



# FACULTY HANDBOOK

## 2018 - 2020

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## 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 personnel policies, academic procedures, and guidelines relating to faculty, the online College Policy Manual and the online College 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 reserves the right to change policies at any time, and all faculty members are encouraged to submit input to the Faculty Senate concerning needed changes. 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.

The College Policy Manual is available online at <http://pol.tasb.org/Home/Index/497>.

The College Catalog is available online at <http://www.com.edu/admissions/catalogs>.

The Student Handbook is available online at <http://www.com.edu/student-services/student-handbook>.

## Mission

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

## Vision

College of the Mainland will be a valued and vital community partner by enriching our community and preparing our students to thrive in a diverse, dynamic and global environment.

## Values

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

## 2018-2023 Strategic Goals

The Board of Trustees have set the College's overarching goals:

### Goal 1: Students

Student success is our top priority. College of the Mainland will be the college of choice for our community.

### Goal 2: Staff, Faculty, and Administrators

Create an environment that retains and attracts administrators, faculty, and staff committed to serving our students.

### Goal 3: Facilities

Provide a safe, aesthetic environment conducive to learning, while addressing the workforce needs of local business and industry. Improve and expand existing facilities to enhance the learning environment. Develop next generation learning environments using the 2015 master facility plan as the foundation. The college will bring next generation learning to campus.

## Goals and Strategies

The Office of Planning, Effectiveness, Analytics, and Research (OPEAR) posts strategies and performance indicators derived from the Strategic Goals. Current strategies and performance indicators are available at this address: <http://www.com.edu/opear/strategic-planning-2018-2023>.

## College Administration

**President: Dr. Warren Nichols**

Phone: 409-933-8271

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**Vice President for Instruction: Dr. James Templer**

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**Executive Director of Marketing & Public Affairs: Bob Wright**

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## College Administration

**Dean of Academic Programs: Dr. Steve Sewell**

Phone: 409-933-8117

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**Dean of Workforce and Continuing Education:**

**Dr. Carla Boone**

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**Associate Dean of Workforce and Continuing Education:**

**J. Paige Parrish**

Phone: 409-750-8253

Email: [jparrish@com.edu](mailto:jparrish@com.edu)

## COM Learning Locations

**Main Campus**

1200 Amburn Road

Texas City, Texas 77591

409-938-1211 or 1-888-258-8859

[www.com.edu](http://www.com.edu)

**Lifelong Learning – Gulfway Plaza**

14057 Delaney Road

La Marque, TX 77568

409-938-8432 or 409-938-8226

**COM Learning Center-North County**

200 Parker Court

League City, Texas 77573

281-332-1800

<https://www.com.edu/learning-centers/north-county>

**The Salon at COM**

15009 Delaney Road

La Marque, TX 77568

409-933-8480

**Allied Health Center**

150 Parker Court

League City, TX 77573

**Gulf Coast Safety Institute**

320 Delaney Road

La Marque, TX 77568

409-933-8166

## 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\(Local\)](#), faculty members are expected to teach a standard course load, 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 instruction, curriculum, professional development, and related issues.

College Policy DJ(Local) is available online at <http://pol.tasb.org/Policy/Code/497?filter=DJ>.

## Employee Ethics and Conduct

Professional educators affirm the inherent worth and dignity of all persons and the right of all persons to learn. Learning occurs most efficiently 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 College of the Mainland do adopt, and hold ourselves and each other subject to, the following Code of Professional Conduct and Ethics, as defined in [College Policy DH\(Local\)](#):

1. We shall treat all persons with respect, dignity and justice, discriminating against no one on any arbitrary basis such as ethnicity, creed, gender, disability, social station, or age.
2. We shall strive to help each student realize his or her full potential as a scholar and human being.
3. We shall, by example and action, encourage and defend the unfettered pursuit of truth by both colleagues and the 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. We, recognizing the necessity of many roles in the educational enterprise, shall work in such a manner so as to enhance cooperation and collegiality among students, faculty, administrators, and nonacademic personnel.
5. We shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor that might damage, embarrass, or violate the privacy of any other person.



6. We shall maintain competence through continued professional development, demonstrate that competence through consistently adequate reparation and performance, and seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.
7. We shall exercise the highest professional standards and make the most judicious and effective use of the College District's time and resources.
8. We, recognizing the needs and rights of others as embodied in the institution, shall fulfill the employment agreement both in spirit and in fact, give reasonable notice upon resignation, and neither accept tasks for which we are not qualified nor assign tasks to unqualified persons.
9. We shall support the goals and ideals of the institution and act in public and private affairs in such a manner as to bring credit to the institution.
10. We shall not engage in sexual harassment of students or colleagues and shall adhere to the College District's policies that prohibit sexual misconduct.
11. We shall observe the stated policies and procedures of the College District, reserving the right to seek revision in a judicious and appropriate manner.
12. We shall participate in the governance of the College District by accepting a fair share of committee and institutional responsibilities.
13. We shall support the right of all to academic freedom and due process and shall defend and assist any individual accused of wrongdoing, incompetence, or other serious offense so long as the individual's innocence may reasonably be maintained.
14. We shall not support a colleague or an individual who is known to be persistently unethical or professionally incompetent.
15. We shall accept all the rights and responsibilities of citizenship, including participation in the formulation of public policy, always avoiding use of the privileges of one's public position for private or partisan advantage.

## Academic Freedom

In compliance with College Policy [DGC\(Local\)](#), 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. Faculty, however, 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."

