

# Faculty Handbook

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## Panola College

Carthage, Texas



**Revised July 16, 2018**

*Panola College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Certificates and Associate Degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Panola College.*

*Panola College is an Equal Opportunity Institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, genetic information, or disability.*

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## GENERAL INFORMATION

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### STATEMENT OF VISION

Panola College is committed to excellence in instructional programs, student services, service to the community, and leadership in economic development and cultural enrichment of the region.

### STATEMENT OF MISSION

Panola College is dedicated to providing excellence in education. The range of educational offerings includes university transfer programs, technical and workforce programs, instruction designed to increase academic proficiencies, and continuing education to enrich lives and improve skills. Our aim is to engage students to achieve success.

### STATEMENT OF VALUES

- *Commitment to Learning*  
We believe in the importance of lifelong learning and will teach all students to obtain, to evaluate, and to use information.
- *Commitment to Citizenship*  
We are committed to improving the human condition through learning and we strive to be a model for individuals in the community.
- *Commitment to Diversity*  
We believe the College should provide access to programs and services to a diverse community of men and women of all races, religions, origins, backgrounds, interests, and abilities.
- *Commitment to the Concept of Global Community*  
We will cultivate in our students an understanding of the people of all cultures of the world.
- *Commitment to Fiscal Responsibility*  
We believe in fulfilling the College's mission and its obligations to its students, faculty, staff, and the community at large with policies that ensure fiscal soundness.
- *Commitment to Faculty and Staff*  
We recognize the importance and contribution of all individuals who collectively create a learning environment and believe that all members of the college community should have the opportunity to obtain purposeful, gratifying, and productive lives.
- *Commitment to a Quality Campus Environment*  
We recognize the importance of providing a work and learning environment which is characterized by integrity, clear communications, open exchange of ideas, involvement in decision making, and respect for all individuals.

## **FACULTY CODE OF PROFESSIONAL ETHICS**

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

In order to more adequately express the affirmation of our professional responsibilities, we the faculty members of Panola College do adopt and hold ourselves and each other subject to the following code of professional ethics:

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

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

*Reference: Texas Community College Teachers Association, February 20, 1997. In this code, the term colleague refers to all persons employed by colleges in the educational enterprise.*

Employee Standards of Conduct can be located at [DH LOCAL](#) in the *Board Policy Manual*.

## **HISTORY OF PANOLA COLLEGE**

The complete history of the college is traced from its founding in 1947 through its 50<sup>th</sup> anniversary in the book *Panola Junior College 1947-1997*. A brief history of Panola College from its founding to the present is also available online at [www.panola.edu](http://www.panola.edu) and in the *Panola College Catalog*.

## **ACCREDITATION**

Panola College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Certificates and Associate Degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Panola College.

Panola College is accredited by the Southern Association of Colleges and Schools Commission on Colleges with oversight by the Texas Higher Education Coordinating Board. The College holds memberships in the Association of Texas Colleges and Universities, The Texas Community College Association, The Southern Association of Community and Junior Colleges, The American Association of Community Colleges, The American Library Association, and The Region XIV Athletic Conference. Individuals within the college hold professional memberships in a multitude of academic and professional organizations.

## **GOVERNANCE**

Panola College is governed by a seven-member board of trustees elected by the people of The Panola County Junior College District for six-year terms. The board names its own officers including a chair, a vice chair, and a secretary. The Board of Trustees generally meets the fourth Monday of each month, and may be called into special session. The Board of Trustees is the ultimate legal authority for the College. The function of the Board of Trustees is to establish policy. In addition, the Board as a whole considers such official actions as the purchase and sale of property, the authorization of building programs, and the approval of faculty contracts. The Board is kept informed on broad institutional development as well as on specific matters requiring its collective judgment. It defines the needs of the institution and interprets the educational aspirations of citizens residing within the College's service area.

## PERSONNEL INFORMATION

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### ADMISSION TO COLLEGE-SPONSORED ACTIVITIES

All College employees and their immediate family members as well as retired employees shall be admitted free to athletic events, dramatic productions, musical concerts, and other official on-campus activities sponsored by the College, unless such events are performed to raise funds for their individual department.

### AUTOMATIC DIRECT DEPOSIT

Employees of the College are required to have automatic direct deposit for payroll checks. Direct deposits are processed in the same manner as regular payroll and wired directly to the employee's chosen banking institution on the specified payroll dates. Employees should contact the Business Office for further information.

### CAMPUS CARRY REGULATIONS

#### Definitions:

**Handgun** – any firearm that is designed, made, or adapted to be fired with one hand

**Concealed handgun** – the presence of a handgun is not openly discernible to the ordinary observation of a reasonable person

The following rules concerning campus carry have been adopted by Panola College:

- Open carry of a handgun is NOT permitted by a license holder on Panola College owned or leased locations (including all buildings, driveways, streets, sidewalks or walkways, and parking areas of the institution) regardless of whether the handgun is holstered. Only licensed peace officers are authorized by law to open carry firearms on campus.
- A license holder, under Chapter 411 of the Texas Government Code, may carry a concealed handgun while on Panola College owned or leased locations unless prohibited by state or federal law or by the exceptions described by the regulations.
- A license holder will not be subject to prejudice for lawfully expressing the right to carry.
- Panola College expects license holders to store lawfully the handgun when going to a place on campus where concealed carry is prohibited. The college will not provide general storage.
- A license holder may be asked to show proof of license to a college police officer but no other college employee may ask to see the license.
- A license holder may transport and store a concealed handgun in a locked, privately owned vehicle while on Panola College owned or leased locations.
- A license holder who carries a concealed handgun on his or her person must secure the handgun in a holster that covers the trigger guard.
- A license holder may not carry a handgun if he or she is intoxicated.
- A license holder may not carry a handgun on the premises where a high school, collegiate, or professional sporting event or interscholastic event is taking place, unless the license holder is a participant in the event and a handgun is used in the event.

- A license holder may not carry a handgun into a polling location on campus.
- A license holder may not intentionally, knowingly, or recklessly carry a handgun into the Sid B. Turner Memorial Chapel during a religious service.
- The concealed carry of a handgun into formal disciplinary or appeals hearings is prohibited.
- License holders who reside in or visit campus housing may carry a concealed handgun.
- Handguns must be either concealed on the license holder's person, stored in a locked vehicle, or stored in a locked safe inside the resident's room.
- An employee of the college who is a license holder may store a handgun in a locked drawer in his or her assigned office.
- These regulations will be enforced through the involvement of police in criminal infractions. Penalties may include a Class C citation and an offense report and/or arrest.
- These regulations will be distributed widely to faculty, staff, and students through the college's website, *The Pathfinder* (student handbook), and faculty/staff handbooks.
- Panola College will comply with the placement of required signage as described by Texas Government Code section 30.06.
- An ad hoc committee appointed by the president may review these regulations based on requests filed by college departments.
- The Panola College president may amend these rules as necessary for campus safety.

### **CATASTROPHIC SICK LEAVE POOL**

The Panola College Catastrophic Sick Leave Pool is funded "by employees for employees" and is administered by Human Resources. The sick leave pool exists and continues through the generosity and deposits of full-time Panola College employees. To review the policy in detail, please visit the Human Resources page of the Panola College website.

### **COMPLAINTS AND GRIEVANCES**

Panola College employees as well as students have the right to bring a complaint, grievance or appeal forward and receive due process in resolving the complaint, grievance, or appeal.

Details on the following types of faculty complaints can be found in the *Board Policy Manual* on the Panola College website:

1. Complaints related to Sexual Harassment ([DIAA LOCAL](#) and [DIAA LEGAL](#))
2. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, or religion ([DIAB LOCAL](#) and [DIAB LEGAL](#))
3. Complaints concerning retaliation relating to discrimination and harassment ([DIAB LOCAL](#) and [DIAB LEGAL](#))
4. Complaints concerning Term Contracts/Dismissal or Non-Renewal ([DMAA LOCAL](#), [DMAA LEGAL](#), [DMAB LOCAL](#), and [DMAB LEGAL](#))
5. Complaints concerning a commissioned peace officer who is an employee of the College District ([CHA LOCAL](#) and [CHA LEGAL](#))
6. Complaints concerning an employment preference for former foster children ([DC LEGAL](#))



These types of complaints should always involve the Director of Human Resources. A complaint or grievance involving the Director of Human Resources can be referred to any Vice President or the President.

A faculty member who has a complaint or grievance against another college employee or the college itself should follow the Board Policy [DGBA LOCAL](#).

Faculty who receive a formal complaint from a student should refer to the [Academic and Disciplinary Complaints and Appeals](#) policy in this handbook and provide students with the proper form. A student complaint that is sexual in nature must involve the Title IX Coordinator at Level I.

All complaints, whether informal or formal, should be documented either electronically (recorded) or in writing and forwarded to the complainant's immediate supervisor. The Director of Human Resources will keep records of formal employee complaints and grievances for five years. The Deans and Vice Presidents will keep records of informal and formal student complaints and grievances in their schools for five years. After five years, all complaint information will be destroyed (erased or shredded).

## **CONFLICT OF INTEREST**

An employee shall not accept or solicit any gift, favor, service, or benefit, which could be construed to influence the employee's discharge of assigned duties and responsibilities. ([DBD LOCAL](#) and [DBD LEGAL](#))

## **DRUG AND ALCOHOL ABUSE**

### **Panola College Policy Statement on Drug and Alcohol Use and Abuse**

It is Panola College's desire to provide a drug-free, healthy, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Panola College premises, including off-site locations, and while conducting business-related activities off Panola College premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or voluntary participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

To inform employees about important provisions of this policy, Panola College has a drug-free awareness program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees, and consequences for violations of this policy.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of an Employee Assistance Program. They may also wish to discuss these matters with their supervisors or with Human Resources to receive assistance or referrals to appropriate resources.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take sick leave or unpaid time off to participate in a rehabilitation or treatment program through Panola College's health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all College policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the College any undue hardship.

Under the *Drug-Free Workplace Act*, an employee of Panola College must report any criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or with the Director of Human Resources without fear of reprisal.

Click the following links to access Panola College Board policies with respect to drug and alcohol use: [DHB LOCAL](#), [DHB LEGAL](#), [DH LOCAL](#), and [DH LEGAL](#).

**Drug testing.** Panola College is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job poses serious safety and health risks.

An Employee Assistance Program (EAP) provides confidential counseling and referral services to employees for assistance with such problems as drug and/or alcohol abuse or addiction. It is the employee's responsibility to seek assistance from an EAP prior to reaching a point where his or her judgment, performance, or behavior has led to imminent disciplinary action. Participation in an EAP after the disciplinary process has begun may not preclude disciplinary action, up to and including termination of employment.

Copies of the drug testing policy will be provided to all employees. Employees will be asked to sign an acknowledgment form indicating that they have received a copy of the drug testing policy. Questions concerning this policy or its administration should be directed to Human Resources.

**Legal sanctions.** The most common legal violations and their consequences are listed in [Appendix A](#). The list does not imply a limitation on the number of controlled substance as defined in state and federal law.

## **ELECTRONIC COMMUNICATIONS POLICY**

Panola College advises its employees that all data/information kept on college e-mail, voice mail, or computer is property of the College and subject to access at any time. There should be no expectation of privacy. Employees' access to the Internet, telephone system, and the sending and receiving of profane e-mails can be monitored and restricted to avoid violation of the College's anti-harassment policy.

## EMAIL GUIDELINES

It is strictly prohibited to:

- Send or forward emails containing libelous, defamatory, offensive, racist, political, harassing or obscene remarks. If you receive an email of this nature, you must promptly notify your supervisor.
- Send unsolicited (SPAM) email messages or chain mail.
- Forge or attempt to forge email messages or disguise or attempt to disguise your identity when sending mail.

Reference the Human Resources website for a complete description of the [Electronic Communications Policy](#).

**Duty of care.** Users must take the same care in drafting an email as they would for any other communication. Confidential information should not be sent via email.

**Personal usage.** Although the institution's email system is meant for business use, Panola College allows personal usage if it is reasonable and does not interfere with work and does not incur any cost to the institution.

## EMERGENCY PREPAREDNESS

**Emergency alerts.** Panola College provides an emergency alert system capable of delivering phone messages to your classroom, email messages to your college and personal email accounts, as well as text messages to your cell phone. An employee must register his or her cell phone number with Human Resources or Campus Police in order to receive emergency messages via text.

**Crisis management plan.** In case of injury, accident, or serious illness involving a student, Panola College employee, or guest, follow the [Crisis Management Plan](#) (available online). In case of emergencies such as fire, theft, or loss of property, call 911, Campus Police, and then notify the Vice President of Fiscal Services.

**Bomb threats.** In case of a bomb threat made over the telephone, follow the [Crisis Management Plan](#). Administrators on duty shall be responsible for the orderly dismissal of classes and the clearing of buildings. Classes will resume only when the building has been properly inspected and the College President or his designated representative permits the students, teachers, and staff members to re-enter the building.

**Campus disturbances.** Firm and prompt action will be taken in case of any disturbance on campus. The safety of individuals and the protection of college property are prime concerns. Campus police are empowered to maintain order or call for external police assistance.

**Computer lab safety.** All computer labs must be designed and implemented with safety in mind. All desks and tables in computer labs need to be equipped with wire trays so that wiring will not hang down and present a trip hazard. Wiring should not lie on the floor across an aisle. If it must, then it must be enclosed in appropriate floor molding. All orders for computer labs (including desks, molding, trays, etc.) must go through Information Technology Services (IT) for approval before purchases are made. Approved by President's Council on August 13, 2008.

## EMPLOYEE COMPLAINTS

See [DGBA LOCAL](#) in the *Board Policy Manual*.

## EMPLOYEE RIGHTS

See DG of the *Board Policy Manual*.

