



San Antonio College Faculty Handbook 2018-2019

Last updated, Fall 2018

PREFACE

This document has been compiled by the Faculty Handbook Committee of [San Antonio College](https://www.alamo.edu/about-us/compliance/board-policies--procedures/) (SAC), with input from the SAC Faculty Senate. Policies, procedures and guidelines have been included in summary form in this book. Complete Alamo Colleges District policies and guidelines are online at <https://www.alamo.edu/about-us/compliance/board-policies--procedures/>

Unless specifically stated otherwise, the term “faculty” in this handbook refers to all full-time, adjunct, and continuing education faculty members, including Department Chairs. The term “instructor” is used generically to refer to all faculty without regard to rank.

Disclaimers: All policies and procedures are subject to change. This document does not supersede established or future district/college policies or procedures. Faculty requesting more information or clarification about a policy or procedure in this document should contact either the appropriate Department Chair or Vice President of Academic Success at San Antonio College.

Most references to course time frames are based on a 16-week semester. Please see the *important semester dates* sent out by the Office of the Vice Chancellor of Academic Success for appropriate adjustments to part of term.

The Alamo Colleges District, and its affiliated colleges, does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs, or services. Inquiries or complaints concerning these matters should be brought to the attention of the Alamo Colleges District Director of Diversity and Equity, Title IX Coordinator, Human Resources Department, 201 W. Sheridan, Bldg. AA, San Antonio, Texas 78204 or at 210-485-0216.

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SECTION 1: COLLEGE ORGANIZATION HISTORY

San Antonio College was established as University Junior College in September 1925, under the auspices of the University of Texas. The following year control of the college was transferred to the San Antonio Independent School District and the name was changed to San Antonio Junior College.

With the passage of state legislation authorizing the creation of junior college districts, administrators embarked on an active campaign to create the San Antonio Union Junior College District. Approved in 1945, the District assumed control of the San Antonio Junior College and St. Philip's Junior College, originally a private Episcopal Institution, in 1946. Two years later, "Junior" was dropped from the names of the colleges, and attention focused on finding a permanent facility.

The college's first offices were housed at 203 Romano Street on the northwest side of Main Avenue High School near Romano Plaza. The campus was moved in 1926 to the 400 block of South Alamo Street, once home to the German-English school.

In January 1951, San Antonio College moved to its present site on San Pedro Avenue across from San Pedro Park. Enrollment was less than 500 students. The Southern Association of Colleges and Schools granted accreditation to the college in 1955.

In the mid-1960s, the college expanded its mission to include vocational, technical, and adult education. By the late 1960s, San Antonio College became a comprehensive community college by expanding offerings in occupational and technical courses and by assuming the San Antonio Independent School District's continuing education program.

The name of the college district was changed to San Antonio Community College District in 1978 and in 1982 the district was renamed the Alamo Community College District (ACCD). In 2017, trustees approved that the ACCD be referred to as Alamo Colleges District.

In support of the mission of the Alamo Community College District, San Antonio College responds to Bexar County's diverse community by providing high quality general education, liberal arts and sciences, career education, continuing education, and developmental education. The college has an average semester enrollment of 21,000 credit students and an average annual enrollment of 16,000 other-than-credit students. San Antonio College is the largest single-campus community college in Texas and one of the largest in the United States.

ACCREDITATION

San Antonio College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Arts, Associate of Science, Associate of Applied Science, and various 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 San Antonio College. Normal inquiries about the institution, such as admission requirements, financial aid, and educational programs should be addressed directly to the college and not to the Commission's office; the Commission is to be contacted *only* if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

San Antonio College was established in 1925 and that year boasted 232 students and forty-six instructors. In January 1951, the college moved to its present location at 1300 San Pedro Avenue, just north of downtown. Enrollment in the Fall 2010 semester exceeded 25,000 students, including those taking SAC courses at the Northeast Lakeview location.

San Antonio College offers Associate of Arts, Associate of Arts in Teaching, and Associate of Science degrees for transfer to four-year institutions. The college also offers certificates and Associate of Applied Science Degrees in forty-seven different technical/occupational fields.

Students who wish to view the school's accreditation and licensing bodies documentation may inquire at the reserve desk of the Learning Resource Center in the Moody Learning Center.

MISSION OF THE ALAMO COLLEGES DISTRICT

Empowering our diverse communities for success.

MISSION OF SAN ANTONIO COLLEGE

To empower our community for success by meeting the postsecondary learning needs of a diverse and globally- networked society. To help students achieve their full potential by preparing them to graduate, transfer, or enter the workforce with effective critical thinking skills, communication proficiency, leadership ability, personal and civic responsibility, empirical and quantitative understanding, performance proficiency, and the ability to work effectively in teams.

VISION

San Antonio College will be nationally recognized for student success and best practices.

VALUES

Students First Respect for All Collaboration Community-Engaged Can-Do Spirit Data-Informed

STRATEGIC PRIORITIES OF SAN ANTONIO COLLEGE

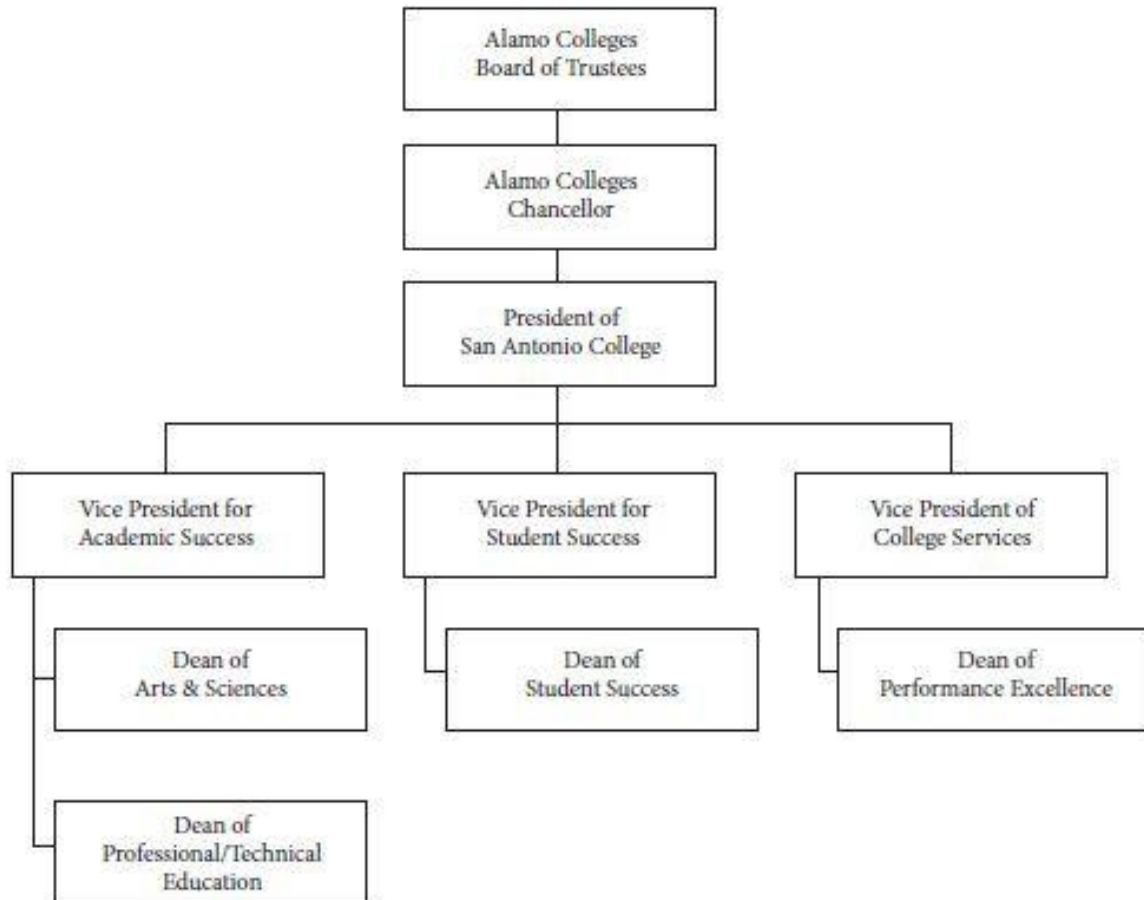
- SAC will develop an integrated approach to student success that guides students effectively from connection (pre-entry) to attainment of education/career goals and credentialing.
- SAC will establish, align and reinforce systems and processes that position the college to respond to internal and external challenges.

- SAC will create an organizational context which encourages behaviors that, when deployed, continuously improve student, employee and organizational performance and effectiveness.
- SAC will respect and value difference in our students, workforce, and community and develop conditions that support and encourage each individual to attain their full potential.

Academic Leadership Contact Information				
Administration				
President	Dr. Robert Vela, Jr.	FAC 323	486-0959	rvela64@alamo.edu
Vice President for Academic Success	Dr. Jothany Blackwood	FAC 303J	486-0950	jblackwood3@alamo.edu
Vice President for Student Success	Dr. Lisa Alcorta	FAC 303E	486-1410	Lalcorta3@alamo.edu
Dean, Academic Success	Dr. Conrad Krueger	FAC 302	486-0915	Ckrueger@alamo.edu
Chair, English, Education, Humanities and Journalism/Photography	Gilliam (Mike) Burton	GH 123B	486-0660	gburton@alamo.edu
Chair, Fine Arts	Jeffrey Hunt	MCFA 105A	486-0487	Jhunt1@alamo.edu
Chair, MESSH (Mexican American Studies, Early Childhood Studies, Sociology, Social Work, History)	Dr. Jonathan Lee (Interim)	ECSB 205	486-0516	emarshall@alamo.edu
Chair MAPE (Mathematics, Architecture, Physics, Engineering)	Dr. Said Fariabi	MCCH 131A	486-0289	sfariabi@alamo.edu
Chair, Natural Science (Anthropology, Astronomy, Biology, Chemistry, Earth Sciences)	Dr. Teanna Staggs	CAC 345B	486-0856	tstaggs@alamo.edu
Chair, Psychology, Philosophy and Student Development/EDUC 1301	Dr. Thomas Billimek	MLC 616	486-1266	tbillimek@alamo.edu
Director, Library	Johnathan Wilson	MLC 500A	486-1084	jwilson315@alamo.edu
Director, High School Programs	Ray Hernandez		486-0911	rhernandez660@alamo.edu

Dean, Academic Success	Vernell Walker	FAC 208	486-0920	vwalker@alamo.edu
Chair, Allied Health and Kinesiology	Cheryl Startzell	NAHC 134M	486-1538	cstartzell@alamo.edu
Chair, Languages at SAC (American Sign Language, Interpreting, English as a Second Language, World Languages)	Dr. Tom Cox	NTC 114C	486-1113/486-1726	lmetcalf@alamo.edu
Chair, Business and Entrepreneurship (ACT, Business, Economics, Paralegal Studies, Real Estate)	Dr. Velica Dr. Val Calvert	OC 325B	486-0190	vcalvert@alamo.edu
Chair, Communication Design, Computer Information Systems, Music Business and Radio Television Film	Troy Touchette	NTC 229	486-1072	ttouchette@alamo.edu
Chair, of Public Policy Services (Criminal Justice, Court Reporting, Human Services, Political Science, Public Administration)	Oscar Ruiz	CAC 238B	210-486-0196	Oruiz14@alamo.edu
Chair, Creative MultiMedia	Dr. Barbara Knotts	MLC 639	486-0593	bknotts@alamo.edu
Director, Nursing Education	Stella Cirlos	NAHC 378	486-1852	scirlos1@alamo.edu

College/District Administration

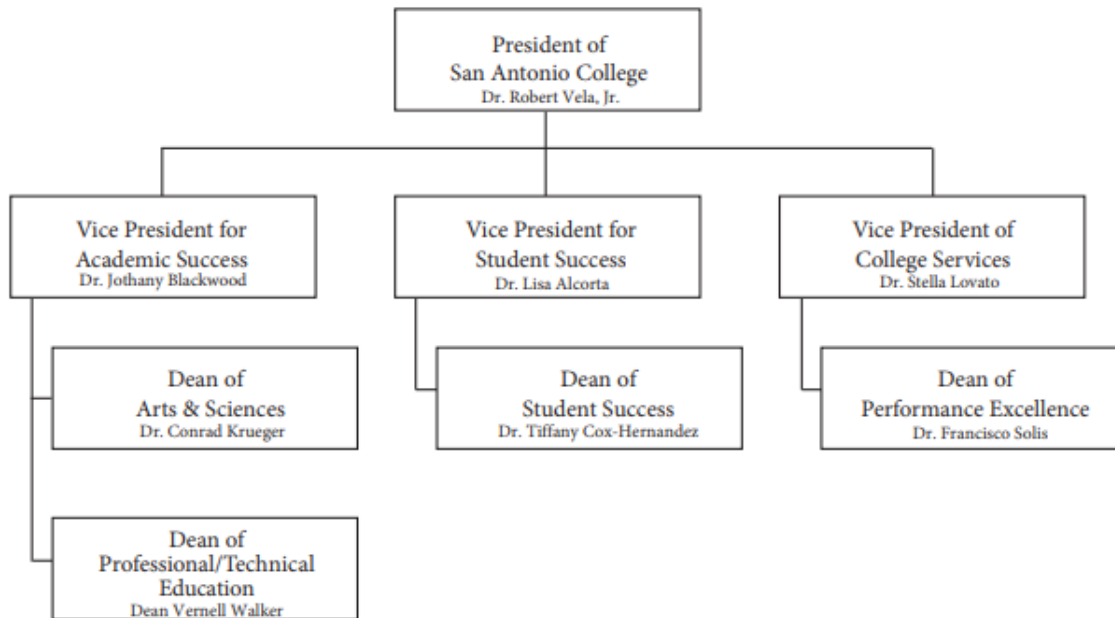


SAN ANTONIO COLLEGE

ALAMO
COLLEGES

Updated: August 2016

College Executive Team



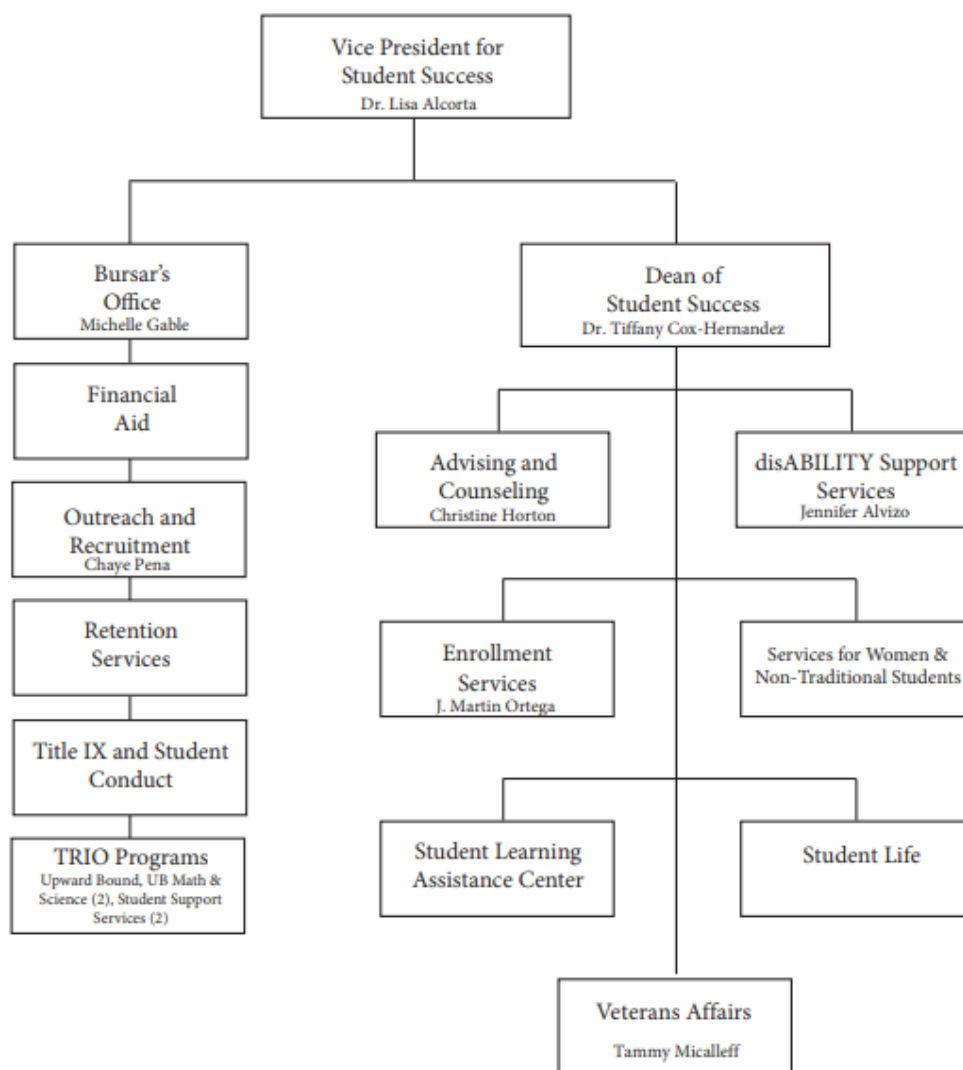
ALAMO COLLEGES DISTRICT
San Antonio College