The AAUP 1940 Statement of Principles on Academic Freedom and Tenure is available online at <http://www.aaup.org/report/1940-statement-principles-academic-freedom-and-tenure>.

## PROFESSIONAL IMAGE

In compliance with College Policy [DH\(Local\)](#), all employees shall project a professional image to students, parents, visitors, and community members by dressing in a manner appropriate to their working environment, type of work performed, and occasion. Dress and grooming standards shall enhance the image the College District exhibits for the community it serves. Each College District employee shall wear and appropriately display his or her nametag at all College District events that include the public, including but not limited to employment fairs, student recruitment or registration, and off-campus events at which the employee represents the College District.

Each supervisor shall be responsible for monitoring compliance with this policy for each employee in his or her department or division. Violations of this policy shall be immediately addressed with the employee in an appropriate manner. A supervisor may suggest that the employee dress more appropriately in the future, or may request that the employee leave the workplace temporarily to change attire, depending upon the violation. An employee who continues to violate this policy shall be subject to disciplinary action.

At a minimum, dressing in a professional manner shall mean wearing clothing that is neat, clean, in good repair, fits properly, and is appropriate for the employee's work assignment. Sexually suggestive clothing, including revealing or tight-fitting garments, shall not be considered acceptable. Clothing or headgear adorned with racial slurs; with lewd, obscene

or derogatory words, statements, or pictures; with unprofessional symbols, phrases, or slogans, including clothing that advertises tobacco, alcohol products, sexual innuendo, or any controlled substance, shall be prohibited. For safety and health reasons, shoes shall be worn on campus at all times.

## INSTRUCTIONAL RELATED POLICIES AND GUIDELINES

The primary roles of the faculty member are 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 roles and expectations of faculty.

## CURRICULUM DEVELOPMENT

According to the Southern Association of Colleges and Schools Commission on Colleges, “Because student learning is central to the institution’s mission and educational degrees, the faculty is responsible for directing the learning enterprise, including overseeing and coordinating educational programs to ensure that each contains essential curricular components, has appropriate content and pedagogy, and maintains discipline currency” ([SACSCOC Principles of Accreditation](#)). In compliance with this charge and with College Policy [EE\(Local\)](#), the College President shall establish procedures for curriculum development that provide for faculty involvement in decision making. All curricular changes must receive approval by the Curriculum Committee, which is chaired by and composed of faculty. All educational programs shall be continually reappraised to ensure that the offered courses meet the needs of the community and College District students.

## INSTRUCTIONAL ASSESSMENT

Faculty members teaching credit courses are expected to participate in assessment activities at the course, program and institutional level.

For academic courses, these activities include assessing General Education Core Objectives and the course-level student learning outcomes found in the Lower Division Academic Course Guide Manual of the Texas Higher Education Coordinating Board (ACGM).

For workforce courses, these activities include assessing course-level student learning outcomes created by the program’s accrediting body or created in house according to national industry standards.

It may also include selection of criteria for success and appropriate means of assessment as well as submission of assessment data into COM’s SPOL database by the date that grades are due.

Assessment is planned and reviewed by the Assessment Committee which is chaired by a faculty member.

The Lower Division Academic Course Guide Manual is available online at <http://www.theccb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/acgm.htm>

College of the Mainland’s SPOL database is available online at <https://combeta.strategicplanningonline.com/SPOLNET/default.aspx>

## 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. Faculty must use the appropriate syllabus template--Workforce or Academic-- to ensure consistency among course syllabi. The templates are located on the (I:) drive under VP for Instruction within the Department Chair folder. Faculty are expected to consistently enforce syllabus policies. The Course Syllabus must include the following information:

- COM Logo
- Course number and section
- Name of Course
- Course Semester
- Time and days of course
- Instructor’s name, email, and phone number
- Office hours and location
- Required textbooks (required or recommended readings)
- Textbook Purchasing Statement
- Concise course description (catalog description acceptable)
- Course Requirements
- Determination of Course Grade/Detailed Grading Formula
- Grading Scale
- Make-Up Policy



- Course outline (include calendar with lecture topics, due dates)
- Attendance Policy
- Tardiness Policy
- Withdrawal Policy
- Disclaimers / Additional Policies
- Success Tips for Students (at least include link(s) to resource(s) focused on any computer skills needed to be successful in the course)
- ADA Statement
- Early Alert Program statement
- Classroom Conduct Policy statement
- Academic Dishonesty statement
- Plagiarism statement
- Link(s) to resource(s) about ways to avoid plagiarism
- Concerns/Questions Statement
- Student Learner Outcomes (must be those listed in the Academic Course Guide Manual (ACGM) or Work-force Education Course Manual (WECM), but instructor may add additional outcomes, if desired)
- Core Objectives (see list below, and identify which of these your course must address)
  - Critical Thinking Skills(CT)
  - Communication Skills (CS) (Written, Oral, and Visual)
  - Empirical and Quantitative Skills (EQS)
  - Teamwork (TW)
  - Social Responsibility (SR)
  - Personal Responsibility (PR)
- Mapping Table of SLOs, Core Objectives, Assignment
- QEP Statement(Quality Enhancement Plan) (if applicable)

In addition, the following additional elements are recommended:

- Benefits of taking this course statement
- Students Rights statement
- Coursework requirements statement
- Reading assignments

## FOR ONLINE COURSES:

Faculty teaching courses through distance education should consult the [Distance Education Faculty Handbook](#) for additional requirements; at a minimum, online syllabi should include these additional elements:

- A description of how the instructor will handle communication and when students should expect responses.
- Grading rubrics when appropriate.
- A syllabus in a web friendly format e.g. html, .pdf or SoftChalk.
- An announcement about the Early Warning Program.
- Detailed explanation of what will be covered in class vs. online (hybrid only)

## 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-week, 10-week, 8-week, etc.). Class rolls should be carefully checked each session. 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.”

