



# **FACULTY HANDBOOK**

**South Plains College  
Office of the Vice President for Academic Affairs  
August 2022**

**SOUTH PLAINS COLLEGE  
FACULTY HANDBOOK  
TABLE OF CONTENTS**

**1.0 GENERAL INFORMATION**

1.1 Statement of Purpose .....1  
    1.1.1 History and Philosophy .....1  
    1.1.2 Vision .....2  
    1.1.3 Mission .....2  
    1.1.4 Role and Scope .....2  
    1.1.5 Institutional Purpose .....2  
    1.1.6 Statement of Values .....3  
1.2 Organizational Chart ..... [South Plains College Organizational Chart](#)

**2.0 FACULTY, ETHICS AND RESPONSIBILITIES**

2.1 Faculty .....4  
2.2 Faculty Qualifications .....4  
2.3 Academic Freedom, Tenure and Responsibility .....5  
    2.3.1 Academic Freedom .....5  
    2.3.2 Academic Responsibility .....6  
2.4 Code of Professional Ethics .....7  
2.5 Departmental Chairpersons .....9  
2.6 Departmental Coordinators .....10  
2.7 Program Coordinators .....10

**3.0 FACULTY STATUS AND EVALUATION**

3.1 Academic Rank and Standards for Faculty .....11  
    3.1.1 Rank Classifications .....11  
    3.1.2 Provisions of the Process .....12  
    3.1.3 Additional Assumptions .....12  
3.2 Tenure Policy for South Plains College .....12  
    3.2.1 Definition of a College Teacher .....12  
    3.2.2 Academic Freedom and Tenure, Board Policy .....12  
        3.2.2.1 Definition of Tenure .....13

3.2.2.2	Purposes of Tenure.....	13
3.2.2.3	Customary Types of Appointments .....	13
3.2.2.4	Admission to Tenure.....	13
3.2.2.5	Grounds for Termination of Continuing Appointment .....	14
3.2.2.6	Procedure for Termination of Continuing Appointment.....	14
3.2.2.7	Notice of Intention to Terminate or Non-Renew .....	15
3.2.3	Committee on Tenure and Privilege .....	15
3.3	Educational Achievement .....	15
3.4	Faculty Evaluation .....	16
3.4.1	Departmental Chairperson Evaluation of Faculty.....	16
3.4.2	Student Evaluation of Faculty .....	16
3.4.2.1	Evaluation Guidelines (faculty) .....	17
3.4.2.2	Evaluation Procedures .....	17
3.4.3	Faculty Evaluation of Departmental Chairperson.....	17
3.4.3.1	Evaluation Guidelines (chairperson).....	17
3.4.3.2	Evaluation Procedures .....	17
3.4.4.1	Departmental Chairperson Evaluation of Instructor .....	18
3.4.4.2	Faculty Evaluation of Departmental Chairperson.....	18
<b>4.0</b>	<b>INSTRUCTIONAL POLICIES AND RESPONSIBILITIES</b>	
4.1	Course Syllabi.....	18
4.1.1	Syllabus Statements .....	18
4.1.1.1	Diversity Statement.....	18
4.1.1.2	Disabilities Statement.....	18
4.1.1.3	Non-Discrimination .....	19
4.1.1.4	Title IX Pregnancy Accommodations Statement.....	19
4.1.1.5	Campus Concealed Carry Statement .....	19
4.2	Classroom Discipline .....	19
4.3	Grading Practices .....	20
4.3.1	Grade Changes .....	20
4.3.2	Grade Interpretation .....	20
4.3.3	Posting of Grades .....	21

4.4 Student Records .....	21
4.4.1 Release of Information.....	21
4.4.2 Faculty Access .....	21
4.4.3 Further Information.....	21
4.5 Curriculum Revision.....	21
4.6 Instructional and Office Hours.....	22
4.6.1 Instructional Hours.....	22
4.6.2 Office Hours.....	22
4.6.3 University Interscholastic League (UIL) .....	22
4.7 Dismissal of Classes .....	23
4.8 Instructional Load Policy .....	23
4.8.1 Individual Instruction.....	23
4.9 Faculty Advisors Program .....	23
4.10 Financial Aid.....	23
4.10.1 General Information.....	23
4.10.2 Students Wishing to Withdraw .....	23
4.11 Attendance at College Activities .....	24
4.12 Faculty Meetings.....	24
4.13 Faculty Development Program .....	24
4.13.1 Staff Development Programs .....	24
4.13.1.1 Sexual Harassment Training .....	24
4.13.2 Professional Meetings .....	25
4.13.3 Summer Projects .....	25
4.13.4 Teleconferences .....	25
4.13.5 Professional Development Leave .....	25
4.13.6 Continuing Education .....	25
4.13.7 Graduate Study.....	25
4.13.8 Business and Industry Experience .....	26
4.13.9 Consultation .....	26
4.14 Intellectual Property Policy.....	26
4.14.1 Policy Purpose and Criteria .....	26



## **7.0 STANDING COMMITTEES**

7.1 Committee Definitions and Rules .....	34
7.1 General Rules for Standing Committees.....	34
7.2 Admissions Committee .....	35
7.3 ADN Admissions/Academic Standards Committee .....	35
7.4 Athletic Committee .....	36
7.5 Building and Grounds Committee .....	36
7.5.1 Campus Carry .....	37
7.6 Distance Education Committee.....	37
7.6.1 Strategic Enrollment Management and Retention Committee .....	38
7.7 Evaluation Committee .....	38
7.8 Institutional Effectiveness Committee .....	39
7.9 Library Committee.....	39
7.10 Marketing and Recruitment Committee.....	40
7.11 Professional Development Committee .....	41
7.12 Registration Committee .....	41
7.13 Safety and Health Committee .....	41
7.14 Scholarship Committee.....	42
7.15 Student Success Advisory Committee .....	43
7.16 Technology Committee.....	43
7.17 Website Advisory Committee.....	43

## **8.0 FACULTY SENATE**

8.1 Faculty Senate Purpose, Membership and Organization .....	44
Non-Discrimination Policy Statement .....	44
Appendix A Council and Committee Memberships (listed and sent separately)	

# **SOUTH PLAINS COLLEGE FACULTY HANDBOOK**

## **1.0 GENERAL INFORMATION**

### **1.1 STATEMENT OF PURPOSE**

South Plains College is a publicly supported two-year community college, providing educational opportunities through academic, career and technical education, continuing education, workforce development and community service programs. Educational programs and services are offered on the college's main campus in Levelland and at extension centers located in Lubbock, Reese, and Plainview. The college serves 15-county area of the South Plains region of Texas.

#### **1.1.1 History and Philosophy**

The history of South Plains College is the unfolding of an idea with two elements: the impulse and capacity of the individual to learn and produce, and the community dependent on the enlightened and productive individual. In some sense, this history begins when the local community begins, for the community has always understood that its nature is, in part, to learn, teach, and provide public education for its children. However, by the early 1950s a few prominent citizens of Hockley County realized that the local education should no longer be limited to children, and that Hockley County required a greater role in the educational system of Texas. Consequently, these citizens twice petitioned the State Board of Education, once in 1951 and again in 1956, for permission to establish a junior college in Levelland. Given permission to hold an election, the citizens of Hockley County voted to establish South Plains College on April 2, 1957. In March 1958, Whiteface Independent School District became a part of the district, which was re-designated the South Plains Junior College District.

In 1958, the college opened its doors primarily as a two-year academic transfer institution, the first such college in Texas in more than 10 years. South Plains College opened the door to the expansion of community colleges in Texas, arguably the most significant development in Texas higher education of the last half of the twentieth century. Fruitful changes began almost immediately. In the early 1960s, the district developed a clearer notion of community college and rapidly incorporated technical and vocational education, continuing education, and educational counseling and other student support services.

South Plains College has continued to grow and expand, opening the extension at Reese Air Force Base in 1970, and a technical branch in Lubbock in 1973. In 1977, the college acquired and refurbished the West Texas Hospital Building in downtown Lubbock, and in the fall of 1978 established the Lubbock Campus at the new site. With the closing of Reese Air Force Base in 1997, the college acquired through public conveyance six educational buildings at the former air base. These facilities have been developed into an expanded SPC Reese Center program. The same year, SPC established a partnership with the Lubbock Independent School District and other Lubbock community partners to open the Byron Martin Advanced Technology Center. In order to accommodate enrollment and program growth, college officials in 2000 decided to close the Main Street facility and consolidate its Lubbock-based programs at the SPC Reese Center. In 2004, the college acquired a facility in Plainview to expand its educational program in the northern tier of its service area. This building was renovated and opened in September 2005 as the SPC Plainview Center. In 2016, the College acquired a facility at 3907 Avenue Q in Lubbock to serve as an expanded career and technical education center. With financial assistance from the Helen Jones Foundation, the CH Foundation, and the Lubbock Economic Development Alliance, the 77,000 square foot facility was renovated into the College's newest Lubbock location. The programs that were housed at the Byron Martin Advanced Technology Center were relocated to this new facility, which opened in the fall of 2017.

Over the years, these expansions have significantly enriched South Plains College, broadened its service

area and contributing to its understanding of the larger community. All the while, the larger community has been exceptionally positive in its support of the college, voting bond issues as needed and promoting enthusiastically all facets of the college.

History implies change, and South Plains College is committed to changing with the needs and opportunities of the community. It seeks not merely to be the guardian of tradition, but to be creative as well, ever seeking to uncover and find expression for individual and community potential. Communities, however, do not merely change. The original idea that established the college remains valid, and South Plains College understands its relation to the abiding values of civilization. Thus, the college continues to be the unfolding intellectual history of a community attempting to be a responsible part of the global communities of the world.

### **1.1.2 Vision**

*South Plains College improves each student's life.*

### **1.1.3 Mission**

South Plains College provides educational opportunities that improve the lives of its students by establishing a foundation for lifelong learning. The College offers high quality courses, programs and services that assist students in clarifying and achieving their educational and career goals in order to become productive and responsible citizens in a global society. South Plains College empowers its faculty and staff to provide a learning environment that is innovative, engaging, compassionate, safe, diverse, and supportive of the College vision.

### **1.1.4 Role and Scope**

South Plains College is a public, open admission, comprehensive community college that primarily serves individuals and communities in its service area comprising the southern portion of the Texas High Plains. The College offers quality academic transfer, career, and technical education programs leading to associate degrees and proficiency certificates. To sustain the communities it serves, the College also offers developmental education, continuing education, workforce development, and community service programs. The College and its employees strive for excellence in teaching and provide learning opportunities that are accessible, flexible, and affordable.

### **1.1.5 Institutional Purposes**

In order to accomplish its mission, South Plains College is committed to the following institutional purposes:

1. To provide associate degree programs in the arts and sciences that successfully prepare students for university transfer into baccalaureate degree programs.
2. To provide certificate and associate degree programs in career and technical education areas that equip students with skills, attitudes, and aptitudes necessary for gainful employment, for professional certification or for advanced study.
3. To provide developmental, adult literacy, and basic skills programs designed to assist those students who are underprepared for college and who need skills for college success.
4. To provide flexible continuing education and workforce development programs, including specialized business and industrial training, which anticipate and address the specific needs of the global workplace.
5. To foster student success holistically by providing an Educational Success Plan (ESP) that includes advisement, academic support and student support services and by providing opportunities to participate in the academic and social life of the College.



6. To expand access to educational opportunities through distance learning, technology, and other innovations.
7. To listen actively to the needs of service area constituents; to work in partnership with others to build communities; and to provide community service programs, cultural opportunities and activities that reflect the diversity of the region the College serves.
8. To effectively develop and be accountable for managing College resources and to continuously improve the quality of programs, services, and operations.

*Adopted by the South Plains College Board of Regents, June 12, 2014*

### **1.1.6 Statement of Values**

South Plains College respects the diversity of its student body and recognizes the worth and potential of each student. Therefore, the college affirms the following values and beliefs.

