



College *of the* Mainland

Faculty Handbook

2011-2013

The Faculty Handbook undergoes comprehensive revision and updates on a biannual basis by a subcommittee of the Faculty Senate. Interim changes are documented and reflected in the version posted on the COM website.

Contents

Introduction	5
Vision.....	5
Mission.....	5
Values.....	5
Instructional Goals	6
College Administration	6
The Role, Rights, and Responsibilities of the Faculty.....	7
Faculty Code of Ethics	8
Academic Freedom	9
Instructional Related Policies and Guidelines.....	9
Curriculum Development.....	9
Instructional Assessment	10
Instructional Policies and Procedures.....	10
Course Syllabus	10
Academic Calendar	11
Class Cancellations.....	11
Campus Closure	11
Textbook Selection.....	12
Initial Class Rolls.....	12
Official Class Rolls.....	12
Enforcing Prerequisites	12
Drop/Adds/Reinstatement of Students.....	13
Course Audit.....	13
Students with Disabilities.....	14
Class Attendance.....	14
Student Confidentiality	14
Dealing with Classroom Situations	14
Student Complaints.....	15
Proctoring Exams	15
Exam Periods.....	16
Final Course Grade.....	16

Gradebooks /Final Grade Reports	17
“I” Contract	17
Maintaining Student Records	18
Grades in Academic Success Classes.....	18
Repeating a Course	18
Change of Grade Forms	18
Student Course Evaluations	18
Student Grade Appeal.....	19
Student Honor Organizations	19
Field Trips.....	19
Copyright and Fair Use Policy	19
Instructional Technology Center.....	19
Library	21
Testing Center	21
Innovations Computer Lab.....	21
Faculty Employment Policies and Procedures	22
Employment Status.....	22
Faculty Credentials.....	22
Faculty Titles	22
Orientation.....	22
Faculty Senate.....	23
Workload.....	23
Tenure	24
Performance Evaluations	24
E-Mail	24
Payroll	24
Professional Development Plan (PDP)	25
Professional Organizations	25
College Service	26
Intellectual Property	26
Textbooks and Instructional Material.....	26
Political Activity.....	26

Disciplinary Action/Termination	26
Appendix 1	27
Standing Committees and other Participatory Activities available to Faculty Members	27

Introduction

This handbook is for full-time faculty members at College of the Mainland. It refers to policies, procedures and guidelines pertaining to instruction at the college. While this document includes excerpts, summaries, and condensations of faculty member personnel policies, academic procedures and guidelines, the College Policy Manual and the online catalog are the official documents containing comprehensive procedures and guidelines for academic affairs. In addition, faculty members should consult the current Student Handbook for student related policies and procedures. [The College website contains links to the Online Policy Manual, the College Catalog, and the Student Handbook.]

The college reserves the right to change policies at any time and all faculty members are encouraged to submit input concerning needed changes to the Faculty Senate. Specific questions pertaining to current policies or information not covered in this section of the handbook should be directed to the Department, the appropriate Dean, the Vice President for Instruction, or the Human Resources Department.

Vision

College of the Mainland will be a valued and vital community partner striving to enrich our expanding community and preparing our students to learn, work and live in a diverse, dynamic and global environment.

Mission

College of the Mainland is a learner-centered comprehensive community college dedicated to student success and the intellectual and economic prosperity of the diverse communities we serve.

Values

- Student Success and Academic Excellence
- Continuous Improvement and Accountability
- Mutual Respect, Civility, and Integrity
- Diversity and Inclusiveness
- Innovation and Adaptability
- Campus and Community Collaboration

Instructional Goals

College of the Mainland is committed to providing quality instruction to meet the educational needs of students and the community. The offering of academic transfer courses, career programs, continuing education, and community service provides educational opportunities for all citizens of the community. Students are provided learning experiences within an environment promoting academic excellence, cultural diversity, and professional growth. The vision and mission of the college encompass a commitment to excellence in instruction to ensure an educated workforce and to enhance the quality of community life. (See the COM Website for the current institutional goals.)

Instructional goals are fundamental to the vision, philosophy and mission of the college. The following instructional goals exemplify the college's commitment to academic excellence:

1. A commitment to excellence in teaching, exceptional student academic performance, and recognition of outstanding achievement;
2. The development and implementation of a comprehensive curriculum essential to student intellectual growth and progress;
3. Creation of a challenging educational environment of quality instruction and faculty members' dedication to professionalism and student academic enrichment;
4. Continuous improvement of academic programs to meet degree and certification requirements;
5. Offering of educational opportunities to the community through continuing educational programs;
6. Recognition and appreciation of multiculturalism and student diversity as an integral part of the educational process;
7. A professional relationship with students and graduates to foster success in educational and career pursuits.