## ENGLISH LANGUAGE PROFICIENCY POLICY FOR INSTRUCTIONAL PERSONNEL

In accordance with House Bill 638, enacted by the 70th Legislature, Panola College affirms that all courses will be taught in the English language. Excluded from this requirement are foreign language courses designed to be taught in a foreign language or similar types of courses such as bilingual education courses taught in more than one language. House Bill 638 requires that each public institution of higher education in Texas establish a program of assessment and assistance for faculty and teaching personnel whose primary language is not English.

The following procedures are designed to comply with that law:

**Identification.** All faculty members who can demonstrate (on the basis of country of origin, academic training, length of residence in an English-speaking country, or other credible evidence) that their primary language is English are excluded from the requirements of HB 638. The academic Deans are responsible for identifying to the Vice President of Instruction any instructional personnel whose primary language is not English. Such faculty will be required to take the *Test of Spoken English*.

**Testing.** All instructional personnel who require oral English proficiency testing will take the *Test of Spoken English*. The costs for this assessment instrument will be paid for by the college. If a score of 220 or higher is achieved, the individual's spoken English skills will be considered adequate for instruction. If the score is below 220, the individual will be required to obtain English language assistance.

**Assistance.** All instructional personnel who are required to undergo English language assistance will have the option of employing a private tutor or of entering an English program for non-native-born speakers. In either case, the individual faculty member is required to pay for the assistance. Following successful completion of the program, the faculty member must score 220 or higher on the *Test of Spoken English* in order to continue in an instructional position at Panola College. A faculty member will be given one year in which to demonstrate oral English proficiency.

## EXPRESS BREAST MILK FOR NURSING MOTHERS

Panola College supports the practice of expressing breast milk and will make reasonable accommodation to employees who are nursing mothers. A reasonable amount of break time will be provided each time the employee has the need to express breast milk. The College will provide a place, other than a multiple user restroom, that is shielded from view and free from intrusion. Panola College may not suspend or terminate the employment of or otherwise discriminate against any employee that has asserted her rights under this policy. ([DG LEGAL](#))

## FACULTY SCHOLARSHIPS

Panola College Board policy allows for the tuition for all full-time employees and their dependents to be paid through college funds. The employee or qualified dependents may be required to pay certain fees, such as those normally charged for applied music and various physical education classes. Textbooks may be loaned to qualified individuals for the duration of the course and may be purchased at a reduced rate upon completion of the course. The College may waive one-half of the tuition charged in non-credit community service courses for full-time college employees.

The following scholarship policies were developed by the Scholarship Committee and approved by the College President and became effective February 2002.

1. Spouse/dependent children:
  - a. Must maintain a 2.0 GPA each semester.
  - b. Must have not exceeded a total of 65 non-repeated hours at Panola College. The limit pertains to courses/programs for which the College paid.
2. Dependent children
  - a. Defined by current federal financial aid criteria. The dependent child cannot be any of the following:
    - i. 24 years of age or older (exceptions made for legal dependents)
    - ii. A veteran of the U. S. Armed Forces
    - iii. Married
    - iv. A ward of the court
    - v. Have any legal dependents
  - b. High school graduate - student must begin no later than the first long semester after graduation.
  - c. GED - student must begin no later than the first long semester after leaving high school.
  - d. May not have completed a Bachelor's degree.
3. Recipients enrolling in three or more hours must complete the [Free Application for Federal Student Aid \(FAFSA\)](#).
4. The Scholarship Committee must approve any exceptions.
5. Employees/spouses/dependent children will receive tuition, fees, and book loan. Consumable items such as workbooks, study guides, computer software/programs/storage media are not covered by the scholarship. The recipient must purchase these items.
6. The Vice President of Fiscal Services will notify the employee regarding any books on loan, which are not returned at the end of the semester. Books may be purchased at the end of the semester at half price.
7. This scholarship does not cover schedule change or late registration fees, damaged or lost textbooks, private music lessons, facility rental fees, or tuition and fees for select courses (such as camps) as determined by Workforce and Continuing Education.

## **HOLDING PUBLIC OFFICE**

College employees may serve as members of other governing bodies such as school districts, towns, or colleges as long as they receive no salary for serving on these governing bodies.

## **JURY DUTY**

Employees of the college shall be granted leave time to serve on ordered jury duty or to serve as a subpoenaed witness. Such duties should be reported to his or her instructional supervisor. Such time does not apply to faculty members' sick leave or personal day accounts. ([DEC LOCAL](#))

## **LEAVE (DEVELOPMENTAL)**

Faculty developmental leave may be granted by the College President with the approval of the Board of Trustees. Such leaves are generally granted without salary for a period of not less than one semester or more than two years. A faculty development leave will be granted only if a suitable temporary replacement can be found for the faculty member requesting the leave.

([DEC LOCAL](#) and [DEC LEGAL](#))

## **LEAVE (EXCLUSION FROM WORK)**

An employee may be excluded from work if the College President or designee, in accordance with this procedure, determines that the employee poses a risk of contagion to other employees or students, the employee poses a threat to his or her own health by remaining on the job, or the employee's physical and/or mental condition interferes with the performance of regular duties.

## **LEAVE (FAMILY AND MEDICAL LEAVE ACT)**

Under the *Family and Medical Leave Act of 1993*, employees who have worked for a covered employer for at least 12 months may under certain circumstances be given at least 30 days of advance notice and receive up to 12 weeks of family or medical leave without pay. Any employee who needs such leave should consult with Human Resources.

## **LEAVE (PERSONAL)**

Two days per year are deemed to be personal days and the faculty member may request in advance to be absent from duty for personal reasons. The request for a personal day should include a plan for meeting the instructor's teaching duties on the day of absence. For purposes of record, a personal day is counted as one of the days allowed for sick leave in a year.

## **LEAVE (SICK)**

Full-time faculty are eligible to accrue sick leave at a rate of nine days per contract year for 9-month faculty, ten days for 10-month faculty, ten and one-half days for 10.5-month faculty, eleven days for 11-month faculty, and twelve days for 12-month faculty. Unused sick leave may be accrued up to a maximum of 90 days.

Depending on the circumstances, faculty members should complete a [Personal Leave of Absence Report](#) prior to an absence when possible or on the day the faculty member returns to work. A record of faculty absences is kept on file in the Vice President of Instruction's office as

well as the Human Resources office. Employees should check these records annually to assure their accuracy.

Faculty members are encouraged to schedule medical or dental appointments after working hours whenever possible. For lengthy absences (3 days or more), the faculty member may be asked to furnish documentation of illness, injury, or medical or dental appointment.

Accumulated sick leave does not constitute a claim for reimbursement when the faculty resigns or retires.

A faculty member who exceeds the total of sick leave days for a year as well as the total of sick leave accrued in previous years shall have his or her pay reduced by the value of one day's portion of his or her total contract figure for each day missed in excess of sick leave benefits.

### **LEAVE (TERMINATION OF EMPLOYMENT)**

Employees who are excluded from the workplace in accordance with the procedure will have their employment terminated when any leave time or temporary disability leave to which they are entitled has expired, and/or the amount of time off from the workplace exceeds six months, in accordance with appropriate policies and disability discrimination restrictions.

### **LEAVE (VACATION)**

Vacation time will only be granted to those faculty members with 12-month contracts. Faculty members on 12-month contracts will work the same number of days as all other 12-month employees.

A request for vacation time should be submitted to the appropriate instructional Dean for approval.

Vacation time may accrue to a total of 60 days. A record of faculty vacation time taken and accrued is kept on file by Human Resources. Each employee should check this record annually to assure its accuracy. Vacations will normally be scheduled when students are not on campus. Reference [DEC LOCAL](#) in the *Board Policy Manual* for a complete description of the vacation policy.

### **LENGTH OF SERVICE**

Length of service at Panola College is determined by the following:

1. If all service has been continuous except sick leave, authorized absences, or temporary interruptions of fewer than six months, the length of service shall be counted from the initial date of employment.
2. If an employee is rehired following an earlier termination, the individual's length of service with the college is counted from the date of the renewed employment.
3. In the event that an employee transfers or is promoted from one classification to another within the College, service is continued to be counted from the original date of employment.

## **OUTSIDE EMPLOYMENT**

The primary employment responsibility of a Panola College faculty member is to the College. Prior to acceptance of outside employment for pay, a faculty member must submit a written request through the appropriate Dean to the Vice President of Instruction. This policy does not apply to work performed during holidays or vacation periods.

## **PERSONNEL BENEFITS**

Basic term life insurance (a minimal amount) is provided for each employee who qualifies for health insurance provided by the College. The College pays the full amount of the premium. Generally, coverage is effective within thirty days from the initial date of employment. This policy is subject to change according to the conditions imposed by the insurance carrier.

Prior to termination, employees should contact Human Resources and complete any necessary paperwork. If an employee leaves after the first of a month, coverage will generally continue through the end of the month of termination. Under federal law, the college must make medical insurance available to employees for at least eighteen (18) months after termination unless the reason for termination is gross misconduct. Under these COBRA provisions, the employee must pay the monthly premiums. See Human Resources for details.

It is the responsibility of each employee to keep Human Resources informed of any changes which might affect his or her coverage (address, newborns, etc.).

**Definition of personnel benefits.** "Faculty Member" means a person who is employed by the college on a full-time basis in any of the following positions:

1. A member of the faculty whose duties include teaching or research.
2. An administrator responsible for teaching or research.
3. A professional librarian, president, vice president, or other professional staff person whose national mobility requirements are similar to those of faculty members and who fills a position that is the subject of a nationwide search in the academic community.

## **PERSONNEL FILE**

All information contained in the personnel file of a faculty member is available to that person or the designated representative of that person, except as otherwise required by law. Records for faculty members may be obtained from Human Resources.

## **RESIGNATION**

A faculty member may relinquish his or her position and leave the employment of the College at the end of contract term without penalty, provided he or she submits a written resignation prior to May 1 of the school year in which the employee resigns. A prepaid certified or registered letter of resignation is considered submitted upon mailing.

The faculty member may resign with the consent of the Board of Trustees at any time mutually agreeable.

The College President has the authority to accept resignations. Exceptions to the deadline requirement may be granted in extenuating circumstances.



## **RETIREMENT CEREMONY**

Panola College has one official retirement ceremony per calendar year. All employees who are retiring during the calendar year will be officially honored on that occasion. The ceremony is held during the spring semester each year. Any employee who retires during the course of the year will be recognized at the spring ceremony.

In order to qualify for official retirement from Panola College, a faculty member must meet the necessary requirements of the Teacher Retirement System (TRS) or an optional retirement program (ORP).

To be eligible for a retirement ceremony, a person must be at least 55 years of age and have been employed for at least ten years with the College District.

## **RETIREMENT PLAN**

All faculty members are required to participate in a retirement program. All professional level employees (instructors, administrators, and counselors) may elect to participate in the Teacher Retirement System of Texas (TRS) or the Optional Retirement Program (ORP).

The office of Human Resources will assist new faculty members in securing information on the two programs, but each new faculty or professional staff member is responsible for making this significant decision for himself or herself. The faculty member should receive written information from Human Resources prior to the beginning of the 90-day period in which the new person must make this choice.

A faculty member may exercise the choice to participate in the optional retirement program only once. Election to participate in the optional retirement program must be made before the ninety-first day after becoming eligible. A faculty member who fails to elect the ORP during the 90-day period shall remain in the Teacher Retirement System for the remainder of employment in Texas higher public education.

*Selection of the ORP in lieu of TRS entails certain responsibilities for the employee, including selection and monitoring of vendors and investments. Panola College has no fiduciary responsibility for the market value of participants' investments or for the financial stability of the vendors chosen by the participants.*

## **SEXUAL ASSAULT POLICY**

Panola College is committed to providing a safe educational and working environment for its students, faculty, and staff. The [Sexual Assault Policy](#) is available on the [Campus Police](#) web page.

## **SEXUAL HARRASSMENT POLICY**

See [DIAA LOCAL](#) and [DIAA LEGAL](#) of the *Board Policy Manual*.

## **SOCIAL SECURITY**

All College employees are covered by Social Security. The necessary salary deductions are made on a monthly basis and members may be entitled to all benefits of the plan.

## **TAX-DEFERRED ANNUITY**

Under the provision of public law, an employee of the college may elect to purchase a tax-deferred retirement annuity. While the annuity is being purchased, the employee does not pay current federal income taxes on the amount deducted from his or her salary for the annuity premium. Taxes will be paid on the deferred annuity at retirement or whenever the individual elects to withdraw funds from the account.

In the event that an employee signs a contract for a tax-deferred annuity, his or her current salary will be reduced by the annual contractual amount. This procedure is defined as a reduction rather than a deduction to comply with current tax regulations.

Interested faculty may obtain information on tax-deferred annuity programs in the office of Human Resources or by visiting the [Human Resources](#) web page.

## **TRAVEL**

The College reimburses faculty and administrators for expenses incurred on approved institutional travel or for student instructional purposes. Such travel is subject to the limitations of the annual department operating budget. Official out-of-town travel must be approved two weeks in advance by the appropriate administrator and by the College President.

**Meals.** The per diem allowances for meal expenses are reimbursable at a rate not to exceed \$35 per day. Meal receipts must be turned in for reimbursement. Meals will not be reimbursed for trips that do not require an overnight stay.

**Mileage.** Reimbursement for personal vehicles used in school travel is made at the state rate. When traveling in a rental vehicle or college owned vehicle, employees must use College issued credit cards for fuel purchases. These cards are issued by the Business Office.

**Lodging.** Receipts for such expenses are necessary to secure reimbursement for lodging expenses. Use the [Texas Hotel Occupancy Tax Exemption Certificate](#) (available online) for hotels (accepted by all Texas hotels and some in other states). State tax in Texas hotels will not be reimbursed.

Individuals traveling within the four-county service area do not need to seek prior approval for travel plans. All other trips are authorized by the completion of the [Request for Approval of Travel](#) form. This form is located on the Panola College website.

## **WORKERS' COMPENSATION**

An individual injured in the performance of official duties must promptly report the incident to the appropriate administrator and the office of Human Resources. Failure to report promptly and officially may result in a liability for the employee and/or the College.

