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

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>5</td>
</tr>
<tr>
<td>Vision</td>
<td>5</td>
</tr>
<tr>
<td>Mission</td>
<td>5</td>
</tr>
<tr>
<td>Values</td>
<td>5</td>
</tr>
<tr>
<td>Strategic Goals</td>
<td>6</td>
</tr>
<tr>
<td>Annual Priorities</td>
<td>6</td>
</tr>
<tr>
<td>Instructional Vision</td>
<td>6</td>
</tr>
<tr>
<td>Instructional Goals</td>
<td>6</td>
</tr>
<tr>
<td>College Administration</td>
<td>7</td>
</tr>
<tr>
<td>The Role, Rights, and Responsibilities of the Faculty</td>
<td>9</td>
</tr>
<tr>
<td>Employee Ethics and Conduct</td>
<td>9</td>
</tr>
<tr>
<td>Academic Freedom</td>
<td>11</td>
</tr>
<tr>
<td>Professional Image</td>
<td>11</td>
</tr>
<tr>
<td>Instructional Related Policies and Guidelines</td>
<td>12</td>
</tr>
<tr>
<td>Curriculum Development</td>
<td>12</td>
</tr>
<tr>
<td>Instructional Assessment</td>
<td>13</td>
</tr>
<tr>
<td>Instructional Policies and Procedures</td>
<td>10</td>
</tr>
<tr>
<td>Course Syllabus</td>
<td>13</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>15</td>
</tr>
<tr>
<td>Class Cancellations</td>
<td>15</td>
</tr>
<tr>
<td>Campus Closure</td>
<td>15</td>
</tr>
<tr>
<td>Textbook Selection</td>
<td>16</td>
</tr>
<tr>
<td>Initial Class Rolls</td>
<td>16</td>
</tr>
<tr>
<td>Official Class Rolls</td>
<td>16</td>
</tr>
<tr>
<td>Enforcing Prerequisites</td>
<td>17</td>
</tr>
<tr>
<td>Drop/Adds/Reinstatement of Students</td>
<td>17</td>
</tr>
<tr>
<td>Course Audit</td>
<td>18</td>
</tr>
<tr>
<td>Students with Disabilities</td>
<td>19</td>
</tr>
<tr>
<td>Class Attendance</td>
<td>19</td>
</tr>
<tr>
<td>Student Confidentiality</td>
<td>19</td>
</tr>
<tr>
<td>Dealing with Classroom Situations</td>
<td>19</td>
</tr>
</tbody>
</table>
Student Complaints.................................................................................................................. 20
Proctoring Exams .................................................................................................................... 21
Exam Periods ............................................................................................................................ 21
Final Course Grade .................................................................................................................. 21
Grade Books /Final Grade Reports .......................................................................................... 22
“I” Contract .............................................................................................................................. 23
Maintaining Student Records ................................................................................................... 23
Grades in Developmental Classes ........................................................................................... 23
Repeating a Course ................................................................................................................... 24
Change of Grade Forms ......................................................................................................... 24
Student Course Evaluations ..................................................................................................... 24
Student Grade Appeal .............................................................................................................. 24
Student Honor Organizations .................................................................................................. 26
Honor Credits .......................................................................................................................... 26
Field Trips ................................................................................................................................. 26
Copyright and Fair Use Policy ................................................................................................. 27
Instructional Technology Center ............................................................................................. 27
Library ...................................................................................................................................... 28
Testing Center .......................................................................................................................... 29
Computer Labs ......................................................................................................................... 29
Faculty Employment Policies and Procedures ........................................................................... 29
Employment Status ................................................................................................................. 29
Faculty Credentials .................................................................................................................. 30
Faculty Titles ............................................................................................................................. 30
Orientation ............................................................................................................................... 30
Faculty Senate .......................................................................................................................... 30
Workload .................................................................................................................................. 31
Tenure ....................................................................................................................................... 32
Tenure Process: Procedural Timeline ....................................................................................... 32
Post-Tenure Review ................................................................................................................ 35
E-Mail ......................................................................................................................................... 35
Payroll ....................................................................................................................................... 35
Professional Development Plan (PDP) .................................................................................... 36
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Organizations</td>
<td>36</td>
</tr>
<tr>
<td>Professional Development Academy</td>
<td>36</td>
</tr>
<tr>
<td>Sabbatical</td>
<td>37</td>
</tr>
<tr>
<td>College Service</td>
<td>38</td>
</tr>
<tr>
<td>Intellectual Property</td>
<td>38</td>
</tr>
<tr>
<td>Textbooks and Instructional Material</td>
<td>38</td>
</tr>
<tr>
<td>Freedom of Association and Political Participation</td>
<td>39</td>
</tr>
<tr>
<td>Disciplinary Action/Termination</td>
<td>39</td>
</tr>
<tr>
<td>Appendix: Course Syllabus Template</td>
<td>40</td>
</tr>
</tbody>
</table>
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 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/schedule-catalog.