The academic calendar is available online at <http://www.com.edu/admissions/academic-calendar>.

## CLASS CANCELLATIONS

Faculty are expected to meet every class of every section that they are assigned. In the event of an absence, the faculty member 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

Official messages regarding campus closure will come from the COM Alert (Blackboard Connect) notification system. Blackboard Connect is updated each semester with contact information from the Datatel system. Anyone may update their COM Alert contact information at any time by visiting <http://www.com.edu/contact-us/emergency-contact> and selecting COMAlert “Sign up now” button. Also, please notify the Human Resources Office to keep your contact information up to date.

Houston area radio and television stations will also be notified when campus is to be closed. These can be useful sources of information but are not considered official. The official sources of information include:

- COM Alert
- email from the President
- headers posted on [www.com.edu](http://www.com.edu)
- 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.

## DISASTER READINESS

It is recommended that all instructors have a disaster readiness plan in case of natural disaster. A preparation checklist and other resources are available in the Disaster Readiness area within the Faculty Resource Course on Blackboard.

## TEXTBOOK SELECTION

The selection of textbook and other course materials is the responsibility of full-time faculty in compliance with the deadlines set by the college bookstore and respective departments. As noted in the syllabus template, a student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

## INITIAL CLASS ROLLS

On the first day of class, faculty members receive a temporary list of students officially enrolled in their classes. Students who are present but who are not listed on the initial roll must go to the Registrar’s Office to verify their enrollment.

Faculty teaching sections designated as dual credit 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 faculty members receive the official class rosters for their classes, they 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, the student cannot receive a grade for the course.

Web Advisor is available online at <https://webadvisor.com.edu>.

## 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 a student does not satisfy the prerequisite for a course, the student should be directed to the Registrar’s office to verify that the prerequisite has been met.

## **DROP/ADDS/REINSTATEMENT OF STUDENTS**

By State law, all students enrolling for the first time at any Texas public college or university after Fall 2007 will be limited to six course withdrawals (drops) during their academic career. Drops include those initiated by students or faculty and withdrawals from courses at other Texas public institutions. This policy does not apply to courses dropped prior to census day or complete withdrawals from the college. Students should fully understand this drop limit before dropping any courses. Students having questions regarding the six-drop Rule should see an Advisor. For more information on the six-drop rule, see TEC 51.907. Rules: Chapter 4, Subchapter A, 4.10). All drops from all Texas public colleges/universities the student has attended count toward the six-drop limit.

If a student has the equivalent of six grades of “W” from College of the Mainland and/or other affected institutions in total, the student may not drop any additional courses. The student must receive grades of A, B, C, D, or F.

A student who officially withdraws from a course for any reason on or before the last withdrawal date (specified as “W-day” on the Academic Calendar) will receive a W. It is the student’s responsibility to ensure that s/he has properly withdrawn from a course. 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).

Students who need to withdraw after W-day because of circumstances beyond their control may confer with the instructor about the possibility of a grade of Incomplete. No student or faculty member can initiate a withdrawal after W-day.

Faculty may, at their discretion, withdraw a student due to a lack of attendance, inability to maintain the prescribed minimum rate of progress stated in the course guide, or behavior detrimental to the learning process of the student or class. In the case of a withdrawal for behavioral reasons, the instructor will consult with the Dean of Students to ensure that the Student Discipline process, outlined in the Student Handbook, is followed appropriately. Faculty may initiate steps to drop a student by notifying the Admissions and Records Office. The Admissions and Records Office will

send the withdrawn student a notice indicating s/he has been dropped from the course by instructor request. The student will receive a “W” for that course.

Students who are on the roster but have never attended the class must be reported on the census-day roster distributed after the 12th class day.

If a student has dropped a class or has been withdrawn by the faculty member after the census day, the faculty member 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 must register with the Office for Students with Disabilities at the beginning of every semester. Faculty members will then be notified in writing if a student requires special accommodations. Accommodations should only be provided in compliance 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 Office for Students with Disabilities. Contact information is available online at <http://www.com.edu/counseling/disability-services>.

## CLASS ATTENDANCE

Students are expected to attend every class section of all courses for which they are registered including labs. They are not permitted a certain number of absences. In compliance with college policy, there are no excused absences for students except as prescribed by law for military service or religious holy days. Students enrolled in a course within an online component (IN or HY) must log in to each course a minimum of twice a week unless otherwise instructed.

## STUDENT CONFIDENTIALITY

Federal law specifies that student attendance and personal information such as addresses, telephone numbers, and grades are not to be disclosed to any third party—including spouses and parents—except to school officials with legitimate educational interest. This includes dual-credit students. If a student is hospitalized or otherwise unable to attend 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 a student or class exhibits disruptive behavior, discuss it with the department chair. Conduct issues may also be referred to the Dean of Students 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 (BIT)

The college has instituted a Behavioral Intervention Team (BIT) 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 self and/or the campus community may make a referral to the BIT by accessing the BIT Incident Report, available online at <http://www.com.edu/counseling/bit-incident-report>. For more information about the BIT call ext. 8124.