Updated: December 2017

Proposed SAC Academic Organizational Chart



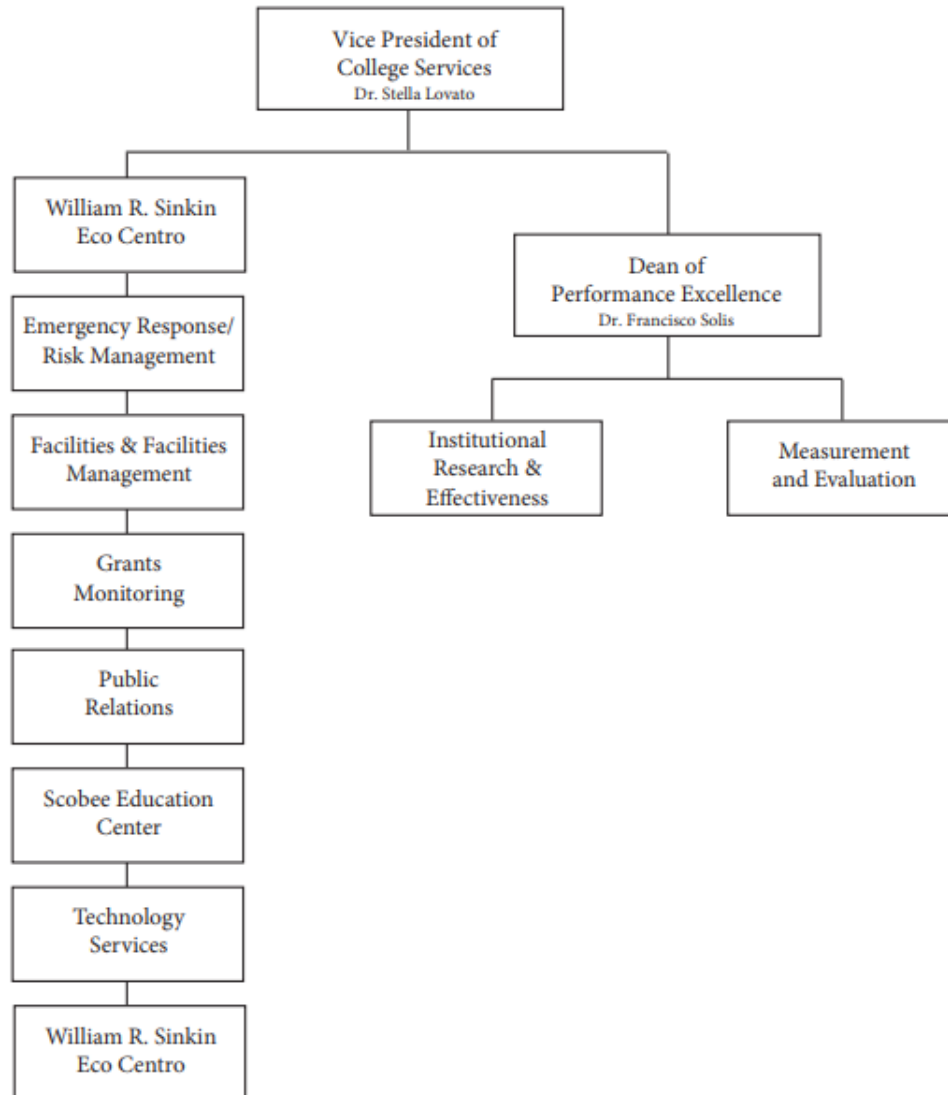
Student Success



ALAMO COLLEGES DISTRICT
San Antonio College

Updated: December 2017

College Services



ALAMO COLLEGES DISTRICT
San Antonio College

Updated: December 2017

SECTION 2: INSTRUCTIONAL RESPONSIBILITIES AND RESOURCES A. PREPARING FOR THE SEMESTER

Faculty ID

New employees receive their employee ID card during new employee orientation from the Alamo Colleges District Police Department (ACPD). For replacement ID cards, contact ACPD and submit an ID Card Issue Request Form located on the AC Police Department website at <http://www.alamo.edu/district/police/forms/>. The ID cards are necessary for recognition as an official employee in order to validate identification by the Alamo Colleges District Police Department, collect payroll or reimbursement checks from the Bursar's office, check-out library materials, and receive applicable discounts offered from various entities, such as the bookstore.

Keys

Full-time faculty members are provided with Key/Locknetic device to individual classrooms which are equipped with a Key/Locknetic device, such as the science or computer labs. To obtain a Locknetic device, faculty members are required to complete a Key Request Form from ACES under the Employee TAB. Submit the form to the Department Chair. If a faculty member loses a Key/Locknetic device, he or she must make a report to his or her Department Chair and Alamo Colleges District Police Department as soon as possible. Once reported, the Alamo Colleges District Police Department will complete a lost key form. The campus police will inform the faculty of the procedure.

Building Access

All faculty can have access to buildings outside of regular operation hours by having their chair or coordinator complete a facility access form available from the Vice President of College Services. The information on the form will allow District to program their ID cards to activate the locks identified on the form. This form is sent to the Vice President of College Services who approves and forwards the form to District for programming. The programmed cards record information as to who opened the building doors, and when, after regular operating hours.

New Employee Network Account

If you have a new employee within your department that requires a network account, please complete the User Account Request Form and the Computer Security Agreement Form (both forms are available online at <http://www.alamo.edu/sac/college-forms/>) and fax to OTS at 210-486-9002 or scan and attach with your work order request within a "FootPrints" ticket request.

Direct Deposit

All Employees are required to have their paychecks deposited directly into their bank accounts by submitting a completed Direct Deposit Form available on the Alamo Colleges District Fiscal and Financial Services website: <http://alamo.edu/district/fiscal-services/>

Office Hours

In addition to full-time teaching responsibilities, full-time faculty members are expected to make themselves available to students, staff, and other faculty as defined below.

In the fall and spring semesters, full-time faculty members' contractual obligations begin one week prior to the first instructional day of the semester and end with the last day of the term. In the summer, they begin and end with the first and last days of the term. District policy requires that full-time faculty members maintain a posted minimum of ten office hours each week during the fall and spring semesters for a full-time load. During summer sessions, faculty members must schedule a minimum of two office hours per week for each class taught. Individual departments may have office hour requirements for overloads.

While there is no office hour requirement for adjunct faculty members, they should plan to be available to students immediately prior to class and immediately after class, whenever possible.

Office hours, office location, contact phone number/email are publicized to students through the syllabus and must also be posted outside full-time faculty offices each semester. All faculty will use the authorized Alamo email as a means of communication with the College and students.

Offices and Mailboxes

Full-time faculty have office space. The Adjunct faculty offices are located in the assigned department. See Department Chair for location. Mailboxes for both full-time faculty and adjuncts are also located in the assigned department's main office.

Parking

All employees are charged a campus access fee, which will enable them to park on campus. Parking permits will be mailed to the address in the system. If the address is not your home address, it can be corrected in the Address Correction Link. The college access fee is \$50 valid from September 1st through August 31st. A \$2.09 fee will be deducted from each semi-monthly payroll on a pre-tax basis. The parking permit decals will be mailed to your home address, unless otherwise listed in ACES.

A parking permit decal must be displayed in the lower right corner of the vehicle's windshield. A parking permit decal displayed in any other manner will be considered invalid. While purchase of a parking permit decal does not guarantee a parking space on campus, it does provide authorized parking on any Alamo Colleges District campus as long as the permit is properly displayed.

San Antonio College is also responsible for implementing and maintaining a Parking and Traffic Appeals Committee to afford due process for any person receiving a Parking Violation Notice (Citation). This procedure is available in printed form and available to all employees and students on campus. All decisions by the Parking and Traffic Appeals Committee will be final.

Instructional Supplies

The College provides basic classroom materials, office supplies, and other resources for the faculty. These may be obtained through an Academic Unit Assistant in your department. Unusual supplies or large purchases must be requested through and approved by the Department Chair. Alamo Colleges District purchasing policies do not provide for reimbursement on purchases made by employees, except from specific, authorized vendors with prior approval for the employee to make the purchase.

Reimbursement for purchases of classroom supplies or the use of off-site copy companies is rarely authorized and should be avoided.

Copier Use

For small to moderate copy jobs, faculty members have access to copiers, which are located throughout the college. Upon employment, each faculty member will be instructed in the use of copiers by the Academic Unit Assistant. This training will include how to use the Banner ID number to access and use copiers. For large numbers of copies, or for special copying needs, faculty should contact their Academic Unit Assistant. Personal accounts for other copying needs can be set up with the SAC UPS Store, located on the second floor of Fletcher Administration Center (FAC) building.

Textbooks

The College provides faculty with instructional textbooks that have been selected for instructional use. Textbook orders are requested through the Department Chair according to established timelines for specific semesters. Information regarding textbook orders, desk copies, support materials, and policies on preview and selection may be obtained from the Department Chair.

Guidelines for Selection of Instructional Materials: Effective Summer, 2012:

The colleges of the Alamo Colleges District are responsible for the selection of textbooks and other instructional supplemental materials for effective learning. Each college may select those materials best suited for the realization of its educational objectives, utilizing the subject-matter knowledge and skill of faculty members. Faculty in the various disciplines have the sole responsibility for choosing appropriate textbooks, supplementary and optional readings, including study guides and computer assisted instructional materials regardless of delivery system.

The following guidelines are to be followed in the selection and ordering process. The guidelines apply to all materials required or recommended for credit courses.

Responsibility

1. The department chair is responsible for the adoption of all textbooks and materials to be used in each course. The instructional dean or vice president provides oversight for all textbook selections.
2. The college may allow the faculty in each discipline to determine a process for textbook selection that includes the guidelines provided herein. The process must be documented and provided to the appropriate Dean/Vice President. All full-time faculty members in the department responsible for each course should be included in the selection process unless a faculty member may personally benefit from the selection of any instructional materials under consideration.
3. The process should include the department chair identifying a textbook adoption lead for each course within a discipline. The lead will follow the identified process, is responsible for documenting the information required in the process, and is responsible for meeting the chair's deadline required to meet the bookstore deadline. Documentation should be available to the appropriate Dean/Vice President.
4. Each semester, no later than two weeks prior to the beginning of the semester, the bookstore will provide to the college a list of the text(s) or other materials required for each section in the schedule based on information provided by the chair.
5. **Faculty members are encouraged to produce materials, either individually or collaboratively, that assist student learning and success. Faculty shall adhere to all appropriate Board policies and procedures.**

Selection

1. A normal textbook adoption cycle should not be less than three years, and disciplines which are able to adopt a longer cycle without diminishing instructional quality are encouraged to do so. Flexibility should be considered for those disciplines that require more timely changes of adoptions due to rapid changes in technology and information or publisher's new editions, although newer materials should be explored in online, open formats to supplement current textbooks rather than require new textbooks. Except in extenuating circumstances, new editions and new textbooks should only be adopted for implementation in the fall semester. This will avoid mid-year textbook changes and should reduce costs for students.
2. The faculty members of the discipline will select one textbook or set of materials per course. All faculty who want a text for the course will use the one selected by the discipline. The number of supplemental materials (novels, etc.) to be required should be discussed within the discipline to establish some consistency across requirements. Individual faculty may not select a textbook(s) outside the discipline selection.
3. For each section of the course scheduled for a semester, the chair shall gather from full-time faculty members if the text is required.
4. Departments are encouraged to select open source materials where appropriate to minimize costs to students. All selections must adhere to policy [E.1.7 Instructional Resources: Copyrighted Materials](#). The chair should be notified if open source materials will be required instead of or in addition to one of the approved text(s).
5. The department selecting a custom textbook or a textbook bundle should carefully consider the cost to the student (including buy-back, used text and rental cost) and document the basis for, and benefit of, using a customized textbook or bundle. The option must be approved by the appropriate Dean/Vice President.
6. Consumable materials should not be bundled with texts to allow rental or buyback of the text.
7. Any original instructor materials from an individual faculty member or group of faculty members within a discipline/department selected as required for a course must be approved by the chair and appropriate dean/vice president. Faculty may not receive compensation from materials adopted by the Alamo Colleges District. The request from the lead must include how any funds that will go to the originating faculty member (royalties or other compensation) from an adoption at the Alamo Colleges District will be sent to the Alamo Colleges District Foundation. Each semester the faculty member will provide the lead, chair, and appropriate dean/vice president with the amount sent to the foundation and how, within the Foundation guidelines, it will be distributed to students. See [Policy C.1.8 Intellectual Property](#).
8. The lead and department will consider during the selection process all pricing options, including standalone textbooks, texts with pass codes and bundles or packages, custom published products, loose- leaf versions, digital textbooks, and rentals. The considerations should include the buyback and resale costs to students. Selected texts should be available to students in rental and digital option.

Copyright Considerations

1. Faculty who wish to use copyrighted print material and sheet music shall follow the Fair Use in Copyright Laws for Education guidelines provided as Exhibit A. The faculty member is responsible for ensuring that all relevant copyright requirements are met for the first and continuing semesters of use of materials.

2. Faculty who are using open source materials instead of or in addition to one of the approved texts should inform the chair, in writing, so text(s) and materials requirements are gathered for all sections.

Cost Considerations

1. In discussions with the publisher about texts being considered, use the estimated enrollment in the course for the text to be selected to identify all possible options, such as
 - the best “new book” cost and the buyback amount to determine total cost to the student
 - the cost of a customized publication and buyback possibility
 - the cost of a bundle, the cost of the items if possible to purchase separately, and buyback possibility
 - the availability of the text as a rental (www.rent-a-text.com) or eBook
 - the cost of the text as a loose-leaf version (no buyback option)
 - the used book cost over the adoption cycle
2. Consumable materials should not be bundled with texts to allow rental or buyback of the text.

Appeals

Disciplines/programs may appeal for exceptions to these recommendations to their appropriate instructional dean/vice president or designee (based on college’s structure). Requests for exceptions should be provided by email by the chair.

Ordering

1. All textbooks required for sections must be provided by the college department chair to the Dean/VPAA who will approve and forward to the bookstore by the following deadlines:
 - i. Spring textbook orders – October 15
 - ii. Summer textbook orders – March 15
 - iii. Fall textbook orders – April 15

Department and college timelines will be established to meet the bookstore deadlines.

2. An order will be completed for each text or other instructional material item and must contain the following:

Changes

- i. Author and any and all co-authors
- ii. Complete Title
- iii. Publisher
- iv. ISBN
- v. CRNs and enrollment projections
- vi. Department Chair’s approval
- vii. Required or recommended
- viii. The number of semesters remaining on the adoption.

