# Table of Contents

College Organization .................................................................................................................................. 6

A Brief History of Austin Community College .......................................................................................... 6

Mission of the College ............................................................................................................................... 7

Statement of Values and Ideals .................................................................................................................... 7

Academic and Campus Affairs Council ....................................................................................................... 7

Accreditation ............................................................................................................................................... 7

Board of Trustees ...................................................................................................................................... 7

College Unity ............................................................................................................................................ 8

Committee/Program Minutes ...................................................................................................................... 8

Internal Employee Associations ................................................................................................................... 8

Organizational Charts ................................................................................................................................. 8

Publications by the College .......................................................................................................................... 8

State Regulatory Agency ............................................................................................................................. 9

Human Resources Information ................................................................................................................... 10

Access to Personal Information ................................................................................................................ 10

ADA Accommodations ............................................................................................................................... 10

Change of Address, Telephone, Marital Status ........................................................................................ 10

Drug Free Workplace Policy ..................................................................................................................... 11

Employee Assistance Program .................................................................................................................. 11

Equal Employment Opportunity Policy ................................................................................................... 11

Harassment Prevention .............................................................................................................................. 12

Holidays .................................................................................................................................................... 12

Inclement Weather .................................................................................................................................. 12

Official Documentation ............................................................................................................................... 12

Payment Schedules/Payroll ........................................................................................................................ 13

Salary Scale ............................................................................................................................................. 13

Standards of Conduct ................................................................................................................................. 13

General Information for All Employees .................................................................................................... 13

Family and Medical Leave Act .................................................................................................................. 14

Sabbatical Leave ....................................................................................................................................... 16
Institutional Planning & Program Evaluation ................................................................. 17

Overview ................................................................................................................................. 17

Master Plan ................................................................................................................................. 17

Institutional Effectiveness Assessment ................................................................................. 17

Instructional Program Review .............................................................................................. 18

Research Review Committee ............................................................................................... 18

The Office of Institutional Effectiveness and Accountability (OIEA) ................................. 18

Instructional Information ........................................................................................................... 19

Instructional Information for All Faculty .................................................................................. 19

  Instructional Philosophy ........................................................................................................... 19

  Academic Freedom and Responsibility ............................................................................... 19

  Requirements for All Faculty .............................................................................................. 19

  First Week of Classes ........................................................................................................... 20

  Absence Procedure for Faculty ............................................................................................. 20

  Attendance ............................................................................................................................. 21

  Class Rolls .............................................................................................................................. 21

  Copyright Ownership ............................................................................................................. 21

  Copyright and Fair Use .......................................................................................................... 21

  Distance Learning .................................................................................................................. 22

  Field Trips ............................................................................................................................... 22

  Guest Lecturers .................................................................................................................... 22

  Office Hours .......................................................................................................................... 22

  Professional Development Credit ......................................................................................... 23

  Schedule of Classes .............................................................................................................. 23

  Textbook and Supplies .......................................................................................................... 23

  Workload of Employees Retired Under Teachers Retirement System .............................. 23

Instructional Information for Full-Time Faculty ................................................................. 23

  Recruitment and Appointments ........................................................................................... 23

  Placement / Advancement ................................................................................................. 24

  Faculty Titles ......................................................................................................................... 24

  Agreements & Workload: Full-time Faculty .................................................................... 24
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreements &amp; Workload: Librarians</td>
<td>25</td>
</tr>
<tr>
<td>Agreements &amp; Workload: Counselors</td>
<td>25</td>
</tr>
<tr>
<td>Instructional Information for Adjunct Faculty</td>
<td>25</td>
</tr>
<tr>
<td>Recruitment and Hiring</td>
<td>26</td>
</tr>
<tr>
<td>Eligibility Lists</td>
<td>26</td>
</tr>
<tr>
<td>Appointments</td>
<td>26</td>
</tr>
<tr>
<td>Workload</td>
<td>26</td>
</tr>
<tr>
<td>Scheduling</td>
<td>27</td>
</tr>
<tr>
<td>Adjunct Faculty Association (AFA)</td>
<td>27</td>
</tr>
<tr>
<td>Adjunct Faculty Participation at ACC</td>
<td>27</td>
</tr>
<tr>
<td>Summary of Responsibilities</td>
<td>28</td>
</tr>
<tr>
<td>Evaluation</td>
<td>29</td>
</tr>
<tr>
<td>Overview</td>
<td>29</td>
</tr>
<tr>
<td>Administrative Performance of Adjuncts</td>
<td>29</td>
</tr>
<tr>
<td>Input Forms</td>
<td>29</td>
</tr>
<tr>
<td>Instructional Performance</td>
<td>30</td>
</tr>
<tr>
<td>Portfolios</td>
<td>30</td>
</tr>
<tr>
<td>Professional Development</td>
<td>30</td>
</tr>
<tr>
<td>Professional Service</td>
<td>30</td>
</tr>
<tr>
<td>Responsibilities of Full-time and Adjunct Faculty</td>
<td>30</td>
</tr>
<tr>
<td>Responsibilities of Department Chair</td>
<td>30</td>
</tr>
<tr>
<td>Responsibilities of Instructional Dean</td>
<td>30</td>
</tr>
<tr>
<td>Student Evaluation of Faculty</td>
<td>31</td>
</tr>
<tr>
<td>Use of Evaluations in Eligibility Lists</td>
<td>31</td>
</tr>
<tr>
<td>Support Services</td>
<td>32</td>
</tr>
<tr>
<td>General Instructional Support</td>
<td>32</td>
</tr>
<tr>
<td>Campus Services</td>
<td>32</td>
</tr>
<tr>
<td>Campus Duplication Services</td>
<td>32</td>
</tr>
<tr>
<td>Organizational Reference</td>
<td>33</td>
</tr>
<tr>
<td>Testing Center</td>
<td>33</td>
</tr>
<tr>
<td>Typing/Clerical Support</td>
<td>33</td>
</tr>
</tbody>
</table>
Word Processing Services

Be aware that many word processing services are available on campus in the Media Center. Check first to see if your campus offers the service you need.

Instructional Resources & Technology

Computing Resources

Instructional Design and Development

Instructional Support and Incentives

Instructional Technology Services

ACCNet

Help Desk

Computer Support

Internet Services

Telephone Services

Student Related Information

Admissions and Records

Advising Services

Assessment Services

Career Services / Job Placement

Counseling Services

Financial Aid Office

Office for Student with Disabilities

Policies and Procedures

Student Activities

Support Center

Summary
The ACC Faculty Handbook is an online quick reference guide detailing information pertaining to full-time and adjunct faculty. It provides general information about College policy, procedures, services for faculty and faculty responsibilities.

**College Organization**

- A Brief History of ACC
- Mission
- Statement of Values and Ideas
- Academic and Campus Affairs Council
- Accreditation
- Board of Trustees
- College Unity
- Committee/Program Minutes
- Internal Employee Associations
- Organizational Charts
- Publications by the College
- State Regulatory Agency

**A Brief History of Austin Community College**

Austin Community College (ACC) was established in December 1972 by voters of the Austin Independent School District. In the fall of 1973, ACC registered 2,363 students. Classes began on September 17, 1973. The AISD Board of Trustees served as ACC’s Board of Trustees, and the College shared the district’s boundaries.

In December 1978, ACC was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award associate degrees. ACC’s enrollment had increased to 13,481 students.

On March 1, 1982, the College, following the guidelines of the Texas Education Code, established its own governing Board of Trustees, consisting of nine elected members. Accreditation was reaffirmed by SACS in 1983 and 1993.

With its purchase of the Austin Country Club in January 1983, ACC acquired its first real estate. Situated at 5712 East Riverside Drive, the property is now ACC’s Riverside Campus. ACC’s Board of Trustees held its first election in the spring of that year.

On November 5, 1985, 83 percent of the citizens of the Leander Independent School District voted to become part of the ACC district.

Following the passage of the 1985 General Appropriations Act, which stated that “it is the intent of the Legislature that all public junior colleges receiving state appropriations shall initiate procedures
necessary to secure ad valorem revenues sufficient to supplement the funding of the district by August 31, 1987,” ACC held a successful tax base election. The measure approved a maximum of 5 cents per $100 assessed property valuation.


The College maintains seven campuses in addition to the Highland Business Center, which houses the administrative offices and a business training center, and the Service Center, which houses support services. The campuses are Rio Grande (1975), Riverside (1984), Northridge (1989), Pinnacle (1990), Cypress Creek (1991), Eastview (1999) and South Austin (2006).

**Mission of the College**

Read the full board policy at [http://www.austincc.edu/board/policies/A1.htm](http://www.austincc.edu/board/policies/A1.htm).

Related Administrative Rule: **1.01.001** Degree & Certificate Designations

**Statement of Values and Ideals**

Read the full board policy at [http://www.austincc.edu/board/policies/A2.htm](http://www.austincc.edu/board/policies/A2.htm).

**Academic and Campus Affairs Council**

The *Academic and Campus Affairs Council* is established to provide review on all College-wide academic issues and make recommendations on academic policies. The Council is chaired by the Executive Vice President/ Provost.

**Accreditation**

Austin Community College is accredited by the Commission on Colleges of the [Southern Association of Colleges and Schools](http://www.sacscoc.org) to award the associate degree.