### Unattended Minors/Children in Class or Tutoring Center

For their safety, unattended minors are not permitted on campus while students are in class. In consideration of the learning environment, children are also not permitted in the classroom or in the Tutoring Center. Faculty can inform students of child care services located on campus through the Child Development Lab attached to the Technical/Vocational Building or call ext. 8390. Students attending COM may also apply for a Carl Perkins grant to help cover the cost of child-care. Students may apply in the COM Financial Aid Office.

### Medical Emergencies

For medical emergencies - Get help immediately! Go to the nearest phone and call 911; then dial Campus Police by dialing 8599 from any campus phone or 409-933-8599 from your cell phone. If possible, send someone to meet Campus Police and direct them to the incident. Campus Police will direct the EMS to the scene.

For non-life-threatening emergencies, call Campus Police at ext. 8403.

## CAMPUS CARRY

Senate Bill 11 allows individuals with a concealed handgun license to carry a handgun while on Texas public community college campuses as long as the weapon is not visible. For more information, including a FAQ, see <https://www.com.edu/campus-carry>

## DUAL-CREDIT STUDENTS

Like all college student, dual-credit students are protected by the Family Educational Rights and Privacy Act (FERPA); as the website of the U.S. Department of Education informs parents, “When a student turns 18 years old or enters a post-secondary institution at any age, all rights afforded to you as a parent under FERPA transfer to the student” ([Parents’ Guide to FERPA](#)). Schools and faculty may disclose information to parents under certain circumstances (outlined on the website), but schools and faculty are not required to do so. For more information, consult COM’s [Dual Credit Department](#). A faculty member who is confronted by a parent is also advised to direct the parent to the Dual Credit Department.

## STUDENT COMPLAINTS

Faculty should advise students who have a complaint to attempt to resolve issues and concerns directly with the employee with whom they have a concern. If students are unable to resolve the issue directly with the employee, the student should be referred to the student complaint steps outlined in [College Procedure FLD\(Regulation\)](#).

The Student Handbook is available online at <http://www.com.edu/student-services/student-handbook>.

## 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 another credentialed faculty member. For additional information contact your department chair.

## EXAM PERIODS

COM does not observe a special week for final exams. Check with your department concerning designated midterm or final exam periods observed by your department, if any. Most faculty 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.

The Academic Calendar is available online at <http://www.com.edu/admissions/academic-calendar>.

## FINAL COURSE GRADE

Faculty members are expected to evaluate the work of students enrolled in college-level credit courses and to 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.

Faculty 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, faculty will submit final grades on WebAdvisor.

For students who complete a course, COM awards passing grades of A, B, C, and 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 objective	3 per sem. hr.
C	Average achievement of course objective	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 W-day specified in the College Calendar	NA



## GRADE BOOKS / FINAL GRADE REPORTS

Faculty are required to keep a permanent record of grades for all assigned work. Faculty should keep a record of student attendance. Faculty should record all grades to 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. Faculty must either keep copies of their grade books for each course or submit copies of their grade records to their Department Chair for each course every semester.

At the end of the semester 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.

The faculty member must submit a copy of the final grade report as well as any additional departmental requirements to his/her supervisor or designee each semester.

## INCOMPLETE GRADES

The Incomplete Grade ("I") is a temporary grade given when a student has experienced unforeseen circumstances beyond the student's control which result in the student being unable to successfully complete the course within the time frame of the semester. An "I" may be assigned only if, in the judgment of the instructor, the student:

- can complete the course outcomes with minimal instructional assistance and without attending additional class sessions
- has completed a majority of the assigned course work
- is in good standing (passing the course)

Additionally, an "I" may be assigned only when one of the following circumstances is met:

1. Only a single assignment (exam, paper, presentation, or project) is still outstanding  
or
2. No more than 25% of the points possible in the class is still outstanding.

In cases where an instructor agrees to assign an "I", the instructor must complete an "I" contract form for the student who receives an "I" as the course grade on the grade roster. The "I" contract will specify the course requirements that must be completed and the due date for the work to be submitted (no later than one year from when grade was assigned). A copy of the "I" Contract form should be attached to the grade sheet, and the student and instructor will retain a copy. After the student has successfully completed the requirements of the "I" contract, the instructor will complete and submit a Change of Grade form, changing the "I" to the appropriate permanent grade. When the Change of Grade form is used to change an "I" to a letter grade, only the instructor is required to sign the form. If after one year the student fails to complete the requirements of the "I" contract, the "I" will automatically be converted to an "F".

## MAINTAINING STUDENT RECORDS

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

## 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

A change of grade is justified when the final course grade was miscalculated due to clerical error or when 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 the form 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. Faculty should not be present during the evaluation. When the course evaluation system is open to students, faculty and students will receive an email that includes instructions for completing the evaluation and the deadline for completion. Before the end of the semester, faculty will receive reports from the Office of Planning, Effectiveness, Analytics, and Research (OPEAR) indicating which students have completed the course evaluation. The results of the course evaluation will be made available to faculty during the following semester.

## STUDENT GRADE APPEAL

An academic appeal is a formal request brought by a student to change a grade. A grade appeal must be made within six months of the assignment of the grade. If the Academic Appeals Committee recommends a grade change, the recommendation will be submitted to the appropriate Dean, who will initiate the grade change. The student must provide evidence that the instructor unfairly applied grading practices or violated College policy.

An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the faculty member's professional judgment of the quality of the student's work and performance is also not an admissible basis for an academic appeal. The student must provide evidence that the instructor unfairly applied grading practices or violated college policy.

Students do have the right to a clear explanation (from the faculty member, department chair, or dean, as appropriate) of actions taken by the faculty member, such as how a grade was calculated or how their actions violated the academic honesty policy.

