San Antonio College Faculty Handbook 2021-2022

Preface

This document has been compiled by the Faculty Handbook Committee of San Antonio College (SAC), while overseen and approved by the SAC Faculty Senate. Policies, procedures, and guidelines have been included in summary form in this handbook. Visit the Alamo Colleges District website for the complete Board Policies and Procedures Manual.

Disclaimers: All policies and procedures are subject to change. This document does not supersede established or future District/College policies or procedures. Faculty requesting more information or clarification about a policy or procedure in this document should contact either the appropriate Program Coordinator or Department Chair at San Antonio College.

Most references to course time frames are based on a 16-week semester. Please see the important semester dates sent out by the Office of the Vice Chancellor of Academic Success for appropriate adjustments based on the length of term.

The Alamo Colleges District, and its affiliated colleges, does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs, or services. Inquiries or complaints concerning these matters should be brought to the attention of the Alamo Colleges District Title IX Coordinator, Human Resources Department, 2222 N. Alamo Street, San Antonio, Texas, 78215, or at 210-485-0230.

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Section 1: Introduction to San Antonio College

1-A. History

San Antonio College was established as University Junior College in September 1925, under the auspices of the University of Texas. The following year control of the College was transferred to the San Antonio Independent School District and the name was changed to San Antonio Junior College.

With the passage of state legislation authorizing the creation of junior college districts, administrators embarked on an active campaign to create the San Antonio Union Junior College District. Approved in 1945, the District assumed control of the San Antonio Junior College and St. Philip's Junior College, originally a private Episcopal Institution, in 1946. Two years later, "Junior" was dropped from the names of the colleges, and attention focused on finding a permanent facility.

The College's first offices were housed at 203 Romano Street on the northwest side of Main Avenue High School near Romano Plaza. The campus was moved in 1926 to the 400 block of South Alamo Street, once home to the German-English school.

In January 1951, San Antonio College moved to its present site on San Pedro Avenue across from San Pedro Park. Enrollment was less than 500 students. The Southern Association of Colleges and Schools granted accreditation to the College in 1955.

In the mid-1960s, the College expanded its mission to include vocational, technical, and adult education. By the late 1960s, San Antonio College became a comprehensive community college by expanding offerings in occupational and technical courses and by assuming the San Antonio Independent School District's continuing education program.

The name of the Colleges District was changed to San Antonio Community College District in 1978 and in 1982 the District was renamed the Alamo Community College District (ACCD). In 2017, trustees approved that the ACCD be referred to as Alamo Colleges District.

In support of the mission of the Alamo Colleges District, San Antonio College responds to Bexar County's diverse community by providing high quality general education, liberal arts and sciences, career education, continuing education, and developmental education.

The College has an average semester enrollment of 21,000 credit students and an average annual enrollment of 16,000 other-than- credit students. San Antonio College is the largest single-campus community college in Texas and one of the largest in the United States.

1-B. Mission of the Alamo Colleges District

Empowering our diverse communities for success.

1-C. Mission of San Antonio College

To empower our community for success by meeting the postsecondary learning needs of all San Antonio College Students through equitable educational practices for diverse populations in a globally networked society. To help students achieve their full potential by preparing them to graduate, transfer, or enter the workforce with effective critical thinking skills, communication proficiency, leadership ability, personal and civic responsibility, empirical and quantitative understanding, performance proficiency, and the ability to work effectively in teams.

1-D. Vision

San Antonio College will be the best in the nation in Student Success and Performance Excellence.

1-E. Values

SAC is committed to building individual and collective character through the following set of values in order to fulfill their vision and mission.

1. Students First

To be student centered in every way possible, letting our students know their success is our main priority. Making students feel validated and encouraged to succeed. Engage students, address various learning styles, supplying them with critical thinking assignments and interactive simulations, being available to the student, prepare them for the world. Close performance gaps, improve student experience, strive to college completion, accelerate students' progress toward their academic and career goals, improve student learning outcomes, and increase student performance in all areas (retention, graduation, transfer and job placement) to exceed state and national averages.

