching site.

- Locate the mailbox for internal communications.

- Check the calendar in the college catalog for holidays, due dates, etc.

- Plan for office hours.

First Class Meeting

- Check your class roll in Banner for spellings, omissions and section numbers.
- Students not listed should provide documentation from the One Stop before being allowed to remain in class. Students cannot change sections of the same course without following the drop/add procedure.
- If the student has no confirmation, direct the student to the One Stop office.
- Provide each student with a copy of the course syllabus containing the rules and procedures and objectives of the class. You may want to ask the students to sign a statement that they have received these materials. This reduces the possibility of complaints from students that they didn't know what to expect. Also give each student a copy of the list of student competencies expected of all RSCC graduates.
- Explain the drop/add procedure and deadlines for the class.
- Ask students to inform you privately about any problems of which you should be aware. Have a private discussion with each student who has an Accommodation Plan Form. If you have questions about accommodations, please contact Disability Services . It is inappropriate to ask a student if he/she has a disability. It is also inappropriate to ask the student with an Accommodation Plan Form the nature of his/her disability. If you think a student may have a disability or is struggling in some way, please contact Disability Services.
- Remind the class about any course prerequisites.
- Remind students to pick up their Student I.D.'s in the Harriman One Stop (Roane County Campus), Oak Ridge One Stop (Oak Ridge Campus), Cumberland County Front Desk (Cumberland County Campus), or Scott County Front Desk (Scott County Campus). This should be done during the first week of classes.
- Following the first class meeting, adjunct faculty are required to report attendance in Banner Self Service. This will ensure your students receive their financial aid on time.

During the Term

- Instructors should access their class rosters through Banner at the beginning of the term and throughout the semester.
- Please verify class rolls for accuracy and notify the One Stop Office if there is a problem.
- You will also be asked by the Financial Aid Office two times during the semester to verify attendance of students. Directions will be provided by your division secretary.
- Measure student progress on a regular basis throughout the term.
- Contact your division Dean to discuss any questions you may have.
- Notify the division Dean, secretary, and the administrator at the teaching site if you must miss a class session. Arrangements should be made in advance to cover the class.

- Complete the student evaluation of instruction, as directed.
- Be available for an average of one and one-half hours per week for student assistance for each 3-hour class taught. Arrange to arrive early or remain after class for student meetings. Post your office hours on the office door.
- If your class will be participating in any activity which may involve a degree of liability (ex. field trip), have the students sign a Hold Harmless Agreement. Send the agreements to the Dean of Students to be kept on file.

At the End of the Term

- Give a final exam or other activity. If cumulative, follow the College's exam schedule. The exam schedule is distributed via e-mail during the semester. A copy of the exam should be given to the division Dean and secretary.
- Access Banner on the appropriate date and post final grades.
- For any student who does not pass the course, you will be required to report and provide documentation regarding the student's last date of engagement in the course. (Federal requirement) See your Dean if you have questions regarding acceptable documentation.
- Turn in all college materials to the division Dean.

Class Rolls, Attendance and Records

Faculty members should access their class lists via Banner frequently during the semester to check for proper registration of students attending each class. Particular attention should be given to the accuracy of class lists during the first two weeks. Any student in the class at that time, not listed on the class list, must be sent to the One Stop Office to clarify the discrepancy. Students must be fully registered before they are allowed to attend any class. It is the responsibility of the faculty member to see that the student clears any discrepancy in his/her registration status. The One Stop Office will notify the faculty member of the admission status of such a student. Faculty will be notified by email each semester of the dates that Banner will be open for grading. During this period faculty can enter Banner and record grades for their assigned classes. No final grades may be reported for students whose names do not appear on the official roll. Faculty members must maintain accurate rolls at all times.

RSCC Grading System

Adjunct faculty should adhere to grading scale guidelines established for the course or the department. These guidelines should be clearly stated on the course syllabus. Refer to the RSCC catalog for a listing of acceptable grades.

Evaluations

Guidelines for Administering Course Evaluations

Adjunct faculty must evaluate all classes unless otherwise instructed by the division dean. Special arrangements must be made with the division dean for any adjunct faculty member who wishes to evaluate an individual instruction course.

