



*Adjunct  
Faculty  
Handbook  
2017-2018*

**San Antonio College**

San Antonio College

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The Alamo College District, including 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:

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## P R E F A C E

Divided into four major sections, this manual is intended to provide an overview of the Alamo Colleges and San Antonio College policies affecting adjunct faculty and their students.

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## I. ADJUNCT FACULTY COUNCIL

### MISSION STATEMENT

The San Antonio College Adjunct Faculty Council will serve the interests of the adjunct faculty by doing the following:

- Advocate adjunct faculty concerns;
- Act as liaison with full-time faculty;
- Participate in relevant college & district activities;
- Provide a channel of communication for students;
- Provide timely, relevant, important information to the adjunct faculty in administrative and pedagogical areas;
- Promote collegiality among all faculty;
- Support professional involvement and development;
- Promote high education standards and practices;

### PURPOSE AND GOALS OF THE COUNCIL

#### Purpose

The San Antonio College Adjunct Faculty Council is founded for the purpose of electing ten (10) members (Article III, Section 1) to represent the adjuncts at-large in order to present adjunct faculty views and recommendations regarding policy to the appropriate Dean for presentation to the president, to the Alamo Community College District, and to the Board of Trustees. The Council provides a forum where matters of concern to adjunct faculty may be discussed, appropriate recommendations formulated and, hence, advocated, to the appropriate administrative bodies.

#### Goals

The Council's goals are the following:

- a. To reach out to all SAC adjunct faculty to include them in the college community;
- b. To increase the visibility of the adjunct faculty on the SAC campus;
- c. To provide a voice for adjunct faculty on issues affecting the community of students, full-time faculty, administration and classified staff;
- d. To encourage activities which support interaction among the adjunct faculty to promote growth and professionalism;

e. To work toward achieving fair and equitable working conditions and compensation for adjunct faculty.

It is our belief that by accomplishing these goals, we will enhance our most important mission—the educations of students.

## COMPOSITION OF THE COUNCIL

The general membership/electorate shall include all part-time and full-time adjunct faculty employed at San Antonio College at the time of the election. The Council shall be composed of Representatives from the general membership of their respective departments or department clusters and a Chair elected by the Representatives to the Council in Executive Session. From the representatives, three officers are selected.

1. Chair
2. Vice-Chair
3. Secretary

## DUTIES OF THE ELECTED REPRESENTATIVES

Representatives shall fulfill the following duties of office:

- a. Obtain a current list of all adjuncts in their respective departments or department clusters and identify themselves to all through whatever means is most effective and/or necessary;
- b. Obtain and maintain proper contact information for each;
- c. Inform adjuncts of activities of the Council on at least a bi-monthly basis, invite their participation on either standing or ad hoc committees and in Council activities and services, and inform them of scheduled up-coming meetings;
- d. Make adjuncts aware that Representatives serve their interests by inviting all constituents to communicate with them directly about any particular concerns or issues constituents would like to see the Council address;
- e. Make themselves available to all adjuncts in their department or departmental cluster at times considerate of the latter's day or evening teaching schedule;
- f. Participate in committee work as needed and appointed by the Chair.

g. Come prepared for all Council meetings;

h. Make every effort to provide an alternate from his or her department or department cluster, if attendance at any Council meeting is not possible, and notify the Chair of such action in advance of said meeting.

## II. PARTICIPATORY GOVERNANCE STRUCTURE

Participatory governance is shared decision-making, which distributes responsibility for leadership and planning on matters regarding purpose, policy, programs, and resources throughout all levels of the college. Shared governance is accomplished through the college's academic council, elected organizations, and administration.

### 1. Academic Council

As the participatory governance structure for academic policy, procedure, and program review, the council makes recommendations to the President on all matters related to the instructional function of the college.

The council is chaired by the President and its membership includes the Vice-Presidents, all Deans and Directors, all Departmental Chairs, six faculty members, the Adjunct Faculty Council Chair, and the Staff Council President.