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.

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

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

**Strategic Goals**
COM’s strategic goals serve to guide the direction of the College over the next four years. The 2014-2017 Strategic Goals are:
1. College of the Mainland will develop processes and procedures to ensure that students have a successful start to their college experience.
2. College of the Mainland will eliminate obstacles from the student’s pathway as they proceed on their academic journey.
3. College of the Mainland will enhance student engagement, keeping the students interested in staying on course.
4. College of the Mainland will provide high-quality instruction and instructional support services.
5. College of the Mainland will provide services/processes that enhance the integrity/safety/quality of the institution (including physical facilities) and that enhance the quality of the faculty and staff.
6. College of the Mainland will provide services/processes that connect the College to the community in a mutually growth-enhancing cycle.

**Annual Priorities**
Based on the Strategic Goals, the annual priorities provide direction and focus for the current year. The current year’s annual priorities are available online at [http://www.com.edu/institutional-research/planning-and-assessment](http://www.com.edu/institutional-research/planning-and-assessment).

**Instructional Vision**
The Division of Instruction at the College of the Mainland will serve our community by delivering innovative, integrated, and impactful instruction, inclusive of diverse student populations and culminating in student success.

**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.

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. Beth Lewis, 409-933-8271

**Vice President for Instruction**
Dr. Pam Millsap, 409-933-8192

**Vice President for Student Services**
Dr. Vicki Stanfield, 409-933-8213

**Vice President for Fiscal Affairs**
Dr. Clayton Burton, 409-933-8261
Vice President for Institutional Advancement and Executive Director of Foundation
Mary Ann Amelang, 409-933-8674

Instructional Deans

Academic Programs
Dr. Steve Sewell, 409-933-8117

Workforce and Continuing Education
Dr. Carla Boone, 409-933-8616

COM Learning Locations

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

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

Cosmetology Lab – The Salon
15009 Delaney Road
La Marque, TX 77568
409-933-8480

Allied Health Center
150 Parker Court
League City, TX 77573

Delmar Learning Center – La Marque
1130 Delmar Drive
La Marque, TX 77568
409-933-8432
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 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)](http://www.aaup.org/report/1940-statement-principles-academic-freedom-and-tenure), 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.”


**Professional Image**

In compliance with College Policy [DH(Local)](http://www.aaup.org/report/1940-statement-principles-academic-freedom-and-tenure), 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**

In compliance with College Policy EE(Local), the College President shall establish procedures for curriculum development that provide for faculty involvement in decision making. 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. This includes assessment of General Education Core Objectives and the course-level student learning outcomes found in the ACGM Lower Division Academic Course Guide Manual of the Texas Higher Education Coordinating Board; it may also include selection of criteria for success and appropriate means of assessment and submission of assessment data into COM’s SPOL database by the date that grades are due.

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

The Lower Division Academic Course Guide Manual is available online at [http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/acgm.htm](http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/acgm.htm)

The Guidelines for Instructional Programs in Workforce Education (GIPWE) is available online at [http://www.thecb.state.tx.us/index.cfm?objectid=8C5EA43A-EECC-C9F8-C7250D5DD5C9DD27](http://www.thecb.state.tx.us/index.cfm?objectid=8C5EA43A-EECC-C9F8-C7250D5DD5C9DD27)

College of the Mainland’s SPOL database is available online at [https://com.strategicplanningonline.com/SPOLNET/](https://com.strategicplanningonline.com/SPOLNET/)

**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 approved syllabus template (see Appendix) to ensure consistency among course syllabi and 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)
• Student Learner Outcomes (must be those listed in the Academic Course Guide Manual (ACGM) or Workforce 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)
  o Critical Thinking Skills (CT)
  o Communication Skills (CS) (Written, Oral, and Visual)
  o Empirical and Quantitative Skills (EQS)
  o Teamwork (TW)
  o Social Responsibility (SR)
  o Personal Responsibility (PR)
• Mapping Table of SLOs, Core Objectives, Assignment
• QEP Statement (Quality Enhancement Plan) (if applicable)
• Attendance Policy
• Tardiness Policy
• Withdrawal Policy
• ADA Statement
• Early Warning Program statement
• Classroom Conduct Policy statement
• Academic Dishonesty statement
• Plagiarism statement
• Course requirements (including description of any special projects or assignments)
• Make-Up Policy
• Determination of Course Grade/Detailed Grading Formula
• Grading Scale
• Concerns/Questions Statement
• Course outline (include calendar with lecture topics, due dates)
• Success Tips for Students

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:

- Course attendance policy, e.g., “must log in 1-2 times a week”
- A description of how the instructor will handle communication and response expectations should be addressed
- Grading rubrics when appropriate

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 or any Vice President
- headers posted on 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.