**Board of Trustees**

Members of the *ACC Board of Trustees* are elected by the electorate of the ACC district which includes all of Austin, as well as the Leander, Manor, Del Valle, and Round Rock Independent School Districts. Members serve six year terms which are staggered so that three trustee positions become open to public vote every two years.

The Board of Trustees has the responsibility for formulating public policy for the operation of the Austin Community College District. It functions as the legislative and policy-making body charged with the governance and control of activities within the College District. The formulation and adoption of written policy is the basic method by which the Board exercises its leadership in the operation of the College District. The Board delegates to the President of the College the function of specifying required actions and designing the detailed arrangements under which the College will be operated. The Board maintains
and supervises the College by evaluating information and recommendations concerning implementation of its policies.

Operations of the Board are outlined in Policy Group B, sections B-1 through B-7.

**College Unity**

Board Policy C-2A outlines ACC as a single college entity and states that all employees shall support that unity "by seeking what is best for the whole College rather than exclusively for a particular sector."

Read the full board policy at [http://www.austincc.edu/board/policies/C2.htm](http://www.austincc.edu/board/policies/C2.htm).

Related Administrative Rule: 3.02.002 Single College Concept and related Guideline/Procedure for AR 3.02.002.

**Committee/Program Minutes**

Each ACC Committee or Academic Program maintains webpages that contain information about the committee mission, the committee membership, the meeting dates, the minutes for past meetings, and agenda items for future meetings.

The **Committee Name** Listing (except Advisory Committees)

The **Discipline Advisory Committee** Listing

The **Committee Identifier** Listing

The **Committee Chair** Listing

[Minutes Search](http://www.austincc.edu)

**Internal Employee Associations**

Board Policy C-4 outlines the interaction between the Board of Trustees and recognized internal employee associations. Associations particularly important to faculty are the Full-Time Faculty Senate, Adjunct Faculty Association, and ACC Retiree Association.

Read the full board policy at [http://www.austincc.edu/board/policies/C4.htm](http://www.austincc.edu/board/policies/C4.htm).

Related Administrative Rule: 3.04.001 Internal Employee Organizations

**Organizational Charts**

The Office of the President posts college organizational charts to provide a general resource for college personnel.

**Publications by the College**
ACC Catalog details admissions requirements, course offerings, grading system, student services, and tuition and fees. It also gives general information about the College, lists the faculty and administrators, and contains the College calendar. The ACC Catalog is available to students through the Admissions and Records Offices. Copies for faculty and staff are available in the Campus Administrative Office.

ACC Course Schedule lists the schedule of courses offered each semester. It also gives the calendar for pre-application, assessment, orientation, advising and registration dates. Instructions for registration and compliance with local assessment and/or the Texas Academic Skills Program are also included. Available through the Admissions and Records Offices.

ACC Policy Manual is the complete, detailed source which sets forth all policies approved by the Board of Trustees. It is available to download as either as an Acrobat file (~180KB) or as an editable document.

Board Agendas provide background information, resource personnel, and recommendations for each item submitted for Board consideration. They are published and distributed by the President's Office and available for reference in each Campus library.

Fact Book is published by the Office of Institutional Effectiveness. It presents statistical information on such topics as enrollment figures, College curricula, student characteristics, budget and finance, and faculty and staff. Available in the library.

Faculty-Staff Directory is an online listing of all personnel included on the College Staffing Table (as well as grant employees).

The ACC Faculty Handbook is an online guide detailing information pertaining to full-time and adjunct faculty. It provides general information about College policy, procedures, services for faculty and faculty responsibilities.

Student Handbook reviews programs, services, policies and procedures governing students.

State Regulatory Agency

The Texas Higher Education Coordinating Board (THECB), is a statutory 9-member board appointed by the Governor. State funding appropriated by the Legislature for academic programs is administered by the Board. It reviews and approves degree programs, and is responsible for statewide planning and policy-making to assure quality and efficiency in Texas higher education.
Human Resources Information

- Access to Personal Information
- ADA Accommodations
- Change of Address, Telephone, Marital Status
- Drug Free Workplace Policy
- Employee Assistance Program
- Equal Employment Opportunity Policy
- Harassment Prevention
- Holidays
- Inclement Weather
- Official Documentation
- Payment Schedules
- Salary Scale
- Standards of Conduct
- Worker's Compensation
- General Information for All Employees
- Family and Medical Leave Act
- Sabbatical Leave

Access to Personal Information

ACC is governed by the rules and regulations of the Texas Open Records Act that calls for public access to the records of the College, including personal information.

If faculty choose NOT to allow public access to home addresses and phone numbers, the information will not be given out. If faculty do not indicate a choice, the information is subject to public access.

To restrict distribution of personal information faculty must log into Employee Online Services and complete the Change of Information form.

ADA Accommodations

ACC is required to make an accommodation to an applicant or employee certified to have a known disability affecting a life activity or ability to work.

Faculty who become disabled may contact the Dean’s Office or Vice President of Human Resources, 223-7572 for assistance.

For further information, refer to the policy and guidelines located at: http://www.austincc.edu/admrule/6.01.003Guideline.htm, Employment of Individuals Under the Americans With Disabilities Act 6.01.003.

Change of Address, Telephone, Marital Status
To report any change of address, telephone, and/or marital status, go online to the ACC website at http://www.austincc.edu/ and click on “Faculty and Staff Login” on the bottom right hand corner. For assistance contact HR Records, 223-7571.

Related Administrative Rule: 6.09.001, Personal Status Change.

Faculty should update any personal information with the Employee Retirement System (ERS) at www.ers.state.tx.us.

**Drug Free Workplace Policy**

The Austin Community College District (ACCD) maintains a drug free workplace policy, which all ACCD employees must comply with as a condition of employment. Activities prohibited by this policy shall be considered good cause, as that term is used in Administrative Rule 6.08.001, for discipline, including, but not limited to suspension, non-renewal or immediate termination of employment. Please refer to the related Administrative Rule 3.03.003, Drug Free Workplace & Drug Free Schools & Communities Act.

**Employee Assistance Program**

ACC offers an Employee Assistance Program, commonly known as EAP, to help employees cope with a wide range of personal problems which may adversely affect work performance. The EAP provides assessment and short-term counseling for employees and their families in many areas, including, but not limited to, marital and relationship issues, parenting issues, substance abuse, and legal and financial counseling. The EAP also provides counseling and coaching regarding workplace issues such as job-related stress, burnout and motivation issues, on-the-job conflicts, harassment, or other personal problems that affect work performance.

All contact with the Employee Assistance Program is strictly confidential. Supervisors, coworkers or family will not have any knowledge of a faculty member's use of the program. And because this benefit has been prepaid by ACC, there is no cost to faculty for using the EAP. ACC employees and their families may call 338-4978 for more information.

**Equal Employment Opportunity Policy**

Board Policy F-1 states the Austin Community College District is an equal employment opportunity/affirmative action employer. As an equal opportunity employer, the College shall not discriminate on the basis of race, color, creed, national origin, religion, age, sex, political affiliation, or physical handicap. Discrimination is prohibited, and the College will comply with all applicable College policies and state and federal legislation. The College shall actively seek to increase the number of minority personnel through affirmative actions.

Read the full board policy at http://www.austincc.edu/board/policies/F1.htm
Harassment Prevention

Austin Community College, as outlined in Board Policy F-2 and Administrative Rule 6.02.001, does not tolerate harassment by any person, especially sexual and racial harassment, in College facilities or activities. Possible harassment should be reported immediately to a counselor or supervisor. All complaints filed are "taken seriously and investigated promptly, impartially, and with due respect for confidentiality." Anyone who is found to have engaged in harassment shall be subject to disciplinary action, which may include termination.

Read the full board policy at [http://www.austincc.edu/board/policies/F2.htm](http://www.austincc.edu/board/policies/F2.htm)
Related Administrative Rule: 6.02.001 Harassment Prevention

Holidays

Holidays which the College observes for employees and students will be listed in the Board approved calendar of the current [College Catalog](http://www.austincc.edu). Paid holidays are applicable only to employees holding staffing table positions.

Austin Community College permits students to be absent from classes for the observances of a religious holy day. Students are permitted to be absent, without penalty, from an examination or from submitting an assignment scheduled for that day. Students are responsible for notifying professors in writing prior to the absence, but no later than the 15th day after the first day of the semester, of the religious holy day(s) that will be missed. Students must complete required assignments within two (2) days following the religious holy day on which the absence occurred.

Related Administrative Rules: 6.10.006 Holidays

4.02.008 Religious Holy Days

Inclement Weather

Classes at ACC may be canceled due to inclement weather. If classes are in session, the President or the designated site supervisor notifies faculty and students. If classes are not in session, notification will be via ACC’s website at [http://www.austincc.edu](http://www.austincc.edu) and ACC’s Channel 19, as well as via local radio and television stations.

Official Documentation

In meeting its standards for accreditation, Austin Community College is required to maintain files that document academic preparation of faculty, including official transcripts. An official transcript is an original document imprinted or embossed with a college seal or signature submitted directly to ACC by the sending institution of higher education. Faculty who teach in technical and applied programs may also be required to document work experience or professional competence. All faculty must have a
completed ACC application, W-4, and I-9 form on file. In addition, faculty teaching in academic areas must submit an official transcript.

**Payment Schedules/Payroll**

The Office of Human Resources maintains lists of payment dates for each category of employee. The lists are available online at [http://www.austinecc.edu/hr/payroll/schedulepayments.php](http://www.austinecc.edu/hr/payroll/schedulepayments.php).