# INSTRUCTION

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## **ACADEMIC ADVISING**

The primary function of the advising program is to help students adjust to the college environment as well as to provide academic, career and technical advising. The Student Success Center provides a variety of quality services including career services, advising and guidance, services for students with disabilities, new student orientation and study skills workshops. Students can receive academic advisement and career guidance from the advisors in the Student Success Center, Deans, and faculty advisors. In addition, faculty are encouraged to use the First Alert program to identify students' class deficiencies early in the semester to help them succeed in achieving their academic and/or technical program goals (for more information, contact Student Success). To take advantage of these services, direct students to the Student Success Center located on the second floor of the Charles C. Matthews Student Center.

## **ACADEMIC AND DISCIPLINARY COMPLAINTS AND APPEALS**

Academic complaints/appeals apply to any grade or classroom-related issue including cheating and plagiarism. Disciplinary complaints/appeals also apply to any student conduct violation and sanction applied.

Exceptions: This policy shall not apply to:

1. Appeals for forced withdrawal from developmental courses in accordance with state law.
2. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, or religion. ([DIAA LOCAL](#) and [DIAB LOCAL](#))
3. Complaints concerning retaliation relating to discrimination and harassment. ([DIAA LOCAL](#) and [DIAB LOCAL](#))
4. Complaints concerning a commissioned peace officer who is an employee of the College District. ([CHA LOCAL](#))

### **Guiding Principles: Informal Process**

The College District encourages students to discuss their concerns, complaints, or appeals through informal conferences with the appropriate instructor or other campus administrator.

A chart depicting how faculty should address both informal and formal complaints is provided in [Appendix H](#). Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. If an informal conference regarding a complaint fails to reach the outcome requested by the student, the student may initiate the formal process described in the next section.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including e-mail and fax, or by U.S. Mail. Hand-delivered filings shall be timely

filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

### **Formal Complaint/Appeals Process**

#### **LEVEL 1: FILE A FORMAL COMPLAINT OR APPEAL WITH THE EMPLOYEE/INSTRUCTOR**

A student wishing to file a formal academic or disciplinary complaint or appeal shall use the form provided by the College District ([Student Complaint/Appeal Form](#)). The form shall be filed with the instructor or employee involved no later than five (5) days after the complaint or receipt of the disputed grade or discipline. Documentation may be presented by both sides. The instructor or employee must respond with a written decision within three business days.

#### **LEVEL 2: APPEAL TO DEAN OR VICE PRESIDENT OF STUDENT SERVICES**

If the student is not satisfied with the disposition of the matter, he or she may appeal within three days to the appropriate Director, Dean (academic appeal), or Vice President of Student Services (disciplinary appeal) using the appeal form from Level 1. The student may remain in class until the appeal process is completed. If there is a question of patient or student safety, the student shall only observe. The Dean or Director will provide a written response within three days of receiving the appeal. The Dean or Director may uphold the previous decision or overturn the decision such as in the event of a grading error.

#### **LEVEL 3: APPEAL TO APPEALS COMMITTEE**

A student not satisfied with the Level 2 decision may proceed to Level 3. Within three days of the Level 2 decision, the student may request from the appropriate Vice President (either Instruction if “academic complaint” or Student Services if “disciplinary complaint”) that an appeals committee be called. The form and additional documentation will be forwarded from Level 1 and Level 2 to be used in the appeals process. The Vice President shall set the date for the Appeals Committee within three working days of the request.

The Appeals Committee shall consist of three instructors, one from each of the following areas (Academic, Technical, and Health Science), appointed biennially by the Vice President of Instruction, one administrator appointed by the College President, and one student appointed by the Vice President of Student Services. The chair of the appeals committee shall be given the written appeal from Level 1/Level 2 and shall set the time for the committee to hear the appeal. The hearing shall be conducted on the College District campus and attended only by those persons authorized by the chair of the appeals committee.

**Notice:** The chair of the appeals committee shall notify the student of the date, time, and place for the hearing. The notification shall advise the student of his/her rights:

1. To have an advisor present at the hearing (the person may not present the case, question witnesses, or address the committee)
2. To request copies of evidence
3. To have the hearing tape recorded

4. To ask questions of each witness
5. In the case of disciplinary appeal:
  - a. To have the complaint described in sufficient detail to enable the student to prepare a defense
  - b. To have the disciplinary sanction restated.

**Procedure:** The appeals hearing shall proceed as follows:

1. The chair shall inform the student of his/her rights.
2. The chair shall read the student's request for formal review.
3. The designated official(s) shall present the College District's case.
4. The student shall present his or her appeal. No additional documents may be presented other than those used at Level 1 and Level 2 unless the student did not know they existed.
5. Either side may offer rebuttal and any member of the committee may ask questions
6. The appeals committee will take the matter under advisement in closed session (without student or officials present).
7. The committee shall decide whether an error was made in calculating a grade or whether the student is guilty or innocent of a charge (such as cheating, or possession of drugs). The decision shall be determined by a majority vote of the committee and they may take the matter under advisement for 24 hours before rendering a decision.
8. The chair of the academic appeals committee shall inform the student and the appropriate Vice President in writing as to the decision of the committee. The Vice President will inform the involved employees of the decision.

**Evidence:** Evidence shall be handled according to the following:

1. Legal rules of evidence do not apply; the committee chair may admit evidence that is commonly accepted by reasonable persons in the conduct of their affairs. The chair may exclude irrelevant, immaterial, and unduly repetitious evidence.
2. At the hearing, the College district shall be required to prove by a preponderance of the evidence that the charges are true. This is known as the greater weight of the credible evidence, not reasonable doubt as in criminal cases.
3. A student shall not be compelled to testify.
4. The appeals committee shall decide the issue of guilt or innocence solely on the basis of the evidence presented at the hearing.
5. A tape recording shall be made of the hearing. If needed for an appeal, transcripts will be made at the written request of the student or the College. The cost shall be borne by the one requesting the transcript.

#### **LEVEL 4: APPEAL TO THE COLLEGE PRESIDENT**

If either party is not satisfied with the decision of the committee, within three working days of the committee's decision he or she may petition the College President to review the decision. The President may act to affirm, modify, remand, or reverse the decision. The President shall respond with a written decision within five days.

## **ACADEMIC FREEDOM AND RESPONSIBILITIES**

The College is committed to the principle of academic freedom. This principle is acknowledged through the right of a faculty member to explore fully within the field of his or her assignment and give the classroom and elsewhere such exposition of his or her subject, as he or she believes to represent the truth. This principle also includes the right of a member of the faculty to exercise in speaking, writing, and action outside the College the ordinary rights of an American citizen, but it does not decrease the responsibility, which the faculty member bears to the College, the state, and the nation.

The concept of academic freedom shall be accompanied by an equally demanding concept of responsibility shared by the Board, administrators, and instructor/counselors.

To fulfill this responsibility on the part of instructor/counselors, instructional personnel shall maintain competence as scholars in their fields of specialization; exhibit competence as instructor/counselors; maintain professional integrity as demonstrated through lectures, discussions, student relations, and/or publications; and carry out all instructional functions, policies, and procedures of the institution.

## **ACCOMMODATING STUDENTS WITH DISABILITIES**

The *Americans with Disabilities Act (ADA)*, which became effective January 26, 1992, requires that individuals with disabilities be afforded equal opportunity in the areas of public services and programs, employment, transportation, and communications. Under the ADA, a disability is defined as a physical or mental impairment that substantially limits one or more major life activities.

Section 504 of the *Rehabilitation Act of 1973* and the ADA have greatly facilitated the expansion of services for individuals with disabilities in postsecondary educational settings. Section 504 provides that “no otherwise qualified handicapped individual in the United States...shall solely by reason of his/her handicap be excluded in the participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

The ADA, which uses the term “disability” instead of “handicap,” extends civil rights protection to people with disabilities. Neither Section 504 nor the ADA is meant to protect individuals with disabilities from the consequences of their behavior or to make available to them programs and services for which they are not otherwise qualified. These legislative acts are meant to aid in the removal of physical, attitudinal, and programmatic barriers to services and education for individuals with disabilities.

Faculty members play a critical role in helping students with disabilities succeed in college. If you are unsure about how to approach a situation, it is best to seek counsel from your Dean or Director or the office of [Disability Support Services \(DSS\)](#).

*Faculty members may*

- Encourage students to self-disclose their disability or disabilities in an appropriate and confidential time and place.

- Check on the legitimacy of a student's claim of a disability by contacting DSS.
- Make suggestions for appropriate academic accommodations.
- Help students whom they suspect have a learning disability by suggesting that the student seek support from appropriate campus service providers.

*Faculty members may not*

- See a student's documentation of a disability unless given written consent by the student. Likewise, faculty members cannot request information about the student's disability from the campus service providers.
- Set a limit for the number or amount of accommodations provided during a semester or the number of students with disabilities in his or her classes.
- Allow the right to academic freedom to impact the types of accommodations permitted in the classroom.
- Refuse a request for an academic accommodation. If an issue arises, such as a safety issue, the faculty member should contact DSS to discuss the request for accommodation.
- Ask a student if he or she has a learning disability if the student is experiencing difficulty in class. The faculty member can suggest that the student seek support services.

*Faculty members are responsible for*

- Accommodating only students with an Individual Accommodation Plan (IAP); the instructor is under no obligation to provide accommodations retroactively.
- Maintaining students' confidentiality at all times. Do not single out students in class or mention any test accommodation to them in front of their peers. These actions breach confidentiality.
- Providing for the academic accommodation(s) requested.
- Maintaining the integrity of academic standards in the course.

Faculty members are strongly encouraged to include a student with disabilities statement in the course syllabus and make the class aware of it at the beginning of each semester. This will help make sure that students requesting accommodations for a disability do so early and through the DSS office.

## **ADJUNCT INSTRUCTORS**

Panola College will select adjunct instructors and assign each instructor a maximum teaching load of 9 semester credit hours. All adjunct instructors of academic courses must have a Master's degree in the field or a Master's degree and 18 hours in the field. All adjunct technical instructors must meet the criteria for faculty required by Panola College. Panola College will supervise and evaluate adjunct instructors using the same or comparable procedures used for full-time faculty. Instructors are evaluated annually by the appropriate Dean. Panola College will ensure that adjunct instruction and full-time instruction are equivalent in regard to material taught and achievement of student outcomes.

All dual credit instructors must adhere to the following procedures:

1. Adjunct instructors must follow syllabi as outlined by individual departments.
2. Adjunct instructors will promote student learning in accordance with the goals established by departmental faculty for the course and outlined in the syllabus.
3. Adjunct instructors must use approved textbooks adopted by Panola College full-time faculty and listed in the departmental syllabus.
4. Grading will be according to departmental standards and letter grades will be awarded for credit earned.
5. Adjunct instructors are expected to engage in specific assessment activities that provide documentation of student learning outcomes as outlined by Panola College. Instructors should be prepared to produce samples of student work including final exams upon request.
6. All courses will meet the contact hours required by the Texas Higher Education Coordinating Board. Therefore, dismissal of classes and early release (except in emergency) are in violation of the contract between the dual credit instructor, the College, and the Texas Higher Education Coordinating Board.
7. Adjunct instructors will maintain attendance records and assign each student a letter grade at mid-semester (only D and Fs must be reported) and at the end of the semester. Instructors will post all final grades and last day of attendance (for students failing the course) electronically in Panola College's grade entry system.
8. Adjunct instructors will send electronic attendance and grade sheets to his or her respective Dean at the end of the semester.
9. Adjunct faculty are required to participate in orientation and be enrolled in the Faculty Resources Course upon hire.
10. Adjunct instructors teaching online or hybrid courses must use Panola College's Learning Management System (LMS).

### **CHEATING AND PLAGIARISM**

The instructor should resolve incidents of cheating or plagiarism. Instructors should take precautions against cheating and plagiarism by clearly stating guidelines in the syllabus and by carefully proctoring examinations. Plagiarism should be treated as severely as an incident of cheating.

The instructor has the authority to deal with a cheating incident directly and may use his or her discretion. Penalties may include (but are not limited to) a failing grade on an assignment, a failing grade in the course, dismissal from a program, or suspension from the college. The instructor is encouraged to discuss the incident with his or her immediate supervisor prior to assessing the penalty. If the instructor elects to assess a penalty, a written report should outline the incident citing proof of the charge and documentation must be sent to the appropriate



Dean. Caution: Instructors must never accuse a student of cheating or plagiarism unless there is firsthand proof of the infraction.

All scholastic dishonesty actions shall first be considered and reviewed by the faculty member. If the student does not accept the decision of the faculty member, he or she may follow the appeal procedures outlined in [The Pathfinder](#) (student handbook) and also in this document. If the student denies the charges against him or her and pursues the appeal process, he or she shall not be suspended from class or from the college before receiving substantive and procedural due process. Due to safety concerns students may only be allowed to observe in clinical experiences.

### **CLASS ASSIGNMENTS**

Faculty members are subject to assignment to both face-to-face classes (day, evening, on campus, or off campus) and/or online classes.

### **COMMITTEE ASSIGNMENTS**

Faculty members may be assigned to various committees. Committee assignments are considered to be an integral part of the instructor's workload and a professional responsibility. No reduction is made in teaching load for committee assignments.

### **COUNSELING STUDENTS**

Counseling can benefit students in need of guidance due to class performance, disability, workload, irregular attendance, time management and/or other reasons that may warrant the need for assistance to improve their academic success. Students dealing with emotional, personal or behavioral issues may benefit from personal counseling and could be referred to a licensed professional counselor. Faculty may refer students to the Student Success Center located in the Charles C. Matthews Student Center for counseling options.

### **COURSE DEVELOPMENT**

Full-time faculty members are responsible for the integrity of their programs by staying current with state and national curriculum changes and making adjustments in a timely manner. These responsibilities include revising courses, developing new courses, revising syllabi, and assisting with revision of the core curriculum.

The Curriculum & Instruction Committee will approve any addition or deletion to the curriculum. The committee also must approve any new program, degree or certificate, or core curricula addition/revision to be offered by the College, confirming that the change supports the mission of the College.

