

FACULTY HANDBOOK

Northeast Texas Community College
P.O. Box 1307 Mount Pleasant, TX 75455
(903) 434-8100

2012-2013

TABLE OF CONTENTS

<u>Introduction</u>	3
<u>College Mission, Goals, and Strategies</u>	3
<u>Administrative Organization</u>	10
<u>Teaching Responsibilities and Instructional Management</u>	12
<u>Evaluation Procedures for Full-Time and Adjunct Faculty</u>	21
<u>Assignment of Faculty Responsibilities</u>	23
<u>Information Technology Acceptable Use Policy</u>	26
<u>College Policies</u>	29
<u>Other Policies and Procedures</u>	30
<u>Support Services and Other General Information</u>	33
 Appendices 	
<u>Appendix A: Course Syllabus Template</u>	38
<u>Appendix B: Faculty Job Description</u>	41
<u>Appendix C: Evaluations</u>	44
<u>Appendix D: New Course Approval Form</u>	53
<u>Appendix E: Statement Identifying Primary Language as English</u>	55
<u>Appendix F: Criteria for Initial Placement/Faculty Rank</u>	57
<u>Campus Map Information</u>	59

INTRODUCTION

This handbook is intended to acquaint faculty members with Northeast Texas Community College and to serve as a ready reference. The philosophies, policies, and procedures of the college are herein reviewed. The college recognizes that the primary responsibility for the content, quality, and effectiveness of the curriculum resides with the faculty. Faculty are expected to be familiar with the college catalog

COLLEGE HISTORY

During the fall of 1983 a group of citizens in Camp, Morris, and Titus counties formed a steering committee to establish a community college district. In January 1984, a proposition to establish a community college district and to authorize the issuance of \$10,000,000 in bonds was passed. The creation of the community college district was the first in the state in ten years.

The Board of Trustees of the district was sworn in on January 30, 1984 and immediately began the process of selection of a site, an architectural firm, and a college president. In seeking to build a college campus that served all residents of the district, the Board purchased a 220-acre farm centrally located among the three county seats of Daingerfield, Pittsburg, and Mt. Pleasant. A college president was selected in May of 1984 and construction began in November. During the construction months, college faculty and staff were hired, academic programs were planned, and administrative policies and procedures were established.

In August 1985, Northeast Texas Community College started classes on schedule in the recently completed buildings. Due to the quality of instruction, Northeast received full accreditation by the Southern Association of College and Schools in January 1987, one full year ahead of schedule.

NTCC is committed to serving the college district by making programs and facilities easily accessible. The college has adopted an "open door" admissions policy, ensuring that all persons who can profit from post-secondary education have an opportunity to enroll.

COLLEGE MISSION, GOALS AND STRATEGIES

Mission

Northeast Texas Community College exists to provide responsible, exemplary learning opportunities

Vision

Northeast Texas Community College is poised and ready to help our region meet the challenges of a changing world. The delivery of superior instruction, training and services steadily improve our communities educationally, economically, culturally and ecologically. NTCC is a model of good stewardship of financial, structural and natural resources, dedicated to assisting students as they achieve their personal hopes and dreams and ambitions.

Values

- Students are our priority
- In all things - excellence

- Act with integrity
- Preserve the strength of the general education core curriculum
- Build in a sustainable manner
- Care for the earth and our natural resources

Goals

1. Enhancing High Quality Learning Opportunities
2. Assuring Student Success
3. Providing Access and Support of the Educational Mission
4. Building Regional, State, and National Economic Vitality
5. Living in Community
6. Maintaining Fiscal Stability
7. Preserving Our Heritage

Key Performance Indicators

The following ten measures are used, along with other quantitative and qualitative measures, to define and measure progress toward the goals set forward in the Strategic Plan.

	KPI	Measurable Outcome
1.	Graduation Rate	3-year graduation rate will be in the top third among regional community colleges
2.	Transfer Rate	Rate of transfer for academic transfer students will be in the top third among regional community colleges
3.	Employment Rate	Post-graduation employment rate of Career and Technical Education (CTE) students will meet or exceed the average employment rate at regional community colleges
4.	Fiscal Viability	NTCC will maintain a .25 or higher on the Texas Viability Index
5.	Operational Reserves	Reserve balance will meet or exceed 3 months' operating expenses
6.	Community Outreach	NTCC will serve twice the number of enrolled Fall credit students through outreach programs annually
7.	Community Representation	The ethnic background of NTCC student body will match that of the NTCC Service Area population by +/- 10%
8.	Faculty Credentials	Full-time faculty will exceed the required qualifications in their teaching field (target 66%)
9.	Post-Graduation Licensure	Pass rate for all students who take post-graduation licensure exams will meet or exceed 85%
10.	Student Engagement	NTCC will lead the TX Small Colleges Group in the 5 benchmarks of student engagement (CCSSE)

Strategies & Tactics

1. Enhancing High Quality Learning Opportunities

NTCC will improve on its core strength - instructional excellence - to ensure every student has the opportunity to achieve their personal, career and life goals.

- 1.1. Provide a purposeful and comprehensive education that prepares students for satisfying and productive lifestyles, and work and civic participation.

The College will reconsider its historic commitment to the core curriculum and revitalize its centrality to the educational endeavor.

- 1.2. Deliver healthy and viable instructional programs

The College will develop and vigorously utilize an evidence-based process to document the degree to which instructional programs are meeting internal and external standards of excellence, as well as to clarify the fiscal impact to overall college operations.

Some programs exist to support a local mission, while others serve a broader reach. Steps will be taken to determine the purposes for each NTCC instructional program and align student recruitment in a manner consistent with that purpose.

- 1.3. Provide talented & engaged faculty

Faculty play the critical role in the instructional process. NTCC faces an impending wave of faculty retirements. The College will take deliberate steps to assure the best faculty are recruited and that an atmosphere exists which develops and supports their talents while encouraging high levels of engagement in the life of the college.

NTCC will maintain an institutional culture that values and rewards excellence in teaching.

- 1.4. Provide engaging co/extracurricular learning activities

NTCC recognizes a well-rounded education must challenge and stimulate growth in students from a physical, social, psychological, philosophical, and intellectual point-of-view. Many of these perspectives are enhanced by learning activities which take place outside the class experience. Therefore, the College will provide a variety of activities in which our students may participate.

2. Assuring Student Success

NTCC will help students realize their goals, achieve proficiency in their desired field of study, and acquire the personal & intellectual habits and understanding needed to be good citizens.

- 2.1. Assure student learning is the center of the instructional and student services programs.

2.2. College Readiness

2.3. Foster a climate of intellectual expectation, personal growth, and achievement.

2.4. Provide an effective set of student and academic support services that can be accessed by both distance and on-campus students.

2.5. Assess student success through the use of data driven strategies.

3. Providing Access and Support of the Educational Mission

NTCC will develop and maintain innovative and/or proven strategies to encourage students to achieve their educational goals

3.1. Convenient, accurate, and responsive college services

NTCC will employ practices which facilitate a seamless pipeline from high school into post-secondary education, while also preserving multiple entry points for students wishing to attend college later in life.

3.2. Make available the first year of college before high school graduation

In order to create a true P-16 educational pipeline, the College will deliver a comprehensive and aggressive program of dual credit instruction in the high schools

3.3. Preserve NTCC's affordability

NTCC will remain constantly aware of the overall impact on students for each fiscal decision of the College. The College will align its pricing of each educational service to achieve the identified purpose for that service and maintain the long-term viability of the College. The College will take progressive steps to provide the best cost-benefit balance possible

3.4. Make available adequate supply of safe, comfortable student housing to support programs of study which draw people from outside the area

The College will make housing available in Pittsburg (for the Julia Truitt Culinary Arts students), on the College Farm (for student farm workers) and expand the capacity on the main campus (for all others).

3.5. Make optimum use of the digital community

By encouraging broad adoption of the major enterprise systems (for example, Poise and Blackboard) the College will achieve greater productivity with minimal increases in resources.

4. Building Regional, State and National Economic Vitality

NTCC promotes lasting economic vitality by providing programs and services which develop skills required in the knowledge-based workplace

4.1. Develop and enhance programs targeted to meet service area workforce needs.

Some NTCC programs are intended to meet the economic and workforce needs of the college service area. Local needs must be assessed and programming aligned to the constantly changing circumstances of the workplace.

4.2. Develop and enhance programs intended for state or national draw.

Some NTCC programs prepare students for jobs outside the service area. These programs will add to the College's reputation for quality and to the fiscal stability of the institution. To achieve these purposes, programs will be marketed to a broader audience and tuition/fee rates will be set appropriately.

5. Living in Community

NTCC promotes the ideal that individuals reach their full potential through activities and practices that encourage consideration for and involvement with others.

5.1. Improve communication across the College

Understanding this to be a challenge for all institutions, NTCC will work deliberately to improve all aspects of operational communication and to increase the understanding and trust within the college family. Such an environment will provide students the best possible learning experience.

5.2. Respect the diversity of our community

NTCC recognizes the importance of cross-cultural experiences and mutual respect for all people. The College will take deliberate steps to encourage a broad understanding of and appreciation for all persons with whom we interact.

5.3. Preserve a close-knit community

NTCC encourages its faculty and staff to develop and maintain wholesome relationships across the College and with students.

5.4. Promote good citizenship

NTCC supports the virtues associated with citizenship by recognizing community involvement on the part of students, faculty and staff.

5.5. Encourage community fitness

College practices and policies promote healthy living among students, faculty and staff.

5.6. Protect the campus community

NTCC organizes, trains, and equips to effectively respond in the event of an emergency – whether caused by a health crisis, natural disaster, or criminal act. NTCC will work as a team to protect life and property. The College will interface effectively with area, state, and national officials if the need arises.