The following groups report their findings and recommendation to the Academic Council: Faculty Senate, Chairs Council, Staff Council, Student Affairs Council, Adjunct Faculty, Student Government Association, SACSCOC, SQEC/CET.

### 2. College Elected Organizations

a. Faculty Senate- Composed of 24 faculty members elected by the faculty at large as well as the Adjunct Faculty Council Chair and an Adjunct Faculty member. The Senate presents faculty views and recommendations regarding policy to the President for presentation to the District and the Board of Trustees. The Faculty Senate and the President benefit from the reciprocity of reviewing policy proposals and issues which affect the faculty and the college.

b. Adjunct Faculty Council- Composed of adjunct faculty selected at large, the council provides a forum where matters of concern to adjunct faculty may be discussed and recommendations formulated and, hence, advocated to the college and the Alamo Colleges administration.

c. Staff Council-Composed of 9 elected staff members, the council provides a communication linkage between professional and classified staff and the administration of the college. The council assists in the identification of issues and the development of policies, procedures, and programs affecting the staff of the college.

## SAN ANTONIO COLLEGE STAFF STRUCTURE

The staff structure assures regular and thorough access for communication between administrative and operational levels of the College and between areas with unique but parallel and interactive functions. The emphasis of staff activities is creative problem-solving proactive exploration of critically timed problems.

The five components of the staff structure are as follows:

- College Executive Team
- College Executive Team and Directors
- Student Success Council
- Arts and Sciences / Professional and Technical / 4Dx

## ROLES OF INDIVIDUALS AND GROUPS REPRESENTING FACULTY AND STAFF

In the interest of maintaining open-communication and encouraging participation in decision-making, the Board of Trustees wishes to provide avenues for the permanent, full-time faculty and staff and the adjunct faculty to be appropriately involved in the governance of the institution. With that intent, the Board set forth the following policy guidelines:

1. The District recognizes that the Faculty Senate, Staff Council, and the Adjunct Faculty Council have the right to gather for the purpose of discussing issues and concerns of particular importance to the respective group.
2. The membership of the Faculty Senate, Staff Council, and Adjunct Faculty Council shall be chosen by the respective employee groups from among their peers. Other specifications pertaining to eligibility may be established by each group in accordance with its own constitution and by-laws.
3. The Faculty Senate, Staff Council, and Adjunct Council have the right to elect or appoint a leader or leaders who will facilitate the work of the employee group and serve as a communication link with the administrators.

4. The Faculty Senate, Staff Council, and Adjunct Council should be represented on major district and college committees by which the employee groups may be significantly affected.

### III. POLICIES AND PROCEDURES AFFECTING ADJUNCT FACULTY

#### ELECTION, ASSIGNMENT, AND EMPLOYMENT STATUS

Employment to teach a class or classes as a member of the adjunct faculty at San Antonio College is based upon criteria decided by departments. Employment as an adjunct faculty member is on a semester-to-semester basis and does not entitle an adjunct to tenure, seniority, or benefits within the District.

In addition, successful completion of a teaching contract does not imply or guarantee future employment; and, lack of continued employment does not indicate or imply unsatisfactory performance.

#### TEACHING FACULTY POSITION DESCRIPTION

##### DUTIES

The cyclical nature of teaching and learning forms the basis of duties for Alamo Colleges' adjunct faculty. To strive for continual improvement of student success, adjunct faculty members must plan an optimal learning environment; provide high quality instruction; assess themselves, their students, and their teaching techniques in order to increase effectiveness; continue their own professional development; and maintain required professional credentials, licensing, and continuing education hours as disciplinary standards dictate to ensure policies and procedures remain focused on maintaining high standards while providing appropriate support for student needs.