1. If, after an order has been submitted, a change to that order is required (e.g., cancellation of sections or the addition of new sections), the chair shall inform the bookstore and copy the

Dean/VPAA. After registration begins, the obligation for keeping track of such information becomes the responsibility of the bookstore, except in the case of complete section cancellation, which shall be communicated to the bookstore by the chair as soon as possible.

2. The bookstore will inform the chair of all problems associated with orders as soon as those problems are known to the bookstore. This includes delayed orders, late orders, and out-of-print materials, change of publishers, changes in editions, and other factors which directly affect the availability of texts and other materials to students.

Information provided to students

1. The textbook and other instructional materials will be included on the bookstore list. This ensures that text information will be available to the student through the online information provided by the bookstore.
2. As required by [TAC §4.218](#), students will be emailed by Alamo Colleges District Instructional Technologies department, at the official Alamo Colleges District email address, a notice that states

“A student of this institution is not under any obligation to purchase a textbook from a college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.”

c. Students should be informed by faculty and other sources that required materials should be obtained in a timely manner; i.e., well before the first assignments are due.

d. Faculty members may include on the course syllabus the information required by [TAC §4.218](#).

Definitions

1. Custom Textbook: textbook compiled by a publisher at the direction of the discipline/department textbook lead in charge of textbook adoptions that may include items such as selections from original instructor materials, previously copyrighted publisher materials, copyrighted third-party works, or elements unique to a specific college. A custom textbook must be adopted for a minimum three-year period.
2. Textbook: a book published primarily for instruction in connection with a particular course or courses and includes any edition of a textbook or set of textbooks and any item considered supplemental specifically to the textbook, regardless of whether the textbook and supplemental items are sold together or separately.
3. Textbook Adoption Lead: a faculty member selected by the department/discipline for each course and responsible for following the textbook adoption guidelines and providing the chair with all required materials by defined dates. Chairs are responsible for textbook selection for all disciplines within the department.
4. Textbook Bundle: textbook combined with other instructional material, such as another text or additional printed material, a computer disk, website access, or electronically distributed material, and is packaged or otherwise offered for sale with that instructional material at a single price. The term does not include a textbook that is combined with other instructional material if that material in its entirety is:
 1. Required to be offered for sale with or as part of the textbook, according to a third-party contractual agreement; or
 2. Interrelated with the content of the textbook to such a degree that any separation of the material from the textbook would render the textbook unusable for its intended purpose.

Textbook bundles must be approved by the appropriate dean/vice president as well as the chair.

5. Multiple Term Adoptions: Where books will be used for more than one semester, there are two cost- savings program suffered by the campus bookstore that could be applied.
6. Guaranteed Buyback: If a non-consumable book is listed with multiple terms, the student can be guaranteed when they purchase the book, that the book will be purchased for 1/2 of the purchase price at the end of the semester (subject to condition for resale).
7. Local Rental Titles: If a non-consumable book is listed for four terms (like size, like enrollment) the title can be listed on the rental program, even if it is a custom title or otherwise not on the national list of titles for a 55% discount from the new book price.

B. COURSE SET-UP

Academic Calendar

All faculty should verify course dates according to the published academic calendar. The current academic calendar may be found at:

<http://mysaccatalog.alamo.edu/content.php?catoid=155&navoid=8868>.

Course Syllabi and VITA

Texas Administrative Code places regulations requiring faculty to post syllabi, student evaluations, curriculum vitae, and other information on the Internet, and that the information be accessed within three clicks from the institution's homepage. Syllabi must conform to state and district requirements. One week before the beginning of each semester, faculty members must complete a syllabus for each section taught and revise their curriculum vitae using CONCOURSE (our eSyllabus and Vita tool) through the Employee tab in ACES. On the first day of the semester, faculty members are required to direct students to the course syllabus (Concourse) - <http://alamo.edu/sac/syllabus/>

Course Syllabi Elements

The eSyllabus is the official syllabus of record and is to be made available on Campus Concourse either through a link to the SAC website or by uploading a pdf of the Concourse syllabus. All course syllabi are online and accessible via the San Antonio College website and Concourse, Alamo Colleges District syllabi delivery system. To access your course's Concourse syllabus, go to San Antonio College's main website, <http://alamo.edu/sac/> hover over Academics, click on Course Syllabi (eSyllabus & Concourse, <http://alamo.edu/sac/syllabus/>, and click on Enter Concourse Syllabus.

The syllabus is considered a contract between the faculty member and the student; it should be detailed and specific. Information (Course Title, Term, Section/CRN, Course Description, Course Objectives, Course Outcomes, and Institutional/College Policies) from the district, college, and department levels will already be included in the eSyllabus, but each faculty member must have the following required components:

- Meeting Times: Indicate the class meeting times face-to-face or online.
- Contact Information: name, office location, office phone number, email address, department website address, and office hours

- **Course Materials:** Any materials needed to be successful in the course.
- **Course Evaluation:** Provide a detailed list of assignments, grading procedures, and method of assessment used in the course.
- **Additional Items:** Provide instructor- specific information such as additional attendance policy, electronic device policy, and information on academic support services. It is important for the faculty member to include clearly established policies in the syllabus and that the policies are applied uniformly and consistently for all students.
- **Schedule:** Provide a daily or weekly schedule of events for the course including a “general description of subject matter of each lecture or discussion.”

Curriculum Vitae Elements

Each faculty member should update information summarizing their career and qualifications to teach the courses assigned to them in their profile in Concourse as per Texas Administrative Code with:

- all institutions of higher education attended, with the degree(s) earned;
- all previous teaching positions, including the names of the institutions, the position, beginning and ending dates; and
- a list of significant professional publications relevant to the academic positions held, including full citation data for each entry.
- The curriculum vitae may include the instructor's professional contact information, such as office telephone number, work address, and institutional email address. Vitae are not required to include personal information about the instructor, such as the home address or personal telephone number.

Student Learning Outcomes

San Antonio College is highly committed to continuous quality improvement of all aspects of the student learning experience and environment. In order to ensure a data-informed approach to enhancing improvement, all faculty members should be familiar with the Student Learning Outcomes (SLOs) for each course they teach. The course SLOs are defined by the THECB with additional SLOs added by the department as appropriate. As a faculty member, it is important that you define the specific assessment measures within your course that will show evidence of student attainment of the defined course-level Learning Outcomes. Additionally, San Antonio College has eight core competencies we believe our students need to develop proficiency in prior to transfer, graduation or entry into the workforce. These competencies are contained in the SAC Mission Statement. Faculty members need to identify which course outcomes map to these competencies and which assessment measures will provide evidence of student success in the identified competency. The information regarding SLOs, assessment measures, and mapping of measures to core competencies needs to be entered into eLumen each term. Please refer to the section containing instructional technology resources, which provides additional information on eLumen. After creating the SLO assessment structure in eLumen for each course, you can update

this information throughout the term as students complete their required assignments, tests, papers or other assessment measures used for the course. Keeping up with this during the term is definitely recommended. If you do not update student assessments in eLumen while your course is in progress, you will have to input all the information at the end of the course.

Please note: *This process can be complicated for faculty members not familiar with course and program level assessment and this particular approach to assessment. However, this is extremely important to our students, courses, programs and the college, and is part of your responsibilities as a faculty member. If you are unclear about this expectation, please see your Department/Unit Chair prior to the start of the term so you can receive the training necessary to move forward with this requirement.*

Attendance

It is critical that a faculty member establishes a uniform attendance policy and state it clearly in their syllabus.

Tardy Policy

Since tardiness is a form of absenteeism, each faculty member also has the right to establish a tardy policy. The faculty member's absence and tardy policy should be clearly detailed on the course syllabus distributed to the students.

Distance Education Attendance

Students enrolled in Distance Education courses should check in by the third class day and will receive equivalent consideration for the purposes of determining the acceptable duration of excused absences and time limits for the completion of course work following an excused absence as described in the course syllabus.

Field Trips

Student travel at San Antonio College must follow Alamo Colleges District board policy and procedure. For information on academic travel associated with a specific program, course or coursework, faculty may consult their program coordinator or department chairperson. For information on travel for student clubs, organizations, and other types of non-academic travel, faculty may consult the Office of Student Life.

Guest Speakers

Guest speakers for individual classes are at the discretion of the faculty member, although the lecture needs to be relevant to the course content and for an educational purpose only. When faculty utilize a guest speaker that is not employed by Alamo Colleges District, the faculty member must be present in the classroom.

Inclement Weather

The Alamo Colleges District inclement weather hotline number is 210-485-0189. Information regarding college closures or class cancellations may also be located on the [Alamo Colleges website](#) and local TV and radio stations.

Student Drop Procedures:

Prior to Census, students may drop a course by logging into ACES and dropping the course.

Students are able to drop a course through ACES prior to the census date without the course appearing on their final records. Following the census date, students wishing to withdraw from one of their classes should initiate contact with the instructor by the scheduled deadline in order to complete the process.

Enrollment Management and Drop/Add Period

A drop and add period is provided each semester following the close of regular registration as detailed in the current class schedule. San Antonio College, however, believes that student success is directly related to attendance and therefore uses a “rolling close” system; students are not allowed to add a class if the class has already met for the first time or is currently in progress even if there is space available in the class. Exceptions may be made at the Chair’s discretion.

Class Attendance

C. BEGINNING OF SEMESTER ITEMS: PRE-CENSUS

From the first day of the semester until the census day (twelfth class day), it is critical that faculty check the official class roster and take attendance as the first activity of the class. **Students whose names do not appear on the roster should be sent immediately to the Enrollment Services/Admissions and Records Office to determine the nature of the discrepancy.** Faculty members are required to keep an attendance log of each student’s attendance throughout the entire semester.

First Class Day Roster

- This roster must be printed by the faculty member. The faculty member must access the Summary Class List under the Faculty tab in ACES to view and print his or her class rosters.
- It is the responsibility of each faculty member to check this roster daily.
- If a student is in attendance, but not on this roster, the faculty must **not** allow the student to remain in the class and the student should be directed to Enrollment Services/Admissions and Records Office in the Fletcher Administration Center Building immediately to clear any discrepancies.

Smart Start Drop

Instructors may drop a student who has not attended the first day of classes or logged on for distance education courses by entering a W on the roster in ACES under the Smart Start Drop link. If a student has contacted the instructor prior to missing the first day of class, it is at the instructor’s discretion whether or not the student may continue in the class. Please carefully check your official rosters daily! It is critical to verify that a student has NEVER attended when using Smart Start Drop as it is difficult to reinstate a student who was dropped in error.

Interim Rosters

- Faculty members should check rosters ACES daily and print a new roster if any changes have been made.
- It is imperative that any student not appearing on a roster be directed to the Enrollment Services/Admissions and Records Office immediately.

Census Roster (Twelfth Day Roster)

- If there is a discrepancy between the census roster and those students in attendance, it is the responsibility of the student to go to the Enrollment Services/Admissions and Records Office to rectify any problems.

Reinstatement Process

Reinstatement should remain a last resort in cases of extreme extenuating circumstances that justify reinstatement. Petition for Reinstatement must be made within two class meetings after the drop date at the preliminary discretion of the instructor. Provided circumstances merit a reinstatement, the instructor initiates the process by filling out and delivering a Petition for Reinstatement Memo and signed add/drop form to the Chair. The reinstatement paperwork must also be reviewed for approval and signed by the Dean of the relevant division, then forwarded for final decision to the appropriate Vice President. It arrives, provided all levels approve the reinstatement, to an official from the Enrollment Services/Admissions and Records Office.

Early Alert

The Early Alert process is designed to alert advisors to students who may be struggling in the course. Faculty members will submit a progress report for all students at the quarter and halfway marks of the semester. If a faculty member does not feel that any student is at risk for failing the course at that point, a progress report must still be submitted by simply clicking the “Submit” button. All students will be automatically recorded as NOT at risk. The faculty member should have planned some form of formal or informal assessment by the quarter mark in order to have grounds to make the determination. Students reported in danger of failing the course will be automatically delivered a generic “At Risk” email from the instructor directing the student to contact them thus providing instructors the opportunity to conduct interventions with these students. On the second “At Risk” notification, the student is directed to meet with an advisor.

D. POST-CENSUS

Course Rosters

a. Faculty members should check rosters in ACES at least weekly to notify students who have been dropped. Any student still attending after being dropped for non-payment should be directed to the Business Office and Enrollment Services/Admissions and Records Office to rectify any problems. If extreme circumstances warrant that a student be readmitted to your course, the appropriate readmissions process and documentation must be followed. Faculty should seek guidance and agreement from the department Chair to determine eligibility to petition for reinstatement.

Regular and punctual class and laboratory attendance is required of all students. A student absent for any reason may be allowed to do makeup work at the discretion of the faculty member. The student will,

however, be responsible for missed lecture material on subsequent examinations. An excused absence will only apply to a student representing the school in an official capacity that has been approved by the President of the College or the Vice President of Academic Success.

Student absences should be recorded, without exception, from the official date of enrollment in the class. Students who do not attend the first scheduled class meeting may be dropped. Course instructors establish policy with regard to attendance in their respective syllabi and may drop a student for excessive absences. Absences may be considered excessive when more than 12.5% of the total contact hours of instruction in a semester, including lecture and lab, are missed. If a student is dropped from a class for excessive absences after the Census date has passed, a grade of “W” (Withdraw) will be recorded.

Midterm Grades

Faculty members must submit a midterm grade for all students through ACES at the midpoint of the semester.

End of Course Student Surveys

The college has implemented digital student course evaluations. It is the responsibility of the faculty member to assure reasonable response rates for the course evaluations. This response rate is particularly important for a number of reasons including:

- The SACSCOC recordkeeping in which there is an expectation that we conduct a valid student evaluation of our faculty and the courses that we offer.
- The unreliability of results when only a small sample responds.
- The importance of valid and representative student input on faculty members’ effectiveness in instructional strategies in promoting student learning.
- The message it sends to students when we communicate to them that their input, thoughts and suggestions are valued, heard, and utilized in quality enhancement efforts.
- The opportunity the student evaluation process affords faculty members to reinforce the core competency of “civic responsibility” with our students, which emphasizes the importance of students’ taking advantage of opportunities to “have a voice.”
- The significant role in your evaluation as faculty members.

Here is a list of strategies that we hope you will find helpful in this important endeavor. Please do not feel obligated to use all of these suggested strategies, just choose the one(s) that you think will be most helpful to you and your students:

- **Explain** to your students the **importance** of completing the survey; explain why it is important for them.
- Give students **clear instructions** for completing the survey. Make sure that your students know the **CRN** for your class.
- **Provide class time** for students to complete the survey and take the class to one of the **lab rooms**
- on campus or see if they can complete the survey on their **phones, or on college computers**.
- Offer **bonus points** to students who provide proof that they have completed the survey. Students can email to you the confirmation they receive after they have completed the survey.
- Send a **text** to your students encouraging them to complete the survey.
- Provide some **incentive** that works for you and your students in the context of your course; for example, you might grade research papers of those students who provide proof that they

took the survey, first. If you have another strategy that has worked for you, please share this strategy with your colleagues.

E. CLOSING OUT THE SEMESTER

End of Semester Responsibilities:

All faculty members are held responsible for:

- **Submitting Final Grades for the Course**
- **Submitting SLO reports for each class via eLumen:** If you did not submit the information for each student regarding the assessment measures identified for each course Learning Outcome throughout the term, you will have to input all this information at the end of the course.
- **Analyzing eLumen course reports and planning necessary improvements:** After each term has concluded, faculty members should access eLumen to review and analyze the summative information regarding student attainment of SLOs for each course taught. This evidence should be used as the basis for making changes in your course strategies, class exercises, and instructional techniques, as may be warranted by the data, in order to improve student success the next term you teach this course.
- Check with your Department Chair for additional end of semester procedures beyond submitting grades and SLOs.