The Virtual College of Texas (VCT) course schedule is available each semester to provide courses not offered online by Panola College. Requests for enrollment should be submitted to the VCT Coordinator in the eLearning department. Enrollment must be approved by the appropriate Dean after review of course materials to assess equivalency with Panola College course requirements.

## **COURSE SYLLABI**

All instructors must use the departmental syllabus for each course taught and competencies for each course must be stressed. Syllabi are reviewed and updated each year and are approved by the appropriate Chair or Dean. Assignments should be planned so that students with average capacity, adequate prerequisites, and good study habits may complete the preparation in the allotted time. Approved departmental syllabi for each course can be found online. All faculty will assist in developing course syllabi with appropriate outcomes and will also participate in assessment activities necessary to evaluate student success. Faculty will also develop strategies to improve outcomes upon assessment results.

## **CREDENTIALS**

Faculty teaching academic transfer courses are required to have a master's degree and 18 graduate hours in the field of teaching or an Interdisciplinary master's degree that includes graduate hours in multiple disciplines for which an accredited university has certified master's status for all parts of the academic degree combination.

Technical studies/degree faculty must have a degree at least equivalent to the level at which they teach or industry verified experience and training/certification that demonstrate their expertise in the discipline or field in which they teach.

All health science instructors (Associate Degree Nursing, Licensed Vocational Nursing, Occupational Therapy Assistant, Emergency Medical Services, Health Information Technology, Medical Laboratory Technician, and Medical Assisting) must have the certification for teaching required by their respective state and/or national boards.

For all faculty, professional development or continued university study is required.

## **DEFINITION OF FACULTY TITLES**

**Full-Time Faculty** - A full-time faculty member is defined as one having a 9-, 10-, 11-, or 12-month contract with a 30 semester credit hour load.

**Part-Time Faculty** – A part-time faculty member is defined as an adjunct faculty member meeting the same qualifications as a full-time faculty member but teaching a maximum of 9 semester credits per long semester.

Faculty members are classified by two titles, Instructor and Professor. These titles have significance in regard to the faculty member's credentials. The following explanation identifies the title structure:

"Instructor" are those faculty who have earned a minimum of a Certificate, an Associate's degree, or Bachelor degree. "Professor" are faculty who have earned a minimum of a Master's degree or a Doctoral degree.

"Adjunct" are part-time faculty with required credentials who may provide instruction in either didactic or clinical settings as needed per semester based on student enrollments.

## **DUAL CREDIT COURSES – FACULTY SELECTION, SUPERVISION, AND EVALUATION**

Panola College will select instructors of dual credit courses. Instructors are employees of Panola College and may be full-time or adjunct. All academic instructors must have a Master's degree in the field or a Master's degree and 18 hours in the field. Technical instructors must meet the criteria for faculty required by Panola College. Panola College will supervise and evaluate instructors for courses which result in awarding dual credit using the same or comparable procedures used for faculty at the main campus. Instructors are evaluated yearly by classroom observation by the appropriate Chair, Dean, or designee. Panola College will ensure that dual credit courses and their corresponding course offerings at the main campus are equivalent.

In addition to requirements from the ISD, all dual credit instructors must adhere to the following procedures:

1. All dual credit instructors must follow syllabi as outlined by individual departments.
2. Dual credit instructors must use approved textbooks adopted by Panola College full-time faculty and listed in the departmental syllabus.
3. Grading will be according to the departmental syllabus and letter grades will be awarded for credit earned.
4. Dual credit instructors are expected to engage in established assessment activities that provide documentation of student learning outcomes.
5. All courses will meet the contact hours required by the Texas Higher Education Coordinating Board. Therefore, dismissal of classes and early release (except in emergency) are in violation of the contract between the dual credit instructor, the College, and the Texas Higher Education Coordinating Board.
6. Dual credit instructors will maintain attendance records and assign each student a letter grade at mid-semester (only D and Fs must be reported) and at the end of the semester. Instructors will post all final grades and last day of attendance (for students failing the course) electronically in Panola College's grade entry system.
7. Dual credit instructors will send electronic attendance and grade reports to his or her respective Dean at the end of the semester.
8. Dual credit instructors teaching online or hybrid courses must use Panola College's Learning Management System.
9. Dual credit instructors must participate in adjunct orientation once per year and be enrolled in the Faculty Resources Course.

For the correlation between college English classes and TEKS requirements, dual credit English instructors should see Appendix E.

## **EVALUATION OF INSTRUCTION**

Evaluation of instruction is used to assess strengths and weaknesses of faculty members in the classroom. In addition, evaluation of instruction is one determinant used for renewal of contracts. Faculty members can expect an evaluation of professional performance on four elements (adjunct instructors only receive the first two evaluations).

1. **Student Evaluation of Instruction** – The instructor’s Chair or Dean will select one or two classes to be evaluated by students. The online surveys will be distributed each fall and spring (half of the faculty each semester) and returned to the appropriate supervisor. Each instructor will receive an analysis of the student responses along with student comments. Faculty members are required to respond in writing to the student evaluations (see [Response to Faculty Evaluation](#) form).
2. **Chair’s or Dean’s Observation of Instruction** – Each instructor will be observed by his or her Chair, Dean, or designee at any time with or without notice (see the [Classroom Instructional Evaluation](#) form online).
3. **Professional Development Plan** – Faculty members are required to examine their performance in writing and plan activities to promote professional development in their instructor role (see [Faculty Professional Development Summary](#)).
4. **Portfolio of Professional Development** – Each instructor will maintain a portfolio of professional development activities and will evaluate those experiences in writing (see [Faculty Professional Development Summary](#)).

All evaluation and portfolio documents for each instructor will be collected by the Chair and submitted to administration. The Chair will verify completion of the four evaluation elements for each faculty member.

Satisfactory evaluations consist of the following:

- Mean scores on the student evaluation of instruction are above 3.5.
- The classroom performance appraisal by the appropriate Chair, Dean, or designee is deemed satisfactory or excellent.
- The response to the student evaluation of instruction from the previous semester is complete and taken seriously.

### **Unsatisfactory Evaluation of Faculty**

**LEVEL I:** Chairs are expected to discuss unsatisfactory results of any of the four evaluation elements with a faculty member so he or she will be informed and can demonstrate improvement in subsequent evaluations. Documentation of discussions should be attached to the evaluation (student, classroom, etc.) and be placed in the faculty member’s personnel file.

**LEVEL II:** If evaluations show declining results over time, serious unsatisfactory results in a year, or a critical incident related to faculty responsibilities, the Chair will collect all documentation to present to the appropriate Dean and decide if a Performance Improvement Plan is needed.

The Performance Improvement Plan (PIP) is designed to facilitate constructive discussion between a faculty member and his or her Chair and to clarify the work performance to be improved (see [Performance Improvement Plan](#)).

The Office of Human Resources should review the plan before implementation to ensure consistent and fair treatment of employees across the institution.

- a. The PIP should be completed with specific outcomes
- b. The PIP should be completed with specific dates to review progress

Once signed by the employee and supervisor, the PIP should be filed in the employee's personnel file.

**LEVEL III:** If the PIP is not met, the Chair and Dean should forward the information to the Vice President of Instruction for review. Based on evidence, the VP of Instruction may choose to:

- a. Meet with the Dean and faculty member for additional information.
- b. Provide an additional plan for improvement.
- c. Recommend non-renewal of contract.

## **EXAMINATION POLICY**

The instructor is responsible for the frequency and content of examinations to determine student achievement. On the first day of class, the instructor will distribute a syllabus outlining examination and grading policies for the semester. All examinations with the exception of the final examination are scheduled by the instructor.

Final examinations are scheduled by the institution and published in the final exam schedule on the Panola College website. Changes to the published examination schedule are not permitted unless first approved by the instructor's Department Chair and Dean. An instructor who encounters circumstances that will not allow him or her or a student to adhere to the schedule (medical/health issue, death in the family, etc.) may request a change in the time and/or location of the final exam. To approve a student's request for exam change, an instructor will sign the [Student Request to Change Final Exam](#) form and send a copy to his or her Department Chair who will submit the form to the appropriate Dean for approval.

Instructors are encouraged to complete final exams for online classes by the end of the third day of final exams.

Instructors are cautioned about posting examination results or grades, being certain not to use names or social security numbers. The best policy is to inform students of their course standing privately and/or through the Learning Management System.

## **GRADE BOOKS AND ATTENDANCE RECORDS**

The following guidelines must be followed for grade books:

1. Gradebooks will be maintained electronically in the current Learning Management System. Grades and attendance records for each class taught will be submitted in an electronic format to the appropriate Dean at the end of the semester.
2. All grade records for each semester must be maintained in a separate electronic file. The document and filename should clearly indicate the semester and year.
3. The full title and the number of the course being taught should be listed at the beginning of each section of the record.
4. The following must be recorded:
  - a. Attendance - Record absences and official withdrawals or drops with date—for online courses, record the last day the student participated in the course.

- b. Grades - Identify all graded assignments and exams that comprise the course grade. Record and identify final exam grades and final average for the course. Indicate the method by which the grade was obtained.

## **GRADE CHANGES**

An instructor has fifteen (15) business days to change a grade submitted in error. The grade must be changed in the Student Success Center using the appropriate form.

## **GRADE REPORTS**

Official grades are posted through links on the College's website. (Contact Information Technology personnel for training in grade reporting online.) No grades may be processed until all grades are turned in by instructors. Grades for a particular section should be turned in to the Admissions/Records Office no later than 24 hours after the final examination is given. **This deadline must be met.** See [Appendix B](#).

The instructor will report mid-term grades through CampusConnect. An adequate number of assignments must be reviewed by the instructor to effectively assess performance. (Contact Information Technology personnel for training in grade reporting online.)

The instructor will make mid-semester grades available to all students in a timely manner so that students can make decisions as to whether or not to drop a course before the deadline.

## **GRADES**

Each faculty member is expected to maintain a defined evaluation procedure, which is included in the syllabus. Examination papers and assignments should be returned to students in a timely manner.

Departmental guidelines should provide some consistency of grading within a discipline and should be reflected in each course syllabus. Grade determination and weighting must be included in the syllabus.

Each instructor must submit proper grade reports online for those students who are officially enrolled. These grades must be reported in accordance with the schedule established by the Admissions/Records Office.

Grades remain as recorded and may be changed only by the instructor.

## **GRADING SYSTEM**

Instructors may use a variety of grading methods as long as each teacher's system is based on sound and fair academic procedure and procedures adopted by the department.

Letter grades should indicate the following levels of achievement:

A – Excellent work	I – Incomplete
B – Above average work	P – Pass (0 grade points)
C – Average work	W – Withdrawn
D – Passing (not always transferable)	
F – Failure	

## **GRANT WRITING AND NOTIFICATION**

Grants are an important source of outside revenue for Panola College and faculty are encouraged to seek grants that match program needs. If you decide you want to write a grant to enhance your program, locate a Request for Proposal (RFP) that matches your needs. Complete the [Grant Notification Form](#) (see online) and obtain all signatures required before you begin to write. The form should be submitted through a chain of command that includes your immediate supervisor, the Vice President of Fiscal Services, the Vice President of Instruction, and the College President for final approval. This procedure prevents duplication of effort and insures that all involved are informed about the grant. Stipends will not be allowed unless the work involved extends a person's contract. After obtaining the signatures, you may begin to officially write the grant. In most cases, grant proposals must be signed by the President before being sent to the funding agency. Allow enough time for him or her to read the proposal before signing. If there is a rush deadline, call the President's office in advance of seeking a final signature.

## **INCLEMENT WEATHER POLICY**

Panola College has scheduled its instructional program to comply with the Common Calendar of the Texas Higher Education Coordinating Board, as well as to meet instructional requirements for awarding credit hours earned. College instructors are obligated to meet all scheduled classes. If severe weather makes it necessary to cancel classes, the College Administration will notify students through emails, text messages, local television, and radio stations. If the College cancels classes, then all work is delayed until the next class meeting or until a date determined by the instructor. If a student is in an area which experiences severe weather and the College has not officially closed, it is that student's responsibility to decide whether or not to attend class. The student must then contact the instructor for information concerning make-up of work missed.

## **INCOMPLETE GRADES**

An incomplete grade may be given in special circumstances and with the approval of the appropriate Dean. The instructor should contact his or her Dean about incompletes prior to recording them. The grade of "I" should be assigned only when the student and instructor have made definite arrangements for completing the course work within six weeks.

The reason for awarding the "I" should be documented as serious illness, accident, military duty required, or death of an immediate family member. Do not award an incomplete grade because of habitual absenteeism, failure to complete assignments, or missed examinations.

The student must complete work within six weeks after the end of the semester in which the grade was issued or receive an "F" for the course.

Faculty should see the registrar to change a grade from incomplete to a letter grade after completing the work.

## **INSTITUTIONAL EFFECTIVENESS (IE)**

Panola College is guided by the philosophy of establishing "instructional excellence" and one of the ways excellence is measured at all levels is through the institutional effectiveness (IE)

process. Any unit dealing with academic transfer coursework, vocational/technical training, continuing education, and developmental or remedial education along with all institutional support services are required to participate in the IE process.

Each unit develops goals for the coming year. The IE plan (which includes Unit Goals, Objectives, Actions, and plans for evaluation) is submitted prior to the beginning of the year and is integrated into the budgeting process. Academic and technical units are required to have Student Learning Outcomes (SLOs), also known as graduate assessments, or a capstone course either as part of or as a separate document from the IE plan.

Data related to the goals, objectives, and actions is collected throughout the academic year. At the end of the academic year, the data is analyzed and reflected upon by each unit and results are used to make programmatic changes within the unit; this is known as “closing the loop.” All faculty members, including adjuncts, are expected to participate in the Institutional Effectiveness process from planning to reflection (including analysis and use of results).