1. Manage classes and learning environments:
  - a. Maintain attendance records, submit grades, and provide constructive feedback as well as other relevant information to students throughout the semester. Create and maintain accurate syllabi that incorporate departmental, college, cross-college, and instructor requirements.

- b. Participate in the selection of appropriate materials to support academic departments' course curriculum in accordance with the Alamo Colleges' Guidelines for Selection of Instructional Materials.
  - c. Work with students and employers in occupational settings as required by or appropriate to academic discipline.
  - d. Conduct classes punctually and in accordance with the prescribed meeting schedule.
2. Deliver effective instruction:
- a. Consider individual student differences to design and support a range of appropriate learning activities.
  - b. Use technology appropriate to the nature and objectives of courses and programs and communicate clearly to students expectations concerning the use of such technology.
  - c. Use a variety of techniques to assess student learning as applicable by academic discipline and specific course.
  - d. Integrate concrete, real-life situations into learning experiences to encourage critical thinking, interdisciplinary skills, and teamwork.
  - e. Employ methods that develop student understanding of discipline-specific thinking, practices, and procedures, as well as interdisciplinary applications, to create academic literacy.
3. Assess student learning:
- a. Submit SLO data for each student regarding the assessment measures identified for each course Learning Outcome.
  - b. Review and analyze summative information regarding student attainment of SLOs for each course taught.
  - c. Collaborate with colleagues across colleges and within individual departments in building and continuously improving measurable learning outcomes to include the THECB core curriculum and additional Alamo Colleges' outcomes.
  - d. Design course assessments that measure or demonstrate student growth, as needed.
  - e. Align assessment with learning opportunities.
4. Promote continual improvement as part of the cycle of teaching and learning:
- a. Assist with development and revision of curriculum and instructional materials as needed.
  - b. Use department-designated learning outcomes to plan, develop, and document the effectiveness of teaching activities.
  - c. Complete all mandatory performance evaluation measures and training within specified time limits.
  - d. Share best practices with colleagues in formal or informal settings.

- e. Participate in instructional, departmental, or institutional research to improve educational effectiveness.
  - f. Support the online student survey process.
  - g. Evaluate teaching and assessment practices to continue improving them.
5. Support learning through student engagement:
- a. Create a positive classroom atmosphere that encourages active and collaborative learning, student effort, academic challenge, student and faculty interaction, and support for learners.
  - b. Be available to students a half-hour before and/or after class and by appointment as needed.
  - c. Use technology to assist in communication with students.
  - d. Encourage a sense of community among students for learning both inside and outside the classroom.

Adjunct Faculty are encouraged to participate in the following:

1. Student advisement:
  - a. Help students develop academic habits for college success by reinforcing the Student Success Policy and Procedures and the Student Responsibility for Success Policy.
  - b. Advise students about program and career options. When appropriate, refer students to sources who can provide transfer information, so they can make informed academic decisions leading to degree or certificate completion.
  - c. Make students aware of and refer them to the appropriate student and/or academic support services available at their colleges or elsewhere in the district.
2. Pursue professional development:
  - a. Stay current in academic fields, e.g., by belonging to professional organizations, reading discipline-specific journals, studying pedagogy, attending conferences, or making presentations.
  - b. Engage in professional education which enhances both disciplinary and pedagogical/andragogical knowledge, e.g., by taking graduate courses or internal classes offered through college or district professional development organizations.
3. Participate collegially in department, college, cross-college, discipline-specific, district, and community service activities:
  - a. Serve on and play an active role in department and college committees.

- b. Participate in service through discipline-related organizations or community activities.
- c. Assist in policy development and other governance matters within one's discipline and department.
- d. Participate in the selection of appropriate materials to support academic departments' course curriculum in accordance with the Alamo Colleges' Guidelines for Selection of Instructional Materials.