**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 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. The data necessary to determine a student’s eligibility is included on the Datatel prerequisite roster.

**Drop/Adds/Reinstatement of Students**
The Texas Higher Education Coordinating Board (THECB) mandates the number of withdrawals (“Ws”) that a student may have during the academic career (THECB Rules: Chapter 4, Subchapter A, 4.10). The law provides that each undergraduate student enrolling as first-time freshmen at a public institution of higher education in Texas in Fall 2007 or thereafter will be limited to a total of six dropped courses during their entire undergraduate career.

The six-drop limit includes all drops within the six-drop limit from all Texas public colleges/universities the student has attended added together.

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”.

17
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 Associate Vice President for Student Success and Conduct 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 may be withdrawn at the discretion of the faculty member. If the student remains on the roster after W-day, he or she must receive a grade for the course.

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](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. 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 Associate Vice President for Student Success and Conduct 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](http://www.com.edu/counseling/bit-incident-report). 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 ext. 8599. 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.

**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).

**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 separate “Exam Weeks.” Check with your department concerning designated midterm or final exam periods observed by your department. 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, 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, 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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Significance</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior achievement of course objectives</td>
<td>4 per sem. hr.</td>
</tr>
<tr>
<td>B</td>
<td>Outstanding achievement of course objective</td>
<td>3 per sem. hr</td>
</tr>
<tr>
<td>C</td>
<td>Average achievement of course objective</td>
<td>2 per sem. hr.</td>
</tr>
<tr>
<td>D</td>
<td>Accomplishment of minimum course objectives</td>
<td>1 per sem. hr.</td>
</tr>
<tr>
<td>I</td>
<td>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</td>
<td>NA</td>
</tr>
<tr>
<td>F</td>
<td>Failure to achieve course objectives</td>
<td>-0-</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal on or before the date as specified in the College Calendar</td>
<td>NA</td>
</tr>
</tbody>
</table>

**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 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.

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.
“I” Contract
The grade of “I” is a temporary grade given when the student has completed a majority of the assigned work for a course, is in good standing (passing the course), and has experienced unforeseen circumstances beyond the student’s control which result in the student being unable to successfully complete the course within the timeframe of the semester.

An Incomplete Grade may be assigned only if, 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.

In addition, an Incomplete Grade may be assigned only under the following circumstances: 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 are still outstanding.

In cases where an instructor agrees to assign an Incomplete Grade, the faculty member must complete a triplicate “I” Contract form for each student who receives a grade of “I” on the final grade sheet for the course. The Incomplete Grade contract will specify what course requirements must still be completed along with the due date (no later than one year from when grades were assigned) for the work to be submitted. The triplicate "I" Contract 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 faculty member.

After the student has successfully completed the missing work, the faculty member should complete and submit a Change of Grade Form, changing the “I” to the appropriate permanent grade. If after one year the student fails to complete the required coursework, the Incomplete Grade 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.

Grades in Developmental Classes
Developmental courses in mathematics and integrated reading and writing are listed in the catalog under Mathematics and English, respectively. Students will receive grades in developmental courses; however, these grades will not be used in computing the GPA.
**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. The Director of Institutional Research sends 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 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**
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. Findings of the Grade Appeal Committee shall be final. If the Grade Appeal 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. Students do have a 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 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 to the student. If the Dean determines that the appeal may be appropriate under this policy he/she will contact the Associate Vice President for Student Services (AVPSSC) to initiate the academic appeals process. The Dean will notify the student regarding the Academic Appeals Committee meeting date, his/her rights, and next steps in the process.

Step Three:
The Academic Appeals Committee will be convened by the AVPSSC 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), one Administrative Officer (named by the Vice President for Instruction), and the AVPSSC (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 AVPSSC 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 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.