**Commitment to Students:** We believe each student is individually important and has unique needs and goals. The College supports students in clarifying their lifelong goals, provides personalized attention and service, assists them in developing their talents and skills, recognizes their culture, heritage, and lifetime experiences, and challenges them to become independent, lifelong learners.

**Commitment to Educational Excellence:** As educators, we believe effective teaching brings quality to learning and that our success is measured by the success of our students. The College provides and is accountable for the quality of its educational programs and student support services. We recognize that academic freedom is a catalyst for innovation and technology enhances the educational experience. These qualities enable the College to prepare students for lifelong, creative roles in the community.

**Commitment to Access and Diversity:** We believe the College should provide access to programs and services to students who may benefit and that the College should reflect the diversity of the community it serves. The College offers equal access to education through an open-door admissions policy. The College has a responsibility to provide educational services that are affordable and available at convenient times and places.

**Commitment to Faculty and Staff:** We believe everyone contributes to quality and institutional success by working toward common goals as a team member. All members of the College community will have the opportunity to be innovators, to grow through professional development and to prosper from equitable rewards and recognition based on clearly defined expectations.

**Commitment to a Quality Campus Environment:** We recognize the importance of providing a safe, clean, and accessible work and learning environment that is characterized by integrity, clear communications, an open exchange of ideas, appreciation for personal worth, involvement in decision-making and respect for all individuals.

**Commitment to the Community:** As members of a larger community, we recognize the importance of enhancing the quality of life for all citizens of the community and supporting opportunities for economic development and growth. We will listen actively to the needs of our constituents and work to build partnerships to address common needs and goals.

**Commitment to Effective Use of Resources:** In order to remain good stewards of the public trust, we believe in the effective use of college resources to provide quality educational programs and services to students and the community. To accomplish this, we will plan effectively for the future.

## **2.0 FACULTY, ETHICS AND RESPONSIBILITIES**

### **2.1 Faculty**

The faculty of South Plains College shall be defined as all persons employed full-time and whose assignment involves at least 50 percent teaching. Each faculty member shall be directly responsible to his/her departmental chairperson. Specific duties and responsibilities required of each faculty member include:

- a. The instructor prepares necessary documents for teaching, meets his/her assigned courses throughout the entire term as defined by the academic calendar, and observes office hours according to the Faculty Handbook policy.
- b. The instructor demonstrates thorough knowledge of subject matter.
- c. The instructor assists students in clarifying educational goals and participates in student advisement.
- d. The instructor is student oriented and demonstrates an interest in student learning.
- e. The instructor willingly works toward providing positive resolution when conflict arises with students.
- f. The instructor's student evaluations are within an acceptable range.
- g. The instructor accepts college assignments as assigned by the department chairperson in a professional manner.
- h. The instructor turns in required documents and reports to administration in a timely manner.
- i. The instructor exhibits a positive and helpful attitude toward colleagues within his/her department.
- j. The instructor participates in required departmental meetings.
- k. The instructor actively participates in or serves on groups and committees related to the institution.
- l. The instructor actively participates in available faculty development opportunities offered by the institution and/or participates in other development activities outside of those offered by the institution.
- m. The instructor conducts himself/herself in a manner that furthers the institution's mission and goals.
- n. The instructor maintains a clean, neat, and professional appearance as defined in the South Plains College Policy and Procedures Manual Section DDF. (Personal Appearance.)

### **2.2 Faculty Qualifications**

South Plains College strives to adhere to the standards of the Southern Association of Colleges and Schools, which state that all teaching faculty members must have special competence in the fields in which they teach. This special competence is attested to by advanced study culminating in appropriate graduate degrees, or by extensive work experience in the teaching fields or in a professional practice, which is demonstrably of highest quality.

The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate, and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

The following has been extracted from the Southern Association of Colleges and Schools, Commission on Colleges *Principles of Accreditation: Foundations for Quality Enhancement (2018)*

Section 6 of the Principles of Accreditation reads as follows:

1. The institution employs an adequate number of full-time faculty members to support the mission and goals of the institution. (Full-time faculty) [CR]
2. For each of its educational programs, the institution
  - a. Justifies and documents the qualifications of its faculty members. (Faculty qualifications)
  - b. Employs a sufficient number of full-time faculty members to ensure curriculum and program quality, integrity, and review. (Program faculty)
  - c. Assigns appropriate responsibility for program coordination. (Program coordination)

For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty (Section 6.2a.).

When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines as extracted from the *SACSCOC Guidelines for Faculty Credentials (2018)*:

- a. Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate degree and demonstrated competencies in the teaching discipline.
- d. Faculty teaching developmental courses that are not college-level have a bachelor's degree and teaching experience in the discipline.

## **2.3 Academic Freedom, Tenure, and Responsibility for Faculty Members in Texas Public Community and Senior Colleges and Universities**

The statements that follow, issued by the Texas Higher Education Coordinating Board (Revised January 1979), provide guiding principles designed to aid Texas colleges and universities in evaluating the conditions of academic freedom, tenure, and responsibility that prevail on each campus.

### **2.3.1 Academic Freedom**

Institutions of higher education are conducted for the common good. The common good depends upon an uninhibited search for truth and its open expression. Hence, it is essential that each faculty member be free to pursue scholarly inquiry without undue restriction, and to voice and publish individual conclusions concerning the significance of evidence that he or she considers relevant.

Each faculty member must be free from the corrosive fear that others, inside or outside the college community, because their vision may differ, may threaten his or her professional career or the material benefits accruing from it. Each faculty member is entitled to full freedom in the classroom in discussing the subject, which he or she teaches but is expected not to introduce into his or her teachings controversial matters, which have no relation to the classroom subject. Each faculty member also is a citizen of the nation, state, and community; and when speaking, writing, or acting as such, must be free from institutional censorship or discipline, subject to academic responsibility as hereinafter set out, and the faculty member should make it clear that he or she is not speaking for the institution.

### **2.3.2 Academic Responsibility**

The concept of academic freedom for faculty must be accompanied by an equally demanding concept of academic responsibility of faculty. A faculty member has a responsibility to the institution, his or her profession, his or her students, and society at large.

The rights and privileges of faculty members extended by society and protected by governing boards and administrators through written policies and procedures on academic freedom and tenure, and as further protected by the courts, require reciprocally the assumption of certain responsibilities by faculty members. Some of those follow below:

- a. The fundamental responsibilities of a faculty member as a teacher and scholar include maintenance of competence in his or her field of specialization and the exhibition of such professional competence in the classroom, studio, or laboratory and in the public arena by such activities as discussions, lectures, consulting, publication or participation in professional organizations and meetings.
- b. The exercise of professional integrity by a faculty member includes recognition that the public will judge his or her profession and institution by his or her statements. Therefore, the faculty member should strive to be accurate, to exercise appropriate restraint, to be willing to listen to and show respect to others expressing different opinions and to avoid creating the impression that the faculty member speaks or acts for his or her college or university when speaking or acting as a private person.
- c. The constitutionally protected right of the faculty member, as a citizen, to freedom of expression must be balanced with the interest of the state, as an employer, in promoting the efficiency of the educational services it performs through its employees. A faculty member's comments are protected even though they may be highly critical in tone or content or erroneous, but such statements are not protected free speech if they either substantially impede the faculty member's performance of his or her daily duties, or materially and substantially interfere with the regular operation of the institution, or if they are part of the continuing pattern of expression of such nature as to destroy the harmony and morale of a division, department or college. False statements made with knowledge of their falsity or in reckless disregard of the truth are not entitled to constitutional protection, and public statements may be so without foundation as to call into question the fitness of the faculty member to perform his or her duties.
- d. A faculty member should be judicious in the use of controversial material in the classroom and should introduce such material only as it has clear relationship to his or her subject field.
- e. A faculty member should be professional in his or her conduct in the classroom and in his or her relationship with students. The faculty member should maintain respect for the student and for the student's posture as a learner. The faculty member should make himself or herself appropriately available to the student for consultation on course work.

- f. A faculty member has the responsibility to provide timely and adequate notice of his or her intention to interrupt or terminate institutional services.

## **2.4 Code of Professional Ethics**

### **Texas Community College Teachers Association and South Plains College**

Professional Educators affirm the inherent worth and dignity of all persons and the right of all persons to learn. Learning best occurs in an environment devoted to the pursuit of truth, excellence, and liberty. These flourish where both freedom and responsibility are esteemed.

In order to express more adequately the affirmation of our professional responsibilities, we, the members of the Texas Community College Teachers Association, do adopt, and hold ourselves and each other subject to, the following Code of Professional Ethics:

- a. The Professional Educator shall treat all persons with respect, dignity, and justice, discriminating against no one on any arbitrary basis such as ethnicity, creed, gender, disability, or age.
- b. The Professional Educator shall strive to help each student realize his or her full potential as a learner and as a human being.
- c. The Professional Educator shall by example and action encourage and defend the unfettered pursuit of truth by both colleagues\* and students, supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.
- d. The Professional Educator shall work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel.
- e. The Professional Educator shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor, which might damage or embarrass or violate the privacy of any other person.
- f. The Professional Educator shall maintain competence through continued professional development, shall demonstrate that competence through consistently adequate preparation and performance, and shall seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.
- g. The Professional Educator shall make the most judicious and effective use of the college's time and resources.
- h. The Professional Educator shall fulfill the employment agreement both in spirit and in fact, shall give reasonable notice upon resignation, and shall neither accept tasks for which he or she is not qualified nor assign tasks to unqualified persons.
- i. The Professional Educator shall support the goals and ideals of the college and shall act in public and private affairs in such a manner as to bring credit to the college.
- j. The Professional Educator shall not engage in sexual harassment of students or colleagues and shall adhere to the college's policy on sexual conduct.
- k. The Professional Educator shall observe the stated policies and procedures of the college, reserving the right to seek revision in a judicious and appropriate manner.
- l. The Professional Educator shall participate in the governance of the college by accepting a fair share of committee and institutional responsibilities.

- m. The Professional Educator shall support the right of all colleagues to academic freedom and due process and defend and assist a professional colleague accused of wrongdoing, incompetence, or other serious offense so long as the colleague's innocence may reasonably be maintained.
- n. The Professional Educator shall not support a colleague whose persistently unethical conduct or professional incompetence has been demonstrated through due process.
- o. The Professional Educator shall accept all rights and responsibilities of citizenship, always avoiding use of the privileges of his or her public position for private or partisan advantage.

\*In this Code, the term "colleague" refers to all persons employed by colleges in the educational enterprise.

## 2.5 Departmental Chairpersons

Chairpersons for all instructional departments will receive an annual stipend in addition to the instructional salary and will receive a 20% decrease of the required teaching load. Exceptions may be approved by the Dean.

Departmental chairpersons will perform those duties as assigned by divisional deans in matters affecting their respective departments. Specific duties and responsibilities include:

- a. To give direction, supervision and assistance to each faculty and staff member assigned to the department.
- b. Prepare and administer the departmental budget, plan, and coordinate class scheduling, coordinate all course level student learning outcomes assessment, review, and report non-instructional departmental assessments.
- c. Chairpersons are present, or responsible for, assigning faculty to all registrations and new student orientations in order to assist with advising in their areas.
- d. Advise the division dean of staffing needs, assist in the recruitment, screening, and selection of new employees.
- e. To evaluate departmental faculty members, and to recommend to the division dean faculty members for renewal or non-renewal of contract, tenure, and rank promotions. This written evaluation shall identify areas in which department members may need improvement, with methods outlined to address such needs.
- f. To make recommendation to the division dean regarding coordinator or director titles when appropriate.
- g. To be responsible for faculty development activities at the departmental level.
- h. To assume a leadership role in increasing faculty capabilities in teaching and student support responsibilities.
- i. To be responsible for requisitioning supplies, equipment, and textbooks required for each course in their respective department.
- j. To work with the college library in the areas of evaluation and acquisition of departmental library holdings.
- k. To be responsible for proposing to the academic council any changes or revisions of the curriculum in the department and serve as a member of the academic council.
- l. To be responsible for the inventory of all furniture and equipment in the department each school year, and report any items stolen or lost during the year.
- m. To supervise or authorize supervision of the students assigned to the department under student work programs as well as Time Clock submissions for the respective students.
- n. To report absences of faculty members in the department to the appropriate dean and the Human Resources Office.
- o. To arrange for substitute instructors, from the same department, when possible, in the event of faculty absences in their department.

