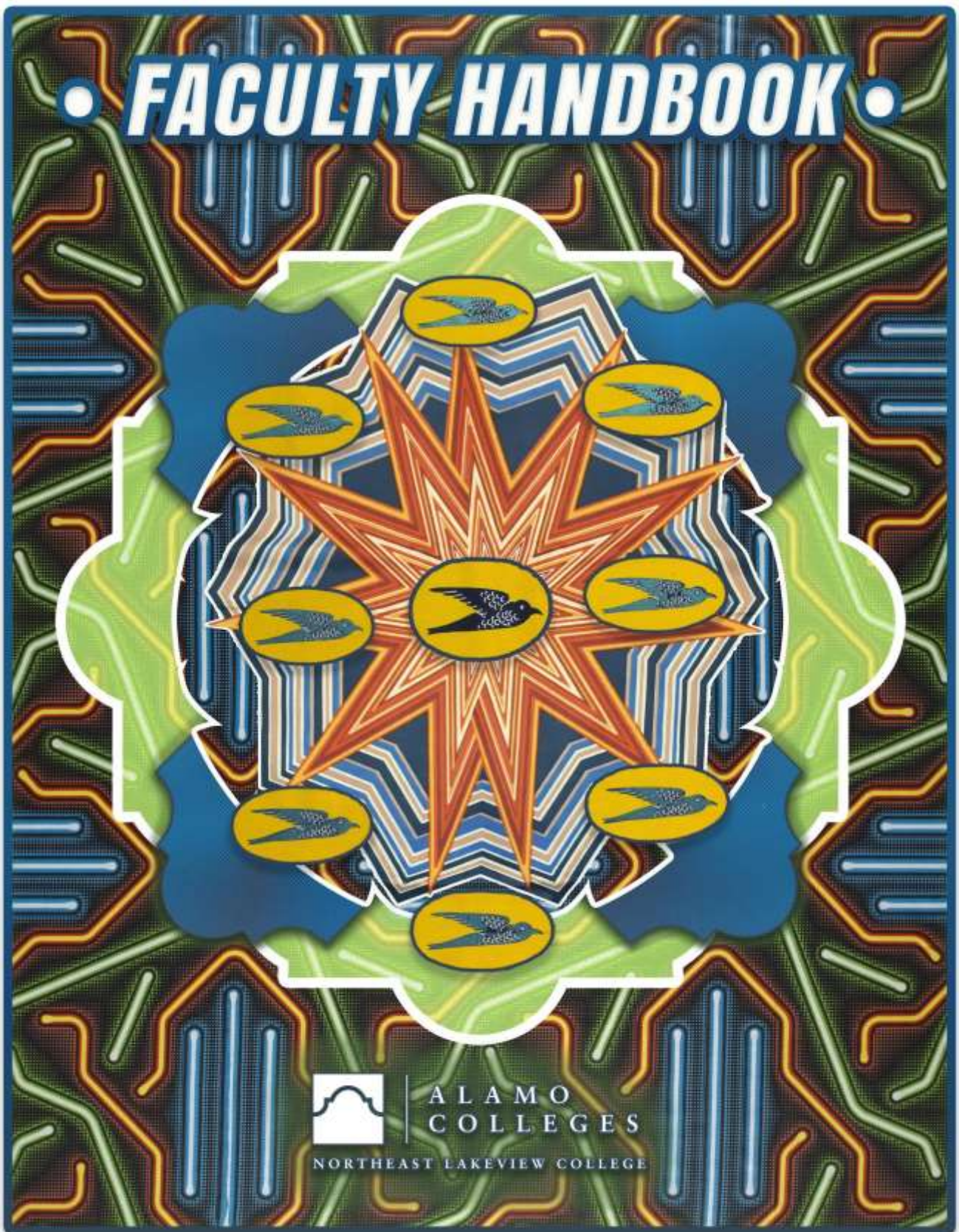# FACULTY HANDBOOK

ALAMO COLLEGES
NORTHEAST LAKEVIEW COLLEGE

2020 - 2021   *(Last Revised: Fall 2020)*

PREFACE

The Faculty Handbook Committee of [Northeast Lakeview College](#) (NLC) compiled this document, with input and support from the Northeast Lakeview College Faculty Senate. Policies, procedures and guidelines have been included, in brief form, with links to the complete document, if the document resides online. Most of the online documents reside in one of these locations:

- [Alamo College Board policies](#) and district-wide procedures reside on the Alamo College website.

- [NLC Procedure Manual](#)

- [ACES](#) - Instructional procedures pertaining to classroom activity such as assigning grades, etc. resides in ACES under the faculty tab.

- [Alamo Share](#) - Documents and forms pertaining to employees only related to things such as human resources, payroll, public relations, committees, etc. reside on the intranet known as Alamo Share.

- [Student Handbook](#) - The Northeast Lakeview College Student Handbook has been designed to answer the questions students ask most frequently about services, programs, expectations, and procedures.

Unless specifically stated otherwise, the term "faculty" in this handbook refers to all full-time, adjunct, and continuing education faculty members, including Department Chairs. The term "instructor" is used generically to refer to all faculty without regard to rank.

Disclaimer: All policies and procedures are subject to change. This document does not supersede established or future district/college policies or procedures. Faculty requesting more information or clarification about a policy or procedure in this document should contact either the appropriate Department Chair or Vice President of Academic Success at Northeast Lakeview College.

EOE Statement: Alamo Colleges is committed to provide equal employment and educational opportunities for all qualified persons without regard to race, color, religion, gender, national origin, age, veteran status, genetic information, sexual orientation or disability. Alamo Colleges is further committed to hire the best-qualified person to fill each available position and reward each employee based on his or her job performance. Alamo Colleges will ensure that all personnel and academic actions will be administered without regard to race, color, religion, gender, national origin, age, veteran status, genetic information, sexual orientation or disability.

The Title IX/VII/ADA/504 team is charged with fulfilling this commitment. If they can be of assistance, please do not hesitate to contact them.

Linda Boyer-Owens
Associate Vice Chancellor of Human Resources & Organizational Development
Title IX/VII/ADA/504 Coordinator
2222 N. Alamo St.
San Antonio, Texas 78215
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SECTION 1: COLLEGE HISTORY AND ORGANIZATION

HISTORY

Northeast Lakeview College was officially established as the newest college of the Alamo Colleges District by the District Board of Trustees in January 2007. However, the College traces its beginnings back to 1996 at the Northeast Learning Center, an extension of St. Philip's College, located on Toepperwein Road. In 2001, the Northeast Learning Center closed and Northeast Campus became a collaboration of St. Philip's College and San Antonio College. Classes were held at 7990 Pat Booker Road until Summer 2006. Fall 2006 brought Northeast Lakeview College to 8300 Pat Booker Road, while the permanent Northeast Lakeview College campus was under construction. As a result of the 2005 Bond Election, Northeast Lakeview College welcomed students onto the first five of its nine buildings in Fall 2008. The four additional buildings were opened in Fall 2009.

Northeast Lakeview College currently offers three associate degrees (associate of arts, associate of science, and associate of arts in teaching) and workforce programs. Student support services (including academic advising, tutoring, financial aid, and library services) prepare students for educational success and support life-long learning.

ACCREDITATION

Northeast Lakeview College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate Degrees. Questions about the accreditation of Northeast Lakeview College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (http://www.sacscoc.org).

MISSION OF THE ALAMO COLLEGES DISTRICT

Empowering our diverse communities for success.

MISSION, VISION, and VALUES OF NORTHEAST LAKEVIEW COLLEGE

Mission: Northeast Lakeview College empowers its students for success by offering educational programs and cultural enrichment opportunities. The College provides quality teaching, measurable learning, and public service that contributes to the earning of associate degrees and certificates to improve its community's future.

Vision: To be a transformative force in a culturally rich community, empowered by education, to meet the dynamic demands of the future.

Values: Students First
Respect for all
Community-Engagement
Collaboration, Can-Do Spirit
Data-Informed

Belief Statements:

1. We are inspired by changing lives through learning

2. We develop our students by empowering them to be successful in their educational journey

3. An NLC education is the greatest pathway to social equality and economic mobility for our community

NORTHEAST LAKEVIEW COLLEGE STRATEGIC PLANS (INCLUDING INSTITUTIONAL GOALS)

Goal I: **Quality Teaching, Learning, and Student Success**
  - Objective I: Enhance Learning
    - Create innovative processes, resources, and methods of assessment to enhance student learning.
  - Objective II: Enhance Student Support and Engagement
    - Develop infrastructure and opportunities for innovative methods, processes, and resources to enhance student success.
  - Objective III: Enhance Quality Teaching
    - Maintain and continue to develop quality professional development experiences for faculty.

Goal II: **Respect, Value and Empower People**
  - Objective I: Respectful Inclusive Culture
    - Promote an inclusive and diverse culture in which people's needs, ideas and involvement are critical parts of the institutional operations.
  - Objective II: Employee Development and Recognition
    - Create opportunities to support, share, recognize, and celebrate the accomplishments of NLC employees.

Goal III: **Enrich Internal and External Community Engagement and Communication**
  - Objective I: Communication and Engagement
    - Enhance relationships with internal and external stakeholders and develop an awareness of College resources and services.
  - Objective II: Skills Development
    - Engage with our community to provide a skilled workforce.
  - Objective III: Civic Responsibility and Cultural Awareness
    - Encourage a culture of civic responsibility and cultural awareness.

ACADEMIC LEADERSHIP AT NLC
This list is current as of Fall 2020

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SECTION 2: FACULTY INSTRUCTIONAL RESPONSIBILITIES

Each semester, Important Dates and Deadlines are published and e-mailed to the faculty. Dates and deadlines for particular activities are outlined in the "Important Semester Information." This file is also available in ACES, Faculty tab, Faculty Resources box. (ACES link— Requires Login)

ACADEMIC GRIEVANCE POLICY

The Academic Grievance Process is defined in Academic Success Procedure AS 113 – Academic Grievance. The Academic Grievance Policy Form can be accessed through the Faculty Senate on Alamo Share. The chart, which outlines the process at NLC, is also available in the Student Handbook.

ACADEMIC INTEGRITY

If a faculty member finds that a student is in possible violation of the academic standards of the Student Code of Conduct (see Policy F.4.2, "Academic Integrity Violations" and NLC Academic Success Procedure AS 111), the faculty member shall document the act, and follow the procedures outlined in the Academic Integrity Disciplinary Process located at Procedure F.4.2.2, including completing the **Academic Integrity Report Form** (Attached). Faculty who suspect a student of violating the academic integrity policy should contact his or her Department Chair for determining the course of action.

CLASS ATTENDANCE

a) Regular and punctual class and laboratory attendance is required of all students. A student absent for any reason may be allowed to do makeup work at the discretion of the faculty member. The student will, however, be responsible for missed lecture material on subsequent examinations. An excused absence will only apply to a student representing the school in an official capacity that has been approved by the President of the College or the Vice President of Academic Success.

b) Student absences should be recorded, without exception, from the official date of enrollment in the class. A student accumulating absences totaling one-eighth (12.5%) of the total contact hours of instruction in a semester, including lecture and lab, may be dropped by the faculty member after the census date. If a student is dropped from a class for excessive absences, a grade of "W" (Withdrew) will be recorded. A student dropped for excessive absences may be readmitted to class only if circumstances justify reinstatement. However, once the decision is made to reinstate, the "reinstatement" form must also be signed by an official from the Student Services Office. Petition for Readmission must be made within two class meetings after the drop date at the discretion of the instructor.

c) Since tardiness is a form of absenteeism, each faculty member also has the right to establish a tardy policy. The faculty member's absence policy should be clearly detailed on the course syllabus distributed to the students.

d) Students enrolled in Distance Learning courses will receive equivalent consideration for the purposes of determining the acceptable duration of excused absences and time limits for the

completion of course work following an excused absence as described in the course syllabus.

e) Religious Holy Days (Student Handbook) A "religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. The student must notify the faculty member in writing within the first 12 days of the semester of the intent to be absent due to a religious holy day. Under Texas Education Code 51.911, a student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time as established by the faculty member.

CLASS ROSTERS

First Class Day Roster

a. The faculty member must access the Summary Class List under the Faculty tab in ACES and print his or her class rosters.

b. It is the responsibility of each faculty member to check this roster.

c. If a student is in attendance, but not on this roster, the faculty must **not** allow the student to remain in the class and the student should be directed to Student Services in the Student Commons immediately to clear any discrepancies.

ACES and Canvas Rosters

d. Faculty members should cross-check rosters in ACES and Canvas periodically and print a new roster if any changes have been made.

e. It is imperative that any student not appearing on both rosters be directed to the Student Services Office immediately.

COPYRIGHT AND FAIR USE

Faculty members are expected to comply with the provisions of the United States Copyright Law during the conduct of their responsibilities for the College. The owner of a copyright has the exclusive right to his or her copyrighted work, including reproduction distribution, performance, display, and use authorization. Reproduction of software, copying of graphics or photos (including those on public websites), or copying and editing items for College use (outside the parameters of Educational Fair Use) requires the permission of the copyright owner. For additional information about Educational Fair Use, visit Stanford University Libraries - Copyright & Fair Use and see Policy E.1.7.

DROP / ADD POLICY & "SMART START" DROP

Prior to the census date, students may drop a course through their instructor, through the Student Services Office, or by logging into ACES and dropping the course. The course will not appear on their final academic record.

Following the census date, students wishing to withdraw from one of their classes should contact the Student Services Office by the scheduled deadline in order to complete the proper forms. If a student simply stops attending a class without completing the official withdrawal process, a grade of "F" will be recorded.

Northeast Lakeview College, however, believes that student success is directly related to attendance and therefore uses a "rolling close" system; students are not allowed to add a class if the class has already met for the first time or is currently in progress even if there is space available in the class.

Instructors should drop a student who has not attended the <u>first day of classes</u> (or logged into distance learning courses by the third day) through the "Student Course Withdraw" option under the Faculty tab in ACES. Faculty should make an effort to email students who do not attend on the first day before using Smart Start Drop. If a student has contacted the instructor prior to being dropped, it is the instructor's discretion as to whether or not the student may continue in the class. Please check your rosters carefully! It is critical to <u>verify that a</u> <u>student has NEVER attended</u> when using Smart Start Drop as it is difficult to reinstate a student who was dropped in error.