College Administration

President

Dr. Larry Durrence, 409-933-8271

Vice President for Instruction

Dr. Amy Locklear, 409-933-8122

Vice President for Enrollment and Student Services

Dr. Rod Fluker, 409-933-8213

Vice President for Financial Services

Lisa Templer, 409-933-8262

INSTRUCTIONAL DEANS

General Education Programs
Dr. Amy Locklear, 409-933-8228

Industrial/Technical Education
William Raley, 409-933-8283

Workforce and Continuing Education
Dr. Carla Anderson, 409-933-8276

Weekend College and Special Projects
Al Bass, 409-933-8419

Main Campus
1200 Amburn Road
Texas City, Texas 77591
409-938-1211 or 1-888-258-8859
www.com.edu
FAX 409-938-1306

COM Learning Center-North County
200 Parker Court
League City, Texas 77573
281-332-1800

The Role, Rights, and Responsibilities of the Faculty

The Southern Association of Colleges and Schools (SACS) states, “Institutions of higher education exist to further the pursuit and dissemination of knowledge”; in keeping with this mandate, the faculty members at College of the Mainland have the primary responsibility for the quality of the institution’s educational program. More specifically, faculty members have the principal responsibility for course instruction, student evaluation, student mentoring, curriculum development, and academic assessment procedures. College of the Mainland faculty members are committed to providing a learning environment that promotes academic excellence, cultural diversity, professional growth, and personal development.

In accordance with College Policy DJ (LOCAL), in addition to the standard teaching load faculty members are also expected to maintain office hours, participate in Department meetings and related activities, serve on College committees, engage in professional development, perform

other duties and responsibilities appropriate to their position and their department's needs, provide service to the community, comply with the policies of the College, and abide by professional ethical standards.

Faculty members participate in College governance primarily through the Faculty Senate, but also through participation on department and campus-wide committees. Faculty members recognize the authority of the College Board of Trustees to approve policy for the institution and expect that the Board and the Administration will carefully consider the faculty members' views on instructional, curricular, professional development and related issues.

Faculty Code of 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.

The Faculty Ethics Committee (FEC) is a seven-member committee elected by the faculty from the established faculty districts (three from Tech Voc. Bldg., two from LRC, one from Math/Science Bldg., and one from Fine Arts/HPER/Cosmetology Bldgs.). Each serve for a two-year term.

In order to express more adequately the affirmation of our professional responsibilities, we the faculty members of College of the Mainland 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 veteran's status, people with disabilities, and any other category against which discrimination is prohibited by state or federal law.
2. The professional educator shall strive to help each student realize his or her full potential as a scholar and as a human being.
3. The professional educator shall by example and action encourage and defend the unfettered pursuit of truth supporting the free exchange of ideas, observing the highest standards of academic honesty, integrity, scholarship, and tolerance of other viewpoints.
4. 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 or embarrass or violate the privacy of any other person.
5. 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.

6. The professional educator shall exercise the highest professional standards in the use of time and resources.
7. The professional educator, recognizing the needs and rights of others as embodied in the institution, 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.
8. The professional educator shall observe the stated rules and regulations of the institution, reserving the right judiciously to seek revision.
9. The professional educator shall participate in the governance of the institution by accepting a fair share of committee and institutional responsibilities.
10. The professional educator shall support the right of all to academic freedom and due process and defend and assist those accused of wrongdoing, incompetence, or other serious offense so long as the individual's innocence may reasonably be maintained.
11. The professional educator shall not support a colleague whose persistently unethical conduct or professional incompetence has been demonstrated through due process.
12. The professional educator shall not engage in sexual harassment of students or colleagues and shall adhere to the college's policy on sexual conduct.

Academic Freedom

Faculty members are entitled to academic freedom, i.e. freedom of teaching, research, publication, and professional communication. As the American Association of University Professors has observed, "Controversy is at the heart of...free academic inquiry" and should not be discouraged. However, instructors should avoid "persistently intruding material which has no relation to their subject" in the classroom. When professors speak or write as citizens, "they should make every effort to indicate that they are not speaking for the institution."

Instructional Related Policies and Guidelines

Curriculum Development

The Board of Trustees of the college shall approve all curriculum offerings upon the recommendation of the President of the College. Instructional departments shall be responsible for planning, developing, and implementing curriculum offerings in their respective areas. Requests to establish, change, or delete curriculum offerings may be submitted in writing to the Curriculum Committee for action. The Vice President for Instruction shall approve and recommend all curriculum changes to the President. The Curriculum Committee of the Faculty

Senate shall be responsible for making curriculum recommendations based upon the program reviews. The Curriculum Committee shall review, evaluate, and recommend to the Vice President for instruction any changes, deletions, or additions to the curriculum. The Board of Trustees must approve all certificate, diploma, or degree programs prior to their publication and implementation.

Instructional Assessment

Faculty members teaching credit courses are expected to participate in institutional assessment activities at the course, program and institutional level. This includes, when appropriate, development of student learner outcomes, selection of criteria for success, and selecting appropriate means of assessment and submission of assessment data to Institutional Research and Effectiveness by established deadlines. Additionally faculty members are expected to participate in assessment of the core curriculum competencies when requested by Institutional Research and Effectiveness.