5.7. Become an environmentally-friendly community

NTCC believes in learning, teaching and living in ways that minimize our lasting impact on the environment.

5.8. Preserve and enhance the quality of life for our community

The College improves the region's quality of life by providing activities, performances, and cultural events for the campus family and the community at-large.

5.9. Conserve College facilities

The community has made a substantial investment in the facilities of the College. It is now time for those facilities to be upgraded to current standards and then maintained at that level annually while incorporating environmentally sound practices.

5.10. Engage the broader community

Through a variety of outreach activities and programs offered at on-campus and off-campus locations, NTCC will provide wide-ranging opportunities for *all* citizens of our community.

6. Maintaining Fiscal Stability

NTCC maintains fiscal stability to support a quality learning and working environment for students and staff.

6.1. Build and maintain adequate institutional reserves

The College will modify its operational budget and resource allocation to build a true reserve sufficient to provide a buffer from the unpredictability of state and local funding.

6.2. Improve budget planning process

NTCC's budget will align funding to the strategic plan priorities, set aside contingency and deferred maintenance funds, and give budget managers greater discretion (and accountability) in the use of budgeted funds.

6.3. Foster revenue enhancement

The budget process will share the rewards of efficiency and innovation between the individual units responsible for gains and the College that provided the opportunities. Tuition and fees will be set in accordance with market factors.

6.4. Highlight accountability

NTCC will become an institution guided by the results of ongoing operational assessment designed to assure progress in achieving the College mission and goals.

7. Preserving Our Heritage

NTCC will develop and implement plans to assure the preservation of the College's highest value – excellence – during the generational transition caused by the eventual retirements of original faculty and staff.

7.1. Revise employment practices

The College will be intentional in its efforts to recruit strong faculty and integrate them into the culture of the organization.

7.2. Recognize achievement

The College will expand its means of acknowledging exemplary careers at NTCC to reinforce its legacy of academic excellence.

7.3. Preserve the NTCC story

To maintain the culture and values of NTCC, its history must be compiled and preserved while the original sources are available. Substantial and purposeful efforts will be undertaken to accomplish this task, and then to utilize the results in its efforts to preserve the NTCC story.

a. Develop and preserve the NTCC brand

The College will develop, and exclusively use, a recognizable brand to ensure that all products and internal/external publications preserve and maintain the NTCC image.

ADMINISTRATIVE ORGANIZATION

Board of Trustees

Dr. Dan McCauley, President	Titus County
Mr. Chuck Johns, Vice President.....	Camp County
Mr. Sid Greer, Secretary	Morris County
Mr. John Bryan	Morris County
Mr. Bill Ratliff	Titus County
Mr. Jerry Massey	Camp County
Mr. Bill Priefert.....	Titus County

College Personnel

Please see personnel directory for complete listing.

Bradley Johnson.....	College President
----------------------	-------------------

Instruction

Ron Clinton.....	Executive Vice President for Instruction
Shemetric Williams.....	Administrative Asst. to the Executive VP for Instruction
Jena Hamra.....	Dean of Allied Health
Kevin Rose.....	Associate Vice President for Workforce Development
Anna Ingram	Dean of Distance Education
Ron Bowden.....	Director of Learning Resource Center
Mary Hearron.....	Divisional Director for Natural Science
Paula Wilhite.....	Divisional Director for Mathematics
Kim Wommack.....	Divisional Director for Performing Arts
Jim Swann.....	Divisional Director for Communication
Melissa Weinbrenner	Divisional Director for Social Sciences
Shirley Clay	Divisional Director for Behavioral Sciences
Heidi Wooten.....	Divisional Director for Business and Technology
Cyndie Amerson	Director of Nursing
Tricia Bowen.....	Interim Director of Dental Hygiene
Cynthia Parsons	Director of Medical Laboratory Technology
Nelda Davis.....	Director of Administrative Medical Assistant Program
Nancy Wilson.....	Director of Physical Therapist Assistant
Sandra Adamek.....	Director of Radiological Sciences
Mike Hudson.....	Coordinator of EMT
Keith Fennimore	Carroll Shelby Chair for Automotive Technology (interim)
Richard Jones.....	Director of Northeast Texas Police Academy
Charles Reeves.....	Director of Culinary Arts Program
Marguerite Morris.....	Director of Developmental Education
Jennifer Myers	Director of Title III/Coordinator of Dual Credit
Rhonda Jeffery	Coordinator of VCT, ASC, and PASS Program
Charla Hunt.....	Adm. Asst. to the Associate VP for Workforce Development
Nicole Walker	Secretarial Assistant to Nursing/EMS Faculty
Delbra Anthony.....	Secretarial Assistant to the Humanities Faculty
Jo Ann Rodriguez	Secretarial Assistant to the Math/Science Faculty
Julie S. Smith	Secretarial Assistant to the Allied Health Faculty

Student Services

Judy Traylor Vice President for Student and Outreach Services
 Kim Lawrence Dean of Enrollment Management/Director of Financial Aid
 Melody Henry Associate Dean of Outreach Services
 Betsy Gooding Registrar
 Jeannie Pruitt Director of College Connection

Testing Center

Elayne Peters Director of Testing

Instructional Technology Support

Kenny Goodson Director of Computer and Technical Services
 Mary Lou Goodson Title III Instructional Specialist

Copy Center

Cindy Hammonds Copy Center Coordinator

Human Resources

Diana Hall Director of Human Resources and College Relations
 Elaine Ezell Payroll Coordinator
 LaDonna Holt Benefits Coordinator

Business Office

Beth Thompson Vice President for Administrative Services
 Jaci Merritt Controller
 Linda Kerley Administrative Assistant to VP for Administrative Services

Plant Services

Tim Johnston Director of Plant Services
 Donna Andersen Secretary for Plant Services

Office of Institutional Advancement

Jon McCullough Vice President for Institutional Advancement
 Lori Hunter Administrative Assistant to the V. P. for Institutional Advancement

Addresses

Mailing: P. O. Box 1307, Mt. Pleasant, TX 75456-1307

Physical: 2886 FM 1735, Chapel Hill Road, Mt. Pleasant, TX 75455

Administrative Office Hours

Northeast Texas Community College administrative offices and switchboard are open 8:00 a.m. to 6:00 p.m. Monday through Thursday and from 8:00 a.m. to noon Friday, except during college holidays. To contact the switchboard, dial "8100" or "0" from any on-campus phone.

EMERGENCY NUMBERS

Northeast Operator	0	Tim Johnston	9-903-572-4674
Ambulance	9-903-572-1781	Security	9-903-563-1417 or
Sheriff	9-903-572-6641		9-903-563-1471

TEACHING RESPONSIBILITIES AND INSTRUCTIONAL MANAGEMENT

Teaching Responsibilities

Northeast Texas Community College's reputation as a quality institution rests on its faculty. The college expects the same high quality standards of teaching worthy of accreditation from both its full-time and part-time faculty. Your high level of commitment to students helps maintain our reputation. NTCC expects all classes to meet as scheduled. The instructor will prepare thoroughly for each class taught. **You must notify in advance the appropriate division director if you will not be holding a regularly scheduled class.**

It is the educational philosophy of Northeast Texas Community College that faculty is accessible to students. According to [Board Policy: Workload, DJ \(Local\)](#), full-time faculty must post and keep a minimum number of 10 office hours per week. These hours should be spread throughout the week. Additionally, faculty will be supportive of the activities of the institution and will participate in orientations, professional development programs, graduation ceremonies, and other special events as appropriate.

Course Syllabus

Review the course syllabus template found in Appendix A or available on the college website at the MyEagle portal. All **required elements** for course syllabi are included in the electronic template.

Student learning outcomes (SLO's) have been established for each course by instructional departments and should be the basis for designing and teaching each course. Should a prescribed syllabus not exist for your course, use the current template available electronically on the college website to complete all required components for the syllabus and information specific to your subject and course content. Division Directors are available to assist you in the development of the syllabus.

Faculty should use various evaluative devices to measure teaching and course effectiveness and should provide constructive feedback to students. Additionally, all SLO's must be assessed within each class by established departmental measures.

Course Pre-Requisites

Students will not be allowed to register for courses for which they do not have the appropriate pre-requisites or placement scores.

Textbook Policies and Procedures

Faculty members should work with the division/program directors and other colleagues within the department to select their textbooks within these limitations:

- Please consider total cost to students when requiring texts and materials for a course.
- If at all possible, select textbooks for a minimum period of two years.
- If the second semester course is a continuation of the first, a text that can be used for both semesters should be chosen, if possible.

Textbooks should be ordered a minimum of 90 days before the date needed. Forms for ordering textbooks are available from the bookstore manager. Please provide as much information as you can, including ISBN #. Once a textbook has been adopted **you will only be required to submit the form if you plan to change textbooks the following semester**. If a textbook change request form is not sent to the college store by the scheduled dates outlined below, the bookstore will then know that you do not require any changes and the same textbook used in the previous semester will be ordered. As a further check in the process, once all textbook change requests have been processed, a digital list of textbooks will be emailed to all full-time faculty, Deans, Divisional Directors, and faculty secretarial assistants for additional review. The bookstore has set the following deadlines for the submission of textbook orders:

- **October 15** - Holiday Mini-mester and Spring semesters
- **February 1** – Intersession, Summer, and Fall semesters

Notice of a textbook change must be given to the bookstore manager prior to the book buyback period in the long semester preceding the semester for which an instructor is recommending a change of text.

