

Texarkana College



Faculty Handbook 2024-2025

Texarkana College FACULTY HANDBOOK

This Faculty Handbook includes general rules of conduct, safety regulations, and disciplinary rules. Its purpose is to provide one source for most questions on faculty-related issues. Nothing contained in this manual or any verbal statement should be construed as creating any type of employment contract either expressed or implied. The policies and other information contained in this manual are subject to change at any time. While the College will normally attempt to provide employees with advance notice of any change, the College reserves the right to alter these policies at any time without advance notice. Copies of any revised policies will be issued to all faculty members.

Unless issued a written employment contract signed by both parties, all employment at Texarkana College is at-will. Nothing in this manual is intended to alter the at-will relationship or to provide or guarantee employment for any specific period of time. If a faculty member has any questions concerning the terms or conditions of employment, he or she will be referred to his/her immediate supervisor. Any questions concerning one's status as a contract or non-contract employee should be directed to the Office of Human Resources.

Texarkana College is a publicly supported, two-year, comprehensive community college offering post-secondary educational opportunities.

TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities, admission or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources/Title IX Coordinator, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3355, human.resources@texarkanacollege.edu

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Mission Statement

<https://www.texarkanacollege.edu/about/mission/>

Organizational Structure

[2024-Organization-Chart.pdf \(texarkanacollege.edu\)](#)

Faculty Standards of Ethical Conduct

The College expects all faculty to conduct themselves in a professional, ethical, and collegial manner in all aspects of their job-related behavior, including interactions with students, faculty, administration, other employees of the College, and the public.

The following standards of conduct shall apply to all faculty members of the College:

1. Faculty is strongly encouraged to refrain from becoming romantically involved with a student and is prohibited from becoming romantically involved with a student over whom the faculty or staff member has direct authority or the authority to influence the educational conditions of the student. *Policy DH-Local*
2. Faculty shall not use College property (including copy machines, FAX machines, telephones, postage, computers, or College supplies) to conduct personal, professional, club, or church business, or pertaining to other activities that are not related to employment at the College.
3. Faculty shall maintain confidentiality of business information and student records. In no instance should student records be made available (including viewing on a computer screen to unauthorized individuals).
4. Faculty shall act in accordance with FERPA guidelines.

Family Education Rights and Privacy Act of 1974 (FERPA)

Texarkana College complies with the Family Education Rights and Privacy Act of 1974, which was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction in inaccurate or misleading data through informal and formal hearings.

Students also have the right to file complaints with The Family Education Rights and Privacy Act Office (FERPA) concerning alleged failure by the institution to comply with the Act. For additional information, please contact the Admissions Office.

Texarkana College considers students to be independent of their parents in regard to their education records. However, information may be disclosed to the parents by obtaining the student's written consent to do so.

Faculty Code of Professional Ethics

Professional Educators affirm the inherent worth and dignity of all persons and the right of all persons to learn. Learning best occurs in an environment devoted to the pursuit of truth, excellence, and liberty. These flourish where both freedom and responsibility are esteemed.

In order to express more adequately the affirmation of our professional responsibilities, we the faculty members of the College do adopt, and hold ourselves and each other subject to, the following Code of Professional Ethics:

1. The Professional Educator shall treat all persons with respect, dignity, and justice, discriminating against no one on any arbitrary basis such as ethnicity, creed, gender, disability, or age.
2. The Professional Educator shall strive to help each student realize his or her full potential as a learner and as a human being.
3. The Professional Educator shall by example and action encourage and defend the unfettered pursuit of truth by both colleagues and students supporting the free exchange of ideas, observing the highest standards of academic honesty and, integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.
4. The Professional Educator shall work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel.
5. The Professional Educator shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor which might damage, embarrass, or violate the privacy of any other person.
6. The Professional Educator shall maintain competence through continued professional development, shall demonstrate that competence through consistently adequate preparation and performance, and shall seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.
7. The Professional Educator shall make the most judicious and effective use of the college's time and resources.
8. The Professional Educator shall fulfill the employment agreement both in spirit and in fact, shall give reasonable notice upon resignation, and shall neither accept tasks for which he or she is not qualified nor assign tasks to unqualified persons.
9. The Professional Educator shall support the goals and ideals of the college and shall act in public and private affairs in such a manner as to bring credit to the college.
10. The Professional Educator shall not engage in sexual harassment of students or colleagues and shall adhere to the college's policy on sexual conduct.
11. The Professional Educator shall observe the stated policies and procedures of the college, reserving the right to seek revision in a judicious and appropriate manner.
12. The Professional Educator shall participate in the governance of the college by accepting a fair share of committee and institutional responsibilities.
13. The Professional Educator shall support the right of all colleagues to academic freedom and due process and defend and assist a professional colleague accused of wrongdoing, incompetence, or other serious offense so long as the colleague's innocence may reasonably be maintained.
14. The Professional Educator shall not support a colleague whose persistently unethical conduct or professional incompetence has been demonstrated through due process.
15. The Professional Educator shall accept all rights and responsibilities of citizenship, always avoiding use of the privileges of his or her public position for private or partisan advantage.

Violations

Faculty shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as College employees. Violation of any policies, regulations, and guidelines may result in disciplinary action including termination of employment.

Conflict of Interest

An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities.

An employee shall not have a personal financial interest, a business interest, or any other obligation that in any way creates a substantial conflict with the proper discharge of assigned duties and responsibilities or that creates a conflict with the best interests of the College.

An employee who believes he or she has or may have a conflict of interest shall disclose the interest to the College President or designee, who shall take whatever action is necessary, if any, to ensure that the College's best interests are protected.

Public employees may not strike or engage in an organized work stoppage against the state or a political subdivision of the state. The right of an individual to cease work may not be abridged if the individual is not acting in concert with others in an organized work stoppage. *Gov't Code 617.003(a), (c)*

Professional Appearance

Professional employees, faculty, and office personnel are expected to dress in a professional manner. All employees' dress should be reasonable, neat, clean, and should show a certain amount of discretion and appropriateness.