Workforce Education faculty members are also responsible for complying with the Guidelines for Institutional Programs in Workforce Education.

Instructional Policies and Procedures

The primary role of the faculty member is to instruct, evaluate, and advise. Pursuant to these roles, faculty members serve as liaisons between students and the administration by communicating policies and procedures pertaining to student and academic affairs. The following sections outline the role and expectations for faculty.

Course Syllabus

A Course Syllabus must be available to students in each class at the beginning of the semester. An electronic copy of the syllabus must be submitted to the Department Chair or Program Assistant by the established deadline. The Course Document/Syllabus must include the following information:

1. COM Logo
2. Instructor's name
3. Title, number, section and name of course
4. Time and days and location of course meetings
5. Office hours and location
6. Concise course description
7. Student Learner Outcomes
8. General Education Core Competencies / SCANs Competencies relevant to the course
9. Required textbooks and course materials
10. Detailed grading formula

11. The grading scale
12. Attendance, tardiness and withdrawal policies
13. Make-up policy
14. Policy on academic dishonesty
15. Description of any special projects or assignments
16. Course outline - a general description of the subject matter of each topic of the course and the timeframe
17. ADA Statement
18. Distance Education Faculty should refer to DE Faculty Handbook for additional requirements

Academic Calendar

The academic calendar provides information on the dates that the campus is officially closed, the census dates, withdrawal dates, and the first and last days of the session for each class length (e.g. 16 wk, 8 wk, 3 wk etc...). Class rolls should be carefully checked each session. Any students who do not appear on your roll on census day cannot receive a grade or credit for the course. If a student does not appear on the official rolls, contact the admissions office as soon as possible.

Make a note of “W” day, which is the last day a student may be withdrawn with a grade of “W.”

Class Cancellations

Faculty are expected to meet every class of every section that they are assigned. In the event of an absence, the instructor should notify the department chairperson or administrative assistant and an effort should be made to obtain a substitute when feasible.

The Texas Higher Education Coordinating Board approves classes based on specific contact hours per student. Should a class cancellation be unavoidable (e.g. inclement weather) it may be necessary to make up the missed time at a future date.

Campus Closure

College of the Mainland closures will be announced via the HyperAlert notification system. All faculty and staff are encouraged to activate HyperAlert by logging in and updating your contact information with your current phone number(s) and/or e-mail addresses. Also, please notify the Human Resources Office to keep your contact information up to date. Information about how to access the HyperAlert system can be found on the college website (www.com.edu).

Houston area radio and television stations will also be notified. You may also check the College website or the College Emergency Response Line at 409-933-8500. The College will remain

open unless a decision to close is made by the President. Attendance is expected unless the College is officially closed.

Textbook Selection

The selection of textbook and other course materials is the responsibility of full time faculty in accordance with the deadlines set by the college bookstore and respective departments.

Initial Class Rolls

On the first day of class, you will receive a temporary list of students officially enrolled in your class. Students who are present, but who are not listed on the temporary roll, must go to the Registrar's Office to verify their enrollment.

Faculty teaching sections designated as dual credit classes should immediately notify the Dual Credit coordinator or Department Chair of any discrepancies on the initial class rolls.

Official Class Rolls

The official class rolls are the documents the college must use to receive state funds based on enrollment. Class rolls are audited and the college must be able to show that a student attended class in order for the college to receive state funds.

Official class rolls are issued on census day (12th class day of a 16-week term). Census dates are available on the COM website. Students who have NOT paid tuition by census day will not be included on the official class roster. Once the official class roster arrives, you must sign and return a copy of these rolls to the Registrar's Office.

Students who are not on the official class roll cannot attend the class. Students not on the Official class rolls should be directed to the Registrar's office.

Faculty should check class rolls in WebAdvisor throughout the semester. If a student is not on the roll, they cannot receive a grade for the course.

Enforcing Prerequisites

A list of prerequisites for each course can be found in the college catalog. For entry-level and developmental courses, the prerequisites may include minimum placement test scores. Faculty may request that the Vice President for Instruction override a prerequisite for a course. If a faculty member finds that student does not satisfy the prerequisite for a course they should be directed to the Registrar's office to verify that the prerequisite had been met. The data necessary to determine a student's eligibility is included on the Datatel prerequisite rosters.

Drop/Adds/Reinstatement of Students

The Texas Higher Education Coordinating Board (THECB) mandates the number of withdrawals (“Ws”) that a student may have during their academic career (THECB Rules: Chapter 4, Subchapter A, 4.10). The law states that any student whose first semester in college is fall 2007 or later may not have more than six unexcused withdrawals (“Ws”) during their academic career. This applies to a student’s academic record from all higher education institutions attended. If a student has six unexcused withdrawals, they will no longer be allowed to withdraw from a course without receiving a grade in the course (which will be an “F”). To determine if a withdrawal is excused, a student must initiate a withdrawal request through the Registrar’s office. It is the student’s responsibility to officially withdraw from a course and to verify that the withdrawal has been posted to their transcript.