## EVALUATION

An annual performance evaluation is required for all adjunct faculty instructors; and, the departmental chairperson or a designee will conduct the evaluation. The evaluation can consist of the following:

- A written annual self-performance evaluation conducted by the chairperson/designee and based on the areas of teaching, service, and professional growth (Appendix IV-8)
- Student surveys made available on-line for all classes each semester
- Classroom observations, one in each of the first two semesters and one a year thereafter.

## FACULTY DEVELOPMENT

Adjunct Faculty members are welcome and encouraged to attend Faculty Development Seminars. Many workshops and training opportunities are also available on-line through AlamoTalent link on ACES.

## COPYRIGHT

Exclusive Rights – Employees of the District shall comply with the provisions of the U.S. Copyright Law. Subject to certain specific exceptions, the owner of a copyright has the exclusive rights to reproduce, distribute, perform, or display the copyrighted work, or to authorize such reproduction, distribution, performance, or display by others.

Fair Use – The doctrine of "Fair Use" (Section 107 of the U.S. Copyright Law) in limited situations permits the use of copyrighted work, including reproducing portions of that

work, without the copyright owner's permission. The following factors shall be considered in determining fair use:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
2. The nature of the copyrighted work.
3. The amount and substantiality of the portion of the work used in relation to the copyrighted work as a whole.
4. The effect of the use in questions upon the potential market for or value of copyrighted work as a whole.

No one factor is determinative of a person's right to use a copyrighted work without permission. Educational use alone is not sufficient to make a use in question a fair one.

Notwithstanding the "Fair Use" guidelines, the following shall be prohibited:

1. Unauthorized copying may not be used to create, replace, or substitute for anthologies, compilations or collective works, whether or not such unauthorized copies are collected and bound together or are provided separately.
2. Unauthorized copies may not be made of "consumable" works including workbooks, exercises, standardized tests, test booklets and answer sheets, and the like.

Copying shall not substitute for the purchase of books, publishers' prints or periodicals; be directed by higher authority; or be repeated with respect to the same item by the same teacher from term to term. In addition, no charge shall be made to the student beyond the actual cost of the photocopying.

Single Copying For Teachers – A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class: a chapter from a book; an article from a periodical or newspaper; a short story, short essay, or short poem whether or not from a collective work; and, a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

Multiple Copies For Classroom Use – Multiple copies (not to exceed in any event more than one copy per student in a course) may be made by the teacher giving the course for classroom use or discussion, provided that the copying meets the tests of brevity

and spontaneity; the copying meets the cumulative effect test; and each copy includes notice of copyright.

Adjunct Faculty members who are uncertain about a specific use under the copyright law should contact personnel in the Audiovisual Center for information on the use of AV materials or the Instructional Television Center at 486-0589 for information on TV materials. These two centers are part of the Learning Resource Center and can assist the instructor in answering any questions about media utilization and copyright restrictions.

Certain materials cannot be used. Check with one of the centers to be sure that the materials to be used in class do not violate the law. Duplicating certain materials and selling them may violate copyright. Recording television programs off-air and using them in class also is not permitted – programs may be recorded off-air if the instructor submits a written request to the ITV Center, uses the program within 10 days, and orders the program to be erased within 45 calendar days.

District policy is to comply with the provision of the laws on copyright (U.S. Code Title 17); therefore, equipment or services will not be provided if there is any question of copyright infringement.

## DRESS CODE

Appearance is important. Good grooming and dress are expected from all faculty members.

It is the policy of the Education Centers at the military bases that instructors not wear military uniforms while teaching for civilian institutions (SAC) at the military bases.

This policy is prompted by concern for the student. Frequently, the student is of a lower military rank than the instructor, and this often tends to inhibit open and frank student/instructor interaction.

Furthermore, many civilians attend classes at the military bases on a space available basis and, if the uniform is worn by instructors, it may give the appearance that the military rather than the college is providing instructors. In the same vein, instructors should not require their students to address them by military rank.

We ask that you abide by this policy at the request of the Education's Offices at the military bases.