"EARLY ALERT" PROGRESS REPORTS

The Early Alert process is designed to alert advisors to students who may be struggling in the course. Faculty members must submit a progress report at the quarter and halfway marks of the semester. Students receiving a failing grade will receive an email asking them to contact their instructors and advisors.

END OF SEMESTER CLOSEOUT PROCEDURE

All faculty members are expected to comply with the following requirements at the end of each semester and summer session and submit the following items to the appropriate Department Chair in the requested format (such as electronic file rather than hardcopy):

1. Enter a letter grade for each student utilizing the "Final Grades" option under the Faculty tab in ACES. Print and sign/date a copy of the entered grades.

2. Shared electronic link to grade book/spreadsheet for each class

3. Shared electronic link to student attendance log

4. Electronic link to copy of final exam with answer key

5. Materials for any incomplete grades assigned along with an Incomplete Grade Form

6. If instructor is not returning, please return key and/or key fob (if issued)

7. SLO templates for each class.

FERPA

The [Family Educational Rights and Privacy Act](#), more commonly known as FERPA, is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records, but these rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. In practical terms, FERPA limits the data an employee of the College can share with others about a student's college experience. A concise overview of FERPA is available from the [National Association of College and University Attorneys](#). Specific questions about FERPA should be directed to the Department Chair or VPAS. Adherence to FERPA is affirmed in NLC Procedure [AS 208-Affirmation of Confidentiality of Student Records](#).

FIELD TRIPS

Prior to a field trip, faculty are required to collect **"Waiver of Liability" forms** with signatures from each student participating in the field trip. Additionally, faculty must submit an "Employee Travel Authorization Form" for approval by the Department Chair, Dean, and Vice President of Academic Success. If a District vehicle is requested for the transportation of students, procedures outlined in District Policy C.1.6 must be followed.

GUEST SPEAKERS

Guest speakers for individual classes are at the discretion of the faculty member, although the lecture needs to be relevant to the course content and for an educational purpose only. At least a week prior to scheduling a guest speaker, faculty are required to submit a completed Northeast Lakeview College **Guest Speaker Form** for approval by the Department Chair and Vice President of Academic Success.

INCOMPLETE GRADES

The conditional grade of "I" may be issued to a student having a passing average on all completed coursework but for a justified reason, such as illness or death in the family or by providential hindrance, has been prevented from taking the final examination or completing other required coursework. The "I" becomes an "F" in one hundred twenty (120) calendar days from the end of the term unless the student completes the balance of the coursework with a performance grade of "D" or higher. Re-enrollment in the course will not resolve the "I."

Faculty who wish to give the grade of "I" to a student in these circumstances must complete an Incomplete Grade Form (available from their Department Chair). The "I" becomes an "F" in 120 calendar days unless a student completes the work with a performance grade. The performance grade earned will replace the "I" on the student's permanent transcript.

INSTRUCTIONAL SUPPLIES

The College provides basic classroom materials, office supplies, and other resources for the faculty. These may be obtained through an Academic Unit Assistant. Unusual supplies or large purchases must be requested through and approved by the Department Chair, Dean, and VPAS. Alamo Colleges purchasing policies do not provide for reimbursement on purchases made by employees, except from specific, authorized vendors with prior approval for the employee to make the purchase. Reimbursement for purchases of classroom supplies or the use of off-site copy companies is rarely authorized and should be avoided.

INSTRUCTIONAL TECHNOLOGY REQUESTS

Instructional classrooms are equipped with audiovisual equipment, such as a projector, computer and screen. Additional audiovisual equipment, such as multimedia carts (PC/LCD projector), Nomad carts (PC/VCR/DVD/DOC Camera/LCD), slide projectors, etc. may be scheduled on a first come, first served basis. Faculty should contact an Academic Unit Assistant to reserve equipment. Faculty are requested

to not remove the media cart from other classrooms as it has likely been assigned to another faculty member. If a faculty member has requested media services on a certain day but decides not to use it prior to class, the faculty member is requested to notify an Academic Unit Assistant at once so the media cart can be reassigned to another requester. The Instructional Innovation Center also has COWs (Computers on Wheels) available to faculty. To reserve a COW, faculty must complete a COW Reservation Form.

"IP" GRADE

For Developmental Courses, a final grade of "IP" may be assigned to students who have not adequately mastered course content during a given semester or term yet who, in the instructor's judgment, have the potential to successfully complete the coursework. The only way to receive a passing grade in a course for which an "IP" grade has been recorded is to re-register for the course and earn a grade of "C" or better at the end of the semester or term in which the re-registration occurs.

MIDTERM GRADES

Faculty members will submit a midterm grade for all students through ACES at the end of the halfway point of the course term.

PROGRAM ASSESSMENT

Northeast Lakeview College assesses our programs (degree programs) and how they relate to our Institutional Goals and core competencies. To assess improvement in our programs, a common assessment is given in many courses during the course of the semester. At the conclusion of each semester, faculty score the common assessments to gather data about student learning outcomes. Faculty members, within each Discipline, analyze this data to create an instructional improvement plan for the following semester.

SYLLABUS AND CONCOURSE

On the first day of the semester for each class, faculty members are required to provide each student access to a physical _or_ electronic copy of the syllabus for that class. Further, the faculty member must complete their syllabi using the Concourse link in ACES. This electronic access to the syllabus is required by Texas Education Code Sec. 51.974. The syllabus is considered a contract between the faculty member and the student; it should be detailed and specific.

Required Components of a Syllabus
- Course name, number and section, number of credits, start and end dates
- Meeting times and location (building/room number)
- Contact information for the instructor (Name, email address, office hours, office location)
- Materials (e.g. textbook, software, etc.)

- Description of the course and prerequisites

- Objectives

- Outcomes

- Evaluation (e.g. grading procedure, methods of assessment)

- Course policies (e.g. attendance, etiquette)

- Schedule (Outline of dates and corresponding readings, papers, projects,   exams, field trips, field experiences, labs, etc.)

- Instructor's attendance policy

- Contact for Department Chair and AUA

The following institutional policies are preloaded into Concourse for you:

- Attendance

- Student responsibility for success

- College requirements

The following college policies and notices are preloaded into Concourse for you:

- Tobacco prohibition

- Alamo Colleges District Department of Public Safety phone numbers

- Academic integrity policy

- Academic Support Center

- Children in the classroom (NLC policy strongly suggests that students do not bring children to a classroom or lab. Faculty members have the right to prohibit children from entering the classroom for safety reasons. Minors under the age of 12 must not be left unattended on campus.)

- Electronic devices in the classroom (NLC policy states that students are required to silence and store out of sight all electronic communication devices where such devices would interfere with instruction and learning.)

- Disability Access Statement

- Mental Health Services

- Northeast Lakeview College Library

TEXTBOOKS

The College provides faculty with instructional textbooks that have been selected for instructional use. Textbook orders are requested through the Department Chair according to established timelines for specific semesters. Information regarding textbook orders, desk copies, support materials and policies

on preview and selection may be obtained from the Department Chair. At faculty request, sample textbooks can be made available to students in the library. Faculty should contact the library for more information.

AlamoOPEN and IM Direct Course Tags: In the Schedule of Classes you may notice that there are special attributions that can be assigned to courses that use either OER or IM Direct. These are: *AlamoOPEN No-Cost Textbook* and *Alamo IM Direct Course.*

AlamoOPEN is the district's no-cost and inclusive access initiative that includes using Open Education Resources (OER) and IM Direct to reduce material costs for students.

- **What are Open Educational Resources (OER)?** According to Texas SB 810, "Open educational resource means teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license that allows for free use, reuse, modification, and sharing with others, including full courses, course materials, modules, textbooks, streaming videos, tests, software, and any other tools, materials, or techniques used to support access to knowledge."

- **What is IM Direct?** IM Direct negotiates with publishers on behalf of instructors to reduce the cost of instructional materials.

- See the NLC Open Resources LibGuide for more information.

SECTION 3: SUPPORT SERVICES

ACADEMIC SUPPORT CENTER

Faculty are strongly encouraged to notify their students about the tutoring services of the Academic Support Center (ASC) located on the second floor of the library building (NLIB room 214) (210-486-6658). All services are provided free of charge to students. The Coordinator of the ASC is also available to conduct an orientation session for classes to introduce students to the Academic Support Center and review the ways this service can contribute to student success. The Academic Support Center provides access to online tutoring support through the student's CANVAS course portal. All areas of academic support are available through an LTI in all CANVAS shells for classes taught in all modalities. Questions concerning the LTI can be directed to Distance Learning office (210-486-5372) / nlc-dlc@alamo.edu

Faculty should provide the following information to students verbally and in writing on the course syllabus:

- Academic Support Center: NLIB 214, (210-486-6658), nlc-lakeviewtutors@alamo.edu
- Hours (during Fall and Spring semesters): Monday to Thursday 9 a.m. to 7 p.m. Friday 9 a.m. to 2 p.m. Saturday hours 9 a.m. to 1:00 pm.
- Students can also visit the Science Study Center (Room 112) of the Science Building
- Math Learning Center (Room 118) of the Academic 1 Building

Hours of the ASC vary between semesters and during the summer sessions. The Science Study Center and the Math Learning Center are only open during the semester.

After testing, a faculty member can also submit a graded copy of the test with all problems worked out completely for students to review to the Library to be circulated through course reserves as a sample test. Sample tests can be kept on course reserve for the semester. Students' graded tests can be reviewed by tutors to find the nature of their mistake(s). If the mistake was conceptual, tutors will review the underlying concept with the students. If the student made a careless mistake, tutors can provide test-taking tips to help the student avoid such errors in the future. This process will help students close the loop and learn from their mistakes.

It is never the intent for the ASC staff to supplant the instructor. There may be times when the tutor has a question about the assignment. At these times, the tutor or the Academic Support Center Coordinator may contact the instructor to clarify instructions to students. Students will always be referred back to their instructor for final clarification. Tutors are not responsible for knowing if the student is asking for assistance on a take- home test or for teaching students to a particular instructor's preference. If the department has a standard method for instruction or practice such as in citing sources, it is requested that this common practice be communicated to the Academic Support Center. If instructors do not wish students to receive assistance, please communicate this to students.

ADVISING

The College's Welcome and Advising Center, located on the first floor of the Student Commons Building (STCM), is a comprehensive One-Stop designed to assist students with admissions,

assessment, advising, and registration. As part of the Student Services Office, the Center's staff is also responsible for administration of the Transfer Center and the College's Early Alert program. While initial academic advising for new students is conducted through a group advising seminar, students are encouraged to see an advisor for individualized academic guidance.

BOOKSTORE

The Northeast Lakeview College Bookstore, operated by Follett Higher Education Group, is located on the first floor of the Student Commons Building (STCM). The bookstore offers an extensive variety of learning resources that includes all required textbooks, supplemental reading materials and auxiliary supplies for faculty, students and staff. Orders for all textbooks and other teaching supplies needed by students are the responsibility of the Bookstore. Textbook orders are requested only through the Department Chair according to established timelines for specific semesters. Information regarding textbook orders, desk copies, support materials and policies on preview and selection may be obtained from the appropriate Department Chair.

COPIER USE

Upon employment, each faculty member will be instructed in the use of copiers by the Academic Unit Assistant. This training will include how to use the Banner ID number to access and use copiers.

COURSE EXAM CENTER

Located on the second floor of Student Commons (STCM, Room 227) the Course Exam Center (CEC) provides a range of services to meet student needs. The Center provides a quiet environment that is conducive to testing and offers flexible hours to accommodate day, evening, and weekend students. Faculty may leave a make-up test in the Center for a student with explicit instructions for the student and the staff. Instructions for testing are shared with the student at the time of testing and they are asked to sign the paper in agreement that they understand the parameters for their testing.

Course Exam Center Services are available in these situations:

- Make-up testing for students who miss an exam date
- Special accommodation testing for students who have proper documentation

Students are required to present a valid photo ID for testing and must arrive at least one hour prior to the Center's closure time. No photos shown through a phone or other electronic screen are accepted. If an unusual circumstance arises, instructor permission will be obtained prior to testing. A current schedule for the Center may be found on the Course Exam Center webpage or by calling 486-5177. nlc-examcenter@alamo.edu

DISABILITY SUPPORT SERVICES

Students with learning disabilities or physical disabilities must self-identify and are responsible for requesting accommodations and providing appropriate documentation of the disability to the office of Disability Support Services, located in the Student Commons Building, Room 222H. Changes from

typical classroom procedures, called "accommodations," may include adjustments in methods or testing manner and allow students the opportunity to obtain results similar to other students.

Letters of accommodation may be provided to the faculty member and are divided into three areas of information:

1. what the student is responsible for

2. how the student learns best

3. what the instructor is responsible for

The purpose of any accommodations is to level the learning field for learners with disabilities. The teaching environment directly affects students with disabilities and their chances to participate in class activities and to keep up with coursework. It is unacceptable and illegal for students to be penalized due to a disability. Students are expected to maintain the standards that apply to everyone else in the course. According to the Americans with Disability Act (ADA), students with disabilities must be "otherwise qualified" to do the work with or without accommodations.

Individual accommodations are selected on a case-by-case basis and are chosen to support specific learning functions (e.g.: memory, focus/sustained attention, language understanding or expression, reasoning or decision-making, or speed). A student's accommodations are specifically determined by the disability and chosen according to the type of material the student is learning. Accommodations should apply to course procedures and processes, not to course content. For more information on services available to students with disabilities, contact the Northeast Lakeview College Staff Counselor at 486-5487 or visit office STCM 222H.

DISTANCE LEARNING

Distance learning refers to instruction in which the majority of the instruction occurs when the students and instructor are not in the same physical setting. A class is considered a distance learning class if students receive more than one-half of the instruction at a different location than the instructor. Instruction may be synchronous or asynchronous, delivered to any single or multiple location(s) through electronic, correspondence, or other means. The class may be delivered to on-campus students and those who do not take classes on the main campus. At Northeast Lakeview College, the following distance learning courses may be offered:

- **Internet-Based Courses:** An Internet-Based course is a formal class which uses the Internet as the classroom environment. Typically, there are no formal class times scheduled, only the semester time frame for instruction and the completion of assignments. Internet-Based courses are conducted asynchronously and are not "live."