Students may receive a “W” by withdrawing from a course after Census day but on or before the official “W” day (withdrawal day) listed in the college catalog and on the academic calendar. After “W” day only a grade of A, B, C, D, F or I may be awarded. (See “Final Course Grades” for an explanation of these grades.)

When, in the judgment of the faculty member, students demonstrate insufficient progress toward the completion of course objectives, the faculty member may initiate steps to drop them by notifying the Admissions and Records Office. The Admissions and Records Office will send these students notices indicating they have been dropped from the course when requested to do so by the faculty member. The student will receive a "W" for that Course. No student or faculty member can drop a student from a course after “W” day.

Students who are on the roster but have never attended the class may be withdrawn at the discretion of the instructor. If the student remains on the roster, after “W” day, they must receive a grade for the course.

If a student has dropped a class or has been withdrawn by the instructor after the census day, the instructor may later reinstate that student by informing the Registrar’s Office in writing.

Course Audit

College of the Mainland has adopted as policy the Texas Higher Education Code allowing senior citizens 65 years of age or older to audit credit courses. Auditing credit courses is not allowed for citizens under 65 years of age. Based on class size and available space, the appropriate program area will determine whether auditors will be admitted to a course. All inquiries regarding class audits should be directed to the department chairperson.

Students with Disabilities

Students requiring accommodations for disabilities need to contact the Office for Students with Disabilities. Faculty members will then be notified in writing if they have a student requiring special accommodations in their classes. Accommodations should only be provided in accordance with the requirements outlined in the notification letter. The Office for Students with Disabilities will work with faculty and staff to implement reasonable accommodations for students. Accommodations will only be granted to students who have provided appropriate documentation of their disability. Additional information can be obtained by contacting the Director of Counseling at Ext. 8124.

Class Attendance

Students are expected to attend every class section of all classes for which they are registered including labs. They are not permitted a certain number of “misses.” In accordance with college policy, there are no excused absences for students except as prescribed by law. Students enrolled in a course within an online component (IN, HY and WE) must log in to each course a minimum of twice a week unless otherwise instructed.

When, in the judgment of the faculty member, students demonstrate insufficient progress toward the completion of course objectives, the faculty member may initiate steps to drop them by notifying the Admissions and Records Office. All syllabi must describe the attendance policy.

Student Confidentiality

Student attendance and personal information such as addresses, telephone numbers and grades are not to be given out to anyone other than the student, including parents and spouses. If a student is hospitalized or otherwise unable to attend your class, this information is to be treated as confidential. Requests should be directed to the Admissions Office at Ext. 8264.

Dealing with Classroom Situations

Disruptive Behavior

Behavior that disrupts the learning environment should not be tolerated. If you feel that you have a behavior problem in your classroom, discuss it with your department chair. Conduct issues may also be referred to the College Judicial Coordinator at Ext. 8131. In the event that student misconduct interferes with the learning environment or becomes a threat, faculty members have the right to contact Campus Police to have the student removed from the classroom.

Behavioral Intervention Team

The college has instituted a behavioral intervention team to discuss, assess and coordinate a response to possible situations of concern about the safety, health and well-being of our students, faculty and staff. The BIT promotes information sharing and coordinated action to address students who may be in distress.

Any COM employee who feels a student may be a threat to themselves and/or the campus community may make a referral to the BIT by accessing the counseling page on the college website. For more information about the BIT call ext. 8124.

Unattended Minors/Children in Class

For their safety, unattended minors are not permitted on campus while students are in class. In consideration of the classroom environment children are also not permitted in the classroom. Faculty can inform students of child care services located on campus through the Child Development Lab attached to the Tech/Voc Building or call ext. 8390 (day) or 8611 (evening).

Medical Emergencies

For medical emergencies - Get help immediately! Go to the nearest phone and call 911, then dial Campus Police at extension 599. If possible, send someone to meet the Campus Police and direct them to the incident. The Police will direct the EMS to the scene.

For non-life-threatening emergencies, call Campus Police at extension 599.

Student Complaints

Faculty should advise students who have a complaint to attempt to resolve issues and concerns directly with the individual with whom they have a concern. If students are unable to resolve the issue on their own and wish to further pursue the concern, consult the department chair or the College Ombudsperson. The student will be assisted in defining the complaint, understanding the appropriate steps to be taken. A copy of College Policy and procedures is outlined in the Student Handbook which is available online.

Proctoring Exams

Faculty members are responsible for proctoring all examinations. A qualified proctor must be present if the faculty member is not available. Qualified proctors include College of the Mainland testing personnel or other credential faculty member. For additional information contact your department chair.

Exam Periods

COM does not observe separate “Exam Weeks.” Check with your department concerning designated midterm or final exam periods observed by your department. Most instructors administer final exams on the last or next-to-last class day of the semester. Check the current COM Academic Calendar for the semester’s “last class day” and “grades due deadline.” Note that grades are due in the Admissions and Records Office very soon after the last class day (sometimes, for summer classes, on the last class day). Schedule your class’s final work so that you can meet the deadline for turning in your grades.

