



Texas Southmost College
TRADITION • INNOVATION • OPPORTUNITY

College Preparatory Studies
Science, Technology, Engineering, & Mathematics

Divisional and Departmental Procedures
2016-2017

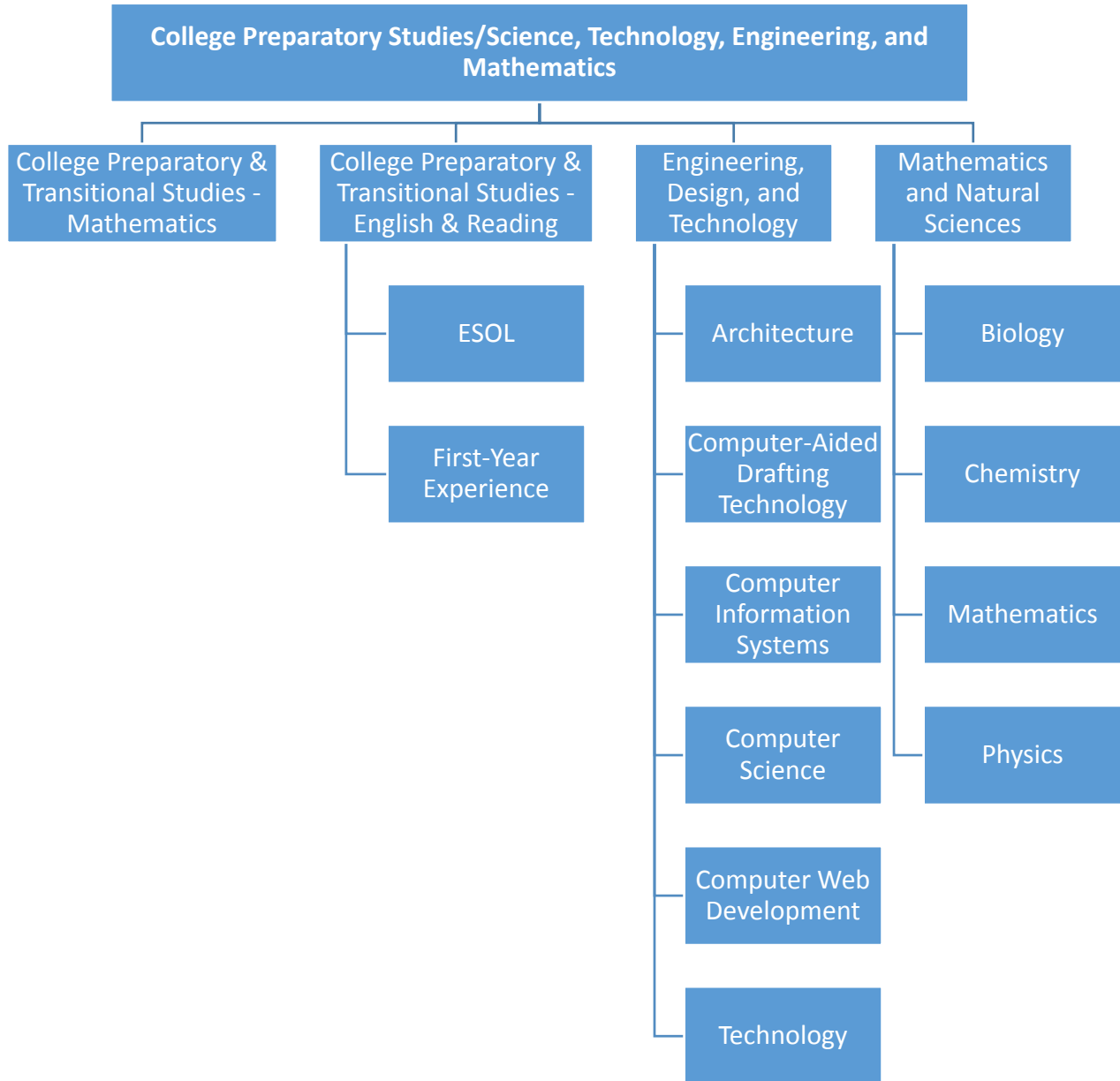
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Academic Organization

The academic departments and disciplines under the Division of College Preparatory Studies/Science, Technology, Engineering and Mathematics are divided as follows:



Division of College Preparatory Studies

Mission

Provide innovative learning opportunities to students who have not met college readiness.