All evaluations take place online. Procedures and timelines for administering the evaluations and for viewing results will be sent out by email over the semester. Students will rate how much progress they made on learning objectives that you have chosen as relevant to your course. These are broad learning objectives that cover all the specific learning outcomes you might have in a course.

As with any online evaluation, response rates are of great importance. Please remind your students to complete the evaluations. In-class announcements are very important in achieving high response rates.

Interpretation and Use of Course Evaluations

One administrative use for the evaluation results concerns retention of adjunct faculty members. The most crucial use of these figures, however, is for the improvement of instruction. Careful study of the evaluation results and student comments can accomplish that goal.

Course evaluation results will be made available online using your RSCC network login credentials. For a comprehensive explanation of how to interpret results, please review Course Evaluation Resources for Faculty on the RSCC website.

Adjunct Faculty Evaluations by Supervisor

All adjunct faculty members are evaluated annually. The purpose of the evaluation process is to provide feedback to the faculty member regarding his or her effectiveness in the classroom and is designed to ensure continued professional growth.

The student evaluation results, and the division Dean's narrative comments, will be recorded on the Adjunct Faculty Evaluation form, signed by the faculty, division Dean, and the Vice President for Student Learning, and placed in the adjunct faculty member's personnel file.

Student Academic Services

The goal and purpose of the Student Academic Services division is to enhance student academic success and degree attainment through interactions with faculty and students.

Advising Resource Center

The Advising Resource Center (ARC) staff serves as a resource to Success Coaches and Faculty Advisors as they advise students. Upon admission to the college, students will be assigned a Success Coach for initial advising and student support services. After 2 semesters, the student will transition to a faculty advisor who specializes in the student's major or area of study.

Staff in the ARC are responsible for the DegreeWorks audit system, assigning faculty advisors, class scheduling, academic program planning and catalog updates, advising special populations and activities regarding articulation and transfer to 4-year colleges and universities.

Center for Teaching Arts and Technology (CTAT)

The Center for Teaching Arts and Technology is the point of contact to get assistance for instructional technology needs, assistance with electronic course materials, or training in instructional software and D2L/Momentum, the college's learning management system. The Center provides services that can be broken into the following categories: instructional technology support, distance learning support, and training.

- **Distance Education** - Distance Education coordinates flexible and convenient educational opportunities through web courses including Tn eCampus and other non-traditional student programs.

  » **Web Courses** - Web courses at RSCC are taught using Momentum (D2L). All RSCC courses have a course shell created for them in D2L automatically each semester.

  » **Distance Education Support** - The distance learning support component of CTAT is responsible for assisting faculty with online (D2L/Momentum) courses, as well as for web-enhanced on-ground courses.

- **Instructional Technology Support** - The instructional technology support component of CTAT is responsible for assisting faculty in the development of multimedia content and course materials.

The CTAT staff is also available to assist with the creation of course materials such as videos and learning objects. Please visit the CTAT website for more information and assistance.

The Learning Centers and Learning Support

The [Learning Centers](#) provide free learning assistance to Roane State students, faculty, staff, and service-area community members. The tutors specialize in math, writing, science, foreign languages, and study skills. There are Learning Centers on the Roane County Campus, Oak Ridge Campus, and Cumberland County Campus. Tutoring is also available via Zoom.

The Learning Centers operate on a walk-in basis and do not require students to schedule appointments. Subject-specific tutor schedules are posted at each location. For the most up-to-date scheduling information, please visit the [Learning Center website](#).

Tutors range from students with a grade point average of 3.5 or higher in their subject area (with an overall GPA of at least 3.0), to tutors who have obtained Bachelor's and Master's degrees in their field. All tutors are required to attend training sessions each semester and are prepared to work with a wide variety of student learners.

- **Tutoring in Math, Science, and Other Disciplines** - Learning Center tutors for these disciplines are selected partly on the basis of their ability to model effective study habits for their peers. Tutors provide assistance with routine coursework, but also focus on helping students learn how to prepare for tests and quizzes. Finally, tutors within these disciplines are also able to recommend specific websites and other resources that are tailored directly to each student's needs.