2. Respect for All

Considering all students worthy - Worthy of our time, support, resources, worthy of their right to obtain an education, worthy just because they are. Our students have enrolled to make a better life for themselves and their family - we will provide the best service to our students to help make them successful and to always treat them with courtesy and respect.

3. Collaboration

Foster a system that allows two-way communication with students and employees to improve collaboration, teamwork and build trust. Working across department, disciplines, and colleges; creating partnerships, teamwork, common goals, and student success. Create effective relationships to empower our students contributing to an environment that promotes creativity, innovation and positive results.

4. Community Engaged

Strengthening engagement with partners to improve college and career readiness. Providing youth summer camps, dual credit classes, community events, and other volunteer services.

5. Can-Do Spirit

Incorporate personal and social responsibility, global citizenship, critical thinking, and life-long learning. Building motivation, determination, initiative, discipline, perseverance, and confidence

in our students to accomplish and succeed in many areas of their personal and professional aspects of their lives. Not backing away from challenges or responsibility, helping students choose the right thing to do for themselves and others, becoming a valuable resource to themselves and others, becoming the best version of themselves in everything they do.

6. Data-Informed
Promote data-informed innovation, intelligent risk-taking, and entrepreneurship with a focus in action, value and the future. To see the value of data, information and knowledge in decision making, leadership, strategy and execution. By learning how to collect, analyze, and use data, students and employees contribute to a culture of continuous improvement and help achieve their goals.

1-F. Strategic Priorities of San Antonio College

The following are the strategic priorities for SAC as part of its 2019-2022 Strategic Plan:

1. Student Success
Sustain, assess, and improve student pathways and optimize campus environments to expand access, increase retention, and guide and support student success through completion.

2. Principle-Centered Leadership
Develop a work environment that supports and empowers every employee to perform at the highest level.

3. Performance Excellence
Commit to organizational growth, excellence, and sustainability through improved academic, administrative, financial, and operational efficiency and effectiveness.

4. Equity
Create an environment that places equity at the forefront, informing strategic priorities of student success, principle-centered leadership, and performance excellence.

1-G. Accreditation

San Antonio College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Arts, Associate of Science, Associate of Applied Science, and various Certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of San Antonio College. Normal inquiries about the institution, such as admission requirements, financial aid, and educational programs should be addressed directly to the College and not to the Commission's office; the Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

1-H. Compliance with Policies and Procedures

As stated in the Alamo Colleges District Board of Trustees' Board Policies & Procedures D.1.1:

The Alamo Colleges District, each college, and all their employees shall abide by:
1. The Alamo Colleges District policies and procedures in this manual;

2. The Alamo Colleges District Code of Conduct;
3. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) policies;
4. All applicable laws; and
5. Any other policies, procedures, practices, and guidelines that impose duties, requirements, or standards attendant to their status as Alamo Colleges District employees to the extent that they do not conflict with Alamo Colleges District policies and procedures in this manual or applicable laws.