Incomplete Grades

A conditional grade of “I” may be given to a student only when he or she has a passing average on all completed work, but has an emergency that prevents him or her from taking the final examination or completing other required work at the end of the semester. Faculty who wish to give the grade of “I” to a student in these circumstances must complete an **Incomplete Grade Form**, and submit to the Dean the Memo form which stipulates what work is due and a timeline for submitting late work. The “I” becomes an “F” in 120 calendar days unless a student completes the work with a performance grade of “D” or higher. The performance grade earned will replace the “I” on the student’s permanent transcript.

In-Progress (IP) Grades

Students enrolled in developmental courses may receive “IP” grades if they have completed all of the course work, but still have not earned a “C” or better. The only way to receive a grade in a course for which an “IP” grade has been recorded is to re-register for the course and earn a grade of “C” or better at the end of the semester or term in which the re-registration occurs.

F. LEAVING THE INSTITUTION

Departure from San Antonio College

Upon departure from San Antonio College, faculty members must return keys. If an employee (full-time, part-time or work-study) separates from their department, the Revoke Account Access Form must be submitted to OTS. The form is located at www.alamo.edu/sac/college-forms. Typically, the Academic Unit Assistant for the Department submits this form.

G. INSTRUCTIONAL POLICIES

Academic Integrity Policy

College personnel with administrative authority, including faculty, may initiate disciplinary proceedings against a student accused of scholastic dishonesty. "Scholastic dishonesty" includes, but is not limited to, Academic Misconduct, Cheating, Plagiarism, Fabrication and Collusion as defined by [AC Board Policy F.4.2.1 \(Procedure\) Student Code of Conduct](#).

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

FERPA

The [Family Educational Rights and Privacy Act](#), more commonly known as FERPA, is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records, but these rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. In practical terms, FERPA limits the information about a student that can be shared by an employee of the College with others about a student's college experience. This information includes but is not limited to: talking to parents about a student's personal or academic information, posting grades in a public place, or discussing a student's medical information. A concise overview of FERPA is available from the [National Association of College and University Attorneys](#). Specific questions about FERPA should be directed to the Director of Enrollment.

Academic Grievance Policy

Faculty are responsible for classroom management, teaching strategies, testing, and evaluation of student performance. At academic institutions conflicts may develop within the educational process that require academic intervention using the Academic Grievance process. If the grievance process is to function smoothly, a serious effort must be made to resolve such conflicts expeditiously.

When student complaints cannot be resolved through informal interaction with a faculty member or chair/coordinator, students are directed to use the Academic Grievance procedure by filing a Student Academic Grievance form, available from any department chair and online at the San Antonio College Academic Grievances/Integrity website: <https://www.alamo.edu/sac/experience-sac/current-students/sac-cares/academic-grievancesintegrity/>. Students are encouraged to speak to the Chair and use the Academic Grievance process only when there is clear and convincing evidence that a faculty member has treated the student unfairly, arbitrarily, or capriciously. The Academic Grievance procedure allows for unresolved complaints to continue moving from student, to instructor, to division chair, to dean until consensus is reached or final decision affirming or denying the grievance is made by the appropriate dean.

Classroom Management

Creating and maintaining an environment conducive to learning is the responsibility of the Faculty Member. There are many effective options for classroom management; among them are:

1. Communicate expected behavior clearly both verbally and in writing
2. Address disruptive behavior immediately and follow up with a written record to the student
3. Alert the Chair of the department for ongoing issues

Student Drop Procedures

Prior to Census: Students may drop a course by logging into ACES and dropping the course.

After the Census date: faculty member completes the withdrawal process by entering a grade of “W” in the Final Grades area in ACES. In urgent cases, the Chair may drop a student. If a student simply stops attending a class without completing the official withdrawal process and have not been withdrawn from the course by the instructor for non-attendance, a grade of “F” will be recorded.

Valid Student Absences:

- **Jury Duty:** Students who present timely (at least five days’ notice) and appropriate documentation authorizing bona fide jury duty should be excused from class and not be penalized for any missed exams or assignments. It is the responsibility of the student to make appropriate arrangements with his or her instructor to complete any work. However, faculty should be aware that status as a college student usually exempts students automatically from jury duty service.
- **Military Leave:** Students who present timely (at least five days’ notice) and appropriate documentation authorizing bona fide short-term military training or duty should be excused from class and not be penalized for any missed exams or assignments. It is the responsibility of the student to make the appropriate arrangements with their instructor prior to the absence.
- **Religious Holy Days:** A “religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under [Section 11.20, Tax Code](#). Students shall be excused from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Students must notify the faculty member in writing within the first 12 days of the semester of the intent to be absent due to a religious holy day. Under [Texas Education Code 51.911](#), a student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time as established by the faculty member.

Administrative Discipline Process

For ongoing or severe student issues, the following steps should be taken:

- Meet privately with the student to reiterate the classroom expectations and the consequences of repeated incidents.
- Ask the student to leave the classroom or area if necessary. A faculty member is empowered to ask the student to leave the class for the remainder of that day (but not for the semester). If the faculty member feels that the magnitude of the behavior warrants further action, file a SOBI report and let the Student Conduct Officer know.

- Submit an incident report via the Maxient reporting system (see SOBI below) located on the [Division of Student Success webpage](#).

Safety of the faculty and students is of the utmost importance. If there is reasonable belief that the student may hurt themselves or others, or if their behavior creates an eminent and immediate threat, the faculty member should act immediately by contacting Alamo Colleges Police Department at 210-485-0911.

SOBI (Strategies of Behavioral Intervention): SOBI is a process of identifying students displaying patterns concerning behavior. A report can be submitted via the Maxient reporting system located on the Division of Student Success webpage: [SOBI reporting page](#). In cases of emergency, contact Alamo Colleges Police Department at 210-485-0911. This process does not have to be carried out as an emergency measure.

For further information or questions, contact the Student Conduct Officer at 210-486-1208.

H. STUDENT RESOURCES

Veterans Affairs (VA)

San Antonio College Veterans Affairs is proud to serve all eligible veterans and their dependents with one goal in mind: to provide support services in obtaining their educational benefits in order to graduate. SAC VA participates in a wide range of benefit programs provided by the U.S. Department of Veterans Affairs and the Texas Veterans Commission.

Prior to obtaining the benefits discussed above, veterans and their families have a very precise process they must follow while getting started. The SAC VA team will help students understand their educational benefits and help them decipher the required forms and regulations set by the U.S. Department of Veterans Affairs. These services are extended to them through every step from pre-registration, registration, certifications and graduation. SAC VA advisors and staff understand that there are unique challenges these students have had or are currently experiencing such as transitioning from military to civilian life. SAC VA closely corresponds with disability Support Services for veterans that may also require their services during their time here at our College.

SAC VA is honored to be the only Alamo College with a *VetSuccess on Campus* program through the Department of Veterans Affairs. As a result, SAC VA has a full-time vocational rehabilitation counselor who provides services to enable veterans to make a smooth transition to college life and successfully complete their educational programs.

If you have any questions regarding SAC VA services, please contact our office at 210-486-0111, visit our website <http://www.alamo.edu/sac/VeteransAffairs>.

disABILITY Support Services (dSS)

As per [Section 504 of the Americans with Disabilities Act](#), San Antonio College must provide reasonable accommodations to the student's known disability in order to afford him/her an equal opportunity to participate in the institution's programs, activities, and services. In order for accommodations to be made, students with disabilities must self-identify and are responsible for requesting accommodations and providing appropriate documentation to the disABILITY Support Services located on the first floor of the Moody Learning Center.

Examples of reasonable accommodations include:

- Extended test/quiz taking time
- Note Taking Services (tape recorder, carbon paper, copies of instructor notes or presentations)
- Reader or reading software
- Faculty members will be notified of their student's services via "Letters of Accommodation." These letters will be emailed to faculty through their Alamo Colleges email account.

For more information on services available to students with disabilities or if you are interested in dSS training for your team, please contact the dSS Office at 210- 486-0020. We also encourage you to check out our dSS webpage: <https://www.alamo.edu/sac/about-sac/college-offices/disability-support-services/>.

The Advising and Counseling Center

The Advising and Counseling Department includes the following services: academic and career advising, case management, personal and crisis counseling, the Transfer and Career Center (TRAC), and community partnerships. These services are available via email, telephone, face-to-face contact, and online. In addition, extended hours and weekend hours are available. These following provided in the Advising and Counseling Center located on the 1st floor of the Moody Learning Center (MLC):

Advising: Advisors play a vital role in the educational endeavors of students by providing a variety of advising services at key points in the matriculation process and in students' subsequent academic career. Academic advisors assist students with assessment score interpretation, degree plans, course equivalency guides, and registration.

New students are assigned to academic advisors in the Advising and Counseling department upon completion of new student orientation. These advisor assignments are based upon a student's concentration and/or career pathway. After thirty earned hours, students will begin receiving advising from faculty advisors of the department housing their concentrations or certificate programs. Declared Liberal Arts students will continue to be advised in the Advising and Counseling Center through graduation or transfer to another institution. A student's assigned advisor can assist them with academic and career advising along with coaching them through academic recovery concerns such as probation and dismissal.

Transfer and Career Center (TRAC): The Transfer and Career Center (TRAC) focuses on connecting students to transfer and career opportunities. To help better prepare students, an array of services are offered such as transfer advising, career advising, degree and transfer planning, transfer and job fairs, access to career and university resources through online or print sources, scholarship opportunities, and assistance with admissions and financial aid processes.

Counseling: Personal and crisis counseling is available for students who are experiencing challenges that impact their academic success. Personal and crisis counseling is provided to students through appropriate assessment, a maximum of three personal counseling sessions, thematic group sessions, and referrals to community resources as needed. Counselors are equipped to perform crisis intervention as necessary. The counseling office also offers a number of activities throughout each semester that are designed to enhance students' engagement and connection with the college.

Online Advising: Students enrolled in distance education courses can receive academic and career advising through our online service through Blackboard Collaborate at

<http://www.alamo.edu/sac/OnlineAdvising>. In addition, all students can utilize the online platform to receive academic and career advising.

Community Partnerships: San Antonio College partners with the non-profit San Antonio Education Partnership (SAEP), an organization that provides motivation for at-risk students in twenty-four high schools throughout San Antonio. SAEP offers San Antonio high school students an eight-semester college scholarship if they commit to earning a "B" grade average and keeping a 95% attendance rate vetted upon graduation from high school. The SAEP Retention Program at SAC assists SAEP participants in the transition from high school to college by providing academic support services, including intrusive advising, degree plan assistance, social activities, and additional scholarship opportunities.

Assessment (Testing) Center:

The San Antonio College Assessment Center's primary function is to adhere to the Texas Success Initiative mandate that requires that all entering college students must demonstrate their college readiness skills via the TSI exam or by having transcribed test scores such as the TAKS, SAT, or ACT. Active duty and retired veterans are exempt from TSI requirements. Students can request that their SAT and ACT official score reports be sent directly to the Assessment Center. All official test scores will be entered into the Assessment Center system. All college transfer student will need to demonstrate that they meet the TSI requirements via their official college transcript.

In addition, the Assessment Center supports our student's and community's educational testing needs by offering the CLEP, GED exams and proctoring of external correspondence and certification/licensure programs. The Assessment Center works closely with the disABILITY Support Services office to ensure student's testing accommodations are provided for regardless of disability.

It is highly encouraged that all incoming and transfer students meet the TSI requirements early, thereby expediting the registration process. The Assessment Center is located in the Fetcher Administrative Center building, room 112. They can be reached by phone at 210-486-0444 or through their website:

<http://www.alamo.edu/sac/assessment-center/>

Services for Women and Non-Traditional Students

The programs and services for women and nontraditional populations at San Antonio College are sources of support and information for students and the community. Our mission is to assist women, as well as returning and other non-traditional students reach their personal, educational and career goals by offering a wide variety of comprehensive services and programs. The following components form the foundation for the mission of the Department of Services for Women and Non-Traditional Students:

Women's Center: Program services are directed at retaining students in the classroom and include academic advising, information, referrals and comprehensive supportive services including a computer resource lab, textbook and transportation assistance for qualified students, childcare referrals, scholarship and financial aid resource identification and programs on women's health.

Seguir Adelante Adult Re-Entry Program: Program provides assistance, encouragement and direction for welfare-to-work/low-income women, dislocated workers, public housing residents and other individuals needing transition services in order to re-enter education and/or the workforce. Assistance includes GED to College Transition Program, computerized academic skills upgrading, admissions and enrollment assistance.

Mi CASA Program: Program services offered include career development and employability skills

development to help students transition from college to career. Resources include: self-assessments, job listings and resume and cover letter critiques.

Community Outreach: Special community outreach programs include the annual WE Conference for Women returning to school and the LULAC Rey Feo Parent/Child Scholarship Program. All programs are located in the Empowerment Center located on the corner of Howard and Evergreen Street. To learn more about these services please call 210-486-0455.

I. GENERAL RESOURCES

Student Learning Assistance Center (S.L.A.C.)

Faculty are strongly encouraged to notify their students about the services of the Student Learning Assistance Center located in the Moody Learning Center (MLC) building in room 707. All services are provided free of charge to students. Services offered are:

Tutoring Services: Tutoring services are offered through the S.L.A.C. All tutors have been recommended by faculty members and have undergone training programs prior to working with students. ***Tutoring services are available by appointment only.*** Students must be currently enrolled in the course for which they need tutoring. Tutoring sessions are for thirty minutes in length unless they involve a group tutoring session (two-five students) or if the student has a referral from disABILITY Support Services (DSS). Individual thirty minutes sessions cannot be back-to-back and must have a minimum of thirty minutes in between sessions. Group and DSS tutoring sessions are for one hour in length. Students are limited to one hour of tutoring per day. Appointments will be cancelled if the student is ten minutes late for a thirty minute session or twenty minutes late for an hour session. Call 210-486-0165 to see if tutors are available for your specific class or classes.

Classroom Reservations: The S.L.A.C. has several computer classrooms available for reservations on a first-come, first-serve basis to allow faculty members to bring a class into the S.L.A.C. for a demonstration of a specific software package or to administer a test. Faculty members wanting to reserve a classroom should contact the S.L.A.C. in advance by calling 210-486-0165. In order to make a reservation, the faculty member must provide the date(s) and time when the reservation is needed, what software program to be used, the course name and section number, course CRN (if known), and how many students will be attending. Based on the given information the S.L.A.C. will try to locate a room to accommodate the request. The room reservation request is not official until confirmation is sent to the faculty member. The S.L.A.C. is located in room 707 of the Moody Learning Center.

Test Proctoring: The Student Learning Assistance Center does have a dedicated proctoring room for proctoring exams and we provide a locker where students can securely place their items. All exams are secured in a locked file cabinet. This cabinet is locked every day and only certain employees are able to access it.

The S.L.A.C. will not proctor regular lecture and online course exam for the entire class. We will proctor make up exams for those select students at the approval of the instructor. Please see the S.L.A.C. website for testing hours since they change depending on the semester.

All tests will be stopped thirty minutes before the lab's closing time. If a student arrives close to that time, they may not have the full amount of time allotted by their instructor for the test. Therefore, students must arrive early enough so that they can complete their tests. **There will be no exam proctoring when a semester is not in session.**

Submit completed S.L.A.C. Proctoring Exam Form along with a list of students needing to be proctored

to the Student Learning Assistance Center, Moody Learning Center, Suite 707; e-mail form to sac-slac@alamo.edu. Do not use the campus mail service; you may drop off the exams or e-mail the exams. Please assist S.L.A.C. in providing excellent services to students by using the updated version and completely filling out the Proctoring Exam Form. These forms are located on our website, Share Point site and at the front desk.

*If you have a printed exam that requires more than two student copies, please make an adequate amount of copies and drop them off at the S.L.A.C. If only two students are taking the exam, please e-mail to sac-slac@alamo.edu and we will make the two copies.