- **Hybrid Courses:** Hybrid courses mix electronic and on-campus elements. The instructor conducts a series of on-site classes blended with Internet course instruction and student activities.

- **Remote Courses:** Remote courses are classes that would typically be scheduled in a physical face-to-face setting, but due to extenuating circumstances, have been moved to an online environment. Unlike Internet-Based Courses and Hybrid Courses, Remote Courses do not require the faculty member to have completed the Online Teaching Certification. Remote Courses are conducted synchronously at specific times.

Instructure Canvas is the official course management system of NLC and the other colleges in the Alamo Colleges District; it is available to all faculty for the creation of Internet-Based courses. Students and Faculty who use Canvas Instructure Internet-Based courses access their course(s) through the ACES portal.

All courses regardless of instructional modality should cover the same content and student learning outcomes. Faculty are required to post the syllabus, textbook information, course orientation, and links to the Library, Academic Support Center, Distance Learning, Student Services support information, and the College Main Page in their online course by the first day of classes. The syllabus should adhere to the same requirements as a face-to- face class (see Syllabus Section). The course should provide for timely and appropriate interaction between students and faculty and among other students enrolled in the course. The expectations concerning the use of such technology should be clearly communicated to students as well as the expectations for timely feedback.

Course requirements should ensure that students are afforded the same privileges of access to library resources and services as students in traditional settings and will be able to effectively use and select appropriate library resources. Laboratories, facilities, and equipment will be provided to support Distance Learning courses.

Distance courses should comply with ADA regulations. In an ADA compliance site, students with disabilities can perceive, understand, navigate, interact and contribute through the Internet. Accessibility includes all disabilities that affect access to the Web, including visual, auditory, physical, speech, cognitive and neurological disabilities. These guidelines should be followed:

- All accessible elements, including alt tags, long descriptions and captions, should be used as needed.
- If images are used, including photos, graphics, scanned images or image maps, alt tags and/or long descriptions for each should be included.
- Online forms and tables should be accessible.
- Documents on the website should always be posted in HTML or a text-based format, such as Portable Document Format (PDF).

Students who enroll in an Internet-based course for the first time are required to complete an online self-assessment and orientation (OLRN 0001) to ensure student success in distance learning courses. Students can access technical support through Alamo Colleges District Support Central at 210-485-0555, 866-493-3947 (for out of town students) or helpdesk@alamo.edu.

NLC online courses adhere to several best practices and utilize a rubric for review before being offered. For more information about the Online Teaching Certification process, please see the DL Faculty LibGuide. Faculty must complete the online teaching certification process prior to being assigned any online or hybrid courses. Information about the process for being certified to teach online is available through the Distance Learning office, your appropriate Dean, or your academic chair.

Student Privacy

Northeast Lakeview College complies with all of the requirements of the Family Educational Rights and Privacy Act (FERPA). We are committed to protecting the privacy of a student's educational record regardless of delivery method. The Registrar is the point of contact for all FERPA related issues, and all employees are informed and trained on their responsibilities regarding unauthorized release of

confidential records or information. Because an online environment creates a record of student activity, it is subject to FERPA privacy rights, unlike verbal exchanges in a physical classroom. Adherence to FERPA is affirmed in Academic Success Procedure AS 208-Affirmation of Confidentiality of Student Records.

Identity Verification in Distance Learning Courses

Northeast Lakeview College (NLC) ensures a student who registers in a distance education course is the same student who participates in, completes, and receives the credit for the course through a variety of identity verification methods. As well, NLC is committed to protecting the identity of students enrolled in distance education courses in compliance with state and federal requirements.

Each student is assigned a secure login and pass code upon registering, and NLC uses an identity verification software product called BioSig-ID to verify the identity of students in online courses. BioSig is enabling technology that is used to verify the identity of online students using advanced biometric signature technology. Although BioSig is used primarily to verify students' identities, it also prevents unauthorized users from accessing a student's account. BioSig-ID is fully integrated into all NLC online courses. In some cases, proctored examinations and other technologies are utilized such as Respondous Monitor (SACSCOC Standard 10.6a).

Faculty Responsibility

Faculty and staff understand and carry out a commitment to confidentiality, integrity, and security to protect the privacy of students who participate in distance learning activities. Students' records are kept private by the instructor, except in cases where academic staff or administration access the course, with legitimate educational interest under FERPA guidelines. In order to maintain course security and protect student privacy, faculty do not access or attempt to access another employee's or student's account without authorization as described in the Appropriate Use of Information Technology Resources District Policy C.1.9.

Student Responsibility

In order to maintain confidentiality, portal login passwords are generated by the student and any password reset is completed through "secret question" protocol. It is the students' responsibility to keep their password confidential as stated in Student Code of Conduct District Policy F.4.2 and Appropriate Use of Information Technology Resources District Policy C.1.9. Only work submitted to open forums (e.g. like a Canvas course discussion board) can be accessed by other students; other assignments, grades and correspondence are not viewable by other students.

GRANT WRITING

The Director of Grant Development (NLIB 323) is responsible for submitting proposals for grant funded projects to federal, state, and private funders. Faculty wishing to develop a funding proposal should contact the director at pmurray9@alamo.edu.

INSTRUCTIONAL INNOVATION CENTER

The Instructional Innovation Center (IIC) is located in the Library. It provides professional development on theory and practice, software applications, assistance in developing online learning modules and artifacts, support in web design, faculty website creation, Internet resources, support in the Online Teaching Certification process, as well as technical system updates. For more information on the Instructional Innovation Center, contact the director at 210-486-5372.

INFORMATION TECHNOLOGY

For help, contact the Northeast Lakeview College Information Technology Helpdesk: (210) 486-5777

nlc-helpdesk@alamo.edu

Aces: Alamo Colleges Education Services (ACES) is the district's web portal. Services available through ACES are web-based email; Internet based courses, faculty class lists, grades uploading, and employee benefits information. ACES accounts and usernames are automatically generated for all employees.

Alamo Share: Alamo Share is the district's repository for internal documents. Login to Share is through your domain\username (for NORTHEAST LAKEVIEW COLLEGE employees, it's [**nlc\ACESusername**] and ACES password.

CANVAS Course Management Software: Canvas Instructure is Alamo Colleges' Course Management Software. Access to Canvas courses is under the My Courses tab in ACES. NLC's Instructional Innovation Center offers support and training for Canvas Instructure based courses.

Computer Use Policy/Internet Use Policy: The purpose of District Policy C.1.9 and its associated Procedure, C.1.9.1, is to outline acceptable computer use guidelines to ensure that the Alamo Colleges District's Information Technology infrastructure promotes the mission of Alamo Colleges District and provides appropriate service to all Alamo Colleges District computer users. These guidelines establish rules to ensure the protection of confidential or sensitive information stored electronically. The guidelines also assign general responsibility and provide security guidelines to protect the computer systems and administrative data against misuse and/or loss.

Email: Email is set-up through the Alamo Colleges District Information Technology (IT) Central Support (485-0555). Following an employee's orientation, the district will setup the faculty member's ACES account. Faculty can obtain their system- generated email ID and password by logging in to ACES. Once in ACES, these steps should be followed:

1. Login into ACES, select the Employee Tab and click Web Services.
2. Click the Personal Information link.
3. Select the Email Password link.
4. The page will display both the email ID and email password. Once IT sets up the faculty member's email account, ACES will also display the email as web mail.

Network Access / User Account Form: Access to network resources and user account set-up can be made through the District IT e-request. The e-request can also be submitted through the appropriate Department Chair.

LIBRARY

The [Northeast Lakeview College Library](#) enables users to pursue research goals and lifelong learning. Located on the first floor of the library building (NLIB), the library can be contacted at 486-5387. With over 50 general use workstations with access to the Internet and Microsoft Office products and an additional 40 workstations in the library instruction classroom, students can conduct research and complete course assignments.

The Library sets priority use for all of its workstations based on research as the priority with additional guidance from the [District Acceptable Computer Use Policy, C.1.9.](#) Librarian instructors teach assignment or course tailored library instruction and information literacy classes.

Faculty can request information on literacy instruction (face-to-face and online) as well as find information about course reserves, interlibrary loan options, open educational resources, workshops for faculty, and much more from the [Faculty LibGuide.](#)

While the Library is building a collection of print, audio-visual, and licensed and electronic resources, there are currently over 46,000 e-book titles and in excess of 148,000 unique online resources available through electronic databases and open access resources.

Materials owned by the five colleges in the Alamo Colleges District (including the NLC Library) can be found in the library's online catalog. Circulating materials owned by the other colleges in the Alamo Colleges District can be borrowed and sent via the in-district mail system. Library staff can place interlibrary loan requests for library items owned outside of the district and can issue a TexShare Borrower's Card to NLC faculty. TexShare cards allow holders to directly borrow materials from participating libraries.

All faculty members are encouraged to become active partners in collection development. Acquisition requests can be sent to the librarian liaison for your department, to the Library e-mail: [nlc-reference@alamo.edu](#), by phone at 210-486-5388, or via interoffice mail. Faculty members are asked to be mindful, however, of collection development priorities. The [Academic Support Advisory Council](#) considers policies related to collection development as well as other programs and services.

Library Hours of Operation for Fall & Spring Semesters

- Monday – Thursday: 7:45 a.m. to 9:00 p.m.
- Friday: 7:45 a.m. to 5:00 p.m.
- Saturday: 9:00 a.m. to 1:00 p.m.

Hours of Operation for Summer Semesters

- Monday – Thursday: 7:45 a.m. to 9:00 p.m.

POLICE DEPARTMENT

[NLC campus police protection](#) is provided 24 hours a day, 365 days a year at Northeast Lakeview College through the Alamo Colleges District Police Department (485-0099). The Northeast Lakeview College office is located in the Facilities building, room 200. The department's primary objective is to provide a safe environment for employees, students, and the community.

Emergency telephones are located throughout the campus for immediate assistance. Faculty should

use an emergency phone or call the Alamo Colleges **emergency phone number at 210-222-0911** rather than calling 911 directly.

Faculty should call the central dispatch **non-emergency number at 485-0099** for assistance with locked cars, dead batteries, escort to vehicle, locked out of an office or classroom.

TRANSFER CENTER

Transfer services assist students in a successful transfer from Northeast Lakeview College to a four-year college/university. The Colleges of the Alamo Colleges District have established articulation agreements with more than 20 universities in and around the San Antonio area including online universities, to help facilitate the transfer process. Available services for students include assistance with transfer planning and information on Transfer Advising Guides and Transfer Agreements. Transfer articulation agreements provide transfer pathways to guide students on courses taken at the Colleges of the Alamo Colleges District, to earn credits toward degrees at participating four-year colleges/universities. Visit the [Transfer Center](#) website for additional services available to assist in a seamless transfer process.

SECTION 4: FACULTY ADMINISTRATIVE RESPONSIBILITIES

ABSENCE PROCEDURE FOR FACULTY

Northeast Lakeview College faculty are expected to meet each class in the semester and keep students the entire class time, including the first day of class. Faculty members who must miss class are required to notify their Department Chair prior to the absence (if possible) in order to arrange for class coverage with a substitute instructor. Additionally, faculty members must complete and submit the appropriate **Request for Leave Form** to their Chair for approval. See Holiday, Leave and Absences Policy D.5.3 and Procedure D.5.3 for types of leave available to all full-time employees of the Alamo Colleges District.

ATTENDANCE AT MEETINGS

The College expects each full-time faculty member to share responsibilities related to the total concern of the College. Such responsibilities include instructional development, College and District committee meetings, instructional department committee meetings, and other responsibilities as assigned by the College. In recognition of the contribution of adjunct faculty members to their departments, adjunct faculty members are welcome to participate in departmental governance and may attend and be heard at all departmental meetings.

BUILDING ACCESS

Full-time faculty are permitted to access the building outside of regular operation hours only after alerting the Alamo Colleges District Dispatch office at 485-0099. Your faculty ID should be programmed to allow access to your building. If it is not already programmed, send the number from the back of the ID to the appropriate Dean who will request access. An adjunct faculty member wishing to access the building outside of regular operation hours must contact his or her Department Chair, who must notify the DPS Dispatch office, then physically accompany the adjunct faculty member to the campus. Anyone accessing the building outside of regular operation hours should be prepared to produce an Northeast Lakeview College faculty ID for the officer on duty.

COMMITTEE ASSIGNMENTS

The College expects all full-time faculty members to be involved in committee work which is vital to the conduct, planning and growth of the department, College and District. Committee opportunities are made available on an annual basis through the President's office. Adjunct faculty who are interested in serving at the College or district level should express their interest in writing to their Department Chair for consideration.

FACULTY ID

Faculty members are required to obtain an official Northeast Lakeview College identification card through district upon initial employment. Request forms for identification cards are available from each Department's Academic Unit Assistant. These cards are necessary for recognition as an official employee in order to validate identification by the Department of Public Safety, collect payroll or

reimbursement checks from the Bursar's office, check-out library materials, use the Wellness center, and receive applicable discounts offered from various entities, such as the bookstore.

KEYS

Full-time faculty members are provided with keys to individual classrooms, including classrooms which are equipped with a Locknetic device, such as the science or computer labs. To obtain a Locknetic Key fob, faculty members are required to obtain a Key Request Form from the Department's Academic Unit Assistant and submit the completed form to the Department Chair. If a faculty member loses a Locknetic Key, he or she must report it to the College DPS as soon as possible. Once reported, the DPS will complete a lost key form.

OFFICE HOURS

In addition to full-time teaching responsibilities, full-time faculty members are expected to make themselves available to students, staff, and other faculty. Full-time faculty members are required to maintain a posted minimum of ten office hours each week during the fall and spring semesters. During summer sessions, faculty members must schedule a minimum of two office hours per week for each class taught.

While there is no office hour requirement for adjunct faculty members, they should plan to be available to students immediately prior to class and immediately after class, whenever possible.

Office hours, office location, contact phone number/email are publicized to students through the syllabus and must also be posted outside full-time faculty offices each semester. All faculty members should provide a reasonable means by which their students may contact them.