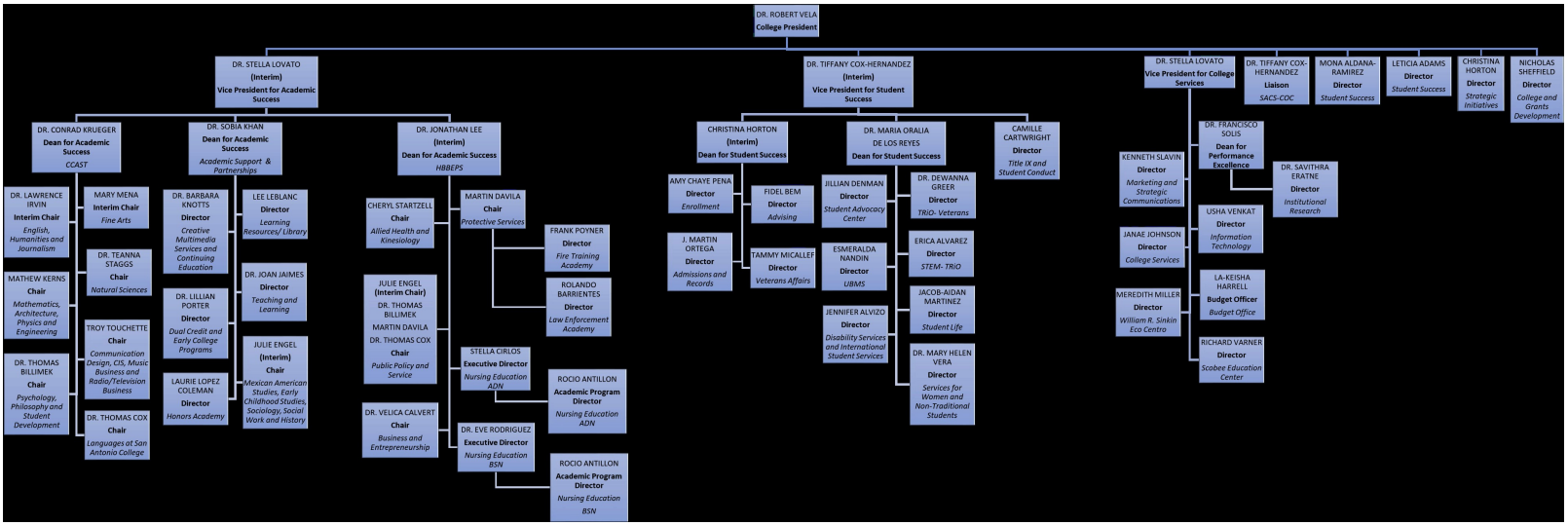
Noncompliance may result in disciplinary action, up to and including termination of employment. The Alamo Colleges District policies and procedures contained in this manual supersede all previous versions and all other procedures, practices, and guidelines.

To the extent that any practices, procedures, handbooks, or similar statements of rules or policies conflict with the policies and procedures in this manual, the policies and procedures in this manual shall control. To the extent that any policy or procedure in this manual is inconsistent with applicable law, the applicable law shall control.

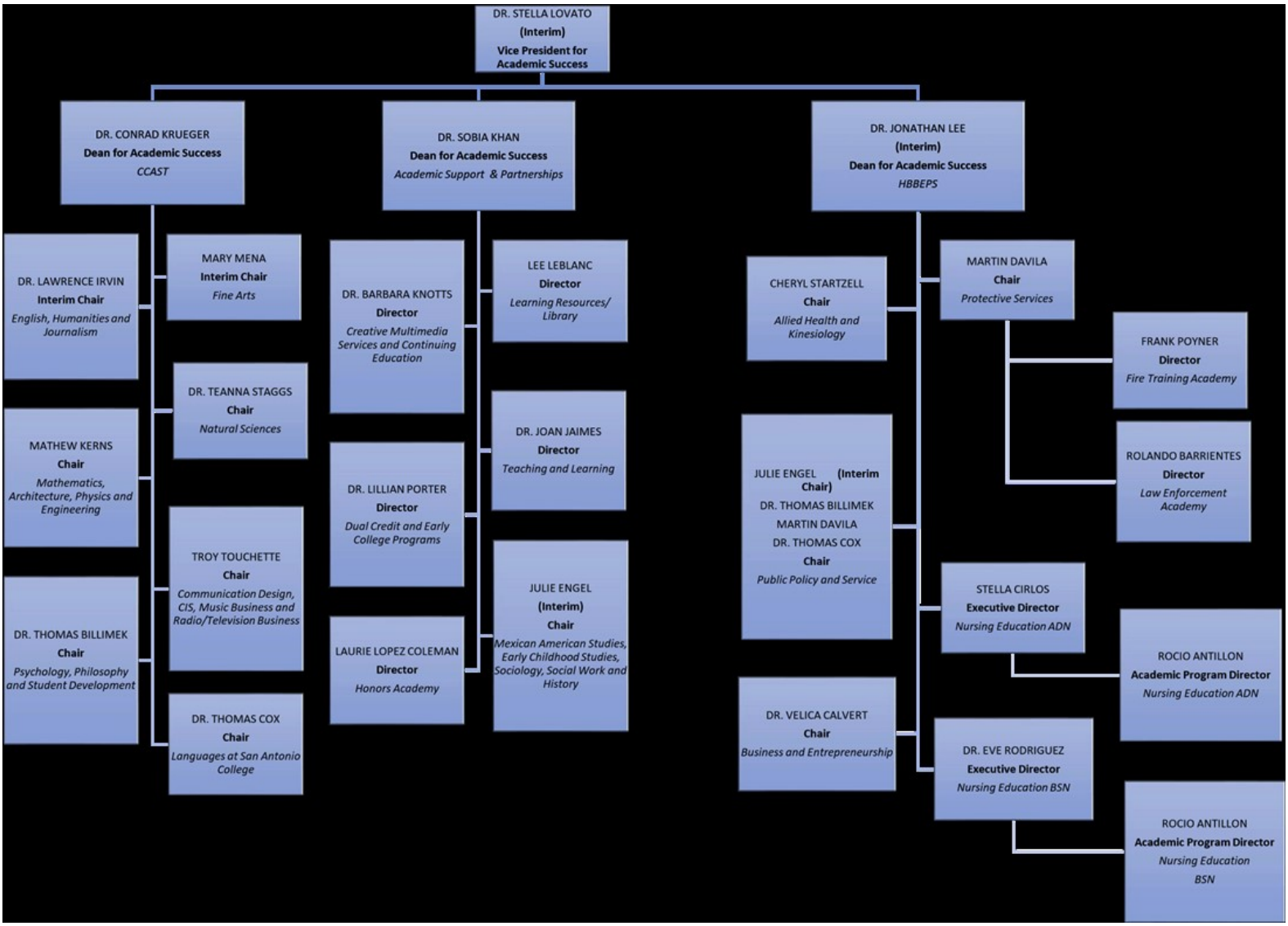
Visit the Alamo Colleges District website for the complete Board Policies and Procedures Manual. It contains information that often goes into more detail than the San Antonio College Faculty Handbook, as well as information that was not included in this Handbook since it was not considered directly relevant to SAC faculty.