Any faculty member whose paycheck does not reflect the faculty member’s assignments should contact the department chair responsible for reporting course assignments to HR Records for payroll purposes.

**Salary Scale**

The salary scale is available through the Office of Human Resources and online at [http://www.austinec.edu/hr/compensation/salaryscales.php](http://www.austinec.edu/hr/compensation/salaryscales.php).

Related Board Policies: F9 Employee Benefits, F10 Employee Compensation
Related Administrative Rule: 6.10.010 Payroll

**Standards of Conduct**

Please refer to the Employee Handbook for the most up-to-date information, [http://www.austinec.edu/hr/employeehandbook/compliancepolicies.php#conduct](http://www.austinec.edu/hr/employeehandbook/compliancepolicies.php#conduct).

**Worker's Compensation**


For more information about workers’ compensation, please see the Employee Handbook - [http://www.austinec.edu/hr/employeehandbook/groupinsurance.php#otherbenefits](http://www.austinec.edu/hr/employeehandbook/groupinsurance.php#otherbenefits).

**General Information for All Employees**

Human Resources maintains an Employee Handbook for staffing table employees. Below are a few of the topics of particular interest to instructors where information does not differ between staffing table
employees and full-time/adjunct faculty. Additional topics are available in the full Employee Handbook at the Office of Human Resources web site.

<table>
<thead>
<tr>
<th>College Locations</th>
<th>Solicitation of Employees</th>
<th>Credit Union Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Emergency</td>
<td>HIV and the Workplace</td>
<td>Return of College Property</td>
</tr>
<tr>
<td>Non-Smoking Ordinance</td>
<td>Americans with Disabilities Act</td>
<td>Keys</td>
</tr>
<tr>
<td>Concealed Weapons</td>
<td>Staff Recognition and Awards</td>
<td>Lost and Found</td>
</tr>
<tr>
<td>Nepotism</td>
<td>Relationship with Vendors</td>
<td>Mail Services</td>
</tr>
</tbody>
</table>

**Family and Medical Leave Act**

ACC provides family and medical leave to employees in accordance with the Family and Medical Leave Act of 1993. Eligible employees who have worked at least 1250 hours for the previous twelve (12) consecutive month period may take up to twelve (12) weeks of Family and Medical Leave for any of the following reasons:

- A serious health condition of an employee that renders the employee unable to perform the essential job functions as defined in the employee’s job description
- The care of a spouse, parent, or child with a serious health condition
- The birth, adoption or foster care placement of a child (leave cannot extend beyond twelve months of the birth or placement date)

**FMLA- Dual Spouse Employment**

Spouses who are both employed by the College are entitled to a combined total of twelve (12) weeks for the birth, adoption or state-approved foster care or to care for a sick parent (not parent-in-law). Absences must be approved by each supervisor.

**Intermittent (Reduced Or Interrupted) FMLA Leave**

Intermittent FMLA leave or a reduced schedule may be requested, if medically necessary for specific medical schedules (recovery or otherwise). The employee must clearly indicate the specific dates and duration times of the leave clearly in a letter to the supervisor. Intermittent or reduced schedule leave taken for the birth placement or adoption of a child must be approved by the supervisor for scheduling purposes.

New federal regulations regarding FMLA apply to military personnel. In short, the new provisions require covered employers to permit employees already eligible for FMLA leave:

- to use any of their 12 weeks allotment to take leave because of any qualifying exigency (as defined by the Department of Labor at a later date through regulation) arising out of the fact that the spouse, son, daughter or parent of an employee is on active duty or has been notified
of an impending call or order to active duty in the Armed Forces in support of a contingency operation;

- to take up to 26 weeks of leave during a single 12-month period to care for a spouse, son, daughter, parent or next of kin with illness or injury incurred in the line of duty while in the Armed Forces or National Guard or Reserves.

While the new law contains some differences with respect to notice and certification requirements, the leave under both provisions may be taken intermittently, and almost all of the other restrictions/obligations associated with FMLA leave still apply.

**FMLA Application Packet**

An employee may obtain the application packet from the HR Benefits Office. This packet contains the necessary materials to be completed and returned to HR Benefits prior to starting the FMLA period. Medical confirmation is required by the employee’s doctor, and legal documents are required for adoption.

A copy of the completed “Family and Medical Leave Request” should be sent to the supervisor for information only (approval not required). The original FMLA documents must be sent to HR Benefits for review and approval. Employees must provide HR Benefits with completed documents 30 days in advance, when the FMLA leave is foreseeable. If the medical condition is an emergency, the employee can complete the FMLA certification form within (3) three business days from the start of the emergency. Supervisors, family, or staff may initiate the FMLA process in the employee’s absence. The FMLA leave may be denied and ACC job protection jeopardized if the employee does not provide the required FMLA notification and documentation.

Employees are required to provide certification from their family’s health care provider (doctor, medical provider, hospital, etc.) verifying illness (medical document) or legal documentation for absence due to illness, placement of a child for adoption, or state-approved foster care placement. All medical information shall be maintained in confidence (and not released, except to authorized persons) and will be destroyed in accordance with applicable laws.

Employees are required to exhaust all applicable accrued leave (vacation and sick leave) as part of their twelve-week Family Leave or Medical Leave, prior to the utilization of “unpaid leave.”

Employees on FMLA and in a paid status are eligible to use other types of appropriate leave during this FMLA period, such as Bereavement or Parental Leave, provided that ACC’s criteria for such leave is met. Employees on FMLA and in an unpaid status, are not eligible to use any other type of incidental leave.

Under the provisions of the FMLA, when the employee is approved for FMLA leave, the College is required to hold the position (or an equivalent position), open for twelve (12) weeks. If the employee is unable to return to work after the FMLA leave is exhausted, the College has no further obligation to hold the employee’s position open, and the employee may be terminated. All such decisions will be based on departmental and College needs.

If an employee fails to return from FMLA leave, the employee will be required to repay the College for any insurance premiums paid by ACC to maintain coverage during the period of unpaid leave unless there is a recurrence or continuation of the serious health condition that entitled the employee to the
leave. The employee is responsible for submitting justification that the failure to return from FMLA leave is based upon a recurrence or continuation of the serious health condition.

Additional information can be found at:  
http://www.austinecc.edu/hr/employeehandbook/leavebenefits.php#fmla

Definitions

**Family Leave** is used for the birth, adoption or state-approved placement of a foster child or to take care of a spouse, child, or parent with a serious health condition.

**Medical Leave** is used for a serious health condition that renders an employee unable to perform the essential functions of the job.

**Parent** is a biological, foster, or adoptive parent, stepparent, or a legal guardian.

**Child** is a biological, adopted, foster child, stepchild, a legal ward, or a child of a person standing in loco parentis.

**Sabbatical Leave**

Sabbatical Leave may be granted to Staffing Table employees who have worked full time for ACC for at least six (6) consecutive years. Employees on Sabbatical Leave may be granted sabbaticals of up to one (1) year. Faculty who take a one-year sabbatical will receive pay based on their contract. For all employees, pay will be prorated for sabbaticals of less than one (1) year.

Leave may be granted for the purpose of personal and/or professional improvement which will clearly benefit the College (through activities such as formal or informal study and acquisition of new skills or keeping abreast of new technologies, research, and community service).

Employees must apply for sabbatical leave through appropriate supervisory channels. Applications must be made by the published date of the year preceding the fiscal year for which leave is requested.

Selection will be made by the President upon recommendation of the Sabbatical Review Committee, with the approval of the Board of Trustees. The relative potential benefit of the proposed leave to the College will be considered in the selection process.

In the event that an employee does not return from the leave, the employee shall be required to repay the College all money received from ACC while on Sabbatical. The employee must meet all agreed upon contractual terms and serve for a period of time equal to the length of the leave. An employee on Sabbatical Leave should notify the appropriate Dean or VP of any interruption in the Sabbatical program. All attempts should be made to complete the program in the allotted time for scheduling purposes.

For more specific information on Sabbatical leave and for application deadlines, go to  
http://www.austinecc.edu/hr/profdev/sabbaticals.php or contact HR Professional Development.
Institutional Planning & Program Evaluation

- Overview
- Master Plan
- Institutional Effectiveness Assessment
- Instructional Program Review
- Research Review Committee
- Office of Institutional Effectiveness and Accountability

Overview

Faculty Support Overview

Human Resources Overview

Information Technology Overview

Institutional Effectiveness Overview

For more information visit the Institutional Effectiveness web page at http://www.austincc.edu/oiepub/initiatives/effectiveness/.

Master Plan

The ACC Master Plan is a multi-year, cohesive framework for focusing on student learning that reflects the priorities of the College and the strategies for accomplishing stated objectives. The Master Plan process is a shared governance function that elicits input from all areas of the institution. Faculty participate through the Credit Instruction Cluster Group and the Program Review process.

For more information, visit http://www.austincc.edu/mastplan/.
Read the full board policy at http://www.austincc.edu/board/policies/E1.htm.

Institutional Effectiveness Assessment

The effectiveness of College-wide programs and services (Academic Transfer Programs, Workforce Programs, Developmental Education, Adult Education, Student Services, Retention, and Continuing Education) is assessed each year using effectiveness measures. The results of these assessments are published as Effectiveness Updates.