## CONVOCACTIONS AND FACULTY MEETINGS

Adjuncts are encouraged to attend meetings in order to know about important goals and any changes concerning San Antonio College including recently implemented board policies and college academic procedures, and information relevant to adjunct faculty.

## SALARY SCHEDULE

Adjunct faculty salary schedules may be obtained through the department office or on-line. Adjunct faculty members are encouraged to review their salary each semester in accordance with the current salary schedule to eliminate the possibility of any errors being made inadvertently.

## TEACHING AGREEMENTS

Adjunct faculty teaching agreements may be obtained via your department or on-line. The agreement denotes information relative to starting and ending dates of employment, social security number, gross salary, and number of monthly installments. Read the agreement carefully to ensure accuracy.

## PAYCHECKS

Adjuncts will be notified through ACES email about semester pay dates. Direct Deposit is required.

## PARKING PERMIT

The annual parking permit fee will be automatically deducted from your paycheck. If you have a valid handicap permit, contact payroll and the fee should be waived.

## RECLASSIFICATION PROCEDURE

Instructors who feel they are eligible for a higher classification must submit official transcripts to the Human Resources Office reflecting the additional credit hours to be considered.

The only hours to be considered will be those directly related to the subject matter. Faculty should check with the department chair in June for determination of a due date, since reclassifications are done only once a year prior to the Fall Semester.

## ABSENCES AND SUBSTITUTES

College policy does not provide for paid leave of absence or paid sick leave for adjunct faculty. Therefore, since a three-hour evening class is equivalent to a week of regular work, anticipated absences should be reported to your Department Chairperson in order to schedule a substitute teacher. The substitute teacher must be one who has been elected by the Alamo Colleges Board.

It is the responsibility of the instructor to also notify the department office and provide the name of the approved substitute as well as length of the absence. Pay for substitute will be deducted from your paycheck after the respective departments have processed a "Substitution Pay" form. Failure to report absences will result in an automatic deduction in pay prorated to equal the percentage of total class time missed.

In the event you are going to be late in meeting your class, please contact the department office so they may inform your class of the delay.

## TELEPHONE AND ADDRESS RECORDS

The Southern Association's criteria for accreditation specifies that students taught by "part-time faculty must have access to them for the purposes of academic assistance." As such, telephone and email contact information must be included on the course syllabus.

SAC requires adjunct instructors to be available to students 30 minutes before and/or after class and by appointment as needed.

Notify the department office of any changes in your address or telephone numbers at either home or business, so that office records may be updated. In addition, a new W-4 form has to be completed upon a change of address.

## FACULTY I.D. CARDS

Picture identification cards are issued to new faculty members at the Fletcher Administration Center, Room 200B. New Adjunct Faculty will be issued a slip verifying

faculty status in their orientation packets. Faculty ID cards are utilized whenever required by the college staff for library use, print shop services, audio-visual equipment, and college events throughout the academic year. For more information, call 486-0228.

## E-MAIL COMMUNICATION

Faculty has access to e-mail through ACES.

## MAILBOXES

Departments will assign mailboxes to their respective adjunct faculty. Since many boxes are shared with other faculty members, please check your box and secure your mail before each class meeting. Overcrowded boxes tend to inconvenience your colleagues and impede the mail distribution process.

## CANCELLED CLASS REIMBURSEMENT AND OTHER CHANGES TO CLASSES

If you are asked to meet a class that has been cancelled for lack of enrollment, complete a "Cancelled Class" Reimbursement Form so that you may be reimbursed for that particular session. Please allow four weeks for reimbursement.

At times, the department may change your class at the last minute without notifying you. Be sure to check your enrollment to ensure your classroom has not been changed.

## ROOM ASSIGNMENT AND CLASS TIME

Each class is to be taught only in the classroom assigned at the beginning of the semester. You are required to meet with your class for the full length of time designated for the course. If you need to change your assignment room, contact your department chairperson and await clearance and approval prior to any move.