Section 2: Organization and Leadership

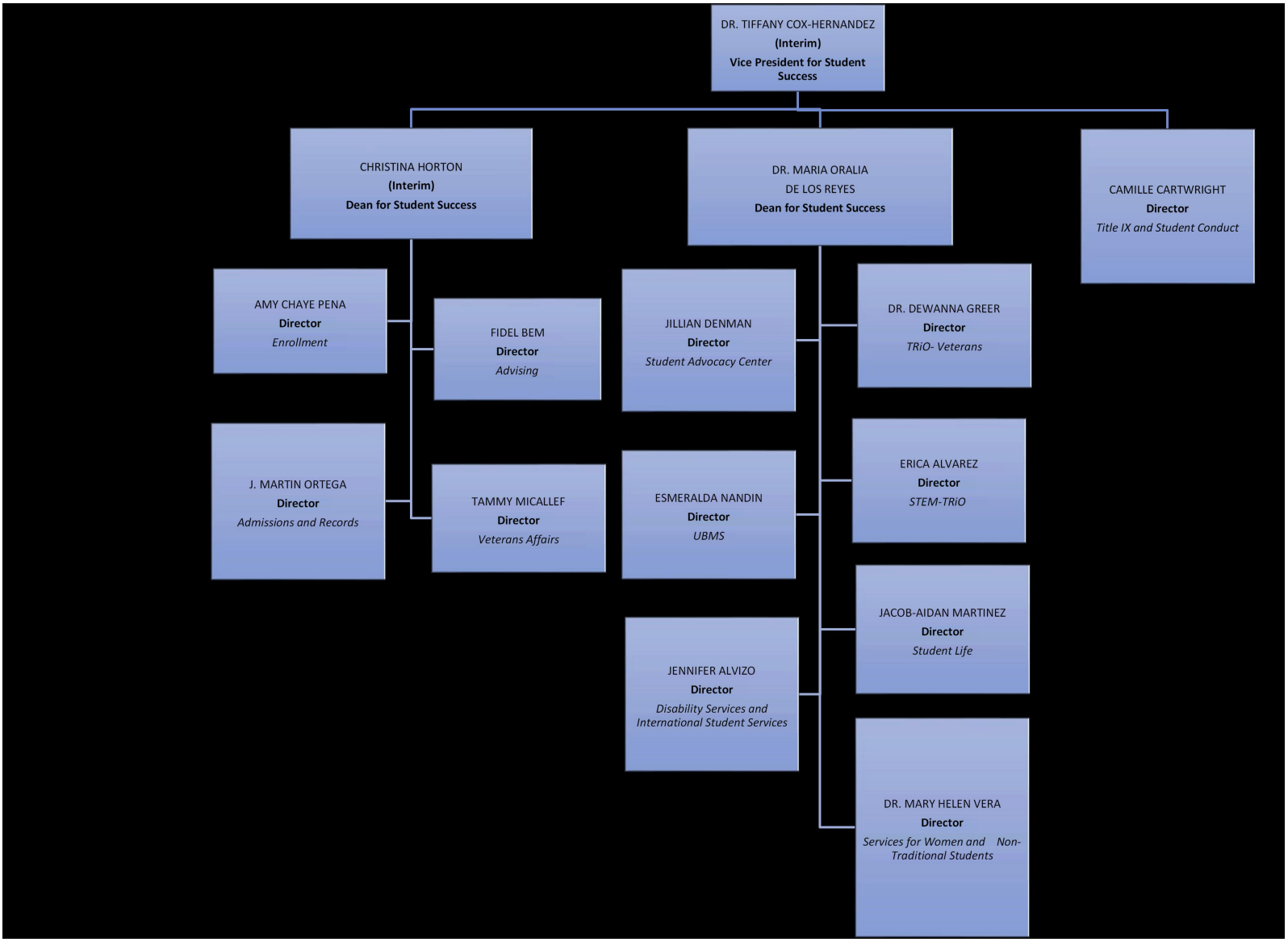
2-A. San Antonio College