## **2.6 Departmental Coordinators**

Department coordinators will be granted a twenty percent (20%) decrease in their instructional load. Department coordinators will be present for student registrations as determined by the chairperson.

Department coordinators will perform those duties as assigned by the department chairperson and division dean in matters affecting the department. Specific duties and responsibilities include:

- a. To assist the departmental chairperson in giving direction, supervision and assistance to each faculty and staff member.
- b. To assist the departmental chairperson in the preparation of the budget.
- c. To assist the departmental chairperson in the evaluation of faculty members.
- d. To assist the departmental chairperson in providing faculty development activities for the department.
- e. To assist the departmental chairperson in efforts to increase faculty capabilities in teaching and student support.
- f. To assist the departmental chairperson in recruitment of students through contact with area schools, businesses, and industry.
- g. To assist the departmental chairperson in other matters concerning the department.

## **2.7 Program Coordinators**

Program coordinators may be granted a decrease in their instructional load. This will be determined by the dean of each division upon recommendation by the department chairperson. Program coordinators who are granted a decrease in their instructional load may teach overloads. Program coordinators will be present for student registrations as determined by the chairperson.

Program coordinators will perform those duties as assigned by the departmental chairperson and division dean in matters affecting their respective program areas or areas of instructional specialization. Specific duties and responsibilities include:

- a. To assist the departmental chairperson in giving direction, supervision and assistance to each faculty and staff member within program or area of instructional specialization.
- b. To assist the departmental chairperson in the preparation of the budget for the program or area of instructional specialization.
- c. To assist the departmental chairperson in the evaluation of faculty members within the program or area of instruction specialization.
- d. To assist the departmental chairperson in efforts to increase faculty capabilities in teaching and student support.
- e. To assist the departmental chairperson in recruitment of students through contact with area schools, businesses, and industry.
- f. To assist the departmental chairperson in matters concerning student advisement, curriculum development and program evaluation (including site visits where applicable).
- g. To assist the departmental chairperson in other matters concerning the program or areas of instructional specialization as needed.



## 3.0 FACULTY STATUS AND EVALUATION

### 3.1 Academic Rank Standards for Faculty

#### 3.1.1 Rank Classifications

**I. Instructor:** This rank may be held by those teachers meeting any of the following standards:

- a. Those holding no post-secondary degree but with sufficient professional experience.
- b. Those holding an associate degree with eight years of professional experience.
- c. Those holding a bachelor's degree with six years of professional experience.
- d. Those holding a bachelor's degree with twelve or more graduate hours in their teaching field and four years of professional experience.
- e. Those holding a bachelor's degree with twenty-four or more graduate hours in their teaching field and two years of professional experience.
- f. Those holding a master's degree and no experience at South Plains College.

**II. Assistant Professor:** This rank may be held by those meeting any of the following standards:

- a. Those holding the bachelor's degree with twenty-four graduate hours in the teaching field and five years of professional experience at South Plains College.
- b. Those holding a master's degree and three years of professional experience at South Plains College.
- c. Those holding the master's degree plus thirty hours of additional related college credit and with two years of professional experience at South Plains College.
- d. Those holding a master's degree plus sixty hours of acceptable additional credit and with no professional experience at South Plains College.

**III. Associate Professor:** This rank may be held by those meeting any of the following standards:

- a. Those holding the master's degree plus thirty hours of additional related college credit and having completed ten years of professional experience at South Plains College.
- b. Those holding the master's degree plus sixty hours of related college credit and having completed five years professional experience at South Plains College.
- c. Those holding the doctorate and with three years of experience at South Plains College.

**IV. Professor:** This rank may be held by those meeting any of the following standards:

- a. Head of departments holding at least the master's degree plus thirty semester hours of additional related college credit but less than the doctorate and whose departments have more than five members and where the department head has completed ten years of professional experience at South Plains College.
- b. Those holding the master's degree plus sixty hours of additional related college credit and having completed ten years of professional experience at South Plains College.

- c. Those holding the doctorate and with six years of professional experience at South Plains College.

### **3.1.2 Provisions of the Process**

- a. Rank promotions must be approved by the departmental chairperson, the division dean, vice president for academic affairs, and the president of the college.
- b. Recommendations for rank promotion should be made in January of each year. Consideration of the rank promotion recommendations made by the departments will be considered during the month of February.
- c. The Rank Promotions Committee will be composed of the departmental chairpersons, dean of arts and sciences, dean of technical education, Dean of Dual Enrollment and Distance Education and Director of Institutional Research and Reports, vice president for academic affairs, and the president of the college. A simple majority decision shall be sufficient for approval.
- d. Individuals denied rank promotion shall be notified by the appropriate dean.
- e. It should be kept in mind that previously stated rank requirements are minimum requirements and a person's rank increase is not based solely on these standards.
- f. The designation of assistant instructor is not an appointment to a faculty rank position and does not lead to tenure.
- g. A distinguished professor rank may be awarded by the administration without regard to the above standards to a person who has brought distinction to himself or herself and the college by unusual scholarly teaching, research, publication or achievement.

### **3.1.3 Additional Assumptions**

- a. The administration has the authority to employ teachers at any rank desired by the administration.
- b. The administration has the right to reward worthy teachers by promotion to a rank without regard to the standards previously outlined. In giving recognition to worthy teachers, consideration should be given to additional training (whether formal college credit training or not), professional activities, non-academic experience and such other subjective factors as may be pertinent to job performance.
- c. The administration shall review periodically, functioning of the ranking system, using such committees and/or individuals as desirable for consultation and advice.
- d. The administration and board of regents reserve the right to make changes in this plan when such changes seem to be in the best interest of South Plains College.

## **3.2 Tenure Policy for South Plains College**

### **3.2.1 Definition of College Teacher**

The definition of college teacher, as used in the tenure policy, is defined as follows: a full-time employee whose primary contracted responsibility is teaching within a South Plains College technical, health occupations, and/or arts and sciences division.

In accordance with the policy definition of tenure, an employee who no longer meets the definition of college teacher is no longer tenured. Upon the employee's return to a tenure-eligible position, the probationary period need not be repeated before consideration for tenure is given.

### **3.2.2 Academic Freedom and Tenure (Board of Regents Policy Manual, Section EA)**

The Board of Regents recognizes that institutions of higher education are conducted for the common good. The common good depends upon an uninhibited search for truth and its open expression. Hence, it is essential that each faculty member be free to pursue scholarly inquiry without undue restriction, and to voice and publish individual conclusions concerning the significance of evidence that he or she considers relevant.

### **3.2.2.1 Definition of Tenure**

The concept of academic tenure or continuing appointment recognizes the professional status of the college teacher and assures that his/her employment may be terminated only for adequate cause. Tenure does not exist because of peculiar solicitude for the human beings who staff academic institutions. Rather, it exists so that the college may have the benefit of their competent and honest judgment.

Tenure may be obtained only after a period of probationary service. After tenure is granted, the burden of proof must lie upon the institutional executive or board that wishes to dismiss a teacher.

### **3.2.2.2 Purposes of Tenure**

The college's statement of policy concerning tenure is designed to accomplish the following purposes:

- a. To assist the administration by providing sound standards for the original selection of faculty members.
- b. To result in the retention, encouragement, and promotion of the most able and most promising staff members.
- c. To assure the faculty of security of tenure in accordance with the terms set forth in this policy of tenure.
- d. To assure the faculty of freedom of teaching, of research, and of opinion.
- e. To provide appropriate procedures for establishing justification of termination of tenure, so that faculty members may be guaranteed adequate notice and a fair hearing of complaints bearing on their security of tenure.

### **3.2.2.3 Customary Types of Appointments**

Appointments which are eligible to satisfy the probationary period, and which may lead to the admission to tenure are:

- a. Instructor
- b. Assistant Professor
- c. Associate Professor
- d. Professor

No other appointments may be used to satisfy any part of the probationary period.

### **3.2.2.4 Admission to Tenure**

A probationary period of not less than four complete academic years nor more than seven complete academic years of full-time contracted service at South Plains College shall be required of eligible rank before he/she may acquire tenure in the college, except that if an individual has served as a teacher in another institution of higher learning, or if he has had other comparable experience, the college may count that experience as one year of his probationary period.

A teacher not granted tenure at the end of their fourth complete academic year shall be advised in writing by the Dean of the department of the circumstances preventing granting of tenure. Said notification will occur each subsequent year that tenure is not granted until the seventh year, following which tenure must either be granted or employment terminated.

The precise terms and conditions of every appointment shall be stated in writing and shall be in possession of both the college and the teacher before the appointment is consummated.

### **3.2.2.5 Grounds for Termination of Continuing Appointment**

Grounds for termination of continuing appointment are only for adequate cause such as: failure to adhere to professional standards or ethics; actions not in the best interest of the college, such as incompetence or moral turpitude; and demonstrably bona fide financial exigency.

Cases of bona fide financial emergency or the phasing out of institutional programs requiring reduction of faculty may permit exceptions of tenure regulations. No seniority consideration will be given in such cases.

### **3.2.2.6 Procedure for Termination of Continuing Appointment**

Termination of the employment of a faculty member who enjoys continuing appointment, except by resignation or retirement for age in accordance with regulations of the college, will be only for adequate cause shown.

In each case the issue will be determined by an equitable procedure, affording protection to the rights of the individual, which includes academic freedom, and to the interests of the college. The President may for adequate cause suspend an accused faculty member pending immediate investigation or speedy hearing as herein after provided. In cases where the accused admits his conduct constitutes adequate cause and the accused in writing waives investigation and trial, or voluntarily resigns, summary dismissal may follow.

In all cases where the facts are in dispute, the accused faculty member will be informed in writing of the charges against him, which, on reasonable notice, will be heard by a special committee made up of five members of the faculty, selected from a panel of seventeen (17) faculty members appointed annually by the Academic Council. When need for such a committee arises, two of these five members shall be selected from this panel by the Academic Council, two shall be selected from this panel by the President of the college, and a fifth member shall be selected from this panel by the other four.

In every such hearing, the accused will have the right to appear in person with counsel of his own selection, if desired, and to confront and cross-examine witnesses who may appear against him. He shall have right to testify, but may not be required to do so, and he may introduce in his behalf all evidence, written or oral, which may be relevant or material to his defense. If not resolved, a stenographic record of the proceedings will be taken and delivered to the President for submission to the governing board of the college, subsequently referred to as the Board of Regents, and such record shall be made accessible to the accused.

The committee, by a majority of the total membership, will make written findings on the material facts and a recommendation of the continuance or termination of the accused faculty member's tenure. The committee, by a majority of its total membership may make any supplementary suggestions it deems proper

concerning the disposal of the case. If minority findings, recommendations, or suggestions are made, they shall be similarly treated.

The Board of Regents, by a majority of the total membership, will approve, reject, or amend such findings, recommendations, and suggestions, if any, and pass finally upon the matters involved. Reasons for approval, rejections, or amendment of such findings; recommendations; and suggestions, if any, will be stated in writing and communicated to the accused.

*Approved by Board of Regents 3/13/97*

### **3.2.2.7 Notice of Intention to Terminate or Non-Renew**

A teacher in his first, second, third, or fourth year with the college, whose duties commence with the fall semester of the academic year, must be notified in writing by the President by the following March 1 if he is not to be re-appointed.

A teacher in his first year with the college whose duties commence after November 15 must be notified in writing by the President by the following May 15 if he is not to be re-appointed.