The Office of Institutional Effectiveness and Accountability provides training to faculty for creating assessment plans that meet the criteria defined in the ACC Effectiveness Assessment Process.

Department Chairs are responsible for timely documentation of the assessment plans for their disciplines into the Unit-Level Effectiveness Assessment Documentation (ULEAD) database.
Instructional Program Review

Instructional Program Review is a comprehensive process that requires programs to evaluate their performance based on criteria outlined in board policy and to make recommendations to improve the quality of the program. Each year, approximately 20 programs are scheduled to conduct a Program Review. Deans and Department Chairs are responsible for ensuring the timely completion of the program review.

For more information, visit http://www.austincc.edu/progrevw/. Read the full board policy at http://www.austincc.edu/board/policies/E5.htm.

Research Review Committee

All requests to use Austin Community College students, faculty, staff, and/or data for research purposes must follow the research review process and be approved by the ACC Research Review Committee. The procedures and required forms for the research review process are available at http://www.austincc.edu/oiepub/initiatives/research/. The Research Review Committee meets on a monthly basis to review, evaluate, and approve/disapprove research requests.

For more information, visit the Research Review web page at http://www.austincc.edu/oiepub/initiatives/research/
Related Administrative Rule: 3.06.001 Research Proposals Made by Individuals.

The Office of Institutional Effectiveness and Accountability (OIEA)

The purpose of The Office of Institutional Effectiveness and Accountability (OIEA) is to support institutional effectiveness and accountability by conducting institutional research and analysis to provide information for the college-wide decision support system. OIEA promotes and coordinates college-wide planning; assessment; continuous quality improvement; reporting to state, federal, and accrediting agencies; and the use of accurate and accessible information in a professional and ethical manner.

The OIEA conducts surveys, provides data for instructional program review, publishes ACC’s Fact Book, and provides other reports and services, including assistance with planning and assessment activities. For a list of all publications and information see http://www.austincc.edu/oiepub/pubs/subject.html
Instructional Information

- For All Faculty
- For Full-Time Faculty
- For Adjuncts

Instructional Information for All Faculty

- Instructional Philosophy
- Academic Freedom and Responsibility
- Requirements for All Faculty
- First Week of Classes
- Absence Procedure for Faculty
- Attendance
- Class Rolls
- Copyright Ownership
- Copyright and Fair Use
- Distance Learning
- Field Trips
- Guest Lectures
- Office Hours
- Professional Development Credit
- Schedule of Classes
- Textbook and Supplies
- Workload of Employees Retired Under Teachers Retirement System

Instructional Philosophy

The Board of Trustees Policy D-1 outlines ACC's instructional philosophy which holds the following guiding educational principle: instruction should adapt to meet student needs. To implement this principle, instruction must remain flexible and maintain a high academic standard.

Please refer to the full board policy at http://www.austincc.edu/board/policies/D1.htm.

Academic Freedom and Responsibility

The Board of Trustees Policy D-2 reflects the College's belief that faculty must feel "free to pursue scholarly inquiry without unreasonable restriction." The policy goes on to discuss the responsibilities of the Board of Trustees, administration, and faculty members regarding academic freedom.

Read the full board policy at http://www.austincc.edu/board/policies/D2.htm.

Requirements for All Faculty

All faculty members are expected to enforce the no smoking, food, or drinks rule in the classrooms and labs.
All faculty members are required to adhere to all timetables established by the College, particularly in regard to the following:

a. signing Teaching Agreements;
b. completing and returning official documents (Final Grades, etc.) as informed;
c. maintaining office hours of one hour per week for each section taught; and
d. furnishing official transcripts.

For further *ACC Faculty Information*, please refer to [http://www.austincc.edu/faculty/](http://www.austincc.edu/faculty/).

**First Week of Classes**

The first week of the semester is hectic for everyone, but the following should be helpful in getting things off to a smooth start:

1. Faculty should check their faculty mailboxes before class for administrative guidelines, messages, etc.
2. Students should be provided a written handout/syllabus the first day of class indicating the following:
   a. course number/section,
   b. faculty member's name, office number, office hours, office phone,
   c. prerequisites for the course,
   d. required texts, supplies, and materials,
   e. attendance policy,
   f. withdrawal policy,
   g. reinstatement policy, if applicable,
   h. incomplete grade policy, if applicable,
   i. course objectives,
   j. course requirements, including special projects, field trips, etc., and
   k. criteria for grading.

Syllabus preparation is protection for faculty as well as valuable information for the student. For more information on how to prepare a syllabus, faculty should contact their department chair.

Please refer to the “New Semester Information for Faculty” page - [http://www.austincc.edu/faculty/newsemester/index.php](http://www.austincc.edu/faculty/newsemester/index.php).

**Absence Procedure for Faculty**

Faculty teaching college-credit courses are expected to meet all their classes for the length of time scheduled. Austin Community College does not have a “walk policy;” however, the College does recognize that during the semester situations may arise which prevent faculty from meeting class, though the expectation is that such absences will be rare. When ill, a faculty member must contact the Department Chair (Instructional Dean, if unable to contact the Department Chair) as soon as possible.
Department Chairs are responsible for determining a procedure for locating qualified substitutes or deciding if it is best to cancel the class. In all cases, the Campus Administrative Office must be notified.

Substitute instructors receive hourly pay from an account in the instructional budget. Instructional Deans process payment on an Instructor Deduction/ Substitute Payment Authorization form, available in the Campus Administrative Office.

**Attendance**

College-credit faculty are not required to record student attendance throughout the semester, but may do so. Related Administrative Rule: [4.01.002 Attendance Policy: Semester Credit Courses](#)

**Class Rolls**

During a regular semester, faculty will receive several class rolls from the [Admissions and Records Office](#) (distributed by the Campus Administrative Office and Center Supervisors).

- **Unofficial roll** - students registered at the end of regular registration.
- **Unofficial roll** - students registered at the end of final registration/schedule changes.
- **Official Roll** - Referred to as 12th-Day Roll in Fall and Spring, 4th-Day Roll for Summer Sessions. This roll is extremely important because it determines the number of students for which the State will provide reimbursement funds to the College.
- **Final Grade Reports** - distributed the last week of the semester.

**Copyright Ownership**

*The term "copyright ownership" is used here to discuss material you, as a faculty member, have personally created. For information on copyright involving material someone else created that you would like to use refer to [Copyright and Fair Use](#).*

The ACC Copyright Ownership policy as outlined in [Administrative Rule 4.02.006](#) applies to all employees, both academic and non-academic, and to copyrightable material produced through activities of the College, including student materials. Please refer to the Administrative Rule for further information.

For more information about copyright ownership, visit [http://irt.austincc.edu/copyright/](http://irt.austincc.edu/copyright/).  

**Copyright and Fair Use**

*The term "copyright and fair use" refers to material someone else created that you, as a faculty member, would like to use. For information dealing with material you have personally created refer to [Copyright Ownership](#).*

As stated in [Administrative Rule 4.02.007](#), ACC "requires that all faculty, staff and students comply with federal law regarding the use of copyright protected materials" including material for use in the
classroom, out of classroom in presentations, online, at conferences, and in homework. Please refer back to the Administrative Rule online for the most current information.

For more information about copyright and fair use criteria, visit http://irt.austincc.edu/copyright/.

**Distance Learning**

Distance Learning's Mission is to provide student access to quality higher education credit and non-credit courses via distance learning technologies in the ACC service area, statewide, and nationally.

Distance Learning is responsible for providing support for distance learning faculty members who instruct the distance learning students. Staff members are on hand daily to respond to requests for information and student support issues.

ACC faculty teaching distance learning courses follow the same College policies, procedures, and administrative rules as faculty teaching on-campus courses. More detailed information is available in Administrative Rule 4.03.004.

Distance Learning (OPC) also provides a Student Handbook for distance education students and a list of Student Resources.

ACC's Distance Learning program participates in a consortium of accredited, public Texas community and technical colleges called the Virtual College of Texas (VCT). ACC is one of the fifty college districts represented in VCT. The mission of VCT is "to provide all Texans access via instructional technologies to quality instruction and support wherever they may live, regardless of geographic, distance, or time constraints."

**Field Trips**

Field trips or class activities conducted outside the regularly scheduled classroom must be approved in advance by the Department Chair. Allow at least a week for the necessary forms (obtained through the Department Chair) to be processed.

Off-campus activities cannot be a mandatory part of the class, nor affect the students' grades, since attendance may interfere with other courses or obligations. Any exceptions to this must be approved by the Instructional Dean or must be stated in the ACC Catalog course description as a required portion of the course.

**Guest Lecturers**

Faculty must obtain prior approval from the Department Chair to have guest lecturers in their classes.

Prior to the guest's arrival, faculty must inform the Campus Administrative Office and the Campus Police (preferably in writing) that there will be a guest on campus. On the day of the visit, guests must sign in at the Campus Police office to arrange for parking.

**Office Hours**
Board Policy D-3 specifies requirements for scheduling office hours. Full-time faculty are required to hold five (5) regularly scheduled office hours per week and to be available for five (5) more by appointment. Faculty teaching courses on an overload basis must post one (1) additional office hour per each overload section. Adjunct faculty are required to hold one (1) regularly schedule office hour per week for each course taught.

You may search for office hours at the ACC Office Hours Search website.

Professional Development Credit

For more information, see the Administrative Rule 6.07.002 on Professional Development Credit and/or the Professional Development web site regarding specific guidelines for faculty and staff.

