



Welcome to the Alvin Community College Adjunct Faculty Staff.

It is the policy of Alvin Community College to implement affirmatively equal opportunity to all qualified employees and applicants for employment without regard to race, religion, color, sex, national origin or disability and positive action shall be taken to ensure the fulfillment of this policy. This obligation includes recruitment, hiring, training, promotion, demotion, compensation, benefits, transfers, termination, and education programs.

This policy is consistent with Federal and State laws, regulations, and executive orders.

The Director of Human Resources is assigned the responsibility of implementing and monitoring the effectiveness of the program.

It is the mission of the Human Resources Department to provide leadership in the HR development of Alvin Community College, to provide information and services to employees with regard to staff benefits, and to provide employee relations services.

It is the responsibility of each employee to adhere to the policies and procedures presented. The information presented here is a broad overview of policies and procedures, and will provide a clear explanation of all existing personnel policies, procedures and practices. It is intended for informational purposes only, and will assist you in understanding personnel procedures, eliminate myths on matters of college-wide policy and help assure uniformity throughout the organization.

The information should help you have a better understanding of what is expected of you, and help you feel more at ease in your department and the College environment. This, in turn, should lead to enhanced job performance! To further enhance your job performance, you will need to schedule a departmental orientation with your Department Chair for information specific to the department. For ACC employees that work in (or visit) the Texas Department of Criminal Justice (TDCJ) units, a TDCJ Orientation is conducted annually. The TDCJ orientation is mandatory and is conducted by TDCJ personnel.

This information is written documentation of good faith in providing fair employment practices and equal opportunity for present employees and future job applicants.

EMPLOYMENT FORMS

The employment process should begin with the completion of all employment forms by the new employee. You should have completed a Faculty Employment Application using the on-line, automated applicant system, and submitted requested documentation such as resume, reference letters and official transcripts. Official transcripts are required by the Southern Association of Colleges as well as the administration of Alvin Community College and should be submitted prior to your hire date.

In order to complete the employment process, the forms listed should be completed and returned to the Human Resources Department within 5 working days.

Required Forms:

The following paperwork is required for a complete personnel file:

- Employment Application
- Official Transcripts and/or copies of certificates; letters from current or previous employers verifying related work experience
- Form I-9 – Employment Eligibility Verification
The Form I-9 must be accompanied by copies of two forms of identification, i.e., social security card and driver's license or passport (or similar documents as specified on the form). All candidates must be lawfully employable in the United States through proper authorization from the U.S. Citizenship & Immigration Service: proper identification will be required.
- Personal Data
- Drug Free Workplace / Employee Certification
- HB-638 Compliance Statement (English Proficiency)
- Form W-4
- Retirement Plan Eligibility
- Statement Concerning Employment in a Job Not Covered by Social Security (SSA-1945)
- Form W-4
- Direct Deposit
- Notification of OnLine Policy Manuals
- Background Check Authorization

All the forms requested above are available on the College website and the local G:/drive.

IDENTIFICATION / CAMPUS COMMUNICATIONS

While I.D. cards are not required on campus, they are available to all new employees. You may stop by the A.C.C. Library (BLDG A, Room 204) and request one. Contact the Library Staff at 281.756.3559 for hours of operation. Any personnel that are required to visit TDCJ as a part of their employment must have an I.D.

An ID card will also be required to check out materials from the A.C.C. Library.

As an employee you will need a Staff parking decal issued by Campus Police. Contact Campus Police at 281.756.3700; Building H - Room 132. There is no charge. You will need to have your driver's license available and must provide the make, model, and license plate number at the time of issue.

If you are issued building keys, please take extra precautions to safeguard them. Should you lose your key, you may be responsible for having the office, area, or building re-keyed depending upon the type of key issued.

CAMPUS MAIL

Adjunct Faculty are assigned campus mailboxes.