Vision

The Division of CPS is committed to providing various developmental education programs with the overarching goal of increasing student success.

Goals/Objectives

1. Pathways: The CPS Division will provide opportunities for CPS students to be successful in first-year courses.
2. Success: The CPS Division will increase student success rates within CPS course sequences.
3. Community Engagement: The CPS Division will increase interactions between CPS employees, the TSC Community, and external stakeholders (the community at large).
4. Institutional Effectiveness: The CPS Division will provide quality programs and services grounded in evidence-based assessment plans.

Disciplines

- CPS English and Reading
- CPS Mathematics
- CPS English for Speakers of Other Languages
- First-Year Experience
- Learning Labs

Division of Science, Technology, Engineering, & Mathematics

Mission

Provide high-quality instruction and learning opportunities for all our students, whether they aim to transfer to a four-year university, enter or advance in the workforce, or simply enrich their lives.

Vision

The Division of STEM is committed to providing a learner-centered, service-oriented environment that celebrates diversity and inclusion, as well as facilitate growth and development. The Division of STEM is dedicated to foster social responsibility, critical thinking, communication, and innovation, as well as empower and engage students, faculty, and staff to achieve personal and professional goals.

Goals/Objectives

1. Pathways: Create multiple paths for STEM students by providing high-quality instruction and dynamic curricula in STEM areas for the purpose of graduation, academic transfer, employment and other educational goals.
2. Success: Enrich student learning by continuously improving instruction in STEM programs to meet the needs of the community.
3. Community Engagement: Promote outreach efforts to enhance learning opportunities in the STEM areas.
4. Institutional Effectiveness: Enhance STEM academic programs by focusing on continuous improvement that is grounded in evidence-based assessment plans with an emphasis on teaching and program outcomes.

Disciplines

- Architecture
- Computer-Aided Drafting Technology
- Computer Information Systems
- Computer Science
- Computer Web Development
- Mathematics and Natural Sciences

General Divisional Procedures

- Faculty should ask students to address you by your title and last name (Dr. Mr. Ms. - XXX). Professionalism is critical in our line of work.
- TSC leadership expects you to complete all position requirements. Recall your position description: Attend the workplace regularly, report to work punctually and follow a work schedule to keep up with the demands of the worksite, which may be on campus or at an off-site location.
- Working hours may include evenings, holidays, or weekends depending on deadline requirements and special events.
- A positive attitude is expected while representing TSC on or off campus. It is imperative that you visit with the Department Chair if you have concerns. Communication within the division is not only expected but required. The Department Chair is available to support you and represent you. Once you have met with your Department Chair and you feel that your concern was not addressed, the Dean is available for support. Please work with the divisional AAs to set up an appointment with the Dean.
- TSC faculty and staff should have a unified front. We are a team.
- The Dean will conduct meetings with departmental chairs regularly during the academic year.
- Departmental Chairs will conduct meetings with department faculty regularly during the academic year.
- If faculty need additional meetings, please submit agenda items to the respective Department Chair for meeting consideration.
- Faculty should submit agenda items at least 48 hours in advance prior to departmental meetings.
- Follow your faculty duties specific to your program.
- Hold all classes according to your course syllabus and contact hours. A professor must be present in the classroom during the entire scheduled class time.
- Final exams must follow the institutional final exam schedule that is posted on the TSC website. You must obtain written Department Chair authorization if you need to deviate from the established schedule.
- Keep your office hours according to your course syllabus. Inform the divisional AA if you make a change in office hours. Full time faculty must hold ten (10) office hours, from which five (5) hours must be posted. Part time faculty must hold thirty (30) minutes of office time per section.
- Office hours and contact information should be posted on syllabus and on your office door.
- CPS/STEM faculty must wear TSC ID cards while on campus.
- Faculty shall not use cell phones for personal use while class is in session.
- Faculty of Texas Southmost College are expected to conduct themselves professionally in all interactions with staff, students, colleagues, and the public. Professionalism includes both conduct and appearance. Clothing worn by faculty should be appropriately clean and in good repair and should be free of offensive slogans or images. This policy does not interfere with the need some faculty may have to wear specific uniforms or attire for their work conditions or setting. If you have a question about what is and is not appropriate to wear, please ask your Departmental Chair or Dean. If there is an issue regarding a faculty

member's clothing, the appropriate Dean or Departmental Chair may consult with that faculty member and decide which, if any, further steps will be taken.