MyEagle Portal

The myEagle Campus Portal is designed to be your entry to tools, applications and information to successfully manage your educational business here at NTCC. In a convenient dashboard view, you can:

- have **single sign-on** access to Eagle Mail, Campus Connect, Blackboard and more. Single sign-on means that you login to myEagle and do not need to re-enter your credentials to access these other applications (after letting the portal know what those credentials are). A single click of a button gets you in!
- see a **consolidated NTCC calendar** with academic, athletic, student, and several other types of events included on a single calendar. You can also filter events so you only see the events you want to see.
- have quick access to news and local weather, as well as the official NTCC Facebook page
- receive important campus announcements and messages
- participate in campus polls and surveys
- create or join other portal **communities** with web content and tools accessible only to them
- save your documents in a centralized **document library** so you can access them from any computer with internet access. No need to carry them around on external storage devices.

Accessing Your EagleMail Address

Access your EagleMail in the following way:

- Go to the NTCC website <http://www.ntcc.edu>.
- Click on NTCC Email at the menu bar below the heading at the top of the page.
- Type in your user name if it does not appear. Your user name is your first initial and last name. (Example: Mary Smith = msmith)

- Type in your password, which is also your first initial, first three letters of last name and last 4 digits of SSN. You may change your password after your email page opens by clicking on Shortcuts on the menu bar at left and then the Change Password button at the bottom of the page that opens.

CampusConnect: Entering Grades and Checking Class Enrollment

ACCESSING CAMPUSCONNECT

- Go to the NTCC website <http://www.ntcc.edu>.
- Click on Campus Connect at the menu bar below the heading at the top of the page. The Campus Connect access page opens.
- Click on Faculty Access.
- Type in your ID and password. Your ID is fac_first initial, last name. Your password is first initial, first three letters of last name, last four digits of SSN. For example:

For Penelope Roberts, SSN 555-44-3231:

ID: Fac_proberts
Password: prob3231

- Under AVAILABLE OPTIONS click Faculty Menu. Campus Connect will then show an ADMINISTRATIVE option with links to:
 - Course Availability: Shows all courses available in a given subject with remaining open seats for each course.
 - Course Roster: Shows student enrollments in courses you are assigned to teach. To obtain a copy of your roster, select the term (fall 2010) and then click Go! (No course code is needed). All of your classes will be available to you. You may then use the print function.
 - Certify Roster: Shows 12th day class roll for verification to registrar's office.
 - Grade Entry: Allows you to enter final grades at the end of the semester.

ENTERING GRADES

- From the main menu, click on Grade Entry.
- Click on Semester Year (i.e. Spring 2012) in the textbox menu, and then click the Submit button
- Click on the class for which you want to enter grades, and then click Submit.
- Enter the grade for each student: Click on the down arrow next to the textbox under the Grade column, and select the grade the student is to receive.
- After you have entered grades, check Yes if these are final grades. Make certain you have entered grades correctly before you check yes, as you cannot change them in CampusConnect after you have indicated that they are final.
- Click Submit.

Checking Enrollments

- From the main menu, click on Course Roster.

- On the screen that opens, click on the appropriate semester in the textbox menu, and then click Submit. Your course or courses will appear
- Select the course you want to view and click Submit. Your course roster opens.

Blackboard Learn 9 (Learning Management System)

Blackboard is the primary online curriculum delivery system used by NTCC faculty. All online courses as well as most hybrid and face-to-face classes use Blackboard to post syllabi, deliver course content or supplemental materials. Usage varies from simple delivery of course materials to fully developed courses where all assignments and assessments are completed using the Blackboard interface.

User accounts to login for Blackboard include username and password. The user name should be the same format as your EagleMail user name i.e., first name initial + last name, all lowercase. Passwords should be first name initial + first 3 letters of last name + last 4 digits of SSN.

Classroom Order, Morale, and Motivation

The institution sets high standards and demands courtesy, integrity, and respect from all faculty and students. Faculty should establish a positive learning environment by having well-planned and integrated lessons, by considering student problems and questions, by being able to help students, and by giving clear expectations.

Consider ways you can motivate each of your students. Examples of ways to motivate might include: individualize your instructional approach, be practical in your approach, allow students to work toward goals of their choosing (within the framework of your course), stress growth and accomplishments and vary your teaching methods. Always be on the look-out for new ways to reach your students in the classroom.

Students creating disturbances on college-controlled property or at a college activity resulting in the disruption of normal activities and order will be subject to disciplinary action. Inappropriate classroom behavior is judged to be a disturbance. The instructor has responsibility for control of the classroom and may take steps to ensure an orderly environment in which learning may occur unimpeded.

Right to Due Process

NTCC supports the concept of due process, the mechanism by which students are assured that specific problems are addressed in a fair and impartial manner. Due process always begins with an individual and can proceed, if necessary through the college's formal hearing procedure. For example, if a student has a problem with an instructor or disagrees with a grade, the student first talks with the instructor. If, after discussion with the instructor, the student feels the problem is unresolved, he/she can schedule a conference with the appropriate division or program director. Should the student still be convinced that the problem has not been equitably and fairly resolved, the student may file a written grievance according to [Board Policy: Student Rights and Responsibilities, Student Complaints, FLD \(Local\)](#).

Please refer students to the Student Handbook found on the MyEagle portal.

Student Privacy

Students have a right to privacy. The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Do not post grades by any identifiable manner. Do not discuss student achievement with persons who do not have a need to know such information. In addition, do not embarrass students in front of others. Never accuse a student of academic dishonesty in front of others.

NTCC Academic Honesty Statement

The following statement has been adopted by the NTCC Faculty Senate and is one of the required components of each syllabus:

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

Acts of Academic Dishonesty

Cheating on a quiz or test includes the following acts:

- Copying from another student's paper;
- Using materials during a quiz or test not authorized by the instructor;
- Collaborating with any other person during the quiz or test without permission;
- Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the content of quizzes or tests not yet administered;
- Bribing another person to obtain copies of or information about quizzes or tests;
- Substituting for another student or permitting any other person to substitute for oneself;
- Any other act intended to create a shortcut or unfair advantage on a quiz or test.

Collusion is the unauthorized collaboration with any person in preparing work offered for course credit. Examples of collusion include the following acts:

- Two or more students completing parts of the same assignment and sharing their work reciprocally without the knowledge of the instructor;
- Receiving an inappropriate level of assistance from another person not authorized by the course instructor, such as another student, family member, or former teacher;

- Providing another student with an inappropriate level of assistance;
- Any other act of unauthorized collaboration intended to enhance a student's submitted assignment over and above the student's own effort.

Plagiarism is the appropriation of another person's words or ideas and presenting them as one's own work. Examples of plagiarism include the following acts:

- The inclusion of another person's exact words in a paper or assignment without placing quotation marks around the words to indicate an exact quote, *even if the source is cited*;
- Using several consecutive sentences written by another person, changing the words somewhat to keep the passage from being an exact quote, *even if the source is cited*;
- Presenting someone else's ideas without citing that person as the original thinker;
- Submitting a paper written in part or in whole by another person;
- Any other act intended to circumvent the process of performing and presenting original academic research in completion of a course assignment.

Other acts of academic dishonesty include the following:

- The use of annotated texts or teacher's editions in a course in order to gain unauthorized access to course or assignment information for the purpose of circumventing course requirements;
- Presenting a paper or assignment prepared for another class as a new, original work, even if the student makes changes in the paper/assignment;
- Misrepresenting a lab report by inappropriately incorporating another student's results or conclusions;
- Any other act intended to defraud, circumvent, or gain unfair advantage over the requirements of a course.

Disciplinary Procedures

It is the responsibility of faculty to maintain the highest standards for academic honesty by refusing to tolerate cheating on quizzes and tests, collusion, and plagiarism in NTCC classes. If there is compelling evidence that a student has committed an act of academic dishonesty, the instructor will address the infraction in a manner consistent with College policies and a course policy stated in the instructor's syllabus. An instructor's course-related penalties may include the following:

- A grade of "F" on the assignment, paper, quiz, or test
- A grade of "F" for the course or a reduction in the course letter grade
- Resubmission of the assigned work or test
- Any other action the instructor deems appropriate

In addition to imposing course-related penalties, an instructor will also notify the appropriate director of the offense. Please refer to the Student Handbook for additional disciplinary procedures.

Instructional Period

Credit courses are usually set up on a 50-minute instructional period per credit hour. A three credit hour class would meet 150 minutes a week; a two credit hour class, 100 minutes; and a one hour class, 50 minutes. Activity and lab classes may require longer class sessions.

Please use your instructional period to the fullest. **Classes should meet for the entire period scheduled; they should not be dismissed early.** This includes the first class period of the semester, since it is an opportunity to set the tone for the entire semester.

Canceling a Class

If an instructor knows in advance that he/she will miss a class, arrangements should be made with the appropriate director for an adequate substitute to teach the class or for an assigned independent learning experience for the students.

When canceling a class, the instructor must:

1. Inform the appropriate director of arrangements that have been made as far in advance as possible.
2. Make an effort to notify every student that the class will be canceled. This can be done through your Blackboard course and Eagle mail. The building faculty assistant will post a notice on the classroom door and notify the office of the Executive Vice President for Instruction of the class cancellation.

Student Attendance

Regular and punctual attendance at all scheduled classes is expected for all students. Attendance is necessary for successful completion of course work. The student is responsible for initiating procedures for make-up work. All course work missed, regardless of cause, is to be completed to the satisfaction of the instructor. It is recommended that you include your attendance expectations in the course syllabus. Be as specific as possible; for example, students who miss more than "x number" of class periods will not receive a grade higher than "C" in this course. Also, be specific regarding your policies for missed exams, materials that are submitted late, etc.

Certification of Class Roster

In order to insure accurate certification of class rosters for state/federal reporting requirements, all faculty are **required** to take attendance through the census date for each class taught (through the 12th class day, during the Fall and Springs semesters – through the first five (5) days of the Summer I and II semesters) – through the first three (3) days of a three-week mini-term. Class rosters must be certified in campus connect by the deadline established by the registrar's office. Notification of that deadline will be sent through campus email from the registrar's office.