Procedures for filing an appeal are explained in detail in the [COM Student Handbook](#) and are provided below. Before a student may file a formal appeal, the student should attempt to resolve the dispute with the faculty member and then, if necessary, the department chair.

## PROCEDURE FOR GRADE APPEAL

### Step One:

Before a student may bring a grade appeal, he or she should first meet with the instructor to request that a change be made. If the student is not satisfied with the outcome, he or she must meet with the appropriate Department Chair to determine if a resolution can be reached.

### Step Two:

If the resolution is not reached and the student desires to pursue the appeal, the student must state specifically the basis of the appeal in writing to the appropriate Instructional Dean. If the dean determines that there is insufficient evidence that the instructor unfairly applied grading practices or violated College policy, he/she shall communicate this in writing to the student. That decision is final. If the dean determines that the appeal may be appropriate under this policy, he/she will contact the Dean of Students to initiate the academic appeals process. The Dean of Students will notify the student regarding the Academic Appeals Committee meeting date, his/her rights, and the next steps in the process.

### Step Three:

The Academic Appeals Committee will be convened by the Dean of Students within 10 days of the Dean's notification and will conduct its activities in private. The Committee will consist of two students (selected by the Student Government Association), two faculty members (selected by the Faculty Senate), and one Administrative Officer (named by the Vice President for Instruction), and the Dean of Students (non-voting member) will serve as facilitator for the grade appeal process. The student filing the grade appeal and the faculty member will be permitted to present witnesses and evidence relevant to the appeal. The student or faculty member may have a representative present, but that person is not allowed to participate during the hearing. If the student has an attorney as a representative, the Dean of Students must be notified no less than five business days prior to the hearing. A four-fifths majority vote of the full Committee shall be required to change the grade, penalty, or academic action at issue. The Committee will inform the appropriate Dean of its decision in writing. The Dean will notify the student, faculty member and department chair in writing of the Committee's decision.

## APPEAL VERDICT

The decision of the Academic Appeals Committee is final.

## 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 at least a 3.5 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.

## HONORS CREDIT

Faculty members are encouraged to work with and mentor students who are committed to intellectual growth and professional development. Students may earn honors credit in regular credit classes during the semester by completing an honors contract with their professor. Honors contracts require students to complete an independent project within one year. The project is developed by the student and professor of the course but must be approved by the Honors Committee.

## 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

Faculty are expected to comply with the College Policies [CT\(Legal\)](#) and [CT\(Local\)](#) addressing Instructional Resources and Copyrighted Materials. Fair use of any copyrighted material must follow both College policy and Title 17 U.S.C. section 107 of the US Copyright Law.

## EDUCATIONAL TECHNOLOGY SERVICES

Educational Technology Services assist faculty in the creation, use, and management of appropriate technological processes and resources. This includes Distance Education and media support. The Instructional Technology Center is located on the ground floor of the Library (LRC) behind the circulation desk. More information may be found about EdTech services at [their website](#).

To request any of these services, submit a ticket using the COM Online Student Support Center, available online at <http://de-support.com.edu/requests>.

## TEACHING ONLINE

The processes and requirements of teaching Internet and/or hybrid courses can be found in the [DE Faculty Handbook](#).

## LIBRARY

COM Library offers a number of services to faculty including library instruction for classes, placing materials on reserve, selecting books, embedding a librarian in your online course, creating course guides and more. Faculty are encouraged to develop an active partnership with the Library. Learn more about what COM Library has to offer on the faculty page: <https://libguides.com.edu/FacultyResources>. COM Library hours are posted on their website at <https://libguides.com.edu/hours>.

## 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. COM's Testing Center offers various testing options for Distance Education and Online Testing. The hours, contact information, and location of the Testing Center may be found on their webpage at <http://www.com.edu/testing-center>.

## COMPUTER LABS

A number of computer labs are available to provide students the opportunity to enhance their learning. These include the Innovations Lab (TVB-1324), Library Computer Lab (Library), Instructional Assessment Lab (TVB-1528A and 1532), and the Tutoring Center (TVB 1306).

For additional information about each lab, visit the Computer Lab webpage at <http://www.com.edu/computer-labs/>.

## Faculty Employment Policies and Procedures

### EMPLOYMENT STATUS

Faculty member employment status is designated as “full-time” or “part-time.” Full-time faculty members are awarded full benefits and assigned a full-time teaching load. Refer to College Policy [DCA \(Legal\)](#) for current laws regarding faculty contracts.

### 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 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 shall also include 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. For faculty who choose to teach in the summer, six credit hours, or equivalent, may be taught. Additional summer hours may be added at the discretion of the Vice President for Instruction. Equivalency for each discipline shall be determined by the Vice President for Instruction as appropriate to the program areas in which a faculty member works. Full-time faculty members may teach noncredit courses and may participate in special assignments as part of their workloads with the approval of the VPI.

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 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. Full-time faculty members teaching online courses may provide one virtual office hour per week for each online section taught to fulfill the above requirements.

Department chairs are responsible for reviewing and monitoring courses to ensure compliance with this policy.

A faculty member taking a leave of absence shall work with his or her department chairperson to find a qualified substitute. The substitute shall be compensated by the College District in accordance with current policies and administrative regulations. Overload assignments shall be no more

than a one-course equivalency. A faculty member may teach one-course overload as approved by the department chairperson. A two-course overload may be permitted on an emergency basis and upon approval of the Vice President for Instruction. When compelling student need is demonstrated, the VPI may approve a faculty member to teach an overload with fewer than ten students enrolled.