Academic Freedom and Responsibilities

Institutions of higher education are conducted for the common good. The common good depends upon a free search for truth and its free expression. Hence, it is essential that the faculty member be free to pursue scholarly inquiry without undue restriction and to voice and publish his or her conclusions concerning the significance of evidence that he or she considers relevant. He or she must be free from the fear that others, inside or outside the college community, may threaten his or her professional career or the material benefits accruing from it.

Each faculty member shall be entitled to full freedom in the classroom in discussing the subject that he or she teaches. A faculty member should be judicious in the use of controversial material in the classroom and should introduce such material only as it has clear relationship to his or her subject field. Each faculty member is also a citizen of his or her nation, state, and community and when he or she speaks, writes, or acts as such must be free from institutional censorship or discipline. In this regard, while the Board recognizes the right of faculty members to participate in political affairs, it points out that as professional people associated with a tax-supported institution, such action should be handled with good judgment and that active support be restricted so as not to affect the objectives and purposes of the College. Any view expressed by faculty members shall be definitely shown to be the individual member's view and not the opinion of the College.

The concept of academic freedom shall be accompanied by an equally demanding concept of responsibility, shared by governing boards, administrators, and faculty members. The essential responsibility of governing boards and administrators is set forth in the *Principals of Accreditation*, adopted by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), as updated and revised.

The fundamental responsibilities of a faculty member as a teacher and scholar include a maintenance of competence in his or her field of specialization and the exhibition of such competence in lectures, discussions, or publications.

Exercise of professional integrity by a faculty member includes recognition that the public will judge the faculty member's profession and institution by his or her statements. Therefore, the faculty

member should strive to be accurate, to exercise appropriate restraint, to show respect for the opinion of others, and to avoid creating the impression that he or she speaks or acts for his or her college when the faculty member speaks or acts as a private person.

A faculty member has the responsibility to provide due notice of his or her intention to interrupt or terminate instructional services. *Policy DGC-Local*

Instructional Policies and Procedures

The Role of the Instructor

The instructor is responsible for the education of students in his/her discipline of expertise. The instructor also assists the Dean and other administrative personnel in activities designed to enhance the effectiveness of the learning process.

Instructors at Texarkana College shall meet or exceed the current guidelines of the SACSCOC and the Texas Higher Education Coordinating Board (THECB).

The jurisdiction, role, and participation of faculty at Texarkana College are as follows:

The instructor has a primary role in student learning. As a result, the instructor occupies a position of trust in relation to both students and community. The role of the instructor includes:

- The presentation of issues and information openly, with fairness and clarity;
- The discussion of arguments from various points of view, avoiding the imposing of personal opinions by the pressure of instructional authority in the classroom;
- Encouraging students to analyze issues impersonally, to think critically, and to draw independent conclusions; and
- The duty to present issues related to the course of study and to the general education program of the College.

Faculty members serve as instructors at the College and as liaisons between students and administration in relating policy and procedure that relate to students. They also serve as an integral part of the College, relating faculty concerns to the administration of the College. Faculty develop curriculum, instruct students, evaluate students, advise students, and give input to administration in all College matters that affect faculty. Faculty will be included in all College committees that deal with faculty concerns.

Faculty Responsibilities and Expectations

- Be in attendance each day according to the assigned work schedule. In coordination with their respective deans, faculty will develop and publish a work schedule that includes a minimum of 30 hours per week on weekdays between 7:00 a.m. and 10:00 p.m. or as needed by the college. Faculty work schedules should recognize student needs in order to serve day, evening, and online students.
- Maintain office hours per College policy. In order to encourage as much student engagement as possible, faculty should prepare to meet with students and advisees either face-to-face or virtually through Microsoft Teams or similar methods. College policy requires a minimum of ten (10) office hours per week, and faculty are expected to schedule regular on-campus office hours at least 4 days per week. Office hours should be designed to meet the needs of students and are intended to promote faculty-student interactions. Faculty may be required to

attend meetings, activities, and or events on campus on Fridays or other designated days outside of their designated office hours.

- Participate in student advisement and registration. Periodic outreach to advisees is a valuable tool to promote engagement and persistence which leads to increased student success and completion.
- Maintain professional conduct and appearance. Be cognizant of your appearance and surroundings when meeting with students visually through Microsoft Teams. You should be prepared to meet visually with students during regularly scheduled work hours.

Lead Instructors

In many areas the lead instructor may be the only full-time instructor for a program area. In areas in which there are multiple instructors, the appropriate dean may appoint a lead instructor to assist in the duties described below.

Lead instructors advise their academic dean regarding degree/program and/or content coordination, curriculum development, and review. The duties of a lead instructor may also include such duties as:

- Mentoring adjunct faculty
- Coordinating advisory board meetings
- Yearly assessment coordination and reporting (including unit plans)
- Assisting with course scheduling (including interdepartmental requests)

Note: Program coordinators serve as lead instructors for most workforce programs, including nursing.

Faculty Assignments

Faculty assignments will be made by the Dean. It is further understood and agreed that a Dean may, from time to time, assign a faculty member overload teaching assignments for which he or she is professionally certified or otherwise qualified to perform. The faculty member shall be compensated for such overload assignments according to College policy and the adjunct schedule approved by the Board of Trustees.

All faculty members are subject to assignment on weekdays from 7 a.m. to 10 p.m. or as needed by the institution. Instructors may also be asked to teach at external campus locations and/or on-line. A comprehensive community college mandates work schedules and assignments that are flexible in order to serve a variety of student and community needs. All faculty and staff are expected to recognize student needs by maintaining appropriate office hours, teaching schedule, and work hours in order to serve day, evening, off-campus classes, on-line, and special groups of students.