A faculty member with tenure must be notified in writing by the President by December 15 of the academic year in which the appointment is to terminate.

Notice of resignation shall be given by March 15.

*Approved by Board of Regents 3/13/97*

### **3.2.3 Committee on Tenure and Privilege (Board of Regents Policy Manual, Section EA)**

A policy on tenure necessitates both interpretation and administration. The effective administration of the Tenure Policy is the responsibility of the President. The continuous study of pertinent problems and the interpretation of the Tenure Policy and its application to individual situations is the responsibility of the President, the faculty, and the Board of Regents.

Therefore, the Academic Council will constitute a Standing Committee on Tenure and Privilege. The President shall be an ex officio member of this committee. Any member of the faculty, the President of the college, the Board of Regents may refer matters pertaining to tenure and privilege to this committee.

*Approved by Board of Regents 4/14/83*

## **3.3 Educational Achievement**

Annual salary increases are not governed by a schedule. Increases are recommended by the administration and approved by the Board of Regents and are based on economic factors and performance.

Faculty salary adjustments are made, however, for certain levels of educational achievement.

The levels are associate degree, bachelor's degree, master's degree, master's degree plus thirty (30) semester graduate hours, and a doctorate. To be considered as part of the additional educational achievement hours, the study undertaken should be in an appropriate discipline required by or related to the faculty member's instructional area. For the master's degree plus 30 level, the graduate hours must be taken after the date of master's degree and in the faculty member's instructional area. To assure that specific hours and/or a specific

degree will count please check with the appropriate dean. It is the responsibility of the faculty member to present documentation of the additional hours or degree to the dean of his/her division.

Salary adjustments for levels of educational achievement, except the doctorate, will be made on a semester basis. If, after an instructional contract has been signed, the additional graduate hours are earned prior to the fall semester (with documentation presented by September 15th), an adjustment will be made for the full academic year. If the additional graduate hours are earned prior to the spring semester (with documentation presented by February 1st), an adjustment will be made for half an academic year. If a faculty member completes all requirements for a doctorate, except formal graduation, and presents an official academic transcript or personal letter from the dean of the graduate school, his/her salary will be adjusted the next succeeding full pay period.

### **3.4 Faculty Evaluation**

The purpose of evaluation of faculty is to provide each faculty member sufficient information to assure continuing faculty competency and to improve teaching skills for instructors.

#### **3.4.1 Departmental Chairperson Evaluation of Faculty**

Prior to contract recommendations each year, departmental chairpersons will conference individually with each faculty member prior to submitting a written evaluation to the appropriate dean. The written evaluation will specify as to whether the individual faculty member needs or requires improvement in any specific area and shall be based upon the criteria set forth in the faculty job description. A faculty member shall have the right to request a joint conference with the departmental chairperson and appropriate dean concerning the evaluation. (Form 3.4.4.1)

#### **3.4.2 Student Evaluation of Faculty**

The primary purpose of student evaluation of faculty shall be to provide data useful in improving instruction and instructional support through self-improvement and staff development.

### **3.4.2.1 Evaluation Guidelines (faculty)**

- a. Students shall be guaranteed anonymity in the online evaluation process.
- b. The faculty member will receive a comprehensive summary of all data generated by each class evaluation.
- c. The data generated by each class evaluation shall be processed through CourseEval.
- d. A comprehensive summary of data generated by student evaluation will be submitted to the department chairperson, for the department as a whole and without reference to specific classes of individual faculty members, to the appropriate dean, for the purpose of supporting efforts of staff development.
- e. The department chairperson shall conference individually with each faculty member concerning the results of each evaluation.
- f. The department chairperson and the faculty member, with the assistance of the instructional dean if the faculty member so desires, shall work in concert to develop actions for improvement suggested by the results of the evaluation.
- g. The actual instruments completed by students shall be maintained on file for one month after the summary data is distributed to faculty, for the purpose of resolving any challenge to numerical accuracy. The summary data for each class shall be maintained on file by the chairperson.
- h. Classes with five or fewer students in attendance will not be evaluated unless provisions for anonymity are provided.

### **3.4.2.2 Evaluation Procedures**

Starting fall 2017, every class and every instructor will be evaluated.

The data is processed by CourseEval. Results are sent to the Chairperson, appropriate Dean and to the Vice President for Academic Affairs.

- a. Every instructor will be evaluated in all classes he or she is assigned to teach during the fall semester.
- b. The procedure established by the guidelines is to be considered as minimum requirements. Nothing in this document prohibits more frequent evaluations if deemed appropriate by the instructor, departmental chairperson, or administration.

### **3.4.3. Faculty Evaluation of Departmental Chairperson**

#### **3.4.3.1 Evaluation Guidelines (chairperson)**

- a. Faculty shall be guaranteed anonymity in the evaluation process.
- b. The chairperson will receive a comprehensive summary of all data generated.
- c. The data generated by each evaluation shall be processed by the division dean.

- d. The division dean shall conference individually with each chairperson concerning the results of the evaluation.

### **3.4.3.2 Evaluation Procedures**

#### **3.4.4.1 Departmental Chairperson Evaluation of Instructor**

#### **3.4.4.2 Faculty Evaluation of Departmental Chairperson**

## **4.0 INSTRUCTIONAL POLICIES AND RESPONSIBILITIES**

### **4.1 Course Syllabi**

The syllabus for each course should be reviewed annually and revised as appropriate by the faculty. Instructors are encouraged to think and plan course and units of instruction, i.e., content, methods of presentation, teaching aids, student roles and tests in terms of student behavioral objectives. Student participation in planning, where practical, and their orientation about course plans tend to enhance course relevancy. Copies of syllabi should be filed with the department chairperson and the appropriate dean.

#### **4.1.1 Syllabus Statements**

Each syllabus should include the following Diversity Statement, Disabilities Statement, Non-Discrimination Statement and Title IX Pregnancy Accommodations Statement appropriate to the location of the course.

##### **4.1.1.1. Diversity Statement**

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

##### **4.1.1.2. Disabilities Statement**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodation must provide acceptable documentation of his/her disability to the Disability



Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

#### **4.1.1.3 Non-Discrimination Statement**

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

#### **4.1.1.4 Title IX Pregnancy Accommodations Statement**

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To [activate](#) accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or [email](mailto:dburleson@southplainscollege.edu) dburleson@southplainscollege.edu for assistance.

#### **4.1.1.5 OPTIONAL STATEMENT - Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

#### **4.2 Classroom Discipline**

It is incumbent upon each faculty member to provide a classroom environment that promotes an equal opportunity for every student to learn. In doing this, faculty must ensure that student conduct in the classroom does not hinder that learning experience.

To ensure that students understand what type of conduct is expected in the classroom, faculty should clearly define in the syllabus these expectations and the consequences of misconduct. When necessary, the faculty member should be prepared to reiterate these expectations verbally.

Faculty should become familiar with the *South Plains College Student Guide*. It is an excellent resource for determining what constitutes misconduct and the process for dealing with it.

When faculty becomes involved in cases of student misconduct in the classroom, some suggestions for actions to be taken are:

- a. Consult with other faculty, department chair, or dean for ideas.
- b. Use corrective counseling or warnings.
- c. Remove the student from the class.
- d. Refer the student to the department chair and/or dean.

- e. In extreme cases, involve the Campus Police.

When it is necessary to counsel or warn a student about inappropriate classroom behavior, it is recommended the faculty member document what prompted the counseling/warning and the action taken.

When communicating with students about inappropriate conduct, faculty should always remember to:

- a. Protect the privacy of the student.
- b. Stay professional in their conduct.
- c. Stay in charge of the situation.

When in doubt as to what action to take, consult with the dean of students, associate dean of students, or the dean of the Reese Center.

### 4.3 Grading Practices

Each faculty member should explain to every class, at the beginning of each semester, the basis for evaluation that is to be used in awarding grades in that particular class. Grading practices must be clearly defined and easily found by students on the course syllabus. Grades should be accurate, updated regularly, and readily available to students at all times.

#### 4.3.1 Grade Changes

A grade is assigned for all courses in which a student is regularly enrolled during any semester or summer term. A grade once earned and entered upon a student's record cannot be removed and may not be changed without the approval of the instructor and the division dean. A grade change form must be completed and returned to the Dean of Enrollment Services office. If a student repeats a course, it is with the understanding that the last grade earned is the one to be counted toward fulfillment of degree requirements.

Grades should reflect the extent to which students have attained course objectives. Course objectives should be the common knowledge of the instructors and the students.

#### 4.3.2 Grade Interpretation

Student grades may be interpreted as follows:

Grade	Grade Interpretation	Points per Semester Hrs.
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failure	0
AU	Audit	Not Computed
I	Incomplete	Not Computed
P	Pass	Not Computed
W	Student initiated withdrawal	Not Computed
X	Administrative withdrawal	Not Computed
E/PR	Progress	Not Computed

Note: Grade E/PR is used for academic skills development courses only.

### **4.3.3 Posting of Grades**

The only acceptable way grades can be posted is by assigning a random number code to each student using a non-alphabetized class roster. Faculty members are not required to post grades.

## **4.4 Student Records**

South Plains College is bound by the Texas Public Information Act, the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380 Education Amendments of 1974), and institutional procedures in determining access to or the release of student records.

### **4.4.1 Release of Information**

Other than directory information, which may be released to the general public without the written consent of the student, the college generally will not permit release of educational records of students without the student's written consent. The consent must be signed and dated by the student and must indicate which records are to be released, the purpose of the release and the name of the agency to which the records will be released.

A student may request that all or any part of the general information be withheld from the public by making written request to the Office of Admissions and Records. This request will apply to only the current enrollment period.

### **4.4.2 Faculty Access**

Only authorized South Plains College personnel should have access to student academic information, and they may use it only for official purposes relating to the college.

Faculty and staff who have access to student records whether from student files in a department office, the South Plains College computer or other sources are legally responsible for the security of student information. Printed copies of student records should not be left on a desk, for example, and must be shredded and disposed of when no longer needed. Computer screens should not be left on if the computer is in a high-traveled area or if the operator is away from the terminal.

### **4.4.3 Further Information**

The student record policy is explained in Section FAD of the Policy and Procedure Manual. A complete copy of the Family Educational Rights and Privacy Act is on file in the Office of the Dean of Enrollment Services.

## **4.5 Curriculum Revision**

Revisions to the curricula offered at South Plains College must follow the process as outlined here:

- a. The proposed course/program change (addition, deletion or revision) should be initiated at the department level and must be approved by the appropriate chairperson/director.
- b. A written request should be sent to the divisional dean on the correct form.
- c. If the dean approves the change(s) she/he will forward it to the academic council.
- d. The Academic Council will review the proposed change at the next scheduled meeting.
- e. All proposed course/program changes are submitted to the Academic Council for official institutional action. The Academic Council, chaired by the vice president for academic affairs, has legislative authority and meets once a year, in the spring semester.
- f. All course/program changes approved by the Academic Council are presented to the Board of Regents by the vice president for academic affairs. This is done at the April board meeting.

## **4.6 Instructional and Office Hours**

### **4.6.1 Instructional Hours**

Faculty members are expected to be on campus Monday through Friday of each week for a total of 35 hours. It is also understood that several hours each week are required to comply with the duties and responsibilities cited in Section 2.1. If faculty members teach one or more classes outside of the standard workday, as a part of their regular load, corresponding time may be taken off each week. The same portion of the day should be taken off each week and should be filed as a part of the faculty member's regular class and office schedule. Travel time is deductible.

### **4.6.2 Office Hours**

Each faculty member must file a schedule of classes, laboratories and office hours with the appropriate chairperson and division dean shortly after classes begin each semester. It is expected that faculty members will be available for student consultation and must adhere to their posted office hours (8 hours per week). Office hours per week must be scheduled on Fridays if the faculty member's teaching load does not include a class scheduled on Fridays. Faculty should be available as needed on Fridays for office hours or meetings as directed by each departmental chairperson. The departmental chairperson and when applicable, the extension center director, must be notified of any cancellation or modification of office hours.