Organizational Chart



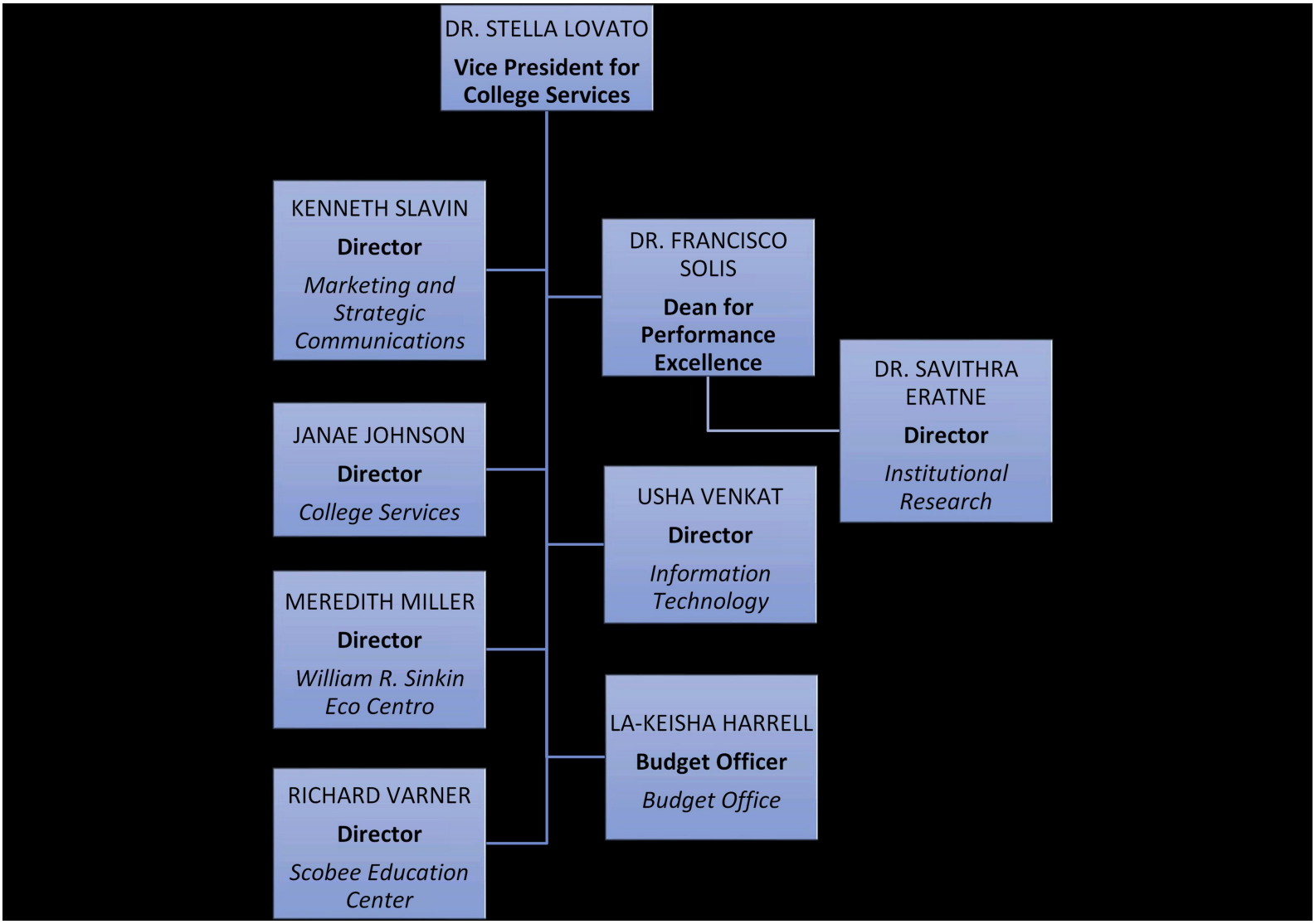
2-B. Academic Success Organization Chart