Length of Terms

Each regular 16-week semester at TC includes 15 weeks of instruction and one week for final exams. However, within the 16-week semester, most academic courses are taught in 8-week terms. Academic summer terms are taught in either 5- or 10-week formats, and workforce summer term is 12-weeks.

Faculty Work Loads

The role of faculty is complex and includes (but is not limited to) time spent (either face-to-face or virtual) in faculty-student interactions through direct instruction, office hours, and student advising. Office hours will be spent a variety of ways including (but not limited to) instructional preparation; assessment preparation and grading; instructional technology preparation; faculty-faculty/staff interaction; accreditation preparation and documentation; professional research; professional development; service to the college and community through committees and clubs, dual credit mentoring, and/or other projects, etc.

Technology continues to expand access to education. In terms of scheduled time for instructional purposes, it is necessary that the college and faculty embrace a variety of course delivery methods and emerging technologies to accommodate student needs. Due to the unique nature of teaching areas, faculty members have varying credit/contact hour loads; therefore, a combination of instructional credit hour load, office hours, and discretionary hours will constitute a total of a minimum of thirty (30) scheduled hours.

Instructional Credit/Contact Hour Load- A normal teaching load is fourteen to sixteen (14-16) hours with labs equated at three lab hours for two lecture hours (3:2) in credit hour programs. Total number of students will also be considered when determining teaching load and overloads. Teaching loads may include course delivery methods such as traditional face-to-face classes, hybrid, remote virtual classrooms, and asynchronous online instruction.

Overload Policy

Full-time faculty members should be given first priority to teach extra classes, with a maximum of 2 overloads per semester without administrative approval from the Vice President of Instruction. Deans should notify the Vice President of Instruction well in advance of the preparation of the class schedule of those instructors desiring to teach overload classes in order that commitments may be made for part-time faculty. In the event of conflict involving instructor selection in an overload class, the conflict will be resolved by the appropriate Dean in cooperation with the Vice President of Instruction.

The standard payment for overloads at TC is published in the Employee Handbook and Compensation Plan.

Policy Concerning Faculty That Do Not Have a Full Instructional Load

Texarkana College's obligation to full-time faculty is to exhaust all avenues to establish a teaching load. In making a full instructional load, the first option is to select staff classes in the schedule. The second option is to review sections taught by part-time faculty for reassignment to a full-time faculty member to make a full instructional load. The third option would be reassignment of another full-time faculty's overload to make a peer's instructional load. All of these options are determined by the Dean. In those cases where a faculty member regularly has less than a full instructional load, that instructor would be reviewed in regard to the Texarkana College Reduction in Force Policy.

Faculty Payroll Procedure and Salary Schedule

Pay will be electronically deposited into faculty accounts on the 15th and the last day of each month. In December, payment will be deposited on the 15th and the last workday of the month. Nine month contracts are paid over twelve months. *See Employee Handbook and Compensation Plan on the Human Resources Link of the Texarkana College website for more information.*

All faculty members except faculty members enrolled in ORP (Optional Retirement Plan) who are employed on a full-time, regular basis will have monthly pay deductions deposited to Teachers' Retirement System of Texas (TRS). A faculty member can exercise his/her option to participate in an optional retirement plan only once. Election must be made before the 91st day after being eligible and is irreversible. If a faculty member fails to elect an optional retirement plan, he or she will be enrolled in TRS.

Faculty Rank Designation

Division Deans will make recommendations to administration for advancement in rank each spring prior to contract renewals. The Division Deans, Vice President for Instruction, and the President will take into consideration the respect and regard held for the potential nominees by their colleagues while awarding any recommended rank advancements.

Professor

- Head of a division will normally hold this rank.
- Master's Degree plus forty-eight (48) additional graduate hours plus seven (7) years' experience.*
- Master's Degree plus twenty-four (24) additional graduate hours plus ten (10) years' experience.*
- Doctorate with at least five (5) years' experience.*

Associate Professor

- Head of a department within a division will normally hold this rank.
- Less than a Master's Degree with at least fifteen (15) years' experience.*
- Master's Degree with five (5) or more years' experience.*
- Doctorate with three (3) to four (4) years' experience.*

Assistant Professor

- Less than a Master's Degree with at least eight (8) years' experience.*
- Master's degree with less than five (5) years' experience.*
- Doctorate with less than three (3) years' experience.*

Instructor

- Instructional Personnel with less than a Master's Degree.

*Experience means full-time college teaching experience.

Documentation of Student Learning Outcomes

A credit program must consist of a curriculum that integrates necessary academic or workforce skills as identified in the professional literature, by program experts, by business and industry advisory committee, in recognized skill standards, and by other related professional organizations. Development of a competency-based curriculum requires identification of subject area-specific, general academic and workforce skills.

Outcomes are expectations of student learning within a course. These should be stated in measurable terms. Activities for the course should directly support those outcomes and assessment should determine the students' mastery of those outcomes.

Each semester, all faculty for a particular course are responsible for reporting Student Learning Outcomes (SLO) data within each division.

At Texarkana College, the course syllabus is intended to be the primary document whereby an instructor communicates to the student major rules and directions for the course. Each instructor must provide a current syllabus to every student in a class. Also, each instructor is responsible for providing the Dean a current syllabus for each course being taught by the beginning of the first week of class in each semester or term.

A common outcomes syllabus for each course taught at the College is on file in each Dean's office. Each course has a common syllabus, which includes student outcomes and, where appropriate, competencies and perspectives. A full explanation of the expectations for an individual instructor's syllabus is included below.

Course Syllabus Outline

The course syllabus is intended to be the primary document whereby an instructor communicates to the student the purpose, direction and major rules for a course. Each instructor must provide a current syllabus to every student in the class. All syllabi at Texarkana College must contain the specific information as outlined in the syllabus template.