Posting of Course Syllabi and Curriculum Vitae

According to HB 2504 and [Board Policy: Curriculum Design, Instructional Programs and Courses, EFA \(Legal\)](#), each institution of higher education, shall make available to the public on the institution's Internet website the following information for each undergraduate classroom course offered for credit by the institution:

- (1) a syllabus that:
 - (A) satisfies any standards adopted by the institution;
 - (B) provides a brief description of each major course requirement, including each major assignment and examination;

- (C) lists any required or recommended reading; and
 - (D) provides a general description of the subject matter of each lecture or discussion;
- (2) a curriculum vitae of each regular instructor that lists the instructor's:
- (A) postsecondary education;
 - (B) teaching experience; and
 - (C) significant professional publications.

NTCC uses Blackboard Learn 9 for these required public postings. See Appendix A for syllabi and CV templates. Copies of syllabi for each course and the current CV should also be submitted to the appropriate faculty assistant and director.

Grading – Credit And Developmental Classes

Northeast Texas Community College's grading system and related grading policies are described in the college catalog. All grades must be recorded online using Campus Connect. Please follow the registrar's instructions.

The grade of "I" (Incomplete) may be given to a student only under exceptional circumstances. It is the responsibility of the student to arrange with the instructor for completion of the course when an "I" is given. To remove an "I", the student must complete the work of the course within 30 days after the beginning of the next regular semester, at which time the earned grade will be received without penalty. If the student does not complete the work satisfactorily within the 30 day period, the "I" will become an "F". If a part-time faculty member gives an incomplete ("I"), the following information MUST be provided in writing to the appropriate director:

1. Student's name, course number and section
2. Rationale for giving the "I" grade
3. Detailed list of work to be completed by student
4. Copies of any exams (with answer key)
5. Course grading criteria (including grades already earned and their weight in final grade and weights in final grade for assignment to be completed)

A student who officially drops a course after the twelfth class day but within the first twelve weeks of a regular semester or after the fourth class day but within the first four weeks of a summer term will receive a grade of "W" in the course. Students may not withdraw from school or drop classes after this time and receive the grade of "W". However, the instructor may assign a grade of "W" with appropriate documentation.

Examinations and Finals

Northeast Texas Community College considers examinations to be part of the learning process. Faculty are encouraged to schedule exams on a regular basis and should provide students with prompt feedback regarding results. Students who wish to take an examination at other than a scheduled time must have instructor approval. The instructor should determine parameters for providing make-up exams and share those parameters with students through the course syllabus. Final exams should not be administered prior to finals week. The final exam schedule is a college-wide schedule and should not be altered.

Eating, Drinking, and Smoking

Eating, drinking, and smoking are NOT allowed in classrooms. It is the instructor's responsibility to see that these regulations are enforced. Due to fire and health regulations, smoking is not allowed on campus except in the designated smoking areas in the parking lots. Keep this same policy in mind for off-campus courses.

Field Trips

Plans and travel requests for field trips, or other college-sponsored trips, should be made known to the Executive Vice President for Instruction well in advance of the trip (fifteen days for out-of-state and five days for in-state). When possible, such trips should be made so that students will not be absent from other classes. It is the obligation of the sponsor of such trips to secure approval for the trip, obtain copies of the NTCC Student Travel Policy, arrange for transportation, and submit, one week ahead of time, a list of students making the trip.

EVALUATION PROCEDURE – FULL-TIME and ADJUNCT FACULTY

In the spirit of continuous improvement toward the highest degree of excellence in the teaching/learning process at Northeast Texas Community College, the following procedure will be used for the evaluation of full-time faculty:

- A. Student Evaluation of Instruction.** All full-time and adjunct faculty members are evaluated by students in all classes through the online evaluation system every semester. A copy of the student evaluation of instruction form can be found in Appendix C.
- B. Self-Evaluation.** Annually, normally in the spring, all full-time and adjunct faculty members complete a self-evaluation form, including indicators of teaching effectiveness, contributions to the teaching profession and to the community, and areas for improvement. A copy of the self-evaluation form is attached in Appendix C.
- C. Supervisor's Evaluation.** Annually, normally in the spring, all full-time and adjunct faculty and members are evaluated by their direct supervisor (Division Director for academic transfer faculty, the Dean of Allied Health or designated program director, and the Associate Vice President for Workforce Development or designated program director for workforce faculty). The supervisor completes a form which includes indicators of teaching effectiveness, contributions to the teaching profession and the community, and areas for improvement. The supervisor and the faculty member meet to discuss student evaluation of instruction, the self-evaluation form, and a draft of the supervisor's evaluation form. After the meeting, the supervisor's evaluation form is signed by the full-time faculty member and by the supervisor. A copy of the supervisor's evaluation form is attached as Appendix C. For those adjunct faculty members teaching for the first time for NTCC, the evaluation process will include a classroom observation (Appendix C).
- D. Review at Next Level.** Each full-time faculty member's evaluation packet, including student evaluation of instruction, self-evaluation form, and supervisor's evaluation form are reviewed and signed by the next level of supervision (Executive Vice President for Instruction).
- E. Filing.** The completed and signed evaluation packet is filed in the full-time faculty member's personnel file. A copy is given to the full-time faculty member.
- F. Classroom Observation and Review of Course Materials.** At the discretion of the supervisor or at the request of the full-time faculty member, the supervisor may conduct a classroom observation and/or review course materials. This is normally conducted for new full-time and part-time faculty members.
- G. Online/Distance Education.** Online courses taught by full and adjunct faculty members will be accessed and reviewed by direct supervisors on a regular basis.

Professional Ethics

Generally accepted standards of professional conduct should prevail, but special effort should be made to do the following:

1. Keep college matters within the college.
2. Refrain from criticizing a colleague.
3. Show respect for other disciplines.
4. Avoid criticism of school policies; instead, pass suggestions to the administration officials who may be able to rectify the undesirable situation.
5. Be loyal to the institution during employment.

Professional Development

Professional development is considered a condition of continued employment and is a criterion upon which faculty evaluation is conducted. The policy on professional development for full-time faculty can be found in [Board Policy: Professional Development. DK \(Legal\) and DK \(Local\)](#).

Northeast Texas Community College's Learning Resource Center maintains a number of up-to-date professional materials relating to community college instruction.

Academic Freedom

The modern conception of academic freedom, which has been adopted by NTCC, took form in the 19th century in Germany, and it embraces both freedom in teaching (Lehrfreiheit) and freedom in learning (Lernfreiheit). According to many professional education associations in the United States, academic freedom is summed up in two statements. First, the instructor is entitled to full freedom in research and in the expression of those results, and second, the instructor is entitled to freedom in the classroom for discussion of his or her subject, but the instructor should be careful not to introduce controversial material that has no relationship to the subject being taught. Academic freedom is accompanied by recognized responsibilities: the preserving of scholarly objectivity; the refraining from utilizing the classroom forum for extraneous purposes; and the distinguishing of the instructor's personal role from his or her institutional or academic role. The freedoms accorded by academic freedom exist elsewhere in a democratic society, but it is in the institutional context of higher education that academic freedom becomes distinctive.

The exercise of academic freedom as defined above will not be cause for termination or non-renewal of employment by the College.

Intellectual Property Rights

According to [Board Policy: Employment Requirements and Restrictions. DB \(Local\)](#), each employee and student shall retain exclusive property rights to materials developed on his or her own time without the use of College District equipment, facilities, or personnel support; developed as part of his or her regular responsibilities; or produced prior to employment with the College District.

Materials developed using College District property or while in the performance of duties as an employee shall become the sole property of the College District.

No employee or student shall utilize any property or facility of the College District for any personal or private business activities. College District facilities, equipment, and staff may be utilized for research projects only if prior approval of the College President or designee is obtained. Upon approval of the project, the College District shall enter into an agreement with

the staff member regarding legal protection and guidelines for licensing, patenting, and royalty participation.

Each employee shall have a joint property right with the College District for any materials written or developed in conjunction with released time or with College District support. This joint right shall entitle the College District to the use of materials, regardless of copyrights or patents, and exclusive of any royalties, commissions, or profit to an employee until such time as the College District has been reimbursed to the extent and amount that the College District paid for the project. Once reimbursement for such released time or College District support has been made, any joint property rights of the College District shall be in accordance with the agreement authorizing the project.

Intellectual property resulting from research supported by a grant or contract with the federal government, or any agency thereof, or with a nonprofit or for profit nongovernmental entity, shall be governed by the specific terms pertaining to the intellectual property rights included in the grant or contract.

Non-copyrighted materials prepared by a College District employee or student for use in a course conducted by the College District shall remain the property of the College District, and use of such materials for non-College District purposes shall be approved by the College President. An employee of the College District may not realize a profit from materials sold exclusively to College District students.

Outside Employment

[Board Policy: Employment Rights and Restrictions. Conflict of Interest. DBD \(Local\)](#) states that an employee shall not engage in any form of outside employment or business opportunity, for self-employment or another employer, which would compete with, conflict with, or compromise College District interests or adversely affect the employee's job performance and ability to fulfill all responsibilities to the College District. This prohibition shall extend to the unauthorized use of College District tools and equipment as well as the unauthorized use of application of any confidential information. Activities and conduct resulting from outside employment shall not be conducted while on College District time. A College District employee is cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment shall not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, refusal to work overtime, or refusal to work different hours. If outside work activity causes or contributes to job-related problems, it must be discontinued and, if necessary, normal disciplinary procedures shall be followed to deal with the specific problem.

In order to engage in outside employment, an employee shall receive approval for each job from his or her supervisor, the responsible Director or Vice President, and the College President in advance of performing such outside employment. This approval shall be renewed at least annually. The College President reserves the right to withdraw an approval at any time.

