



Faculty Handbook

2007 - 2008



PREFACE

This document has been compiled by the Faculty Handbook Committee of [Northeast Lakeview College](#) (NLC), with input from the NLC Faculty Senate. Policies, procedures and guidelines have been included in summary form in this book. Complete [Alamo Community College District \(ACCD\) policies](#) and guidelines are online.

Unless specifically stated otherwise, the term "faculty" in this handbook refers to all full-time, adjunct, and continuing education faculty members, including Division 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 the appropriate Division Chair or Vice President of Academic Affairs at Northeast Lakeview College.

The Alamo Community College District, and its affiliated colleges, does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs, or services. Inquiries or complaints concerning these matters should be brought to the attention of the ACCD Director of Human Resources, Title IX Coordinator, Human Resources Department, 201 W. Sheridan, Bldg. AA, San Antonio, Texas 78204 or at 210-208-8051.

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SECTION 1: COLLEGE ORGANIZATION

HISTORY

Northeast Lakeview College was officially established as the newest college of the Alamo Community Colleges by the District Board of Trustees in January 2007, effective Fall 2007. However, the College traces its beginnings back to 1996 as 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 its current location at 8300 Pat Booker Road, serving a student population of approximately 3,200. As a result of the 2005 Bond Election, construction has started on the permanent location of Northeast Lakeview College at Loop 1604 and Kitty Hawk Road. The \$125M project will house approximately 360,000 square feet of instructional space that will eventually accommodate over 15,000 community college students from northeast San Antonio and Bexar, Comal and Guadalupe Counties. Classes are scheduled to be offered in the new facilities in Fall 2008.

Northeast Lakeview College currently offers core curriculum courses in anticipation of transfer to four-year institutions and will offer various high-demand workforce programs when the College moves to its permanent location. Student support services, including academic advising, tutoring, financial aid, and library services, support the institution's mission to prepare citizens for educational success and life-long learning.

ACCREDITATION

Northeast Lakeview College will submit its candidacy application for accreditation to the Commission on Colleges of the Southern Association of Colleges and Schools (COC-SACS) in Fall 2007.

MISSION OF THE ALAMO COMMUNITY COLLEGE DISTRICT

Empowering our diverse communities for success.

MISSION, VISION AND VALUES OF NORTHEAST LAKEVIEW COLLEGE

Mission: Northeast Lakeview College partners with its communities to offer educational and workforce opportunities for students, develop civic responsibility in its citizens, and offer exemplary enrichment opportunities for all residents.

Vision: The first choice for higher education in the communities we serve.

Values: Service to community
Excellence in learning, teaching, and leadership
Respect for all
Vision as a requirement for all planning
Integrity and accountability as core of all values
Creativity and innovation in thought and action
Evidence as the foundation for all decision-making

CONTACT INFORMATION FOR ACADEMIC LEADERSHIP AT NLC

COMMUNICATIONS DIVISION CHAIR

DR. DOLLIE HUDSPETH, A 217, 590-5468, EHUDSPETH@MAIL.ACCD.EDU

FINE AND PERFORMING ARTS/KINESIOLOGY DIVISION CHAIR

MS. SUSAN KAZEN, A 215, 590-5467, SKAZEN1@MAIL.ACCD.EDU

HUMANITIES AND BUSINESS DIVISION CHAIR

MS. BARBARA MAYO, A 213, 590-5465, BMAYO1@MAIL.ACCD.EDU

MATHEMATICS AND SCIENCES DIVISION CHAIR

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SOCIAL AND BEHAVIORAL SCIENCES DIVISION CHAIR

DR. AMY GLENN, A 211, 590-5466, AGLENN5@MAIL.ACCD.EDU

COORDINATOR OF THE ACADEMIC SUPPORT CENTER

MR. PATRICK MURRAY, ROOM 129, 590-5429, PMURRAY9@MAIL.ACCD.EDU

DIRECTOR OF THE DISTANCE EDUCATION/INSTRUCTIONAL INNOVATION CENTER

DR. LAURA REZA-HERNANDEZ, ROOM 128, 547-8021,
LREZA-HERNANDEZ@MAIL.ACCD.EDU

DIRECTOR OF THE LIBRARY/LEARNING RESOURCE CENTER

MS. TRACEY MENDOZA, A 100, 590-5460, TMENDOZA17@MAIL.ACCD.EDU

DEAN OF WORKFORCE DEVELOPMENT AND COMMUNITY EDUCATION

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EXECUTIVE SECRETARY TO THE VICE PRESIDENT OF ACADEMIC AFFAIRS

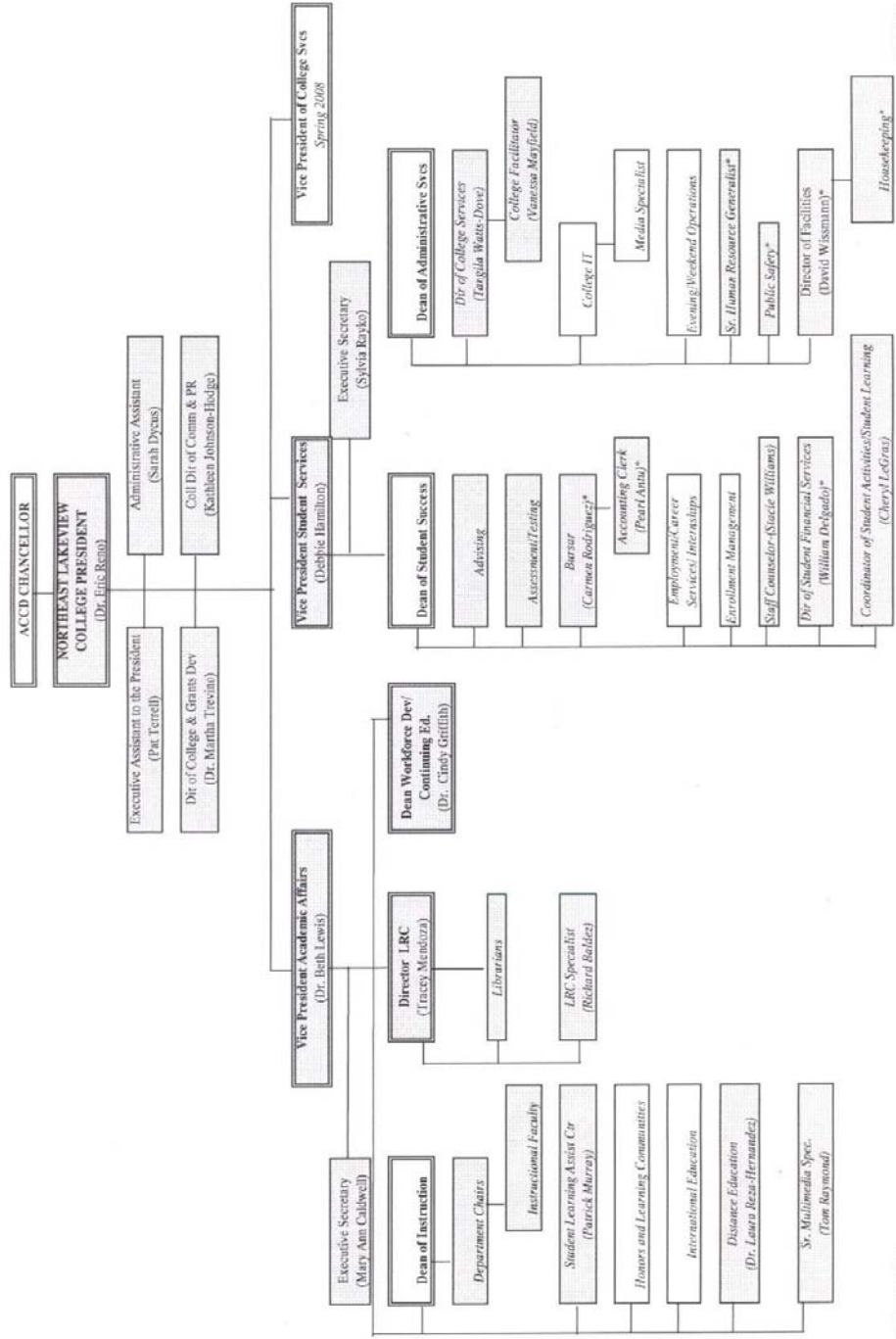
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PRESIDENT OF NORTHEAST LAKEVIEW COLLEGE