Consistent failure to adhere to full time and room assignment procedures may result in non-renewal of contract.

## IV. POLICIES AND PROCEDURES AFFECTING STUDENTS

### GUIDELINES ON CLASSROOM SPEAKERS

The concept of guest speakers whose expertise can enhance and complement most classroom instruction regardless of the type of discipline or area of study is a well-established and accepted adjunct to good teaching.

Keeping in perspective the importance of academic freedom and the ultimate responsibility of content presented by the professor in a given class, the following statements are to serve as a guide when inviting speakers to make presentations to a class:

1. Assure that the speaker is qualified to address the subject under discussion and is aware of the level of preparation and knowledge possessed by the students, and that the presentation relates to the course content.
2. While the faculty member may have the primary responsibility for selecting the speakers, it is administratively prudent for the Department Chairperson to be informed who the speakers are and when they will be speaking.
3. If the topic is particularly controversial, politically sensitive, or possesses emotional overtones, particular care should be given to class preparation.
4. The students should be informed that the opinion of the speaker does not have to reflect the opinion of the students.
5. Provide for a question and answer period if deemed appropriate.
6. Candidates for public office should not be invited to speak as classroom speakers.

### POLICY ON CHILDREN IN CLASSROOMS AND LABS

The College Academic Council recommends that faculty members include the policy in their course syllabi:

Students cannot bring children to either a class or a lab. Minors under the age of twelve (12) must not be left unattended on campus.

## SMOKING, FOOD / BEVERAGE POLICIES

No food or beverage should be permitted in any classroom or laboratory whether at San Antonio College or at off-campus locations. Additionally, SAC is a “smoke free” campus as well as the off-campus sites.

## TEXTBOOKS

A textbook has been selected and a syllabus prepared by the department for each course. The book should be utilized and the syllabus followed as to content and coverage. Teachers who desire a desk copy of the textbook should e-mail the publisher or check with the department chairperson.

## COURSE GUIDELINES / SYLLABUS INFORMATION

All individual faculty are required to utilize the department syllabus template for each course. Instructors may add to, but not subtract from, the department syllabus. The department syllabus for each course is accessible from the department’s webpage ([www.alamo.edu/sac](http://www.alamo.edu/sac)) and includes information regarding topics such as prescribed and optional texts, learning objectives, and methods of measurement. Once faculty members have individualized their syllabi, they need to provide a copy to the department and on Concourse.

## CONCOURSE

One week before the beginning of each semester, faculty members must complete their syllabi and revise their curriculum vitae using CONCOURSE (our eSyllabus and Vita tool) through the Employee tab in ACES. Then on the first day of the semester, faculty members are required to direct students to the course syllabus.

### Syllabi Elements

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 make sure these components are present:

Required components by the faculty member:

- 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.
- Schedule: Provide a daily or weekly schedule of events for the course including a “general description of subject matter of each lecture or discussion.”

Texas Administrative Code places regulations requiring faculty to post syllabus, student evaluations, curriculum vitae, and other information on the Internet, and that the information be accessed within no more than three clicks from the institution’s homepage. Syllabi must conform to state and district requirements.

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. E-Syllabi can be found on SAC’s website under the Academics tab under Course Syllabi link at <http://alamo.edu/sac/syllabus/>

### 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:

- a. all institutions of higher education attended, with the degree(s) earned;
- b. all previous teaching positions, including the names of the institutions, the position, beginning and ending dates; and
- c. a list of significant professional publications relevant to the academic positions held, including full citation data for each entry.

d. 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.

## CANVAS

As the on-line platform for instruction, Canvas provides access to various options for providing information to students, including assignments and a gradebook function. Training is available through the instructional technology office to help you with learning the basics to help you utilize the program.

Canvas will also be used as record for grades through the semester. Faculty will post mid-term and final grades on ACES.