OFFICES AND MAILBOXES

Full-time faculty have either individual or shared office spaces. There is a procedure administered through the Dean of Arts and Sciences office to assign faculty offices that have been vacated by a faculty member. Full-time and Adjunct faculty have an individual mailbox assigned through their respective departments.

PARKING

Full-time faculty, upon hire, are charged thru payroll for their parking tag/permit and should receive an e-mail instructing them on the procedure for receiving the tag/permit in the mail. This e-mail can also be printed and placed on the dashboard (driver side) of their vehicle and used as a temporary tag/permit until their actual tag/permit is received. If there is an issue or question concerning the tag/permit employees are to contact the Human Resources Help center at: 210-485-0799 or dst-hrcenter@alamo.edu.

Northeast Lakeview College is also responsible for implementing and maintaining a Parking and Traffic Appeals Committee to afford due process for any person receiving a Parking Violation Notice (Citation). This procedure is available in printed form and available to all employees and students on campus. All decisions by the Parking and Traffic Appeals Committee will be final. NLC Procedure CS 202-Parking

[Appeals Procedure](#).

For a complete explanation of all parking regulations, see [NLC Parking & Transportation](#).

PROFESSIONAL DEVELOPMENT

Full-time faculty are expected and encouraged to engage in activities that promote professional development. These activities may be, but are not limited to, the following:

- Attendance and/or presentation at conferences and seminars related to the teaching field or profession of teaching
- Scholarly work including publications related to the teaching field
- Participation in online courses/workshops related to job responsibilities
- Membership and/or leadership in professional organizations

Additionally, faculty members have the opportunity to participate in professional development of Online Teaching and Course Development Skills through the Instructional Innovation Center (see *Instructional Technology* in Section 3). Sessions provided for faculty will include various online learning topics as well as skills development.

SUBSTITUTE PAY

In accordance with [Policy D.5.1](#) and [Procedure D.5.1.1](#) for substitute pay, faculty members must notify their Department Chair of an anticipated absence from class as far in advance as possible in order to arrange for a substitute.

Faculty members may substitute on a reciprocal basis for other faculty members who are absent for illness, injury, illness or death in the family, personal or College District business, or attendance at professional meetings. Faculty members substituting for more than one class must be qualified to teach the applicable course. The reciprocal substitution provisions of this section are applicable only to absences of full-time faculty members for classes within the faculty member's regular class load [(D.2.3.2)](#).

In the absence of a reciprocal arrangement, or if the faculty member's absence extends beyond one week, substitutes shall be paid according to the guidelines included in the faculty substitute salary schedule ([D.5.1.1](#)).

SECTION 5: EMPLOYMENT POLICIES

ACADEMIC FREEDOM AND RESPONSIBILITY

As stated in Policy D.3.5 and NLC Academic Success Procedure AS 205-Academic Freedom, all members of the faculty are entitled to academic freedom as defined in the *1940 Statement of Principles on Academic Freedom and Tenure* formulated by the Association of American Colleges and the American Association of University Professors as revised by these associations in November 1989 and January 1990. The pertinent provisions of this statement are as follows:

1. Faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities for the institution

2. Faculty members are entitled to freedom in the classroom in discussing the subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.

3. College and university faculty members are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others and should make every effort to indicate that they are not speaking for the institution.

AGREEMENTS & WORKLOAD: ADJUNCT FACULTY

Details of salary schedules, etc. are located in the Faculty Information Center in the Human Resources area of Alamo Share. Adjunct faculty members are hired in a full-time or part-time capacity and on a semester-by-semester contract basis contingent upon the needs of the College District. Adjunct faculty members accrue no tenure rights and are not guaranteed any employment beyond the semester for which they are employed as stated in D.2.5.1 (Procedure) Hiring Authority, Status, Assignments and Duties.

Adjunct Faculty Appointments: Adjunct faculty may be hired in a full-time or part-time capacity and shall be hired on a semester-by-semester contract basis contingent upon the needs of the College District. Adjunct faculty members accrue no tenure rights and are not guaranteed any employment beyond the semester for which they are employed. The Colleges in the Alamo Colleges District shall not hire, as adjunct faculty members, former Alamo Colleges District faculty members who were denied tenure, or whose tenure track (probationary) or non-tenure track contracts were not renewed for reasons other than program reduction.

For purposes of salary and employee rights and benefits, adjunct faculty are defined as follows:

A. Adjunct with Benefits - faculty teaching 12 or more workload units or the equivalent; paid, on the basis of qualifications, at the rate of the entry salary level for tenure track faculty; and

eligible for all employee rights and benefits as defined by applicable programs with the exceptions noted above (see Adjunct Faculty Appointments).

B. Adjunct without Benefits - faculty teaching fewer than 12 workload units or the equivalent and paid in accordance with a salary schedule determined on a per-class basis. This category of adjunct faculty is not eligible to accrue leave or receive fringe benefits.

AGREEMENTS & WORKLOAD: FULL-TIME FACULTY

Details of salary schedules, etc. are located in the [Faculty Information Center](#) in the Human Resources area of Alamo Share. To be considered full- time, faculty must teach fifteen (15) hours per semester. Based upon need, full- time faculty may be allowed to teach an overload (not to exceed two classes per semester) although the College reserves the right to limit a faculty member's overload to fewer than two classes each semester. Overloads are not to be expected by a full-time faculty member. Overloads are paid at the adjunct faculty pay rate.

As defined in District Procedure [D.5.1.2 Faculty Teaching Loads](#), the standard work week for full-time faculty is 40 hours. In the Fall and Spring terms, full-time faculty members' contractual obligations begin one week prior to the first instructional day of the term and end with the final class day of the term.

In addition to teaching hours, full-time faculty are required to hold ten office hours a week as well as additional time devoted to duties related to teaching and student success, to college or district service, professional development, or other activities approved by college administration, to equal 40 hours per week. A detail of the faculty member's schedule, including office hours, should be posted on the office door of the faculty member/Chair no later than the end of the first week of classes.

A summer employment agreement is a term contract offered to faculty to perform academic duties during the summer semester term on an as needed basis. Summer employment is not part of the annual faculty contract and summer employment is not guaranteed, as stated in [D.2.5.1 (Procedure) Hiring Authority, Status, Assignments and Duties](#) The College reserves the right to limit the number of hours a full-time faculty member may teach during each summer session based on program and budgetary considerations.

BENEFITS (FULL-TIME FACULTY ONLY)

For complete information, faculty should visit the [Human Resources Website](#) or contact the HR Generalist at NLC. All Faculty must have their paychecks deposited directly into their bank. Information on setting up direct deposit will be provided at your new hire orientation. If you want to make changes to your direct deposit you can do so by submitting a completed Direct Deposit Form available on the [Alamo Colleges District Fiscal and Financial Services on Alamo Share](#).

CHAIR SELECTION

Northeast Lakeview College Department Chairs will support the Alamo Colleges District vision for student success and performance excellence by managing and teaching in an assigned Department at the College. Chairs ensure that the Department functions efficiently, effectively, and in accordance with College and District procedures and policies and other accreditation and certification guidelines.

At NLC, Department Chairs report to their respective Dean and the Vice President of Academic Success, serving as faculty advocates, and as essential links between faculty and administration.

Department Chairs are selected by the College President through a cooperative process involving departmental faculty and College administration. Department Chair positions will be posted and all qualified faculty, including candidates from other Alamo Colleges shall be eligible to apply and be equally considered. At the discretion of the College President, external candidates may be introduced into the process to supplement the pool of internal candidates.

A final selection will be made by the President. The selection procedure is outlined in District Procedure D.2.3.2 Faculty and Department Chair Positions and NLC Procedure AS 213-Departments.

- The tenure-track/full time faculty of the Department shall select a nominee from the available candidates whether external or internal.

- The tenure-track/full time faculty will forward their nomination to the appropriate Dean who will respond with an approval or disapproval within three (3) working days.

- In the event the nominee is not approved, the process will be repeated, with the faculty forwarding the name of another nominee.

- In the event the department and Dean for Academic Success have not reached an agreement within forty-five (45) calendar days of the initiation of the selection process, the President may appoint a Chairperson from the original pool.

Every three (3) years, a Faculty Senate member from outside the Department, in a formal meeting of the tenure-track/full time departmental faculty, will supervise a secret ballot election to determine, by majority vote of the full membership of the department, whether a Chairperson will be recommended to the College President to continue to serve in the position, or if the selection process for a new Chairperson will begin.

The departmental tenure-track/full time faculty, by majority vote, may recommend to the Dean for Academic Success to begin the selection process at any time. The Dean for Academic Success may recommend to the President reassignment of the Chairperson to full-time teaching duties for reasons such as unprofessional conduct, gross neglect of duty, and repeated unsatisfactory annual performance evaluations.

DRUG FREE WORKPLACE POLICY

While at work, each faculty member has a responsibility to provide services in a safe, conscientious, and efficient manner. Therefore, in compliance with (Policy) Drug and Alcohol-Free Workplace D.4.7.1 the use, sale, and possession of intoxicants while in the scope of employment or while attending College District-related or sponsored activities on or off College District property is strictly prohibited. Violation of this policy may result in disciplinary action up to, and including, termination.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

As one of the Alamo Colleges District, Northeast Lakeview College does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs, or services. Any questions concerning employment discrimination should be directed to:

Linda Boyer-Owens, Associate Vice Chancellor for Human Resources, Human Resources Department, 2222 N. Alamo, San Antonio, Texas 78215, or at 210-485-0200.

FACULTY QUALIFICATIONS

According to NLC Academic Success Procedure AS 202–Faculty Credentials, faculty members must meet certain academic qualifications:

1. The academic qualifications for (1) faculty teaching general education courses at the undergraduate level and (2) faculty teaching associate degree courses designed for transfer to a baccalaureate degree are a doctorate or master's degree in the teaching discipline or a doctorate or master's degree with a concentration in the teaching discipline (as defined by a minimum of 18 graduate semester hours in the teaching field).

2. Qualifications for faculty teaching Student Development courses (non-credit and nontransferable: SDEV 0170 College Success, SDEV 0171 Strategies for Success, and SDEV 0370 Foundations for College Learning) allow additional flexibility in order to serve our student population, and are customarily established as follows:

   - Master's Degree in one of the following fields preferred: Counseling, Student Development, Personnel, Social Work, Education (includes Adult Education, Teaching, Occupational Education), Leadership, Management, Psychology, IDST. One year experience in Student Affairs/Services or equivalent, or two years of teaching or tutoring experience within a college or university.

3. Qualifications for faculty teaching developmental courses (non-credit and nontransferable) in Integrated Reading and Writing (INRW 0305 Integrated Reading and Writing I, and INRW 0420 Integrated Reading and Writing II) also allow additional flexibility in order to serve our student population, and are customarily established as follows:

   - Bachelor's degree in Reading or a related field (for example, English, Education, Special Education, Teaching English as a Second Language) with a minimum of 24 hours in Reading or English preferred.

4. Qualifications for faculty teaching developmental courses (non-credit and nontransferable) in Mathematics (MATH 0055 Math Refresher, MATH 0300 Basic Mathematics, MATH 0301 Introduction to Algebra, MATH 0302 Elementary Algebra, MATH 0303 Intermediate Algebra, MATH 0305 Pre- Algebra, MATH 0310 Elementary Algebra, MATH 0320 Intermediate Algebra) also allow additional flexibility in order to serve our student population, and are customarily established as follows:

   - Bachelor's degree in Mathematics or related field (for example, Engineering, Physics, Computer Science, or Science) with a minimum of 24 hours in Math preferred.

5. Qualifications for faculty teaching EDUC 1300 Learning Framework need specific definition.

EDUC 1300 Learning Framework page is not a course within the disciplinary field of Education. This course focuses on the metacognitive features of the learning process and on application of learning strategies. Accordingly, the following definition of faculty credentials applies for EDUC 1300, the content of which is outside of a traditionally defined discipline:

- Master's degree, with a minimum of 18 graduate credit hours in psychology or pedagogical education. Non-pedagogical educational course work to be supplemented by college-level teaching experience; one year is preferred.

6. Qualifications for faculty teaching in a technical program: In accordance with Board Procedure D.2.3.2 "In the occupational education and technology area, faculty should have both academic preparation and work experience, the *typical* combination being a bachelor's degree with appropriate work experience. The minimum requirement will be supplemented as necessary in accordance with criteria established by appropriate professional, regional, and national accrediting agencies"

- AAS courses: Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: - a minimum of a bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.

- Certificate only courses: Faculty teaching certificate courses that are not included in an associate degree: - certificate of completion and significant demonstrated work experience.

- **Certificate as part of associate degree:** Faculty teaching certificate courses that are included in an associate degree: - associate's degree and demonstrated competencies in the teaching discipline.

FACULTY SALARY

Adjunct Faculty

The purpose of the Salary Schedule for adjunct faculty is to provide a means of equitable pay that is based on the appropriate professional training or achievement required for the position. The Schedule applies to adjunct faculty and is based on the time engaged in hourly instruction in the classroom and/or laboratory. The Schedule recognizes class as defined above for full- time faculty, but does not provide for any recognition of level or rank. The current salary scale for adjunct faculty is available on the Alamo Colleges District Fiscal and Financial Services on Alamo Share.

Full-Time Faculty

The purpose of Full-Time Faculty Nine-Month Pay Ranges is to provide regular and equitable pay advancement appropriate for the experience and professional training of the faculty member. Pay ranges represent ranges of competitive pay (vs. Big 8 Texas Community Colleges) for each class of full-time faculty. Faculty pay in each class will fall within range minimums and maximums. Pay will increase within class as authorized by the Alamo Colleges District Board of Trustees. All full-time tenure track faculty are paid according to the schedule above. The current salary scale for full-time faculty is available on the Alamo Colleges District Human Resources Faculty Information Center on the Alamo

[Share Site](#). The schedule applies to the nine-month instructional year defined in policy.

Duty Days

All full-time faculty are expected to work the following number of duty days each academic year:

a. Full-time, 9 month faculty: 166 duty days**

b. Full-time, 12 month faculty: 226 duty days**

Pay Raises

Whenever the budget allows and the District Board of Trustees approves, the College District offers a general wage adjustment to regular employees on September 1 or another date specified.