Students first arriving at S.L.A.C. must sign in at the front desk and know their instructors name, their course and the name of the exam they are wishing to take. Students who do not know this information will be asked to look that information up in ACES. A college ID or any official government issued ID (i.e., Driver's License, Military ID, Passport, etc.) is required. S.L.A.C. does not accept credit cards with pictures on them. Depending on the amount of students needing proctoring, there may be a waiting period. Students may be asked to sign in on a sheet of paper to keep track of who is next.

Students are signed into the Proctoring Exam database and placed at a proctoring station. A running account keeps staff informed of who is currently taking an exam. Once a student's time is up, the database will notify an employee and the exam will be picked up. Once the exam is completed the exam is filed according to the instructions provided by the instructor.

All departments are responsible for picking up their completed exams. However, at the end of every semester all unclaimed exams will be delivered to their respective departments.

Library

San Antonio College library provides a full range of library services and resources that promote student success and life-long learning. The library's website, <http://alamo.edu/sac/library/>, provides an overview as well as links to the library's policies, services and resources. Below are brief descriptions of and links to some of the library's most useful resources and services.

Location, Hours, and Contact Information <http://sacguide.libguides.com/hours>: The library is physically located on the 2nd, 3rd and 4th floors of the Moody Learning Center. During the fall and spring semesters, public hours are normally Mondays through Thursdays from 7:30 a.m. to 8:00 p.m., Friday from 7:30 a.m. to 4:00 p.m., and Saturday from 9:30 a.m. to 5:00 p.m., but days and hours vary during the summer semesters, during holidays, and at other times that classes are not in session. Check the link above for more detailed and up to date information.

Library Instruction: <http://sacguide.libguides.com/instruction> Librarians work with faculty members to teach library instruction classes for students to learn basic information literacy skills. The librarian designs those class sessions (which can be in person or online) in collaboration with the instructor to meet the research needs of the specific research assignment. Library instruction classes are held in MLC 208 and MLC 209 on the 2nd floor of the Moody Learning Center. Online students can schedule a meeting with the Distance Learning Librarian via Collaborate.

Reference/Individual Research Assistance is available to students in person in the Reference Area (MLC 200):

- Telephone: 210-486-0554
- Ask A Librarian Website: <http://sac.libanswers.com/>

- Library Hours and Directions: <http://sacguide.libguides.com/hours>

Informational Resources (Print, Media & Online): The library houses 172,700+ items including books and other printed materials, DVDs, and other media. In addition, the library provides 24/7 online access to 45,000+ electronic books as well as millions of articles from 59,000+ unique periodical titles, hundreds of reference sources, and thousands of streaming videos in 80+ databases.

Print, Media & Online Resources <http://alamo.edu/sac/library/> E-Book Collection Website: <http://sacguide.libguides.com/ebook> Articles and Reference Website: <http://sacguide.libguides.com/ebook>

All currently enrolled SAC students or currently employed SAC employees can access those online materials from wherever you have access to the Internet. Checkout and Renewal of Library Materials Website <http://sacguide.libguides.com/checkout> Renew your items at <https://library.alamo.edu/patroninfo~S7>

Interlibrary Loan and TexShare: Faculty and students are not limited to materials physically available at SAC or online via SAC databases. TexShare cards enable students and faculty to borrow materials from participating Texas libraries, and Interlibrary Loan can reach out to libraries all over the United States.

TexShare Card Website: <http://sacguide.libguides.com/texshare-card> Interlibrary Loan Website: <http://sacguide.libguides.com/ill>

Reserve Materials: <http://sacguide.libguides.com/reserve> Faculty may reserve printed or electronic materials as well as media for limited student use. Physical materials such as textbooks are usually limited to two-hour use within the Reserve area (MLC 207). All reprinted articles and book chapters must comply with current copyright laws.

Copying and Printing: There is no free copying or printing available in the library. Copiers are available in MLC 207, MLC 200, and MLC 308. All are black and white. All require the insertion of cash. The only printing in the library is in MLC 200. A GoPrint online account is required.

Computers For Public Use: Sixty computers with Internet access are available for public use in the library: fifty-five in MLC 200, five in MLC 308. Primary use should be for research, but other academic uses are permissible with the exception of word processing. Computer labs such as the Mega Lab and SLAC are designed to accommodate functions such as word processing and testing as well as special software. Library computer use should adhere to state and federal laws as well as to Alamo Colleges policies and procedures.

Mega Lab Website: <http://www.alamo.edu/main.aspx?id=29838> SLAC Website: <http://alamo.edu/sac/slac/>

Group Study Rooms: <http://sacguide.libguides.com/policies/group> The Library has eighteen group study rooms in Moody Learning Center located in MLC 200, MLC 308 and MLC 409. There are other good study areas, including individual study carrels on these floors.

Library Performance Area: The Library Performance Area accommodates about fifteen people. It's a wonderful venue for a small musical group or solo artist, poetry readings, exhibits, or anything else your imagination can create. For more information, including scheduling, check <http://sacguide.libguides.com/lpa> or contact Library Director Johnathan Wilson at 486-1084.

Copyright and Fair Use: Faculty members are expected to comply with the provisions of the United States Copyright Law during the conduct of their responsibilities for the College. The owner of a copyright has the exclusive right to his or her copyrighted work, including reproduction distribution, performance, display, and use authorization. Reproduction of software, copying of graphics or photos (including those on public websites), or copying and editing items for College use (outside the parameters of Educational Fair Use) requires the permission of the copyright owner. For additional information about Educational Fair Use, visit Stanford University Libraries - Copyright & Fair Use and see [AC Board Policy E.1.7. Instructional Resources: Copyrighted Materials \(Policy\)](#). for more information, please see the District legal website: <https://www.alamo.edu/main.aspx?id=17327>

or the Copyright Crash Course from Georgia Harper at UT: <http://guides.lib.utexas.edu/copyright>.

Writing Center

We help writers! The College Writing Center offers free services to students, faculty, staff, and community members. Our professional tutors are here to help you with writing from any discipline. Whether you need assistance with understanding an assignment, generating ideas, creating a thesis, or organizing your paper, our tutors can help you improve your writing skills.

We promote student learning and thinking by helping writers focus on issues of meaning and by involving them in reflection on their own work. By building collaborative peer relations with student writers and modeling appropriate academic behavior, we help students build the confidence, articulate the ideas, acquire the strategies, and learn the skills to engage effectively in their writing processes. Services:

- Tutoring: We offer one-on-one peer tutoring. Our tutoring sessions are up to forty-five minutes.
- Open Lab: The Writing Center is also an open lab with computers and tables where students can work, and the back room offers digital software so students can create or edit multi-media presentations.
- Writing Resources: We also have an extensive collection of writing references, handouts, and other books on writing, including the MLA and APA manuals.
- Workshops: The Writing Center also offers workshops for faculty upon request, and include documentation, writing scholarship essays, and more.
- Frequent Writer Program: When students come for tutoring three or more times, they win cool stuff!
- How to Set a Tutoring Appointment: Come visit us in person or phone us to set an appointment: GH 203; 210-486-1433.
- LIMITED On-line tutoring: <http://sacguide.libguides.com/sacwctr> Available but requires appointments be made at least twenty-four hours in advance. Students will receive a directive from the WC indicating how to set up their devices for the session.
- Faculty Partner Program: The Writing Center collaborates with faculty to support students with writing assignments for any discipline. Please contact us and let us know about your writing assignments and student goals.
- Contact Jane Focht-Hansen for more information: jfocht-hansen@alamo.edu

Student Life

The mission of the Office of Student Life (OSL) at San Antonio College is to enhance the overall educational experience of students through development of, exposure to, and participation in programs and activities that improve student solidarity, cooperation, and leadership while preparing students to be responsible advocates and citizens and complementing the institution's academic programs. Programs pertain to campus activities, civic engagement and service, clubs and organizations, cultural awareness, health promotions, new student orientation, recreational sports, and student leadership.

Faculty involvement is vital to the success of OSL's student-focused mission. SAC faculty members serve important roles as advisors to student clubs and organizations, and they steer programming for our cultural events series. Activities celebrating Hispanic Heritage Month (Sept. 15-Oct. 15), LGBTQ Awareness Month and Coming Out Week (October), Black History Month (February), and Women's History Month (March) are planned and promoted by faculty-led committees. For more information on how faculty can get involved with the Office of Student Life, contact us at 210-486-0125 or visit our office in the Loftin Student Center Room 256.

Alamo Colleges' Police Department

On-site police protection is provided 24 hours a day, 365 days a year at San Antonio College through the Alamo Colleges Police Department, 210-485-0099. The Alamo Colleges Police Department sub-station at San Antonio College is located at 1601 N. Main on corner of N. Main Ave. and W. Park.

The mission of the Alamo Colleges Police Department is to provide a safe environment for employees, students, and the community.

Emergency telephones are located throughout the campus for immediate assistance. Faculty should use an emergency phone or call Alamo Colleges Police Department **emergency phone number at 210-485- 0911 or call 911** directly which will connect the caller to the San Antonio Police Department's 911 Operator who in turn will transfer the call to the Alamo Colleges Police Department or San Antonio Fire Department Emergency Medical Services depending on the nature of the emergency.

Courtesy Patrol Assistance is available for locked cars and dead batteries during the hours of 7:00 a.m. to 3:00 p.m. and 5:00 p.m. to 10:00 p.m. Faculty should call 210-485-0099 for assistance. Faculty requesting police escort to his or her vehicle should call 210-485-0099 for assistance.

Please follow the Alamo Colleges Police Department on Facebook and Twitter to keep up with important information from the Alamo College's Police Department.

Facilities Safety and Repairs

Report any safety issues or violations as well as needed repairs to the department Chairperson. For routine repairs, the Chair submits a footprints ticket. For safety issues and violations, the Chair notifies the facilities hotline at 210-486-5666, following up with an email to facilities and copying the division Dean.

Bookstore

The San Antonio College Bookstore is operated by a contracted vendor (currently Follett Higher

Education Group). The bookstore is located in the basement of the Loftin Student Center (LSC). The bookstore offers an extensive variety of learning resources that includes all required textbooks, supplemental reading materials and auxiliary supplies for faculty, students and staff.

J. INSTRUCTIONAL TECHNOLOGY

Office of Technology Services (OTS)

San Antonio College's Office of Technology Services (OTS) understands the vital role technology plays in the teaching and learning experience and provides several online resources for faculty and staff and students.

Technical Support: San Antonio College Helpdesk

210-486-0777 or sac-helpdesk@alamo.edu.

Telephone Support: District ITS Helpdesk (Support Central) 811 W. Houston Street (Downtown)
210-485-0555 or helpdesk@alamo.edu

Service Request System – FootPrints – <https://footprints.alamo.edu/MRcgi/MRentrancePage.pl>

The Office of Technology Services' primary focus is to fulfill your technology needs through superior service and support at San Antonio College. For technical assistance, we recommend that you submit your service request via the automated 24/7 self-service request system, "**FootPrints**". Login to "**FootPrints**" using your SAC Workstation username and password (Username: ACES Username, Password: Same password you use to login to your office workstation).

Aces Portal and Email – <https://alamoaces.alamo.edu>

ACES is a secure portal that provides students, staff, and faculty with access to various systems and services using a single sign-on process. As an ACES user, you will have access to Online Courses, Email, Class rosters, Training Resources and Library resources. ACES provides the latest information of events and important news taking place within the college. ACES accounts and user names are automatically generated for all Alamo Colleges employees. The default password is the first two characters of the last name in upper case followed by the last six digits of the social security number.

Email is set-up through the Alamo Colleges Information Technology Services (ITS) Support Central (210-485- 0555). Employees and students can obtain their system-generated email ID and password by logging in to ACES following these steps:

1. Login into ACES: <https://alamoaces.alamo.edu>
2. Select the Tab for Employee or Student
3. Click Web Services link
4. Click the Personal Information link
5. Select the Email Password link.
6. The page will display both the email ID and password.

Alamo Colleges email is the official mode of communication between you and the Alamo Colleges. For more information, view

[http://alamo.edu/uploadedFiles/District/Employees/Departments/Ethics/pdf/policies/F.7.1-](http://alamo.edu/uploadedFiles/District/Employees/Departments/Ethics/pdf/policies/F.7.1-Policy.pdf) [Policy.pdf](http://alamo.edu/uploadedFiles/District/Employees/Departments/Ethics/pdf/policies/F.7.1-Policy.pdf)

Instructional Technology Services

Due to the widespread use of technology at San Antonio College, our administration recognizes the

importance of technology support as an integral part of teaching and learning. The Office of Technology Services' Instructional Technology unit provides teaching and learning support services and serves as a central resource providing support for teaching and learning tools.

The unit provides a variety of services through our three key client facing centers located at the Moody Learning Center (MLC):

1. OTS Service Center – MLC 710

210-486-0030 or sac-it@alamo.edu

Monday – Friday: 8:00 a.m. – 5:00 p.m.

OTS Service Center Website: <http://www.alamo.edu/ots/service/>

The Service Center serves as a primary first point of contact for key basic Information Technology Services offered by the Office of Technology Services department. Services include basic technology support services, such as virus cleaning services, wireless and email support, assistance with resetting passwords, technology service consulting, print/fax support and short-term loans for equipment.

OTS Service Center - Virtual Tour eClip:

<http://sacms.alamo.edu/Mediasite/Play/0eaa37da2a314ffb994633511fb34ef81d>

2. Instructional Innovation Center – MLC 712

210-486-0041 or sac-ots@alamo.edu

Monday – Tuesday: 8:00 a.m. – 7:00 p.m.

Wednesday – Friday: 8:00 a.m. – 5:00 p.m.

Saturday: By appointment only

Instructional Innovation Website: <http://www.alamo.edu/sac/iic/>

The Instructional Innovation Center (IIC) offers support for instructional innovation and the application of technology in educational environments. Services include consultations and hands-on technology training workshops for teaching and sharing of instructional innovations, technology support, course development support, technology integration support and administrative software used at San Antonio College. AlamoShare instructional Technologies Website:

<http://share.alamo.edu/sac/ots/SitePages/instructionaltechnologies.aspx>

3. Student Mega Lab – MLC 502

210-486-0610 or sac-megalab@alamo.edu

Monday – Friday: 8:00 a.m. – 8:00 p.m.

Saturday: 8:00 a.m. – 12:00 p.m.

Student Mega Lab Website: <http://www.alamo.edu/sac/megacomputerlab/>

San Antonio College has several open computer labs available for student use, including a Mega Lab. Additionally, the College has a Student Mega Open Lab that has over 150 workstations (Virtual PC, Windows PC and MAC) available for students to access college systems and library resources. The Mega Lab staff is also available to offer Classroom Integrated Technology Workshops (CIT) to support specific classroom assignments. View our San Antonio College Mega Lab – Virtual Tour eClip:

eClips - <http://alamo.edu/sac/OTS/eClips/>

San Antonio College Office of Technology Services provides access to eClips (Video Tutorials), which are short “how to” videos about San Antonio College systems and college services.

Canvas (Learning Management System)

Canvas for Faculty Website: <http://www.alamo.edu/sac/canvas/>

Canvas for Students Website: <http://www.alamo.edu/studentcanvas/>

Instructure Canvas is a learning management system that enables faculty to manage and deliver online courses to students. Access to Canvas courses is under the My Courses tab in ACES.

eLumen

eLumen is the software used by San Antonio College to automate the process for tracking mastery of student learning outcomes. eLumen is accessible through www.elumenapp.com/elumen. For training information please contact SAC's Office of Technology Services (OTS) or the Office of Integrated Planning and Performance Excellence (IPPE).

System Downtime and Security Alerts

View up-to-date System Alerts on

<https://sacweb03.sac.alamo.edu/eServiceCatalog/Audience?departmentID=1>

Security Awareness

Security Abuse Hotline: 210-485-0555, Option 4 or abuse@alamo.edu Security Awareness Website: <http://alamo.edu/sac/Security/>

Should an issue arise, please go to our website and complete the IT Security Form to describe the security incident. Important: If the incident poses any immediate danger, please call 911 to contact law enforcement authorities immediately.