Honors Credit
Faculty members are encouraged to work with and mentor bright 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 be in compliance 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 staff ready to assist with all instructional technology needs. 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 Center are available to assist with:
- Audiovisual troubleshooting
- Qwizdom Student Response systems
- Ladibug document camera
- eBeam
- 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 Instructional Technology Center are also available to assist with:
- Blackboard (COM’s course management system)
- Course and curricular design
- Online course reviews
- Access to online tutoring for credit students (NetTutor)
- 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

The following software is available through site licenses for use by all faculty members:
• Blackboard – COM’s official course management system used for distance education classes
• Atomic Learning – Thousands of short tutorials covering common software applications
• Lesson Builder – User-friendly HTML creator for creation of instructional web pages
• Respondus – Test creator and editor – create Blackboard-ready tests and move tests between sections
• StudyMate – Create interactive, web-based activities
• NetTutor – Free online tutoring for students in credit classes
• Collaborate Voice – Add voice-recording capability to communication tools in Blackboard, discussion boards, emails etc.
• VoiceThread - improves faculty immediacy and social presence in courses while maintaining the flexibility of an asynchronous learning environment.
• GoToMeeting – web conferencing. We currently license one seat which can be used by faculty on a first-come, first-served basis.

To request any of these services submit a trouble ticket using through the COM Online Student Support Center, available online at http://com.parature.com.

Faculty members should also become familiar with the processes and requirements of teaching Internet and/or hybrid courses which can be found in the DE Faculty Handbook.

For additional information about the Instructional Technology Center, see the department webpages at http://www.com.edu/instructional-technology and www.com.edu/de.

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

**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 Business Hours for the Testing Center, located in the Enrollment Center, Room A-126, are Monday and Wednesday 8 a.m. – 7 p.m. and Wednesday through Friday 8 a.m. – 5 p.m.

For additional information, visit the Testing Center webpage at [http://www.com.edu/testing-center](http://www.com.edu/testing-center), email at testingcenter@com.edu or call ext. 8676.

**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), Math Testing Lab (TVB-1528), Math Tutoring Lab (TVB-1532), and the Speaking, Reading and Writing Center (TVB-1306).

For additional information about each lab, visit the Computer Lab webpage at [http://www.com.edu/computer-labs/](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 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**

In compliance with College Policy DD(Local), the college shall recognize full-time faculty member rank with the following titles:

- Temporary Full-Time faculty—teaching and other assignments of temporary full-time faculty shall be the same as those for full-time faculty, but positions shall not be tenure track
- 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 but does not have at least 24 hours beyond the master’s degree
- Professor—the title of a tenured faculty member with a master's degree plus 24 or more additional hours

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 Vice President for Instruction conducts a First Year Experience for New Faculty Seminar Series each academic year. The Human Resources Department will schedule and provide a new employee orientation to introduce and clarify college policies and procedures and to expose new employees to the various areas of the college. 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 Vice President for Instruction 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 Tuesday/Thursday 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.

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

Tenure
In compliance with College Policy DCB(Local), full-time (non-temporary) faculty members 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 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.

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.

The following accountability measures exist to ensure that tenure-track faculty members develop professionally and consistently deliver excellent instruction:

• Consistent and rigorous hiring procedures to include a teaching demonstration, interviews not only by the search committee but also by the Dean/VPI/President, and reference checks
• Probationary period for all exempt employees
• Ability to non-renew contracts (without cause) until tenure is earned
• First-Year Experience Seminar Series for New Faculty
• Tenure Mentoring Process
• Student evaluations, every class, every semester
• Annual performance evaluations
• Annual professional development plans
• Tenure policy involving institution-wide review committees, who review all student evaluations, classroom observation results, annual performance evaluations, and any discipline-related issues presented by the Chair, as well as the tenure file.

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 supervisor to discuss your tenure mentoring committee and your responsibilities with regard to same.
5. 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.
6. Begin building your tenure file by familiarizing yourself with the tenure criteria and collecting documentation of how you meet those criteria.
7. At least two classroom observations shall be conducted during the year (once in the fall, once in the spring). Incorporate feedback into your instruction such that each subsequent observation demonstrates pedagogical growth and development.
8. End-of-course student evaluations are conducted each semester. Review these evaluations, and document how you have attended to this feedback.
9. 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.
10. In preparation for the annual performance evaluation, conduct a self-evaluation as directed by your supervisor.
11. 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 (once in the fall, once 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 (once in the fall, once 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 academic Dean.

**Post-Tenure Review**
In compliance to [College Policy DCB(Local)](https://example.com), 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 classroom observations. The details of the post-tenure review process are available in the COM Board Policy Manual DCB (Local). The following accountability measures exist to monitor faculty performance:

- Student evaluations, every class, every semester
- Annual performance evaluations
- Annual professional development plans
- Classroom observation, once every two years
- Post-tenure review process requiring evaluation of compliance with all tenure criteria every year
- Positive Performance/Disciplinary procedures

**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**
In compliance with College Procedure [DJ(Regulation)](https://example.com), contract employees shall submit a "Contract Leave Report" form to their supervisor on the first working day after the end of the month. The approved report shall be forwarded to the Human Resources Department no later than 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 leaves and absences are taken. To make a request for leave, faculty must complete a Request for Leave form and submit the form to his or her supervisor.