Pay Schedules

All non-temporary employees of the College District are paid semi- monthly on the 15th and last working day of the month. The exact dates can be found on the [Alamo Colleges District Human Resources Faculty Information Center Alamo Share Site](#).

GRIEVANCE PROCEDURES

A faculty member has a right to present a grievance, in person, to a member of the College's administration designated by the District Board of Trustees on an issue related to the non-renewal or termination of the faculty member's employment at the College. As defined by Texas Education Code 51.960, "faculty member" means a person employed full time by a College as a member of the College's faculty, including professional librarians, whose duties include teaching, research, administration or the performance of professional services. The term does not include a person who holds faculty rank but who spends the majority of the person's time for the College engaged in managerial or supervisory activities, including a chancellor, vice chancellor, president, vice president, provost, associate or assistant provost, dean, or associate or assistant dean. A college may not by contract, policy or procedure, restrict a faculty member's right to present a grievance, but a college may adopt a method for presenting, reviewing, and acting on a grievance.

This procedure is to ensure that faculty members who believe they have been treated unfairly with respect to salary, promotion, tenure, academic concerns, reduction in force or other matters related to employment have their cases reviewed; however, [D.3.3 Employee Complaints (Policy)](#) establishes the guidelines and procedures to be followed.

HARASSMENT PREVENTION

As detailed in **H.2.1** [Civil Rights Under Texas Law: Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Complaints, Resolution, and Appeals](#) (Policy) and **H.2.1.1** (Procedure), trustees, employees, and other agents of the College District shall not engage in conduct constituting sexual harassment. The College District shall promptly investigate all allegations of sexual harassment and take appropriate disciplinary action, including termination, against employees who engage in sexual

harassment, subject to appropriate procedural and due process requirements. A person's employment may be terminated under this policy for repeated instances of conduct constituting sexual harassment, or for a single action constituting sexual harassment if the College District, through due process, determines that the action is sufficiently severe to warrant that sanction.

Sexual harassment shall be defined to include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature, or any conduct or other offensive unequal treatment of an individual that would not occur but for the sex of the individual, when:

1. Submission to such advances, requests, or conduct is made either explicitly or implicitly a term or condition of an individual's educational status or employment; or
2. Submission to or rejection of such advances, requests, or conduct is used as a basis for decisions affecting an individual's employment or educational achievement; or
3. Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's performance, limiting an individual's ability to participate in or benefit from an educational program or activity, or creating an intimidating, hostile, or offensive work or educational environment.

Sexual Harassment of Other Employees

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

This policy also prohibits same-sex sexual harassment.

Standard of Care

The College District shall exercise reasonable care to prevent and correct promptly any sexually harassing behavior and develop preventive or corrective measures to address sexually harassing behavior.

A supervisor with immediate (or successively higher) authority over an employee shall not create an actionable hostile environment for that employee nor take a tangible employment action (hiring, firing, failing to promote, reassignment with significantly different responsibilities, or a decision causing a significant change in benefits) based on an employee's sex.

Sexual Harassment of Students

Sexual harassment of students includes such activities as engaging in sexually oriented conversations for purposes of personal sexual gratification, telephoning students at home or elsewhere to solicit

inappropriate social relationships, physical contact that would reasonably be construed as sexual in nature, and enticing or threatening students to engage in sexual behavior in exchange for grades or other school-related benefit.

A College District official who has authority to take corrective action on the College District's behalf and who has actual notice of teacher-student sexual harassment or abuse shall take corrective measures to address the harassment or abuse.

HOLIDAYS

There are up to 20 paid holidays per year, including a 10-day Christmas break. Various paid holidays throughout the academic year include Labor Day, Thanksgiving, Martin Luther King Day, Spring Break, Good Friday, Battle of Flowers/Fiesta Day, Memorial Day, and the Fourth of July. Faculty should consult the current Academic Calendar or log into Alamo Share and go to the District Human Resources (HR) site.

HUMAN SUBJECT REVIEW

All research that is conducted at Northeast Lakeview College and involves human subjects must be reviewed and approved by the Vice President of Academic Success and President prior to implementation of the project. Such approval is required in order to protect the rights and welfare of human research subjects who are recruited to participate in research activities supported by the institution. Submission of the following materials will be required for administrative review and consideration: (1) completed Northeast Lakeview College Human Subjects Review form, (2) a copy of the research proposal, and (3) a copy of associated study materials (schedules, scripts, letters, stimuli, etc.). Contact Martin Fortner at mfortner3@alamo.edu for more information on this process.

During the review process, the VPAS and President have the right to approve, require modifications in, or disapprove all research activities that fall within its jurisdiction as specified by institutional policy and federal regulations.

INCLEMENT WEATHER

The Alamo Colleges District inclement weather hotline number is 210-485-0189. Information regarding college closures or class cancellations may also be located on the Alamo Colleges District website and local TV and radio stations.

INTELLECTUAL PROPERTY

See the following District policy and procedure for complete details pertaining to the Intellectual Property rights of College faculty: C.1.8 (Policy) & C.1.8.1 (Procedure).

Intellectual property is illustrated by, but not limited to, scientific, technical, literary, dramatic, musical, artistic, and other intellectual and creative works as well as inventions, discoveries, trade secrets, and computer software which are copyrightable or patentable.

The following statement of policy is made for the purpose of defining ownership of such rights

which are created by College District faculty, independently or with College District support.

Independent Works

A College District employee owns all rights to copyrightable or patentable work that is created by the College District employee while not in the course and scope of his/her employment as illustrated by, but not limited to, the following factors:

1. The work is the result of individual initiative.

2. The work is not the result of a specific assignment made within the course of employment with the College District.

3. The work does not involve the use of College District facilities, time, or resources.

Unless specifically prohibited by College District policy or procedure, the College District (including individual colleges) may recognize an artistic or literary achievement of a College District employee by holding official events such as book signings, exhibits, and other celebrations at which the artistic or literary work may be offered for sale, but only to the extent such would be available to non-employees.

However, no College District employee or student shall realize a profit from the sale or use of curricular or other materials where the source of funds is a College District student related to participation in a College District class, whether or not the employee or student owns the rights to the material. Nothing in this policy precludes an employee or student from assigning such revenue to the Alamo Colleges Foundation.

College District-Supported Works

Unless otherwise provided in this policy, the College District owns all rights to copyrightable or patentable work that is created by a College District employee in the course of the employee's employment with the College District as illustrated by, but not limited to, the use of facilities, time, or resources of the College District, including, but not limited to, released time, grant money, sabbatical leave, or other material or financial assistance by the College District, or otherwise using College District resources such as computer, software, clerical, or other resources not generally available to the public.

TRAVEL FOR PROFESSIONAL DEVELOPMENT

Faculty wishing to attend conferences or to take part in other professional development events apply for funds through their individual departments. Professional development is designed to support faculty and staff to provide a broad range of educational approaches and support services necessary to ensure that students achieve their highest potential. The necessary forms are requested from the department Academic Unit Assistant (NLC Procedure AS 207-Professional Development).

USE OF COLLEGE MATERIALS

As stated in C.2.7.1 (Procedure) Use of College District Equipment, Supplies and Personnel, all employees of the Alamo Colleges District are required to use district and College resources for their

intended purpose only. These resources include cash, equipment, facilities, email systems, Internet access, departmental services such as mailroom and central receiving, time and services of College District employees, and all other district resources.

Under limited conditions, minimal incidental use of College District equipment may be permitted: the use may not interfere with or have an adverse effect on the performance of the employee's duties; may not interfere with College District operations; may not cause an additional cost to the College District; is not harmful to the College District; is not for private commercial purposes; does not result in unauthorized software or digital media being installed in or downloaded to College District equipment; and does not result in the violation of copyright laws or College District software licenses.

An example of "incidental use" is a telephone call from an employee's doctor's office, as long as the call does not interfere with the performance of the employee's duties and meets other requirements listed above. Long distance and toll calls, however, to and from any non-business person or entity is an inappropriate use of Alamo Colleges District resources. Frequent or lengthy personal calls are not "incidental" and are not permitted.

Other examples of the inappropriate use of College District resources:

- Using College District computers, email systems, Internet access, or equipment for activities that are not official College District business, or allowing unauthorized parties to use these resources, either by giving them "permission" or failing to use password protections to prevent unauthorized use, for example, when the authorized user steps away from the computer terminal.

- Using College District facilities for activities that are not official College District business or allowing unauthorized parties to use them, unless College District receives fair market value through a lease or other approved arrangement.

- Working on non-College District employment or non-College District business operations during College District duty hours.

- Using College District computer systems to access employee, student or other information not necessary for the user's official College District business.

- Using College District credit cards for personal purchases or for anything other than the purpose for which the card was issued.

- Using the services of College District personnel for non-College District purposes.

- Using College District computer systems to access pornography. Please note that accessing pornography can lead to criminal prosecution for violating the Texas penal code.

Misuse of College District resources may result in disciplinary action up to and including termination and may subject a person to civil and criminal penalties. For more extensive information, consult C.2.7.1 (Procedure) Use of College District Equipment, Supplies and Personnel.

SECTION 6: FACULTY EVALUATION

EVALUATION OVERVIEW

Performance evaluations for faculty, including Chairs, are performed according to District Board of Trustees procedures D.7.1.1 Employee Evaluations, D.7.1.2 Faculty Performance Evaluation, and NLC Procedure AS 209-Faculty Evaluation and Promotion. Calendars for evaluation, promotion, and tenure are located in the Faculty Calendar of Activities located on the District Alamo Share site under the Academic Success, "Faculty" link.

The current tool used for Faculty Performance Evaluations is Faculty 180, Information about use of this faculty evaluation software is located in ACES under the "Faculty" tab.

For the following purposes, each supervisor employed by the College District shall conduct annual or biennial performance evaluations ("evaluations") of all full-time employees under his/her supervision

1. To provide information to individual employees concerning job performance and thus contributing to their professional growth and development.

2. To measure the performance of each employee in ways that help assure competent performance of job duties, reward extraordinary performance, and support progressive discipline in suitable cases.

3. To provide information for use in recommendations concerning other institutional personnel actions.

If an employee is not satisfied with an evaluation, he or she may appeal it to the College President. The decision of the College President shall be final.

Periodic performance evaluations provide a mechanism for faculty to reassess professional performance and use such assessment as a basis for improvement of instruction.

Annual or biennial performance evaluations of full-time faculty are based primarily on four factors:

- **Teaching:** including instructional design, delivery, and assessment; class/course management

- **Scholarly/Creative Activities:** including professional development; discovery/creative activities; dissemination

- **Service:** including to the institution, profession, and the general public

- **Administration** where applicable for academic leadership assignments

Suggested guidelines for what evidence items faculty might use in preparing their Faculty180 portfolio can be reviewed in the **Faculty180 Checklist**.

PEER EVALUATIONS

Peer evaluations will be conducted by a committee of three full-time faculty members and the Department Chair. The committee will be selected from all full-time faculty at Northeast Lakeview College with at least one year of service to the college. The evaluation will be completed in Faculty 180.

Included in the process may be the following (requirements may vary according to Department criteria):

1. **Classroom observations:** Faculty classroom observations will be documented on the [Classroom Observation](#) form; an additional page may be attached if needed.

2. **Review of materials prepared by the faculty member to accomplish teaching/professional goals.** Because of the uniqueness of individual disciplines, each department will establish guidelines for review of such materials. Materials could include a review and evaluation of the following:

   Course syllabi/course outline – observing such areas as currency of text, pace of the course, thoroughness and currency of the bibliographies, quality of additional required or suggested headings, and adherence to syllabi requirements

   Examinations – reviewing, questioning strategies, appropriateness and use of critical thinking skills

   Homework or other assignments – examining appropriateness and use of critical thinking skills

   Faculty graded assignments – examining the quality of the grading

   Other material indicative of teaching or professional skills that the department or faculty member feels reflects their performance

   For a more complete list, please see **Faculty180 Checklist**.

SECTION 7: FACULTY PROMOTION

Faculty members shall be granted promotion in professional rank after all required criteria have been satisfactorily fulfilled and appropriate recommendations have been provided as described in D.8.2 (Policy) Promotion and Demotion and NLC Procedure AS 209-Faculty Evaluation and Promotion.

Promotion is time sensitive. The promotion schedule may be found in the Faculty Calendar on Alamo Share. (Click on "District Support Offices" → "Academic Success" → "Faculty")

The Alamo Colleges promotion procedure is located in D.8.2.1 Promotion Process. This procedure is much more detailed and includes all applicable terminology, requirements, and steps in the process to move up in rank. Promotion in rank is influenced by teaching, education and service. Each department may develop a mechanism for evaluating these three areas. Promotion for librarians will also include annual evaluations.

Nine or more months of full-time service in a full-time position during a fiscal year constitutes a year of service. The Table of Contents for the Promotion Dossier (Appendix F) lists all required documents and materials needed to apply for promotion in rank. Full-time faculty ranks in the Alamo College District are: Instructor, Assistant Professor, Associate Professor, and Professor.

RANK: INITIAL PLACEMENT

Since placement on the salary schedule is a function of degree plus additional education and full-time teaching experience equivalency, rank at the time of initial placement has no effect on class and step determinations. Faculty are normally appointed at the rank of Instructor. On the recommendation of the President, and with the concurrence of the Chancellor, a faculty member may be appointed at the rank of Assistant Professor, provided that the candidate has completed a doctoral degree in the teaching field and has three years of full-time teaching experience equivalency. (NLC Procedure AS 209)

RANK: PROMOTION (see D.8.2.1 (Procedure) Promotion Process and AS 209-Faculty Evaluation and Promotion)

1. To be eligible for promotion to the rank of Assistant Professor, a faculty member must have completed a minimum of three years of full-time employment as an Instructor with the Colleges and must have earned 12 semester hours or equivalent credit above the qualifying degree in approved courses from an accredited institution (faculty who have already earned a terminal degree will receive credit for additional education requirements). These credits must be related to the teaching field or in education. The minimum requirement for promotion in rank to Assistant Professor is a Master's degree or, for faculty members in occupational education and technology, an appropriate Baccalaureate degree or approved equivalent.

2. To be eligible for promotion to the rank of Associate Professor, a faculty member must have completed a minimum of four years of employment as an Assistant Professor with the Colleges and must have earned 24 semester hours or equivalent credit above the qualifying degree in approved courses from an accredited institution (faculty who have already earned a terminal

degree will receive credit for additional education requirements). These credits must be related to the teaching field or in education.