The types of incidents you report include:

- Unauthorized exposure of private personal information
- Computer break-ins and other unauthorized use of San Antonio College systems or data
- Unauthorized changes to computers or software
- Equipment theft or loss
- Interference with the intended use of information technology resources
- Other OTS Services include
 - Computer/Phone Requests/Moves
 - Software Licensing
 - Microsoft software for faculty and staff
 - Guidance on the appropriate use of Information Technology Resources as per the [Appropriate Use of Information Technology Resources Policy C.1.9](#).

Distance Learning and SAC Online - <http://www.alamo.edu/sac/DistanceLearning/>

The mission of SAC Online is to provide Distance Learning students with quality instruction and support services to help them reach their academic competencies, critical thinking skills, communication proficiency and educational/career goals. Students can obtain a full associate degree online or take courses for their major using an online platform (Instructure - Canvas). SAC Online also supports video courses, hybrid or blended courses, off-campus courses and/or interactive videoconferencing.

At San Antonio College, the following distance education courses may be offered:

Internet-Based Courses

An Internet-Based course is a formal class which uses the Internet as the primary classroom environment. Typically, there are no formal class times scheduled, only the semester time frame for instruction and the completion of assignments, although exams may be scheduled face to face but equal to no more than 15% of the total contact hour time. Internet-Based courses are conducted asynchronously and are not “live.”

Instructure Canvas is the Alamo Colleges’ official course management system and available to all faculty for the creation of Internet-Based courses. Students and Faculty access Canvas through the ACES portal or through <https://alamo.instructure.com/>

Hybrid Courses

Hybrid courses mix electronic and on-campus elements. The instructor conducts a series of on-site classes blended with Internet course instruction and student activities. The face to face time should be no less than 15% of the course time and no more than 50%.

Distance Education courses should cover the same content and student learning outcomes as traditional face-to-face courses. Faculty are required to post the syllabus, textbook information, course orientation, and links to the Library, SLAC, Distance Learning and the College Main Page in their online course by the first day of classes. The syllabus should adhere to same requirements as a face-to-face class (see Syllabus Section). The course should allow for timely and appropriate interaction between students and faculty and among students enrolled in the course. The expectations concerning technology should be clearly communicated to students.

Course requirements should ensure that students are afforded the same privileges of access to library resources and services as students in traditional settings and will be able to effectively use and select appropriate library resources. Laboratories, facilities, and equipment will be provided to support Distance Learning courses.

Distance courses are required to comply with ADA regulations. In an ADA compliance site, students with disabilities can perceive, understand, navigate, interact and contribute through the Internet. Accessibility includes all disabilities that affect access to the Web, including visual, auditory, physical, speech, cognitive and neurological disabilities.

Students who enroll in an Internet-based course should complete an online self-assessment and orientation to ensure student success in distance education courses. Students can access technical support through Alamo Colleges Support Central at 210-485-0555 or helpdesk@alamo.edu.

SECTION 3: FACULTY ADMINISTRATIVE RESPONSIBILITIES

A. ABSENCE PROCEDURE

As students deserve the full measure of the class meeting time, San Antonio College faculty are expected to meet each class in the semester and keep students the entire class time, including the first day of class.

Faculty members who must miss class are required to notify their Department Chair prior to the absence (if possible) in order to arrange for class coverage with a substitute instructor or guest lecturer.

Additionally, faculty members must complete and submit the appropriate **Request for Leave Form** (available through the Chair or administrative assistants) to their Chair for approval.

According to **Holiday, Leaves and Absences Procedures D.5.3.1** types of leave available to all full-time employees of the Alamo Community Colleges include the following:

- Administrative - travel outside the service area of the District in performance of assigned duties and responsibilities. Other conditions at the discretion of the College District and must be approved by the Associate Vice Chancellor of Human Resources, President/Vice Chancellor and Chancellor or designee.
- Bereavement – twenty-four work hours of paid leave for death of a spouse, parent, child, sibling, grandparent, or of a parent, child, sibling, grandparent of the spouse's family, or of any other family member living in the employee's household. Additional sick leave for travel emergencies related to bereavement may be approved at the department level on a case-by-case basis.
- Civic Duty - jury duty, compliance with subpoenas, or court appearances written evidence of civic participation, including dates of service, shall be attached to the leave request form submitted by the employee.
- Developmental - study, research, writing, skill upgrading, or other suitable endeavor including faculty exchanges
- Military - members of the state military force or of the reserve component of the United States Armed Forces for training or duty ordered short-term & long term
- Personal - sixteen hours per fiscal year, non-cumulative. Faculty members who request personal leave shall be responsible for working with their department chairs to provide appropriate substitutes for classes from which they will be absent.
- Sick - ten days per year for nine-month employees; thirteen days per year for twelve month employees. The hours are cumulative. If Absent for five or more consecutive days due to illness or injury, a physician's statement shall be provided verifying the disability along with its beginning and expected ending dates.

Substitute Policy

In accordance with **Alamo Colleges Board Procedure D.2.3.2 Faculty and Department Chairs Positions** for faculty substitute pay, faculty members must notify their Department Chair of an anticipated absence from class as far in advance as possible in order to arrange for a substitute. Faculty members may also substitute on a reciprocal basis for other faculty members who are absent for illness, illness or death in the family, personal or College District business, or attendance at professional meetings. Faculty members substituting for more than one class must be qualified to teach the applicable course. The reciprocal substitution provisions are applicable only to absences of full-time faculty members for classes within the faculty member's regular class load.

In the absence of a reciprocal arrangement, or if the faculty member's absence extends beyond one week, substitutes shall be paid according to the guidelines included in the faculty substitute salary schedule. Individual departments may have further requirements for faculty absences. Please see your department chair.

B. COLLEGE AND DISTRICT SERVICE

The College expects each full-time faculty member to share responsibilities related to the total concern of the College. Such responsibilities include instructional development, College and District faculty meetings, instructional department committee meetings, and other responsibilities as assigned by the College. In recognition of the contribution of adjunct faculty members to their departments, adjunct faculty members

are welcome to participate in departmental governance and may attend and be heard at all departmental meetings.

Committee Assignments

The College expects all full-time faculty members to be involved in committee work which is vital to the conduct, planning and growth of the department, College and District. Adjunct faculty who are interested in serving at the College or district level should express their interest in writing to their Department Chair for consideration and/or contact the Adjunct Faculty Council.

C. PROFESSIONAL DEVELOPMENT

Full-time faculty are expected and encouraged to engage in activities that promote professional development according to **D.6.1.1 Professional Development (Procedure)**. These activities may be, but are not limited to, the following:

- Attendance and/or presentation at conferences and seminars related to the teaching field or profession of teaching
- Scholarly work including publications related to the teaching field
- Participation in online courses/workshops related to job responsibilities
- Membership and/or leadership in professional organizations

As an integral part of its commitment to promoting faculty/professional development, the district and college offers a variety of activities and opportunities. The following descriptions highlight some of those offerings:

Murguia Learning Institute

To foster student success, SAC CONNECT is dedicated to supporting and advancing teaching and learning by working collaboratively with faculty, administrators, and district-wide groups to provide quality services, programs, and resources. Faculty development programs and initiatives available to faculty through the MLI include:

1. i) Adjunct Faculty Seminar
2. ii) Teaching & Learning Strategies Workshops
3. iii) Departmental Consultations

Instructional Innovation Center

Faculty members have the opportunity to participate in professional development of Online Teaching and Course Development sessions provided for faculty. The sessions include various online learning topics as well as skills development. The Instructional Innovation Center is located in MLC 712.

District Tuition Reimbursement Program

All FT regular (not temporary) College District employees with at least one year of full - time employment service (FT as of the date the course begins) are eligible to participate in the Employee Tuition Reimbursement Program as detailed in **D.6.1.3 (Procedure) Tuition Reimbursement for Employees and Child Dependents**.

During the academic/fiscal year the College District will reimburse 100% of tuition for employees and

75% of tuition for dependents and course-related fees such as the distance learning fee for courses taken online (no textbooks) for up to \$2,200 for employees and \$1,700 for dependents. For more details refer to the Alamo Colleges Human Resources SharePoint site at <http://www.alamo.edu/district/alamo-share/>

Bob and Mary Zeigler Adjunct Professional Development Fund

A. Zeigler Adjunct Professional Development Funds

The funds are to provide support to adjunct and Continuing Education (CE) faculty for professional development activities. The maximum individual award for professional development activities in any academic year (September 1 through August 31) is \$250, and preference will be given to employees who have not previously received professional development funds from this program.

All San Antonio College adjunct and CE faculty who are teaching a minimum of two college credit courses or equivalent in the semester of application and have taught a minimum of four long semesters within the last two years (Fall and Spring sessions) are eligible to apply for funds from the Zeigler Adjunct Faculty Professional Development Fund. Forms can be found at the SharePoint site: <http://www.alamo.edu/district/alamo-share/>

B. El Éxito Adjunct Award for Teaching Excellence

The El Éxito Adjunct Award was created to recognize the vital contributions adjuncts make to the teaching mission of the College. Two \$250 awards will be given, one each Fall and Spring semesters to outstanding adjunct faculty members.

- An adjunct faculty member to include CE faculty must have taught a minimum of two college credit courses or equivalent at SAC during the semester nominated and awarded
- An adjunct faculty member must have taught a minimum of four long semesters at SAC within the last four current semesters (Fall and Spring semesters)
- Anyone in the SAC community can nominate an adjunct faculty member that meets the eligibility criteria. Forms can be found on the SharePoint site <http://www.alamo.edu/district/alamo-share/>

SECTION 4: EMPLOYMENT POLICIES

A. EMPLOYEE QUALIFICATIONS AND AGREEMENTS

Equal Employment Opportunity Policy

As a College in the Alamo Colleges District, San Antonio College does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs, or services. Any questions concerning employment discrimination should be directed to: Linda Boyer-Owens, Associate Vice Chancellor for Human Resources, Human Resources Department, 201 W. Sheridan, Bldg. A, San Antonio, Texas 78204 or call the District Employee Services number at 210-485-0200.

Faculty Qualifications

According to **D.2.3.2 (Procedure) Faculty and Department Chair Positions**, faculty members must meet certain academic qualifications:

1. In the Arts and Sciences – a master's degree with 18 graduate hours in the teaching field. Faculty

librarians hold a professional position in one of the district libraries and must have a Masters in Library/Information Science from an ALA- accredited program. Faculty counselors must have a Masters in Counseling or closely related field.

2. In the occupational education and technology area, faculty should have both academic preparation and work experience, the typical combination being a bachelor's degree with appropriate work experience. A master's degree is required for faculty teaching courses where college transfer is a goal or where substantial numbers of students transfer to senior institutions. The minimum requirement will be supplemented as necessary in accordance with criteria established by appropriate professional, regional, and national accrediting agencies.

3. The minimum academic qualifications shall not apply to individuals who held faculty status prior to the approval of December 16, 1986. Such individuals are, however, expected to meet the minimum qualifications established by the Southern Association of Colleges and Schools: "The minimum academic preparation for faculty teaching in professional and technical fields must be at the degree level at which the faculty member is teaching." Faculty who do not meet this minimum standard are required to make a continuous good faith effort to do so, with progress and future plans recorded and approved in the annual Faculty Education and Growth Plan.

SAC FT Faculty Hiring Process

Once a vacancy is determined (either a new position is approved or a retirement or resignation is accepted), a request goes to the College Executive Team to determine if the position will be filled. Advertisements are relevant to the subject area and are typically initially posted internally. In the event there are no internal candidates, the following process would repeat itself for an external faculty search.

The department sets up a screening committee comprised primarily of faculty members from the subject area. Upon approval, a departmental committee for hiring full-time faculty is developed to guide the hiring process. Application packets and files will be checked to determine if all necessary documentation has been submitted and to identify which applicants meet the minimum qualifications as stated in the job announcement. Those files that have incomplete paperwork and/or do not meet minimum qualifications will not be considered for employment.

A selection committee will determine the candidates who are best qualified based on the minimum and desirable qualifications. They will be invited to interview and may be asked to conduct a short teaching demonstration and/or writing prompt. A hiring recommendation will be made by the departmental committee and forwarded to the Chair. This could include multiple candidates. All FT faculty that are being recommended for hire by the departments will require final consideration by the SAC President prior to HR offering employment.

If only one candidate name is sent forward, the Hiring Manager will flag the recommended candidate in Cornerstone ATS with the Red "Faculty-Send for Executive Approval" flag. The Hiring Manager will make contact with the appropriate Dean that they report to and forward the applicant's name, completed Alamo Colleges New Hire Supplemental Information form as well as the applicable faculty paperwork. The Dean will forward the recommended candidate, as well as all applicable paperwork, to the appropriate Vice-President that they report to. The Vice-President will forward the recommended candidate, and all applicable paperwork, to the President who will review the credentials of the finalist being submitted (in some cases an additional interview may be required). If more than one candidate is sent forward initially, the Hiring Manager waits to complete their flagging in Cornerstone ATS until the Executive Team finalizes their decision.

Once the President has approved the candidate for hire, he will send the SAC HR Partner a complete

Faculty Recommendation Packet to move forward with the process (This should include the Election of Full-Time Faculty memorandum, placement form, prior experience credit form, original transcripts, as well as a Alamo Colleges New Hire Supplemental Information form completed by the department hiring manager/coordinator/or chair). Upon receiving the packet, the HR Partner will flag the recommended candidate with a green flag “Recommended for Hire” and attach the Memorandum to Hire “Election of Full-Time Faculty” to the Cornerstone ATS system. Upon notification, the HR Employment Team will process the candidate for hire.

Faculty Work Week

All full time faculty members at San Antonio College are expected to work a minimum of 40 hours per week to be spread over a five day work week. The current Monday-Thursday teaching structure is designed with the expectation that all faculty are on campus on Friday for meetings, 4DX, strategic planning, and other essential activities.

Any exception to this college procedure requires documented justification approved by the department chairperson and the joint approval of the Dean of Arts and Sciences, the Dean of Professional and Technical Education, and the Dean of Student Success prior to the beginning of the semester.

Agreements and Workload: Adjunct Faculty

Adjunct faculty members are hired in a full-time or part-time capacity and on a semester-by semester contract basis contingent upon the needs of the College District. Adjunct faculty members accrue no tenure rights and are not guaranteed any employment beyond the semester for which they are employed as stated in [D.2.5.1 \(Procedure\) Hiring Authority, Status, Assignments and Duties](#).

The College District shall not hire as adjunct faculty members former College District faculty members who were denied tenure, or whose tenure track (probationary) or non-tenure track contracts were not renewed for reasons other than program reduction.

For purposes of salary and employee rights and benefits, adjunct faculty are defined as follows:

- a. Adjunct with Benefits - faculty teaching twelve or more workload units or the equivalent; paid, on the basis of qualifications, at the rate of the entry salary level for tenure track faculty; and eligible for all employee rights and benefits as defined by applicable programs (see Adjunct Faculty Appointments).
- b. Adjunct without Benefits - faculty teaching fewer than twelve workload units or the equivalent and paid in accordance with a salary schedule determined on a per-class basis. This category of adjunct faculty is not eligible to accrue leave or receive fringe benefits.

Agreements and Workload: Full-Time Faculty

To be considered full-time, faculty must teach fifteen hours per semester. Based upon need, full-time faculty may be allowed to teach an overload (not to exceed two classes per semester) although the College reserves the right to limit a faculty member’s overload to fewer than two classes each semester. Overloads are not to be expected by a full-time faculty member. Overloads are paid at the adjunct faculty pay rate.

In addition to teaching hours, full-time faculty and Department Chairs are required to hold ten office hours a week as well as an additional fifteen hours devoted to college or district service, professional

development, or other activities approved by college administration. A notice of the faculty member's schedule, including office hours, should be posted on the office door of the faculty member/Chair no later than the end of the first week of classes.