Schedule of Classes

The class schedule is prepared by the Department Chairs. Scheduling guidelines and approved number of sections are determined by the administration and task forces. Faculty requests for changes are routed through the appropriate Department Chair.

Please refer to the related Administrative Rule for further information: 3.03.012 Course Schedule Development and Assignment of Classrooms

Textbook and Supplies

Textbooks and supplies are available at seven College bookstores. These campus bookstores are located at the Cypress, Northridge, Pinnacle, Riverside, Rio Grande (near the Rio Grande Campus at 812 West 12th Street), and South Austin Campuses.

Workload of Employees Retired Under Teachers Retirement System

Please refer to the related Administrative Rule: 4.03.001 Workload of Employees Retired Under TRS and http://www.austincc.edu/hr/ for further information.

Instructional Information for Full-Time Faculty

- Recruitment and Appointments
- Placement / Advancement
- Faculty Titles
- Agreements & Workload: Full-time Faculty
- Agreements & Workload: Librarians
- Agreements & Workload: Counselors

Recruitment and Appointments

Please refer to Board Policy F-3 for further information about Employee Recruitment. The Office of
Human Resources advertises available positions and receives completed applications, which are forwarded to the appropriate department for review by a hiring committee once the review date listed on the Position Vacancy Notice is reached. Applications for full-time faculty positions are accepted until the position is filled. For more information on the application and hiring process, visit the Office of Human Resources Employment Opportunities page at http://www.austincc.edu/hr/apply/.

Please refer to Board Policy F-4 for further information about Faculty Appointments.

Employment as a faculty member may be terminated for good cause in accordance with Board Policy F-8, Due Process for Employees, and the Administrative Rules of the College.

**Placement / Advancement**

Initial placement is determined by educational level and experience. Within the appropriate salary scale for corresponding educational level, an experience step is received for each year of "relevant full-time experience," up to 10 steps. Part-time experience may also be taken into account. Non-teaching experience may count toward educational level rather than experience as determined by equivalency rules established by the President.

Read the full board policy at http://www.austincc.edu/board/policies/F5.htm.

**Faculty Titles**

Full-time faculty, including librarians and counselors, shall hold the title of Assistant Professor, Associate Professor, or Professor. The method of placement for full-time faculty, including librarians and counselors, shall be determined only by placement on the 10.5-month faculty schedule as indicated on the chart (using schedule and not salary as the determining factor) available at http://www.austincc.edu/hr/compensation/.

Newly hired faculty qualifying by pay scale for the title of Professor shall hold the title of Associate Professor until such time as appropriate evaluative criteria have been met and a three-year contract offered. Full-time faculty, including librarians and counselors, who otherwise qualify by placement on the 10.5-month schedule to move up in rank must have a satisfactory evaluation and a recommendation by their supervisor to so move.

**Agreements & Workload: Full-time Faculty**

Board Policy D-3, sections (a) and (b5), outlines that full-time faculty responsibilities may include the following:

- instructional planning and development
- curriculum innovation
- program and personnel evaluation
- shared-governance responsibilities
- faculty meetings
- committee and task-force assignments
• registration duties
• subject-area advising

The formulas and guidelines are detailed in Administrative Rule 4.03.004.

Related Administrative Rules: 4.03.003 Faculty Agreements

4.03.004 Full-time Faculty Workload

Agreements & Workload: Librarians

Please refer to Administrative Rule 4.03.004 and 4.03.003 for detailed information about librarian agreements and workloads. The Administrative Rule also describes the general responsibilities for each classification of librarian at ACC.

Read the full board policy at http://www.austincc.edu/board/policies/D3.htm

Related Administrative Rules: 4.03.003 Faculty Agreements

4.03.004 Full-time Faculty Workload

Agreements & Workload: Counselors

Please refer to Administrative Rule 4.03.004 and 4.03.003 for further information about counselors’ agreements and workloads.

Read the full board policy at http://www.austincc.edu/board/policies/D3.htm

Related Administrative Rules: 4.03.003 Faculty Agreements

4.03.004 Full-time Faculty Workload

Instructional Information for Adjunct Faculty

• Recruitment and Hiring
• Eligibility Lists
• Appointments
• Workload
• Scheduling
• Adjunct Faculty Association
• Adjunct Faculty Participation at ACC
• Summary of Responsibilities
Recruitment and Hiring

Austin Community College's Board Policy D-6 recognizes that hiring adjunct faculty can "provide essential services in most instructional areas" and allow the college to remain flexible and provide direct access for students to professionals in their intended fields. Please refer to http://www.austincc.edu/admrule/4.06.002.htm for the complete administrative rule.

For more information on the application and hiring process, visit the Office of Human Resources Employment Opportunities page at http://www.austincc.edu/hr/apply/.

Eligibility Lists

Eligibility lists are lists of a possible pool of qualified instructors for a specific course and are created by Department Chairs and certified by the Instructional Dean. Adjunct faculty may qualify for the eligibility list for some courses in their discipline but not for others. The lists are reestablished each semester. Please refer to http://www.austinecc.edu/admrule/4.06.001.htm for the complete administrative rule.

Information made available through the faculty evaluation process will be used by Department Chairs when making eligibility list placements. For more specific information on the relationship between evaluations and eligibility lists, read the Faculty Evaluation section of this handbook.

Related Administrative Rules:
- 4.06.001 Administration of Eligibility Lists
- 4.06.002 Staffing of Adjunct Faculty
- 4.06.003 Adjunct Faculty Participation in Shared Governance
- 4.06.004 Placement Credit for Adjunct Faculty
- 4.06.005 Review of Adjunct Faculty Administrative Rules
- 4.06.013 Adjunct Faculty Workloads

Appointments

Staffing of Adjunct Faculty is the process by which specific sections are assigned to members of the Adjunct Faculty for teaching. Department Chairs have the responsibility to make such assignments only to members of the Adjunct Faculty who are on the appropriate eligibility list and only in accord with the rules of staffing below. Please refer to http://www.austinecc.edu/admrule/4.06.002.htm for the complete administrative rule.

Workload
Please refer to the full board policy at http://www.austincc.edu/board/policies/D3.htm (D-3. FACULTY WORKLOADS). You may also be interested in the administrative rule on Adjunct Faculty Workloads at http://www.austincc.edu/admrule/4.06.013.htm.

**Scheduling**

Austin Community College uses an online preference system, eStaffing, where adjunct instructors can record assignment preferences for campus, terms, days, times and sections. Department Chairs, with final approval by Deans, use the estaffing information to assign adjunct faculty to specific sections.

Please refer to Administrative Rule 4.06.005 for further information about eligibility - http://www.austincc.edu/admrule/4.06.005.htm.

Please refer to Administrative Rule 4.06.004 for further information about faculty preference information - http://www.austincc.edu/admrule/4.06.004.htm.

Please refer to Administrative Rule 4.06.013 for further information about load limits - http://www.austincc.edu/admrule/4.06.013.htm.

Any member of the Adjunct Faculty who believes that this Administrative Rule has not been properly implemented may request a Procedure Review in accord with Administrative Rule 4.06.005, “Review of Use of Adjunct Faculty.”

Related Administrative Rules: 4.06.004 Placement Credit for Adjunct Faculty

4.06.005 Review of Use of Adjunct Faculty

4.06.013 Adjunct Faculty Workloads

**Adjunct Faculty Association (AFA)**

All adjunct faculty are automatically members of the Adjunct Faculty Association and are encouraged to participate in working on issues of concern. There are no dues to participate in the AFA. Each campus has two elected representatives who serve on the Executive Council of the AFA. For more information, visit the Adjunct Faculty website at http://www.austincc.edu/afa.

**Adjunct Faculty Participation at ACC**

There are four primary avenues through which adjunct faculty may be involved in the College:

1. The campus administrative structure which allows direct communication with administrators;
2. Instructional Departments or advisory committees, which allow for input regarding curricular matters and pays a stipend for service;
3. Adjunct Faculty Association; and
4. Campus and district newsletters which inform all employees of current events within the College.