- Prepare for all classes prior to conducting class – do not leave classroom/lab or send students to make copies for you during class time. It is your responsibility to make copies.
- Faculty is expected to use technology including electronic documents rather than making hardcopies whenever possible. Remember, TSC is an all-digital college!
- Faculty should refrain from forwarding Department Chair and Dean emails to third parties.
- All faculty must check their TSC email daily, since this will be the main form of communication.
- The Dean's reception area is a place of business where many off campus visitors are often present. Please refrain from congregating in the reception area.
- Your divisional AA is your first line of communication. The divisional staff is here to help you with all your needs. Please come to your AA or department chair first before contacting individuals outside our division.
- Use your outlook calendars for deadlines. Faculty, staff, and administration must submit work in a timely and professional manner. If you foresee that you will not meet a deadline, please contact the Department Chair and/or Dean ahead of time so they may have enough reaction time.
- Please note that CPS/STEM Personnel Photographs may be displayed on the TSC and CPS/STEM webpage, divisional board or used in divisional presentations.
- Please notify the CPS/STEM Dean in writing if you wish to refrain from participation.

Departmental Procedures

Faculty/Instructor Appraisal

The method below is used by Texas Southmost College to measure an instructor's productivity and professionalism for faculty teaching academic or technical programs and for adjunct faculty during a contract period of nine (9) or twelve (12) months a year. Full time faculty will be appraised by department chairs. Part time faculty will be appraised by full time faculty mentors. The following table summarizes the appraisal process:

Process	Description	Date of Completion
Initial Performance Planning Conference	First meeting between departmental chair and faculty to determine faculty member's instructional, administrative, and professional assignments.	Fall Convocation Week
Instructional Observation	<ol style="list-style-type: none"> 1. At least one instructional observation must be conducted per rating period. The evaluator may choose to conduct more than one instructional observation if additional observations are needed to provide a fair and objective appraisal of the instructor's performance. 2. The observation can occur during any week of the course/semester prior to the Evaluator-Instructor Conference. 3. The evaluator will become aware of the course objectives through the instructor's syllabus document and/or in consultation with the instructor before the visit. 	Fall term
Professional Responsibility Appraisal	The Professional Responsibility Appraisal will be completed by the evaluator before the Evaluator-Instructor Conference. Instructors may submit supporting documentation for Section D. Professional Growth and Section E. Special Contributions.	Spring
Student Appraisal	<ol style="list-style-type: none"> 1. Students have the opportunity to assess the quality and effectiveness of the performance of each faculty member through on-line surveys conducted each semester. The Student Appraisal will be administered to all the instructors' classes according to the following schedule: <ul style="list-style-type: none"> ● 16 week semester - administered during the 14th–15th weeks ● 12 week semester - administered during the 10th–11th weeks ● 9 week semester - administered during the 7th–8th weeks 	Fall/Spring/Summer

	<ul style="list-style-type: none"> ● 8 week semester - administered during the 7th week ● 6 week semester - administered during the 5th week <ol style="list-style-type: none"> 2. The Student Appraisal instrument will be administered electronically through the Pearson Solution Platform. 3. To insure fairness within the appraisal procedure, the instructor is not to discuss the Student Appraisal with any class prior to administration. 4. Information Technology Services is responsible for processing the Student Appraisal forms. The appraisal summary will be provided to the instructor. 	
Evaluator Instructor Conference	<ol style="list-style-type: none"> 1. A copy of the completed appraisal instrument will be given to the instructor before the Evaluator-Instructor Conference is scheduled. 2. The deadline for the completion of all appraisal instruments is at least one week prior to the end of the course/semester. 3. The evaluator will initiate the conference. 4. Following the Evaluator-Instructor Conference, the evaluator will provide a written summary to the instructor on the Appraisal Summary form. The summary memo must be sent to the instructor by the end of the course/semester. 	End of Spring Term

Faculty Absences

In case of an unforeseeable absence, the procedure is to call/email the divisional administrative assistant (cc: Department Chair). It is the instructor’s responsibility to contact students and post a virtual announcement. If the instructor is unable to contact students and/or post a virtual announcement, he/she may ask the administrative assistant to post a note on the classroom door. For planned absences (ex. work approved meetings), it is the responsibility of the instructor to inform students and/or plan for coverage from a TSC employee. Upon your return, complete an absence report form within the week you return to work. Please request the absence report form from the administrative assistant. Complete and return form to administrative assistant. Absence reports must be typed and completed by instructor. Policies and procedures governing faculty absences can be found at the following in the TSC Board Policy [DEC \(LOCAL\)](#).