Final Course Grade

Faculty members are expected to evaluate the work of students enrolled in college-level credit courses and assign grades. Evaluations may include tests, homework assignments, quizzes, in-class essays, out-of-class writing assignments, projects, term papers, oral presentations, journals and other assignments. The college encourages faculty members to include a variety of these assessment methods so that students have an opportunity to demonstrate different ways of learning.

Instructors should adhere to the following:

1. Periodic assessment of student academic progress.
2. Clear statement of course requirements to help students become prepared to meet the academic standards of coursework;
3. Timely feedback on student academic achievement so that students can monitor their progress throughout the semester;
4. A fair, objective, and impartial grading system.

At the end of each semester, you will complete a Final Course Grade form for each class.

For students who complete a course, COM awards passing grades of A, B, C, D and the failing grade, F. For students who do not complete the course requirements, COM awards the grades of W, I and F.

Grade	Significance	Grade Points
A	Superior achievement of course objectives	4 per sem. hr.
B	Outstanding achievement of course objectives	3 per sem. hr.
C	Achievement of average course objectives	2 per sem. hr.
D	Accomplishment of minimum course objectives	1 per sem. hr.

I	A temporary grade given to indicate that, in the instructor's judgment, the student can complete the course objectives within a specified extension of time	NA
F	Failure to achieve course objectives	-0-
W	Withdrawal on or before the date as specified in the College Calendar	NA

Gradebooks /Final Grade Reports

All faculty are required to keep a permanent record of grades for all assigned work. When required by policy or law, faculty must also keep a record of student attendance. To record attendance, assignments, and grades, Instructors may request a grade book from the Department, they may create their own forms, or they may keep computer records. All records should include a description of all assignment types that were used to determine the final course grade, a detailed description of all grade calculations and the assignment of grades. Depending on Departmental procedures, Instructors must either keep a copy of their grade book for each course or submit a copy of their grade records to their Department Chair each semester.

At the end of the term the faculty member will receive instructions from the Registrar's Office on submitting final grades. These final grades must be carefully reported as these are used to record grades on student's official transcript.

Faculty must submit a copy of the final grade report as well as any additional departmental requirements to the Department Chair each semester.

"I" Contract

When a student experiences unforeseen circumstances that results in the inability to successfully complete course objectives, an I-contract (incomplete contract) can be requested from the instructor. The grade of "I" is a temporary grade given after an I-contract has been agreed upon and signed by both the student and instructor when, in the judgment of the instructor, the student can complete the course objectives with a minimum of professional assistance and without attending additional scheduled class sessions.

Faculty should check with the Department Chair/Program Coordinator for particular departmental policies concerning the "I" grade. In general, the Instructor must complete a triplicate "I" Contract form for each student who receives a grade of "I" on the final grade sheet for the course. This form must include a description of the work that the student must complete in order to have the "I" grade replaced by a permanent grade. The "changed to"

grade may be left blank if the student's performance on the missing work will substantially affect the permanent grade.

The "I" Contract triplicate form should be distributed as follows: one copy to the student, one copy attached to the grade sheet submitted to the department, and one copy to the instructor.

After the student has successfully completed the missing work, the Instructor should complete and submit a Change of Grade Form. If the student fails to complete and submit the contract work or if the work fails to meet the course requirements, the Instructor may change the "I" to an appropriate grade. If after one year the student fails to complete the contracted work and the Instructor chooses to not submit a Change of Grade Form, the grade will automatically change to an "F."

Maintaining Student Records

Except where otherwise required by policy or law, faculty are expected to maintain student records for one year.

Grades in Academic Success Classes

Academic Success courses in mathematics, writing improvement and reading improvement are listed under Academic Success in the catalog section. Students will receive grades in Academic Success courses; however, these grades will not be used in computing the GPA. Additional information will be provided after completion of revision currently under consideration.

Repeating a Course

When a course has been attempted more than once, only the highest grade received for that course will be used to compute the cumulative GPA. The lower grade will remain on the transcript but will not be used to compute the cumulative GPA.

Change of Grade Forms

Instructors retain the prerogative to change a student's final course grade. The most common reason for changing a final course grade is that a student who has been awarded an "I" (incomplete) has subsequently satisfied all course requirements. To change a final course grade, complete a Change of Grade Form (available in your departmental office) and deliver it to the Admissions Office. These forms are not valid if sent through campus mail. Grade changes other than conversion of an incomplete grade require the signature of the Dean.

Student Course Evaluations

Each semester, students will participate in the campus-wide course evaluation process. All students complete the evaluation process online using Web Advisor. The instructor should not be present during the evaluation. The Director of Institutional Research and Effectiveness send out an email when the course evaluation system is open to students, give the closing date and

electronic copies of instructions for your students on how to complete the evaluation. Faculty will receive reports from the office of Institutional Research and Effectiveness indicating which students have completed the course evaluation. The results of the course evaluation will be made available to faculty after they have been tabulated.