Summary of Responsibilities

Adjunct faculty must:

1. Sign the Adjunct Faculty Agreement and designate "home campus." The home campus is where faculty paychecks will be sent.
2. Comply with all approved course guidelines, texts, policies, and procedures provided through the Department Chair, College Catalog, or other official source.
3. Obtain administrative memos, attendance sheets, and other materials from the Campus Administrative Office or the Site Supervisor's Office.
4. Distribute course information sheet and syllabus to all students which clearly state course objectives, requirements, assignments as well as grading criteria. (Department Chair may furnish these to faculty if a standard syllabus is used.) One copy of the syllabus must be submitted to Department Chair if a standard syllabus is not used.
5. Adequately prepare for every class with the knowledge and materials required to teach the class. Class activities will be conducted in such a manner as to communicate effectively with the majority of students in the classroom (explanation of contents, answering of questions, lecturing, etc.).
6. Use examinations and/or other instruments which measure specific learning objectives.
7. Maintain accurate student progress records. These are crucial to both the students and the College particularly when resolving grade and/or course progress disputes between students and faculty members.
8. Check their mailboxes before each class. This will allow the faculty member to receive information pertinent to the class or to students prior to conducting the class. It is also a good idea to check mailboxes after class in the event personal messages are taken while class is in progress.
9. Teach assigned class(es) at location and time assigned, with the established text and other supplementary materials.
10. Meet classes at the prescribed time, and for the duration of scheduled time; exceptions must be approved by supervisor.
11. Post and maintain required office hour(s) per each section taught.
12. Participate in required College orientation/instructional development meeting(s) as notified, and in the official process of the evaluation of instruction.
13. Assist in maintaining effective laboratories and equipment and/or in the coordination of clinical and field experiences (if appropriate).
14. Meet all College timelines for submitting student records, as well as personnel/employment records as notified.
15. Establish and maintain effective working relationships with students, colleagues and supervisor.
Evaluation

- Overview
- Administrative Performance of Adjuncts
- Input Forms
- Instructional Performance
- Portfolios
- Professional Development
- Professional Service
- Responsibilities of Full-time and Adjunct Faculty
- Responsibilities of Department Chair
- Responsibilities of Instructional Dean
- Student Evaluation of Faculty
- Use of Evaluations in Eligibility Lists

Overview

With guidance from the Southern Association of Colleges and Schools (SACS), and as specified in Board Policies F-4 and F-7, the full-time and adjunct faculty of Austin Community College are evaluated by both their students and their supervisors on a regular basis. These evaluations are intended to provide feedback to faculty on the effectiveness of their classroom instruction and aid in the development of their Professional Development plans. Currently, student evaluations for all faculty are mandatory in the fall semester; however, those faculty who are new hires after the fall semester are evaluated in the spring semester. Optional spring semester evaluations for all others are available on request. In addition, any supervisor may request an evaluation for a faculty member in their area.

For more information on the faculty evaluation cycle and criteria for both full-time and adjunct faculty, visit [http://www.austincc.edu/hr/eval/](http://www.austincc.edu/hr/eval/).

Read full board policies at [http://www.austincc.edu/board/policies/F4.htm](http://www.austincc.edu/board/policies/F4.htm) and [http://www.austincc.edu/board/policies/F7.htm](http://www.austincc.edu/board/policies/F7.htm).

Administrative Performance of Adjuncts

Adjunct faculty are evaluated on their compliance with ACC policy and procedures as outlined in the Faculty Evaluation Procedures Manual.

Input Forms

As part of the Faculty Evaluation process, input forms are utilized to collect and review information. Using the "Faculty Input Form" instructors can respond to student evaluations and input information about instructional and non-instructional activities. Department Chairs and other supervisors can provide information about faculty performance by using the "Administrative Input Form" and "Instructional Input Form."
For more information on the Faculty Input, Administrative Input, or Instructional Input Forms, view the Faculty Evaluation Procedures Manual.

**Instructional Performance**

Instructional Performance is a review based on a combination of instructional material from portfolios, input forms, student evaluation and Grade Distribution Report from the previous semester. For more information, visit the Faculty Evaluation Procedures Manual.

**Portfolios**

In addition to student evaluations, full-time and adjunct faculty member's instructional performance will be evaluated through portfolios. The creation of a portfolio will help faculty assess their own efforts at effective instruction. Portfolios are due November 1 of the academic year.

For more information about portfolios, view the Portfolio Process online.

**Professional Development**

Austin Community College supports and encourages its faculty to participate in professional development activities. An objective of professional development is to enhance faculty-teaching skills and increase faculty discipline knowledge. For more information about professional development opportunities visit http://www.austincc.edu/hr/profdev/.

**Professional Service**

Professional Service is an element of the evaluation process that is required for full-time instructors and optional for adjunct instructors. It is a review of a wide range of non-teaching duties listed in the Faculty Evaluation Procedures Manual.

**Responsibilities of Full-time and Adjunct Faculty**

Understanding and following the faculty evaluation procedures, click here for the procedure manual.

Some aspects of the evaluation process may differ depending upon the current status of each faculty member. Please consult the Faculty and Staff Evaluation web page at http://www.austincc.edu/hr/eval/ for current information regarding the complete faculty evaluation process, portfolio requirements for each discipline, input forms, deadlines, and other up to date information.

**Responsibilities of Department Chair**

Department Chairs play a critical role in the evaluation process, which is detailed in the Faculty Evaluation Procedures Manual.

**Responsibilities of Instructional Dean**
Instructional Deans also play a role in the evaluation process, which is detailed in the Faculty Evaluation Procedures Manual.

Student Evaluation of Faculty

In the Fall term, students complete their evaluation materials in-class, or as described below, according to a calendar set by the Faculty Evaluation office. A Student Monitor is responsible for returning the evaluation materials to the campus administrative office. Students in the Early College Start program also complete their evaluations in-class with a student monitor at their site. Students who participate in distance learning courses complete their evaluations at campus Testing Centers or online. Each mode of evaluation follows a specific process that is detailed in the Faculty Evaluation Procedures Manual.

Use of Evaluations in Eligibility Lists

Information made available through the faculty evaluation process will be used by Department Chairs when making eligibility list placements. Please refer to Administrative Rule 4.06.001 – Administration of Eligibility Lists.

Exclusion from an eligibility list may occur due to low aggregate score, unacceptable results in the professional evaluation rating, a serious problem or reported incident, a violation of federal or state law or a significant classroom performance problem identified by the Department Chair.
Support Services

- General Support
- Instructional Resources & Technology
- Library Services
- ACCNet

General Instructional Support

- Campus Services
- Campus Duplication Services
- Organizational Reference
- Testing Center
- Typing/Clerical Support
- Word Processing Services

Campus Services

The College Support Systems & ISD Relations provides links and phone numbers to a wide variety of campus services offered by various departments. Also available are campus descriptions and links to location and parking information at http://www.austincc.edu/campuses/offices.htm.

Each semester, the campus administrative offices provide New Semester Faculty Information documents that include general information to faculty such as academic calendar, support services (faculty and student) and other campus-specific resources. Within this information is also an overview of faculty support services specifying who in the College is responsible for what functions. The overview is available at http://www.austincc.edu/orgref/facsupp.php.

Campus Duplication Services

Duplication centers, located on each campus, provide typing, collating, stapling, etc. for instructors and staff using the guidelines below:

1. Staff should complete a Word Processing/Duplication Request Form specifying the work to be done.
2. Work must be requested 48 hours in advance during the semester. During peak times, the beginning and ending of the semester and during mid-terms, faculty must allow five working days to ensure that the work can be finished.
3. The photocopiers are used for small jobs (no more than three originals, 30 copies each). Logs are maintained on the use of these machines, and the appropriate department budgets are charged. Large jobs are sent to Central Duplication at the Highland Business Center. Photocopy rates vary according to volume, and may cost less.
4. All tests reproduced by the duplication staff are locked in a file cabinet. The only individuals who have keys are the day-shift and nightshift duplication staff. Instructors may be asked for an ACC identification card before tests are checked out of the center.
Duplication locations and hours are available at: http://www.austincc.edu/campuses/duplication.htm.

Central Duplication, located at 5930 Middle Fiskville Road (1st Floor Highland Business Center), is used by the entire College for large or more complex needs. Turnaround time is usually one to three working days; however, three weeks prior to the beginning of a semester and two weeks following, the turnaround time may increase up to five working days. Jobs with 50+ originals and 50+ copies should be discussed with Central Duplication for scheduling, especially during the peak periods.

A Duplication Request form must be completed for all duplication requests (available at all campuses and centers) and copies of the form are sent to the appropriate Instructional Deans.

All manuals and study guides that are sold through the ACC Bookstore are not duplicated by Central Duplication, but by the ACC Bookstore. Call Central Duplication for information: 223-7539.

Rates are published in the budget manual and Purchasing and Support Services Guidebook.

Library Services and the duplication centers have manuals detailing copyright law. Library personnel are available to help determine whether or not a duplication request complies with the "fair use doctrine" for educators.

Organizational Reference

The Office of the President maintains an Organizational Reference to help “navigate" the resources and structure of ACC. The Organizational Reference provides information and links on the Decision Making Model, Committees and Task Forces, Datatel, Communication, Institutional Effectiveness, Organizational Charts, Support Services, and more. The Faculty Support Services Overview includes basic descriptions, phone numbers, email addresses and web addresses for a wide range of services.

Testing Center

ACC Testing Centers provide testing support for courses offered by the College and for outside entities on a contractual basis. All ACC Testing Centers abide by the same policies and procedures. The list of approved courses for initial testing is available at the ACC Testing Center website at http://www.austincc.edu/testctr/.

For information regarding Distance Learning (OPC) courses and the use of the Testing Center, contact Distance Learning at 223-8026 or Toll Free at 1-888-223-8026. Visit http://dl.austincc.edu/students/DistanceTesting.html#Procedure for more information.

Typing/Clerical Support

The Instructional Dean's Administrative Assistant's primary responsibility is to provide support to the Instructional Dean and to assist with the numerous details of running the Instructional Dean's Office. To provide quality service to the full-time faculty, it is essential that adequate lead time be given with all clerical requests. Faculty are encouraged to plan ahead and submit typing/duplication requests to
duplication services either on a campus or Central Duplication at HBC. With sufficient notice, most Duplication Centers provide clerical support for both full-time and adjunct faculty.

**Word Processing Services**

Word Processing is located in Public Information and College Marketing. Documents that are revised and used each semester, such as syllabi, can be submitted for processing. Please refer to [http://www.austincc.edu/marketing/services/wordprocessing.php](http://www.austincc.edu/marketing/services/wordprocessing.php) for further information and for the Word Processing Request Form.

