



No. 3107 Rev.: 2

***Policies and Procedures***

**Date: August 9, 2018**

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**Subject: Civic Involvement and Engagement**

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**1. Purpose**

This policy addresses the involvement of college employees in civic activities, including participation in the electoral process or the advocacy of any ideological positions, or of any social, political, or religious opinions, positions, or viewpoints. It complies with the policy of the Virginia Community College System ([VCCS Policy Manual](#), Section 3.14.8).

**2. Policy**

Tidewater Community College recognizes and encourages the exercise of the right of its employees, as citizens, to engage in political and civic activities on their own time. Such engagement is consistent with the college’s duty to prepare an informed and involved citizenry.

Student leadership training and civic service are encouraged through both the formal curriculum and the college’s program of extracurricular activities. Faculty, staff, and administrators are encouraged to model exemplary civic involvement and engagement.

**2.1. College Position on Partisan Political Issues and Other Public Issues**

As a public institution, the college must carefully and evenhandedly interact with the public on partisan political issues and other public issues. The name and

resources of the college may not be used in partisan political endorsements, campaigns, or otherwise. Only the Office of the President is authorized to establish and communicate a position on a public matter that involves the name and the authority of the college.

## **2.2. Political Activities and Public Office for Faculty and Staff**

TCC recognizes and encourages the exercise of the right of TCC employees, as citizens, to engage in political activities on their own time. Should a faculty member or staff member campaign for or be elected to local, state, or federal office, it is necessary that the individual give assurances to his/her supervisor and cabinet member, who in turn will give assurances to the president that the individual's duties are being/or will be carried out fully and with no diminution of effectiveness caused by absences that might be required as a public official.

In conformance with the foregoing policy, the following guidelines are set forth:

- A. Faculty or staff members must notify his/her supervisor and cabinet member of his/her intention to seek public office or to accept an appointment to public office prior to the time such information is made public through notices of the press or other media.
- B. Should faculty or staff members be elected or appointed to local, state, or national office, their first and primary responsibility is to their positions with TCC.
- C. Should faculty or staff members choose to seek public office, the campaigning must be done on their own time and without taking advantage of any resources or settings directly involving the institution. Employees who are candidates or who promote a public cause or support a candidate must ensure that their activities are not subsidized by public funds.
- D. When faculty or staff members are elected or appointed and assignments conflict with institutional duties, except for state appointments or offices, which are covered by administrative leave, the member is required to take first available annual leave or personal leave.

## **3. Responsibilities**

The Associate Vice President for Human Resources shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable policies and procedures of the Virginia Community College System and the Commonwealth of Virginia.

## **4. Procedures**

No procedures are associated with implementation of this policy.

## **5. Definitions**

No definitions are associated with this policy.

## 6. References

[VCCS Policy Manual, Section 3,14.8 Human Resources](#)

## 7. Review Periodicity and Responsibility

The Associate Vice President for Human Resources shall review this policy annually on the anniversary of its approval and, if necessary, recommend revisions.

## 8. Effective Date and Approval

This policy is effective upon approval by TCC's President on August 9, 2018.

Policy Approved:

Gregory T. DeCinque, Ph.D.  
Interim President

Procedure Developed:

Sarah E. (Beth) Lunde  
Associate Vice President for Human  
Resources

## 9. Review and Revision History

The initial version of this policy was approved February 5, 2002.

- Revision 1
  - The policy was first revised to re-format to be consistent with the college's format for policies and procedures.

Approved July 2009, by President Deborah M. DiCroce.
- Revision 2
  - Section 1. Update the VCCS Policy Manual reference from 3.14.6 to 3.14.8
  - Section 2. Re-format to include Section 2.1 and add the content included in Section 2.2.
  - Section 3. Responsibility for developing and maintaining procedures from the Vice President for Administration to the Associate Vice President for Human Resources.
  - Section 6. Update the VCCS Policy Manual reference from 3.14.6 to 3.14.8.
  - Section 7. Responsibility from Vice President for Administration to Associate Vice President for Human Resources.