### **INSTRUCTOR ATTENDANCE**

Instructors should meet every scheduled class. No walks shall be given in college classes. Instructors must appear in their classrooms early enough to make certain that the classroom environment is orderly and comfortable. Every class session should begin promptly and meet the scheduled length of time. Each teacher should use his or her professional judgment, but dismissing a class early after a short examination violates the school’s obligation to the students.

Emergencies will arise which occasionally necessitate an instructor’s absence. Additionally, instructors may need to be absent in the course of other professional duties. When a class session must be missed, notify the appropriate Dean or the office of the Vice President of Instruction as far in advance as possible (after normal business hours, contact Campus Police).

In emergency situations, no plans can be formulated, but in other cases make provision for alternate instructional activities. For long periods of absence due to illness, consult your Dean.

### **INTELLECTUAL PROPERTY**

The College encourages its employees to contribute to the advancement of knowledge by publishing and copyrighting, inventing, and patenting materials and objects of their own creation.

As an agent of the College District, an employee shall not have rights to work he or she creates on College District time or using College District technology resources. The College District shall own any work or work product created by a College District employee in the course and scope of his or her employment, including the right to obtain copyrights ([CT LOCAL](#)).

### **OFFICE HOURS**

Full-time instructors are expected to be on duty a minimum of 35 hours per week including class time and are required to schedule and keep a minimum of 8 office hours per week to meet with students. Individual hours will vary depending on the teacher’s assignment, but



faculty should attempt to allocate office hours throughout the week in order to be available to students.

Individuals who teach evening or off-campus classes as a part of their regular loads will schedule compensatory time. Time required for overload assignments for which an instructor receives an additional stipend is in addition to the required minimum time.

A weekly instructional schedule with office hours included should be submitted to the appropriate Dean, posted on the faculty member's office door, and announced to the instructor's students at the beginning of each semester. The schedule on the door may reflect only the office hours available to students.

Instructors who must be absent during class time or office hours must notify the appropriate Dean using the [Personal Leave of Absence Report](#) (see online form).

Faculty members who teach online and hybrid courses may use an off-campus computer to meet with students during virtual office hours. Instructors are allowed to schedule two hours per Internet course and one hour per hybrid course taught in their regular load (not to exceed four hours) as virtual office hours. The virtual time to work will be deducted from the 35-hour total required per week. Virtual hours must be noted on the faculty member's office hours schedule and submitted to the appropriate Dean at the beginning of each semester. Online instructors should make reasonable accommodations to address students' learning needs (e.g., face-to-face meetings, referrals to someone on campus, virtual meetings online, etc.).

## **PROFESSIONAL DEVELOPMENT**

Instructors are expected to acquire additional study in their field of instruction. Each instructor will detail plans for professional development on the Professional Development Plan at the beginning of each academic year to be approved by the appropriate Dean. Instructors are expected to maintain membership in professional organizations, attend conferences, and attend professional meetings as often as possible given their schedules and budgetary constraints. Additionally, instructors should attend and participate actively in campus professional development activities.

### **OPTION 1: Professional Development**

A minimum of 10 hours of professional development per year (or a total of 20 hours every two years for licensees) will be expected for each instructor to meet the professional development guidelines. Other types of professional development to meet the requirement should be discussed with the instructor's Dean. A portfolio of all professional development activities will be maintained each year along with an analysis of those experiences. Individuals who must meet requirements of additional, specific accrediting agencies must satisfy recertification requirements, and place documentation in the portfolio.

### **OPTION 2: Graduate Education**

Panola College's pay schedule provides incentive for graduate education beyond the master's degree. Individuals who earn at least three graduate hours every three years also meet the professional development requirement. In order to apply course work to salary schedule

increments, instructors must seek approval from the appropriate Dean and complete required paperwork before enrolling in the class.

With the approval of the Vice President of Instruction and the College President, foreign travel may fulfill the requirements of three semester hours of course work if the instructor has 30 graduate hours beyond the masters or if an agreement is reached because the travel relates to the employee's teaching assignment.

### **OPTION 3: Certification**

Panola College recognizes that certain certifications are equivalent to graduate education. These discipline-specific certifications may qualify for professional development with prior approval from the instructor's Dean and the Vice President of Instruction. The certification must be of national stature and recognized by a national organization.

### **OVERLOAD PAY**

An overload is a teaching load in excess of that considered a full teaching load. Overload pay for instruction beyond a designated full load assignment will be computed as follows:

- a. A face-to-face class will have a minimum of 12 students.
- b. An online class will have a minimum of 12 students and will not exceed 65 students.
  - i. When a class reaches 45 students, the instructor will receive  $\frac{1}{2}$  overload pay.
  - ii. When a class reaches 60 students, the instructor will receive double overload pay.
- c. Low enrollment classes (allowed so students can complete their program or certificate) will be compensated as follows:
  - i. When a class has 1-4 students, the instructor will receive  $\frac{1}{3}$  overload pay.
  - ii. When a class has 5-8 students, the instructor will receive  $\frac{2}{3}$  overload pay.
  - iii. When a class has 9-12 students, the instructor will receive full overload pay

Determination of offering will be based on evaluation of student need and institutional benefit.

- d. A full-time faculty member will
  - i. Teach 5 classes.
  - ii. Be allowed up to 2 extra classes as overloads.
  - iii. Be allowed more than 7 classes in an emergency with approval by the Vice President of Instruction.
- e. A department chair will
  - i. Teach 4 classes.
  - ii. Be allowed 1 extra class as an overload
  - iii. Be allowed more than 5 classes in an emergency with approval by the VP of Instruction.

- f. Payment per course overload/adjunct will be paid by course or contact hour depending on program or accrediting body requirements.
  - i. 3-hour lectures – full load
  - ii. Labs (Math, Computer, Business, Education, and Spanish) – 1/2 load
  - iii. Labs (Science & Health Science) – 2/3 load
  - iv. Clinicals – paid by contact hour based on current overload rate

Full-time instructors will be given priority consideration for assignments.

## **RECRUITMENT AND APPOINTMENT OF FACULTY**

When a vacancy occurs in the faculty, the Vice President of Instruction notifies the Human Resources office and a Notice of Vacancy is created and signed by both the Vice President of Instruction and the College President. A Notice of Vacancy is posted on the employment board and the College website.

Candidates apply for the position by requesting and completing an application, submitting a resume, and providing transcripts of college work.

A committee composed of faculty members and an administrator will be formed. The Vice President of Instruction or designee will serve as chair.

The committee reviews the applications which are on file in the Human Resources office, selecting those candidates which appear best qualified to undergo the interview process. The committee interviews qualified candidates, ranking them on the Screening Committee Interview Form. After the interviews are complete, the committee assesses the candidates and makes a recommendation to the Vice President of Instruction.

The Vice President of Instruction reports the assessment of candidates to the President.

## **SERVICE AWARDS**

Faculty members will be recognized for service to the college at the retirement ceremony held during the spring semester. Awards are presented to individuals who meet the following requirements.

Individuals are recognized for 10, 15, 20, 25, and 30 years of service.

## **STUDENT ATTENDANCE**

Course attendance policies are developed by each department and must appear in the course syllabus. Regular and punctual attendance at classes and laboratories is expected of all students.

When a student has been ill or absent from class for approved extracurricular activities, he or she should be allowed, as far as possible, to make up the work missed. When an instructor feels that a student has been absent to such a degree as to invalidate the learning experience (generally 10% of the class meetings), the instructor may recommend to the appropriate Dean the student be dropped from the course.

Students are responsible for seeing that they are officially withdrawn from class.

In accordance with Section 51.911, Texas Education Code, Panola College shall allow a student, who is absent from class in observance of a religious holy day, to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. By the end of the second week of class, the student must notify his or her instructors of the student's intent to be absent for religious holy days that occur in the semester.

### **TEACHING LOADS**

No policy can be formulated that will equate individual workloads and eliminate judgment decisions. An individual's teaching load will be determined based upon the following guidelines. Exceptions may arise.

- The instructional Deans recommend teaching assignments to the Vice President of Instruction for approval. The Vice President of Instruction is responsible for assigning teaching loads, and with the advice of the President, for adjusting teaching loads because of atypical situations.
- Teaching loads shall normally consist of 15 semester credit hours per week in a long semester.
- Additional duties may be assigned in lieu of an instructor failing to fulfill load requirements.

If a class size does not meet Panola College requirements, teacher stipends may be prorated by the instructional Dean and recommended to the Vice President of Instruction.

### **TOBACCO USE**

The College District is a tobacco-free institution committed to providing its students and employees a safe and healthy environment. The use of all tobacco products and any electronic smoking or vapor emitting device shall be prohibited on all property owned or operated by the College District. This shall include building, grounds, sidewalks, and streets. This policy shall also apply to vehicles owned or operated by the College District. ([GDA LOCAL](#))

## APPENDIX A – LEGAL SANCTIONS

### PENALTIES UNDER TEXAS LAW

OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
Manufacture or delivery of controlled substance (drugs)	Confinement in state prison not more than two years or less than 180 days and a fine not more than \$10,000	Confinement in state prison from 15 to 99 years or life and a fine not more than \$250,000
Possession of controlled substance (drugs)	Class B Misdemeanor: Confinement in jail not more than 180 days and a fine not more than \$2,000	Confinement in state prison from 10 to 99 years or life and fine more than \$10,000
Delivery of marijuana	Class B Misdemeanor: Confinement in jail not more than 180 days and a fine not more than \$2,000	Confinement in state prison from 10 to 99 years or life and fine more than \$50,000
Possession of marijuana	Class B Misdemeanor: Confinement in jail not more than 180 days and a fine not more than \$2,000	Confinement in state prison from 5 to 99 years or life and fine more than \$50,000
Driving while intoxicated (includes intoxication from alcohol, drugs or both)	Confinement a minimum of 72 hours	Class B Misdemeanor: Confinement in jail not more than 180 days and a fine not more than \$2,000 or both
Public intoxication	Release to responsible adult	Class C Misdemeanor: Fine not to exceed \$500
Purchase of alcohol by a minor	Community service	First violation - Class C Misdemeanor: Fine not to exceed \$500
Consumption of alcohol by a minor	Community service	First violation - Class C Misdemeanor: Fine not to exceed \$500
Possession of alcohol by a minor	Community service	First violation - Class C Misdemeanor: Fine not to exceed \$500
Sale of alcohol to a minor		Class A Misdemeanor: Confinement in jail not to exceed one year and fine not to exceed \$4,000 or both

OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
Manufacture, distribution, or dispersing drugs (except marijuana)	No less than one year in federal prison and no more than \$100,000 fine	Zero to life in federal prison and no more than a \$10,000 fine
Possession of drugs (except marijuana)	Probation to one year in federal prison and no more than \$10,000 fine	Five years in federal prison no more than a \$250,000 fine
Distribution of marijuana	Probation to one year in federal prison and a fine of no more than \$10,000	Five years in federal prison no more than a \$250,000 fine
Possession of marijuana	Probation or misdemeanor: prison up to one year	Five or more years on federal prison and a fine of no more than \$100,000 - depending on amount

## APPENDIX B - GUIDELINES FOR ADMISSION/RECORDS OFFICE

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### SCHOOL CALENDAR

The official college calendar can be found at the Calendar and Info link and in the *Panola College Catalog* located on the college's website. Refer to the calendar for information concerning registration, schedule changes, official reporting dates, refund periods, final exam days, etc.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

By virtue of employment at Panola College, you may have access to records which contain certain individually identifiable information, the disclosure of which is prohibited by the *Family Educational Rights and Privacy Act of 1974*. Intentional disclosure of this information to any unauthorized person could subject you to criminal and civil penalties imposed by the law. Willful or unauthorized disclosure also violates Panola College policy and could constitute just cause for disciplinary action including termination of employment regardless of whether criminal or civil penalties are imposed.

### CLASS ROSTERS, CERTIFIED ROLLS, GRADE SHEETS

Each professor will keep an accurate grade book reflecting dates of absences, grades assigned, date and grade at time of withdrawal--everything necessary to reflect an accurate picture of each student's performance from the initial day of registration. Grade books, certified rolls, grade sheets, etc., may be used by the state auditor if an audit occurs. It is very important that instructions be followed exactly and that reports be turned in to Admissions/Records Office on the dates indicated. Note: During the summer sessions the **fourth** class day corresponds to the twelfth class day of the fall and spring semesters.

1. **Class Roster and Drop/Adds Prior to 12th Class Day**
  - a. Class rosters may be viewed online at any time after registration begins. Faculty may be set up to use the campus online services for viewing rosters and entering grades by contacting the college's Information Technology department. Off-campus site Directors and Department Chairs should make sure that all new and adjunct professors are set-up to use the College's online system.
  - b. A student who registers late or adds a class will use the student statement/schedule for an admit slip. The online roster is updated automatically.
  - c. After late registration and schedule changes have been completed, faculty should carefully check their online rosters for non-attendance and correctness. Faculty should report students not attending class by email to Admissions/Records ([admissions@panola.edu](mailto:admissions@panola.edu)).
  - d. After the schedule change period, students can drop a class or withdraw from school completely, but no adds are permitted except in special circumstances approved by the Vice Presidents or Deans.
  - e. Professors with classes that require lecture and lab should check their rolls carefully to make sure that students are registered for both lecture and lab.

## **2. Certified Class Roll as of 12<sup>th</sup> Class Day**

- a. At the end of the 12th class day instructors will receive notification to do a final check of their class enrollments via Faculty Access. The census day class roll should include the name of every student who signed up for the class and did not officially withdraw prior to the 12th class day. This roll is an official document certifying that each student has been accounted for by the instructor. After all problems have been resolved, instructors should submit the rosters as certified. The certified roll allows faculty to mark students who are not attending class or who have not logged in or participated in an online class.
- b. Rosters should be certified and submitted by the indicated deadline.