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7/13/2007

*District Functions

SECTION 2: FACULTY INSTRUCTIONAL RESPONSIBILITIES

ACADEMIC INTEGRITY

College personnel with administrative authority, including faculty, may initiate disciplinary proceedings against a student accused of scholastic dishonesty. "Scholastic dishonesty" includes, but is not limited to, cheating on a test, plagiarism, and collusion as defined by **ACCD Board Policy FLB (Local)**:

- a. "Cheating on a test" includes, but is not limited to:
 - (1) Copying from another student's test paper;
 - (2) Using materials during a test that are not authorized by the person giving the test;
 - (3) Collaborating with another student during a test without authority;
 - (4) Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or in part, the contents of a test, without consent of the instructor;
 - (5) Substituting for another student, or permitting another student to substitute for one's self, to take a test;
 - (6) Bribing or otherwise influencing another person to obtain a test not authorized for distribution by the instructor;
 - (7) Reporting fraudulent research results.
- b. "Plagiarism" means the appropriation of another's work and the unacknowledged incorporation of that work in one's own work offered for credit.
- c. "Collusion" means the unauthorized collaboration with another person in preparing any scholastic work offered for credit or non-credit.

Faculty who suspect a student of violating the academic integrity policy should contact his or her Division Chair for determining the course of action.

CLASS ATTENDANCE

From the first day of the semester until the census day (twelfth class day), it is critical that faculty take attendance as the first activity of the class.

Students whose names do not appear on the roster should be sent immediately to the Student Services Office to determine the nature of the discrepancy. Faculty are required to keep an attendance log of each student's attendance throughout the entire semester.

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 Affairs.

Student absences should be recorded, without exception, from the official date of enrollment in the class. A student accumulating absences equivalent to two weeks of instruction 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. 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.

Students enrolled in Distance Education courses will receive equivalent consideration for the purposes of determining acceptable duration of excused absences and time limits for the completion of course work following an excused absence as described in **ACCD Board Policy EBB (Legal)**.

Jury Duty

Students who present timely (at least five days' notice) and appropriate documentation authorizing bona fide jury duty should be excused from class and not be penalized for any missed exams or assignments. It is the responsibility of the student to make the appropriate arrangements with his or her instructor to complete any work. However, faculty should be aware that status as a college student usually exempts students automatically from jury duty service.

Military Leave

Students who present timely (at least five days' notice) and appropriate documentation authorizing bona fide short-term military training or duty should be excused from class and not be penalized for any missed exams or assignments. It is the responsibility of the student to make the appropriate arrangements with their instructor prior to the absence.

Religious Holy Days

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 ROLLS

Faculty members will be issued three rosters during the course of a semester or summer session.

1. First Class Day Roster
 - a. This roster will be generated by either the Division Chair or designee.
 - 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 the Student Services Office immediately to clear any discrepancies.

2. Interim Rosters
 - a. Faculty members should check online rosters daily and print a new roster if any changes have been made.
 - b. It is imperative that any student not appearing on a roster be directed to the Student Services Office immediately.

3. Census Roster (Twelfth Day Roster)
 - a. An official census roster must be signed, dated, and returned to the Admissions and Records office (A 102).
 - b. Faculty members must **not** make any entries on this census roster. If there is a discrepancy between the census roster and those students in attendance, it is the responsibility of the faculty member to go to the Student Services Office to rectify any problems.

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 **ACCD Board Policy EDD (LEGAL)**.

DROP AND ADD POLICY

A drop and add period is provided each semester following the close of regular registration as detailed in the current class schedule booklet. 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.

Students can drop a course through their instructor or the Student Services Office prior to the census date without the course appearing on their final records. 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.

Students enrolled in Developmental English, Reading, or Mathematics are encouraged to discuss their course progress with their instructor. A student enrolled in one of the developmental areas who decides to drop a class must obtain the signature of the respective Division Chair in order to complete the drop process.

END OF SEMESTER PROCEDURES

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 Division Chair in the requested format (such as electronic file rather than hardcopy):

1. Enter a letter grade for each student utilizing either PALS (see PALS section) or [Web for Faculty](#). (Faculty ID is social security number without dashes and the PIN is numerical, birth year and month). Print and sign a copy of the entered grades.
2. Copy of grade book for each class
3. Copy of student attendance log
4. Copy of syllabus for each course (if not already previously submitted)
5. Copy of final exam with key
6. Materials for any incomplete grades assigned along with an Incomplete Grade Form (see below)
7. Locknetic key fob (if issued)

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 Division Chair or VPAA.

FIELD TRIPS

Prior to a field trip, faculty are required to submit a completed NLC **Field Trip Form** for approval by the Division Chair and Vice President of Academic Affairs. If a District vehicle is requested for transportation of students, procedures outlined in **ACCD Board Policy CJ (LEGAL)** 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 **NLC Guest Speaker Form** for approval by the Division Chair and Vice President of Academic Affairs.

INCOMPLETE GRADES

A conditional grade of "I" may be given to a student only when he or she has a passing average on all completed work, but has an emergency that prevents him or her from taking the final examination or completing other required work at the end of the semester. Faculty who wish to give the grade of "I" to a student in these circumstances must complete an **Incomplete Grade Form**. 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.

Students enrolled in developmental courses may receive "IP" grades if they have completed all of the course work, but still have not earned a "C" or better. The only way to receive a 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.

INSTRUCTIONAL SUPPLIES

The College provides basic classroom materials, office supplies and other resources for the faculty. These may be obtained through the Executive Secretary to the VPAA or appropriate Division Chair. Unusual supplies or large purchases must be requested through and approved by the Division Chair and VPAA. ACCD 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

Most instructional classrooms are equipped with limited audiovisual equipment, such as an overhead projector and television. 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 using the following process:

1. Obtain and complete the **Media Services Reservation Form** in the Faculty Workroom (A 214).
2. Submit the form to the Executive Secretary to the VPAA in A 228 at least two days prior to the requested date of use.
3. Assume responsibility for the safe return of equipment.
4. Notify the Executive Secretary to the VPAA upon conclusion of its use.

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 the Executive Secretary to the VPAA at once so the media cart can be reassigned to another requestor.