3. To be eligible for promotion to the rank of <u>Professor</u>, a faculty member must have completed a minimum of five years of employment as an Associate Professor with the Colleges and must have earned 36 semester hours or equivalent credit above the qualifying degree in approved courses from an accredited institution (faculty who have already earned a terminal degree will receive credit for additional education requirements). These credits must be related to the teaching field or in education. The rank of Professor is reserved for persons who have distinguished records of education, education-related activities, and service.

EVALUATION CRITERIA

The nature and quality of teaching, service, and professional growth are the factors to be used in evaluating faculty members for promotion. Activities for the employment period since initial appointment or since the last promotion will be considered in promotion decisions unless otherwise stated in the **Table of Contents for the Promotion Dossier**.

RESPONSIBILITIES (see <u>D.8.2.1 (Procedure) Promotion Process</u> and <u>AS 209-Faculty Evaluation and Promotion</u>)

<u>Responsibilities of the Faculty Member</u>:

1. An eligible faculty member wishing to apply for promotion should advise the Department Chair/Supervisor of his or her intention to apply by September 15 of the year in which they wish to be considered.

2. By October 15, the faculty member applying for promotion shall submit to the Promotion Committee a dossier containing the following, as set forth in the Board of Trustees Procedure D.7.1.2, Employee Evaluation. The materials should cover the employment period since initial appointment or since the last promotion, including:

   - Student Evaluation Summaries;

   - Classroom Observation;

   - Faculty Evaluations by Peer Reviewers (Faculty 180);

   - Faculty Evaluations by Chair/Supervisor

   - Course Approval Forms (if applicable)

   - An up-to-date resume and official transcripts of credits earned since initial appointment or since the last promotion;

   - Any other material on teaching, service, and/or professional growth, which the faculty member deems relevant to the application.

   - And other documents as required (**Table of Contents for the Promotion Dossier**).

3. Faculty will provide for each section of their dossier a complete narrative describing the artifacts included and the merit of the artifacts in support of the faculty member's application for promotion.

4. Beginning academic year 2012-2013, all dossiers will be submitted as a self-contained electronic document as specified by the department (and not a reference to a website). Guidelines will be established for the electronic dossier.

Responsibilities of Promotion Committee(s):

1. By October 15 of each year, a Promotion Committee(s) shall be selected by faculty and approved by the Dean/Vice President/President. A Department Chair/Supervisor should not be a member of a committee. At least one member of each committee must be a tenured faculty member. If a tenured faculty member is not available a faculty member with at least 6 years as a full time faculty member in the Alamo Colleges System will participate.

2. The Promotion Committee(s) shall have at least three members. Small Departments' members may be selected from the full-time faculty of other Departments or another Alamo College. The committee shall select one member to act as committee chair.

3. Following receipt of the promotion application dossiers from the applicants on October 15, the committee shall review each application and ensure that the materials and documentation have been included as required. Deficiencies are to be brought to the faculty member's attention for corrections and then re-submitted to the committee in accordance with the Promotion Application Schedule.

4. By November 25, the committee chair shall forward the dossiers, together with committee recommendations, to the Department Chair/Supervisor, and shall notify each candidate, in writing, as to the recommendation being forwarded.

Responsibilities of the Department Chair/Supervisor:

Following receipt of the promotion application dossiers from the Promotion Committee, the Department Chair/Supervisor shall review the dossiers and the recommendations of the Department Promotion Committee. By December 15, the Department Chair/Supervisor shall add his or her own recommendation and forward the dossiers to the appropriate Dean (if applicable), and shall notify each candidate in writing as to the recommendation being forwarded.

Responsibilities of the Dean:

Following receipt of the promotion application dossiers from the Department Chair/Supervisor, the Dean shall review the dossiers and the recommendations of the Department Promotion Committee and the Department Chair/Supervisor. By January 20, the Dean shall add his or her own recommendation and forward the dossiers to the Vice President for Academic Success. Additionally, the appropriate Dean will meet with each faculty member reviewed and shall notify each candidate in writing as to the recommendation being forwarded.

Responsibilities of the Vice President:

Following receipt of the promotion application dossiers from the Department Chair/Supervisor and the Dean, the Vice President for Academic Success shall review the dossiers and the

recommendations from the previous review levels. By February 10, the Vice President shall add his or her own recommendation and forward the dossiers to the President, and shall notify each candidate in writing as to the recommendation being forwarded.

Presidential Review and Board Action:

Normally the Board of Trustees is expected to act on promotion recommendations at its April meeting. Consistent with that agenda, by February 25 the President shall submit recommendations to the Chancellor through Human Resources. The President shall notify each candidate, in writing, as to the recommendation being submitted and shall, subsequent to the Boards' action, notify each candidate of his or her promotion status.

PROMOTION APPEALS

A faculty member who made application and was denied promotion may submit an appeal to the college Promotion Appeals Committee. The deadline for such appeals shall be twenty-one calendar days following the Board meeting at which promotions were approved.

Promotion Appeals Committee: Full-time faculty members in the college who have served a minimum of three years in the Colleges shall elect from their number, in February of each odd-numbered year, a Promotion Appeals Committee. The election shall be conducted by the College Faculty Senate. The Senate will set the size of the Committee, provided that there shall be no fewer than five members. The senior faculty member elected shall convene the Committee for election of a chairperson.

1. Appeals shall be submitted in writing to the chairperson of the Committee, and shall be responsive to the reasons set forth for the denial of promotion.

2. The Committee shall hear the appeal, considering such information as it deems relevant, and shall make a report and recommendation to the President by August 1. The chairperson shall notify the appellant, in writing, as to the recommendation being forwarded.

3. The President shall give consideration to the committee's recommendations but is not bound by them. The President shall notify the appellant and the Committee, in writing, of the decision by September 1.

4. Appeals are without prejudice to future promotion applications.

DEMOTION

The Chancellor is authorized to approve the demotion of employees. Demotion of faculty members shall be in accordance with faculty progressive discipline administrative regulations (District Procedure D.8.2.2).

SECTION 8: TENURE

Note: Currently, Northeast Lakeview College hires **non-tenure-track** faculty; these faculty appointments are <u>not</u> eligible to proceed through the tenure process. When applying for a faculty position, the applicant should ask for confirmation if the appointment is for a tenure-track position or not. The Alamo Colleges District Board of Trustees suspended the tenure system in 2011; however, this may change in the future—tenure is still in policy (D.2.5) and procedure (D.2.5.5) at all of the colleges in the Alamo Colleges District.

OVERVIEW

Tenure is defined as the confirmation by the District Board of Trustees, acting on the recommendation of the Chancellor, to elect a probationary tenure-track faculty member to a tenured faculty appointment for an indefinite period of time. Under this type of appointment a tenured faculty member may be removed only for adequate cause, for the discontinuance of a course of study, or financial exigency.

Tenure is a contractual right that only full-time tenure-track faculty members may earn. While tenure-track faculty are expected to progress toward obtaining tenure, tenure is not granted simply for sustained employment. Excellent teaching, service to the College and the community, and professional growth are the elements of criteria for earning tenure. Each department has approved activities with levels of quality, which tenure-track faculty members must achieve before one may be considered for tenure.

Northeast Lakeview College tenure documents may be found on Alamo Share at the Northeast Lakeview College site.

A campus-wide Tenure Committee will be selected by the full-time faculty members of each Department. A majority of the members of this committee should be tenured faculty. A Department Chair/supervisor should not be a member of this committee.

Tenure-Track Faculty are eligible to apply for tenure in the beginning of the sixth year of full time tenure-track employment. The evaluation process shall include evaluation by the Department Chair or supervisor, student evaluation, peer evaluation and self-evaluation.

Set forth below is the schedule for performance evaluation of tenure-track and full time (probationary) faculty members and for appropriate notification regarding the renewal or non-renewal of appointment. Faculty in non-tenure track or full-time temporary appointments are not eligible for the tenure process but are responsible for the evaluation requirements.

Faculty hired mid-year in a tenure-track (probationary) position shall complete all Year 1 requirements except for fall student evaluations. The Classroom Observation by Chair will be conducted in the spring semester. The mid-year hire will follow the schedule outlined below with the Fall following hiring as Year I.

YEAR I-V

1. Probationary appointments shall be given to all faculty members in years 1-5.

2. Faculty member will complete all evaluation requirements as outlined in D.7.1.2

3. Following a personal interview and review of the Faculty Evaluation by

4. Chair/Supervisor, the Chairperson/Supervisor shall indicate if the faculty member is making satisfactory progress toward tenure. Measures needed to enhance progress toward tenure will be defined in the Faculty Evaluation by Chair/Supervisor.

5. The Dean, VPAS and President will annually review and contribute in the evaluation of all faculty and will determine those to be reviewed and recommended for non-renewal to the Chancellor by February 1.

6. The faculty member must be notified, in writing, by March 31 if non- renewal of appointment will be made for the following year.

YEAR VI

1. Faculty member will complete all evaluation requirements as outlined in D.7.1.2

2. Faculty member will follow the tenure process as described in this procedure.

3. Faculty member may not apply for promotion in the same year as applying for tenure.

RESPONSIBILITIES OF THE FACULTY MEMBER

The faculty member is responsible for following all requirements and meeting all deadlines in the tenure process. Each year a Faculty Calendar of Activities outlines the specific dates for that academic year.

An eligible tenure-track faculty member wishing to apply for tenure should advise the Department Chair or supervisor *in writing* of his or her intention to apply by September 5 of the year in which he or she wishes to be considered.

By November 1, each tenure-track faculty member eligible for tenure consideration shall submit to the Department Chairperson/Supervisor a tenure dossier containing the following as described in Employee Evaluation

Procedure (D.7.1.2):

a) Performance evaluations by Chairperson/Supervisor, student evaluations summaries and peer review summaries.

b) Faculty Self-Evaluations

c) An up-to-date resume or CV

d) Material that documents the faculty member's performance in the area of teaching, service and professional growth.

RESPONSIBILITIES OF THE COLLEGE TENURE COMMITTEE

1. By September 15 of each year, each Department should elect a representative to the Tenure Committee(s). The list of representatives should be forwarded to VPAS/President for approval.

A department Chairperson/Supervisor should not be a member of a committee.

2. Following receipt (by January 10) of the tenure portfolio from the department Chairperson/Supervisor, the Tenure Committee will review each eligible tenure-track faculty member's qualifications and will forward recommendations to the department Chairperson/Supervisor by January 25.

RESPONSIBILITIES OF THE CHAIRPERSON OR SUPERVISOR

The department Chairpersons/Supervisors shall review each application and tenure portfolio to ensure that the materials and documentation have been included as required. Deficiencies are to be brought to the tenure-track faculty member's attention by November 20 and should be corrected within ten working days. Incomplete applications will be removed from consideration after the ten working days and the Chairperson/Supervisor will provide written notification to the tenure-track faculty member by December 10. All completed applications should be submitted to the College Tenure Committee by January 10.

Following review of the tenure portfolio and recommendation by the College Tenure committee, the Chairperson/Supervisor shall add a recommendation to each tenure portfolio and shall forward the portfolio to the Dean, or next level of supervision by February 5. By the same date, the Chairperson/Supervisor shall notify each candidate, in writing, as to the recommendation being forwarded.

RESPONSIBILITIES OF DEAN, VICE PRESIDENT, PRESIDENT AND DISTRICT BOARD OF TRUSTEES
Following review of the portfolios and the recommendations from the Department Chairperson/Supervisor, the Dean shall add a recommendation to each portfolio and forward the tenure files to the VPAS by February 16. By the same date, the Dean shall notify each candidate, in writing, as to the recommendation being forwarded. Following review of the portfolios and the recommendations from the Deans (or from the Chairperson/Supervisor where no Dean was involved), the VPAS shall add a recommendation and forward the tenure files to the President by March 1. By the same date, the VPAS shall notify each candidate, in writing, as to the recommendation being forwarded.

Normally the District Board of Trustees acts on tenure recommendations at its May meeting. Consistent with that agenda, the President shall submit the recommendations to the Chancellor by March 15. The President shall notify each candidate, in writing, as to the recommendation being submitted to the Chancellor and the District Board of Trustees. The President shall notify each candidate of his/her tenure status, in writing, within 10 days of the District Board's action.

SECTION 9: FACULTY SENATE

PURPOSE

The purpose of Northeast Lakeview College's Faculty Senate is to present the views and recommendations of the College faculty to the college administration and to the Board of Trustees of the Alamo Colleges District as those views relate to policies on academic and professional matters. The Senatorial electorate includes tenured/tenure track/full time faculty and professional librarians who have completed one full, long-term semester as a Northeast Lakeview College employee prior to an election. The officers of the faculty Senate consist of President, Vice- President, and Secretary.

To accomplish this purpose, the Faculty Senate shall:

- Research and communicate faculty interests to college and district administrators.
- Advocate for faculty interests and welfare.
- Advocate for conditions conducive to student learning and student success.
- Participate in setting college procedures and district policies.

SECTION 10: ADJUNCT FACULTY COUNCIL

PURPOSE

The Northeast Lakeview College Adjunct Faculty Council was created was created as a means to examine issues and concerns of the faculty and the institution. The Council is committed to providing excellence in academics and achieving student success. The officers of the Adjunct Faculty Council consist of President, Vice-President, and Secretary with voting representatives from each NLC department.

The NLC-AFC strives to:

- Research interests and communicate adjunct faculty issues to college administration.
- Advocate for adjunct faculty interests and welfare.
- Encourage activities that support adjunct faculty growth and development and promote connections with the full time faculty and the college community.
- Achieve fair, equitable, working conditions.

Academic Integrity Report Form
Based on Board Policy: F.4.2 - Student Conduct

ACADEMIC INTEGRITY REPORT FORM

Date: _____ Course: _____ Semester: _____

Student: _____ Instructor: _____

Student Banner #: _____

Description of incident: _____

_____
(attach additional sheets if necessary)

Meeting with student held: ☐ Yes

                 ☐ No – Reason _____

<div style="font-size:smaller;">If student is completely unavailable for a meeting, instructor will provide his/her decision and sign form. Form is scanned, electronic copy to Chief Academic Affairs Officer, paper filed with department</div>

Instructor's decision, with supporting documentation_____

_____
(attach additional sheets if necessary)

Instructor's signature: _____ Date: _____

Student: I (☐agree ☐disagree) with the decision of the instructor.