Student Grade Appeal

Grade determination and awarding of all grades in a course is the responsibility of the faculty member. A student's grade can be changed only at the discretion of the faculty member or as a result of the Grade Appeals process. Whenever possible, students and the faculty member should attempt to resolve grade disputes informally. If this is not possible and the student remains dissatisfied, the faculty member should inform the student of his/her right to appeal a final grade and the procedure for filing an appeal. Procedures for filing an appeal are explained in the COM Student Handbook.

Student Honor Organizations

Faculty members are encouraged to notify and recommend students for membership in Phi Theta Kappa and other honor organizations. Membership in the International Honor Society of the Two-Year College (Phi Theta Kappa) is available to all students with 3.5 or higher grade point average and at least 12 credit hours in college level classes. Inductions are held each October, April, and July. Students must apply and complete the induction process to be eligible for membership in an honor society.

Field Trips

Because of the legal liability involving field trips, faculty members must inform and discuss any field trips with their department chairperson in advance. College procedures must be followed in planning a field trip involving college vehicles.

Copyright and Fair Use Policy

All faculty are expected to comply with the College policy addressing Instructional Resources and Copyrighted Materials, EDD (Legal and Local) and DBD (Local). Fair use of any copyrighted material must be in accordance with both College policy and Title 17 U.S.C. section 107 of the US Copyright Law.

Instructional Technology Center

The Instructional Technology Center is located on the ground floor of the Library (LRC) behind the circulation desk. There you will find the staff of the distance education and instructional technology departments ready to assist with all instructional technology issues.

The Instructional Technology Center provides faculty with professional development opportunities and support on licensed software and hardware used to enhance student learning both online and in the traditional classroom.

Qualified members of the Instructional Technology Department are available to assist with:

- Audiovisual troubleshooting
- Qwizdom Student Response systems
- Ladibug document camera
- Web conferencing
- Development of audiovisual presentations
- Hardware and software recommendations for instruction
- Reservations for and the operation of the L-131 Teaching Auditorium
- Access to StarLink Professional Development programs
- Acquisition of audio and video material for instruction
- Installation and maintenance of classroom instructional technology
- Video recording of instruction
- General technology questions

Qualified members of the Distance Education Department are available to assist with:

- Blackboard (COM's course management system)
- Course and curricular design
- Online course reviews
- Lecture Capture
- Access to online tutoring for credit students (Smarthinking)
- Software acquired through a distance education site license
- iTunes-U / Podcasting
- Professional development opportunities developed in-house
- Recommendations on Best Practices through publication of the DE Faculty Handbook and the Online Learner Student Handbook
- General technology questions

See the department web pages for additional information:

<http://www.com.edu/faculty-staff/instructional-technology.php>

<http://www.com.edu/degrees-programs/distance-education.php>

To request any of these services submit a support ticket using the <http://com.parature.com> support site or you may call extension 8445. (Instructions on how to access the online support system are located on the I drive at: I:\VP for Instruction\Distance Education\Support Portal Instructions)

Library

The COM Library offers a number of services to faculty. These include library/research instruction for classes, reserve desk services, opportunities to suggest titles for acquisition and more. COM Library encourages faculty to develop an active partnership with the Library to better serve our users. Please see the Faculty Page on the Library's web page for detailed information about the Library's services and resources. Contact the Library at Ext. 8204.

Library Hours:

Fall, Spring, Summer I Hours

- Monday - Thursday 8 a.m. to 9 p.m.
- Friday 8 a.m. to 5 p.m.
- Saturday 9 a.m. to 1 p.m.

Summer II Hours

- Monday - Thursday 8 a.m. to 9 p.m.
- Friday 8 a.m. to 5 p.m.

Interim Hours (between semesters)

- Monday - Friday 8 a.m. to 5 p.m.

Testing Center

The Testing Center provides services designed to assist students by assessing academic achievement and providing various testing alternatives. When using the Testing Center faculty will prepare three copies of the Testing Center Form. One copy is packaged with the assessment, one copy is given to the student, and one copy is given to the Program Assistant. In case of multiple assessments, a list of students can be attached to the form for packaging with the assessments and for the Program Assistant. Each student should get a copy of the form without the attached list. The Business Hours for the Testing Center, located in the Administration Building Room A-158, are Monday and through Friday from 8 a.m. to 5 p.m.

COM's Testing Center offers various testing options for Distance Education and Online Testing. For more information, contact the Testing Center at ext. 8379 or testingcenter@com.edu.

Innovations Computer Lab

Innovations Computer Lab (TVB 1324) is available to COM students, staff, faculty, administrators and community members. The lab is staffed with experienced personnel ready and willing to instruct users in the operation of the computers and the programs. It is equipped with personal computers and printers that are upgraded continually to reflect industry standards. Wi-Fi access is available.