Summer teaching is optional for faculty members. A summer employment agreement is a term contract offered to faculty to teach classes during the summer semester session. Twelve semester hours or the equivalent will constitute a full load for a 130% as stated in **D.2.5.1 (Procedure) Hiring Authority, Status, Assignments and Duties**. The College reserves the right to limit the number of hours a full-time faculty member may teach during each summer session based on program and budgetary considerations.

Agreements and Workload: Librarians and Counselors

As full-time non-instructional faculty librarians and counselors must work no fewer than forty hours a week. An extended service agreement is a term contract offered to non-instructional faculty beyond or in addition to an existing term contract. The extended service agreement will be twelve hours (Summer Session I and II) at 130% adjunct pay and three hours (Maymester) at 100% adjunct pay.

B. COMPENSATION, BENEFITS AND LEAVE

Compensation

Adjunct Faculty: The purpose of the Salary Schedule for adjunct faculty is to provide a means of equitable pay that is based on the appropriate professional training or achievement required for the position. The Schedule applies to adjunct faculty and is based on the time engaged in hourly instruction in the classroom and/or laboratory. The current salary scale for adjunct faculty is available on the [Alamo Colleges Human Resources website](#).

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

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

Faculty members with less than a twelve-month employment agreement will receive their pay over a twelve-month period instead of the number of months set forth in the agreement.

Pay Raises: Whenever the budget allows and the Board of Trustees offers a general wage adjustment to employees.

Payment Schedules

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

Benefits (Full-Time Faculty only)

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

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

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

Optional Insurance (employees may buy):

Medical Insurance for family members

Dental Insurance for employee and family

\$5,000 Dependent Life Insurance

Additional Accidental Death & Dismemberment Insurance Additional Disability Insurance

Additional Term Life Insurance (up to three times annual salary) Health Care & Dependent Care Reimbursement Accounts

Travel

Faculty wishing to attend conferences or attend other professional development events should discuss the event/opportunity with the Department Chair and submit an official travel authorization form found on the Finance and Fiscal Services in the Alamo Share website: <http://www.alamo.edu/district/alamo-share/>. See travel procedure http://share.alamo.edu/ffa/docsAP/Travel_Procedure_Final_July_2009.pdf for further information on mileage, per diem and forms required for travel off site.

Holidays

There are up to twenty paid holidays per year, including a ten day Christmas break. Various paid holidays throughout the academic year include Labor Day, Thanksgiving, Martin Luther King Day, Spring Break, Good Friday, Battle of Flowers/Fiesta Day, and the Fourth of July (for faculty teaching a summer load). Faculty should consult the [Alamo Colleges Human Resources Website](#) for a current listing of holidays.

Retirement

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

C. DEPARTMENT ADMINISTRATION

Chair

The Department Chair oversees all department operations with respect to programs, curriculum matters, student and faculty concerns, and acts as the advocate for the department programs to the college.

Program Coordinator

The Program Coordinator manages course schedules, acts as the first point of contact for student

complaints, and oversees program planning.

Chair Election

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

Department Chairs are hired through a cooperative process involving the College administration. The hiring procedure is outlined in **D.2.3.2 (Procedure) Faculty and Department Chair Positions**.

Department chairs at San Antonio College will be hired and replaced according to the following process:

- A. When a Chair is vacant, the President will post the Chair position in *AlamoTalent*. Supporting materials will include a resume, letter of interest, and academic transcript for external candidates. The Chair candidate must be qualified to teach in at least one of the disciplines in the department.
- B. The College Executive Team will form a committee of college administration and faculty to screen the candidates. Applicants are ineligible to serve on the committee.
- C. The President, after consultation with the College Executive Team and others as appropriate, will either appoint one of the submitted candidates or will re-advertise the position, and make him/herself available to the Department for questions and discussion.
- D. Written records of the hiring process will be maintained in accordance with HR policy. The Chairperson will be evaluated according to District procedural guidelines.

Chair Release Time

The amount of release time allotted to a Chairperson depends on duties and is decided between the Dean and the Chair.

D. POLICIES AND PROCEDURES

Academic Freedom and Responsibility

As stated in **Alamo Colleges Board Policy D.3.5**, all members of the faculty are entitled to academic freedom as defined in the *1940 Statement of Principles on Academic Freedom and Tenure* formulated by the Association of American Colleges and the American Association of University Professors as revised by these associations in November 1989 and January 1990. The pertinent provisions of this statement are as follows:

1. Faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities for the institution.
2. Faculty members are entitled to freedom in the classroom in discussing the subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institutions should be clearly stated

in writing at the time of the appointment.

College and university faculty members are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others and should make every effort to indicate that they are not speaking for the institution.

Class Size

Maximum enrollments in courses will be determined by the Chairperson and the division Dean and will be based on a number of factors including, but not limited to, program accreditation standards, maximum room capacity, and College budget factors.

Course Cancellations

Course cancellations occur for various reasons including low enrollments which are determined in a conversation between the Chairperson and Dean.

Drug Free Workplace Policy

While at work, each faculty member has a responsibility to provide services in a safe, conscientious, and efficient manner. Therefore, in compliance with **(Procedure) Drug and Alcohol-Free Workplace D.4.7.1** the use, sale, and possession of intoxicants while in the scope of employment or while attending College District-related or sponsored activities on or off College District property is strictly prohibited. Violation of this policy may result in disciplinary action up to, and including, termination.

Intellectual Property

According to **C.1.8 (Policy) Intellectual Property**, Alamo Colleges acknowledges the need to protect ownership rights in intellectual property as illustrated by, but not limited to, scientific, technical, literary, dramatic, musical, artistic, and other intellectual and creative works as well as inventions, discoveries, trade secrets, and computer software which are copyrightable or patentable.

The following statement of policy is made for the purpose of defining ownership of such rights which are created by College District employees, independently or with College District support.

A College District employee owns all rights to copyrightable or patentable work that is created by the College District employee while not in the course and scope of his or her employment as illustrated by, but not limited to, the following factors:

- The work is the result of individual initiative.
- The work is not the result of a specific assignment made within the course of employment with the College District.
- The work does not involve the use of College District facilities, time, or resources.

Unless otherwise provided in this policy, the College District owns all rights to copyrightable or patentable work that is created by a College District employee in the course of the employee's employment with the College District as illustrated by, but not limited to, the use of facilities, time, or resources of the College District, including, but not limited to, released time, grant money, sabbatical leave, or other material or

financial assistance by the College District.

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

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

- That the employee assigns ownership rights to the College District; or
- A fair and equitable arrangement for joint ownership, sharing of royalties, or reimbursement to the College District of its costs and support has been established.

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

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

Grievance Procedures

A faculty member has a right to present a grievance, in person, to a member of the College's administration designated by the Board on an issue related to the non-renewal or termination of the faculty member's employment at the College. As defined by [Texas Education Code 51.960](#), "faculty member" means a person employed full time by a College as a member of the College's faculty, including professional librarians and counselors, whose duties include teaching, research, administration or the performance of professional services. The term does not include a person who holds faculty rank but who spends the majority of the person's time for the College engaged in managerial or supervisory activities, including a chancellor, vice chancellor, president, vice president, provost, associate or assistance provost, dean, or associate or assistant dean. A college may not by contract, policy or procedure restrict a faculty member's right to present a grievance, but a college may adopt a method for presenting, reviewing, and acting on a grievance.

This procedure is to ensure that faculty members who believe they have been treated unfairly with respect to salary, promotion, tenure, academic concerns, reduction in force or other matters related to employment have their cases reviewed; however, [D.3.3 Employee Complaints \(Policy\)](#) establishes the guidelines and procedures to be followed.

Title IX

Title IX requires all colleges and universities to ensure the safety of students, faculty, and staff (all members of the campus community) and to protect the rights of the complainant and respondent in

alleged or confirmed cases of gender or sexual discrimination and violence, including sexual assault, domestic violence, dating violence, and sexual harassment. As an individual identified as a responsible employee by [Title IX of the Education Amendments of 1972](#), Sex Discrimination in Education statute, it is your duty to ensure that reporting procedures are followed for students who confide any incidents of gender or sexual discrimination or violence.

Who is a Responsible Employee? According to OCR's (Office of Civil Rights) 2001 Guidance, the definition of **Responsible Employee** applies to all Alamo Colleges *Faculty, Staff and Administrators*. **What are the duties of Responsible Employees?** When approached by a student, faculty or staff, or as soon as it's apparent that the person is **about to or has begun speaking** about gender or sexual discrimination or violence, you must inform the person that:

(i) You are obligated to report the incident to the Title IX Coordinator, Vice President of Student Success or your supervisor;

(ii) Confidential counselors are available to provide support, resources and assistance

What must be reported by a Responsible Employee? Responsible employees must report the person's **name and incident date, time, and location** to Linda Boyer-Owens, Title IX/VII/ADA/504 Coordinator (210-485- 0200 / lboyer-owens@alamo.edu), the Vice President for Student Success at your college, or your supervisor. An online Title IX/VII/ADA/504 Complaint Form is available at <http://www.alamo.edu/TitleIXCoordinator/>.

How can I get additional information?

- *Culture of Respect* professional development offered during convocation at Northeast Lakeview College, <http://nlcms.alamo.edu/Mediasite/Play/fc31476025b14fb0b60c324355b4e42b1d>
- US Department of Education / Office for Civil Rights: *Questions and Answers on Title IX and Sexual Violence* <http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf>
- *Not Alone - The First Report of the White House Task Force to Protect Students From Sexual Assault* http://www.whitehouse.gov/sites/default/files/docs/report_0.pdf
- Contact the offices of: Human Resources (employees), Vice Chancellor for Student Success (students), or Vice President for Student Success (students)
- **H.1.1 Equal Education and Employment Opportunities (Policy)**
- **H.1.1 Attachment-A Title IX/VII/ADA/504 Coordinator Organization**
- **H.1.2 Civil Rights Discrimination, Harassment and Retaliation (Policy)**
- **H.1.2.1 Civil Rights Complaint and Resolution (Procedure)**
- **H.1.2.1 Civil Rights Complaint (Diagram)**
- **H.1.2.2 Civil Rights Complaint Appeal (Procedure)**
- **H.1.2.2 Civil Rights Appeal (Diagram)**

Harassment Prevention

As detailed in [D.4.5 \(Policy\) Harassment](#), trustees, employees, and other agents of the College District shall not engage in conduct constituting sexual harassment. The College District shall promptly investigate all allegations of sexual harassment and take appropriate disciplinary action, including termination against employees who engage in sexual harassment, subject to appropriate procedural and due process requirements. A person's employment may be terminated under this policy for repeated instances of conduct constituting sexual harassment, or for a single action constituting sexual harassment if the College District, through due process, determines that the action is sufficiently severe to warrant that sanction.

Sexual harassment shall be defined to include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature, or any conduct or other offensive unequal treatment of an individual that would not occur but for the sex of the individual, when:

1. Submission to such advances, requests, or conduct is made either explicitly or implicitly a term or condition of an individual's educational status or employment; or
2. Submission to or rejection of such advances, requests, or conduct is used as a basis for decisions affecting an individual's employment or educational achievement; or
3. Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's performance, limiting an individual's ability to participate in or benefit from an educational program or activity, or creating an intimidating, hostile, or offensive work or educational environment.

Sexual Harassment of Other Employees: As detailed in **D.4.5.1 (Policy) Harassment**, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

This policy also prohibits same-sex sexual harassment.

Standard of Care: The College District shall exercise reasonable care to prevent and correct promptly any sexually harassing behavior and develop preventive or corrective measures to address sexually harassing behavior. A supervisor with immediate (or successively higher) authority over an employee shall not create an actionable hostile environment for that employee nor take a tangible employment action (hiring, firing, failing to promote, reassignment with significantly different responsibilities, or a decision causing a significant change in benefits) based on an employee's sex.

Sexual Harassment of Students: Sexual harassment of students includes such activities as engaging in sexually oriented conversations for purposes of personal sexual gratification, telephoning students at home or elsewhere to solicit inappropriate social relationships, physical contact that would reasonably be construed as sexual in nature and enticing or threatening students to engage in sexual behavior in exchange for grades or other school-related benefit. [For information regarding alleged harassment by students, see F.4.3 and F.4.3.1.](#)

A College District official who has authority to take corrective action on the College District's behalf and who has actual notice of teacher-student sexual harassment or abuse shall take corrective measures to address the harassment or abuse.

Under Title IX, a faculty member who receives notification of or is aware of student to student sexual harassment is a "responsible employee" and has a duty to report these incidents to the Office of the Dean of Student Success or the Campus Title IX Coordinator at 486-0926. The student must be informed prior to disclosure of the duty to inform the Title IX Coordinator.

Human Subject Review

All research that is conducted at San Antonio College and involves human subjects must be reviewed and approved by the Institutional Review Board (IRB) prior to implementation of the project. Such approval is required in order to protect the rights and welfare of human research subjects who are recruited to

participate in research activities supported by the institution. Submission of the following materials will be required for administrative review and consideration: (1) completed SAC Human Subjects Review form, (2) a copy of the research proposal, and (3) a copy of associated study materials (schedules, scripts, letters, stimuli, etc.), (4) Any other information required by the IRB.

During the review process, the IRB have the right to approve, require modifications in, or disapprove all research activities that fall within its jurisdiction as specified by institutional policy and federal regulations.

Use of College Materials

As College District employees, faculty members are required to use district and College resources for their intended purpose only. These resources include cash, equipment, facilities, email systems, Internet access, departmental services such as mailroom and central receiving, time and services of College District employees, and all other district resources. Under limited conditions, minimal incidental use of College District equipment may be permitted: the use may not interfere with or have an adverse effect on the performance of the employee's duties; may not interfere with College District operations; may not cause an additional cost to the College District; is not harmful to the College District; is not for private commercial purposes; does not result in unauthorized software or digital media being installed in or downloaded to College District equipment; and does not result in the violation of copyright laws or College District software licenses.

An example of "incidental use" is a telephone call to doctor's office from an employee's work phone as long as the call does not interfere with the performance of the employee's duties and meets other requirements listed above. Long distance and toll calls, however, to and from any non-business person or entity is an inappropriate use of AC resources. Frequent or lengthy personal calls are not "incidental" and are not permitted.

Other examples of the inappropriate use of College District resources:

- Using College District computers, email systems, Internet access, or equipment for activities that are not official College District business, or allowing unauthorized parties to use these resources, either by giving them "permission" or failing to use password protections to prevent unauthorized use, for example, when the authorized user steps away from the computer terminal.
- Using College District facilities for activities that are not official College District business or allowing unauthorized parties to use them, unless College District receives fair market value through a lease or other approved arrangement.
- Working on non-College District employment or non-College District business operations during College District duty hours.
- Using College District computer systems to access employee, student or other information not necessary for the user's official College District business.
- Using College District credit cards for personal purchases or for anything other than the purpose for which the card was issued.
- Using the services of College District personnel for non-College District purposes.
- Using College District computer systems to access pornography. Please note that accessing pornography can lead to criminal prosecution for violating the Texas penal code.
- Misuse of College District resources may result in disciplinary action up to and including termination and may subject a person to civil and criminal penalties. For more extensive information, consult [**C.2.7.1 \(Procedure\) Use of College District**](#)

Equipment, Supplies and Personnel

SECTION 5: FACULTY EVALUATION

Current Overview

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

- To provide information to individual employees concerning job performance and thus, contributing to their professional growth and development.
- To measure the performance of each employee in ways that help ensure competent performance of job duties, reward extraordinary performance, and support progressive discipline in suitable cases.
- To provide information for use in recommendations concerning other institutional personnel actions.

If an employee is not satisfied with an evaluation, he or she may appeal it to the College President. The decision of the College President shall be final.

Periodic performance evaluations provide a mechanism for faculty to reassess professional performance and use such assessment as a basis for improvement of instruction.

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

There is specific graduate course work required as detailed in Alamo Colleges District Board Policy for most faculty who are working toward promotion. Pedagogical research and curriculum development is also encouraged.