SYLLABI ELEMENTS

On the first day of the semester for each class, faculty members are required to provide each student with a copy of the syllabus for that class. Two copies of each course syllabus should also be given to the appropriate Division Chair. 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 number and name, instructor, office hours, contact information (phone number or email address), classroom number, time and day class meets, number of credits
- Description of course
- Expected student learning outcomes

- Course Requirements (readings, papers, projects, tests, field trips, field experiences, labs, etc.)
- Grading procedures or method of assessment
- Textbook and other required learning materials
- Attendance policy
- Academic integrity policy
- Religious Holy Day policy (see Section 3 of this handbook for more information)
- Information on academic support services (see Section 3 of this handbook for more information)
- Children in the classroom policy (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 policy (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.)
- Notice for students with disabilities (see Section 3 of this document for complete information)
- Notice of access to [NLC Library resources and services](#)

TEXTBOOKS

The College provides faculty with instructional textbooks that have been selected for instructional use. Textbook orders are requested through the Division 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 Division Chair.

SECTION 3: INSTRUCTIONAL SUPPORT SERVICES

ACADEMIC SUPPORT CENTER (ASC)

Faculty are strongly encouraged to notify their students about the services of the Academic Support Center located in Room 129. All services are provided free of charge to students. Also, the Coordinator of the ASC is available to conduct an orientation session for classes to introduce students to the Academic Support Center and review the ways this service can help them succeed.

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

- Location (Room 129) and phone number (210-590-5429)
- Hours (during Fall and Spring semesters):
 - Monday to Thursday 8 a.m. to 8 p.m.
 - Friday 8 a.m. to 4 p.m.
 - Saturday 9 a.m. to 1 p.m.

Hours vary between semesters and during the summer sessions.

After testing, a faculty member can also submit to the ASC a graded copy of the test with all problems worked out completely for students to review with tutors. Tutors can then work with students to find the nature of their mistake. If the mistake was conceptual, tutors will review the underlying concept with the students. If the student made a careless mistake, tutors can give 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.

While it is never the intent for the ASC staff to supplant the faculty member, there may be times when the tutor has a question about the content or needs to clarify what methods the faculty member wishes to use. At these times, tutors may ask to meet with faculty during their office hours or to observe faculty as they teach their courses to better assist students who seek additional help. Faculty are requested to accommodate tutors in these requests.

ADVISING

The College's Welcome and Advising Center, located on the first floor, 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.

Transfer Center

The Transfer Center provides a variety of services and information for students who are interested in transferring to a four-year college or university. Available services for students include advisement, access to a college catalog library, course equivalency plans, joint admission agreements, transfer core curriculum guides, and other means of assistance that will assist in a seamless transfer process.

Early Alert Program

The Early Alert Program is an early intervention outreach program that focuses on students who are experiencing academic and attendance difficulties. This program is initiated when a faculty member identifies a student to the Student Services Office who is experiencing difficulties or when the student has missed several consecutive class sessions. As a result of the faculty referral, an advisor will contact the student to determine the problem and provide assistance with an appropriate resolution. A follow-up report is provided to the referring faculty regarding the outcome of the contact with the student.

ASSESSMENT (TESTING) CENTER

Located in Room A102F, the Assessment Center 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 Assessment Center for a student with explicit instructions for the student and the staff.

Students are required to present a valid photo ID for testing and must arrive at least one hour prior to the Assessment Center's closure time. A current schedule for the Assessment Center may be found on the College website or by calling 590-5450.

BOOKSTORE

The Northeast Lakeview College Bookstore, operated by Follett Higher Education Group, is located on the first floor of the campus. 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 Division 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 Division Chair.

COPIER USE

Faculty members have access to copiers for small to moderate copy jobs in A214. Upon employment, each faculty member will be issued a unique copier code by the Executive Secretary to the VPAA. Because faculty members are allocated only a specific number of copies each semester based on the number of sections they are teaching, they are strongly encouraged to be conservative in their use of the copier. After their allocated number of copies are used, they will not be able to use the copier for the remainder of the semester.

For large numbers of copies, or for special copying needs, contact the Division Chair to request use of the District Print Shop. All district copy projects are charged to the individual department, and thus must be approved by the Chair. As an additional consideration, a turnaround timeline of at least 10 days is required for all District Print Shop orders.

DISABILITY SERVICES

Students with learning disabilities or physical disabilities self-identify and are responsible for requesting accommodations and providing appropriate documentation of the disability to the Student Services Counseling Office. Changes from typical classroom procedures, called "accommodations," may include adjustments in methods or testing manner. They 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 NLC Staff Counselor at 590-5496 or visit office A102B.

DISTANCE EDUCATION

Distance education 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 education 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 education courses may be offered:

1. 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."

WebCT is the ACCD official course management system and available to all faculty for the creation of Internet-Based courses. Students and Faculty who use WebCT Internet-Based course access their course(s) through the Personalized Access to Learning Services (PALS).

2. Hybrid Course

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.

Distance Education courses should cover the same content and student learning outcomes as traditional face to face courses. On the first day of classes, faculty are required to post a copy of the syllabus on the Internet-Based Course. The Syllabus should adhere to 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.

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 will complete an online self-assessment and orientation to ensure student success in distance education courses. Students can access technical support through ACCD support central at 210-221-1616, or 866-493-3947 for students living out of the area.

The Distance Education Advisory Committee will meet regularly to review and assess Distance Education policies and procedures, best-practice, evaluate new learning technologies and stay informed with ACCD technical updates. This committee is also charged with establishing distance education course review policies.

For more information on Distance Learning, contact the Director of Distance Education at 210-547-8021 or visit Room 128.

DPS

On-site police protection is provided 24 hours a day, 365 days a year at Northeast Lakeview College through the ACCD Department of Public Safety (DPS). The DPS office is located in Room 105, next door to the bookstore.

The primary objective of the DPS 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 ACCD DPS **emergency phone number at 210-222-0911** rather than calling 911 directly.

Courtesy Patrol Assistance is available for locked cars and dead batteries during the hours of 7 am to 3 pm and 5 pm to 10 pm. Faculty should call 208-8099 for assistance. Faculty requesting police escort to his or her vehicle should contact the officer on duty at the College.

INSTRUCTIONAL INNOVATION CENTER

The Instructional Innovation Center located in Room 128 provides professional development on theory and practice, software applications, faculty website creation, Internet resources, Internet-based course development and technical updates.

For more information on the Instructional Innovation Center, contact the director at 210-547-8021 or visit the IIC.

INSTRUCTIONAL TECHNOLOGY

Course Management Software

WebCT is ACCD's Course Management Software. Access to WebCT courses is through PALS (see below). NLC's Instructional Innovation Center offers support and training for WebCT Courses.

ACCD Computer Use Policy/Internet Use Policy

The purpose of the [district acceptable use policy](#) is to outline acceptable computer use guidelines to ensure that the ACCD's Information Technology infrastructure promotes the mission of ACCD and provides appropriate service to all ACCD computer users. These guidelines establish rules to ensure the protection of confidential or sensitive information stored electronically. The guidelines also assigns general responsibility and provides security guidelines to protect the computer systems and administrative data against misuse and/or loss.