Posting Syllabi on the Website in Compliance with HB 2504

A syllabus for each course and each instructor must be posted on the TC website according to state law. So that the syllabus does not need to be changed each and every semester, instructors may want to make each syllabus nonspecific with regard to times and dates. Instead of stating, for example, that a unit test will be given on a specific date, one could state that "the first test will be at the end of the first unit" or "after completion of the first unit at about 25% of course completion."

In order to ensure that syllabi are current, the process below must be followed:

- For each semester that courses are offered, full-time faculty members must compose, review, and, if necessary, revise the content and format of their syllabi.
- Faculty members must send their new or revised syllabi to the appropriate Dean for approval.
- Deans or division technology appointees may post the new or revised syllabi on the College website.
- Deans are responsible for providing syllabi for adjunct instructors and for ensuring that the syllabi are posted to the College website.

Record Keeping

In addition to the faculty's primary instructional role, each faculty member bears a record-keeping responsibility.

Each semester, rolls are made available electronically through the myTC portal. Email instructions and reminders will be sent from the Registrar for the class census data, midterm grades, and final grades. Please follow the instructions upon receipt and check the rolls carefully, adhering to ALL deadlines. Remember, the accuracy of permanent rolls depends upon identifying problems through timely verification of temporary and interim rolls.

Instructors are expected to verify class rosters that are issued and carefully follow the instructions to confirm that only paid students are admitted to classes and that each student is attending the correct section.

Instructors are required to record grades and attendance in the Jenzabar LMS.

Students' records should be kept a minimum of one year.

Teaching an On-line Course at TC

The Texarkana College Board of Trustees defines distance education as instruction where more than 50% of instruction occurs when the students and the instructor are not in the same place. This type of instruction falls into two categories: fully online course in which no more than 15% of instruction is face to face, and hybrid or blended where 50% to 85% of instruction is delivered in a distance format. The addition of any new online courses must be approved by the appropriate Dean and Vice President of Instruction. *Please see the Online Course Handbook for Students on Texarkana College website for more information.*

Dual Credit Responsibilities

Dual Credit courses are responsible for a significant share of Texarkana College enrollment. These courses award both high school and College credit. High school teachers who are approved by the College and who meet credential standards teach the majority of these courses on high school campuses. Each dual credit instructor is assigned a full-time faculty mentor from Texarkana College. Responsibilities of the liaison include supplying the instructor with syllabi and other relevant course information, contacting the instructor at least three times each semester to check in, and collecting data for completion of student learning outcome calculations for the course. The Dual Credit Liaison Form should be used to document this information and can be obtained from the Dean's office.

Student Attendance Policy

Texarkana College expects punctuality and regular class attendance. An absence is defined as a student's not being in class for any reason. An instructor may drop students when their lack of attendance prohibits them from meeting the course Student Learning Outcomes or when students accumulate excessive absences.

Faculty Responsibility for College-Related Absences

According to the Texarkana College policy, a student absent on official College business is entitled to make up missed work without any penalty. However, individual students are responsible for scheduling and completing make-up work. The Texarkana College faculty/staff members responsible for the absence are responsible for securing approval from their Dean and Vice President of Instruction and/or Dean of Students prior to the absence.

1. For College-related travel and/or absences, the faculty/staff member in charge must submit a list of all students involved to the appropriate Dean or Dean of Students for approval five business days prior to the absence. This list and a travel request may be submitted electronically.
2. The appropriate Dean will sign the approval form and return it to the faculty/staff member, if possible, within 24 hours of receiving the request for approved absences. Electronic signatures are acceptable.
3. The faculty/staff member will give copies of the approval form to all students involved to take to their instructors. Notification of student absences may also be sent through Texarkana College email.
4. Individual students must confirm that their instructors are aware of the impending absence and must schedule any make-up work prior to missing classes.

Student-Initiated Drops and Withdrawals

Students are encouraged to contact the Texarkana College Registrar before dropping or withdrawing from classes. Students can come to the Office of Enrollment Services located in the downstairs area of the Nelson Administration Building or email the registrar directly at: registrar@texarkanacollege.edu

Administrative Withdrawal of a Student

Please refer to the Rules and Regulations section in the Texarkana College Catalog and Handbook.

Course Drop Limits

Please refer to the Six Drop Policy in the Texarkana College Catalog and Handbook.

Consideration of Class Cancellation

The decision to cancel or hold a class rests in the authority of the Dean, Vice President of Instruction and the College President.

When possible, the Dean will confer with the faculty member who is scheduled to teach the class before it is cancelled.

Student Evaluation/Testing

Testing should be a well-planned teaching tool. Tests should be given at regular intervals and should be varied in both type and length. Major exams should be announced in advance of the day to be given, and students should know what the test will cover. A final examination, not to exceed two hours in length, will be given at the end of each semester or other term in each course at the time specified in the final examination schedule. Any deviation from the final exam schedule must have authorization of the Dean.

Grades

Grade Entry

All grades will be entered into Jenzabar through the TC website. All faculty members, including adjuncts, have access to this portal, both on and off campus. A reminder notification, providing instructions for entering the grades, will be sent to faculty each semester.

Grade Symbols*

A	(90-100)	
B	(80-89)	
C	(70-79)	
D	(60-69)	
F	(0-59)	Failing
I		Incomplete
W		Dropped/withdrawn from course
CR		Credit by examination and advanced placement

*Some programs may have grading scales that differ from the above.

The instructor may assign an "I" because of student illness or other unavoidable circumstances. The student must complete work by the end of the next long semester (fall or spring), or the student will receive a performance grade, usually an "F" for the course. **To be eligible for an incomplete, the student must have essentially completed the course, and the work remaining should be of such nature as not to require class attendance.** It is the responsibility of the student to arrange with the instructor for completion of the course and receive approval by completing a contract for a grade of incomplete.

Grade Change Procedure

An individual course grade may be changed when the faculty member certifies in writing that an error was made in computing the original grade or when a student has successfully completed work to satisfy a grade of incomplete (I). The appropriate Dean and Vice President of Instruction must approve the grade change. An instructor cannot change a student's grade after one calendar year from the date the grade was assigned.