### **4.6.3 University Interscholastic League (UIL)**

Each spring semester South Plains College sponsors, on the Levelland campus, a University Interscholastic League (UIL) Regional I-A meet for academic and athletic events. These events are very important to South Plains College as many high school students are exposed to our faculty, staff, and facilities. Many faculty members are assigned to serve as officials for the contests and activities, and their cooperation is important.

## **4.7 Dismissal of Classes**

In order to dismiss a class, a faculty member must check with the department chairperson who will report to the divisional dean of the college. "Walks" are not a part of the educational program at South Plains College. Classes must not change time of meeting or room assignments without first reviewing the situation with the appropriate chairperson and dean. All changes must be approved by the Registrar.

## **4.8 Instructional Load Policy**

Instructional load is primarily based on instructional contact hours (ICH), student contact hours (SCH) and program specific student enrollment. Fifteen instructional contact hours (14 for physical education activity courses) or 510 student contact hours are considered a normal load for full-time faculty members.

### **4.8.1 Individual Instruction**

A very limited number of courses are offered by individual instruction. The educational maturity and a demonstrated ability of the student should be basis for enrollment in individual study.

Admission in this type of study just for the convenience of the student should not be considered. Individual study is not encouraged by the administration. The departmental chairperson and divisional dean must approve any individual study.

## **4.9 Faculty Advisors Program**

The faculty advisors' program is under the direction of the Director of Advising and Testing. In the faculty advisors' program, faculty members participate as advisors of students as assigned by departmental chairpersons.

Each student enrolled at South Plains College is assigned an advisor to assist him/her in making educational and occupational choices. Students are encouraged to visit their advisors regularly. All faculty members will have regular office hours posted for the students' use.

## **4.10 Financial Aid**

### **4.10.1 General Information**

The objective of the South Plains College Financial Aid Office is to provide assistance to students in obtaining the Federal and State financial aid for which they are eligible. The Financial Aid Sections of MySPC/Texan Connect and the online catalog provide information regarding awards, eligibility factors, and disbursement of funds.

### **4.10.2 Student Wishing to Withdraw**

It is important to understand that the primary reason to withdraw from a course should always be an academic one. However, there may be financial ramifications. Additionally, dropping courses always affects student Financial Aid Satisfactory Academic Progress and may leave a student with a balance due in the Business Office. It is recommended students meet with a Financial Aid Advisor if this is a concern.

#### **4.11 Attendance at College Activities**

It is recommended that faculty members have sufficient interest in the college to attend a variety of functions during the year (faculty are encouraged to support various functions by their appearances at student dances, athletic contests, drama productions, musical presentation, etc.).

#### **4.12 Faculty Meetings**

General faculty meetings are called by the president or the vice president for academic affairs. All faculty members are expected to attend these meetings. Faculty meetings will generally be limited to one hour in length, which will necessitate careful scheduling of items to be presented. Reports and announcements must be kept to a minimum but a free and open discussion of all items of business is encouraged at all times.

#### **4.13 Faculty Development Program**

In an effort to meet its mission to maintain and to enhance a dedicated and qualified faculty, South Plains College encourages its faculty to develop professionally throughout their teaching careers. Both the institution and the individual faculty member are responsible for faculty renewal and development. Each faculty member should take the initiative for his or her own development and for having it documented. The institution provides funds and opportunities to enable faculty to participate in development activities. Such encouragement is made for full-time and part-time faculty.

Development is encouraged through, although not limited to, the following procedures: in-service programs, attendance at professional meetings, teleconferences, summer projects, professional development leave, continuing education, graduate study, business and/or industrial growth, and consultation with the appropriate departmental chairperson, director, and/or dean.

##### **4.13.1 Staff Development Programs**

The institution will provide funds for appropriate staff development programs. A department, a division, a campus or the institution may sponsor programs using available funds.

##### **4.13.1.1. Sexual Harassment Training**

South Plains College considers sexual harassment a serious offense that is subject to disciplinary action including dismissal. Sexual harassment is counterproductive to the college's commitment to a productive learning environment. Sexual harassment is illegal and will not be tolerated at South Plains College. To help faculty members better understand this form of discrimination, South Plains College provides an on-

line training program for its employees as required by state law. The South Plains College Harassment Policy is included in this program for the faculty member's review. Upon completion of the mastery test, printed documentation should be directed to the Office of Human Resources for personnel files.

#### **4.13.2 Professional Meetings**

Through the budgetary process, all departments are allocated professional travel funds. Faculty may use those funds for approved professional meetings. Approval is granted through the departmental chairperson and the appropriate divisional dean.

#### **4.13.3 Summer Projects**

Faculty may apply for available funds for a summer project that will enhance the educational mission of the institution. Such projects are granted through the departmental chairperson and the divisional dean.

#### **4.13.4 Teleconferences**

Various means of teleconferences are available for faculty development. The State of Texas has its own network, Starlink that provides informative developmental programs for faculty. Departments may also budget for teleconferences to meet specific needs.

#### **4.13.5 Professional Development Leave**

Professional development leave provides for leave with pay as outlined in the Faculty Handbook section 5.4.

#### **4.13.6 Continuing Education**

Some faculty members, particularly those holding a license in a specialized area, periodically are required to complete approved continuing education units in order to maintain licensure in their respective specialty. Through the budgetary process, funds are made available to the faculty to participate in continuing education courses to upgrade their knowledge and to maintain the required licensure.

#### **4.13.7 Graduate Study**

The institution works closely with faculty members who are pursuing additional graduate study. A faculty member may pursue graduate study around one's teaching schedule with the approval of the departmental chairperson and the appropriate dean. Faculty members receive pay incentives upon completion of specified education levels.

#### **4.13.8 Business and Industry Experience**

Faculty are encouraged to work in business and/or industry in areas that directly relate to the teaching discipline of the faculty member. Such work experience keeps the faculty member abreast of the contemporary knowledge in their field of instruction. Details of scheduling the business and/or industrial experience and any monetary incentives are approved by the appropriate dean after consultation with the departmental chairperson, the involved faculty member, and the designated business and/or industrial representative.

#### **4.13.9 Consultation**

Consultation with the appropriate chairperson, director, and/or dean is used primarily with part-time faculty. Each chairperson of South Plains College is responsible for orientation and development of its part-time faculty. Part-time faculties are welcome to attend on-campus staff development meetings. Departmental funds can be used for part-time faculty to attend other professional meetings.

#### **4.14 Intellectual Property Policy**

##### **4.14.1 Policy Purpose and Criteria**

In compliance with Texas Education Code, Chapter 51, Section 51.680, the South Plains College District adopts the following intellectual property policy, which addresses the following provisions:

- a. disclosure of scientific and technological developments, including inventions, discoveries, trade secrets, and computer software.
- b. institutional review of scientific and technological disclosures, including consideration of ownership and appropriate legal protection.
- c. guidelines for licenses, scientific and technological developments.
- d. clear identification of ownership and licensing responsibilities for each class of intellectual property.
- e. royalty participation by inventors and the institution; and
- f. equity and management participation on the part of the inventor or inventors in business entities that utilize technology created at the institution of higher education.

##### **4.14.2 Ownership of Intellectual Property, Copyrighted or Invented Material (Board Policy DBD)**

Employees of South Plains College are encouraged to publish, copyright, invent and patent materials and objects of their own creation, which will contribute to the advancement of knowledge. It is the desire of the College to encourage these activities and to protect the interest of its personnel in relation to disclosure of scientific and technological developments, including inventions, discoveries, trade secrets, computer software and original works and ideas, which may have monetary value. It is also the responsibility of the College to ensure that public funds and property are not used for personal gain. The author, creator, or inventor is free to benefit from royalties and monies accruing from such publication or invention subject to the following guidelines:



- a. All classes of intellectual property, scientific and technological developments, including inventions, discoveries, trade secrets, computer software and original works and ideas created on the employee's own time, and without the use of College facilities, equipment, materials, or support, shall be the sole property of the creator.
- b. All classes of intellectual property, scientific and technological developments, including inventions, discoveries, trade secrets, computer software and original works and ideas created by employees at College expense or on College time or using College facilities or equipment shall be the property of the College. The College, in return for unrestricted license to use and reproduce original work without royalty payment, shall transfer to the creator of that work full ownership of any present or subsequent copyright/patent. However, in the event that intellectual property, scientific and technological developments including inventions, discoveries, trade secrets, computer software and original works and ideas are sold to entities outside the College, all income will go to the College until all developmental expenditures incurred by the College for that project, including stipends paid to the developer (over and above contract salary), prorated support staff salaries, supplies, and other expenses related to the creation of the materials or objects, are recovered. Thereafter all remuneration as a result of copyright publication or patented sale will go to the creator(s) of the materials or objects.
- c. When the production of intellectual property, scientific and technological developments including inventions, discoveries, trade secrets, computer software and original works and ideas involve College support, but the employee is not specifically assigned and paid for the work, the employee will secure prior presidential approval before proceeding with the project.
- d. The College or the employee may relinquish his/her rights at any time to the other party, or he/she may offer his/her portion for sale to the other party.
- e. All written agreements regarding intellectual property rights and royalty fees require the approval of the President of the College.
- f. The College will ensure equity and management participation on the part of the inventor or inventors in business entities that utilize technology created at the College using College resources.
- g. No College employee shall realize a profit from materials sold exclusively to South Plains College students. When instructional materials developed by the faculty are sold in the bookstore for a profit, the publisher of the material must be approved by the President.

#### **4.14.3 Disclosure and Institutional Review**

Any College employee who intends to create any intellectual property, scientific and technological developments including inventions, discoveries, trade secrets, computer software and original works and ideas developed wholly or partially using College time, equipment, materials, or facilities and who intends to copyright, patent, or otherwise merchandise those materials or objects will inform the President of the College through the appropriate vice president of that intent at least 60 days prior to start of the project. The College will initiate an institutional review of scientific and technological disclosures, including consideration of ownership and appropriate legal protection. The President of South Plains College shall retain final approval right in the institutional review process.

If disclosure of intent to create intellectual property is not made as required, it will be presumed that the intellectual property was developed on College time using College funds, facilities and equipment and is College-supported work.

Once property rights are established through guidelines (a.) through (g.) listed above, the licensing rights of intellectual property, scientific and technological developments including inventions, discoveries, trade secrets, computer software and original works and ideas developed under this policy shall follow those established institutional procedures and require the final approval of the President. Faculty are responsible for determining institutional policy and procedure prior to proceeding in each instance.

#### **4.14.4 Creation of Educational Materials**

Personnel of divisions or units whose function is to produce educational materials may not realize a profit from the sale of those materials. In the case of any materials produced exclusively by these units, copyright will be held by South Plains College. Materials produced under an externally funded grant will be guided by the terms of the grant.

#### **4.15 Harassment, Including Sexual Harassment Policy**

Harassment, including sexual harassment, is contrary to basic standards of conduct between individuals and is prohibited by Equal Employment Opportunity Commission and state regulations. Any employee who engages in any of the acts or behavior defined below violates College policy, and such misconduct will subject an employee to corrective action up to and including immediate discharge.

This policy applies to employees of South Plains College in their interaction with other employees and students. Furthermore, executive management at each College location will establish appropriate procedures to insure that non-employees (vendors, contractors, trades people, etc.) on College premises are also made aware of the intent of this policy.

Employees who feel they have been discriminated against on the basis of gender, or sexually or in any other manner harassed, should immediately report such incidents, following the procedure described below, without fear of reprisal. Confidentiality will be maintained to the extent permitted by the circumstances.

##### **4.15.1 Definitions**

**Harassment.** Verbal, physical, or visual conduct of a racial, ethnic, or other type, which in the employee's opinion impairs his or her ability to perform the job.