ASSIGNMENT OF FACULTY RESPONSIBILITIES

Faculty are allocated adequate time to plan and deliver instruction that ensure opportunities for students to achieve their education goals.

Teaching Workload and Office Hours

Faculty required teaching loads are 15 contact hours/week for lecture courses and 18 contact hours/week for lab-based science courses, health/physical education activity courses, lab-based fine arts courses, and lab-based technical courses. Required teaching loads for Allied Health Science faculty and Cosmetology are 21 contact hours/week for lab-based courses. Full-time faculty are expected to teach courses equivalent to their minimum course load. If a cancelled class reduces a full-time faculty load below the required minimum, he or she may be assigned to teach a course scheduled originally for an adjunct faculty member. In this case maintenance of the minimum course load takes precedence.

All full-time faculty are required to post and keep a minimum of ten (10) on-campus office hours per week. See [Board Policy: Workload. DJ \(Local\)](#).

New Course Development

Northeast Texas Community College offers a variety of college courses and programs designed to meet the needs of the students across the NTCC service delivery area. Please work with your appropriate director for any new course development. See Appendix D for new course development approval form.

Instructional Effectiveness

Both the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) and the Texas Higher Education Coordinating Board (THECB) require the college to engage in a comprehensive program of planning, institutional effectiveness and research, which documents the effectiveness of educational programs, administrative practices and student and instructional support services. Instructional effectiveness is best determined by comparing results achieved to intended goals. A college must, therefore, establish explicit goals and devise ways to measure the extent to which those goals are achieved in order to monitor its effectiveness. A systematic planning and evaluation process underlies such an endeavor. At Northeast Texas Community College, the college mission, purposes, and goals provide foundation for this planning and evaluation process.

Assessment of Learning

It is the responsibility of all full-time and part-time faculty to complete the assessment process for both course and program student learning outcomes as adopted by the academic department or division.

Academic Advisement

All full-time faculty are expected to participate in the academic advisement of students throughout the year by advising students who have declared majors in the faculty member's field of study. Faculty advisors will be expected to mentor and deepen students' understanding of the faculty member's field of study, advise them on essential prerequisites, required courses that are needed to be successful in the program, career pathways in the field, and other relevant information in support of the student's academic and/or career goals.

Committee Membership

Faculty are assigned to committees according to their areas of expertise and interest. Their professional participation is a valued component of their instructional responsibilities as faculty members.

The participation and involvement of faculty in committee work and other non-instructional areas of responsibilities will be performed at a level to avoid encroachment on the quantity and quality of work faculty are employed to perform. Each faculty member should be assigned and actively serve on between one and three standing committees.

Student Organizations

Faculty are encouraged to organize and sponsor student organizations in their respective areas of expertise and interest to develop leadership skills, promote good citizenship, and reinforce student learning. The Director of Student Development and Diversity will assist faculty in organizing and sponsoring student organizations. However, no faculty member should sponsor more than one student organization.

Community Service

The College promotes faculty involvement in community services that supports the mission of the College. Faculty members are encouraged to be involved in community services and an opportunity to report those activities are included in the yearly faculty evaluation process.

Research

As teaching faculty, research responsibilities of faculty are limited to those related to institutional effectiveness and assessment of learning.

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

GENERAL POLICY STATEMENT

Northeast Texas Community College provides its faculty, staff, and students with access to information technologies and network resources. The College encourages the use of these resources for the advancement of its mission and fulfillment of its goals.

NTCC's information technologies and network resources encompass, but are not limited to computer hardware and software; a network; computer laboratories; network bandwidth; databases, files, and other electronic information; software licenses and computing-related contracts; and usernames, passwords, and documentation. All such technology resources are the property of NTCC.

The purpose of this policy statement is to protect both the College's technology resources and users of those resources. The policy also seeks to ensure equitable access and proper management of technology resources.

APPLICABILITY AND RELATED AGREEMENTS

This policy applies to all NTCC employees and students, individuals visiting the College in an official capacity, and members of the public who use the College's resources through sanctioned venues such as the Learning Resource Center.

Users agree to comply with all stipulations set forth in this policy. Additional unit or departmental policies may apply in specific circumstances, such as the use of resources in open computer laboratories and the Learning Resource Center. Users of NTCC's technology resources agree to abide by all existing federal and state laws, both those laws and regulations specific to information technology and those governing personal conduct.

Employees of NTCC agree to abide by all pertinent sections of the Policy Manual, including those sections regarding intellectual property and employment requirements and restrictions.

RIGHTS AND RESPONSIBILITIES OF USERS

Rights of Users.

Users of NTCC's technology resources have the right to the free expression of opinions and beliefs within the bounds of federal and state laws and College policies. NTCC reserves the right to remove from any College server any content or material that violates the law or College policies.

Users have no right to privacy, with regard to their use of technology resources. NTCC may inspect or monitor individual use of technology resources. The College does not guarantee the security of any user's email or files from external intrusion.

The College reserves the right to access a user's email or files under circumstances including, but not necessarily limited to the following:

- Requests for review or disclosure under the Texas Public Information Act and other laws
- Routine system maintenance such as back-ups, data caching, and activity logging
- Administrative review for security purposes or in regard to a policy-compliance question
- Business-related needs, such as access to a needed file or electronic communication when an employee is absent from work and cannot be contacted
- Investigation of misconduct
- Monitoring or inspection of accounts in suspected illegal activity, to protect the College from liability, when activity from an account prevents access to computing or networking resources by others, or for any other reason deemed to be in the legitimate interest of the College

Users have the right to reasonable access to technology resources. Some resources are dedicated to specific programs or purposes that limit their access. Activities related to the College's mission and goals take precedence over activities of a more personal nature, and the College reserves the right to limit access and specific uses if such access or use impedes college operations. The College may, for example, limit the use of programs that impinge upon available bandwidth, such as music/radio programs. On rare occasions access may be limited due to repair or maintenance of college equipment or the network.

Responsibilities of Users.

Users are responsible for safeguarding their user IDs and passwords and may be held responsible for any or all activity generated from their accounts.

Users are responsible for complying with reasonable requests or instructions from Computer Services personnel and other managers/supervisors of technology resources.

Users are responsible for refraining from misuse of the College's technical resources. Examples of misuse include, but are not limited to, the following:

- Criminal and illegal acts
- Failure to comply with policies, procedures, license agreements, and contracts pertinent to the use of technology resources
- Abuse of resources, including damage to hardware or software, interference with college or network operations, and tying up technology resources for an unreasonable length of time
- Use of the College's technology resources for personal financial gain, including the transmission of commercial or personal advertisements, solicitations, or promotions
- Allowing the use of one's computer account or using another's account
- Unauthorized use, access, disclosure, or destruction of data contained in any electronic file or program owned by the College
- Unauthorized duplication of commercial software
- Attempting to circumvent or assisting in the circumvention of any security measure or administrative access control that protects college computer and networking resources
- Use of the College's technology resources for racial, ethnic, religious, or sexual harassment
- Use of the College's resources to access pornography

ADDITIONAL STIPULATIONS

Personal Use of Email and the Internet.

NTCC's network and technology resources should be used primarily for academic or administrative purposes, and for the advancement of the College's mission and fulfillment of its goals.

Limited personal use of email or the Internet by employees of the College is permitted as long as the use:

- Does not create any cost to the state;
- Has no adverse effect on an employee's job performance;
- Does not interfere with the employee's official duties;
- Is brief in volume and frequency;
- Does not disrupt college business;
- Does not compromise the security or integrity of college resources or information;
- Does not burden the College's computer or network resources; or
- Does not otherwise violate state or federal laws, or NTCC policies.

Web Publication Standards.

Units, departments, and individual employees may develop and publish web sites using college resources, provided such sites support the College's mission and goals. All such web sites are considered college publications and are subject to the same policies and procedures governing print publications. The creator of a web site is responsible for the accuracy of the information contained in its pages. Web site creators should review content on a periodic basis to assure continued accuracy. Web sites must offer telephone or email contact information for the unit, department, or individual to whom questions or comments should be directed.

Creators of web sites are responsible for compliance with all federal and state laws, including, but not limited to, copyright laws; obscenity laws; slander, libel, and defamation laws; and laws regarding piracy of software. Creators using copyrighted material with permission are responsible for 1) keeping on file a written statement of permission from the copyright holder and 2) using the material in a manner consistent with the standards and conditions set forth by the holder. Creators are also responsible for compliance with all college policies.

Copyright Infringement.

Users agree to honor laws protecting intellectual property against copyright infringement. Examples of copyrighted materials existing in electronic format include, but are not limited to, software, database files, articles, and graphics files. The text of United States Code 17 governing copyright may be found at <http://www4.law.cornell.edu/uscode/17/>.

SANCTIONS AND REPORTING VIOLATIONS

Sanctions.

Violations of this policy may result in temporary or permanent loss of computing and/or networking privileges. Any loss of privilege will be documented according to due-process procedures stated in the Policy Manual and the Student Handbook, and notification will be provided in accordance with the same procedures. Violators may also be subject to other sanctions related to policies, procedures, and codes of conduct for employees and students.

Evidence of illegal activity will be turned over to the appropriate authorities.

Reporting Violations.

Violations may be reported to the Director of Technical and Computer Services or any other appropriate college employee. Employees to whom violations are reported are responsible for providing the information to the Director of Technical and Computer Services.

COLLEGE POLICIES

As a condition of employment, the college requires all faculty to be familiar with the policy manual and to keep up to date with any modification to the policy manual that shall be adopted by the Board of Trustees from time to time. It is expected and required that all employees of the college review and maintain familiarity with the policy manual. All official college policies are found on the Policy Online website <http://pol.tasb.org/Policy/Code/1132?filter=A18>.