## SLO'S AND ELUMEN

Student Learning Outcomes (SLO) assessment results must be submitted for each class each semester via eLumen. This is done by creating the SLO assessment structure in eLumen for each course at the start of the term indicating what will be used to assess each objective and then inputting student assessment results from the selected assignments, tests, papers, or other identified measures during the term. 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.

After each term, 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, instructional techniques, as may be warranted by the data, in order to improve student success the next term.

Elumen is the software used by San Antonio College to automate the process for tracking mastery of student learning outcomes. ELumen is accessible through [alamo.elumenapp.com](http://alamo.elumenapp.com). Training is available to learn how to create the assessment within eLumen, how to input information regarding structure for each of your courses with linkages to program assessment within eLumen, how to input information regarding student assessment measures throughout the term, and how to access eLumen course reports at the end of each term. Training is available through instructional technologies. Electronic training materials are also available through the IPPE Web Site:

<https://www.alamo.edu/sac/IPPE/>

## ELECTRONIC DEVICES

Students are required to silence all electronic devices (pagers, cellular phones, etc.) when in classrooms, laboratories, library or other areas where such devices would interfere with instruction and learning.

## STUDENT ATTENDANCE AND ROLL RECORDS

The Coordinating Board of Texas College and University System insists institutions be accountable for student attendance records. These records constitute a partial basis for state funding.

Absences are to be recorded from the first day the student's name appears on your class roll, or from the first day a student officially enrolls in your class, without exceptions. Through Smart drop, students can be dropped if they do not attend the first day. Also, a student who has accumulated absences equivalent to two weeks of instruction may be dropped with a grade of "W." These circumstances are the only time an instructor can initiate a student drop.

Since tardiness is a form of absenteeism, the instructor may exercise the right to establish a written policy that equates three tardies to one absence. Should extenuating circumstances arise, utilize good judgment or check with the Office of the Vice-President for Academic Success before dropping the student from the course.

Students should be notified that they must make an effort to notify their instructors if they are to be absent rather than calling the department.

## FINAL EXAMS

Faculty should check with department policies. A written, comprehensive examination, not to exceed three hours in length, shall be given at the end of each semester for each course at the regularly scheduled time. A student who must be absent from a final examination should petition the instructor for permission to postpone the examination. A student absent without permission from a final examination is graded "F." Postponed examinations will result in a grade of "I." The final examination must be taken and the grade posted within 120 days or the grade automatically is changed to "F." We expect every instructor to adhere to the final examination schedule unless clearance to do otherwise is granted. Do not schedule your exams the week before your finals week.

Your contract requires that you meet your class the entire length of the semester, and failure to meet your class during finals week may result in a loss of pay for that week.

## GRADES

Mid-Term and Final grades are uploaded into ACES.

Instructors who wish to change a student's grade may obtain a "Grade Change Request Form" from their department office or on ACES. A student has a maximum of one year from the end of the semester in which a grade was earned to request a review of the grade or petition for a change of grade. Exceptions to this policy need the approval of the appropriate Dean. The request form must be completed by the instructor of record and approved by the Dean before proper processing can be initiated.

The instructor shall be responsible for officially changing the grade on the original grade sheet filed in the Admissions and Records Office. Once this has been done, the student will be notified by mail that a grade change has been made in the records.

## STUDENT CODE OF CONDUCT

The student Code of Conduct for San Antonio College applies to all the Alamo Colleges and is available online at the following address  
[www.alamo.edu/district/ethics/searchfiles/F.4.2.1%20Procedure.pdf](http://www.alamo.edu/district/ethics/searchfiles/F.4.2.1%20Procedure.pdf).

## OTHER POLICIES

Information on other policies can be found on-line. Of particular interest for faculty is a section on the San Antonio College website under Future Students titled "SAC Cares". Under this title is a link to information regarding Title IX policies, Grievances procedures, and information on Strategies of Behavioral Intervention (SOBI).