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

Student surveys will be used primarily for the improvement of instruction. In addition, they will be made available to the Department Chair as one of several components of the evaluation of teaching and thus will become a factor in the annual performance evaluation. Faculty will be evaluated in all classes each semester in accordance with [HB 2504](#). The surveys will be administered electronically. The student survey questions are available [D.7.1.2.Ex B Student Survey Questions \(Exhibit\)](#).

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

Elements of a Faculty Performance Evaluation

Evaluation Tool	Adjunct Faculty	Full-time Non- Tenured Faculty	Full-time Temporary Faculty	Full-time Tenured Faculty
Student Evaluations (in accordance with HB 2504)	Every Semester (all classes)	Every Semester (all classes)	Every Semester (all classes)	Every Semester (all classes)
Classroom Observations	1st two teaching semesters, once/year after first year for next 5 years, and every other year thereafter	Each fall semester	Each fall semester	Every other Fall semester (same academic year as Faculty Evaluation by Chairperson)
Peer Review Evaluation	n/a	Each spring semester	n/a	Every other Spring semester (same academic year as Bi-Annual Evaluation)

Faculty Self- n/a Evaluation

Faculty n/a Evaluation by Chairperson

Each Spring semester

Each Spring semester

Each spring semester

Each spring

semester (after peer semester (after peer spring semester review and faculty review and faculty self-evaluation are self-evaluation are complete) complete)

Each spring

Every other

Peer Evaluations

Peer evaluations will be conducted by a committee of no fewer than three tenured faculty members mutually agreed upon by the Chairperson/Supervisor and the faculty member being evaluated. The committee will be selected from within the department or related departments. Exceptions in selecting peer evaluators outside of San Antonio College must be approved by the VPAS. **Faculty 180 will be used for peer evaluations.**

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

1. Classroom observations
2. Review of materials prepared by the faculty member to accomplish teaching/professional goals.

Because of the uniqueness of individual disciplines, each department will establish guidelines for review of such materials. Materials could include a review and evaluation of the following:

1. Course syllabi/course outline – observing such areas as currency of text, pace of the course, thoroughness and currency of the bibliographies, quality of additional required or suggested headings, and adherence to syllabi requirements
2. Examinations – reviewing, questioning strategies, appropriateness and use of critical thinking skills
3. Homework or other assignments – examining appropriateness and use of critical thinking skills
4. Faculty graded assignments – examining the quality of the grading
5. Other material indicative of teaching or professional skills that the department or faculty

member feels reflects their performance

Annual Self Evaluation

All full-time faculty will submit Faculty Self-Evaluations to the Chairperson every Spring Semester prior to the Faculty Evaluation by Chairperson. Faculty Evaluation by Chair is required for tenured faculty the spring prior to applying for Promotion.

The **Faculty Self-Evaluation Form (D.7.1.2.Ex Exhibit D)** will be used.

Annual Written Performance Evaluation

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

The **Faculty Evaluation by Chair Form (D.7.1.2.Ex Exhibit E)** will be used.

SECTION 6: FACULTY PROMOTION AND RANK

Promotion is time sensitive. The schedule and promotion documents are available in AlamoShare under faculty resources <http://www.alamo.edu/district/alamo-share/>

Promotion

Faculty members shall be granted promotion in professional rank after all required criteria have been satisfactorily fulfilled and appropriate recommendations have been provided as described in **D.8.2 (Policy) Promotion and Demotion**.

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

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

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

Rank: Initial Placement

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

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

Rank: Promotion

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

Schedule at Class IV). One-half of these credits must be related to the teaching field. The minimum requirement for promotion in rank to Associate Professor is a Master's Degree or, for faculty members in Occupational Education and Technology, an approved equivalent.

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

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

- 1) Quality of teaching (or quality of professional activity for librarians): Evaluation of these activities and the documentation to support the evaluations are to be conducted, maintained and submitted in accordance with the performance evaluation guidelines in Faculty 180 Evaluation system.
- 2) Service: As noted in the performance evaluation guidelines, faculty are required to compile and submit Faculty 180 evaluations at the time of the faculty member's annual evaluation. The report should include professional achievements, community service, and a profile of departmental, College, and District responsibilities and contributions. The nature and quality of these activities for the employment period since initial appointment or since the last promotion will be considered in promotion decisions.
- 3) Professional growth and development: Faculty are expected to continue their education and professional growth throughout their careers. The Faculty 180 Evaluation will reflect the nature and quality of these activities for the employment period since initial employment or since the last promotion and will be considered in promotion decisions.
- 4) Annual evaluations: Faculty will have annual or bi-annual evaluations factored in as part of their promotion review.

Responsibilities of the Faculty Member

Each year a Faculty Calendar of Activities outlines the specific dates for that academic year.

An eligible faculty member wishing to apply for promotion should advise the Department Chair or supervisor *in writing* of his or her intention to apply by September 15th of the year in which he or she wishes to be considered.

By October 15th, the faculty member applying for promotion shall submit to the Department Promotion Committee an electronic dossier containing the following, as set forth in the **Faculty Performance Evaluations Procedure (D.7.1.2)**. The materials should cover the employment period since initial appointment or since the last promotion, including:

1. Student Evaluation Summaries;
2. Classroom Observation;
3. Faculty Self-Evaluations for all semesters;
4. Faculty Evaluations by Peer Review Committee;
5. Faculty Evaluations by Chair/Supervisor;
6. An up-to-date resume and official transcripts of credits earned since initial appointment or since the last promotion;
7. Any other material the faculty member deems relevant to the application;
8. Documentation of education requirement.

All dossiers must be submitted as a self-contained electronic in the dossier folder on the network drive. Guidelines will be established for the electronic dossier.

The faculty member is responsible for following all requirements and meeting all deadlines in the promotion process.

Responsibilities of the Department Promotion Committee

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

By October 15th of each year, a Department Promotion Committee shall be elected by the full-time faculty members of each department. The Department Chair/Supervisor should not be a member of this committee, nor should any applicant for promotion be a member.

The Department Promotion Committee shall have at least three members. Small departments shall recruit additional necessary members, mutually acceptable to the Chairperson/Supervisor and the departmental faculty, from the full-time faculty of other departments.

Following receipt of the promotion application dossiers from the applicants on October 15th, the committee shall review each application and ensure that the materials and documentation have been included as required.

Deficiencies are to be brought to the faculty member's attention for corrections and then re-submitted to the committee in accordance with the Promotion Application Schedule. Incomplete and uncorrected dossiers will be removed from consideration and will be returned to the applicant.

By November 25th, following its review on the merits of the applications, the committee shall forward the dossiers, together with its recommendations, to the Department Chair or supervisor. The committee Chairperson shall notify each candidate, in writing, as to the recommendation being forwarded.

Responsibilities of the Chairperson or Supervisor

Following receipt of the promotion application dossiers from the Department Promotion Committee, the Chairperson or supervisor shall review the dossiers and the recommendations of the departmental committee. By December 15th, the Chairperson or supervisor will add his or her own recommendation and forward the dossiers to the Dean, or to the appropriate Vice President (where there is no Dean involved) by the close of the fall semester. The Chairperson or supervisor shall notify each candidate, in writing, as to the recommendation being forwarded.

Responsibilities of the Dean/Director (if applicable)

Following review of the dossiers and the recommendations, the Dean/Director will add his or her recommendation and forward the promotion files to the VPAS by January 20th. The Dean shall notify each candidate, in writing, as to the recommendation being forwarded.

Responsibilities of the Vice President of Academic Success

Following review of the dossiers and the recommendations from the Dean/Directors (or from the Chairperson or supervisor where no Dean was involved) the VPAS will add her recommendation and forward the promotion files to the President by February 10th. The VPAS shall notify each candidate, in writing, as to the recommendation being forwarded.

Presidential Review and Board Action

Normally the Board of Trustees is expected to act on promotion recommendations at its April meeting.

Consistent with that agenda, by February 25th the President shall submit recommendations to the Chancellor through Human Resources. The President shall notify each candidate, in writing, as to the recommendation being submitted and shall, subsequent to the Board's action, notify each candidate of his or her promotion status.

Promotion Appeals

Full-time faculty members in the College who have served a minimum of three years in the District shall elect from their number, in February of each odd-numbered year, a Promotion Appeals Committee. The election shall be conducted by the Faculty Senate. The Senate will set the size of the committee, provided that there shall be no fewer than five members. The senior faculty member elected shall convene the committee for the election of a Chairperson.

A faculty member who made application and was denied promotion may submit an appeal to the College Promotion Appeals Committee. The deadline for such appeals shall be twenty-one calendar days following the Board meeting at which promotions were approved.

1. Appeals shall be submitted in writing to the Chairperson of the committee, and shall be responsive to the reasons set forth for the denial of promotion.
2. The committee shall hear the appeal, considering such information as it deems relevant, and shall make a report and recommendation to the College President by August 1st. The committee Chairperson shall notify the appellant, in writing, as to the recommendation being forwarded.
3. The President shall give consideration to the committee's recommendations but is not bound by them. The President shall notify the appellant and the committee, in writing, of the final decision by September 1st.
4. Appeals are without prejudice to future promotion applications.

Demotion

The Chancellor is authorized to approve the demotion of employees. Demotion of faculty members shall be in accordance with faculty progressive discipline administrative regulations.

SECTION 7: TENURE

Note: For faculty hired after 2009, the tenure process has been suspended pending Board of Trustees action.

Overview

Tenure is defined as the confirmation by the Board of Trustees, acting on the recommendation of the Chancellor, to elect a probationary faculty member to a faculty appointment for an indefinite period of time. Under this type of appointment a faculty member may be removed only for adequate cause, for the discontinuance of a course of study, or for financial exigency.

Tenure is a contractual right that only full-time tenure-track faculty members may earn. While tenure-track faculty are expected to progress toward obtaining tenure, tenure is not granted simply for sustained employment. Excellent teaching and service to the College and the community are the elements of criteria for earning tenure. Each department has approved activities with levels of quality which faculty members must achieve before one may be considered for tenure.

SAC tenure documents may be found on the SAC SharePoint website under Faculty Resources.

A campus-wide Tenure Committee will be selected by the full-time faculty members of each department. A majority of the members of this committee should be tenured faculty. A Department Chair/Supervisor should not be a member of this committee.

Faculty are eligible to apply for tenure in the beginning of the sixth year of full time tenure-track employment. The evaluation process shall include evaluation by the Department Chair or supervisor, student evaluation, peer evaluation and self-evaluation. In addition, departmental tenure criteria must also be considered.

Set forth below is the schedule for performance evaluation of tenure track (probationary) faculty members and for appropriate notification regarding the renewal or non-renewal of appointment. Faculty in non-tenure track or full-time temporary appointments are not eligible for the tenure process but are responsible for the evaluation requirements.

Faculty hired mid-year in a tenure track (probationary) position shall complete all Year 1 requirements except for fall student evaluations. The Classroom Observation by Chair will be conducted in the spring semester. The mid-year hire follows the schedule outlined below with the Fall following hiring as Year 1.

Year I-V

1. Probationary appointments shall be given to all faculty members in years 1 through 5.
2. Faculty member will complete all evaluation requirements as outlined in **D.7.1.2.**

Faculty Performance Evaluations Procedure.

3. Following a personal interview and review of the Faculty Evaluation by Chair/Supervisor, the Chairperson/Supervisor shall indicate if the faculty member is making satisfactory progress toward tenure. Measures needed to enhance progress toward tenure will be defined in the Faculty Evaluation by Chair/Supervisor.
4. The Dean, VPAS and President will annually review and contribute in the evaluation of all faculty and will determine those to be reviewed and recommended for non-renewal to the Chancellor by February 1st.
5. The faculty member must be notified, in writing, by March 31st if non-renewal of appointment will be made for the following year.

Year VI

1. Faculty member will complete all evaluation requirements as outlined in **D.7.1.2.**

Faculty Performance Evaluations Procedure.

2. Faculty member will follow the tenure process as described in this procedure.
3. Faculty member may not apply for promotion in the same year as applying for tenure.

Responsibilities of the Faculty Member

By November 1st, each faculty member eligible for tenure considerations shall submit to the department Chairperson/Supervisor a tenure dossier containing the following as described in **Faculty Performance Evaluations Procedure (D.7.1.2.)**:

The faculty member is responsible for following all requirements and meeting all deadlines in the tenure process. Each year a Faculty Calendar of Activities outlines the specific dates for that academic year.

Responsibilities of the Department Tenure Committee

1. By September 15th of each year, a Tenure Committee(s) shall be selected by faculty and approved by

the Dean/Vice President/President. A department Chairperson/Supervisor should not be a member of a committee. At least one member of each committee must be a tenured faculty member. The membership may (if desired) be the same as for the Promotion Committee(s).
2. Small departments may recruit committee members from the full-time faculty of other departments or another college, as mutually agreed upon by the department faculty and Chairperson.
3. Following receipt (by January 10th) of the tenure portfolio from the department Chairperson/Supervisor, the Tenure Committee will review each eligible faculty member's qualifications and will forward recommendations to the department Chairperson/Supervisor by January 25th.

Responsibilities of the Department Chairperson/Supervisor

The department Chairpersons/Supervisors shall review each application and tenure portfolio to ensure that the materials and documentation have been included as required. Deficiencies are to be brought to the faculty member's attention by November 20th and should be corrected within ten working days. Incomplete applications will be removed from consideration after the ten working days and the Chairperson/Supervisor will provide written notification to the faculty member by December 10th. All completed applications should be submitted to the Department Tenure Committee by January 10th. Following review of the tenure portfolio and recommendation by the College Tenure committee, the Chairperson/Supervisor shall add a recommendation to each tenure portfolio and shall forward the portfolio to the Dean, or next level of supervision by February 5th. By the same date, the Chairperson/Supervisor shall notify each candidate, in writing, as to the recommendation being forwarded.

Responsibilities of the Dean

Following review of the portfolios and the recommendations from the Department Chairperson/Supervisor, the Dean shall add a recommendation to each portfolio and forward the tenure files to the Vice President by February 16th. By the same date, the Dean shall notify each candidate, in writing, as to their commendation being forwarded.

Responsibilities of the Vice President

Following review of the portfolios and the recommendations from the Deans, or from the Chairperson/Supervisor where no Dean was involved, the Vice President shall add a recommendation and forward the tenure files to the President by March 1st. By the same date, the Vice President shall notify each candidate, in writing, as to the recommendation being forwarded.

Presidential Review and Board Action

Normally the Board acts on tenure recommendations at its May meeting. Consistent with that agenda, the President shall submit the recommendations to the Chancellor by March 15th. The President shall notify each candidate, in writing, as to the recommendation being submitted to the Chancellor and the Board. The President shall notify each candidate of his/her tenure status, in writing, within 10 days of the Board's action.

SECTION 8: FACULTY GOVERNANCE

Faculty Senate

The purpose of the Faculty Senate is to present the views and recommendations of the college faculty to the San Antonio College administration, to the Alamo Community College District administration, and to the Alamo Community College District Board of Trustees, as those views relate to policies on academic and professional matters. Faculty Senate is responsible for review of the Faculty Handbook in the spring of each year.

Adjunct Faculty Council

The Adjunct Faculty Senate provides representation for Adjunct Faculty at the District and college level. The Adjunct Faculty Senate advocates on behalf of all Adjunct Faculty by recommending and supporting ideas and concepts directly related to the critical Adjunct Faculty role in facilitating student success and improving the SAC's organizational effectiveness. Further information about the Adjunct Faculty Senate can be obtained by contacting, Adjunct Faculty Council Chair.

APPENDIX (to be added)

San Antonio College Participatory Governance Structure.....	
The College Council	
Strategic Quality Enhancement Committee	
Unit Review Committee.....	
Curriculum Review Committee	
Student Success Council	
San Antonio College Elected Organizations.....	
Faculty Senate	
Adjunct Faculty Council	
Chairs Council.....	
Staff Council	
SAC Executive Team.....	
SAC Academic Departments	
SAC Student Success Departments.....	