Policy Against Sexual Harassment

The college has adopted numerous policies that address the issue of sexual harassment. An abridgement follows:

It is the policy of Northeast Texas Community College that no member of the college community may sexually harass another. Sexual harassment does not refer to occasional compliments. It includes such behavior as sexual advances, requests for sexual favors, and other verbal or physical conduct or written communication of a sexual nature directed towards an employee, student or applicant, particularly when one or more of the following circumstances are present:

1. Toleration of the conduct is an explicit or implicit term or condition of employment, admission, or academic evaluation;
2. Submission to or rejection of such conduct is used as a basis for personnel decision or academic evaluation affecting such individual;
3. The conduct has the purpose or effect of interfering with an individual's work performance or a student's academic performance, or creating an intimidating, hostile, or offensive working or learning environment.

Complaints of sexual harassment may be made through the college's Title IX grievance procedure. If the complainant is an employee of the college, and the person at whom the complaint is directed is the complainant's immediate supervisor, then he/she should first discuss the complaint with the person having authority over his/her supervisor.

Copyrights and Patents

In fulfilling the responsibilities of his/her position at Northeast Texas Community College, an employee may develop learning and teaching materials which may be eligible for copyright. This policy has been developed to outline the rights of the college and the rights of college employees regarding such materials.

Materials that have been developed by college employees using college property or while in the performance of duties as a college employee shall be the sole property of Northeast Texas Community College District.

Northeast Texas Community College will have no claim to copyrighted materials produced by a NTCC employee before that employee became affiliated with NTCC.

Northeast Texas Community College will have no claim to copyrighted works produced by NTCC employees if such work is not produced as an outgrowth of responsibilities at NTCC.

Non-copyrighted materials prepared by a college employee for use in a course conducted by the college shall remain the property of the college and use of such materials for non-college purposes shall be approved by the president.

College employees desiring to develop materials unrelated to their college assignment, but utilizing college resource, should draft a proposal outlining their intent and submit it to the College President for approval.

OTHER POLICIES AND PROCEDURES

Solicitations/Displays/Political or Religious Presentations

Requests by non-college personnel to distribute letters or circulars to NTCC staff members on campus are to be made to the office of the Executive Vice President for Instruction for approval.

Display or hand-out materials designed for student or the general campus audience is to be approved by the Executive Vice President for Instruction. There are specific bulletin boards and locations where such may be placed with the permission of the vice president.

Individuals or groups who wish to have direct communication with students or staff members are to request location and time approval for such activity through the office of the Executive Vice President for Instruction.

Solicitation of any kind is not permitted on the NTCC campus unless approved by the Executive Vice President for Instruction.

Speakers or Consultants Not Affiliated With the College

When a faculty member plans to have a guest speaker in class who is not a member of the faculty, he/she must obtain approval from the Executive Vice President for Instruction in advance of the proposed appearance date.

Instructor Grooming and Attire

Every employee's attire and grooming should be appropriate to his/her work requirements and environment. Clothing should be both attractive and comfortable. Radical departures from conventional office dress and personal grooming are not appropriate. Professional standards of attire are expected at all times when representing NTCC.

Wellness

Northeast Texas Community College supports wellness for all students, staff, and faculty. Use of tobacco products is known to be a health hazard. Faculty who use tobacco products should follow the NTCC policy. The use of tobacco products including smokeless tobacco, smoking tobacco, and any other legal smoking preparation is prohibited in college buildings, enclosed facilities, and College-owned vehicles.

Tobacco use is prohibited in:

All enclosed buildings and facilities, including but not limited to classrooms, offices, food service areas, lavatories and residence halls.

All College-owned vehicles.

Tobacco use is permitted in:

All campus parking lots.

Low Enrollment Classes

The college reserves the right to cancel classes due to low enrollment or other reasons. If the class is canceled, the college will inform the students and refund the tuition and fees for that class.

Clerical Services

Reasonable clerical support is provided for part-time faculty. Consult with the appropriate division director for guidance and assignment of a faculty assistant.

Messages and Mail

A faculty assistant is assigned to each building to support faculty with a variety of clerical duties, including taking messages and picking up mail. Full-time faculty members have mail slots in the administration building and in the building to which they are assigned. Part-time faculty members have mail slots in the faculty workrooms or other areas within each instructional building.

Each full-time faculty member has a telephone in his/her office and a telephone code with which to make long-distance telephone calls.

Parking

Employees may park in any parking area except the visitor's circle. Spaces marked for the handicapped may not be used unless the employee has the appropriate authorization. NTCC does not accept responsibility for the security of an employee's vehicle or the contents while it is parked on the premises. Faculty should contact HR for parking permits.

Emergency Procedures

It is expected that instructors will react to emergency situations in a manner that demonstrates primary concern for safety of students and facilities. As soon as possible, the on-campus

instructor should notify the switchboard operator, who will notify the security officer and any necessary emergency personnel. The switchboard operator is on duty until 6:00 p.m. Monday through Thursday. For any emergency that occurs after 6:00 p.m., contact security and the appropriate off-campus emergency service. Off-campus instructors should contact any necessary emergency personnel. Any accident involving personal injury or property damage requires a written report including circumstances, action taken, and other relevant information.

Inclement Weather Policy

NTCC has adopted an "Inclement Weather Policy" so that, during times of ice and snow, the safety and welfare of students and employees will not be jeopardized.

Decisions regarding day classes and college operations will be made by the College President no later than 6:00 a.m. Depending on weather forecasts and conditions at that time, one or more classes or the entire daily class schedule may be canceled and adjustments may be made in work schedules.

Students, faculty, and staff should tune to one of the following area radio stations for information: KPXI-FM, 100.7; KXAL-FM, 103.1; KYKM-FM, 97.7; KIMP-AM, 960; or KEGG-AM, 1560. These are designated as official announcements concerning NTCC schedules of operation.

Decisions affecting NTCC students enrolled in night classes will be made by 3:00 p.m. and students should listen to one of the stations listed above for the appropriate announcements.

Change of Address

Inform the Director of Human Resources of any change of your home address or telephone number.

In addition, please provide this information and any changes to your business address or telephone number to the office of the Executive Vice President for Instruction or the Director of Continuing Education.

Office of Marketing and Public Relations

To ensure integrity and quality of materials, products, and messages, any printed materials that are to include the college's name and are planned for distribution outside the college, should include an approval by the Marketing and Public Relations office before printing. These include, but are not limited to:

- recruitment materials
- handout literature about the college
- articles about the college that are to be used for publication
- program brochures; videos; posters
- direct mail literature
- printed programs for such events as GED, police academy, nursing and cosmetology recognition ceremonies
- promotional specialty items
- websites and/or social networking pages

Any requests (telephone or otherwise) from the media for information about the college or for

formal interviews, should be referred to the marketing and public relations office. Any employee contacted by the media (newspaper, radio or television) directly should refer the caller to the marketing and public relations office. No statements should be made by anyone without a representative from the marketing and public relations office present unless prior approval has been given. All requests involving area media must be referred to the marketing and public relations office.

Faculty and Teaching Personnel Whose Primary Language Is Not English (Plan for Compliance with HB638)

Excellent classroom instruction, with quality faculty/student interaction, is essential to the teaching mission of Northeast Texas Community College. In order for such instruction to take place, all faculty must be highly competent, not only in their subject areas, but also in the areas of communications and interpersonal relationships. All courses (with the exception of foreign languages) must be taught in clear and correct English. Each faculty member at Northeast Texas Community College will be asked to complete a statement identifying primary language (see appendix for copy of statement). Faculty will be required to demonstrate that their primary language is English based on country or origin, academic training or other credible evidence. All faculty will be required to complete such a statement when hired (Appendix D). Each faculty member whose primary language is not English will be required to take the "Test of Spoken English" of the Educational Testing Service. Any faculty member who fails to achieve a satisfactory score on the test will be required to take the appropriate ESOL (English as a Second Language) courses.

Faculty members will continue to participate in this course (which may be repeated if necessary) until a satisfactory score is achieved on the Test of Spoken English.

The cost of this English proficiency coursework shall be paid by the faculty member lacking proficiency in English.

SUPPORT SERVICES AND OTHER GENERAL INFORMATION

Learning Resource Center

The Learning Resource Center (LRC) mission is to provide service of the highest quality, to encourage innovation, and to provide solutions for the enhancement of instruction. It is conveniently located in the center of campus and provides an attractive atmosphere for study and research. As you develop your course or search for materials to supplement your class, feel free to use the resources of the LRC. These resources range from audiovisual materials, periodicals and books, to graphic arts assistance and inter-library loan services. Tours of the LRC and instruction in the use of the library are given to groups on request; individual assistance is always provided. Use of the library and materials is extended to members of the community.

Access to Physical Library Materials at NTCC Off-Site Centers Procedure

NTCC faculty, students, and staff at off-site centers, (Pittsburg Hanson-Sewell Center, the Naples-Omaha Center, Our Place Restaurant, and the Industrial Technology Training Center), may register for library cards and request and return library materials without having to physically visit the Learning Resource Center on NTCC's main campus. Library materials may be requested from any center director in person, via phone or email, and can be returned to any

off-site location.

The LRC's online catalog for searching library materials can be accessed by clicking the following link:

<http://netx.sirsi.net/uhtbin/cgiirsi/x/x/0/49>

Audiovisual Services

Audiovisual equipment and materials may be checked out from the LRC for use on campus. This should be done in advance to insure the availability of the equipment or supplies desired and to receive any help in operating the equipment. AV materials may be checked out for off-campus use; however, arrangements must be made in advance.

Photocopying and Duplication Services

Northeast Texas Community College provides photocopying services in support of instructional activities. Please arrange for the use of these services through your assigned instructional secretarial assistant. Please give your assigned secretary 48 hours lead time on copy materials for graphics if at all possible—planning ahead will ensure that your class materials are ready when you arrive. The secretaries and the graphics department will do their best to have your copies ready if your request arrives with less than 48 hours lead time, but you will have no guarantee that your materials will be ready.