Be aware that many word processing services are available on campus in the Media Center. Check first to see if your campus offers the service you need.

**Instructional Resources & Technology**

- Computing Resources
- Instructional Design and Development
- Instructional Support and Incentives
- Instructional Technology Services

**Computing Resources**

[Computer Centers](http://www.austincc.edu/marketing/services/wordprocessing.php) provide open access computing facilities for ACC students to complete classroom assignments, write papers, work on specialized course software, search the internet and communicate with their professors and classmates via e-mail.

[Computer Classrooms](http://www.austincc.edu/marketing/services/wordprocessing.php) are available for faculty to teach courses or segments of courses that require student access to computers during the class.

[Faculty Resource Centers](http://www.austincc.edu/marketing/services/wordprocessing.php) (FRCs) are computing facilities for faculty located on all ACC campuses. The IDCs are designed to support the development of course materials, online courses, and electronic communication by faculty.

[Library Reference Stations](http://www.austincc.edu/marketing/services/wordprocessing.php) are located in the libraries on each of ACC's six campuses and are made available to the public for researching information and locating sources.

**Instructional Design and Development**

[Instructional Design](http://www.austincc.edu/marketing/services/wordprocessing.php) assistance is provided to develop course objectives, teaching strategies, instructional techniques, learning outcomes, and assessment methods that support best practices for teaching and learning.

Online course development is offered for online delivery by using ACC's Online Course Management System called "[Blackboard®](http://www.austincc.edu/marketing/services/wordprocessing.php)" or by developing Web sites and pages to host course materials and information.
Adapting a Course for Distance Learning from traditional on-campus delivery to alternate formats that support the needs of distance learning students through flexible offerings with time and place-independent components is supported by instructional design staff.

**Instructional Support and Incentives**

**Innovation Grants** provide ACC funding to groups of faculty, individual faculty or professional-technical staff for projects that focus on enhancing the quality of instruction. Proposal categories include: Instructional Development, Instructional Technology and Unique Project Awards.

**Summer Institute** is an intensive training session, held during July of the academic year, focusing on the development and application of specialized instructional methods designed to help faculty become more effective teachers.

**Instructional Technology Services**

Classroom support is offered by campus Media Center staff who maintain a wide variety of classroom technology equipment as well as educational media. Center staff can take faculty equipment and media requests at the campus Media Center, on the phone, via an online request form, or by mailing a request form through inter-campus mail. Faculty can also request to purchase or preview educational media (including instructional computer software applications and CD-ROM's) to be added to the collection.

Media production services and support is available through each campus Media Center (Media Services) and includes assistance with basic audio and video production, web and digital imaging production in the IDC, and traditional graphics and photography.

Instructional technology support for students includes the media viewing areas in the libraries, the duplication equipment for foreign language audio tapes, ITV-Instructional TV tapes and equipment for classroom presentations. Other areas of support include providing information on the use of media technology in the classroom, media equipment and vendor information, and support of technology classroom design & development.
Library Services
library.austincc.edu

- Overview
- Locations and Hours
- Checking Out Material
- TexShare
- Electronic Resources
- Periodicals
- Finding and Requesting Material
- Reserve Materials
- Reference and Consulting Services
- Library Instruction and Information Literacy
- Purchase of Library Materials
- Services for Students
- Useful Links

Overview

Library Services is a collaborative system of library information, reference, instructional and technical support services whose aim is to support teaching and learning at ACC.

An ACC Library is located on all seven campuses. Cypress Creek, Eastview, Northridge, Rio Grande, Riverside, and South Austin Campus libraries have larger general collections of printed reference and circulating books and periodicals than those at the Pinnacle campus. In addition to general academic materials, the Eastview campus library strongly supports the health sciences curriculum. Library services are also available for students enrolled at Centers, Sites, and online through Library Services for Distance Learning Students (http://library.austincc.edu/gen-info/dlservices-about.htm).

Library materials include online and print reference resources, circulating books, electronic books, online periodical indexes, online and print periodicals, back issues of selected periodicals on microfiche, local, state, and national newspapers, and a wide variety of videos, DVDs and CDs. All media and the equipment to use them are available for use in the libraries. “Reserves” are materials placed by faculty members at the Circulation Desk for specific classes.

Thousands of periodicals and newspapers are available in print or online, with a large percentage of the articles available full-text for printing, downloading, or emailing. Consult a librarian for expert help. Some locations also allow checkout of print periodical back issues. Services and printed resources vary among the evening high school centers and sites.

All materials located in libraries are listed in the online catalog at http://alicat.austincc.edu. Electronic resources (online full-text periodical indexes and full-text reference sources) are accessible from the library home page at http://library.austincc.edu. They require the ACCeID login if used from off campus.
Locations and Hours

All seven ACC campuses have libraries but hours vary according to the curriculum scheduled for each campus with some being designated as weekend colleges. Call 223-3084 for a recording of the hours or see the Location Maps and Hours (http://library.austincc.edu/loc/HoursandLocations.pdf) guide for complete information.

Checking Out Material

Faculty need a current ACC ID to check out or to renew materials in person. (An online renewal option is available from “My Library Account” after entering the ONLINE catalog interface.)

Faculty loan period for books is three weeks plus two renewals if no one else has requested the item. Faculty may also check out media for classroom presentations. Only two media items may be checked out at one time. EVC, NRG, RVS, and SAC libraries permit check out of back issues of periodicals. All borrowers are limited to a maximum of 10 items checked out at one time.

Circulating books and media listed in the online catalog can be sent from campus to campus. Ask a reference librarian to help find and obtain materials from other campuses or use the “Request” option from the online catalog while viewing the requested item’s record.

The fine for all printed items, except reserves, is 25 cents per day. Media items (not including those held by the Media Center) are $1 per day and in-library-use laptops are charged a $10 per hour overdue fine. If material is overdue more than four weeks and/or fines are not paid, borrowers will be barred from further checkout. Fines for overdue items are charged to all borrowers including faculty, staff and students.

See Lending and Fine Policies for ACC Library Users (http://library.austincc.edu/gen-info/lending-about.htm) for complete circulation and lending policy information.


TexShare

ACC is a member of TexShare, a statewide collaborative library initiative, and thus has access to its statewide network of electronic resources. These can be found linked (http://library.austincc.edu/eresources/SubGen.htm) from the Library Services web site and are marked with the small ‘Texas’ icon. To obtain a borrower card valid at other TexShare-member libraries, faculty should bring their current ACC ID to any ACC library. More information can be found at Texshare Cards for ACC Students, Faculty and Staff (http://library.austincc.edu/gen-info/texshare-cards-about.htm).

Electronic Resources

The online catalog, full-text periodical articles, electronic full-text reference sources, e-books, electronic reserves, study guides, tutorials, and recommended websites, as well as the Internet are all available to
current faculty, staff, and students from the library’s home page, whether using computers on campus or off campus with the ACCeID. Blackboard and the Internet can also be accessed from library workstations.

Call campus reference desks (http://library.austincc.edu/help/ask.htm) for assistance with remote use.

**Periodicals**

Finding articles by topic is accomplished by searching the library’s online periodical indexes, accessible from the library’s home page. The full-text of many thousands of magazines and journals is available via print issues in libraries or is accessible online directly from the indexes. Online articles may be printed, downloaded, or emailed.

The libraries subscribe to local, state, and national newspapers, with back issues retained for varying periods of time, according to the individual title. Use the online periodical indexes (http://library.austincc.edu/eresources/AtoZ.htm) to search for articles in newspapers.

**Finding and Requesting Material**

Use the library’s online catalog (http://alicat.austincc.edu/) to find books and other print materials, media, and computer software available for faculty use. It is accessible through the Library Services home page (library.austincc.edu).

The Find Articles and Research Information (http://library.austincc.edu/eresources/AtoZ.htm) link from the library’s home page connects to hundreds of full-text periodical indexes and full-text reference sources.

The link Catalogs at Other Libraries (http://library.austincc.edu/eresources/OtherLibs.htm) connects to local and other Texas libraries as well as the Library of Congress, WorldCat, and others.

If faculty locate material that is not available at their campus, the Library offers free Document Delivery (http://library.austincc.edu/gen-info/ddeliv.htm) and Interlibrary Loan (http://library.austincc.edu/gen-info/ill2.htm) services.

Other links from the library website that are especially helpful are:

Find Help and Tutorials (http://library.austincc.edu/help/gethelp.htm)

Find Services for Faculty and Students (http://library.austincc.edu/gen-info/svc-prog.htm)

Find Information on the Internet (http://library.austincc.edu/help/FAQs/faq-info-web.htm)

**Reserve Materials**

Faculty may place materials on reserve to supplement textbook and classroom teaching materials and to insure availability of high demand titles. Personal materials, as well as selected library materials, may be
placed on reserve at any library. Faculty must obtain copyright permission to keep photocopies of copyrighted material on reserve for more than one semester. More information and forms are available at [Putting Items on Reserve in ACC Libraries](http://library.austincc.edu/gen-info/reserves-fac-about.htm).

Students will ask for a faculty member's reserve materials (articles, books, or media) at library circulation desks. The online catalog allows students to search for reserve materials by faculty name or course number, as well as by the title of the item.

Faculty may also place items (lecture notes, sample exams, etc.) on electronic reserves, which students can access from both on or off campus. Electronic reserves instructions for faculty can be found at [Electronic Reserves - Faculty Information](http://library.austincc.edu/gen-info/ereserves.htm).