## **3. Withdrawal After the 12<sup>th</sup> Class Day**

- a. If a student wishes to withdraw from a class after the 12<sup>th</sup> class day, the student must come to Admissions/Records and fill out a drop form.
- b. The student is then instructed to take the form to his or her professor, financial aid (if applicable), and a counselor for signatures.
- c. After all signatures have been received, the student returns the form to Admissions/Records for final processing. The student is not withdrawn from the class unless the form is returned to the Admissions/Records Office.
- d. After processing, professors, financial aid, directors, and scholarship grantors are notified by email of student withdrawal.
- e. At that time the instructor should note a "W" in his or her grade book and that date of withdrawal.
- f. Students withdrawing completely from school will not be sent to their professors for signatures, but the professors will be notified of the withdrawal so the "W" and date of withdrawal can be entered in their grade books.

## **4. Absentee Reports**

- a. Classifying excused and unexcused absences is the responsibility of the professor. The absentee policy should be explained very clearly at the beginning of the semester.
- b. When the professor wishes to warn a student concerning excessive absences, an ABSENCE REPORT should be completed and returned to the Admissions/Records Office for mailing.

## **5. Mid-Semester Grades**

- a. Professors will provide notification to those students who have a grade of "D" or "F" at mid-semester. Mid-term grades are entered through the College's online grading system.
- b. Professors will make mid-semester grades available to all students. Procedures to be used will be provided by the instructional Dean. Only mid-semester grades of "D" or "F" will be entered into the online system for distribution to students.

## **6. Final Grades**

- a. Prior to final exams, Admissions/Records will send professors information and dates for final grade submission. Professors should adhere to the "Grades Due Schedule" in order that grade processing can be completed in a timely manner.



- b. Professors will enter grades through the College's online system. Electronic grade sheets are considered official documents and are placed on permanent file.
- c. Record letter grades on the electronic grade sheet. Answer "YES" when submitting final grades.
- d. If an error is made in recording a grade, the instructor should come to the Admissions/Records Office and make the change on the printed grade sheet.

**7. Incomplete Grades**

- a. The grade of "I" should be assigned only when the student and instructor have made definite arrangements for completing the course work within a reasonable time frame. The instructional Dean must grant permission for faculty members to assign an "I".
- b. The student must complete work within 6 weeks after the end of the semester in which the grade was issued or receive an "F" for the course.

**8. Changing Grades**

- a. A grade recorded in the Admissions/Records Office may be changed only by the instructor of the course, and only upon written acknowledgment by the instructor that an error was made in calculating the incorrect grade.
- b. The grade change form will be used by the instructor for making a grade change.
- c. A grade may not be challenged or changed after one year has elapsed since the grade was recorded.

**9. Auditing**

- a. An application for audit may be requested in the Admissions/Records Office only after regular registration and on a space available basis. Tuition and fees are the same as those charged to a student enrolled in the course.
- b. An audit "add" for persons auditing will be sent to the instructor; however, the name will not be entered on the class or registration records.
- c. Physical education activity classes and applied music classes may not be audited.
- d. Faculty scholarships may not be used for classes being audited.

**GRADE REPORTS**

Panola College no longer mails grade reports. Students should access their grades through the college's online system (revised 5/12/2010).

## **APPENDIX C - INSTRUCTOR JOB DUTIES AND RESPONSIBILITIES**

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No job description can specify every professional responsibility of the faculty member. When an individual accepts a full-time teaching assignment, he or she assumes the responsibility of meeting the needs of students and of actively assisting the College as it strives to fulfill its goals and objectives. These responsibilities may therefore require the faculty member to undertake professional duties not specifically mentioned in the job description. The faculty member may be asked to do the following:

- Provide quality instruction aimed at achieving the specific goals and objectives stated in the syllabi of the assigned courses.
- Create a wholesome, meaningful environment for learning in the classroom.
- Use an official Panola College syllabus for each course taught.
- Advise students on their progress.
- Aid in planning instructional programs and policies.
- Revise courses keeping them up-to-date with state and national curriculum changes.
- Develop new courses.
- Revise syllabi.
- Assist in revision of the core curriculum.
- Be on time for class and promptly notify the appropriate administrator in case of absence.
- Post and maintain at least eight (8) office hours per week, according to policy.
- Provide lesson plans, class record book, and keys for substitute instructor.
- Maintain an electronic grade book, which lists student attendance, grades, and averages; submit grade book to the appropriate Dean when the course ends.
- Submit all student grade reports to Admission/Records Office according to schedule.
- Report student problems to appropriate Dean.
- Assist with student registration when required.
- Provide academic advising to students, establishing a positive student-teacher relationship.
- Develop and proctor relevant course examinations.
- Request necessary textbooks, lab manuals, and instructional materials.
- Attend all faculty meetings, commencements, and special events.
- Provide reports and studies as assigned.
- Serve on committees as assigned.
- Sponsor a student organization if assigned.
- Be ready to supply documentation on the manner in which grades are determined.
- Participate fully in professional development activities.
- Clear accounts at the end of the year with the library and the business office.

- Participate in student recruitment activities.
- Familiarize self with school policies.
- Serve as a good public relations agent in the classroom and in the community.
- Remain loyal to the College and its purpose.

## **APPENDIX D - PART-TIME INSTRUCTOR DUTIES AND RESPONSIBILITIES**

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Part-time instructors, instructors teaching evening courses, and instructors in off-campus courses shall meet the same requirements and qualifications as required of regular full-time day instructors. All such instructors shall be listed as bona fide members of the faculty and shall be subject to the same policies and regulations of the institution as the regular instructors or to such special policies and regulations as may be adopted by the Board and administration.

District personnel designated as part-time (less than half the standard workload), irregular, seasonal, or temporary for a definite period of less than four and half months during a school year shall be ineligible to participate in the Texas State College and University Employees Uniform Insurance Benefits Acts.

## **APPENDIX E – CORRELATION BETWEEN COLLEGE ENGLISH COURSES AND TEKS**

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In order to meet the TEKS requirements for high school senior English, schools may elect to offer ENGL 2322 or 2323 before students take ENGL 1302. ENGL 1301 and ENGL 2322 or 2323 fulfill the TEKS requirements. Therefore, in cases where TEKS is a consideration, a high school participating in dual credit with Panola College may choose ENGL 1301 and ENGL 2322 or 2323 and skip the ENGL 1302 prerequisite for ENGL 2322 or 2323. Returning students (dual credit students who have taken ENGL 1301 and ENGL 2322 or 2323 as high school requirements) will be required to take ENGL 1302 before taking other English courses at Panola College.

## **APPENDIX F – STANDING COMMITTEES**

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### **EXECUTIVE COUNCIL**

The purpose shall be to give counsel and guidance to the College President concerning the welfare of the institution.

- Dr. Greg Powell, Chair      College President
- Dr. Billy Adams      Vice President of Instruction
- Don Clinton      Vice President of Student Services
- Troy Caserta      Vice President of Fiscal Services
- Mike Edens      Director of Human Resources

### **INSTRUCTIONAL DEANS COUNCIL**

The purpose shall be to give counsel and guidance to the Vice President of Instruction concerning the welfare of the institution.

- Dr. Billy Adams      Vice President of Instruction
- Teresa Brooks      Dean, Distance & Digital Learning
- Natalie Oswald      Dean, Arts, Science & Technology
- Kelly Reed-Hirsch      Dean of Health Sciences
- Dr. Sherlynn Hall      Associate Dean of Arts, Sciences, & Technology
- Cristie Ferguson      Director of Library Services
- Cancee Lester      Director, Shelby County Operations
- Whitney McBee      Director of Workforce & Continuing Education
- Angie Musgrove      Director of Dual Enrollment
- Tryphena Walker      Director, Institutional Research
- Laura Wood      Director of Harrison & Marion County Operations

### **CURRICULUM & INSTRUCTION COMMITTEE**

The purpose shall be to review all curriculum change requests and, if applicable, make appropriate recommendations to the VPI. The committee will seek consensus on curriculum changes that best serve student interests in accordance with the Panola College mission statement and within the requirements of relevant accrediting bodies. The committee will serve as a single channel of communication for all curriculum changes (Workforce Education Course Manual or Academic Course Guide Manual) across Panola College. Dissemination of information will flow from the Curriculum and Instruction Committee to appropriate offices including the Vice President of Instruction, Registrar, advising, financial aid, institutional effectiveness, library, deans, and department chairs.

- Jennifer Coon, Chair      Professional & Technical Programs      August 2016-July 2019
- Jeff Brooks      Liberal Arts & Sciences      August 2017-July 2020
- Annissa Jackson      Nursing & Health Sciences      August 2017-July 2020
- Darrell Hudson      Liberal Arts & Sciences      August 2018-July 2021
- Brian Naples      Liberal Arts & Sciences      August 2018-July 2021
- Dr. Julie Leming      Nursing & Health Sciences      August 2018-July 2021
- Jaynellen Wylie      Liberal Arts & Sciences      August 2018-July 2021
- Jeremy Dorman      Administrator      Term does not expire
- Student member           One-year term

### **Subcommittee ex-officio non-voting members**

- |                     |                                    |                   |
|---------------------|------------------------------------|-------------------|
| • Dr. Billy Adams   | Vice President of Instruction      | Ex-officio member |
| • Teresa Brooks     | Dean, Distance & Digital Learning  | Ex-officio member |
| • Don Clinton       | Vice President of Student Services | Ex-officio member |
| • Natalie Oswalt    | Dean, Arts, Science & Technology   | Ex-officio member |
| • Kelly Reed-Hirsch | Dean of Health Sciences            | Ex-officio member |
| • Tryphena Walker   | Director, Institutional Research   | Ex-officio member |

### **LIBRARY COMMITTEE**

The purpose shall be to serve as an advisory body concerning operation of the College District library. The committee shall review and evaluate library services and recommend changes that are in the best interests of the total educational program.

- |                           |                                   |                       |
|---------------------------|-----------------------------------|-----------------------|
| • Cristie Ferguson, Chair | Director of Library Services      | Term does not expire  |
| • Daniel Hall             | Professional & Technical Programs | August 2016-July 2019 |
| • Lindsey Hibbard         | Liberal Arts & Sciences           | August 2016-July 2019 |
| • Cheri Lambert           | Nursing & Health Sciences         | August 2016-July 2019 |
| • Natalie Oswalt          | Dean, Arts, Science & Technology  | August 2016-July 2019 |
| • Amber Clark             | Nursing & Health Sciences         | August 2018-July 2021 |
| • Amanda Clements         | Liberal Arts & Sciences           | August 2018-July 2021 |
| • Patricia Hooten         | Liberal Arts & Sciences           | August 2018-July 2021 |
| • Dr. Billy Adams         | Vice President of Instruction     | Ex-officio member     |
| • Student member          |                                   | One-year term         |

### **SCHOLARSHIP & COURSE FEE COMMITTEE**

The purpose shall be to review, evaluate, and make recommendations concerning all scholarship policy, rules, and regulations. The committee may serve as a step in scholarship appeals. The scholarship committee is an advisory body to the Executive Council.

- |                          |                                     |                      |
|--------------------------|-------------------------------------|----------------------|
| • Don Clinton, Chair     | Vice President of Student Services  | Term does not expire |
| • Dr. Billy Adams        | Vice President of Instruction       | Term does not expire |
| • Troy Caserta           | Vice President of Fiscal Services   | Term does not expire |
| • Natalie Oswalt         | Dean, Arts, Science & Technology    | Term does not expire |
| • Jessica Pace           | Director, Institutional Advancement | Term does not expire |
| • Kelly Reed-Hirsch      | Dean of Health Sciences             | Term does not expire |
| • Denise Welch           | Director, Financial Aid             | Term does not expire |
| • Faculty representative | PFA President                       | One-year term        |
| • Student member         |                                     | One-year term        |

### **ACADEMIC APPEALS & STUDENT COMPLAINTS COMMITTEE**

The purpose shall be to serve as the level three step in the student appeal/complaint procedure.

- |                         |                                   |                       |
|-------------------------|-----------------------------------|-----------------------|
| • Daron McDaniel, Chair | Liberal Arts & Sciences           | August 2017-July 2020 |
| • Shelly Alexander      | Nursing & Health Sciences         | August 2016-July 2019 |
| • Michael Pace          | Professional & Technical Programs | August 2016-July 2019 |
| • Darrell Hudson        | Liberal Arts & Sciences           | August 2018-July 2021 |
| • Student member        |                                   | One-year term         |

## **CALENDAR COMMITTEE**

The purpose shall be to recommend to the Executive Council annual college calendars that support the pedagogical and operational needs of students, faculty, and staff within the framework of College District and the Texas Higher Education Coordinating Board.

- |                      |                                     |                      |
|----------------------|-------------------------------------|----------------------|
| • Don Clinton, Chair | Vice President of Student Services  | Term does not expire |
| • Dr. Billy Adams    | Vice President of Instruction       | Term does not expire |
| • Jeremy Dorman      | Registrar                           | Term does not expire |
| • Whitney McBee      | Director, Workforce & Continuing Ed | Term does not expire |
| • Natalie Oswalt     | Dean, Arts, Science & Technology    | Term does not expire |
| • Kelly Reed-Hirsch  | Dean of Health Sciences             | Term does not expire |
| • Student member     |                                     | One-year term        |

## **STRATEGIC PLANNING COMMITTEE**

The purpose is a visionary process that results in major, long range, and far-reaching directions, providing a framework for operational planning across the organization. The Strategic Planning Committee will review the College Mission statement based on SACS guidelines.