Copying should be limited to only that absolutely essential for effective classroom instruction. Please make full use of the Blackboard Learn 9 system for posting class syllabi and other classroom materials in lieu of paper printing whenever possible.

Copyright Law

“Employees of the College District shall comply with the provisions of the United States Copyright Law.” ([Board Policy: Instructional Resources, Copyrighted Materials. EDD \(Legal\)](#))

According to the policy, notwithstanding the fair use guidelines, the following is prohibited: Copying of or from works intended to be “consumable” in the course of study or teaching. These works include workbooks, exercises, standardized tests, test booklets, answer sheets, and like consumable material. Copying shall not substitute for the purchase of books, publishers’ reprints, or periodicals; be directed by higher authority; or be repeated with respect to the same item by the same teacher from term to term.

Academic Skills Center

Northeast Texas Community College attempts to help all students acquire skills needed to reach their educational and occupational goals. In order to help students overcome deficiencies, the Academic Skills Center, located in Room 109 of the Humanities building, offers a variety of courses and services.

This center is a multi-lab unit that offers a variety of activities to upgrade skills in reading, writing, mathematics, spelling, vocabulary, and study skills. It houses the adult basic education and GED preparation classes and serves as a laboratory unit for the pre-college skill courses.

The center contains an array of self-instructional materials and equipment for student use. These include videocassettes, tapes, slides and programmed textbooks, computer-assisted instruction, supervised practice, and tutorial assistance. This service is free to all students and college personnel. Individuals may come to the center during any hour of operation and stay as long as they like.

Tutoring Services

Tutors are on duty to help students in English, mathematics (arithmetic through calculus), chemistry, physics, biology and accounting. Also, study groups in specific classes are organized throughout the year. These groups have proven to be very successful in helping students to prepare for exams and special assignments. Contact the Academic Skills Center at Ext. 8244 for further information.

Advisement and Financial Aid

Should your students require these services, they are available from 8:00 a.m. to 6:00 p.m. Monday through Thursday and from 8:00 a.m. to noon Fridays in the Administration building. Urge students for whom these hours are inconvenient to call for an appointment. Students will also be assigned faculty advisors according to the student's declared major that will be available for advisement throughout the semester.

College Store

The College Store is located in the Learning Resource Center building. Fall and spring semester hours are 8:00 a.m. to 6:00 p.m. Monday through Thursday. The bookstore closes at noon on Friday. These hours will vary during special sessions according to demand.

Food Service

Food service is available from 7:00 a.m. to 9:00 p.m. Monday through Thursday and from 7:30 a.m. to noon Friday in the Student Union building. These hours will vary during special sessions and according to demand.

Maintenance

Unsatisfactory cleaning or maintenance should be reported to the Director of Plant Services. Requests for maintenance, alterations, replacements and moving of equipment should be made on maintenance request forms available from MyEagle portal on the web.

Lost and Found

Articles found should be turned in to the switchboard operator or the security officer. On proper identification, the lost article will be returned to its owner.

Naples-Omaha Center

The college opened the Naples-Omaha Center in August of 1997, in the former David Granberry Memorial Hospital Building at 201 Craig Street in Naples, Texas. In January, 2010 through a partnership with the City of Naples, the Naples-Omaha Center was relocated to the Naples Civic

Center at 412 W.L. Doc Dodson Blvd. Hwy 67. The Center is equipped with wireless internet capabilities throughout the building and a computer lab which is open to the public during business hours. The building includes two small classrooms, one large multi-purpose classroom, and a computer lab. The Center offers a wide range of college credit and continuing education courses, basic literacy instruction, Upward Bound high school tutorial program, Head Start, and LaserGrade State certification testing.

The Center offers credit classes mornings and evenings Monday through Thursday, in addition to a variety of other services which include; students can apply for admission, take placement tests, apply for financial aid, receive academic advisement, register for classes, and pay tuition and fees onsite making the Center a “one-stop” service provider for new and continuing students. The center is also designed to accommodate community meetings and events.

Additionally, to offer our services on a broader scale, Northeast Texas Community College entered into a partnership with Paul Pewitt CISD to occupy space at the newly renovated Technology Center located on Hwy 67 near the Pewitt High School campus. This facility offers Dual Credit classes and free General Education Development (GED) preparation classes, as well as other credit and continuing education courses. Contact the Naples-Omaha Center at 903-897-2935.

Hanson-Sewell Center

The Hanson-Sewell Center in Pittsburg opened in the Fall of 2005 on the corner of College Street and Daingerfield Street on two lots which were donated by Billy Paul and Annie Ruth Sewell Hanson.

Students services offered at the center are assistance with registration, student advising, placement testing, and financial aid. Wireless internet and print service allows students to utilize the center as a place to work on outside assignments.

The building includes five classrooms including a computer lab. The conference room can also be used as a small classroom or for tutorials. The building is also designed to accommodate community meetings and events. Two of the classrooms and the commercial grade kitchen can be used for community banquets and dinners or can be used by area businesses for professional meetings. Contact the Hanson-Sewell Center at 903-855-1441.

Embedded Dual Credit Classes

Northeast Texas Community College offers embedded dual credit classes throughout our service area.

APPENDICES

Appendix A

Course Syllabus Template



Type Course Name And Number Here

Course Syllabus: type term here, example: Fall 2011

“Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.”

type your name here

Office: Type office location here

Phone: type your phone # here

Email: type your email address here

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	Insert hours					

The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

Course Description: type course description here, Example: This course is a study of the biological sciences for students who plan to major or minor in biology or pre-professional studies or to fulfill the laboratory science requirement of other majors. The course utilizes

Required Textbook(s):

type your required textbook(s) here

Publisher:

ISBN Number:

Recommended Reading(s):

type optional readings here

Student Learning Outcomes:

type student learning outcomes here

Course Objectives:

Type course objectives here

Exemplary Educational Objectives:

Type EEO's here

Lectures & Discussions:

type lecture and discussion descriptions here

Evaluation/Grading Policy:

type evaluation/grading policies here

Tests/Exams:

type test/exam information here

Assignments:

type assignments here

Student Responsibilities/Expectations:

type student attendance policies, etc here

Type or insert other important components of your syllabus here: For example: Supplies or Calendar

NTCC Academic Honesty Statement:

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

Academic Ethics:

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required affording equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the NTCC Catalog or Student Handbook.

Family Educational Rights And Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Appendix B

Faculty Job Description

Northeast Texas Community College Job Description

Title: Faculty

Purpose: The primary purpose of this position is the coordination, planning, preparation, presentation, and evaluation of classroom instruction and related activities. At a minimum, the related activities include instruction, academic advising, serving on various committees, and participating in local, state, regional, and national professional activities and organizations. An instructor performs all other duties as directed by the appropriate program director, Dean, Executive Vice President for Instruction, or the President.

Major Responsibilities:

- Be familiar with the mission, goals and objectives of NTCC.
- Teach students in assigned classes in accordance with the course descriptions published in the catalog, the course syllabus, and within institutional policies and procedures.
- Meet classes regularly and punctually and be prepared to conduct them as effectively as possible.
- Keep active at a high level of expertise in the subjects taught and stimulate enthusiasm for those subjects;
- Cooperate in the development of curriculum; preparation of syllabi; the selection of textbooks, library materials, instructional materials, equipment, and supplies.
- Keep students informed and updated concerning course content, requirements, evaluation procedures, and attendance requirements;
- Keep students informed about their progress through the prompt grading of papers and other work;
- Maintain accurate attendance and scholastic records for the certification of class roles and submit reports as required.
- File an appropriate course syllabus for each course taught with the office of the Executive Vice President for Instruction;
- Conduct class evaluations and complete other college evaluations in accordance with college policy;
- Ensure that assigned classes are held as scheduled;
- Participate in program/curriculum review and development and student learning outcomes initiatives;
- Incorporate appropriate instructional technologies in instructional delivery;
- Maximize the learning opportunities for each student;
- Keep up-to-date in teaching field and continue professional growth through graduate courses, work in a professional organization, travel, staff development activities, community service, research, work experience, or other related activity.
- Submit annual program budgets to the appropriate Division Director, Program Director, Dean, or the Executive Vice President for Instruction in accordance with the annual budget planning process;
- Assist in recruitment and retention of students;
- Serve as an academic advisor to students who have designated a major in the faculty member's assigned area;
- Post and maintain on-campus office hours for student consultations according to college policy;
- Submit required reports to the appropriate college personnel;
- Attend faculty meetings, commencement ceremonies, professional development and orientation activities, and other meetings as called by the President, Executive Vice President for Instruction, Deans, Program Directors, or Division Directors;
- Become thoroughly familiar with all college policies and procedures and comply with all college policies and procedures;
- Serve on and provide information to college committees as needed;
- Be actively involved in the co-curricular activities of the college;
- Convey college-related information to students in a timely manner as requested by college officials.
- Maintain good and solid relationships with discipline counterparts in secondary and four-year institutions.

Position Characteristics: Faculty positions at NTCC require a strong commitment and dedication to the profession of teaching as well as to the overall mission of a comprehensive community college. Faculty positions require the ability to work effectively with a diverse student body, strong interpersonal and communication skills, empathy for the welfare of students, the maintenance of high professional and ethical standards, the ability to communicate effectively both orally and in writing, the ability to exercise good judgment, a high level of competence and knowledge of subject area as well as an up-to-date knowledge of highly effective instructional strategies and techniques that facilitate student learning.