Email

Email is set-up through the ACCD Information Technology (IT) Central Support (220-1616). Following an employee's orientation, the district will setup the faculty member's PALS account (see PALS section below). Faculty

can obtain their system-generated email ID and password by logging in to PALS. Once in PALS, these steps should be followed:

1. Login into PALS, select the Employee Tab and click "Welcome to PALS Web Services."
2. Click the "Employee" link.
3. Under the Personal Info Tab, select the PALS 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, PALS 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 eRequest can also be submitted through the appropriate Division Chair.

PALS

Personalized Access to Learning and Services ([PALS](#)) is the district's web portal. Services available through PALS are web-based email, WebCT courses, faculty class lists, grades uploading, and employee benefits information. PALS accounts and user names are automatically generated for all ACCD employees. The default password is the first two characters of the last name in upper case followed by the last six digits of the social security number.

LIBRARY/LEARNING RESOURCE CENTER

The College's [Learning Resource Center \(Library\)](#) enables users to pursue research goals and lifelong learning. Located on the first floor of the campus, the LRC can be contacted at 590-5461. With over 20 general use workstations with access to the Internet and Microsoft Office products and an additional 30 workstations in the library instruction classroom/open lab, students can conduct research and complete course assignments. The LRC sets priority use for all of its workstations based on *research as the priority* with additional guidance from the [ACCD Acceptable Computer Use Policy](#). Library staff offers assignment or course tailored library instruction and information literacy classes.

Faculty can request instruction classes online as well as find information about course reserves, interlibrary loan and in-district borrowing, workshops for faculty and much more.

While the LRC is building a collection of print, audio-visual, and licensed and electronic resources, there are currently over 40,000 e-book titles and in excess of 31,000 unique online periodicals and journals available through the electronic databases.

Materials owned by the Alamo Community Colleges (including the NLC Library) can be found in the [library's online catalog](#). Circulating materials owned by the other ACCD Libraries 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 building. Acquisition requests can be sent to the LRC Director via email at nlc-reference@mail.accd.edu, by phone at 210-590-5461, or via interoffice mail. Faculty members are asked to be mindful, however, of collection development priorities. The LRC Library Advisory Committee considers policies related to collection building.

Hours of Operation for Fall & Spring Semesters

- Monday – Thursday: 8:00 a.m. to 9:00 p.m.
- Friday: 8:00 a.m. to 5:00 p.m.
- Saturday: 9:00 a.m. to Noon

Hours vary during the intercessions and summer sessions.

SECTION 4: FACULTY ADMINISTRATIVE RESPONSIBILITIES

ABSENCE PROCEDURE FOR FACULTY

As students deserve the full measure of the class meeting time, 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 Division 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.

According to **ACCD Board Policy DEC (Legal)**, leave types available to all full-time employees of the Alamo Community Colleges include the following:

- Administrative - travel outside the service area of the District in performance of assigned duties and responsibilities
- Bereavement - 24 work hours of paid leave for death of a spouse, parent, child, sibling, grandparent, or of a parent, child, sibling, grandparent of the spouse's family, or of any other family member living in the employee's household
- Civic Duty - jury duty, compliance with subpoenas, or court appearances
- Developmental - study, research, writing, skill upgrading, or other suitable endeavor including faculty exchanges
- Military - members of the state military force or of the reserve component of the United States Armed Forces for training or duty ordered
- Personal - 16 hours per fiscal year, non-cumulative
- Sick - 10 days per year for 9-month employees; 13 days per year for 12-month employees. The hours are cumulative.

COLLEGE AND DISTRICT SERVICE

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 faculty 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 ACCD Dispatch office at 208-8099. An adjunct faculty member wishing to access the building outside of regular operation hours must contact his or her division 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 NLC 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 Division Chair for consideration.

FACULTY ID

Faculty members are required to obtain an official Northeast Lakeview College identification card through the Admissions Office upon initial employment. Request forms for identification cards are available from the Student Services Office. 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, and receive applicable discounts offered from various entities, such as the bookstore.

KEYS

Full-time faculty members are not provided with keys to individual classrooms unless they are teaching in a classroom which is equipped with a Locknetic device, such as the science or computer labs. If a classroom is locked, faculty members are directed to contact the DPS officer at 208-2099 to obtain entry to the room and should be prepared to show an NLC Faculty ID to the officer. To obtain a Locknetic Key fob, faculty members are required to obtain a Key Request Form from the Facilities Department and submit the completed form to the Division Chair. If a faculty member loses a Locknetic Key, he or she must be report to the College DPS as soon as possible. Once reported, the DPS will complete a lost key form that must be taken to the Bursar's Office for faculty payment of the lost key.

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 as defined below.

In the fall and spring semesters, full-time faculty members' contractual obligations begin one week prior to the first instructional day of the semester and end with the last instructional day of the semester. In the summer, they begin and end with the first and last instructional days of the session. District policy requires that full-time faculty members 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 hour 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 are assigned office space in Room 200, Room 206, or Room 208. Adjunct faculty have office space and mailboxes in Room 214. Mailboxes for full-time faculty are located in Room 218.

PARKING

Faculty who operate a motor vehicle and park on the College campus must purchase and properly display a Vehicle Registration Tag/Decal. An ACCD Vehicle Registration Tag/Decal may be purchased from the Bursar's office for an annual, non-refundable fee (currently \$21). Faculty should complete a Vehicle Registration Form available from the Bursar's Office with information such as name, home address, identification number, description of the vehicle(s), license plate number(s), telephone number (in case of an emergency), and signature. The parking permit may be used for more than one vehicle, but all vehicles must be registered on the Vehicle Registration Form.

A lost or stolen permit should be reported to the DPS office as soon as possible in order to avoid incurring violations that occur due to its loss. Replacement permits are available for \$8.00 with an authorized form from the DPS office. Since all vehicle registration forms are maintained by the

College DPS, any additions, deletions, or corrections regarding vehicle registration must be requested through their office.

A Registration Tag/Decal must be displayed from the rear-view mirror of the vehicle with the registration number facing toward the front of the vehicle in order to be valid. A Registration Tag/Decal displayed in any other manner will be considered invalid. While purchase of a Vehicle Registration Tag/Decal does not guarantee a parking space on campus, it does provide authorized parking on any ACCD campus as long as the permit is properly displayed. For a complete listing of [parking locations](#), regulations and guidelines, access the [NLC website](#).

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.

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 **ACCD Board Policy DNB (Local)** for substitute pay, faculty members must notify their Division Chair of an anticipated absence from class as far in advance as possible in order to arrange for a substitute. Faculty members may also substitute on a reciprocal basis for other faculty members who are absent for illness, 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 are applicable only to absences of full-time faculty members for classes within the faculty member's regular class load. 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.

SECTION 5: EMPLOYMENT POLICIES

ACADEMIC FREEDOM AND RESPONSIBILITY

As stated in **ACCD Board Policy DGC (Local)**, 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:

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.

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. 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

Adjunct faculty are hired in a 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 **ACCD Board Policy DDA (LOCAL)**.