It is **very important** that you check your mail **every week** - even if you teach **off-campus**. All College documents (census rosters, attendance sheets, memorandums, etc.) will be sent to your mailbox. You will have a mailbox in one of the following areas according to the department you teach in.

G Building	G-113
N Building	N-118
K Building	K-200
S Building	S-147 or S-248
PC	Administrative Assistant

If you teach exclusively at the Pearland Campus, your campus mail will be delivered to the Administrative Assistant. If you have correspondence that needs to be delivered to the Main Campus in Alvin, the Administrative Assistant will coordinate that delivery.

Please note that grade rosters are available on WebACCess.

CAMPUS E-MAIL

All Adjunct Faculty are assigned campus e-mail addresses. This is a primary form of campus communication. The Department Chair or administrative assistant for your department will complete a request form for an e-mail account for you and submit it to the I.T. Department. A signed User Agreement is also required. The form is available on the College website and on the local drive, or you can request a paper form from your Department Chair or Administrative Assistant for the department. Accounts will not be created by the I.T. Department without both forms.

U. S. MAIL

Any changes in name, address, phone numbers (including work and cell), personal e-mail accounts, emergency contact numbers, marital status, etc., should be reported to the HR Office **and** Department Chair as soon as possible. Name changes require a copy of a new social security card with the new name; changes will not be made to the payroll system without documentation. Up-to-date information will assist departments in contacting you should the need arise, as well as ensure payroll system accuracy.

Mail will not be forwarded to another address or campus location.

CLASSROOM / INSTRUCTIONAL GUIDELINES

Course Requirements

Standard requirements for the courses you will be teaching are available in the course syllabus. Your Department Chair or Administrative Assistant for the department can provide you with copies of course syllabi.

Course Syllabi will provide students with specific information regarding course objectives, grading procedures, test dates, assignments, etc. **ALL** instructors are required to distribute a course syllabus to their students during the first week of classes.

Certain teaching methods must be adhered to at ACC

All instructors at ACC are expected to maintain high professional and academic standards. In regard to individual teaching methods, part of the College's unstated educational philosophy holds that, in general, maximum degrees of flexibility and freedom in the classroom contribute significantly to instructional effectiveness. Department and/or Division Chairs will provide general guidance and advice. However, in most instances, you will have considerable discretion in how you teach your students.

Evaluation of Teaching Effectiveness

Adjunct faculty members are evaluated in the fall and spring semesters. The evaluation is done by an experienced faculty member with a proven record of teaching effectiveness in your discipline. You will be notified of the evaluation date in advance. About midway through the semester your students will also evaluate your teaching effectiveness.

Tests

The number, difficulty, and types of tests vary widely from department to department, as well as from instructor to instructor. While testing policies are generally left to the discretion of the instructor, you might consult Department Chair or Division Chair and view some sample tests.

If you must give a test at a time other than the scheduled class time, options are available.

The Learning Lab, (2nd floor of Building A – adjacent to the Library) administers exams. The dates and times for testing each semester are posted in the Lab and are placed in faculty mailboxes. Instructors must complete an Instruction Sheet (available from the Learning Lab or Departmental Administrative Assistants) for each unique exam or instruction. Instructors must also make students aware of the testing schedule and of the need to submit a valid driver's license when testing.

Students have internet/online research resources available to them and locations for keying classwork / assignments. The Library has computers with Internet and CD-R database research programs, and the Learning Lab computers have the Internet and word processing for preparation of papers. Both facilities require valid ACC

Student ID cards to use the computers, and students are charged for printing and/or copying.

Copy machines are available to faculty members.

They are located in A-124, C-236, G-143, K-113, N-118, S-108, and S-248. Employees are assigned their own copy code. See your Departmental Administrative Assistant for your copier code.

Administrative Assistant services are available for your convenience.

The following administrative assistants will coordinate the completion of your typing, copying, and printing needs. Please try to give them adequate lead time to complete your requests. Lengthy exams, for example, should be submitted two weeks in advance of the date needed. Such projects cannot be completed on time if submitted a day or two before needed.