Faculty Travel Requests

Faculty wishing to travel to conferences must make requests prior to the end of the previous fiscal year through the budget forecast spreadsheet that is submitted to the Department Chair at the end of the spring semester. The form is a tool for the Dean to negotiate for specific travel funds for faculty. However, if you become aware of a conference after you submit this form, you must email the Department Chair requesting funds to attend the conference. The request must contain the following information: conference cost, hotel cost, travel cost (flight or mileage),

dates of the conference, request for cash advance, and benefits of attending the conference to the institution.

Once approved, arrangements must be made as soon as possible. Cash advances can take anywhere from four to six weeks to process, which is why timeliness of the request is of critical importance. Also, it is important that the faculty member makes arrangements for their classes during their absence. They must continue to take attendance, make assignments available via the Pearson platform, and make arrangements for a colleague to guest lecture or proctor an exam. All arrangements must be made prior to the faculty member's departure.

Any guest lectures or proctoring arrangements should be shared with the Department Chair and copied to the Dean and administrative assistant to ensure its fulfillment.

Assessment Data Collection and Submission

Assessment is a critical activity for students, staff, faculty, and the institution. Assessment helps the institution maintain its accreditation. Faculty from each department are responsible for the following assessment data collections and submissions:

Institutional Effectiveness Plans (IEPs)

IEPs are developed by each college planning unit to address the effectiveness of programs and services. The IEPs serve to guide all employees in the design, implementation and changes in procedures and services based on the previous year's evaluation and assessment results. Results are reported on a yearly basis, typically at the end of spring term.

Educational Program Outcome Plans (EPOPs)

EPOPs are developed by the faculty to focus on skills students should have developed after completing a program of study. Assessment results are used by faculty to improve student learning and skills development within a program of study. Results are reported on a yearly basis, typically at the end of spring term.

Student Outcomes Assessment Plans (SOAPs)

SOAPs are developed by the faculty to focus on improving the effectiveness of teaching and student learning. The results of assessment and student outcomes are used to review and revise their SOAPs, with the ultimate goal of improving student learning. Results are reported on a semester basis, typically at the end of each academic term, including summer sessions.

Syllabi Availability for Subsequent Semesters

Faculty must make sure that certain divisional descriptions are included on their syllabi, which is why faculty are provided with templates that include all required information. Syllabi are available in the Appendix and through the [syllabus hyperlink](#). During the 2016-2017 academic year, the syllabi for subsequent semesters are due on the following dates:

Semester	Due date	
	Departmental Level	Divisional Level
Spring	First Week of October (October 3, 2016)	First Week of November (November 1, 2016)
Fall & Summer	First week of March (March 01, 2017)	First week of April (March 06, 2017)

Fall/Spring/Summer Course Schedule

During the 2016-2017 academic year, course schedules for subsequent semesters are due on the following dates:

Semester	Due date	
	Departmental Level	Divisional Level
Spring	First Week of September (September 2, 2016)	First Week of September (September 09, 2016)
Fall & Summer	Spring Convocation (January 20, 2017)	First Week of Spring Semester (January 27, 2017)

Course Rotation and Day/Evening Rotation

All faculty will rotate courses taught on a semester to semester basis to ensure every faculty member has an opportunity to each type of class offered by the division, especially with respect to accelerated courses. If an instructor teaches accelerated courses in the fall term, they may not teach accelerated courses in the spring term.

Additionally, every instructor may rotate morning and evening schedules. Faculty may also be required to teach at least one evening course on a semi-regular basis. All faculty agreed to be available to teach days, evenings, or weekends when first hired. For every course that has at least two sections being offered, one of the sections must be offered in the evening.

Committee Assignments

Faculty are expected to serve on committees at departmental, divisional, and institutional levels. Faculty will receive committee assignments at the beginning of each academic year. The assignments for the various committees will be decided by the following administrators:

- Department Chair: Program and Departmental Committees
- Division Dean: Divisional Committees
- Division Dean: Institutional Committees

Workloads

Full-time faculty members shall allocate a minimum of 40 hours per week for teaching, preparation, office hours, and additional time consulting with students, professional development, committee work, and other service to the College District. Hours spent teaching overload classes shall not be included in the 40-hour minimum.