- **Writing Help** - Learning Center writing tutors strive to help students become successful, independent communicators. By providing one-to-one interaction, accomplished tutors help students recognize the strengths and weaknesses in their drafts. Writing consultants do not edit or proofread, but focus on teaching drafting and revision skills.

- **Online Tutoring & Resources**

  » RSCC offers a college developed online tutoring experience - the Learning Center Online (LCO). All enrolled students have access to the LCO through Momentum/D2L. The Learning Center Online provides math and science discussions, as well as a drop box where students can upload essays and receive electronic feedback.

  » Professional online tutoring is still available in a variety of disciplines from Smarthinking at no charge to RSCC students. Current students use their RSCC e-mail address as their username and their R number as their password.

- Workshops & Class Visits - The Learning Center Specialists have designed workshops to conduct with classes. Workshops usually focus on a particular skill or assignment within your course, and last anywhere from 30-80 minutes. If interested please contact the Learning Center. The Learning Center is also available to visit classes to introduce students to the services offered.

- Group Study - The Learning Centers encourage students to form study groups with their peers. Group study rooms and tutors who will facilitate high-quality group interaction are available.

- Computer Use - Each Center is equipped with computers with internet access and Microsoft programs.

Adjunct instructors are encouraged to drop by or contact the Learning Centers and introduce themselves.

Library Services

The RSCC Libraries help adjunct faculty provide high-quality instruction to students. The library offers a diverse collection of information resources in a variety of formats: print books; eBooks; magazines and academic journals; electronic databases; websites and more. To learn more about resources available at the RSCC libraries, please visit the Library Website.

The online catalog provides a complete listing of resources available at all RSCC library locations. Books and copies of articles may be requested for courier delivery to any RSCC campus location. Requests may be placed by phone, email, or via web form.

Other services include:

- Library tours/instruction – Bring a class to the library, schedule a classroom visit, or have a Zoom session.
- Research assistance
- Help finding articles and other supplemental instructional materials
- Wireless internet access
- Laptops (available for checkout to students and staff)
- Interlibrary loan
- TBR/TALC Borrower card – Gives borrowing privileges at UT, Knoxville; Tennessee Technological University; and other TBR-affiliated community college libraries.

Tn eCampus

Tn eCampus courses are both offered and taught by RSCC. These courses are offered as a consortium of all TBR institutions and some Universities. All Tn eCampus courses are asynchronous. Adjuncts teaching a Tn eCampus section will receive additional information on training and requirements from their Division Dean and be referred to the Tn eCampus Liaison for further assistance. Questions about Tn eCampus can be sent to the RSCC Tn eCampus Liaison.

Information Technology Division

The Information Technology Division provides administrative, email, networking and microcomputer support for Roane State Community College. It has two departments, Administrative Systems and Networking and Technical Support.

Administrative Systems

- **Administrative Mainframe Support** - maintains the mainframe systems, Internet software, system printers, and numerous system software packages.

- **Programming Support** - maintains the IA/SCT, Banner software, and all related sub-systems for Banner and various locally developed programs.

Networking and Technical Support

- **Help Desk** - The Help Desk provides assistance and troubleshooting for all computer problems, including but not limited to: Microsoft Office E-mail, PC/MAC hardware, PC/MAC software, password problems, etc. The Help Desk is open Monday through Friday, 8:00 a.m. until 7:00 p.m., when classes are in session. The preferred method for reporting a problem is to send e-mail to HELP@roanestate.edu. The Help Desk may also be reached by dialing extension HELP (4357). After hours, the Help Desk number is forwarded to a technician working after hours.

- **Microcomputer Support** - provides all microcomputer maintenance and support to faculty, staff, and labs for Roane State. Support for applications software comes from this department as well. To request technical support, call or e-mail the Help Desk and identify the problem, the tag number of the machine, and whether the problem will prohibit a class from starting or continuing.

- **Network Management** - responsible for the entire RSCC network, including Windows servers, network wiring, network configurations, and network monitoring. Requests for Network Support should be sent to the Help Desk.

- **Zoom Room Support** - responsible for supporting the Zoom room system. Please contact the HELP desk for assistance.