DEPARTMENT	ADMINISTRATIVE ASSISTANT	ROOM	PHONE
Academic Programs	Cheri Chastain cchastain@alvincollege.edu	G-140	281.756.3724
Allied Health & Vocational Nursing	Karen Schisler kschisler@alvincollege.edu	S-108	281.756.5630
Associate Degree Nursing & Respiratory Care	Shannon Wise swise@alvincollege.edu	S-108	281.756.5610
Continuing Education	Jean Thompson jthompson@alvincollege.edu	H-103	281.756.3789
Criminal Justice	Carolyn McCollum cmccollum@alvincollege.edu	N-125	281.756.3781
Technical Programs	NanC Crawford ncrawford@alvincollege.edu	S-100	281.756.5601
Pearland Center	Robbie Shelton rshelton@alvincollege.edu	PC	281.756.3900
Evening Programs 4:00 – 7:30 p.m. / Monday – Thursday	Briatney Brooks bbrooks@alvincollege.edu	G-100	281.756.3720

SCANTRON grading machines are available in G-113 and S-248.

Computer Labs

Computer Labs are available for student and staff use in the following locations:

Building A / Room 173 (CyberLab)
Building N / Rooms 119 & 104

Building A / Room 204 (Library & Learning Lab)
Building S / Rooms 130, 163, and 208

There are several other labs in various locations on campus; check with your Department/Division Chair or the departmental Administrative Assistant for additional locations available to you and most suitable to your needs.

Please notify the Department Chair or the department Administrative Assistant anytime a computer in the lab is not working so that repairs can be made.

Media equipment is available for the classroom. If additional equipment is needed in any classroom, or if equipment problems occur, contact the Marketing & Communications Department (Media Services) at 281.756.3567. (TV, VCR, Overhead projectors, etc)

Tutorial services for some disciplines are available in the College Learning Lab, 281.756.3566; located in the Library, A232. Computerized tutorials for some courses may be available on Lab computers.

DISRUPTIVE STUDENTS

Instructors are authorized to establish rules of conduct within the classroom. He/she has the right to temporarily suspend a student from class whenever the behavior is believed to be disruptive or inappropriate. The student should be given a warning about the consequences of their behavior prior to dismissal. Students are entitled to due process as directed by the Code of Conduct found in the Student Handbook located on the college website. Always discuss the behavior with the student outside of class and in a private location. If the behavior persists, the student may be referred to the Director of Advising Services using the Disciplinary/Incident Form for a follow up counseling session. The Disciplinary/Incident Documentation Report Form is available on the local G:/drive in the Forms folder.

At the first instance of any inappropriate behavior of a student during a class in a TDCJ unit, write a note detailing the specific behavior. Hand the note to the guard at the end of class. Call Ms. Sara Bouse at 281.756.3532 (or e-mail sbouse@alvincollege.edu) and tell her about the note. The problem will then be resolved.

ROSTERS / STUDENT ATTENDANCE

It is very important that you keep accurate attendance records. These records should clearly indicate the dates of any student absences. Your attendance records, like your grad sheets, will be placed on file with your Department Chair at the end of the semester. In addition to copies of your attendance sheets, your Department Chair will ask you to turn in your grade sheet and copies of your final exams. All these records are kept for two years and then destroyed.

If a student registers for a course you are scheduled to teach, but never attends class or attends class a few times, then quits attending there are several guidelines to be followed.

If the course is a developmental class, and a student misses three consecutive days of class you should inform your Department Chair.

In non-developmental classes you may develop your own attendance policy; the policy must be clearly stated in your syllabus.

Include your attendance policy in your syllabus. Faculty may not withdraw a student for non attendance.

It is the student's responsibility to withdraw from the course. If the student does not withdraw by the withdrawal deadline, the student receives a letter grade in the course. Please remember that Withdrawals (Ws) ***may not*** be entered on final grade rosters.