Grade Appeals

A student who wishes to protest a grade earned in a course should first discuss the grade with the instructor. If no resolution is reached, the student may appeal to the appropriate Dean. If no satisfactory conclusion can be reached at this level, the student may appeal to the Vice President of Instruction whose decision is final. An instructor cannot change a student's grade after one calendar year from the date the grade was assigned.

Complaints Against an Instructor/ Protesting a Grade

Please see the student complaint section located in the Texarkana College Catalog and Handbook.

Field Trips

When appropriate, field trips are encouraged as an extension to classroom activity. All field trips require the same administrative notice and approval as other College-approved student absences. Faculty must submit 'Notification of Intent to Travel with Texarkana Students' and signed waivers of liability from students who will participate to the Office of Instruction. Supplies of these forms may be obtained from the appropriate Dean.

Guests in the Classroom

Visitors should not be allowed in class **on a continuing basis** unless they are on the class roll as a registered student or registered as an audit student. Certain exceptions are listed below:

1. Persons who are assigned to a student by the Director of Student Disabilities for the purpose of providing education services for that student in the classroom;
2. Persons who have received permission from the appropriate faculty member for extenuating circumstances.

Substitute Instructors

Substitute teachers will be provided in extenuating circumstances with the approval of the Vice President of Instruction. These substitutes will be paid by Texarkana College, not by individual instructors.

Auxiliary Policies and Procedures

For details on Credit by Examination, Advanced Placement Testing and College Board Achievement Testing, consult the Texarkana College Catalog.

Employee Leave and Absences

Policies DEC and DED-Local

1. Educational Leave

- a. **Leave of Absence.** After a faculty or administrative member has successfully completed three consecutive years of employment at Texarkana College, he/she will be eligible to apply for a year's leave of absence to continue his/her formal education or other activities approved by the Board of Trustees.

A faculty member desiring a year's leave of absence must make application to the President of the College, in writing, for such a leave by March 1 of the academic year preceding the year in which he/she desires to have a leave of absence.

In the letter requesting the leave of absence, the applicant must state that he/she will return to teach at Texarkana College following the year away from the College.

In rare and unusual instances where the faculty member may not be able to complete a degree due to insufficient academic training programs, the faculty member may appeal to the President of the College, giving evidence that it is necessary to be absent more than one year. The President may then recommend to the Board an extension of leave for a Texarkana College teacher.

The approval by the Board of Trustees of the application of the faculty member for leave will guarantee the faculty member a teaching position at Texarkana College following the year of absence for study, unless the position formerly filled by the teacher is abolished by a decrease in enrollment at the College.

- b. Authorized Staff Leave-Educational.** Full-time professional and classified employees of the College may be allowed release time to take one course at the College each semester upon the approval of the supervisor and the College President. In order to qualify under this policy, the course must be directly related to the assigned duties of the employee.

2. Sick Leave

Each full-time, nine- to 12-month employee shall earn four hours of sick leave on the 15th and the last calendar day of each month from the date of employment.

Sick leave shall accumulate to a maximum of 90 days. Sick leave must be taken in not less than two-hour increments.

Personnel who require absence because of illness or similar emergencies in the immediate family (spouse, child, and parents) shall be allowed to take sick leave as accrued, without loss of pay.

The human resources office should be notified when an employee has used all his or her accumulated sick leave and when the employee returns to work. A doctor's release to return to work should be submitted to the human resources office by employees returning to work after surgery or after an absence of more than five workdays.

Upon retirement or termination, with ten years or more of service with the College, the employee may be paid for any accumulated sick leave in excess of 30 days, at a rate of half of the employee's current salary (the formula used to calculate this benefit shall count eight hours for each day and base salary divided by 2,080 hours to determine the hourly rate). Retirement as used above shall mean the employee shall be eligible to retire under the rules and regulations of the Teacher Retirement System of Texas, even though the employee may not be a member of TRS. If an employee terminates prior to ten years of service, all accumulated sick leave shall be forfeited, even if the employee returns to employment later. An approved leave of absence shall not be considered a break in service, but an employee shall not earn sick leave while on a leave of absence status.

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than five consecutive workdays because of personal illness;
2. The College requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or College President;
3. The employee requests FMLA leave for the employee's serious health condition; for a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA.

3. The Family Medical and Leave Act

To provide family and medical leave to eligible employees in accordance with the federal Family and Medical Leave Act of 1993 (FMLA). If eligible, the family and medical leave requested will be counted against annual entitlement of 12 work weeks in a 12-month period under FMLA if it qualifies as FMLA leave.

4. Faculty Professional Leave

Texarkana College in its endeavors to provide quality development programs for faculty to update in their curriculum areas, shall allow professional leave. Professional leave shall be approved by the Division Dean and Vice President of Instruction. The College travel forms serve as the approval for leave even if reimbursement is not requested. Professional leave shall not be taken from faculty members' sick leave, personal leave, or any other accrued leave but should not exceed three days annually.

5. Personal Leave

To transact personal business or for reasons not covered by other leave, i.e., sick and bereavement, the employee may use personal leave. Employees will have two days of personal leave designated annually from their earned sick leave and may accumulate a maximum of three days. Therefore, the employee must have accrued sick leave to be eligible for personal leave.

Stipulations governing personal leave:

- a. All personal leave shall be approved by the employee's supervisor and shall be scheduled for the convenience of the operating unit of employment.
- b. The instructor and Division Dean are responsible for finding suitable coverage for classes missed under this policy.
- c. Leave time is to be marked off in two hour increments.
- d. An employee must return to work for at least one day following the use of personal leave.

6. Other Absences

Absences for personal business, that which has not been approved, will have the time absent deducted from pay for the month in which the absence occurs. In all cases, teaching personnel must notify his/her Division Dean of the absence in advance, when known, and make suitable arrangements for classes missed on a basis acceptable to the Dean.