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 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 Wages
- 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. 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, and
memberships in professional organizations up to $150 a year (but not further education).

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 (I:) drive [under VP for Instruction  Professional Development Academy  PDA Forms  PDA Application].

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. 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.

Immediately after the PD activity has been completed, the faculty member must complete the PDA Evaluation, located in the same folder as the application. The evaluation form must be submitted directly to the PDA.

**Sabbatical**

In compliance with College Policy DEC(Local), the College District encourages the professional development and continuous improvement of full-time faculty. The College District recognizes that leave with financial support can be a powerful aid in obtaining training, degrees, experience, and renewal, which can be of great benefit to the College District and its community.

A full-time, tenured faculty member in good standing who has completed at least six academic years of teaching at the College District shall be eligible for a one-semester sabbatical (fall or spring), with full base pay plus current benefits, or one academic year at one-half base pay plus current benefits.
A faculty member requesting sabbatical leave shall adhere to the criteria, deadlines, and processes established by the College District’s Sabbatical Review Committee, a subcommittee of the Faculty Senate. Required criteria shall include appropriate professional development activities upon return from the sabbatical.

A faculty member returning from sabbatical must fulfill his or her contract assignment for two academic years or shall be required to repay all salary and the cost of benefits received during the sabbatical. A faculty member who has received sabbatical leave shall be ineligible to apply for additional sabbatical leave within seven years of the initial leave.

The College President shall submit all recommendations for faculty sabbaticals to the Board of Trustees for final approval.

**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)](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).
APPENDIX: COURSE SYLLABUS

Course Number and Section (History 1301.XXXCL)

Name of Course (United States History I)

Course Semester (Fall 2014)
Time and days of course

Instructor: Name, email, phone number

Office hours and location:

Required Textbook:

Textbook Purchasing Statement: 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.

Course Description: (catalog description is acceptable)

Student Learner Outcomes:

Upon successful completion of this course, students will:

1.

2.

3.

4.
**General Education Core Objectives:** Students successfully completing this course will demonstrate competency in the following Core Objectives:

1. 
2. 
3. 
4. 

<table>
<thead>
<tr>
<th>Student Learner Outcome</th>
<th>Maps to Core Objective</th>
<th>Assessed via this Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Etc.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**QEP (Quality Enhancement Plan) (If applicable):**
This class has been selected to include oral communication in its curriculum, as part of College of the Mainland’s Quality Enhancement Plan (QEP) on oral communication across the curriculum. A small percentage of classes will also be video recorded for institutional purposes.

**Attendance Policy:**

**Tardiness Policy:**

1. **Withdrawal Policy:**

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact Leroy August at 409-933-8287. The Office of Services for Students with Disabilities is located in the Student Success Center.

**Early Warning Program:** The Counseling Center at College of the Mainland has implemented an Early Warning Program. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Warning Program you will be contacted by someone in the Counseling Department. As student success and retention is very important to us, someone from the Counseling Department will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**Classroom Conduct Policy:** College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the on-line Student Handbook. [http://www.com.edu/student-services/student-handbook.php](http://www.com.edu/student-services/student-handbook.php). Students should act in a professional manner at all times. Disruptive students will be held accountable according to college policy. Any violations of the Code of Conduct will result in a referral to the Office for student Conduct and may result in dismissal from this class.

**Academic Dishonesty:** Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that exam and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

**Plagiarism:** Plagiarism is using someone else’s words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else’s words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else’s words without quotation marks. Any assignment containing any plagiarized material will receive a **grade of zero** and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

**Link(s) to resource(s) about avoiding plagiarism:**

**Course requirements (including description of any special projects or assignments):**

**Make-Up Policy:**
Determination of Course Grade/Detailed Grading Formula (methods of evaluation to be employed to include a variety of means to evaluate student performance):

Grading Scale:

**Concerns/Questions Statement:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact [insert name and title of direct supervisor] at [phone number/email address].

Course outline (include calendar with lecture topics, due dates):

Success Tips for Students (at a minimum, include link(s) to resource(s) focused on any computer skills needed to be successful in course):

**FOR ONLINE COURSES:**

**Online instructors should consult the Distance Education Faculty Handbook for additional requirements, but at a minimum, online syllabi should include these additional elements:**

Course attendance policy, e.g., “must log in 1-2 times a week”

Link to ADA statement

Communication policy