Please state in your syllabus that children of students ***may not*** attend classes.

GRADE REPORTING

Letter grades (and letter grades only; no notations, Ws, etc) should be entered on WebACCess. It is extremely important that your grades are entered on WebACCess by the date and time specified by the Registrar; due dates are posted on the College website.

CENSUS DAY CLASS ROSTERS

The **census date** is the **OFFICIAL REPORTING DATE** to the state for funding purposes. This is the primary means of securing an accurate class count. It is **VERY** important that the names of your students appear on this roster. If the name of a student attending your class does not appear on your roster please refer that student to the Dean of Students. This roster is issued on the twelfth day during the Fall and Spring semester.

- Do not allow non-registered students to attend your class. Send the student to the Dean of Students for registration and payment.
- If a Student appears on the roster that has never attended, that name should be reported immediately to the Dean of Students.
- Twelfth-day rosters must be signed and returned to the Enrollment Service Center by the date indicated on

the memo attached to the roster.

OFFICE HOURS / DEPARTMENTAL MEETINGS

Adjunct Faculty members are not expected to keep posted office hours. However, the college requests that you be here 30 minutes before and 30 minutes after class to confer with students.

Departmental meetings are scheduled at the discretion of the Department or Division Chair. Adjunct Faculty members are not required to attend departmental meetings, however if you wish to attend, contact your Department Chair.

TIME AND ATTENDANCE

The normal work week for employees of Alvin Community College is Monday through Friday, 8:00 a.m. to 5:00 p.m. In accordance with Board of Regents Policy Manual, Section 14.06, Alvin Community College will utilize a four-day summer instructional week.

The work schedule for College personnel during the summer will be 7:30 a.m. to 5:00 p.m., Monday through Thursday. This schedule is subject to modification within certain areas and departments as special circumstances warrant. The summer schedule for full-time faculty members will be adjusted by the Provost Dean of Instruction's office.

If you will be unable to meet a scheduled class, contact the your Department Chair or the Administrative Assistant for your department. If possible, a class activity should be planned in your absence. If you are unable to reach your department, please call:

Evening Programs	281.756.3720 or
Campus Police	281.756.3700

While there is no formal dress code for Alvin Community College, all employees are asked to keep their appearance professional. While suits and ties are not required, especially during the summer months, we want to present a professional environment for the students and campus guests.

PAY DATES

Pay dates for all employees are scheduled on an annual basis but efforts are made to have each monthly pay day on the 23rd of the month. Direct deposit is mandatory for all employees. Direct deposit or electronic transfers take place on the morning of the pay date.

Adjunct Faculty members are paid by the semester. Semester pay schedules are:

Fall	Total Salary Paid in Four Payments	SEP / OCT / NOV / DEC
Spring	Total Salary Paid in Four Payments	FEB / MAR / APR / MAY
Summer I	Total Salary Paid in Two Payments	JUN / JUL
Summer II	Total Salary Paid in One Payment	AUG
Summer 12-Weeks	Total Salary Paid in Three Payments	JUN / JUL / AUG

In situations where an instructor is teaching a combination of Summer I or II and Summer 12-Week courses, compensation will be calculated separately and paid according to the pay schedule shown.

A cumulative list of your stipends can be viewed through WebACCess.

The current pay rate for adjunct faculty is \$1,650 per 3-hour lecture course; lab hours are paid at \$309 per hour.

Some Adjunct Faculty in the Technical Programs Division are paid an hourly rate, per time card; hourly rates may vary depending on the position. Time cards must be submitted to the Department Chair for signature and forwarding to the Business Office by the posted deadline. Time Card Due Dates and Pay Dates are posted on the College website. **NOTE:** Failure to submit a time card in a timely manner may result time being reported with the next monthly payroll cycle.