Full-time instructional faculty must teach 30 work units (WUs) if they have a nine-month contract during an academic year. Summer assignments do not count toward the 30 WUs requirement for faculty on nine-month contracts. Typically, faculty will teach 15 WUs in the fall and 15 WUs in the spring. Faculty teaching less than 15 WUs in a fall semester will be expected to make-up the workload deficiency in the spring semester within the academic year or with duties as appropriate. Faculty teaching more than 30 WUs per year will be paid for the appropriate overload assignment. For additional information, please refer to the TSC Board Policy [DJ \(LOCAL\)](#).

During the fall and spring semesters, all full-time faculty members shall be required to maintain at least ten (10) scheduled office hours per week to be available to students for individual conferences, from which five (5) must be posted. These office hours shall be posted for student access. The ten (10) hours per week is different than the 30 work units for the nine-month academic year. Other college service activities will count in lieu of weekly office hours.

Departmental Meetings and Major Events Calendar

At the beginning of every semester, meeting dates will be shared with faculty. Attendance to meetings is mandatory. Meetings will also be scheduled as needed.

Agenda items must be submitted at least 48 hours prior to the scheduled departmental meeting to the respective divisional administrative assistant. Meeting minutes will be taken by the respective divisional administrative assistant.

Roster Verification

All CPS faculty are required to verify the placement of their students in their classes. There are two measures used in placement, TSI scores and previous course history, as well as other cognitive and non-cognitive measures. Verification must take place during convocation week before the first day of class.

End of the Semester Reports

The Ends of the Semester reports are typically due during the last week of the semester. The report includes three categories:

1. College Service: Services include, but are not limited to, committee work, grants, curriculum redesign, development of new courses/programs, and sponsorship of student organizations.
2. Community Service: Services volunteered by individuals or an organization to benefit the community. Services usual extend beyond the College.
3. Professional development activities include, but are not limited to, maintaining membership/participates in professional organizations; earning course credit/pursuing advanced degree; and participating in workshops, seminars, institutes; etc.

The end of the semester forms are available in the Appendix and at: [college service](#), [community service](#), and [professional service](#).

Faculty Contracts

Faculty contracts are signed when employment is accepted. Contracts are also signed when titles are changed. Contract renewals are usually available at the end of spring term, but administration has until the beginning of class to make contracts available. If a raise is approved by the Board of Trustees, a new contract is made available for faculty prior to the first day of the new fiscal year.

Budget Forecasts

Departmental Budget Forecast are due to Department Chairs by the last week of April of each academic year or when requested by the President. Budget forecasts will include requests for durable office equipment, instructional supplies, and travel to conferences.

Grades

Timely grading and posting of grades is critical for students to know how they are faring in the course at any given moment. Timely and accurate grades will help students decide whether they need to work harder to earn a satisfactory grade, whether the student's performance will not be satisfactory so they must withdraw from the course, or whether they are performing as expected and will earn the final grade they expect to earn. Faculty must post grades on the Learning Management System in a timely manner. In addition, faculty must post final letter grades no later than 24 hours after the scheduled final exam. If a faculty member accidentally submits a wrong final course grade, a faculty member will complete and submit a Grade Change Form, which is available with the Dean's administrative assistant. Procedures regarding Grade Changes and Grade Grievances may also be found in the current [TSC Student Handbook](#).

Student Complaints

Departmental chairs are expected to be the first contact for student complaints after the student meets with the faculty member in question. The chair can guide the student to the appropriate personnel based on the nature of the student complaint. Students are expected to complete a TSC Student Request for Conference with Department Chairs and submit to the divisional administrative assistant. All formal complaints must follow the steps outlined in the current [TSC Student Handbook](#).

Outside Employment

Faculty will submit a written request to work outside of campus. The request must clearly state that the new employment does not interfere with your TSC duties and that there is no conflict of interest. The request will be forwarded to the Dean and President of TSC for review. Employment should not begin until approval is received. Please allow adequate time for review of request.

Departmental Chair Hours of Availability

Departmental Chairs are available to meet with faculty and students during their office hours. Chairs are also available by appointment.