**Sexual Harassment.** Sexual harassment includes unwelcome sexual advances or visual, verbal, or physical conduct of a sexual nature. This definition encompasses many forms of offensive behavior, including gender-based harassment of a person of the same gender as the harasser, conduct of a sexual nature that creates an offensive, intimidating, or hostile work environment, and coerced sexual conduct by a person in a position of authority in the workplace. Examples of prohibited sexual harassment include:

- a. unwelcome sexual flirtation or advances,
- b. offering employment, promotions, or other benefits in exchange for sexual favors,
- c. making or threatening reprisals for refusing sexual advances,
- d. visual conduct such as leering; making sexual gestures; displaying sexually suggestive objects or pictures; cartoons or posters; suggestive or obscene letters, notes, or invitations.
- e. verbal conduct such as derogatory comments; epithets; slurs; sexual innuendo; sexual jokes; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual, and
- f. physical conduct such as unwanted, suggestive, or offensive touching; assault; impeding or blocking movement.

Sexual or other forms of harassment of an employee or student by any College employee, regardless of position, will not be tolerated. Sexual harassment by a non-employee, for example, a customer, vendor or supplier, is also prohibited.

**Employee:** Any employee of the College.

**Student:** An individual enrolled in any credit or non-credit course at South Plains College.

#### **4.15.2 Procedure**

Complaints of harassment of any type will be handled through the College's Grievance Procedure Policy, which provides several options and a specific process by which an employee or student may initiate action on a job or instructional related complaint.

### **5.0 ABSENCES AND TRAVEL**

#### **5.1 Faculty Absences**

A faculty member should inform his departmental chairperson, who will report to the appropriate dean, of any anticipated absence from an individual class so a substitute may be secured. It is thought to be to the best interest of the students, the department and the faculty that the classes of absent instructors be taught by members of the department if at all possible. The instructor who wishes to be absent from class for personal or professional reasons should apply through the departmental chairperson to the appropriate dean. Full pay is deducted from a faculty member's salary for unauthorized absences and such absences may result in dismissal.

#### **5.2 Faculty Leave**

##### **5.2.1 Sick Leave**

All full-time employees are allowed one (1) day of sick leave for each month of full time service rendered at South Plains College. This may accumulate to a total of sixty (60) working days. Full pay will be deducted from each employee's salary for the days absent beyond accumulative sick leave.

When an employee returns to work after his sick leave, an absentee form should be completed, signed by the departmental chairperson and the divisional dean, and turned in to Human Resources.

##### **5.2.2 Personal Leave**

Personal leave for full-time employees for whatever reason and sick leave because of illness of dependents or immediate family of the employee may be allowed up to three (3) days per year, with such leave charged against the employee's sick leave.

South Plains College is covered by the federal Family and Medical Leave Act (the "FMLA") and will comply with the requirements of the Act. For details on this policy, please refer to Policy and Procedures Manual DHDA. Family and Medical Leave of Absence or contact the Office of Human Resources.

### **5.2.3 Commencement Leave**

The president of the college must approve permission for leave during spring commencement.

### **5.2.4 Bereavement Leave**

All employees are allowed three (3) days bereavement leave each year because of death in the immediate family. Immediate family is defined as spouse, mother, father, sister, brother, children, grandchildren, grandparents, mother or father-in-law, and sister or brother-in-law. This type of leave does not accumulate, and full pay will be deducted after the first three (3) days.

### **5.2.5 Professional Leave**

A request for absence from class for reasons of professional leave must be cleared with the departmental chairperson, filed with the divisional dean, and approved by the vice president for academic affairs. Professional leave is defined as professional development activities, which directly contribute to performance of duties as a faculty member.

## **5.3 Travel Request and Reimbursement**

Travel expenses are limited to professional trips only and will be paid on the basis of the most economical and practical means of transportation. A travel request form must be completed and approved by the department chairperson, divisional dean and vice president before the trip is started. Forms are available in the business office and from your departmental chairperson.

Receipts for hotel or motel accommodations, registration or other expenditures must be obtained and turned in for reimbursement. For more information on travel, please refer to the Policy and Procedures Manual, under Employee Resources, CG 5.

Mileage will be reimbursed to full-time instructors who teach for the convenience of the college according to established policy. Part-time instructors and overload assignments may be reimbursed mileage at the option of the college.

## **5.4 Professional Development Leave**

### 5.4.1 Objectives

- a. To enhance the learning experiences of South Plains College students through professional development of faculty and staff.
- b. To encourage faculty and staff to explore methods for providing greater service to the community.
- c. To reward faculty and staff for meritorious service to the college and community.
- d. To establish a mechanism to award professional development leave through a competitive proposal system.

### 5.4.2 Eligibility Criteria

The applicant must have completed five consecutive years of full-time professional service with South Plains College immediately prior to the beginning of the leave of absence.

An application for a leave of absence must be submitted no later than March 1 prior to the beginning of a requested leave for the subsequent summer, fall, and/or spring semester.

### 5.4.3 Application Criteria

Application shall include, but not necessarily be limited to the following criteria:

- a. **Written Proposal:** The applicant must submit a written proposal clearly detailing the purpose, objectives, cost, and time frame of the leave of absence. Documentation supporting the request should be incorporated into the proposal, and the applicant may add support from peers, supervisors, etc.
- b. **Purpose of Leave:** The applicant must demonstrate through his/her written proposal that the primary purpose for the leave shall be to enhance the learning experiences of the students at South Plains College and/or to help meet the community service responsibility of the college.

### 5.4.4 Selection Criteria

Applicants shall be judged upon, but not necessarily be limited to, the following criteria:

- a. The merit of the proposal and its potential benefit to the college and the applicant.
- b. Their demonstrated dedication of the applicant to the college, students and community, as reflected by the applicant's past service. Meritorious service shall be a major factor in the approval process.
- c. Capability of the institution to replace the services of the applicant during the leave. (The college will make every effort to assist in this request.)
- d. Availability of funds.

### 5.4.5 Funding Criteria

Funding for the leave of absence may include, but not necessarily be limited to the following:

- a. Up to full pay and benefits for a one-semester leave of absence.
- b. Up to one-half pay with apportioned benefits for a two-semester leave of absence.
- c. Project expenses when deemed appropriate and necessary to the objectives of the proposal.
- d. Specific funding amounts will be determined upon recommendation of the selection committee and approved by the president. Factors considered may include, but shall not be limited to, such items as the necessity of project expenses, availability of other sources of financial support, personal benefit to the applicant, etc.

#### **5.4.6 Selection Committee**

The selection committee shall be appointed by the president for each academic year.

The selection committee shall recommend to the president of the college approval or disapproval of the request. If approval is recommended, the committee shall also recommend the conditions of the project, including amount of financial support, time frame of the project, format for the reporting of results, and other conditions as required.

#### **5.4.7 Special Conditions**

- a. Persons who are approved for developmental leave must agree to return to South Plains College for three academic years following their leave. Failure to comply with this condition will result in the required repayment of all salary received and all other approved expenditures on a prorated basis.
- b. Likewise, persons who fail to comply with the approved developmental leave proposal will be required to repay all salary received and all other approved expenditures. (i.e., Proposal states that the candidate will pursue advanced graduate study, but instead uses the time for travel.)

### **6.0 COUNCILS**

#### **6.1 Council Definition**

**General Definition:** A council is a permanent assembly, which meets at regular intervals and whose membership is entirely ex-officio. A council may be legislative, advisory, or consultative in nature.

#### **6.2 Academic Council**

- I. Purpose: The primary responsibility of the Academic Council is to review and coordinate all curriculum and educational program revisions, including additions and deletions to the course inventory, and to either approve or disapprove their adoption. Curriculum and program revisions approved by the Academic Council are recommended to the Board of Regents for adoption.

- II. Membership: The membership includes all departmental chairpersons, the Dean of Arts and Sciences, Dean of Technical Education, Dean of Health Sciences, Dean of Dual Enrollment and Distance Education and Director of Institutional Research and Reports, Dean of the Lubbock Downtown Center, Vice President for Student Affairs (or designee), Dean of Enrollment Services (or designee), Director of Libraries, Director of Advising and Testing, Director of College Literacy and Education, and the Vice President for Academic Affairs, who serves as chairperson for the council.
- III. Meetings: The council meets once a year and at other times as needed. Requests for special meetings should be directed to the vice president for academic affairs.

**6.3 Administrative Council**

- I. Purpose: The Administrative Council services as the primary consultative body to the President of the College and is responsible for the development and implementation of administrative policy and procedures affecting the operations of the College. The council is also responsible for the development, implementation, and evaluation of the Institutional Plan of the College.
- II. Membership: The Administrative Council is composed of the following administrative officers; the president, (who serves as chairperson), Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Business Affairs, Vice President for Institutional Advancement, Dean of Students, Dean of Arts and Sciences, Dean of Technical Education, Dean of Health Sciences, Dean of Dual Enrollment and Distance Education and Director of Institutional Research and Reports, Executive Director of Administrative Services, Dean of Students, Dean of Enrollment Services, Dean of the Lubbock Downtown Center, Associate Dean of Information Services, Executive Director of Marketing and Communications, Executive Director of the Lubbock Center, Director of the Plainview Center, and Director of Institutional Effectiveness and Assessment.
- III. Meetings: The council meets at the call of the President.

**6.4 Executive Council**

- I. Purpose: The Executive Council serves as the primary advisory council to the President of the College and functions to coordinate the instructional and administrative operations of the College. The Council is charged with reviewing and approving all administrative policies and procedures, overseeing the planning and budgeting processes, and identifying and addressing challenges facing the College. The Council serves to coordinate constituent, community, and governmental relations to the benefit of the College. There is no agenda for these meetings. Each person may discuss any item of business that needs attention.
- II. Membership: The Executive Council is composed of the President, Vice President for Academic Affairs, Vice President for Business Affairs, Vice President for Student Affairs, Vice President for Institutional Advancement and Executive Director of Marketing and Communications.
- III. Meetings: The council meets each Monday morning. The only exception to this is when one or more of the members cannot attend. There is no agenda for meetings. Each person may discuss any item of business that needs attention. The President shall appoint a recorder for the purpose of keeping minutes of business and decisions made.

## 6.5 Instructional Council

- I. Purpose: The Instructional Council provides a primary communication link among the instructional divisions of the College for the purpose of coordinating educational programs, curricula, and instructional policies.
- II. Membership: The membership includes the Dean of Arts and Sciences, Dean of Health Sciences, Dean of Technical Education, Dean of Dual Enrollment and Distance Education and Director of Institutional Research and Reports, Dean of the the Lubbock Downtown Center, Director of Libraries, Director of Instructional Technology, Vice President for Student Affairs, Director of Institutional Effectiveness and Assessment, Executive Director of the Lubbock Center, Director of the Plainview Center, Director of Continuing Education and Workforce Development, Vice President for Academic Affairs who serves as chairperson.
- III. Meetings: The council meets monthly during the academic year and at other times as required.

## 6.6 Student Affairs Council

- I. Purpose: The Student Affairs Council provides a primary communication link among student support services for the purpose of coordinating student services, programs, and policies.
- II. Membership: The membership includes the Dean of Enrollment Services, Dean of Students, Associate Dean of Students, Executive Director of Marketing and Communications, Dean of Dual Enrollment and Distance Education and Director of Institutional Research and Reports, Dean of the the Lubbock Downtown Center, Executive Director of the Lubbock Center, Director of the Plainview Center, Director of Advising and Testing, Director of Health and Wellness, Director of Student Life, Director of Financial Aid, Director of the Business Office, Coordinator of New Student Programs and Vice President for Student Affairs who serves as chairperson.
- III. Meetings: The council meets monthly during the academic year and at other times as required.

## 7.0 STANDING COMMITTEES

### 7.1 Committee Definitions and Rules

#### 7.1.1 General Definitions:

**Standing Committee** - A standing committee is a permanent committee with a defined purpose whose membership includes elected/selected persons and may include ex-officio persons. The establishment of standing committees must be approved by the president of the college and be listed in the Faculty Handbook.