7. Jury Duty

An employee shall be granted, with regular base pay, whatever time is required for serving on jury duty. Proof of such service may be required.

8. Bereavement

Paid time off shall be granted to an employee for death in the immediate family for a period of time not to exceed three days at any one time. The following provisions shall apply to bereavement leave.

- a. Relatives who qualify as immediate family members shall include the employee's parent, spouse, daughter, son, sister, brother, son-in-law, daughter-in-law, father-in-law, mother-in-law, grandparents, or other close relative who is a member of the employee's household.
- b. Bereavement absences from work for other than immediate family shall be credited against the employee's accrued personal leave or vacation time earned.

9. Vacation

Full-time non-contractual personnel or employees with 12 month contracts shall accrue vacation benefits from the date of employment at the rate of one day for each full calendar month worked. A maximum of ten vacation days may be accrued. No vacation time shall be accrued for the months of July and August.

The following provisions also apply:

- a. Persons employed up to and including the fifteenth of the month shall be given credit for one full month of service for the purpose of calculating vacation.
- b. All accrued unused vacation time computed at the employee's daily rate of compensation shall be paid to the employee or his or her beneficiary in the event of termination, retirement, or death.
- c. Vacation time shall be taken in not less than two hour increments. An employee, rather than take two weeks earned vacation time during the summer, may hold up to one week of vacation time to be used during the fall semester but prior to December 1. Deviation shall be considered only when it best serves the institution. Requests should be made in writing and must be approved by the President of the College or designee.
- d. Vacation time shall not be accrued for individuals on leave or long-term disability status.
- e. All vacations shall be approved by the employee's supervisor and shall be scheduled for the convenience of the operating unit of employment.
- f. Faculty on 12-Month assignments will be required to use allotted vacation time during non-instructional days. Exceptions to this can be approved by the Division Dean for those 12-Month Faculty who have extended instructional assignments.

10. Sick Leave Bank

Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee experiences a catastrophic illness or injury and has exhausted all paid leave. (See DEC Local for more information)

11. Holiday

Holiday pay will not be given when an employee's termination date is on the last working day preceding a holiday. The minimum time period a terminating employee is required to work after the holiday before a pay benefit is given is one pay period for any holiday break lasting a week or longer and one day before and one day after other holidays.

12. Religious Observances

Texarkana College will reasonably accommodate an employee's request to be absent to participate in religious observances and practices; as long as, it does not cause undue hardship on the conduct of College business.

Absence Control

All absences in excess of the number of sick days allocated annually shall be investigated by the immediate supervisor, who shall take appropriate action as required by College guidelines.

The supervisor shall report all absences during an academic year in excess of the number of sick days allocated annually to the College President or designee, who shall take whatever action is deemed necessary.

Professional Growth and Development

Texarkana College is committed to providing opportunities and support for the professional growth and development of its personnel. Incorporated in the commitment is the belief that the intellectual environment and institutional enrichment of the community college is tied directly to the continual growth and development of its personnel, particularly its faculty.

All personnel are expected to keep abreast of developments in their disciplines and realize continuous professional progress through such activities as completion of additional college credit, participation in professional organizations and meetings, seminars, workshops, special study groups, independent study, research, travel, work-experience, publishing, and leadership in civic organizations. Professional growth shall be considered a factor in the evaluation of all personnel and a consideration whenever an opportunity for advancement occurs.

The Vice President of Instruction's office will be responsible for the determination of funding source for all professional development. *Policy DK-Local.*

Texarkana College Committees

Academic Council

Academic Council is a collaborative forum for the discussion of current issues and concerns amongst the university's academic administration. The Academic Council guides issues of institutional effectiveness including dissemination, understanding, and effective implementation of SACSCOC, THECB, and Federal accreditation standards; promotes accountability across segments of the college; reviews institutional planning activities and processes for effectiveness, efficiency, and adherence to accreditation standards; and makes recommendations to the college on possible

revisions. The Academic Council also provides input, ideas, and suggestions for campus professional development in regard to topics, presenters, dates, times, and agendas. The Council includes: Vice President of Instruction, Deans of each instructional division, Vice President of Administrative Services, Dean of Library and Learning Support, Registrar/Enrollment Executive Director, representative of Advising Office, Director of SSS and Student Disabilities, Executive Director of Academic Services, Dual Credit Director, and Faculty Member representatives from each instructional division.

Curriculum Committee

This committee is made up of members of the Texarkana College Academic Council. This committee approves any curriculum changes that are submitted for publication in the College catalogue. Any significant changes by this committee are shared with the Administrators at the Administrative meetings. Voting members include the Deans and Faculty Member representatives of each instructional division. Ex-officio members include the Vice President of Instruction, the Registrar, a representative of the Advising and Retention Office, the Vice President of Administrative Services, and the Dual Credit Director.

Distance Education Committee

The Distance Education Committee provides training and support for faculty who teach online and hybrid courses. Committee members are the Distance Education Coordinator, and the Deans and Faculty Member representatives of each instructional division

Faculty Association Committees

The Texarkana College Faculty Association forms various committees including the Leadership Committee, the Issues Resolution Committee, the Hearing Committee, the Nominating Committee, the Finance Committee, the Scholarship Committee, and the Board Meeting Representatives. Faculty Association President meets regularly with the College President.

Master Plan Committee

The committee is organized every five years as part of a long-range planning process to prepare a written five-year planning document called the *Texarkana College Master Plan*. This committee analyzes data concerning enrollments, instructional areas, and physical plant needs to assess the accomplishment of previous goals and purposes of the institution and to establish future goals and purposes of the institution based on data collected. This committee is chaired by the Vice President of Campus Operations and includes Vice President of Instruction, Vice President of Finance, Controller, and Deans and Faculty Member representatives for each division.