For the purposes of salary and employee rights and benefits, adjunct faculty shall be defined as faculty who:

- teach less than 12 semester hours or the equivalent and paid in accordance with a salary schedule determined on a per class basis as described in **ACCD Board Policy DE (LOCAL)**

- adjunct librarians are defined as those with professional responsibilities in a district library who are given a contract with a defined number of hours per semester

Adjunct faculty members are also ineligible for leave or fringe benefits. Former ACCD faculty members who were denied tenure, or whose probationary contracts were not renewed for reasons other than program reduction, will not be considered for hire as adjunct faculty members.

AGREEMENTS & WORKLOAD: FULL-TIME FACULTY

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.

In addition to teaching hours, full-time faculty and Division Chairs are required to hold ten office hours a week as well as an additional ten hours devoted to college or district service, professional development, or other activities approved by college administration. 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.

Summer teaching is optional for faculty members. A summer employment agreement is a term contract offered to faculty to teach classes during the summer semester session. The summer employment agreement will be pro-rated based on a nine month salary. Twelve semester hours or the equivalent will constitute a full load for a three-month proration as stated in **ACCD Board Policy DDA (Local)**. 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.

AGREEMENTS & WORKLOAD: LIBRARIANS

Full-time non-instructional faculty librarians must work no fewer than 40 hours a week. An extended service agreement is a term contract offered to non-instructional faculty beyond or in addition to an existing term contract. The extended service agreement will be pro-rated based on a nine month salary. Sixty workdays will constitute a full load for a three month proration as described in **ACCD Board Policies DN (Local), DI (Local) and DDA (Local)**.

BENEFITS (FULL-TIME FACULTY ONLY)

The following is an overview of benefits available to full-time employees of ACCD. For complete information, employees are strongly encouraged to visit the [HR website](#) or contact the Hr Generalist at NLC.

Insurance (for employee only/no cost to employee):

- Life insurance with Accidental Death and Dismemberment equal to annual salary
- Long- and Short term Disability Insurance
- Medical insurance
- \$5,000 Life Insurance
- Workers' Compensation Benefits

Insurance (employees may buy):

- Medical Insurance for family members
- Dental Insurance for employee and family
- \$5,000 Dependent Life Insurance
- Additional Accidental Death & Dismemberment Insurance
- Additional Disability Insurance
- Additional Term Life Insurance (up to three times annual salary)
- Health Care & Dependent Care Reimbursement Accounts

Retirement

The ACCD contributes to Social Security and has a mandatory retirement plan with the Teacher Retirement System of Texas. Employees must contribute 6.4% and the state will contribute a portion. Other options are available for faculty and administrators. All employees may contribute to a tax-sheltered annuity.

CHAIR ELECTION

NLC Division Chairs are faculty whose primary responsibilities are to teach and to ensure the attainment of educational objectives of the College as they pertain to a specific division or department. At NLC, Division Chairs report directly to the Vice President of Academic Affairs, serving as faculty advocates and as essential links between faculty and administration. Division Chairs must meet all criteria and qualifications required of faculty and demonstrate the ability and willingness to serve in a leadership capacity.

Division Chairs are selected through a cooperative process involving departmental faculty and College administration. The selection procedure is outlined in **ACCD Board Policy DN (Local):**

- At the discretion of the administration, external candidates may be introduced into the process to supplement the pool of internal candidates.
- The tenure-track faculty of the department shall select a nominee from the available candidates whether external or internal.
- The tenure-track faculty will forward their nomination to the VPAA 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 VPAA 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.

The Chairperson will be evaluated according to District procedural guidelines. Every three (3) years the Chairperson of the departmental faculty promotion committee, in a formal meeting of the tenure-track departmental faculty, will supervise a secret ballot election to determine by majority vote of the full membership of the department whether a Chairperson will continue to serve in the position or if the selection process for a new Chairperson will begin.

The departmental tenure-track faculty, by majority vote, may petition the VPAA to begin the selection process at any time. The VPAA 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.

DIRECT DEPOSIT

Faculty may elect to have their paychecks deposited directly into their bank accounts by submitting a completed [Direct Deposit Form](#) available on the ACCD Human Resources website.

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 **ACCD Board Policy DH (Local)**, 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 Community Colleges, 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. Inquiries or complaints concerning these matters should be brought to the attention of the Director of Human Resources, Title IX Coordinator, Human Resources Department, 201 W. Sheridan, Bldg. AA, San Antonio, Texas 78204, or at 210-208-8051.

FACULTY QUALIFICATIONS

According to **ACCD Board Policy DN (Local)**, faculty members must meet certain academic qualifications:

1. In the arts and sciences – a master's degree with 18 graduate hours in the teaching field. Faculty librarians hold a professional position in one of the district libraries and must have a Masters in Library/Information Science from an ALA- accredited program.
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. A master's degree is required for faculty teaching courses where college transfer is a goal or where substantial numbers of students transfer to senior institutions. The minimum requirement will be supplemented as necessary in accordance with criteria established by appropriate professional, regional, and national accrediting agencies.
3. The minimum academic qualifications shall not apply to individuals who held faculty status prior to the approval of December 16, 1986. Such individuals are, however, expected to meet the minimum qualifications established by the Southern Association of Colleges and Schools: "The minimum academic preparation for faculty teaching in professional and technical fields must be at the degree level at which the faculty member is teaching." Faculty who do not meet this minimum standard are required to make a continuous good faith effort to do so, with progress and future plans recorded and approved in the annual Faculty Education and Growth Plan.

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 ACCD Human Resources website.

Full-Time Faculty

The purpose of the Faculty Salary Schedule is to provide regular and equitable pay advancement appropriate for the experience and professional training of the faculty member. All full-time tenure track faculty are paid according to the Faculty Salary Schedule. The current [salary scale for full-time faculty](#) is available on the ACCD Human Resources website. The schedule applies to the nine-month instructional year defined in policy.

The main factors in the schedule are class, level and rank. Class is determined by educational level. Level is a function of experience. Rank refers to academic rank. Following initial placement, faculty members may advance within the Salary Schedule by meeting stated incremental requirements for each class, level or rank.

Faculty members with less than a twelve-month employment agreement have the option to receive their pay over a 12-month period instead of the number of months set forth in the agreement. Faculty members choosing this option must complete and return the appropriate form to the ACCD Human Resources Office prior to the first day of work. Faculty are encouraged to contact the Human Resources department or Division Chair for more information.

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 Board 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 assistance 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, **ACCD Board Policy DBGA (Local)** establishes the guidelines and procedures to be followed.

HARASSMENT PREVENTION

As detailed in **ACCD Board Policy DHA (Local)**, 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

As detailed in **ACCD Board Policy DHA (Legal)**, 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 [ACCD HR website](#) for a current listing of holidays.

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 Affairs 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 NLC Human Subjects Review form, (2) a copy of the research proposal, and (3) a copy of associated study materials (schedules, scripts, letters, stimuli, etc.).

During the review process, the VPAA 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 ACCD inclement weather hotline number is 210-208-8189. Information regarding college closures or class cancellations may also be located on the [ACCD website](#) and local TV and radio stations.

INTELLECTUAL PROPERTY

According to **ACCD Board Policy DBD (Local)**, ACCD acknowledges the need to protect ownership rights in intellectual property as 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 employees, independently or with College District support.

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 or 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 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.

Rights to copyrightable or patentable works created by a third party, i.e., not a College District employee, shall reside in the author/creator except as otherwise agreed.