- |                          |                                       |                       |
|--------------------------|---------------------------------------|-----------------------|
| • Dr. Billy Adams, Chair | Vice President of Instruction         | Term does not expire  |
| • Teresa Brooks          | Dean, Distance & Digital Learning     | Term does not expire  |
| • Troy Caserta           | Vice President of Fiscal Services     | Term does not expire  |
| • Don Clinton            | Vice President of Student Services    | Term does not expire  |
| • Jeremy Dorman          | Director of Admissions/Registrar      | Term does not expire  |
| • Mike Edens             | Director of Human Resources           | Term does not expire  |
| • Cristie Ferguson       | Director of Library Services          | Term does not expire  |
| • Cancee Lester          | Director of Shelby County Operations  | Term does not expire  |
| • Whitney McBee          | Director, Workforce & Continuing Ed   | Term does not expire  |
| • Alan Moon              | Director of Facilities                | Term does not expire  |
| • Natalie Oswalt         | Dean, Arts, Science & Technology      | Term does not expire  |
| • Jessica Pace           | Director of Institutional Advancement | Term does not expire  |
| • Dr. Greg Powell        | President                             | Term does not expire  |
| • Kelly Reed-Hirsch      | Dean of Health Sciences               | Term does not expire  |
| • Tryphena Walker        | Director, Institutional Research      | Term does not expire  |
| • Denise Welch           | Director of Financial Aid             | Term does not expire  |
| • Allen West             | Director of Information Technology    | Term does not expire  |
| • Laura Wood             | Director of Harrison & Marion County  | Term does not expire  |
| • Daniel Hall            | Professional & Technical Programs     | August 2016-July 2019 |
| • Annissa Jackson        | Nursing and Health Sciences           | August 2016-July 2019 |
| • Kaycee McKnight        | Support Staff Member                  | August 2016-July 2019 |
| • Amber McCray           | Liberal Arts and Sciences             | August 2017-July 2020 |
| • Student Member         |                                       | One-year term         |



## **INFORMATION TECHNOLOGY COMMITTEE**

The purpose shall be to act as a liaison between the college's Information Technology Department and faculty, staff, and students. The committee fulfills its role by (1) reviewing and updating the Panola College Master Plan for Information Technology based on continuous assessment of faculty, staff, and student needs; (2) monitoring existing policies and procedures for use of information technology and developing new policies and procedures, as needed; (3) advising college constituents about emerging technologies and suggesting ways they may be used to enhance learning and productivity; and (4) assisting in conducting evaluations of information technology resources as part of the college-wide institutional effectiveness program and as required by the standards of the Southern Association of Colleges and Schools. Recommendations of the committee are to be made to and acted upon by the President or his/her designee.

• Allen West, Chair	Director of Information Technology	Term does not expire
• Teresa Brooks	Dean, Distance & Digital Learning	Term does not expire
• Troy Caserta	Vice President of Fiscal Services	Term does not expire
• Don Clinton	Vice President of Student Services	Term does not expire
• Jeremy Dorman	Director of Admissions/Registrar	Term does not expire
• Mike Edens	Director of Human Resources	Term does not expire
• Cristie Ferguson	Director of Library Services	Term does not expire
• Charlene Johnson	Educational Technology Coordinator	Term does not expire
• Natalie Oswalt	Dean, Arts, Science & Technology	Term does not expire
• Jessica Pace	Director of Institutional Advancement	Term does not expire
• Dr. Greg Powell	President	Term does not expire
• Kelly Reed-Hirsch	Dean of Health Sciences	Term does not expire
• Laura Wood	Director of Harrison & Marion County	Term does not expire
• Paige Bussey	Support Staff Member	August 2016-July 2019
• Bill Offer	Liberal Arts & Sciences	August 2018-July 2021
• Bobbie Smith	Professional & Technical Programs	August 2018-July 2021
• Becky Walker	Nursing & Health Sciences	August 2018-July 2021
• Student Member		One-year term

## **DISTANCE LEARNING COMMITTEE**

The purpose shall be to address distance education issues brought to the committee and to make recommendations to the vice president of instruction on eLearning policies and guidelines.

• Teresa Brooks, Chair	Dean, Distance & Digital Learning	Term does not expire
• Sherri Baker	Library	Term does not expire
• Jason Cook	Programmer	Term does not expire
• Charlene Johnson	Educational Technology Coordinator	Term does not expire
• Natalie Oswalt	Dean, Arts, Science & Technology	Term does not expire
• Joe Pate	Testing Center Proctor	Term does not expire
• Kelly Reed-Hirsch	Dean of Health Sciences	Term does not expire
• Laura Vance	Professional & Technical Programs	August 2016-July 2019
• Teresa Beasley	Liberal Arts & Sciences	August 2017-July 2020
• Kim Bishop	Nursing & Health Sciences	August 2018-July 2021
• Tonya Fotinos	Liberal Arts & Sciences	August 2018-July 2021
• Sharon Peace	Nursing & Health Sciences	August 2018-July 2021

- Dr. Denise Wilkins Professional & Technical Programs August 2018-July 2021
- Student member One-year term

### **ASSESSMENT COMMITTEE**

The purpose shall be to oversee the institutional effectiveness process related to instruction at the College District, including education and procedures of said process. The committee shall be responsible for assessing the institutional effectiveness of all departments/areas required to provide institutional effectiveness (IE) plans and/or graduate assessments, as well as assessing the Academic Core. Assessment of IE and graduate assessments shall be completed on an annual basis. Assessment of the Academic Core shall be completed every five years or more often if needed. New members to the committee shall receive a training manual and orientation by the chair. The committee shall offer directions and education throughout the campus related to improving the institutional effectiveness process. Note: The Technical Review Sub-Committee and the Academic Review Sub-Committee shall be appointed by the Assessment Committee and shall be subcommittees of the Assessment Committee.

- Tryphena Walker, Chair Director, Institutional Research Term does not expire
- Dwayne Ferguson Professional & Technical Programs August 2016-July 2019
- Dr. Kathy Watlington Liberal Arts & Sciences August 2016-July 2019
- Sarah Bush Liberal Arts & Sciences August 2017-July 2020
- Jennifer Coon Professional & Technical Programs August 2017-July 2020
- Kelly Reed-Hirsch Dean of Health Sciences August 2017-July 2020
- Cheri Lambert Nursing & Health Sciences August 2017-July 2020
- Ashley Brewster Nursing & Health Sciences August 2018-July 2021

### **ACADEMIC PROGRAM REVIEW SUB-COMMITTEE**

The purpose shall be to provide yearly review of the core curriculum at the College District. Each course in the core curriculum shall be evaluated by the Core Curriculum: Assumptions and Defining Characteristics provided by the Texas Higher Education Coordinating Board. Levels of approval for those courses shall be “acceptable” and “needs revision”. A course that does not meet all minimum criteria for the discipline set out in the Core Curriculum: Assumptions and Defining Characteristics shall be determined to need revision. Each department shall have one year to make and implement needed revisions and shall report back to the committee during the next review cycle. This committee is a subcommittee of the Assessment Committee.

- Dr. Kathy Watlington, Chair Liberal Arts & Sciences August 2018-July 2021
- Kevin Frizzell Liberal Arts & Sciences August 2017-July 2020
- Teresa Beasley Liberal Arts & Sciences August 2018-July 2021
- Jeff Brooks Liberal Arts & Sciences August 2018-July 2021
- Don Cocklin Liberal Arts & Sciences August 2018-July 2021
- Chasity Klingler Liberal Arts & Sciences August 2018-July 2021
- Dr. Kevin Rutherford Liberal Arts & Sciences August 2018-July 2021
- Tryphena Walker Director, Institutional Research Term does not expire

### **TECHNICAL PROGRAM REVIEW SUB-COMMITTEE**

The purpose shall be to provide yearly review of all technical programs at the College District. The review shall be based on the Texas Higher Education Coordinating Board measures of institutional effectiveness for technical programs. This committee shall be a subcommittee of the Assessment Committee.

- |                          |                                   |                       |
|--------------------------|-----------------------------------|-----------------------|
| • Dwayne Ferguson, Chair | Professional & Technical Programs | August 2016-July 2019 |
| • Pam Pike               | Nursing & Health Sciences         | August 2016-July 2019 |
| • Lynn Davis             | Nursing & Health Sciences         | August 2018-July 2021 |
| • Daniel Hall            | Professional & Technical Programs | August 2018-July 2021 |
| • Dr. Denise Wilkins     | Professional & Technical Programs | August 2018-July 2021 |
| • Natalie Oswalt         | Dean, Arts, Science & Technology  | Ex-officio membership |
| • Kelly Reed-Hirsch      | Dean of Health Sciences           | Ex-officio membership |

### **WEBSITE/ELECTRONIC SIGNS COMMITTEE**

The purpose shall be to identify, prioritize and advocate for website needs and services. The committee considers and recommends website related policies and procedures for final approval. In addition, it takes a proactive role in promoting the integration of the website into the academic and administrative life of the college. The committee's efforts will also ensure that the college's mission and goals are served in short- and long-term website planning. The committee will encourage contributors ("users" in departments and programs) to maintain accurate, timely, and effective sites that conform to usability, security, and privacy guidelines.

- |                           |                                       |                       |
|---------------------------|---------------------------------------|-----------------------|
| • Charlene Johnson, Chair | Coordinator of Ed Tech/Webmaster      | Term does not expire  |
| • Dr. Billy Adams         | Vice President of Instruction         | Term does not expire  |
| • Don Clinton             | Vice President of Student Services    | Term does not expire  |
| • Karie Lindsey           | Controller                            | Term does not expire  |
| • Whitney McBee           | Director, Workforce & Continuing Ed   | Term does not expire  |
| • Natalie Oswalt          | Dean, Arts, Science & Technology      | Term does not expire  |
| • Jessica Pace            | Director of Institutional Advancement | Term does not expire  |
| • Kelly Reed-Hirsch       | Dean of Health Sciences               | Term does not expire  |
| • Tryphena Walker         | Director, Institutional Research      | Term does not expire  |
| • Allen West              | Director of Information Technology    | Term does not expire  |
| • Paige Bussey            | Support Staff Member                  | August 2016-July 2019 |
| • Lynn Davis              | Nursing and Health Sciences           | August 2017-July 2020 |
| • Karen King              | Liberal Arts and Sciences             | August 2018-July 2021 |
| • Dr. Bob Wilkins         | Professional & Technical Programs     | August 2018-July 2021 |
| • Student Member          |                                       | One-year term         |

### **TEXAS SUCCESS INITIATIVE AND COLLEGE READINESS COMMITTEE**

The purpose shall be to help ensure that the Panola College comply with legislative and regulatory mandates and changes to the Texas Success Initiative, a student readiness program.

- |                        |                                    |                      |
|------------------------|------------------------------------|----------------------|
| • Jeremy Dorman, Chair | Director of Admissions/Registrar   | Term does not expire |
| • Dr. Billy Adams      | Vice President of Instruction      | Term does not expire |
| • Teresa Brooks        | Dean, Distance & Digital Learning  | Term does not expire |
| • Don Clinton          | Vice President of Student Services | Term does not expire |
| • Stacy Gee            | Advisor/Testing Coordinator        | Term does not expire |

- Natalie Oswalt                      Dean, Arts, Science & Technology                      Term does not expire
- Kelly Reed-Hirsch                      Dean of Health Sciences                      Term does not expire
- Student member                                                                One-year term

**RECRUITMENT & PERSISTENCE COMMITTEE**

The purpose shall be to work closely with faculty and staff to improve students’ academic experiences by increasing the retention of students and faculty and by improving recruitment programs.

- Don Clinton, Chair                      Vice President of Student Services                      Term does not expire
- Dr. Billy Adams                      Vice President of Instruction                      Term does not expire
- Reanna Hart                      Advisor/Recruiter                      Term does not expire
- Whitney McBee                      Director, Workforce & Continuing Ed                      Term does not expire
- Natalie Oswalt                      Dean, Arts, Science & Technology                      Term does not expire
- Jessica Pace                      Director of Institutional Advancement                      Term does not expire
- Kelly Reed-Hirsch                      Dean of Health Sciences                      Term does not expire
- Tryphena Walker                      Director, Institutional Research                      Term does not expire
- Laura Wood                      Director of Harrison/Marion County Ops                      Term does not expire
- Faculty representative                      President PFA                      One-year term
- Student Member                                                                One-year term

**CAMPUS SAFETY AND EMERGENCY PREPAREDNESS**

The Campus Safety Committee promotes campus safety, security, and emergency preparedness to ensure a safe and secure learning and working environment for the campus community. The Committee reviews and makes recommendations on campus safety and security issues brought forth by staff, faculty, and students; provides guidance, support, and recommendations regarding safety policies and programs; and assists with emergency procedures planning and programming.

- Mike Edens, Chair                      Director of Human Resources                      Term does not expire
- Dr. Billy Adams                      Vice President of Instruction                      Term does not expire
- Troy Caserta                      Vice President of Fiscal Services                      Term does not expire
- Don Clinton                      Vice President of Student Services                      Term does not expire
- Alan Moon                      Director of Facilities                      Term does not expire
- Natalie Oswalt                      Dean, Arts, Science & Technology                      Term does not expire
- Jessica Pace                      Director of Institutional Advancement                      Term does not expire
- Dr. Greg Powell                      College President                      Term does not expire
- Kelly Reed-Hirsch                      Dean of Health Sciences                      Term does not expire
- Scott Burkhalter                      Police Chief                      Term does not expire
- Laura Wood                      Director of Harrison/Marion County OPs                      Term does not expire

## **APPENDIX G – AD HOC COMMITTEES**

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Ad Hoc committees shall be established when the need arises. The membership and purpose of the committees shall be defined and approved by the College President.

### **FACULTY HANDBOOK COMMITTEE**

The Faculty Handbook committee conducts an annual review of the *Faculty Handbook* to ensure that it is up-to-date and consistent with Board policy and other College publications.

- Dwayne Ferguson, Chair Professional & Technical Programs August 2017-July 2020
- Mike Edens Director of Human Resources Term does not expire
- Natalie Oswalt Dean, Arts, Science & Technology Term does not expire
- Kelly Reed-Hirsch Dean of Health Sciences Term does not expire
- Lindsey Hibbard Liberal Arts & Sciences August 2016-July 2019
- Don Cocklin Liberal Arts & Sciences August 2017-July 2020
- Tonya Fotinos Liberal Arts & Sciences August 2017-July 2020
- Steve Stewart Nursing & Health Sciences August 2017-July 2020
- Hunter Hines Liberal Arts & Sciences August 2018-July 2021

### **FACULTY/STUDENT EVALUATION COMMITTEE**

The Teaching Evaluation Committee shall consider college-wide policies and procedures relating to the evaluation of teaching, which includes but is not limited to the use of student surveys. The Committee shall consist of nine members appointed by Vice President of Instruction, for staggered three-year terms. The committee consists of the Director of Human Resources, Director of eLearning, Director of Assessment, One faculty member from Liberal Arts & Sciences, Nursing & Health Sciences, and Professional & Technical Program. The chairperson shall be appointed by the Vice President of Instruction from the faculty representatives. The Committee will make its recommendations to the Vice President of Instruction, which will transmit the recommendations to the Executive Council for action.