Strategic Planning Committee

The Strategic Planning Committee is made up of the College President along with all members of the President's Leadership Team. This committee meets before and after the Board of Trustees Strategic Planning Workshop to review data and to set short- and long-term planning goals before the annual budget is approved by the Board of Trustees.

Student Advisory Committee

This committee meets once annually to review campus activities and is chaired by the Vice President of Finance. This committee is made up of the Dean of Students, three students from various campus organizations, one faculty member, and one staff member.

Technology Committee

This committee is a standing committee chaired by the Executive Director of Technology. Its purpose is to evaluate technological advances and make recommendations to the President of the College regarding equipment, software, and manpower to maintain the computers on campus and to keep the computers upgraded. The committee will also help to familiarize faculty and staff with the various programs used across campus and to assist in developing measures to ensure the security and privacy of data available on the campus. The committee includes: Executive Director of Technology, Vice President of Campus Operations, Vice President of Administrative Services, Deans of each instructional division or their representative, Dean of Library and Learning Support, the Executive Directors of Business Office, Retention-Student Success-EOC, Enrollment Services, and Institutional Advancement (or their representatives), Faculty Coordinator of Distance Education, and two representatives from the Office of Information Technology.

Faculty and Division Dean Evaluation

Faculty

The purpose of evaluation of faculty at the College is to provide a system of self-improvement and a fair application of the standard of quality desired by the College. Faculty shall be evaluated by the following criteria:

1. Classroom visits and conferences with teaching faculty by Division Deans and/or other instructional administrators.
2. A formal checklist with the Division Dean that outlines strengths and weaknesses in the classroom.
3. An annual conference with faculty following the completion of the summary evaluation form.
4. Annual student evaluations using a College-adopted questionnaire.
5. An annual self-evaluation form concerning instruction.
6. Review of each faculty member regarding grade distribution in individual class sections. Faculty members who have an excessive number of their students with I's, F's, and withdrawals combined shall be required to confer with their Division Dean and appropriate administrative instructional Dean to determine if any revision of teaching style and effectiveness needs to be outlined for the faculty member being evaluated.

Division Deans

Division Deans shall be evaluated with the administrative instrument and with conferences with the Vice President of Instruction. All conferences with the Vice President of Instruction must be summarized in writing, signed by both parties, and sent to the Office of Human Resources for filing. The Vice President of Instruction must hold one evaluation conference with each Division Dean under his supervision each year. The completed teaching evaluation forms and the administrative form should be available for this conference. *Policy DLA-Local*

Tenure

As of June 1, 2010, the College no longer has a faculty tenure system. The provisions below shall apply to faculty hired prior to June 1, 2010.

Tenure means assurance to an experienced faculty member that he or she shall expect to continue in his or her academic position unless adequate cause for dismissal is demonstrated in a fair hearing following established procedures of due process.

A specific system of faculty tenure undergirds the integrity of each academic institution. At the College, this tenure system shall have these components:

1. Beginning with the appointment to the rank of full-time instructor or higher rank, the probationary period for a faculty member shall be three years. However, under unusual circumstances, it may be extended to a maximum of five years. The faculty member shall be automatically tenured at the end of the probationary period by the Board, except in the event that he or she is given notice of non-reappointment in accordance with procedures.
2. Notice of non-reappointment, or of intention not to reappoint a faculty member, shall be given in writing in accord with the following standards:
 - a. Not later than May 1 of the first academic year of probationary service, if the appointment expires at the end of that year, or if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
 - b. Not later than January 15 of the second year of probationary service, if the appointment expires at the end of that year.
 - c. At least 12 months before the expiration of a probationary appointment after two or more years in the institution.
3. Adequate cause for dismissal of a faculty member with tenure shall include the following:
 - a. Professional incompetence.
 - b. Continuing or repeated substantial neglect of professional responsibilities.
 - c. Moral turpitude.
 - d. Mental or physical disability of a continuing nature that adversely affects, to a material or substantial degree, the performance of duties or the meeting of responsibilities to the institution or to students or associates.
 - e. Unprofessional conduct adversely affecting, to a material and substantial degree, the performance of duties or the meeting of responsibilities to the institution or to students or associates.
 - f. Cases of bona fide financial emergency, or the phasing out of institutional programs requiring a reduction of faculty, which may permit suspension of tenure regulations in unusual circumstances.

Anti-Harassment Policy & Standards of Conduct

The College prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College policy.

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or

3. Otherwise adversely affects the employee's performance, environment, or employment opportunities. *Policies DIAA and DIAB-Legal and Local*

Academic Dishonesty Policy

Please see section on academic dishonesty in the Texarkana College Catalog and Handbook.

Grievance Procedures

The Board encourages employees to discuss their concerns and complaints through informal conferences with their supervisor or other appropriate administrator.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

If an informal conference regarding a complaint fails to reach the outcome requested by the employee, he or she may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.

The process described in board policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level. *Policies DGBA-Legal and Local*

Termination of Employment

For information regarding the termination or resignation of employment, please refer to the following Board Policies:

- Policy DM - Termination of Employment
- Policy DMAA – Term Contracts - Termination Mid-Contract
- Policy DMAB – Term Contracts - Nonrenewal
- Policy DMB – Termination of Employment - Tenure
- Policy DMC – Termination of Employment - Reduction in Force
- Policy DMD – Termination of Employment – Resignation

TC Information Resources Protocol

Introduction

Under the provisions of the Information Resources Management Act, Texas Gov. Code Chapter 2054, Information Resources are strategic assets of the State of Texas that must be managed as valuable state resources. Thus, this agreement is established to achieve the following:

- A. To ensure compliance with applicable statutes, regulations, and mandates regarding the management of information resources;
- B. To establish prudent and acceptable practices regarding the use of information resources; and
- C. To educate individuals who may use information resources with respect to their responsibilities associated with such use.

To the extent this agreement conflicts with existing College policy and protocol, the existing policy and protocol is superseded by this agreement.