The Chancellor or designee shall establish procedures to ensure that any full-time College District employee who creates copyrightable or patentable work with College District support shall enter into an agreement with the College District providing either:

1. That the employee assigns ownership rights to the College District; or
2. for a fair and equitable arrangement for joint ownership, sharing of royalties, or reimbursement to the College District of its costs and support.

In all cases where copyrightable or patentable work is created with College District support, the agreement shall provide that the College District will have a perpetual license to use the work without further compensation.

An employee who conceives, creates, discovers, invents, or develops intellectual property may own or be awarded any amount of equity interest or participation in, or, if approved by the Board, serve as a member of the board of Directors or other governing board or as an officer or an employee of, a business entity that has an agreement with the state or a political subdivision of the state relating to the research, development, licensing, or exploitation of that intellectual property without creating a conflict of interest. Such an employee shall report to the appropriate person or persons at the College District the name of the business entity in which the person has an interest or for which the person serves as a Director, officer or employee. The Board shall include in the appropriate annual report required by Education Code 51.005 the information provided to it under this requirement during the preceding fiscal year.

PAY RAISES

Whenever the budget allows and the Board of Trustees approves, the ACCD offers a general wage adjustment to regular employees on September 1. Faculty raises are based upon the established salary schedule.

PAYMENT SCHEDULES

All non-temporary employees of the ACCD are paid semi-monthly on the 15th and last working day of the month.

TRAVEL

As an employee of ACCD, faculty will be reimbursed for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the Department Chair. All travel must be planned, relevant, complementary to the employee's position, and benefit the College in order to be approved. For consideration of approval, faculty members are required to complete and submit an **Out-of-Town Travel Authorization Report Form** to the Executive Secretary to the VPAA, who makes the travel arrangements, as all travel arrangements must be arranged through the designated travel agency for ACCD. **Approval of the travel form, with all appropriate administrative signatures, must be completed prior to the date of travel departure.** In-state travel must be approved by the VPAA, while out-of state travel must be approved by the VPAA and President. International travel requires the approval of the VPAA, President and Chancellor. Upon approval, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the ACCD.

Once travel is complete, an **Out-of-Town Travel and Expense Statement** must be provided to the Executive Secretary to the VPAA for submission to the District accounts payable department within five (5) working days. Reports should be accompanied by original receipts for all individual expenses for items such as:

1. Fares: Air, Taxi, Rental Car, etc.
2. Lodging Cost: Hotel, Motel, etc.
3. Food: Meals, Snacks, etc.
4. Other Travel Expenses: Toll Fees, Parking, etc.

Alcoholic beverages are not reimbursable. Tips are reimbursable, except those tips for meals which constitute a part of the maximum meal allowance. Abuse of ACCD business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Process for Completion of the Authorization Report

1. Complete the traveler's name, department, phone number and the date the authorization is being done.
2. Include the account number that will be charged for the travel. If more than one account is being charged, include the various account numbers

on the travel authorization and how much each account will be charged.

3. Complete the destination for the trip. Complete the time and date the traveler is leaving San Antonio. This is the time the flight leaves San Antonio Airport or the anticipated time of departure by auto.
4. Complete the time and date the traveler is returning to San Antonio. This is time the flight returns to San Antonio or the anticipated time of return by auto.
5. Fill in the destination and the purpose of the trip.
6. Total Estimated Expenses:
 - A. Registration – Total cost of the registration, including any pre-conferences.
 - B. Airfare – Be sure to use the District approved travel agencies. Airfare purchased from a vendor other than approved travel agencies will not be reimbursed.
 - C. Car – If the faculty member chooses to drive, he or she should make sure that it is cheaper than flying. This can be determined by using a variety of mapping programs on the Internet.
 - D. Lodging – Please add 15 to 20% for city tax, etc. Since ACCD will not pay Texas State Sales Tax on hotels within the state, use of a Hotel Exemption Certificate is required.
 - E. Meals – Certification or receipts are required. Reference the [Travel Expense Guide on the Fiscal Affairs website](#) for further information and explanation.
 - F. Car Rental – Please add 15 or 20% to the quote for taxes, insurance and surcharges that are included in a car rental. If the car rental is not listed on the submitted authorization, it will not be reimbursed. Also include estimated fuel costs.
 - G. S. A. Airport Parking – The maximum allowed reimbursement for travel to and from the airport, whether by taxi or driving and parking expense, is \$20.00.
 - H. Taxi – Estimate how much it will cost to go from the airport to hotel or other destinations. Be sure to obtain receipts in order to be reimbursed.
 - I. Other – This is for any miscellaneous expense, such as business phone calls, business faxes, etc.
 - J. Total – The estimated cost of trip.
7. Travel Advances – An advance will be given for 50% of the expenses that are not prepaid. Prepay will only include airfare and registrations,

not hotel arrangements. If requesting an advance, the faculty member should indicate whether he or she wants a check or direct deposit. Direct deposit requires that the faculty member complete the Authorization for Direct Deposit form which is located on Fiscal Affairs website, then submit the completed form along with a deposit slip to Accounts Payable. Accounts Payable will process with request, although it may take two to four weeks before the direct deposit will be in effect.

8. Signatures – Campus Personnel

- A. The faculty member must sign and date the Out of Town Travel Authorization and secure the signature of the Division Chair.
- B. If travel is within the state, the VPAA signs and dates the Out of Town Travel Authorization.
- C. If travel is out of state, the VPAA and President must sign and date the Out of Town Travel Authorization.
- D. If travel is out of the country, the VPAA, President, and the Chancellor must sign and date the Out of Town Travel Authorization.

9. Travel authorizations that are not properly signed or exceed 10% of the estimated costs will be returned to the traveler for corrective action.

Local Travel

Faculty members whose work requires the use of their personal vehicles for travel between District locations are eligible for mileage reimbursement at the approved ACCD rate. Reimbursement for local travel mileage and associated fees (tolls, parking, etc.) will require submission of a completed Travel Voucher form to the division administrative support personnel. Completed Travel Vouchers must not exceed sixty (60 days) of approved travel expenses in order to receive reimbursement. ACCD does not reimburse employees for commuting from home to a work site.

Any ACCD employee who is involved in an accident while traveling on business must promptly report it to his or her immediate supervisor. Any vehicles owned, leased, or rented by the ACCD may not be used for personal use without prior approval.

USE OF COLLEGE MATERIALS

As ACCD employees, faculty members 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 ACCD employees, and all other district resources. Under limited conditions, minimal incidental use of ACCD 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 ACCD operations; may not cause an additional cost to the ACCD; is not harmful to the ACCD; is not for private commercial purposes; does not result in unauthorized software or digital media being installed in or downloaded to ACCD equipment; and does not result in the violation of copyright laws or ACCD 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 ACCD resources. Frequent or lengthy personal calls are not "incidental" and are not permitted.

Other examples of the inappropriate use of ACCD resources:

- Using ACCD computers, email systems, Internet access, or equipment for activities that are not official ACCD 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 ACCD facilities for activities that are not official ACCD business or allowing unauthorized parties to use them, unless ACCD receives fair market value through a lease or other approved arrangement.
- Working on non-ACCD employment or non-ACCD business operations during ACCD duty hours.
- Using ACCD computer systems to access employee, student or other information not necessary for the user's official ACCD business.
- Using ACCD credit cards for personal purchases or for anything other than the purpose for which the card was issued.
- Using the services of ACCD personnel for non-ACCD purposes.
- Using ACCD computer systems to access pornography. Please note that accessing pornography can lead to criminal prosecution for violating the Texas penal code.