Workstations in the Innovations Computer Lab are equipped with software that is necessary for students to complete their coursework. Software includes the Microsoft Office Suite, including Word, Excel, Access, PowerPoint, InfoPath and Publisher. Microsoft Internet Explorer is also available for students to use in accessing web-based resources and online classes. In addition to these programs, many course-specific software programs are available to support the academic and technical programs of College of the Mainland.

For more information call ext. 8370.

Faculty Employment Policies and Procedures

Employment Status

Faculty member employment status is designated as “full-time” or “part-time.” Full-time faculty members are issued a contract, awarded full benefits, and assigned a full-time teaching load.

Faculty Credentials

All faculty members are required to meet or exceed the current standards of the Southern Association of Colleges and Schools. As a condition of employment, every faculty member is responsible for having official and complete transcripts, as well as any other pertinent documentation, on file with the College's Human Resources Department.

Faculty Titles

The college shall recognize full-time faculty member rank with the following titles:

- Adjunct instructor – the designation of a part time faculty member or a full time (temporary) faculty member in a non-tenure track position;
- Assistant professor -- the designation of a non-tenured faculty member in a tenure-track position;
- Associate professor -- the title denoting a tenured faculty member who has completed a master's degree and less than twenty-four graduate hours beyond the master's degree;
- Professor -- the title of a tenured faculty member who has completed a master's degree plus twenty-four or more graduate hours beyond the master's degree.

Faculty members who retire from the college will be designated as emeritus appropriate to their title and rank and will be listed in the catalog for a period of five years.

Orientation

The Faculty Senate will sponsor an orientation session for new faculty during convocation week of each long semester. The Human Resources Department will schedule and provide a new

employee orientation to introduce and clarify college policies and procedures. Individual departments may also provide information to new faculty as needed.

Faculty Senate

The Faculty Senate shall present to the administration the views and recommendations of the faculty members on matters such as curriculum, academic standards, academic freedom, faculty member qualifications, professional development, tenure, salaries, student achievement, institutional goals, and other faculty and instruction-related policies.

All full-time faculty members are eligible to serve as departmental representatives to the Faculty Senate. The Faculty Senate By-laws outline the policies and procedures of the Senate.

Workload

In addition to the time spent in the classroom or laboratory, a faculty member's total commitment to the College District also includes preparation for class meetings, laboratory sessions, online course management, student consultation, committee responsibilities, advisement, professional development, and service to the community.

The standard teaching load for a full-time faculty member is 15 credit hours per semester or 18 contact hours per week per semester. The traditional configuration is five courses, each having a value of three contact hours per week and three credit hours per semester, but the number of courses and the credit and contact hours per course may vary. During the summer, six credit hours - or equivalent- shall be considered a full load. Equivalency for each discipline shall be determined and recorded by the team as appropriate to the program areas in which a faculty member works.

Full-time faculty may teach noncredit courses and participate in special assignments as part of their workloads with the approval of the chief academic officer. Faculty members shall schedule office hours at times most convenient for students, as approved by the department chairperson. Upon approval by the department chairperson, each faculty member shall post his or her office hours at the beginning of each semester.

Faculty members shall not schedule office hours during the College District's daily college hour. The minimum number of office hours per week shall be seven and one-half hours per week during the fall and spring semesters and three hours per week during any summer session. Faculty members teaching online courses may provide one virtual office hour per week for each online section taught to fulfill the above requirements. For additional information, see the Policy on Faculty Workload (DJ Local).

Tenure

Permanent full-time faculty members can earn tenure after a three-year probationary period. College DDB (Local) outlines the requirements and process for acquiring tenure. New faculty members are expected to meet with their tenure mentoring committee by the end of their first semester and subsequently each semester until the official tenure application has been submitted.

Performance Evaluations

The college shall evaluate faculty member performance to promote standards of professional excellence. For all non-tenured faculty members, performance evaluations will include classroom observation. Evaluation shall be a cooperative and continuing process with the formal assessment occurring each January for the previous calendar year.

E-Mail

Email is the official form of communication at COM. The campus has an inter-campus email system that faculty members can access from off campus through links on the COM homepage. Faculty members are responsible for monitoring their campus email on a regular basis.

Payroll

As described in DI (Regulation) in the "Time Sheets and Reports" section under "Assignment and Schedules," contract employees shall submit a "Report of Vacation, Sick Leave, and Personal Business Leave" on the first working day after the end of the previous month. After approval by the Department Chair, the form is forwarded to the Human Resources Department by the fifth of the month.

Faculty must also submit a print out of the Leave Plan Summary (accessed via WebAdvisor – Employee screen) for any month in which Personal Business or Sick Leave is taken.

For additional information associated with payroll policies, faculty are directed to the Human Resources Department and to the following policies and procedures.