Application of Agreement

The Acceptable Use Agreement applies equally to all individuals granted access privileges to any College Information Resources, including students and guests.

Ownership of Electronic Files

Electronic files created, sent, received, or stored on Information Resources owned, leased administered, or otherwise under the custody and control of the College are the property of the College and the State of Texas.

Privacy

Electronic files created, sent, received, or stored on Information Resources owned, leased, administered, or otherwise under the custody and control of College are not private and may be accessed by Office of Information Technology employees at any time without the knowledge of or notice of Information Resources user or owner. Electronic file content may be accessed by appropriate personnel in accordance with the provisions and safeguards provided in the Texas Administrative Code 202, Information Resource Standards.

Protocol

- A. Users must report any weaknesses in College computer security, any incidents of possible misuse, or any violation of this agreement to the Vice President of Instruction and other College officials as appropriate.
- B. Users must not attempt to access any data or programs contained on College systems for which they do not have authorization or explicit consent.
- C. Users must not divulge dialup or dial back modem phone numbers to anyone.
- D. Users must not share their College account(s), passwords, Personal Identification Numbers (PIN), Security Tokens (i.e. Smartcard), or similar information or devices used for identification and authorization purposes.
- E. Users must not make unauthorized copies of copyrighted software.
- F. Users must not use non-standard shareware or freeware software without OIT approval unless it is on the College standard software list.
- G. Users must not:
 1. Purposely engage in activity that may harass, threaten or abuse others;
 2. Deprive an authorized College user access to a College resource;
 3. Obtain extra resources beyond those allocated, or;
 4. Circumvent College computer security measures.
- H. Users must not download, install or run security programs or utilities that reveal or exploit weaknesses in the security of a system. For example, College users must not run password cracking programs, packet sniffers, or port scanners or any other non-approved programs on College Information Resources.
- I. College Information Resources must not be used for personal benefit.
- J. Users must not intentionally access, create, store or transmit material that the College may deem to be offensive, indecent or obscene (other than in the course of academic research where this aspect of the research has the explicit approval of the College's official processes for dealing with academic ethical issues).

- K. Access to the Internet from a College-owned, home-based, computer must adhere to all the same policies that apply to use from within College facilities. Employees must not allow family members or other non-employees to access College computer systems.
- L. Access to the College network from a personally-owned, home-based, computer or other device must adhere to all the same policies that apply to use from within College facilities. Employees must not allow family members or other non-employees to access College computer systems.
- M. Users must not otherwise engage in acts against the aims and purposes of the College as specified in its governing documents or in rules, regulations and procedures adopted from time to time.

Incidental Use

As a convenience to the College user community, incidental use of Information Resources is permitted with the following restrictions:

- A. Incidental personal use of electronic mail, internet access, fax machines, printers, copiers, etc., is restricted to College approved users; it does not extend to family members or acquaintances.
- B. Incidental use must not result in direct costs to Texarkana College.
- C. Incidental use must not interfere with the normal performance of an employee's work duties.
- D. No files or documents may be sent or received that may cause legal action against, or embarrassment to Texarkana College.
- E. Storage of personal email messages, voice messages, files and documents within the College's Information Resources must be nominal.

All messages, files and documents – including personal messages, files and documents – located on College Information Resources are owned by the State of Texas, may be subject to open records requests and may be accessed in accordance with this agreement and any other applicable College policy or agreement.

College Property: Access and Allocation

The College retains access to the entire workplace. The workplace includes, but is not limited to: offices, desks, file cabinets, computer disks, other computer-related materials, and personal items placed within offices, desks, and other storage spaces. Employees should not store personal papers and effects in the workplace if they do not want the items searched. Any search will be reasonably related to a work-related purpose.

The College may allocate or reallocate property or space as it deems necessary for efficient operation. No employee has a right or claim to any College property.

Contractual Agreements

Any contractual agreements for Texarkana College must be approved and authorized by the administration. Individual employees may not contract on behalf of the College without prior authorization.

Intellectual Property

It is not a violation of Government Code Chapter 572 or any other statute, rule, regulation, or the common law of the State of Texas for:

1. An employee of an institution of higher education, including a college, who conceives, creates, discovers, invents, or develops intellectual property, to own or be awarded any amount of equity interest or participation in, or, if approved by the institutional governing board, to serve as a member of the board of directors or other governing board or as 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; or
2. An individual, at the request and on behalf of a university system or an institution of higher education, to serve as a member of the board of directors or other governing board 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 intellectual property in which the university system or institution of higher education has an ownership interest.

The employee or individual must report to the appropriate person or persons at the institution at which the person is employed or on behalf of which the person is serving the name of such business entity in which the person has an interest or for which the person serves as a director, officer, or employee. The governing board of each institution shall include in the appropriate annual report required by Education Code 51.005 the information provided to it under this section during the preceding fiscal year. *Education Code 51.912, Policy DBD Legal*

Fringe Benefits

The spouse and/or children of any full-time employee of the College shall be eligible for \$500 dollar scholarships for each full semester, provided the recipient is a full-time student at the College, is maintaining at least a 2.0 cumulative grade point average, and is listed as a dependent on the College insurance policy. Any full-time employee of the College shall be entitled to enroll himself or herself, his or her spouse, and/or children at the same rate of tuition as that charged to in-district students.

For eligible noncredit courses, any full-time employee of the College, his or her spouse, and/or dependent children shall receive a 15 percent discount from the eligible course fee.

All College faculty and staff members and their immediate family shall be entitled to free use of the Pinkerton Physical Education and Recreational Center. *Policy DEB-Local*

Substance Abuse Policy

A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment. Employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on College property or at College-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.

3. Any abuseable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance. *Policy DH-Local*

Tobacco Free Status

An employee shall not use tobacco products or e-cigarettes on College property, in College vehicles, or at College-related activities, unless authorized by the College President or designee. *Policy DH-Local*

Expectation

An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy.

Safety Requirements

All employees shall adhere to College safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.