**Ad hoc Committee** - An ad hoc committee is a temporary committee established to perform a given task or activity for a specified period of time. Membership is usually determined by the person or group originating the committee.



**Ex-officio** - Ex-officio refers to membership on a committee by virtue of position or office held.

### **7.1.2. General Rules for Standing Committees**

1. A quorum shall be a simple majority of the voting membership. Official business may not be conducted without a quorum.
2. Ex-officio members of committees shall be voting members unless otherwise stated.
3. Members may send substitutes when personal attendance is not possible. Substitutes may participate in all aspects of the meeting with the exception of voting.
4. If members consistently fail to attend scheduled meetings, the chairperson may institute measures to have them replaced.
5. Elected/selected members who wish to resign from a committee should do so in writing to the chairperson.
6. All meetings are open, and non-members are welcome to attend.
7. The committee shall have a recording secretary who is responsible for recording, distributing, and filing minutes of all meetings.

### **7.2 Admissions Committee**

- I. Purpose: The primary purpose of the Admissions Committee is to review admissions appeals from students who have been either academically suspended or who do not meet regular admissions standards. Upon review and/or personal interview, the committee determines acceptance or denial of the appeal based on majority vote.
- II. Membership: Since the primary purpose of the Admissions Committee is to review student appeals for admission, the committee shall be composed of both faculty and administrative personnel. The faculty is represented by four (4) individuals chosen by the Dean of Enrollment Services and representative of the instructional areas of the college. Ex-officio members include: the Dean of Enrollment Services (who serves as chair and secretary for the committee), Dean of Students, Dean of Arts and Sciences, Dean of Technical Education, Dean of Health Sciences, Director of Advising and Testing.
- III. Length of Membership Term: The length of term for the faculty members is three (3) years, with staggered appointments so that one (1) new member is selected each year. Members may not serve consecutive terms.
- IV. Meetings: All meetings are called by the chairperson and are based on submission of admissions appeals.

### **7.3 ADN Admissions/Academic Standards Committee**

- I. Purpose: The major purpose of the ADN Admissions/Academic Standards Committee is to participate in the admissions process, to determine class membership, review academic and/or

clinical problems and acts on student disciplinary matters to determine re-admission to and dismissal from the ADN program.

- II. **Membership:** There are eight (8) members on this committee. The Director of Nursing Programs is an ex-officio member. Members of this committee are selected by the Director of Nursing Programs: four (4) members are selected from the ADN faculty, the nursing department retention specialist, and the nursing department success coordinator one (1) member is selected from the Biology Department, one (1) member is selected from the Arts and Sciences Division, and one (1) member is selected from the faculty at large. One (1) SPC advisor is selected to serve on the committee and is mutually agreed upon by the Director of Advising and Testing and the Director of Nursing Programs. The committee chairperson may request that the Vice President for Student Affairs appoint a representative from student services to serve in an advisory capacity in cases involving disciplinary action.
- III. **Length of Membership Term:** Indefinite - Reviewed annually.
- IV. **Officers:** Chairperson - the Director of Nursing Programs serves as the chairperson.
- V. **Meetings:** The chairperson will call Meetings during the semester.

#### **7.4 Athletic Committee**

- I. **Purpose:** The purpose of the Athletic Committee is to review and approve athletic scholarships, recruitment, and admission as proposed by the varsity coaches and athletic director.
- II. **Membership:** There are four (4) faculty members, one (1) student representative and two (2) ex-officio members on the Athletic Committee. The athletic director appoints the faculty members. The athletic director selects the student representative. The President of the College and Athletic Director are ex-officio members.
- III. **Length of Membership Term:** The length of term is four (4) years with one faculty member terminating service each year. The student representative serves a one (1) year term and must be selected after the fall semester begins. Members may not serve consecutive terms.
- IV. **Officers:** Chairperson - this office is elected by the membership at the first meeting each fall; Secretary - this office is elected by the membership at the first meeting each fall.
- V. **Meetings:** The Athletic Committee meets at the beginning of each semester. Special meetings may be called at the request of the athletic director or the committee chairperson.

#### **7.5 Building and Grounds Committee**

- I. **Purpose:** The Building and Grounds Committee serves as an advisory body, a communications link for the Maintenance Department regarding the status of campus physical facilities and ensures that South Plains College is in compliance with the Texas Hazard Communication Act and Rules. This includes:
  - a. Providing a means for communicating to the maintenance department breakdowns, needs, problems, and differences regarding building/grounds maintenance, custodial status, or hazardous situations.
  - b. Assisting with establishment of priorities for maintenance/custodial needs and dealing with hazardous situations campus wide.

- c. Assisting with establishment of maintenance and custodial standards and a system of evaluation.
- II. Membership: There are thirty-eight (38) members, including one (1) student representative, on this committee, all of whom are selected by the Vice President for Business Affairs. Division leaders and workplace leaders who represent various buildings, departments and responsibilities are among the membership.
- III. Length of Membership Term: The length of term is indefinite and is generally adjusted as needed to cover all facilities on campus. The student representative serves a one (1) year term and must be selected after the fall semester begins.
- IV. Officers: Chairperson - the Director of the Physical Plant shall serve as chairperson.
- V. Meetings: The committee generally meets each fall and, in the spring, to review maintenance requests. The chairperson may call special meetings when needed.

### **7.5.1. Campus Carry Committee**

- I. Purpose: Assist the SPC President in decisions related to Campus Carry
- II. Membership: Vice President for Student Affairs, Chairperson, Executive Director of Administrative Services, Dean of the the Lubbock Downtown Center, Dean of Students, Director of Health and Wellness, Chief of Police, Executive Director of Marketing and Communications, Director of the Plainview Center, Executive Director of the Lubbock Career and Technology Center, Director of Kinesiology, Faculty Senate President, one administrative assistant from a vice president office, Student Government Association President, and one faculty member from each of the following areas: law enforcement, emergency medical services, government, education or reading, sciences (any area), paralegal studies, fine arts, nursing.
- III. Length of Membership Term: TBD
- IV. Officers: Chairperson – Vice President for Student Affairs
- V. Meetings: Annually and as called.

### **7.6 Distance Education Committee**

- I. Purpose: The Distance Education Committee serves as an advisory body to the Continuing and Distance Education and Instructional Technology departments. Its primary purpose is to consider policies, procedures, and resources for distance education at South Plains College.
- II. Membership: The Distance Education Committee is composed of the Dean of Dual Enrollment and Distance Education and Director of Institutional Research and Reports, Continuing and Distance Education Specialist, Dean of Enrollment Services or designee, Director of Instructional Technology, Instructional Designer, Dual Credit Coordinator, two (2) faculty that are involved in interactive television, two (2) faculty that are involved in web-based courses, and two (2) at large representatives to be chosen by the Dean of Dual Enrollment and Distance Education and Director of Institutional Research and Reports.
- III. Length of Membership Term: Faculty will serve a three (3) year term. Members may not serve consecutive terms.

- IV. Officers: Co-Chairpersons - Dean of Dual Enrollment and Distance Education and Director of Institutional Research and Reports and Director of Instructional Technology; Secretary- designated by the co-chairpersons
- V. Meetings: The Distance Education Committee meets once during the fall and spring semesters. The co-chairpersons may call special meetings when needed.

#### **7.6.1. Strategic Enrollment Management Committee**

- I. Purpose: The Strategic Enrollment Management Committee coordinates the overall implementation of strategic enrollment management (SEM) retention plan for students at South Plains College. It provides leadership in identifying strategies to improve student success and coordinating current recruitment and retention initiatives and developing new initiatives. By reviewing and analyzing college and other student success-related data, the committee develops and implements programs targeted to improve recruitment and student success. It is responsible for recommending policy development as it pertains to enrollment management activities of the college. The Committee shall report its findings and recommendations to the Executive Council and the President of the College.
- II. Membership: The committee includes ex-officio members including the Dean of Enrollment Services, Director of Advising and Testing, Director of Institutional Effectiveness & Assessment, Dean of Arts and Sciences, Dean of Health Science, Dean of Technical Education, Dean of Dual Enrollment and Distance Education and Director of Institutional Research and Reports, Director of Financial Aid, Dean of the the Lubbock Downtown Center, Director of the Plainview Center, Executive Director of the Lubbock Career and Technical Center, Executive Director of Administrative Services, Director of Student Life, Coordinator of New Student Relations, Professional Advisor, Admissions Counselor, Title V Pathways Coordinator, Associate Dean of Students and Vice President for Student Affairs. Membership also includes at least one faculty representatives from each of the following instructional divisions: Arts and Sciences, Technical Education and Health Sciences. Student members (at least one from each campus location).
- III. Length of Membership Term: For ex-officio members, the length of term is indefinite. Faculty members shall serve alternating three-year terms. Student members shall serve one-year terms.
- IV. Officers: Chairperson - The Dean of Enrollment Services and the Director of Advising and Testing serve as the co-chairpersons.
- V. Meetings: The committee meets at least twice during the fall and spring semesters. Special meetings may be called at other times by the chairperson.

#### **7.7 Evaluation Committee**

- I. Purpose: The major responsibility of the Evaluation Committee is to monitor the instructional evaluation process. Important considerations include the evaluation instrument, the timing of the evaluations, and the tabulation of results. Recommendations for modification of evaluation policies or design of the instrument are directed to the Vice President for Academic Affairs. This committee's responsibility for the evaluation process is limited to the instructional evaluation of ALL South Plains College faculty by their students.

- II. Membership: The Evaluation Committee is composed of departmental chairpersons, instructional deans, Faculty Senate President, Vice President for Academic Affairs. One (1) student representative serves on this committee and is selected by the Vice President for Academic Affairs.
- III. Length of Membership Term: The length of term is indefinite.
- IV. Officers: Chairperson – Vice President for Academic Affairs serves as the chair; Secretary - the chairperson will designate the recording secretary for committee minutes.
- V. Meetings: Regular committee meetings will be at the beginning of each fall and spring semester. The chairperson may call special committee meetings.

### **7.8 Institutional Effectiveness Committee (IEC)**

- 1. I. Purpose: The purpose of the Institutional Effectiveness Committee (IEC) is to advise, facilitate and monitor the program of institutional effectiveness at South Plains College. This committee is charged with the responsibility to assure the systematic integration of planning and assessment at all levels; to coordinate the collection, analysis, and distribution of data useful for planning and decision-making; to develop and monitor outcome measures of institutional effectiveness; and to facilitate and monitor compliance with SACS accreditation requirements and standards.
- 2. II. Membership: The IEC is comprised of 24 appointed members with representation from instructional divisions (12 appointed members), academic and student support services (6 appointed members) and administrative support services (6 appointed members). Members are appointed to the IEC by the President of the College as recommended by the Administrative Council. The student representative is recommended by the Student Government Association and the Director of Student Life. The Vice President for Institutional Advancement, Vice President for Academic Affairs, Vice President for Student Affairs, the Dean of Arts and Sciences, the Dean of Technical Education, the Dean of Dual Enrollment and Distance Education and Director of Institutional Research and Reports, the Dean of Health Sciences, Dean of the Lubbock Downtown Center, , Executive Director of the Lubbock Center, Director of the Plainview Center, the Director of Institutional Effectiveness and Assessment, and the President of the Faculty Senate are ex-officio members of the committee.
- 3. III. Length of Membership: All appointed members serve staggered four-year terms. Members may be appointed for consecutive terms.
- 4. IV. Officers: The Director of Institutional Effectiveness and Assessment serves as the Chairperson. The vice chairperson is selected by the membership of the committee for a two-year term. The vice chairperson works with the chairperson in coordinating committee projects and assignments. The Chairperson appoints the recorder.
- 5. V. Meetings: The IEC meets at least once in the fall and one time in the spring. The chairperson may call other meetings as needed.