- CDD (Regulation) Accounting Payroll Procedures
- CDDA (Legal) Payroll Procedures Salary Deductions
- CDDA (Local) Payroll Procedures Salary Deductions
- CKC (Legal) Insurance and Annuities Management Deferred Compensation and Annuities
- CKE (Legal) Insurance and Annuities Management Workers' Compensation
- DEA (Legal) Compensation Salaries and Benefits
- DF (Local) Retirement Programs

Professional Development Plan (PDP)

The PDP provides the opportunity for faculty members to formalize their plans for professional development. It will be utilized as an evaluation tool by both faculty members and their supervisors during the annual performance evaluation process. PDP's are submitted annually and may be revised as needed. Long term goals and annual objectives related to the college's or department's mission, functions, or goals are established; along with strategies for achieving the annual objectives. Individual activities that are planned for the coming year (such as conferences, workshops, committees, reading, research, professional activities outside the college, productive and creative activities, community and public relations activities) are listed as strategies for attaining goals. Faculty members are encouraged to seek their supervisor's input to help establish realistic and relevant goals, objectives, and strategies.

Executive Advancement Institute

The Executive Advancement Institute (EAI) [formerly Succession Planning] is a leadership training institute that provides employees with training about COM policies and procedures, institution departments, and community college practices. The goal is to (1) identify a talent pool of employees who are interested in career progression and are willing to develop skills and traits necessary for future opportunities; (2) to serve as a talent management tool for the College by developing existing employees; and (3) to increase employee effectiveness, workplace efficiency, and institutional productivity.

Leadership Academy

The Leadership Development Academy (LDA), designed for COM employees, is an opportunity to study and understand theories and practices of leadership within organizational contexts. Leadership is examined from the perspective of the individual, the group and the organization. The program goals are: (1) to prepare individuals for formal and informal leadership roles in educational and organizational settings; (2) to study the theoretical and practical nature of leadership within an organizational context; (3) to understand individuals as followers and leaders within organizations; and (4) to apply leadership knowledge within an organizational context.

Professional Organizations

Faculty members are encouraged to become members and actively participate in professional organizations. Faculty member's attendance and participation in conferences, seminars and workshops provided by professional organizations are an integral part of professional growth and development.

College Service

College service is a required element of the faculty workload. College service consists of active participation on college committees, councils, projects and initiatives as well as student clubs and organization sponsorships.

A list of college committees with faculty representation is contained in Appendix 1. If you are interested in serving on these or other committees or to get more information about the committee's function and responsibilities consult the department chair.

Intellectual Property

In accordance with DBD (Local), faculty are encouraged to copyright publications and patent materials and object that they have created. Faculty retain sole property of any copyright or patent they created on their own time using personal resources. The role and responsibilities of the faculty and the College with respect to the copyrighted publications and patented materials that use College resources is clearly described in the previously mentioned policy. The restrictions described under this policy indicate that the College shall grant full ownership to the creator provided that the College recovers all expenses associated with the copyright or patent. After the College recovers those expenses, the creators shall receive any further remuneration derived from those copyrighted publications or patented materials.

Textbooks and Instructional Material

During the term of employment a faculty member shall not act as an agent or attorney for any publishing company or subsidiary selling textbooks and/or instructional materials to the college. No faculty member shall receive a profit from the sale of curriculum materials to students enrolled in the faculty member's class when those materials have been developed solely for use by students enrolled in the class. Faculty members may not sell books received free from publishers. However, such books may be donated to students, libraries, or any other worthy cause.

Political Activity

Except as expressly prohibited by law, the faculty member shall have the full rights of freedom of association and political participation guaranteed by the state and federal constitutions.

Disciplinary Action/Termination

Any faculty member is subject to disciplinary action or termination during the term of the contract according to provisions of the Performance Improvement and Discipline Manual and College policy DMAA (Local).

Appendix 1

Standing Committees and other Participatory Activities available to Faculty Members

- Achieving the Dream Core Committee and Data Committee
- COM Golf Tournament
- COM Speakers' Bureau
- COMBAT Triathlon
- Curriculum Committee
- Distance Education Committee
- Employee Wellness Committee
- Executive Advancement Institute (formerly, the Succession Management Plan)
- Faculty Resource Room
- Faculty Search Committees (as needed)
- Faculty Senate
- Faculty-Student Luncheons
- Financial Aid Student Appeals Committee
- Graduation Marshal
- Institutional Tenure Review Pool
- Instructional Assessment Committee
- Leadership Development Academy
- Multicultural Team
- Online Course Review Committee (a subcommittee of the DE Committee)
- Outdoor Experience
- Planning Council Subcommittees:
 - Administrative Review and Organizational Effectiveness
 - Human and Organizational Development and Diversity
 - Planning Council Subcommittees (continued):
 - Instructional Review
 - Technology and Educational Resources
 - Enrollment and Student Support
 - Institutional Advancement
 - Strategic Planning and Assessment
 - Teaching and Learning
- Relay for Life
- Student Activities Fee Board (to be formed soon)
- Student Grievance/Complaint Appeals Committee (as needed)

- Student club sponsor (PTK, Biology Club, Student Success Club, etc.)
- United Way (annual co-chairs)