Student's Comments:_____

_____
(attach additional sheets if necessary)

Student's signature: _____ Date: _____

If student is in agreement, the form and any attached sheets are scanned, electronic copy goes to Chief Academic Affairs Officer, paper filed in department. If student disagrees, form should be sent *immediately* to chair* with date noted below:

FLAG: The Chair* must review and sign before or on _____ (5 business days
after date of student's signature).
                                                (date)

Chair's* decision: _____

_____

Chair's* signature: _____Date: _____

Academic Integrity Report Form
Based on Board Policy: F.4.2 - Student Conduct

Faculty member: I (☐agree ☐disagree) with the decision of the Chair*.

Faculty Member's signature:_____ Date:_____

Student: I (☐agree ☐disagree) with the decision of the Chair*. (signature line on next page)

Student's signature: _____Date: _____

If student and faculty member are in agreement, the form and any attached sheets are scanned, electronic copy goes to Chief Academic Affairs Officer, paper filed in department. If either disagrees, form should be sent *immediately* to **Academic Integrity Committee** with date noted below:

FLAG: The Academic Integrity Committee must notify the Chief Academic Affairs Officer of the need to convene an Academic Integrity Panel and notification of the *date to convene* must be sent to student and faculty member before or on _____ (5 business days after student's or faculty member's second signature).
(date)

Decision of Academic Integrity Panel: _____
(uphold or reverse Chair's* decision)

_____

Date: _____

Signature: _____ Print Name: _____

Signature: _____ Print Name: _____

Signature: _____ Print Name: _____

Signature: _____ Print Name: _____

Signature: _____ Print Name: _____

Form and any attached sheets are scanned, electronic copy sent to Chief Academic Affairs Officer and Chief Student Affairs Officer, paper filed in appropriate department. A written notification of the Panel's decision is sent within 5 business days to student and faculty member. Decision of the Panel is final.

*Dean or dean's designees if chair is not available.

WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

STATE OF TEXAS   §

§   KNOW ALL BY THESE PRESENTS:

COUNTY OF BEXAR   §

1. As a voluntary participant in the Alamo Community College District ("ACCD") _____Program ("**Program**") I, _____ [*Print Name*], voluntarily and knowingly sign this release and indemnity agreement. I hereby acknowledge and agree that my (or my child's) participation in the Program is voluntary. The Program participants depart San Antonio, Texas on _____, 20___, and are scheduled to return to San Antonio, Texas on _____, 20___.

2. By signing this Release, **I specifically release, waive, discharge, and agree to indemnify** ACCD, its Board of Trustees, Officers, Employees, Representatives, Agents or others acting on behalf of ACCD, from any and all claims, demands, actions, judgments and executions, which I or others under my control may have, or now have or will have, or which I or others under my control may claim against ACCD, its Board Of Trustees, Officers, Employees, Representatives, Directors, Agents or others acting on behalf of ACCD resulting from, relating to, or arising out of any personal injury, accidents, illnesses, property damage or loss, crimes (including death) suffered or sustained by me, my child, or others under my control, including minor children, **while participating in the Program, including but not limited to traveling to and from any event related to or a part of the Program**, INCLUDING BUT NOT LIMITED TO CLAIMS, DEMANDS, ACTIONS, JUDGMENTS AND/OR EXECUTIONS CAUSED BY ANY ALLEGED ACTS OF NEGLIGENCE BY THE ALAMO COMMUNITY COLLEGE DISTRICT, ITS BOARD OF TRUSTEES, OFFICERS, EMPLOYEES, REPRESENTATIVES, DIRECTORS, AGENTS OR OTHERS ACTING ON BEHALF OF THE ALAMO COMMUNITY COLLEGE DISTRICT.

3. I further expressly agree that if any portion of the foregoing Waiver of Liability, Assumption of Risk and Indemnity Agreement is held invalid, it is agreed that the remaining portion(s) shall, not withstanding, continue in full legal force and effect to the greater extent to carry out any event while I am participating in the Program described in Paragraph 1 above.

4. It is my express intent that this Waiver of Liability, Assumption of Risk and Indemnity Agreement shall bind the members of my family and spouse, if I am alive, and my family, estate, heirs, administrators, personal representatives, or assigns, if I am deceased. I agree to save and hold harmless, indemnify, and defend ACCD, its Board of Trustees, Officers, Employees, Representatives, Agents or others acting on behalf of ACCD, from any claim by me or my family and spouse, arising out of, resulting from, or relating in any way to my participation in the Program.

5. In signing this Release, I acknowledge and represent that I have become fully informed of the content of this Agreement by reading it before signing it, and by signing this document as the my own free act and deed confirm that no oral representations, statements, or inducements, apart from the foregoing written statement, have been made. **I am 18 years of age or older and I am competent to contract in my own name.** I have read this Waiver of Liability, Assumption of Risk, and Indemnity Agreement, and I fully understand the terms, and I understand that I am giving up substantial rights, including my right to sue. I acknowledge that I am signing the agreement freely and voluntarily and that by signing, **I agree to a complete and unconditional release of all liability to the greatest extent allowed by law**.

Done in San Antonio, Bexar County, Texas this _____ day of _____, 20_____.

	If Student/Participant is under 18 years of age:
Student/Participant:	**Parent/Guardian:**

_____   _____

Signature   Signature

_____   _____

Print Name   Print Name

Student/Participant's Social Security No. (last 4 digits): ___xxx-xx-_____

WITNESS:

_____   _____

Signature   Print Name   Rev. 3-3-10

Guest Speaker Request

Class: _____ Number: _____ Section: _____ Professor: _____

Date & Day of Week: _____Time:_____

Guest Speaker's Name: _____

Guest Speaker's Title: _____

Guest Speaker's Topic: _____

_____

_____

_____

Brief biography or qualifications of guest to address this topic:

_____

_____

_____

Approved: _____ Date: _____
(Division Chair)

Approved: _____ Date: _____
(Dean of Academic Success)

SUBMIT TO CHAIR AT LEAST ONE WEEK PRIOR TO GUEST APPEARANCE.

PARKING REQUEST DETAILS
Classroom Location: Bldg _____ Room: _____ Time: _____
Parking Request Submitted: YES _____ NO _____ Number of requested slots: _____
Division AUA name and e-mail address: _____

TOP of Form for Office Records	REQUEST FOR LEAVE	
Employee Name [Print or Type]		**Banner ID**

Campus/Department/Office

From: [Month/Day/Year/Hour]	Though: [Month/Day/Year/Hour]	

	Remarks:
☐ Sick ☐ Civic Duty ☐ Personal ☐ Military ☐ Vacation ☐ Bereavement ☐ Comp-Time	
If more than one block checked, explain in **Remarks**	**Employee Signature** **Date**

☐ Approved ☐ Disapproved	**Authorizing Signature** **Date**

Notice To Employee: If the specific leave balance is not sufficient to cover this request, other leave balances (personal, vacation, compensatory time in this order) will automatically be deducted to cover the number of hours requested. If sufficient leave is not available for deduction, then pay will be reduced accordingly.

   Sick leave is to be used for individual or immediate family illness or for bereavement purposes **only** and may not be substituted for any other type leave. If the sick leave balance is depleted by this request, additional deductions will be made in the same order described above, including reduction of pay.

Just fill in the top of this form…the bottom will automatically fill in EXCEPT for the check boxes. Print it and provide to your supervisor. Cut the bottom portion for your records.

BOTTOM Form for Employee's Record	REQUEST FOR LEAVE	
Employee Name [Print or Type] 0		**Banner ID** 0

Campus/Department/Office
0

From: [Month/Day/Year/Hour] 0	Though: [Month/Day/Year/Hour] 0	Total Working Hours 0

Type of Leave Requested:	Remarks: 0
☐ Sick ☐ Civic Duty ☐ Personal ☐ Military ☐ Vacation ☐ Bereavement ☐ Comp-Time	
If more than one block checked, explain in **Remarks**	**Employee Signature** **Date** *0* **01/00/00**

☐ Approved ☐ Disapproved	**Authorizing Signature** **Date**

Notice To Employee: If the specific leave balance is not sufficient to cover this request, other leave balances (personal, vacation, compensatory time in this order) will automatically be deducted to cover the number of hours requested. If sufficient leave is not available for deduction, then pay will be reduced accordingly.

   Sick leave is to be used for individual or immediate family illness or for bereavement purposes **only** and may not be substituted for any other type leave. If the sick leave balance is depleted by this request, additional deductions will be made in the same order described above, including reduction of pay.

Faculty180 Reviewer Checklist

The peer reviewer will evaluate each component area based on the following:

E = Exemplary Performance—Meets all requirements PLUS at least two optional activities

P = Proficient Performance—Meets all requirements

I = Improvement Required—Did not meet ONE requirement

U = Unacceptable Performance—Did not meet TWO or MORE requirements

Section I: Teaching Role

Instructional Design Component

- Sample syllabi (1 artifact is required, up to 3 is acceptable)
- Curriculum development projects (Optional, between 1 and 3 artifacts)
- Instructional improvement projects (Optional, between 1 and 3 artifacts)
    - Required Activities/Characteristics to be demonstrated with artifact and/or narrative:
        - ☐ Clearly present expected student learning outcomes
        - ☐ Provide appropriate syllabi and course outline
        - ☐ Provide learning materials that support student learning outcomes
        - ☐ Use current content and lesson plans to achieve student learning outcomes
        - ☐ Used active learning strategies to optimize learning

    - Optional Activities/Characteristics that may be demonstrated with artifact and/or narrative:
        - ☐ Engage, individually or as a team member creating and developing a program, a new course or an interdisciplinary learning community or a significant course redesign as needed to address College/Program/ Discipline goals
        - ☐ Integrate service learning or study abroad opportunity into curriculum
        - ☐ Integrate variety of relevant activities (e.g. guest speakers, video, field experiences, case studies, co-curricular activities)
        - ☐ Integrate use of technology (e.g. LMS, discussion boards) to support learning
        - ☐ Require use of academic support resources (e.g., tutoring, library services, labs)
        - ☐ Develop strategies that use authentic materials, activities, interests, issues and needs from learners' lives to contextualize curriculum

Instructional Delivery Component

- Classroom observation by the chair for the current year or chair designee (Required)
- Classroom observation by peer faculty member (Required)
- Instructional innovation education projects (Optional, between 1 and 3 artifacts)
    - Required Activities/Characteristics to be demonstrated with artifact and/or narrative:
        - ☐ Create a learning environment that 1) Engages students in active learning, 2) Communicates high expectations, 3) Encourages cooperation among students, 4) Creates respect for diverse talents and ways of knowing
        - ☐ Effectively deliver concepts to achieve course student learning outcomes for the course and program
        - ☐ Develop delivery methods, including the effective use of technology, that improve student learning outcomes and skill levels

- o Optional Activities/Characteristics that may be demonstrated with artifact and/or narrative:
    - ☐ Cultivate progressively higher level critical thinking skills in learners
    - ☐ Apply educational technology in ways that enhance the learning experience
    - ☐ Relate course content and student learning outcomes to areas beyond the classroom to contextualize learning

Instructional Assessment Component – Scored only by Chairs, Peers MUST select N/A

- Sample Summative Assessment/Exams (1 artifact is required, up to 3 is acceptable)
- Sample Formative Assessments/Quizzes/Assignments/Handouts (1 artifact suggested, up to 3 is acceptable)
- Graded work (1 artifact suggested, up to 3 is acceptable)
    - o Required Activities/Characteristics to be demonstrated with artifact and/or narrative:
        - ☐ Create and administer assessments that effectively evaluate student progress toward achieving student learning outcomes; analyze results, identify opportunities for improvement, and implement improvement strategies
        - ☐ Provided continuing, meaningful feedback to students
        - ☐ Combine high expectations with student support systems
        - ☐ Maintained academic integrity standards

    - o Optional Activities/Characteristics that may be demonstrated with artifact and/or narrative:
        - ☐ Create practice and self-evaluation opportunities for students
        - ☐ Participate with peers in creating and administering team assessments (i.e. writing assignments)
        - ☐ Required essays, reports, technical documents and other written assignments to assess critical thinking skills
        - ☐ Employ assessment strategies such as student peer review, individual or group conferences for feedback, pre- and post-instruction assessments, electronic feedback
        - ☐ Support student portfolio development

Class/Course Management Component

- Fall 2017 student survey results (Required only if reporting for 2-Year Cycle)
- Spring 2018 student survey results (Required)
- Fall 2018 student survey results (Required)
    - o Required Activities/Characteristics to be demonstrated with artifact and/or narrative:
        - ☐ Maintain class records (e.g. grades, online syllabus)
        - ☐ Follow Smart Start guidelines
        - ☐ Complete Early Alert notifications as appropriate and meet grade posting deadlines
        - ☐ Post and maintain office hours
        - ☐ Accommodate special needs students
        - ☐ Provide timely, consistent feedback on progress in course
        - ☐ Conduct Student Survey of Instruction and identify ways to maximize student participation
        - ☐ Use LMS and/or other technology to post syllabi, handouts and other teaching aids

    - o Optional Activities/Characteristics that may be demonstrated with artifact and/or narrative:
        - ☐ Provide review sessions for students
        - ☐ Arranged for and coordinated guest lecturers or other outside activities

□   Work with professionals in area to develop internships for students

□   Engage in collegial interaction with students in and out of classroom

Section II: Scholarly/Creative Role

Professional Development Component

- Resume/CV Since Date of Hire (Required)
- Memberships in professional organizations (As appropriate)
- Certifications/Trainings (As appropriate)
    - Required Activities/Characteristics to be demonstrated with artifact and/or narrative:
        - □ Participate in at least three professional growth and development programs
        - □ Maintain active membership and participation in at least one professional organization related to teaching or one's scholarly interests
        - □ Participate in peer evaluation in a class
        - □ Complete required online tutorials such as Ethics and Sexual Harassment