A faculty member who teaches the overload may be compensated pro rata with the approval of the VPI. Full-time faculty not on contract during the summer semesters may teach a class with fewer than ten students on a pro rata basis with the approval of the VPI.

All requests for release time or compensation shall be approved by the Vice President for Instruction officer and the College President.

College Policy DJ(Local) is available online at <http://pol.tasb.org/Policy/Code/497?filter=DJ>.

## TENURE

An employee hired after December 31, 2015 shall not be eligible for tenure.

An employee who has been granted tenure by the Board prior to December 31, 2015, shall retain his or her tenure status.

An employee hired to a tenure-track position prior to December 31, 2015, shall be permitted to apply for tenure in accordance with the provisions of this policy and applicable procedures. An eligible employee in a tenure-track position who chooses not to apply for tenure shall submit written notification of such decision to the College President.

In compliance with College Policy [DCB\(Local\)](#), full-time (non-temporary) faculty members hired to a tenure-track position before December 31, 2015 shall become eligible for tenure after teaching for three consecutive years. A faculty member must receive tenure by May 31 of the fifth year of his or her contract, or submit written notification opting out of tenure by that deadline, or a sixth contract shall not be issued. Tenure files must be submitted to the appropriate dean by February 1 of the fifth year of the faculty member's contract.

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. See [DCB\(Local\)](#) for full details of the tenure policy.

## TENURE PROCESS: PROCEDURAL TIMELINE

The following procedural timeline was developed to assist new faculty in meeting the requirements of the tenure policy.

### First Year of Appointment

1. Meet with your supervisor to discuss the College's tenure policy and any department-specific tenure file requirements.
2. Participate in the College's New Hire Orientation.
3. Participate in the College's First-Year Experience for New Faculty Seminar Series.
4. Meet with your tenure mentoring committee at least once in the fall semester and once in the spring semester. Be prepared to discuss with your mentors how best to illustrate compliance with each tenure criterion.
5. Begin building your tenure file by familiarizing yourself with the tenure criteria and collecting documentation of how you meet those criteria.
6. At least two classroom observations shall be conducted during the year (one in the fall; one in the spring). Incorporate feedback into your instruction such that each subsequent observation demonstrates pedagogical growth and development.
7. End-of-course student evaluations are conducted each semester. Review these evaluations, and document how you have attended to this feedback.
8. Develop a Professional Development (PD) Plan, tying your personal development goals to the College's Strategic Goals. Be prepared to document on next year's PD Plan how each of these goals was achieved. Be prepared to explain in your tenure file narrative how each PD experience has supported or enhanced your pedagogy or your service to the College.

9. In preparation for the annual performance evaluation, conduct a self-evaluation as directed by your supervisor.
10. Participate in an annual evaluation conference with your supervisor.

### **Each Subsequent Year of Appointment Prior to Final Year Before Tenure Application**

1. Meet with your tenure mentoring committee at least once in the fall semester and once in the spring semester. Discuss with your mentors what you are doing in service of each tenure criterion.
2. Continue to build your tenure file by collecting documentation of how you meet those criteria.
3. At least two classroom observations shall be conducted during the year (one in the fall; one in the spring). Incorporate feedback into your instruction such that each subsequent observation demonstrates pedagogical growth and development.
4. End-of-course student evaluations are conducted each semester. Review these evaluations, and document how you have attended to this feedback.
5. Develop a Professional Development (PD) Plan, tying your personal development goals to the College's Strategic Goals. Be prepared to document on next year's PD Plan how each of these goals was achieved. Be prepared to explain in your tenure file narrative how each PD experience has supported or enhanced your pedagogy or your service to the College.
6. In preparation for the annual performance evaluation, conduct a self-evaluation as directed by your supervisor.
7. Participate in an annual evaluation conference with your supervisor.

### **Final Year of Appointment Before Tenure Application**

1. Begin writing the narrative for your tenure file. The narrative should explain how each piece of evidence supports a particular tenure criterion. While a piece of evidence may be used more than once (i.e., a single piece of evidence might support more than one tenure criterion), the narrative needs to address explicitly how the evidence supports the different criteria.
2. Meet with your tenure mentoring committee at least once in the fall semester and once in the spring semester. While the mentoring committee does not "sign off" on the tenure file, it is appropriate to share your narrative with your mentors in order to get feedback with regard to whether it is sufficiently detailed and explanatory. NOTE: The tenure file is ultimately the responsibility of the tenure candidate.
3. Organize the evidence you have collected in a coherent fashion to demonstrate how you meet the tenure criteria.
4. At least two classroom observations shall be conducted during the year (one in the fall; one in the spring). All classroom observations should be included in the tenure file.
5. End-of-course student evaluations are conducted each semester. Review these evaluations, and document how you have attended to this feedback. ALL student evaluations should be included in the tenure file.
6. Develop a Professional Development (PD) Plan, tying your personal development goals to the College's Strategic Goals. Be prepared to document on next year's PD Plan how each of these goals was achieved. Include all PD Plans in your tenure file, being careful to explain in your tenure file narrative how each PD experience has supported or enhanced your pedagogy or your service to the College.
7. In preparation for the annual performance evaluation, conduct a self-evaluation as directed by your supervisor. All annual performance evaluations should be included in the tenure file.



8. Participate in an annual evaluation conference with your supervisor.
9. Submit your tenure file to your supervisor, who will submit it to the appropriate Instructional Dean.