- Teresa Brooks, Chair Dean, Distance & Digital Learning August 2016-July 2019
- Mike Edens Director of Human Resources Term does not expire
- Brian Jones Liberal Arts & Sciences August 2018-July 2021
- Terri King Nursing & Health Sciences August 2018-July 2021
- Tamra Mothershed Liberal Arts & Sciences August 2018-July 2021
- Laura Vance Professional & Technical Programs August 2018-July 2021
- Dr. Billy Adams Vice President of Instruction Ex-officio membership

### **PERFORMING ARTS ADVISORY COMMITTEE**

- a. The membership consists of community and industry leaders along with the Vice President of Instruction and the Instructional Deans Council. Members are appointed by the College President for a three-year staggered term. The Chair serves a one-year term without possibility of reappointment and is appointed by the College President. The committee must meet three times per year or more as deemed necessary by the committee.
- b. The Performing Arts Advisory Committee of Panola College seeks to cultivate public interest in the performing arts and to stimulate participation by students, faculty and staff of the College, and members of the local communities in a distinguished and diverse array of cultural, educational and artistic experiences. The Advisory Committee seeks support for the Performing Arts Series programs

with gifts and financial aid, recommends allocation of endowment funds, gives assistance to the staff, and promotes outreach programs and other educational activities of the Performing Arts.

- Daron McDaniel, Chair      Liberal Arts & Sciences      Term does not expire
- Dr. Billy Adams      Vice President of Instruction      Term does not expire
- Natalie Oswalt      Dean, Arts, Science & Technology      Term does not expire
- Kelly Reed-Hirsch      Dean of Health Sciences      Term does not expire
- Cindy Deloney      City of Carthage
- Jerry Hanszen      KGAS Radio
- Tommie Ritter-Smith      Chamber of Commerce

**WORKFORCE AND CONTINUING EDUCATION ADVISORY COMMITTEE**

- a. The membership consists of seven community and industry leaders along with the Vice President of Instruction and the Instructional Deans Council. Members are appointed by the College President for three-year staggered terms. The Committee is chaired by the Director of Workforce and Continuing Education. The committee should meet three times per year or more as deemed necessary by the committee.
- b. The focus of the committee is purely advisory; they are neither administrative, legal nor policy making in nature. Their support of the college and its students involves the following responsibilities and/or roles. Members assist by advising program management on planning and development.

- Community leaders to be named
- Dr. Billy Adams      Vice President of Instruction      Term does not expire
- Whitney McBee      Director, Workforce & Continuing Ed      Term does not expire
- Natalie Oswalt      Dean, Arts, Science & Technology      Term does not expire
- Kelly Reed-Hirsch      Dean of Health Sciences      Term does not expire

**HARRISON COUNTY ADVISORY COMMITTEE**

- a. The membership consists of seven community and industry leaders along with the Vice President of Instruction and the Instructional Deans Council. Members are appointed by the College President for a three-year staggered term. Committee is chaired by the Director of Harrison County Teaching Center. The committee should meet two times per year or more as deemed necessary by the committee.
- b. The focus of the committee is purely advisory; they are neither administrative, legal nor policy making in nature. Their support of the college and its students involves the following responsibilities and/or roles. Members assist by advising program management on planning and development.

- Dr. Billy Adams      Vice President of Instruction      Term does not expire
- Whitney McBee      Director, Workforce & Continuing Ed      Term does not expire
- Natalie Oswalt      Dean, Arts, Science & Technology      Term does not expire
- Kelly Reed-Hirsch      Dean of Health Sciences      Term does not expire

### **SHELBY COUNTY ADVISORY COMMITTEE**

- a. The membership consists of seven community and industry leaders along with the Vice President of Instruction and the Instructional Deans Council. Members are appointed by the College President for three-year staggered terms. The Committee is chaired by the Director of the Shelby County Teaching Center. The committee should meet two times per year or more as deemed necessary by the committee.
- b. The focus of the committee is purely advisory; they are neither administrative, legal nor policy making in nature. Their support of the college and its students involves the following responsibilities and/or roles. Members assist by advising program management on planning and development.

- |                     |                                     |                      |
|---------------------|-------------------------------------|----------------------|
| • Dr. Billy Adams   | Vice President of Instruction       | Term does not expire |
| • Whitney McBee     | Director, Workforce & Continuing Ed | Term does not expire |
| • Natalie Oswalt    | Dean, Arts, Science & Technology    | Term does not expire |
| • Kelly Reed-Hirsch | Dean of Health Sciences             | Term does not expire |

### **QUALITY ENHANCEMENT PLAN (QEP) COMMITTEE**

- a. The members shall be the Instructional Deans Council, The Coordinator of Developmental Studies will recommend to the Vice President of Instruction one instructor from the following schools that will serve three-year staggered terms ending on alternate years: Nursing and Health Sciences, Liberal Arts and Sciences, and Professional & Technical Programs. One student appointed by the Vice President of Student Services will serve a one-year term. One support staff employee will be appointed by the College President and will serve a three-year appointment. The chair reports to the Vice President of Instruction.
- b. The purpose of the committee is to ensure the QEP meets the Southern Association of Colleges and Schools Commission on Colleges requirements, including but not limited to the Fifth Year Report.

- |                               |   |                   |
|-------------------------------|---|-------------------|
| • Dr. Cathy Singletary, Chair | Professor, Education/QEP Coordinator      | August 2018-2021  |
| • Teresa Brooks               | Dean, Distance & Digital Learning         | August 2017-2020  |
| • Don Clinton                 | Vice President of Student Services        | August 2017-2020  |
| • Roberta Collinsworth        | Professor, Mathematics                    | August 2017-2020  |
| • Reanna Hart                 | Recruiter/Advisor                         | August 2017-2020  |
| • Lindsey Hibbard             | Professor, English/Preparatory Studies    | August 2017-2020  |
| • Cheri Lambert               | Professor, Occupational Therapy Assisting | August 2017-2020  |
| • Cancee Lester               | Director of Shelby County Operations      | August 2017-2020  |
| • Natalie Oswalt              | Dean, Arts, Science & Technology          | August 2017-2020  |
| • Michael Pace                | Instructor, School of Energy              | August 2017-2020  |
| • Kelly Reed-Hirsch           | Dean of Health Sciences                   | August 2017-2020  |
| • Kelli Vicars                | Admissions/Records Office Coordinator     | August 2017-2020  |
| • Dr. Billy Adams             | Vice President of Instruction             | Ex-officio member |

### **COMPLIANCE COMMITTEE**

• Dr. Billy Adams	Vice President of Instruction	August 2017-2020
• Teresa Brooks	Dean, Distance & Digital Learning	August 2017-2020
• Troy Caserta	Vice President of Fiscal Affairs	August 2017-2020
• Don Clinton	Vice President of Student Services	August 2017-2020
• Jennifer Coon	Professor, Business	August 2017-2020
• Jeremy Dorman	Director of Admissions/Registrar	August 2017-2020
• Mike Edens	Director of Human Resources	August 2017-2020
• Cristie Ferguson	Director of Library Services	August 2017-2020
• Dwayne Ferguson	Professor, Business	August 2017-2020
• Kevin Frizzell	Professor, Biology	August 2017-2020
• Whitney McBee	Director of Workforce and Continuing Ed	August 2017-2020
• Daron McDaniel	Professor, Speech	August 2017-2020
• Natalie Oswalt	Dean, Arts, Science & Technology	August 2017-2020
• Kelly Reed-Hirsch	Dean of Health Sciences	August 2017-2020
• Joslyn Sullen	Professor, Associate Degree Nursing	August 2017-2020
• Tryphena Walker	Director of Institutional Planning	August 2017-2020
• Dr. Kathy Watlington	Professor, Spanish and Humanities	August 2017-2020
• Laura Wood	Director of Marion/Harrison Operations	August 2017-2020
• Angie Musgrove	Dual Credit Director	August 2018-2021

### **COMPLIANCE SUPPORT COMMITTEE**

• Faculty representative	PFA President	One year term
• Alan Moon	Director of Facilities and Procurement	August 2017-2020
• Denise Welch	Director of Financial Aid	August 2017-2020
• Alan West	Director of Information Technology	August 2017-2020

### **ON-SITE COMMITTEE**

• Jessica Pace, Chair	Director of Institutional Advancement	August 2017-2020
• Dr. Billy Adams	Vice President of Instruction	August 2017-2020
• Ruth Brooks	Secretary to the VP of Fiscal Services	August 2017-2020
• Mary Chance	Assistant to the President	August 2017-2020
• Dazell Hicks	Exec Secretary to the VP of Instruction	August 2017-2020
• Ray McGrede	Computer Technician	August 2017-2020
• Alan Moon	Director of Facilities and Procurement	August 2017-2020
• Dr. Gregory Powell	President	August 2017-2020

### **QEP PROMOTIONAL COMMITTEE**

• Teresa Beasley	Professor, Communications/Journalism	August 2017-2020
• Paige Bussey	Secretary to Arts, Sciences, and Tech	August 2017-2020
• Rebecca Courtney	College Store Manager	August 2017-2020
• Charlene Johnson	Educational Technology/Webmaster	August 2017-2020
• Shay Joines	Library Public Services Assistant	August 2017-2020
• Brian Naples	Professor, Government	August 2017-2020
• Jessica Pace	Director of Institutional Advancement	August 2017-2020



### **GUIDED PATHWAYS COMMITTEE**

- Dr. Billy Adams Vice President of Instruction August 2017-2020
- Teresa Brooks Dean, Distance & Digital Learning August 2017-2020
- Don Clinton Vice President of Student Services August 2017-2020
- Roberta Collinsworth Professor, Mathematics August 2017-2020
- Jennifer Coon Professor, Business August 2017-2020
- Jeremy Dorman Director of Admissions/Registrar August 2017-2020
- Annissa Jackson Chair, Department of Nursing August 2017-2020
- Natalie Oswald Dean, Arts, Science & Technology August 2017-2020
- Kelly Reed-Hirsch Dean of Health Sciences August 2017-2020
- Angie Musgrove Dual Credit Director August 2017-2020

## APPENDIX H – RECOMMENDED PROCEDURE FOR ADDRESSING STUDENT COMPLAINTS

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The following is a visual representation of how Panola College faculty should address informal and formal student complaints.

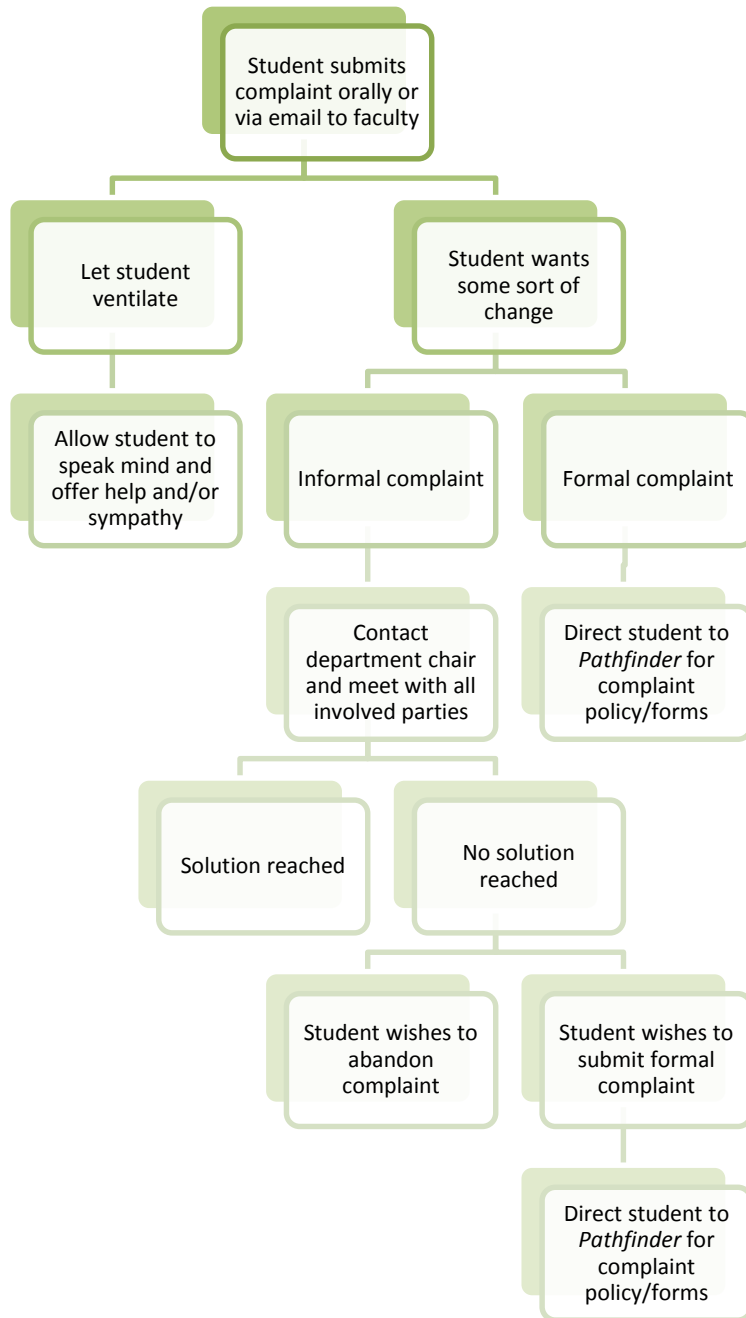


Chart created by Jo Ellen Russell, HIT