Related Administrative Rule: 4.02.007 Reserve Policy

**Reference and Consulting Services**

Librarians are faculty members who have professional expertise in helping faculty with their research needs. Their assistance can maximize effectiveness and efficiency when searching for materials in the libraries, in another area library, or available online.

Reference librarians can work with faculty to design research assignments or can assist with assessing existing class assignments to insure that the libraries meet the needs of students with the appropriate or required sources. Librarians are available in person at the Reference Desk, by [phone](http://library.austincc.edu/help/ask.htm), by [live-person chat](http://library.austincc.edu/help/ask.htm), by [email](library@austincc.edu) or [instant messaging](http://library.austincc.edu/help/ask.htm) (screen name: acclibrarian).

Contact information for librarians is listed at [Library Staff Directories](http://library.austincc.edu/gen-info/ls-dir.htm).

**Library Instruction and Information Literacy**

Library Services is committed to library instruction which introduces students to information resources, strengthens their research skills, and facilitates critical thinking. Course-integrated programs which introduce basic library skills as part of required coursework are available in several disciplines. Contact the [head librarian](http://library.austincc.edu/gen-info/ls-dir.htm) at your campus to discuss integrated instruction for your classes.

**Purchase of Library Materials**

A librarian serves as bibliographer and liaison for each instructional department. Bibliographers select print, media, and electronic materials, evaluate missing and lost items for replacement as well as remove outdated items from the collection. Librarians also create new material lists for faculty use.

Faculty members are encouraged to review the collection and make purchase recommendations to the librarians. Faculty requests are given highest priority. As a rule, the library does not purchase textbooks
used in courses. Learn more about the process to request material and whom to contact at Requesting Materials for Purchase (http://library.austincc.edu/gen-info/rq-mat-about.htm).

The ACC Student Support Center administers a textbook lending library which Library Services houses. Learn more about the lending library at www.austincc.edu/support/financialaid/center/lendinglibrary.php

Related Administrative Rule: 4.02.003 Library Services Material Selection.

**Services for Students**

Library Services is dedicated to supporting our students achieve their educational goals. Our services for students are briefly outlined in the ACC Catalog but consulting the library’s website provides more complete information. Students should be encouraged to consult a librarian to receive help and instruction with the many resources available for their research but also with any personal information need. We are truly dedicated to student success. Of note are the following pages for quick access to services and information for students:

- Services and Programs (http://library.austincc.edu/gen-info/svc-prog.htm)
- Services for Students with Disabilities (http://library.austincc.edu/gen-info/disability-about.htm)
- Distance Learning Library Services (http://library.austincc.edu/gen-info/dlservices-about.htm)

**Useful Links**

Other useful information and policies are:

- **Copiers in the Libraries** [http://library.austincc.edu/gen-info/copy-about.htm](http://library.austincc.edu/gen-info/copy-about.htm)
- **Documentation Guides** [http://library.austincc.edu/help/guides.htm](http://library.austincc.edu/help/guides.htm)
- **Group Study Rooms** [http://library.austincc.edu/gen-info/groupstudy-about.htm](http://library.austincc.edu/gen-info/groupstudy-about.htm)
- **Printing in the Libraries** [http://library.austincc.edu/gen-info/printing-about.htm](http://library.austincc.edu/gen-info/printing-about.htm)
- **Staff Directory** [http://library.austincc.edu/gen-info/LS-dir.htm](http://library.austincc.edu/gen-info/LS-dir.htm)
- **Study Guides** [http://library.austincc.edu/help/guides.htm](http://library.austincc.edu/help/guides.htm)
ACCNet

- Help Desk
- Computer Support
- Internet Services
- Telephone Services

Help Desk

The Help Desk is the starting point for all questions on services offered by Information Technology. Their website contains general operating information (including how problems are prioritized), software downloads, and various FAQs and tutorials.

Contact the Help Desk via the online Service Request Form, an email to helpdesk@austincc.edu, or by calling 223-HELP (4357).

Computer Support

Support is provided for office computers through Microcomputer Support. Services include installing and troubleshooting hardware and software. Problems with faculty computers should be reported to the Help Desk at 223-HELP. The Help Desk will provide telephone support or, when necessary, arrange for an on-site visit by a technician.

Internet Services

ACCnet, a unit of Information Technology, provides internet services which include email accounts for all faculty, listservs upon request, a software archive, web page accounts upon request and various FAQs and tutorials. The following information is available on their web pages:

Email - email etiquette, guidelines for use at ACC, tutorials

Listservs - how to request, user guidelines, manuals, FAQs

Software Archive - Windows and Mac software available for download

Web page accounts - request form, guidelines, tutorials, FAQs

Telephone Services

ACCnet provides assistance with voicemail and telephone operations. The Telecommunication Services website offers brief video tutorials, telephone service request and trouble report procedures, online manuals and links to useful phone resources online such as an area code map and Yellow Pages.
Student Related Information

- Admissions and Records
- Advising Services
- Assessment Services
- Career Services / Job Placement
- Counseling Services
- Financial Aid Office
- Office for Student with Disabilities
- Policies and Procedures
- Student Activities
- Support Center
- Summary

Admissions and Records

ACC maintains an "open door" admissions policy. However, the College requires an assessment of basic skills for new college credit-seeking students. The Admissions and Records office maintains all student records. The office provides faculty with answers to questions about student records including grades, prior courses and demographic information; verification of enrollment, class rosters; and a variety of forms such as those necessary to withdraw or reinstate students from classes, make grade changes, or file early completion of courses. For specific information about Admissions and Records, refer to the College Catalog or go to http://www.austincc.edu/support/admissions/.

Advising Services

New college students to ACC must be advised prior to enrolling their first semester. Academic advisors determine course placement based on assessment test results, help students select first-semester courses, and provide students with transfer information to other colleges. Faculty members with questions about a student's course placement (such as what a student was advised to take, or whether a student meets a pre-requisite) can speak to an academic advisor at any campus location. For more information go to http://www.austincc.edu/support/advising/.

Assessment Services

Unless otherwise TSI exempt, each student who enters ACC must take the appropriate reading, writing, and/or mathematics skills assessment prior to enrolling. Even students who are TSI exempt, waived or completed may be required to take a placement test to enroll in college-level math courses.

The Compass test and the Asset test, both developed by ACT, are available at ACC as TSI approved tests for students who are required to test for TSI or placement. The college also requires Compass ESL (English as a Second Language) for students whose primary language is not English.). The Quick THEA and Computer Administered THEA (CAT) are also offered through the Business Assessment Center.

For questions about testing, go to http://www.austincc.edu/support/assessment/.
Career Services / Job Placement

Students interested in exploring career issues and options will find many helpful resources in the Career Centers located at each campus. Career instruments are available to help students assess their interests, values, experiences, and their abilities. Job placement services include research information on occupations and the job market, resume writing and interviewing skills, and local job listings. For more information go to http://www.austincc.edu/support/advising/careercenter.php.

Counseling Services

Professional counselors are available at every campus to assist students to define educational and career goals, to increase their ability to benefit from instruction, and to deal with life challenges which may reduce their chances of succeeding at ACC. Counselors provide consultation services to faculty members concerned about a student's behavior or progress in classes, offer class visits and workshops on college success, and provide community referrals when appropriate. For more information go to http://www.austincc.edu/support/advising/.

Financial Aid Office

The Office of Student Financial Aid provides grants, loans, and work-study to those students who may otherwise be unable to attend college. The amount and type of aid a student may receive depends on the availability of funds and the student's established financial need. For more information go to http://www.austincc.edu/support/financialaid/.

Office for Student with Disabilities

Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes. Accommodations that ACC provides to qualified students include: sign language interpreters, note takers, readers, mobility assistance, special testing, and special registration. Faculty members are encouraged to read Working with College Students with Disabilities Handbook and Working with Deaf Students and Interpreters: A Guide for Instructors brochure available either from an OSD office or on the web at http://www.austincc.edu/support/osd/.

Policies and Procedures

The College has many policies and procedures that are important for faculty members. Below is a partial list of those involving student issues. For a more complete list, go to http://www.austincc.edu/admrule/

- Grade Change Policy and Procedures
- Religious Holy Days
- Harassment Prevention
- Student Discipline Policy (particularly scholastic dishonesty and disruptive behavior)
- Student Complaint Procedure (Student Handbook)
• Students Rights and Responsibilities, (Student Handbook)
• Academic Standards of Progress

Student Activities

The Student Activities Office provides avenues for student growth and enrichment outside of the classroom. The office coordinates student organizations, special events, campus publications, recognition, cultural heritage programs, and leadership opportunities. ACC has more than 30 registered student organizations. Faculty members interested in serving as a Faculty Advisor to a student organization should contact the Coordinator of Student Life at the Rio Grande campus. For more information go to http://www.austincc.edu/life4u/.

Support Center

The ACC Support Center offers a variety of grant-funded support services to help eligible students in workforce education majors reach their educational goals. Support Centers provide community resource information and referral, childcare payment assistance, and a textbook loaning library for students unable to afford their textbooks. For more information go to http://www.austincc.edu/support/financialaid/center/.

Summary

The staff members of Student Services are very eager to work with faculty members to enhance the success of ACC students. If there are any problems or questions related to student services, please speak with the Campus Dean for Student Services at any campus location.