Counseling and Disability Services

Counseling and Disability Services assists students with successfully completing their college work and establishing good foundations for future growth. Counseling and Disability Services have offices at both the Roane County and the Oak Ridge Branch Campus. The staff is comprised of professionally trained counselors who provide students with a wide range of services including:

- Student accommodations
- Short-term personal counseling to currently enrolled students
- Referrals to campus and community resources
- Faculty consultations

Disability Services

Disability Services at RSCC are provided through the Counseling and Disability Services to students. Disability Services cannot provide disability assessments; however, the office can provide students with referrals to obtain assessments and documentation outside the College. Classroom accommodations or other disability services cannot be provided until the student has submitted appropriate documentation to Disability Services. Instructors should only provide accommodations after receiving the Accommodation Plan Form, which outlining any specific accommodations.

Testing Services

The Testing Center provides a wide range of services to both the college and the community. Distance Education exams are given at the Roane County and Oak Ridge Testing Centers. Hours are established at the beginning of each semester. The Testing Center also offers proctoring services for Tn eCampus.

Exams to be proctored should be sent to the Testing Center one week in advance. Instructors are responsible for supplying copies of exam. Please send a copy of your syllabus or testing schedule for the semester to the Testing Center. The Testing Center is responsible for scheduling all proctors. A proctor will not be provided without at least a one-week notice. A 24-hour notice is required to cancel a proctor. When requesting a proctor, please include:

- Date
- Course
- Instructor
- Test Delivery Method
- Special Instructions
- Time Class Meets
- Time Proctor is Needed
- Approximate length of test
- Sites

Policies

A selection of RSCC's Policies relating to teaching at RSCC are provided below. Please consult the RSCC Policies and Guidelines for a complete listing of all RSCC policies

Academic Integrity

An essential feature of any institution of higher learning is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. Plagiarism (the use of the intellectual property of someone else without giving proper credit), cheating, and other forms of academic dishonesty are prohibited. The instructor has the authority to assign an "F" or a zero for the exercise or examination, or to assign an "F" in the course, to a student found guilty of academic misconduct.

Each student is responsible for his/her own personal integrity and honor in academic life, and when accepting admittance to Roane State, affirms and subscribes to this commitment to neither knowingly give nor receive any inappropriate assistance in academic work.

Accessing RSCC and TBR Policies

Roane State's Policies and Guidelines are available online to ensure that every faculty and staff member has access to the current policies. TBR policies can also be found on the TBR website.

Scheduled Class Times

All classes are to be met for the full scheduled time; however, if you must miss a class, please contact the Dean of your division. If you are at a satellite center contact the administrator at that location.

Inclement Weather

Per the Inclement Weather policy, Roane State announces weather related closings via its website, local TV and Radio Stations, as well as via RaiderAlert. RSCC recommends that students use their own discretion when snowy and icy conditions exist.

Smoking

Roane State Community College has established a policy on smoking on campus. This policy is as follows:

- Smoking is permitted outside only in designated locations on each campus.
- Smoking or use of other tobacco products is prohibited inside any building.
- Enforcement of this policy for staff will be the primary responsibility of supervisors. Security officers will be responsible for enforcement at public events. The Student Government Association will recommend appropriate enforcement for students.

Firearms/Weapons on Campus

Please review the entire Firearms and Other Weapons policy for a full overview of the policies and regulations of weapons on any RSCC campus or property.

Guests and Visitors

Children, relatives, or friends are prohibited from attending class with students or instructors. Children are not to be left unattended on campus.

Food and Drink

The [Food and Drink in Classrooms policy](#) pertains to all persons (faculty, staff, guests) using classroom space at Roane State.

- All general classrooms (excluding those with carpet) will be open for food and drink.
- Individual faculty may establish a "no food and drink" policy for their class periods.
- Decisions on whether to allow food and drink in labs require consensus among faculty using each lab each term providing that universally accepted safety regulations such as those of OSHA, etc., are followed.
- No food or drink is permitted in carpeted classrooms. Division deans may make exceptions for classes lasting longer than two hours.

Guests and Visitors

Children, relatives, or friends are prohibited from attending class with students or instructors. Children are not to be left unattended on campus.