Qualifications: Faculty credentials vary depending on the type of workforce or academic discipline. In disciplines where courses transfer to four-year colleges or universities, a Master's degree in the discipline or a Master's degree in a different discipline with a minimum of eighteen graduate hours in the teaching discipline is required. In workforce areas where courses do not transfer to four-year institutions, a minimum of an Associate's degree along with appropriate work experience and/or industry certification is required, with a Bachelor's degree preferred. The individual must also have successful full-time college-level teaching experience, preferably in a community college, be an excellent communicator, have superior interpersonal skills, be highly knowledgeable in their field, and have a love of teaching.

Reporting Relationships:

Faculty positions report to the applicable program director, Dean, or to the Executive Vice President for Instruction.

Signatures:

Division Director

Date

Dean (if applicable)

Date

Executive Vice President for Instruction

Date

President

Date

Job Description Developed: 9/2006

Reviewed: 6/2010

Prepared by: Dr. Ron Clinton

Appendix C

Evaluations:

Full-Time Faculty Self-Evaluation

Full-Time Faculty Supervisor's Evaluation

Part-Time Instructor Evaluation

Current Academic Year

Name _____

Self-Evaluation

Full-Time Faculty

1. Identify and describe your teaching strengths during the past year as well as potential opportunities for improvement.
2. How satisfied were you with your student's success? What relevant indicators of student success can you provide?
3. Identify and describe contributions to the college, the community, and professional associations during the past year.
4. Give examples of two professional development activities in which you plan to participate during the coming year related to the improvement of teaching and learning.
5. How can the college administration better assist you in meeting your teaching goals for next year?

Employee Signature: _____

Date: _____



**SUPERVISOR EVALUATION
FULL-TIME FACULTY
Current Academic Year**

Name:

Position:

Supervisor:

PART I: Yes No Student Evaluations above 80% “instructor mean” average?

Comments: Please include comments and plan for improvement if average below 4.0 (80%) in student evaluations “course mean” category.

PART II: Evaluation of assessment areas addressed in attached “Faculty Self Evaluation.”
(Areas and ratings should correspond to questions 1-4 based on the following scale)

- 1= Exceeds Expectations
- 2= Above Required Performance
- 3= Meets Requirements
- 4= Needs Improvement
- 5 = Does not meet requirements

- 1. Teaching** **2. Student Success** **3. Service**
 4. Professional Development

Comments: (Please include comments/plan for improvement for any category rating below “3”)

PART III: Overall effectiveness for this evaluation period*:

*(1 = highest; 5 = lowest) based on above "Faculty Evaluation Scale":

1 2 3 4 5

Comments:

Signature of Employee

Date

Signature of Supervisor

Date

Signature of Reviewer

Date

Revised: April, 2010



Northeast Texas Community College
Classroom Observation Evaluation Form

Instructor's Name

Course Number and Section

Division Director

Date

Approximate Class Size Under 15 16-25 Over 25

Directions: This form is to be completed by the supervisor after observing instruction at a time arranged with the instructor for the course. All first time instructors at NTCC will participate in a classroom observation process and should be provided with a copy of this form prior to the observation date. The form will be used in conjunction with the instructors self-evaluation as part of the first time teaching at NTCC evaluation process.

Use the following ranking: Superior, 5; Good, 4; Satisfactory, 3; Below Average, 2; Poor, 1; Not applicable, 0

I. Subject Matter

1. Were the objectives for the lesson made clear?	5	4	3	2	1	0
2. Did the instructor emphasize major concepts?	5	4	3	2	1	0
3. Did the instructor provide examples to clarify content?	5	4	3	2	1	0
4. Were students questioned to ascertain their grasp of the subject matter?	5	4	3	2	1	0
5. Did the instructor appear to have organized the Presentation carefully, prior to class time?	5	4	3	2	1	0

II. Techniques

1. Did the instructor encourage student discussion and student questions?	5	4	3	2	1	0
2. Did the students appear to be reasonably prepared?	5	4	3	2	1	0
3. Did the instructor demonstrate skill in maintaining student interest and attention?	5	4	3	2	1	0
4. Was the volume of work suitable to the length of the class period?	5	4	3	2	1	0
5. Were technology/A-V resources used effectively?	5	4	3	2	1	0

III. Presentation

1. Was the instructor's voice clear and audible?	5	4	3	2	1	0
2. Did the instructor use a vocabulary appropriate to the content and the class level?	5	4	3	2	1	0
3. Was the instructor free of distracting mannerisms?	5	4	3	2	1	0
4. Did the instructor appear to be enthusiastic about the subject matter?	5	4	3	2	1	0
5. Did the instructor appear to integrate discussion, questions, and the main body of the material in an organized manner?	5	4	3	2	1	0

IV. Student/Instructor Interaction

1. Did the students appear to feel at ease?	5	4	3	2	1	0
2. Was there a reasonable amount of class attendance?	5	4	3	2	1	0
3. Was there a reasonable amount of class participation?	5	4	3	2	1	0
4. Did the instructor lead the class without appearing dictatorial?	5	4	3	2	1	0
5. Did the instructor correct errors without embarrassing the student?	5	4	3	2	1	0
6. Did the instructor and the students demonstrate mutual understanding of their respective roles?	5	4	3	2	1	0

V. Overall Impressions/ Suggestions (if any, for improving teaching effectiveness)

Faculty member's signature

Date

Division Director's signature

Date



Northeast Texas Community College
Part-time Instructor Annual Evaluation
For All Other Part-time Faculty

1. Every part-time instructor will be formally evaluated each year that he/she teaches at NTCC.
2. The instructor will complete the evaluation form on the second page.
3. The instructor and reviewer will establish a date and time for a summative conference to evaluate strengths, weaknesses, and other suggestions for improvement.
4. Student evaluations are scheduled for the fall semester each year.

Instructor _____ Teaching Field _____

Course _____ Time _____ Location _____

Date of Evaluation Conference _____

 Instructor _____ Date _____

 Reviewer _____ Date _____

 Executive Vice President for Instruction _____ Date _____

Appendix D

New Course Approval Form



NTCC Course Approval Form

For approval of new courses and deletions or modifications to an existing course.

Action Requested:

- Create new course Delete existing course
 Modify existing course (*check all that apply*)
 Title _____
 Credits _____
 Prereq/coreq _____
 Other: _____

Course Type:

- ACGM WECM
 Unique Needs Local/Special Needs

Rubric: _____ Course #: _____

CIP/Code: _____

Program/Dept.: _____

Submitted by: _____

Ext. _____

E-mail: _____

Effective Term:

- Fall
 Spring Year _____
 Summer

Title:

Current: _____

New: _____

Type of Instruction:

- Lecture (LEC)
 Lab (LAB)
 Clin/Prec
 Co-Op/Intern/Practicum

Instructional Mode:

- Face-to-Face
 Hybrid
 Online

Grade Mode: Regular (A, B, C, etc.)

 Satisfactory/No Credit

Will this course satisfy a core curriculum requirement?

 Yes No

Prerequisite(s):
Co-requisite(s):
Course fee(s) required?

		<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how much?
--	--	---

Catalog Copy for NEW Courses Only (Consult College Catalog for models)

Description (No more than 60 words, use verb phrases and present tense)	Notes (List additional information for the course)

of contact and credit hours:

Credit hours: _____

Hours of lecture/week: _____

Hours of lab/week: _____

Semester Offered: (*check all that apply*)

 Fall

 Spring

 Summer

Approval Signatures

 Faculty Member Requesting New Course

 Date

 Dean/Director

 Date

 Executive Vice President for Instruction

 Date

Instructions: Please attach any relevant support information to this form and submit to Dr. Ron Clinton, Chair of the NTCC Curriculum Committee, no later than 6 weeks prior to the beginning of the next long term in which the new course will be offered or deleted.

**** All new course proposals designated as 100% Distance Education delivery will be reviewed by the Substantive Change Committee each semester to insure that NTCC remains in compliance with the SACS-COC Substantive Change policy..**

Appendix E

Statement Identifying Primary Language as English

Northeast Texas Community College

Statement Identifying Primary Language as English for Faculty Members

(As Required by HB638)

East Texas public institution of higher education shall establish a program or a short course the purpose of which is to: (1) assist faculty members whose primary language is not English to become proficient in the use of English; and (2) ensure that courses offered for credit are taught in the English language and that all faculty members are proficient in the use of the English language, as determined by a satisfactory grade on the "Test of Spoken English" of the Educational Testing Service or a similar test approved by the board.

If the Coordinating Board determines that an institution of higher education has failed to establish a program or short course within the time provided by this Act (September 1, 1990), the Coordinating Board shall notify the comptroller of public accounts, who shall withhold from the fiscal year 1991 appropriations to that institution for instructional administration an amount equal to five percent of the amount appropriated to that institution for fiscal year 1990 for that purpose.

As part of this program, NTCC requires faculty members to identify their primary language.

I, _____, hereby state that my primary language is English.
This statement is based on (please check one):

_____ Country of origin	_____ Test of Spoken English (Score _____)
_____ Extensive academic training and primary use of the English language.	_____ Other (please attach documentation)

Signature

Date

Appendix F

Criteria for Faculty Rank

Faculty Rank

Faculty members will be given rank based on their education and step as follows:

Instructor	Associate's, any step Bachelor's, steps 1-11 Master's, steps 1-8
Assistant Professor	Bachelor's, steps 12-17 Master's step 9-11 Doctorate, steps 1-8
Associate Professor	Bachelor's, steps 18-23 Master's, steps 12-14 Doctorate, steps 9-11
Professor	Bachelor's, steps 24 and above Master's, steps 15 and above Doctorate, steps 12 and above

Faculty rank will not determine salary or other compensation or benefits. It is a title based on education and experience which will give the college and individual faculty members more credibility among university colleagues. Without rank, all faculty members are viewed as instructors, the lowest rank within the higher education academic community.

Campus Map Information

The campus map can be found at on the NTCC website [here](#).