Misuse of ACCD resources may result in disciplinary action up to and including termination and may subject a person to civil and criminal penalties.

SECTION 6: FACULTY EVALUATION

OVERVIEW

The District will conduct annual performance evaluations of all full-time employees for the following purposes:

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 performance evaluations of faculty are based primarily on three factors: teaching, service, and professional growth. Evaluation for faculty librarians will also include assessment of professional responsibilities based on written goals and objectives.

There is specific graduate course work required as detailed in **ACCD Board Policy DLC (Local)** for most faculty who are working toward promotion. Research, especially pedagogical research and curriculum development, is also encouraged.

The assessment of teaching (or professional responsibilities in the case of faculty librarians) in the performance evaluations are based on the following types of evidence: observation by the Division Chair (or LRC-Library Director in case of faculty librarians), peer evaluation, self-evaluation, and student surveys.

Student surveys will be used primarily for the improvement of instruction. In addition, they will be made available to the Division Chair as one of several components of the evaluation of teaching and thus will become a factor in the annual performance evaluation.

The Chancellor ensures that guidelines for performance evaluations are developed and implemented. The procedural guidelines involving faculty evaluation are developed and modified by the Human Resources department in consultation with relevant employee groups.

ELEMENTS OF FACULTY PERFORMANCE EVALUATION

1. Adjunct Faculty (including full-time temporary instructors)
 - a. Student surveys will be administered in all classes each semester.
 - b. Classroom observations by the Chairperson or designee are to be conducted during at least one semester of each academic year in which they serve.

2. Tenure-Track Faculty (including Department Chairs)
 - a. Student surveys will be administered in all classes year 1 and 2.
 - b. Student surveys will be administered in at least 50% of classes in academic years 3-6.
 - c. Classroom observations by Chair/Director/designee will be conducted in the Fall for years 1-6.
 - d. Peer evaluations will be conducted in the Spring of years 1-6 (see below).
 - e. Self evaluations will be completed during the Spring of years 1-6.
 - f. Annual Performance Evaluation by Chair/Supervisor.

3. Tenured Faculty (including Department Chairs)
 - a. Student surveys will be administered in at least 50% of classes within each academic year.
 - b. Classroom observations may be requested by faculty/Chair/supervisor, but are required for any year in which consideration for promotion is requested.
 - c. Peer evaluations may be requested by faculty/Chair/supervisor, but are required for any year in which consideration for promotion is requested.
 - d. Self evaluations will be completed during the Spring.
 - e. Performance Evaluation by Chair/Supervisor every two years.

4. Department Chairs
 - a. Tenured and tenure-track faculty members will perform evaluations of department Chairs during the second year of every three-year term of service.
 - b. Tenured and tenure-track department Chairs are to be assessed in the same manner as faculty peers.

PEER EVALUATIONS

Peer evaluations will be conducted by a committee of no fewer than three tenured faculty members mutually agreed upon by the Chairperson/supervisor and the faculty member being evaluated. The committee will be selected from within the department or related departments. Exceptions in selecting peer evaluators outside of Northeast Lakeview College must be approved by the VPAA.

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

1. Classroom observations
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:
 - a. 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
 - b. Examinations – reviewing, questioning strategies, appropriateness and use of critical thinking skills
 - c. Homework or other assignments – examining appropriateness and use of critical thinking skills
 - d. Faculty graded assignments – examining the quality of the grading
 - e. Other material indicative of teaching or professional skills that the department or faculty member feels reflects their performance
3. Review of the faculty member's self evaluation

Approved peer summary will be completed and a copy provided to the faculty member and the Chairperson/supervisor. Division Chairs will observe the same guidelines as faculty.

ANNUAL WRITTEN PERFORMANCE EVALUATION

1. It is the faculty member's responsibility to see that all appropriate evaluation materials are available to the Chairperson/Director prior to the annual written performance evaluation.
2. The annual evaluation will be reviewed in a personal interview between the faculty member and the Chairperson/designee.
3. The faculty member will have the opportunity to add comments to the evaluation.

SECTION 7: FACULTY PROMOTION AND TENURE

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 **ACCD Board Policy DLC (Local)**:

Promotion in rank is influenced by teaching, education and service. Each division shall develop a mechanism for evaluating these three areas. Promotion for librarians will also include annual evaluations. Promotion is not granted automatically, and it is awarded only to tenured faculty or those making satisfactory progress toward tenure.

Nine or more months of full-time service in a tenure-track position during a fiscal year constitute a year of service.

Full-time faculty ranks in the Alamo Community College District are: Instructor, Assistant Professor, Associate Professor and Professor.

Rank: Initial Placement

Faculty are normally appointed at the rank of instructor; exceptions are made only on the recommendation of the President and with the concurrence of the Chancellor.

Placement on the salary schedule is a function of education and experience. Rank at the time of initial placement has no effect on class and step determinations.

Rank: Promotion

1. To be eligible for promotion to Assistant Professor, a faculty member must have completed a minimum of three years of full-time employment as an Instructor with the Alamo Community College District and must have earned twelve semester hours or equivalent credit above the qualifying degree in approved courses from an accredited institution (eligible for placement on the Salary Schedule at Class III). One-half of these credits must be related to the teaching field. 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 Associate Professor, a faculty member must have completed a minimum of four years of full-time

employment as an Assistant Professor with the Alamo Community College District and must have earned twenty four semester hours or equivalent credit above the qualifying degree in approved courses from an accredited institution (eligible for placement on the Salary Schedule at Class IV). One-half of these credits must be related to the teaching field. The minimum requirement for promotion in rank to Associate Professor is a Master's Degree or, for faculty members in Occupational Education and Technology, an approved equivalent.

3. To be eligible for promotion to full Professor, a faculty member must have completed five years of employment as an Associate Professor with the Alamo Community College District and must have earned thirty six or more semester hours or equivalent credit above the Master's degree in approved courses from accredited institutions (eligible for placement on the salary schedule at Class V).

Evaluation Criteria

The following factors should be used in evaluating faculty members for promotion:

1. Quality of teaching (or quality of professional activity for librarians)
Evaluation of these activities, and the documentation to support the evaluations, are to be conducted, maintained and submitted in accordance with the performance evaluation guidelines.
2. Service
As noted in the performance evaluation guidelines, faculty are required to compile and submit an Annual Report: Self-evaluation at the time of the faculty member's annual evaluation. The report should include professional achievements, community service, and a profile of departmental, College, and District responsibilities and contributions. The nature and quality of these activities for the employment period since initial appointment or since the last promotion will be considered in promotion decisions.
3. Professional growth and development
Faculty are expected to continue their education and professional growth throughout their careers. The Annual Self-Evaluation Form will reflect the nature and quality of these activities for the employment period since initial employment or since the last promotion and will be considered in promotion decisions.

4. Annual evaluations

Librarians will have annual evaluations factored in as part of their promotion review.

Responsibilities of the Faculty Member

An eligible faculty member wishing to apply for promotion should advise the Division Chair or supervisor *in writing* of his or her intention to apply by October 1 of the year in which he or she wishes to be considered.

