



Q. Do I need an I.D. card / badge?

A. Yes. 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.

Q. Do I need a parking decal?

A. Yes. Staff parking decals are issued by Campus Police; there is no charge. Campus Police is located in Building H, Room 132; 281.756.3700. 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.

Q. Where do I receive campus correspondence?

A. Yes. You will be assigned a campus mailbox. It is **very important** that you check your mail **every week** - even if you teach **off-campus**. All College documents (grade 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.

Mail will not be forwarded to another address.

Q. Do I have access to e-mail?

A. Yes. E-mail is a primary form of campus communication. The Department Chair of the 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.

Q. Are there standard requirements for the courses I teach?

A. Yes. Your Department Chair 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.

Q. Are there certain teaching methods that must be adhered to at Alvin Community College?

A. Yes. 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.

Q. Will my teaching effectiveness be evaluated?

A. Yes. 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

Q. What about tests?

A. 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.

Q. Is there anywhere I can leave a test to be given at a time other than my class time?

A. Yes. 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.

Q. Is there somewhere on campus where my students can do internet/online research and type classwork?

A. Yes. 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.

Q. Are there copy machines available?

A. Yes. 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.

Q. Will I have access to administrative assistance (clerical services)?

A. 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

Q. Is a SCANTRON grading machine available?

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

Q. Where do I find the Computer Labs?

A. 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.

Q. Is media equipment available for the classroom?

A. Yes. Many of the classrooms are now equipped with state-of-the-art equipment. If additional equipment is needed, i.e., television, VCR, Overhead projectors, etc, contact Marketing & Communications (Media Services) at 281.756.3567. If there are problems with the equipment, please notify Media Services.

Q. Will my students have access to tutoring services?

A. Yes. 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.

Q. What about disruptive students?

A. 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 located on the local G:/drive in the Forms folder.

Q. What if a student misbehaves during a class in a TDCJ unit?

A. 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.

Q. What if a student registers for my course, but never attends class or attends class a few times and then quits coming?

A. 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. 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.

Q. Can my students bring their children to class with them?

A. No. Please make sure this is clearly stated in your class syllabus.

Q. Is it necessary to keep attendance records on my students?

A. Yes. It is very important that you keep accurate attendance records. Records should clearly indicate the dates of any student absences. Your attendance records, like your grade sheets, will be placed on file with your Department Chair at the end of the semester.

Q. How are grades reported?

A. 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.

Q. What are census day class rosters?

A. 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 remain in your class.
- 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.

Q. Are adjunct faculty members expected to keep posted office hours?

A. 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.

Q. What about departmental meetings? Am I required to attend?

A. 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.

Q. What if I have to miss a class?

A. If you will be unable to meet a scheduled class, contact 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 at 281.756.3720 or Campus Police at 281.756.3700.

Q. Does the College have a dress code for faculty?

A. **No.** 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 but instructors are expected to maintain “reasonable” standards of dress.

Q. When and how do I get paid?

A. Direct Deposit is mandatory for all employees. 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, or electronic transfers, take place on the morning of the pay date.

Pay Advices (check stubs) are available on-line through WebACCess on the morning of the posted pay date. User ID and Password are required for login; contact the I.T. Department for details – 281.756.3536.

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

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. Late time cards will be processed with the next monthly payroll.

Q. Will I have Social Security taken from my gross pay?

A. **No.** The College does not participate in social security. However, Medicare tax (1.45%) will be calculated before the mandatory retirement deduction.

Q. Will I have any retirement plan contributions?

- A.** 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.

Q. How do I know when the College will be closed?

- A.** 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.

Q. What do I do if I have an accident while I'm on campus?

- A.** 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.

Workers Compensation Insurance is a benefit 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 benefits.

Q. How do I report stolen property?

- A.** 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 at 281.756.3700.

If you have questions or concerns about policies or procedures not discussed in this document, please contact your Department or Division Chair, or the Human Resources Department at 281.756.3639. We want to make your transition to the College work environment a smooth one.