- [CKE\(Legal\) Insurance and Annuities Management Workers' Compensation](#)
- [DEA\(Legal\) Compensation Salaries and Wages](#)
- [DF\(Local\) Retirement Programs](#)

## POST-TENURE REVIEW

In compliance with [College Policy DCB\(Local\)](#), a tenured faculty member shall be required to continue meeting the five tenure criteria in his or her annual performance review. Additionally, a tenured faculty member shall maintain the highest standards of academic excellence as observed through a classroom observation conducted every other year.

The details of the post-tenure review process are available in the [COM Board Policy Manual DCB \(Local\)](#).

## 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 locations through links on the COM homepage. Faculty members are responsible for monitoring their campus email on a regular basis.

## PAYROLL

All faculty must enter their leave time every month in WebAdvisor in the Employees menu. Leave time includes sick days, college leave, holidays, and other types of leave (such as for weather closure). The form must be submitted even if no leave was taken that month. Faculty are notified by email each month of the deadline for time entry.

To make a request for leave, faculty must complete a Request for Leave form and submit the form to his or her supervisor. Faculty must also print the Leave Plan Summary (accessed via WebAdvisor –Employee screen) when requesting leave.

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

- [CDDA Payroll Procedures Salary Deductions](#)
- [CKC\(Legal\) Insurance and Annuities Management Deferred Compensation and Annuities](#)

## 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. PDPs are submitted annually and may be revised as needed. On the PDP, the faculty member establishes long term goals and annual objectives related to the college or department mission, functions, or goals. The faculty member must also list strategies for achieving these goals in the upcoming year, such as conferences, workshops, committees, reading, research, professional activities outside the college, productive and creative activities, or community and public relations activities. Faculty members are encouraged to seek their supervisor's input to help establish realistic and relevant goals, objectives, and strategies.

## PROFESSIONAL ORGANIZATIONS

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

## PROFESSIONAL DEVELOPMENT ACADEMY (PDA)

Faculty members may request funding from the PDA for individual professional development activities such as conference attendance, journal subscriptions, materials like books and course-design software, and memberships in professional organizations up to \$150 a year (but not further education leading to a degree).

To request funding, a faculty member must have a completed PD plan on file for the current year. The faculty member may submit a detailed request using the PDA application located on the [PDA website](#). The office for the PDA is located on the Library Mezzanine, Room M-05.



The form must be completed in its entirety, linking the proposed PD activity to COM's strategic goals, providing documentation of the expenses listed on the form, and including detailed written justification of the proposed activity that explains how it supports the faculty member's PD Objectives. The completed form must be approved by the faculty member's department chair and submitted to the PDA. Incomplete forms will be returned.

Requests are evaluated by the PDA Committee, an interdisciplinary committee composed of faculty and staff. The committee prioritizes activities that directly support improvements in teaching or the production and presentation of original research. It is the applicant's responsibility to ensure that the application form itself—not only the supporting documentation—provides a clear explanation of how and why the proposed PD activity will help the applicant fulfill her or his job responsibilities more effectively.

## HOTEL RESERVATIONS AND TRAVEL REIMBURSEMENT

Employees may pay for approved travel expenses using their personal funds and request reimbursement. To be reimbursed for travel, faculty must save itemized receipts. Hotel stays should be booked directly with the hotel, not with any third-party site like Expedia, to ensure that the faculty member receives a fully itemized receipt. If the employee cannot pay for travel expenses up front, the employee must coordinate with their department P-Cardholder or make arrangements with Financial Services to use the College Travel P-Card. The College Travel P-Card may not be taken off-campus and should be the last option used for travel reservations/registrations.

For the most recent procedures for employee travel, please consult the administrative assistant for Faculty Professional Development, Lauren Davila, at 409-933-8263 or ldavila1@com.edu.

## DEVELOPMENT LEAVE (SABBATICAL)

In compliance with College Policy [DEC\(Local\)](#), a faculty member may be granted faculty development leave for study, research, writing, field observations, or another suitable purpose. The leave shall be for one academic year at one-half of the faculty member's regular salary or for one-half academic year at full regular salary, unless the faculty member has held an administrative position at the College District for more than four years. In that case, the Board may grant development leave at the faculty member's full, regular salary for one year.

To qualify for development leave, a faculty member must serve at least three consecutive academic years performing full-time academic duty as an instructor or as an assistant, associate, or full professor, or an equivalent rank. The work need not include teaching. The applicant must also agree to return to the College District following the conclusion of the development leave to serve for a period of time equal to the amount of time the faculty member received for development leave and if not, to repay the College District for any benefits paid to or on behalf of the faculty member during the leave period. The application for development leave may be found on the (I:) drive and must be signed by the applicant's department chair, the chair of the professional development committee, the Instructional Dean, the VP of Instruction, and the college president.

## 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 sponsorship of student clubs, organizations and study abroad.

Membership in many committees is by invitation. To participate in college service, new faculty members should contact their department chairs and monitor their college email to learn of new service opportunities.

## **INTELLECTUAL PROPERTY**

In compliance with [College Policy CT\(Local\)](#), faculty are encouraged to copyright publications and patent materials and objects that they have created. Faculty retain sole property of any copyright or patent they created on their own time, away from his or her job with personal equipment and materials. CT (Local) details the role and responsibilities of the faculty and the College with respect to the copyrighted publications and patented materials that use College resources.

## **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.

## **FREEDOM OF ASSOCIATION AND POLITICAL PARTICIPATION**

In compliance with [College Policy DGA\(Legal\)](#), a state employee, including a college district employee, has the rights of freedom of association and political participation guaranteed by the state and federal constitutions except as provided by Government Code 556.004.