By November 1, the faculty member applying for promotion shall submit to the Department Promotion Committee a dossier containing the following, as set forth in the performance evaluation guidelines. The materials should cover the employment period since initial appointment or since the last promotion, including:

1. Student Evaluations;
2. Performance evaluations including summary evaluations by the Chairperson or supervisor, and peer evaluations;
3. Annual Self-evaluation;
4. An up-to-date resume and official transcripts of credits earned since initial appointment or since the last promotion; and
5. Any other material the faculty member deems relevant to the application.

Responsibilities of the Department Promotion Committee

Each department will set up departmental promotion guidelines in addition to the district guidelines listed above, and submit those to the appropriate Dean/supervisor. These guidelines should be periodically reviewed by the department.

By October 15 of each year, a Department Promotion Committee shall be elected by the full-time faculty members of each department. The Division Chair/supervisor should not be a member of this committee, nor should any applicant for promotion be a member. The membership may, with the exceptions noted, be the same as for the Department Tenure Committee.

The Department Promotion Committee shall have at least three members. Small departments shall recruit additional necessary members, mutually acceptable to the Chairperson/supervisor and the departmental faculty, from the full-time faculty of other departments. Exceptions in selecting peer evaluators outside of Northeast Lakeview College must be approved by the VPAA.

Following receipt of the promotion application dossiers from the applicants on November 1, 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; the committee may, in its discretion, permit the correction of such deficiencies, provided that its timetable is maintained. Incomplete and uncorrected dossiers will be removed from consideration and will be returned to the applicant.

By December 1, following its review on the merits of the applications, the committee shall forward the dossiers, together with its recommendations, to the Division Chair or supervisor. The committee Chairperson shall notify each candidate, in writing, as to the recommendation being forwarded.

Responsibilities of the Chairperson or Supervisor

Following receipt of the promotion application dossiers from the Department Promotion Committee, the Chairperson or supervisor shall review the dossiers and the recommendations of the departmental committee. The Chairperson or supervisor will add his or her own recommendation and forward the dossiers to the Dean, or to the appropriate Vice President (where there is no Dean involved) by the close of the Fall semester. The Chairperson or supervisor shall notify each candidate, in writing, as to the recommendation being forwarded.

Responsibilities of the Dean/Director (if applicable)

Following review of the dossiers and the recommendations, the Dean/Director will add his or her recommendation and forward the promotion files to the VPAA by February 1. The Dean shall notify each candidate, in writing, as to the recommendation being forwarded.

Responsibilities of the Vice President of Academic Affairs

Following review of the dossiers and the recommendations from the Dean/Directors (or from the Chairperson or supervisor where no Dean was involved) the VPAA will add her recommendation and forward the promotion files to the President by March 1. The VPAA shall notify each candidate, in writing, as to the recommendation being forwarded.

Normally the Board of Trustees is expected to act on promotion recommendations at its April meeting. Consistent with that agenda, the President shall make a timely submission of recommendations to the Chancellor. The President shall notify each candidate, in writing, as to the recommendation being submitted and shall, subsequent to the Board's action, notify each candidate of his or her promotion status.

Timeline for Promotion Applications

Deadline	Person Responsible	Action
October 1	Faculty Member	submit written request to apply for promotion to the Dept Chair
October 15	Department Faculty	elect Dept Promotion Committee
November 1	Faculty Member	submit promotion dossier to Dept Promotion Committee
December 1	Dept Promotion Committee	forward promotion recommendations to Dept Chair
Close of Fall semester	Department Chair	1) add his/her recommendations to that of Dept Promotion Committee and forward file to appropriate Dean or VPAA; and 2) notify Faculty Member, in writing, that promotion file has been forwarded to Dean or VPAA
February 1	Dean	1) add his/her recommendations to promotion file and forward it to VPAA; and 2) notify Faculty Member, in writing, that promotion file has been forwarded to the VPAA
March 1	Vice President of Academic Affairs	1) add his / her recommendations to promotion file and forward it to College President; and 2) notify Faculty Member, in writing, that promotion file has been forwarded to College President
April ACCD Board Meeting	College President	1) review promotion file and make recommendation to the ACCD Chancellor; 2) notify Faculty Member, in writing, of the recommendation that has been made; and 3) subsequent to ACCD Board action, notify Faculty Member of his/her promotion status

Promotion Appeals

Full-time faculty members in the College who have served a minimum of three years in the District shall elect from their number, in February of each odd-numbered year, a Promotion Appeals Committee. The election shall be conducted by the 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 the election of a Chairperson.

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.

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.

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

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 final decision by September 1. 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.

SECTION 8: TENURE

Overview

Tenure is defined as the confirmation by the Board of Trustees, acting on the recommendation of the Chancellor, to elect a probationary faculty member to a faculty appointment for an indefinite period of time. Under this type of appointment a 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 and service to the College and the community are the elements of criteria for earning tenure. Each department has approved activities with levels of quality which faculty members must achieve before one may be considered for tenure.

Department Tenure Committees will be elected by the full-time faculty members of each department. A Division Chair/supervisor should not be a member of this committee, but the membership may (if desired) be the same as for the Department Promotion Committee. Small departments may recruit members from the full-time faculty of other departments as mutually agreed upon by the department faculty and Chairperson. Exceptions in selecting peer evaluators outside of Northeast Lakeview College must be approved by the VPAA.

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 Division Chair or supervisor, student evaluation, peer evaluation and self-evaluation. In addition, departmental tenure criteria must also be considered.

Timeline for Application for Tenure in the Sixth Year

Deadline	Person Responsible	Action
September 15	Faculty Member	submit written request to apply for tenure to College President
October 1	Dept Faculty	elect Dept Tenure Committee
November 1	Faculty Member	submit tenure dossier to Dept Chair
November 15	Dept Chair	notify Faculty Member of any deficiencies in tenure dossier

Within 10 working days of Nov 15	Faculty Member	correct deficiencies noted in tenure dossier
not later than February 1	Dept Chair	submit tenure dossier to Dept Tenure Committee
February 15	Dept Tenure Committee	forward tenure recommendations to Dept Chair
March 1	Dept Chair	1) add recommendations to that of Dept Tenure Committee and forward tenure file to appropriate Dean 2) notify Faculty Member, in writing, that tenure file has been forwarded to Dean
March 21	Dean	1) add recommendations to tenure file and forward it to VPAA 2) notify Faculty Member, in writing, that tenure file has been forwarded to VPAA
April 15	Vice President of Academic Affairs	1) add recommendations to tenure file and forward to College President 2) notify Faculty Member, in writing, that tenure file has been forwarded to College President
May ACCD Board Meeting	College President	1) review tenure file and make tenure recommendation to the ACCD Chancellor 2) notify Faculty Member, in writing, of the tenure recommendation that has been made 3) subsequent to ACCD Board action, notify Faculty Member of tenure status

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 administration and to the Board of Trustees of the Alamo Community Colleges as those views relate to policies on academic and professional matters. The Senatorial electorate includes tenured/tenure track faculty 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/President Elect and Secretary.

OFFICERS (2007-2008)

President: Dr. Cuihua Zhang

Vice-President/President Elect: Dr. Thomas Brown

Secretary: Patsy Villarreal