    - Optional Activities/Characteristics that may be demonstrated with artifact and/or narrative:
        - □ Participate in more than three professional development programs
        - □ Maintain active membership and participation in more than one professional organization related to teaching or one's scholarly interests
        - □ Pursue an advanced degree
        - □ Obtain specialty certification relevant to discipline or teaching
        - □ Participate in an internship or fellowship
        - □ Attend conference/workshop sponsored by a professional organization
        - □ Maintain continuing education credentials through a professional organization

Discovery/Creation Component (Not a required component, if no examples provided score N/A) – **Scored only by Chairs, Peers MUST select N/A**

- Conference and workshop attendance (As appropriate)
- Grant Applications (As appropriate)
    - Optional Activities/Characteristics that may be demonstrated with artifact and/or narrative:
        - □ Conducted research appropriate to the faculty member's Base Profession (content expertise) or their Meta-Profession (teaching) for the purpose of advancing the discipline and/or improving teaching and learning OR
        - □ Pursue creative (artistic) artifacts reflecting new styles of expression, usually in literature or the arts; bring new learning to the classroom
        - □ Complete IRB training
        - □ Write and submit grant proposals
        - □ Collaborate with other scholars
        - □ Analyze data and use to improve teaching and learning
        - □ Conduct reviews of the literature or obtaining information from archives
        - □ Develop open source materials for a course
        - □ Make presentation at a conference/workshop sponsored by professional organization
        - □ Create works of artistic merit as appropriate to discipline, e.g., art pieces, music, poetry

Dissemination Component (Not a required component, if no examples provided score N/A)
- Conference and workshop presentations (As appropriate)
- Publications/Exhibitions (As appropriate)
    - o Optional Activities/Characteristics that may be demonstrated with artifact and/or narrative:
        - ☐ Publication of book, book chapter, monograph, manual, or refereed journal article
        - ☐ Presented a keynote address, invited address, paper, poster, workshop, seminar, etc.
        - ☐ Presented an artistic exhibition, performance, display or new artistic interpretation of previous works in one's own field. Note: To count, activities must be new or moved to a new venue (e.g. a poster being transformed into a journal article). Giving the same presentation multiple times, for example, counts as one activity
        - ☐ Engage in one of the following endeavors: 1) write articles for the popular press, 2) Give media interviews, 3) Produce educational TV or radio series, 4) Serve as a journal or newsletter editor, 5) Serve as a reviewer for a journal, newsletter, national conference, or a colleagues' appointment status, 6) Make presentation in high schools, 7) Copy edit and/or contribute to college publication
        - ☐ Lead a session at Employee Development Day or other internal institute

Section III: Service Role

Service to Institution Component
- Service to the college/district (1 artifact is required, up to 3 is acceptable)
    - o Required Activities/Characteristics to be demonstrated with artifact and/or narrative:
        - ☐ Actively participate in at least one college committee
        - ☐ Prepare for, attend, and productively participate in Department meetings
        - ☐ Prepare for, attend, and participate in faculty meetings
        - ☐ Participate in at least two student-oriented campus activities such as plays, convocations, or presentations, college concerts or student sports events, student orientations
        - ☐ Mentor faculty (full and/or part time) in accordance with college guidelines and program expectations
        - ☐ Conduct academic advising, with emphasis on student completion of a specific academic/career pathway

    - o Optional Activities/Characteristics that may be demonstrated with artifact and/or narrative:
        - ☐ Participate in more than one college or cross college committee
        - ☐ Participate in more than two student-oriented campus activities
        - ☐ Advise or supervise a student club/organization
        - ☐ Manage student projects
        - ☐ Serve as a mentor to students or provide leadership for advising students
        - ☐ Participate in community outreach activities on behalf of the College (e.g. job fairs)
        - ☐ Represent college on cross-college discipline or program team
        - ☐ Receive and/or lead a grant for the College
        - ☐ Serve as manager for department's web pages
        - ☐ Collaborate on behalf of the Alamo Colleges in developing articulation agreement with four-year college or university
        - ☐ Lead review/analysis of course/discipline/program SLOs
        - ☐ Conduct a peer review for a colleague

Service to the Profession Component (Not a required component, if no examples provided score N/A)
- Service to the discipline/division (1 artifact is required, up to 3 is acceptable)
    - Optional Activities/Characteristics that may be demonstrated with artifact and/or narrative:
        - ☐ Belong to at least one professional organization representing one's base profession or meta-profession (duplicate)
        - ☐ Serve as officer of professional organization
        - ☐ Serve as a committee member or officer of a professional organization, or as an organizational representative
        - ☐ Voluntarily used one's expertise in service to the community
        - ☐ Publish or contribute to an article, book, or digital document/presentation (to include web publication, digital textbooks, videos, podcasts, etc.)
        - ☐ Participate in state policy-making boards and advisory committees

Service to General Community Component (Not a required component, if no examples provided score N/A) – **Scored only by Chairs, Peers MUST select N/A**
- Service to the community (1 artifact is required, up to 3 is acceptable)
    - Optional Activities/Characteristics that may be demonstrated with artifact and/or narrative:
        - ☐ Serve on a committee/board in community organization that utilizes expertise
        - ☐ Volunteer for community service that is specific to one's discipline or teaching profession
        - ☐ Serve as a guest lecturer or provide a professional demonstration for community
        - ☐ Serve on boards that are directly related to one's discipline or educational expertise

Section IV: Administrative Role (Optional) (Not a required component; if no examples provided score N/A)

- Evidence of Committee Chair/Department Chair/ Lead Instructor/Student Organization Sponsor work
    - Optional Activities/Characteristics that may be demonstrated with artifact and/or narrative:
        - ☐ Provide administrative assistance to department (e.g. scheduling)
        - ☐ Hire part-time faculty
        - ☐ Serve as lead instructor for discipline or program
        - ☐ Serve in administrative capacity in academic area
        - ☐ Monitor progress of accreditation requirements
        - ☐ Assume responsibility for equipment maintenance and purchase

**PROMOTION DOSSIER GENERIC
TABLE OF CONTENTS AND
CHECKLIST 2020-2021**

A promotion dossier is a compilation of the applicant's best work.

The first page of the promotion dossier should be a title page. This document should then serve as the table of contents. While all materials should be organized in the suggested sequence, Parts II-V can be tailored to the individual applicant's activities and contributions.

Narratives should be provided with each Part that explain how and why artifacts* or evidence* are applicable to that Part of the dossier with the intent to assist in committee and administrative review. Any documentation of exceptions or special circumstances should be placed in the designated section of the dossier. Evaluations* missing for reasons beyond the faculty member's control will be noted without prejudice to the promotion application.

Recommendations concerning number of artifacts for each Part in the dossier should be followed. Examples should be varied and should demonstrate exemplary work. The dossier indicates where annual or biennial documentation should be provided since the date of hire or last promotion*.

The finalized dossier should be saved as PDF format including sufficient bookmarks for easy access to specific Parts. The finalized dossier PDF should be submitted to the chair of the department promotion committee on a USB drive or drives provided by the department.

* The number of years of documentation should equal the number of years required for the current promotion in rank. If you have taken longer than the required time for current promotion, evidence for documentation of Parts I, II, and IV must be from the most recent years prior to application. Evidence for Part III may be provided for any time from the date of hire (if never promoted) or since last promotion.

Applicant _____ **Date** _____

Date of full-time appointment at Northeast Lakeview College _____

(or)

Date of last promotion at Northeast Lakeview College (if applicable)_____

Current Class: ____MA ____MA+12 ____ MA+24 ____MA+36 ____MA+48 ____Ph.D.

Current Rank: ____Instructor ___Assistant Professor ____Associate Professor

When each sub-item of each Part is completed/included, please place an 'X' in the appropriate column (either complete or exception).

	Complete	Exception
TITLE PAGE		■■■■■
TABLE OF CONTENTS		■■■■■

	Complete	Exception
INTRODUCTION		
0.1 Departmental Promotion Criteria/Guidelines		

	Complete	Exception
DOCUMENTATION – Part I		
• **Documents lacking signatures need memo explanation**		
I.1 Letter of intent to apply for promotion sent to chair/supervisor		
I.2 Up-to-date curriculum vitae		
I.3 Official transcripts of credits earned since initial appointment or last promotion (if applicable) [*NOTE:* Official scans are acceptable for transcripts already on file with the Vice President for Academic Success.]		
I.4 Course approval Forms (if applicable)		
I.5 The most recent Alamo Colleges document from below: • The promotion letter from the most recent promotion, or first contract showing new rank (please redact salary information), **or** • The employment contract from the first year of full-time appointment (located in ACES compensation page), if you have never received promotion(please redact salary information.		
I.6 Faculty evaluation by peer reviewers for every year (unless on biennial cycle) since initial appointment or last promotion – after 2015, the faculty 180 peer review summary page should be provided.		
I.7 Faculty evaluation or Faculty 180 evaluation by chair/supervisor for every year (unless on biennial cycle) since initial appointment or last promotion.		

	Complete	Exception
TEACHING COMPETENCE – Part II		
II.1 A thoughtful narration should demonstrate through reflective narrative your strongest case for promotion. This narrative is addressed to the committee and other reviewers to help them understand the documents contained within and should emphasize what you have learned and how you have improved through your experiences related to instruction since you were hired or since your last promotion. Highlight salient points or themes. Thoughtful contemplation is expected. (Length: 1-2 pages.)		
II.2 Classroom observations by the chair/supervisor (or designee) for every year (including current year) since initial appointment or last promotion [*NOTE:* Tenured faculty are required to submit a classroom observation by the chair/ supervisor (or designee) only for the year in which promotion is requested.]		
II.3 Exactly 2 of the best samples of each: a. syllabi, b, formative and/or summative assignments, and c. final exams or final assessments since date of hire or last promotion (**6 total samples**)		

II.4 Student surveys for each semester since initial hire or last promotion • II.4a Summary student survey results • II.4b **Faculty reflection** based on results that describes how teaching was enhanced based on feedback		

II.5 Projects: Curriculum development projects such as course development or incorporation of OER; instructional improvement projects such as revising curriculum for a course; instructional innovation projects such as incorporating experiential learning into the course curriculum, or distance education projects such as becoming certified to teach an online course, since last promotion (choose best examples)
• Faculty need to choose examples of their best work and include exactly **2** projects when applying for **Assistant Professor**, exactly **3** projects when applying for **Associate Professor**, and exactly 4 projects when applying for **Professor**. They do not have to be from all of the above-mentioned areas.
  Additional examples could include, but are not limited to:
  ○ Working/training/creating materials with Dual Credit faculty
  ○ Offering a Learning Community class
  ○ Offering a Service Learning class
  ○ Offering an Honors Program class
  ○ Problem-based Learning
  ○ Cooperative Learning
  ○ Incorporate or pilot a new software/ program (ex. SoftChalk)		

II.6 Advising/mentoring/tutoring activities (if applicable)		
II.7 OTHER (any department/discipline-specific activities)		

SERVICE – Part III – With an increase in promotion level, an increase in quality of service should be in evidence in the dossier. Do not include in this area any duties that you are given release time for.		
III.1 A thoughtful narration should demonstrate through reflective narrative your strongest case for promotion. This narrative is addressed to the committee and other reviewers to help them understand the documents contained within and should emphasize what you have learned and how you have improved through the service you have provided to the discipline/department, college/district, and/or community since you were hired or since your last promotion. Highlight salient points or themes. Thoughtful contemplation is expected. (Length: 1-2 pages.)		

III.2 Provide exactly two examples of service in **each** area for **III.2a and III.2b**. Then provide one more example of service in any of the three areas below since initial appointment or last promotion. (**Total of 5**)
  a. Service to the **discipline/department** (2 examples)
  b. Service to the **college/district** (2 examples)
  c. Service to the **community (**external to the Alamo Colleges District)		

PROFESSIONAL GROWTH – Part IV		
IV.1 A thoughtful narration should demonstrate through reflective narrative your strongest case for promotion. This narrative is addressed to the committee and other reviewers to help them understand the documents contained within and should emphasize what you have learned and how you have improved through the professional growth opportunities you have experienced since you were hired or since your last promotion. Highlight salient points or themes. Thoughtful contemplation is expected. (Length: 1-2 pages.)		

IV.2 Professional growth artifacts
   - Assistant Professor: Must achieve a total of 3 in a minimum of 3 categories (IV.2 a-g) since last promotion or date of hire (**Total of 3**)   - Associate Professor: Must achieve 4 in a minimum of 3 categories since last promotion or date of hire (**Total of 4**)   - Professor: Must achieve 5 in a minimum of 3 categories since last promotion (**Total of 5**)   Personal growth artifact examples could include, but are not limited to:
a. Attend a relevant conference or workshop and provide narrative of professional growth
b. Deliver a presentation at a conference or workshop
c. Grant applications
d. Participate in local, state, or national organization(s) related to the discipline or relevant to the teaching profession
e. Professional Activity relevant to the teaching discipline, to include:
   1. Publish or review an article
   2. Edit or review a publication for a journal
   3. Exhibit / perform / direct within the teaching discipline
   4. Curate an exhibition or event / produce a performance
f. Certifications / graduate coursework (beyond requirements for promotion) / specialized training, or equivalent (Industry certifications or certifications related to teaching field or profession)
g. Alamo Colleges District trainings or professional development beyond employment requirements (examples: ALAS, Chair academy, Emerging Leaders, Leadership Academy, QM certification, PMP, PBL certification, ToP Certification, Master Teacher Certification)		

Administrative Duties (Optional) – Part V

This section is for Department Chairs with faculty status or faculty that have release time to carry out administrative duties such as Discipline Leads, Program Coordinators or other program leads.

For individuals that have release time or Chair contracts that take them away from teaching duties impacting documentation of above dossier criteria, please include in the impacted section above, a memo noting the missing criteria and referring the promotion review committee to this section of the dossier for administrative duties documentation.

V.1 Include a narrative of job functions pertaining to administrative duties performed. How did this impact your status as a faculty member or contributor to the institution? This section should explain to the committee and other reviewers who are not familiar with the work, what you did.

V.2 Provide either:
- The release time memo detailing your duties and quantity of release time (or)
- The Chair contract (please redact salary information and Department Chair job description

V.3 (Optional) Include any relevant artifacts that demonstrate projects generated, deliverables created, presentations given, etc.

Dr. Veronica Garcia, President   Date