### **7.9 Library Committee**

- 1. Purpose: The Library Committee studies, evaluates, and makes recommendations regarding library services, resources, and policies. This committee serves in an advisory capacity to the director of libraries.
- 2. Membership: The Library Committee is composed of one (1) faculty representative from each instructional department chosen by the Departmental chairperson, one student representative chosen by Director of Libraries, one representative from the Reese library, and the Director of Libraries (ex-officio).

- 3.Length of Membership Term: The length of term is three (3) years. With agreement from the Library Director and the committee members, terms may be extended in three-year intervals. The student representative serves a one (1) year term and must be selected in the spring for the following year.
- 4.Officers: Chairperson - the chairperson is elected by the committee at the first meeting each academic year. The chairperson may serve more than one (1) term; Secretary - the secretary is selected by the chairperson.
- 5.Meetings: The Library Committee meets at the beginning of each semester. The chairperson may also schedule special meetings as the need arises. An agenda will be prepared, and minutes will be kept of each meeting. Copies will be distributed to committee members and the director of libraries.

### **7.10 Marketing and Communications Committee**

- 1.Purpose: The Marketing and Communications Committee shall provide direction for the planning, implementation, and assessment of institutional goals, objectives and strategies that ensure the college of a stable marketing and communication plan. As an advisory body, it is responsible for policy development as it pertains to institutional marketing and communications activities of the college. It shall function as an information exchange network to facilitate decision-making and the effective coordination of marketing and communications activities. It shall report its findings and recommendations to the Executive Council and the President of the College.
- 2.Membership: The committee includes fifteen (15) ex-officio members, including the Dean of Arts and Sciences, Dean of Health Sciences, Dean of Technical Education, Dean of Dual Enrollment and Distance Education and Director of Institutional Research and Reports, Executive Director of Marketing and Communications, Dean of Enrollment Services, Associate Dean of Students, Director of Advising and Testing, Director of Financial Aid, Dean of the Lubbock Downtown Center, Director of the Plainview Center, Executive Director of the Lubbock Career and Technical Center, Executive Director of Administrative Services, Director of Student Life. Membership also includes four (4) staff members from Marketing and Communications shall be appointed as members by the Executive Director of Marketing and Communications. Two (2) student representatives, one from the Levelland campus and one from the Lubbock Center shall be appointed by the committee chair based on recommendations from the committee membership.
- 3.Length of Membership Term: For ex-officio members, the length of term is indefinite. Faculty members appointed to the committee shall serve alternating two-year terms. Student members shall serve one-year terms.
- 4.Officers: The Executive Director of Marketing and Communications serves as the chairperson. The recording secretary shall be appointed by the chairperson of the committee.
- 5.Meetings: The committee meets at least once during the fall and spring semesters. Special meetings may be called at other times by the chairperson. Additionally, the chairperson of the committee along with the respective divisional dean and faculty representatives will meet at least once a year with the departmental chairpersons of that division for the purpose of exchanging information on committee activities and decisions, soliciting input, advice, and concerns from the departmental chairpersons, and maintaining communication links with program faculty.

## **7.11 Professional Development Committee**

1. Purpose: The Professional Development Committee serves as an advisory body, for the purposes of assessing, planning, and reviewing professional development activities for the employees of South Plains College.
2. Membership: Members of the committee are Dean of Arts and Sciences, Dean of Technical Education, Dean of the Lubbock Downtown Center, Dean of Enrollment Services, Dean of Health Sciences, Dean of Dual Enrollment and Distance Education and Director of Institutional Research and Reports, Director of Human Resources, Director of College Literacy and Education, Director of Advising and Testing, Vice President for Academic Affairs, four faculty, one representative from classified personnel, one representative from maintenance/grounds/custodial staff, one representative from professional/non-faculty.
3. Length of Membership Term: The length of term of faculty members and staff shall be two years with staggered terms for continuity on the committee. Members may not serve consecutive terms.
4. Officers: Chairperson - the Vice President for Academic Affairs appoints the chairperson; Secretary - the chairperson will designate the secretary.
5. Meetings: The committee will meet once during each fall and spring semester. The chairperson may call special meetings when needed.

## **12. Registration Committee**

0. Purpose: To review and evaluate registration processes and provide recommendations, as needed.
1. Membership: The Registration Committee is chaired by the Dean of Enrollment Services and its membership shall consist of the Dean of Technical Education, Director of the Business Office, Executive Director of Marketing and Communications, Director of Advising and Testing, Associate Dean of Information Services, Dean of Health Sciences, Director of Financial Aid, Dean of Arts and Sciences, Registrar, Dean of Dual Enrollment and Distance Education and Director of Institutional Research and Reports, Director of Information Services Customer Support, Dean of the Lubbock Downtown Center, Executive Director of the Lubbock Career and Technical Center and Director of the Plainview Center.
2. Length of Membership Term: None
3. Officers: Dean of Enrollment Services serves as chair of the committee and the Administrative Assistant to the Dean of Enrollment Services serves as secretary.
4. Meetings: The committee will meet once during each fall and spring semester. The chairperson may call special meetings when needed.

## **13. Safety and Health Committee**

1. Purpose: The purpose of the Safety and Health Committee exists to ensure reduced risk to
  - a. To develop, monitor and promote a culture of safety, environmental health, and security consciousness throughout SPC.

- b. To conduct evaluations of campus facilities, equipment, and operations in accordance with this manual and other standardized material as prescribed.
  - c. To provide written recommendations and suggestions for corrective action, related to safety and health, to the administration.
  - d. To assist in the investigation of campus accidents as needed and to utilize findings for further policy and procedure modifications.
  - e. To review and revise this manual annually.
1. **Membership:** The Safety and Health Committee is chaired by the Vice President for Student Affairs and its membership shall consist of the Vice President for Business Affairs, Vice President for Academic Affairs, Dean of Students, Dean of Health Sciences, Dean of Arts and Sciences, Dean of the Lubbock Downtown Center, Dean of Technical Education, Executive Director of Administrative Services, Associate Dean of Students, Executive Director of Marketing and Communications, Executive Director of the Lubbock Center, Director of Health and Wellness, Director of Campus Police, Director of Human Resources, Director of Physical Plant, Director of the Plainview Center, Director of Information Services, Disability Services Coordinator, selected members of the faculty, selected student representatives and appropriate consultants as necessary.
  2. **Length of Membership Term:** The length of term is indefinite, with the exception of students who may serve up to two years, or the duration of time enrolled at SPC.
    - a. **Officers:** The Vice President for Student Affairs serves as Chairperson
    - b. **Meetings:** The chairperson will call meetings as needed.

#### **7.14 Scholarship Committee**

1. **Purpose:** The purpose of the Scholarship Committee is to serve as an objective body that reviews and ranks applicants for collegewide scholarships. The committee also serves in an advisory capacity to evaluate the scholarship selection process at the College and to recommend, as necessary, changes to the policy and procedures that govern the process.
2. **Membership:** The committee consists of at least eighteen (18) faculty members who are appointed to at-large positions, the Scholarship Coordinator, and the Director of Development. Faculty membership is representative of the instructional departments of the College and the location of programs. Recommendations for additional faculty membership are submitted by departmental chairpersons to the Scholarship Coordinator who selects members as required for the evaluation of scholarship applications.
3. **Length of Membership:** Members of the Scholarship Committee are appointed to three-year terms on a staggered basis. Members may serve consecutive terms.
4. **Officers:** Chairperson - the SPC Scholarship Coordinator shall serve as chairperson; Secretary - the secretary is selected by the committee membership at the January meeting each year.
5. **Meetings:** The committee will meet in January. Additional meetings may be called at other times by the chairperson.



### **7.15 Student Success Advisory Committee**

1. Purpose- The purpose of the Student Success Advisory Committee is to provide representation for each department system-wide to receive, transmit, and respond to reports of activities to support student academic success and as to how best meet and serve the current and anticipated needs of the SPC community (students, faculty, etc.). In that regard, the purpose of the committee is ongoing.
2. Membership- The twenty-two (2) members on the committee include seventeen (17) faculty, three (3) ex-officio members and three (3) student representatives. The seventeen (17) faculty members represent each of the instructional departments. The faculty members are recommended by their respective department chairpersons. The three (3) ex-officio members: the director of the libraries, the director of the teaching and learning center, and the director of academic support services, select the student representative with one from each division (Arts and Sciences, Technical and Allied Health).
3. Length of Membership Term- The faculty members on the Committee serve a three (3) year term and may be recommended to serve successive terms. The student representatives serve a one (1) year term.
4. Officers- Chairperson - the chairperson is elected annually at the first meeting of the committee.
5. Meetings- The committee will meet prior to the fall and spring semesters. Special meetings may be called by the chairperson when needed.

### **7.16 Technology Committee**

1. Purpose - The Technology Committee serves as an advisory body. Its primary purpose is to establish priorities for a technology infrastructure, which will assist SPC in achieving its mission. The committee will issue recommendations to the administration and maintain the South Plains College Technology Plan.
2. Membership: The membership includes: Vice President for Academic Affairs, Vice President for Business Affairs, Associate Dean of Information Services, Dean of Arts and Sciences, Dean of Technical Education, Dean of Students, Dean of Health Sciences, Dean of the Lubbock Downtown Center, Dean of Dual Enrollment and Distance Education and Director of Institutional Research and Reports, Director of Instructional Technology, Director of Libraries, Chairperson of the Business Administration and CIS Department, Executive Director of the Lubbock Center, the Director of the Plainview Center, and two faculty members.
3. Length of Membership Term: The length of term is indefinite and is adjusted as personnel changes occur on campus.
4. Officers: Chairperson - the Associate Dean of Information Services serves as the chairperson; Secretary - the chairperson will designate the secretary.
5. Meetings: The committee will meet during the fall and spring semesters. The chairperson may call special meetings when needed.

### **7.17 Website Advisory Committee**

1. Purpose: The purpose of the Website Advisory Committee is to advise, monitor and coordinate the continued development and maintenance of the South Plains College website, including its structure, design, content, policies, and procedures. This committee is charged with the responsibility to study, review and recommend best practices in web content and design; to

promote author/user collaboration and support for this important resource by coordinating web-related activities; to assist in evaluating the effectiveness and performance of the website and to recommend appropriate improvements as needed; to facilitate and monitor compliance with college policies and procedures pertaining to the website; and to assist in creating an engaging, useful and user-friendly site.

2. **Membership:** The Website Advisory Committee is comprised of 18 appointed members with representation from instructional, student services and administrative support areas of the college, one student representative and four ex-officio members for a total of 23 members. Members are appointed to the Website Advisory Committee by the President of the College as recommended by the Administrative Council. The student representative is recommended by the Student Government Association and the Director of Student Life. The Executive Director of Marketing and Communications, Associate Dean of Information Services, Director of Instructional Technology, and the Web Content Coordinator are ex-officio members of the committee.
3. **Length of Membership:** All appointed members serve staggered four-year terms. Members may be appointed for consecutive terms.
4. **Officers:** Chairperson: The Web Content Coordinator shall serve as committee chairperson. Vice Chairperson: The vice chairperson is selected by the membership of the committee for a two-year term. The vice chairperson works with the chairperson in coordinating committee projects and assignments.
5. **Recorder:** The recorder is appointed by the chairperson
6. **Meetings:** The Web Advisory Committee meets at least two times in the fall and two times in the spring. The chairperson may call other meetings as needed.

## **8.0 FACULTY SENATE PURPOSE, MEMBERSHIP AND ORGANIZATIONS**

1. **Purpose:** The Faculty Senate is to provide representation for faculty and support services that have concerns about the policies and procedures of their respective departments and/or SPC as a whole.
2. **Membership:** The membership is composed of representatives designated by each department and is open to all full-time faculty and support services.
3. **Length of Membership Term:** The length of the term is determined by Chairperson's appointment.
4. **Officers:** President, Vice President, and Secretary are elected by the Faculty Senate members.
5. **Meetings:** Monthly.

### **Non-Discrimination Policy Statement**

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.