## **DISCIPLINARY ACTION/TERMINATION**

The College values its employees and is committed to fair, efficient, and equitable solutions to problems arising out of the employment relationship. Progressive discipline will be followed when a non-probationary, regular employee fails to comply with College rules, policies and/or work directives. An employee may receive informal coaching/counseling, formal disciplinary action, administrative leave with pay, or suspension without pay prior to being terminated for continued or policy violations. A supervisor may skip one or more of those steps depending on the seriousness of the infraction or if there are grounds for immediate 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 Policies [DM\(Local\)](#), [DMA\(Local\)](#), [DMAA\(Local\)](#), [DMAB\(Local\)](#), [DMC\(Local\)](#), and [DMD\(Local\)](#).

# Campus Map



**Main Campus**  
**1200 Amburn Road**  
**Texas City, Texas 77591**

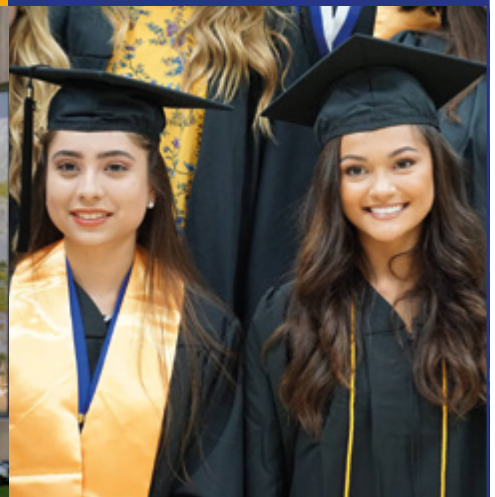
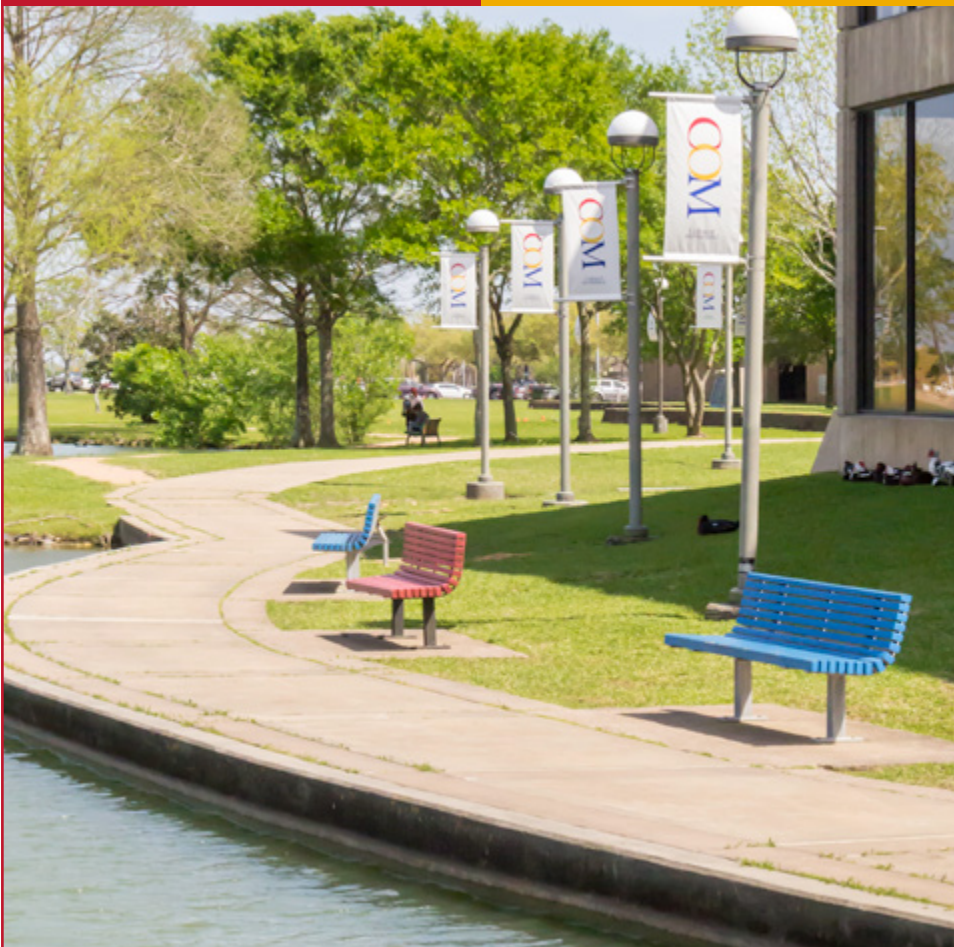
**Learning Centers**  
**COM Cosmetology Lab/Offices**  
 Gulfway Plaza Outlet Mall  
 15009 Delany Road  
 La Marque, Texas

**COM Learning Center – Delmar**  
 1130 Delmar at Laurel  
 La Marque, Texas

**COM Learning Center – North County**  
 200 Parker Court at FM 518  
 League City, Texas

**COM Learning Center – Allied Health Center**  
 200 Parker Court at FM 518  
 League City, Texas

**Gulf Coast Safety Institute**  
 320 S. Delany Road  
 La Marque, Texas



*An Achieving the Dream Leader College, College of the Mainland has served the community for 50 years. Preparing students to transfer to a university or enter the workforce, College of the Mainland has helped more than 90,000 students reach their goals.*

College of the Mainland is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of College of the Mainland. The Commission is to be contacted only if there is evidence that appears to support the institution's significant non-compliance with a requirement or standard.