PART TIME RETIREMENT PLAN

A provision of the Omnibus Budget Reconciliation Act of 1990 (OBRA '90) requires that all college employees be enrolled in a qualified retirement plan. Alvin Community College has established a retirement plan, known as the Money Purchase Plan (or Part Time Retirement Plan), in order to satisfy this Federal law. This is a 401(a) plan, and does not require an enrollment form. The plan will provide participants, or their beneficiary, with a fully vested cash settlement, or income benefits, after termination of employment.

By law, the plan is mandatory for all part time employees that are not eligible for enrollment in the Teachers Retirement System of Texas or the Texas Optional Retirement Plan. Participation excludes student help, TRS retirees, and ORP retirees. OBRA '90 requires a minimum contribution of 7.5% of your gross salary. The Employee contribution will be 6.2% (tax deferred) and the College will contribute 1.3%. The plan is administered by Merkley, Newman and McLaws, 1.800.580.2176. Additional information on this plan is available on the College website.

If you are employed full time by another agency, and making active contributions to TRS, Alvin Community College will make contributions to your TRS account in lieu of the Part Time Retirement Plan.

The College does not participate in social security, however, Medicare Tax (1.45%) which will be calculated before the mandatory retirement deduction.

HOLIDAYS

Scheduled holidays and College closings are posted on the College website under Faculty & Staff. Employees are encouraged to register for the campus emergency notification system, HYPERALERT. This system will send a short text message, email, or phone call to registered numbers in the event of a campus emergency or school closing. The system is used exclusively to warn employees and students about threats on campus, severe weather emergencies, or incidents which require campus closings.

DISCIPLINE AND WORK RULES

The administration of Alvin Community College recognizes its continuing responsibility to develop and administer the necessary College regulations and disciplinary measures in a fair and consistent manner, and the obligations of all employees to conform with those College rules and regulations applicable to their assignment.

The administration seeks to establish and maintain appropriate procedures, and College rules and regulations, which will provide the most efficient and effective operation of the College in the best interest of the taxpayers of the district; and to provide for proper disciplinary action whenever an employee fails to observe such College rules and regulations.

In an effort to provide a safe and productive environment, Alvin Community College has established disciplinary guidelines for all employees. The College reserves the right to discipline employees for any behavior not specifically addressed in the disciplinary guidelines, if a specific activity/situation is contrary to making the College a safe and productive place to work. In all cases the chosen penalty will be appropriate to the offense. Discipline will be administered in a progressive manner if at all possible and shall be supported by written documentation. In some cases the offense(s) may be so flagrant in first or second occurrences that dismissal may be warranted rather than the lesser penalties that could be applied.

SECURITY / ACCIDENT REPORTING

All employees of Alvin Community College are responsible for the equipment and supplies located within their work area. All thefts of College property should be reported immediately to the Campus Police.

All accidents should be reported to the immediate supervisor and the Human Resources Department. Accident report forms are available on the local G:/drive and from the Human Resources Department. If the immediate supervisor and/or the Human Resources Department staff are not available, accidents should be reported to the Campus Police. Other information regarding accidents can be found in the Administrative Procedures Manual,

Section 5.01. (See also Workers Compensation)

WORKERS' COMPENSATION INSURANCE

Workers Compensation Insurance is provided for all College employees. The Human Resources Department should be notified as soon as practicable in the event of an employee's workplace accident. The Director / HR will serve as a liaison between the injured employee and the third party administrator of the Workers Compensation program.

GRIEVANCE & APPEALS PROCEDURES

A formal procedure is in place for any grievance regarding campus-related issues. The procedure is outlined in the Board of Regents Policy Manual (available on the College website). In any situation, should you not feel comfortable discussing a particular problem with your immediate supervisor, feel free to contact the HR Director, he/she will be happy to schedule an appointment to help you resolve any issues.

We have tried to address any immediate concerns that you may have as a new adjunct faculty member, and hope the information will help you make the transition to the College work environment. If you have any questions regarding the information presented in this orientation, please contact your Department or Division Chair, or the Human Resources Department at 281.756.3639.

WELCOME ON BOARD!