2-C. Student Success Division Organizational Chart



2-D. College Services Division Organizational Chart



2-E. SAC College Council

The SAC College Council has the primary responsibility for reviewing and making decisions concerning policy, procedures, planning, program review, curriculum review, competencies, and resource allocation. SAC's President serves as the chair for the College Council.

The Council holds regular meetings on the second Tuesday of the month in the Visual Arts Center, Room 120. Meetings are open to the College community.

2-F. SAC Academic Departments and Programs

For a current listing of SAC's academic programs and departments, visit SAC's website. You can access the Program Finder page through Academics.

2-G. SAC Leadership Contact Information

For a current listing of SAC's leadership, visit SAC's website. You can access the Leadership page through About SAC. There you will find contact information for the President, Vice Presidents, Deans, Department Chairs, and Program Coordinators.

Section 3: Hiring Faculty

3-A. Equal Opportunity Employment

As a College in the Alamo Colleges District, San Antonio College does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs, or services. Any questions concerning employment discrimination should be directed to the Associate Vice Chancellor for Human Resources for the Alamo Colleges District.

3-B. Faculty Qualifications

In the arts and sciences, a master's degree with 18 graduate hours in the teaching field is required.

In the occupational education and technology area, faculty should have both academic preparation and work experience, the typical combination being a bachelor's degree with appropriate work experience. Appropriate credentials for the field are also required. A master's degree is required for faculty teaching courses where college transfer is a goal or where substantial numbers of students transfer to senior institutions. The minimum requirement will be supplemented as necessary in accordance with criteria established by appropriate professional, regional, and national accrediting agencies.

The minimum academic qualifications shall not apply to individuals who held faculty status prior to the approval of December 16, 1986. Such individuals are, however, expected to meet the minimum qualifications established by the Southern Association of Colleges and Schools: "The minimum academic preparation for faculty teaching in professional and technical fields must be at the degree level at which the faculty member is teaching." Faculty who do not meet this minimum standard are required to make a continuous good faith effort to do so, with progress and future plans recorded and approved in the annual Faculty Education and Growth Plan.

3-C. Full-time Faculty Hiring Process

Once a vacancy is determined (either a new position or filling an existing position), a request goes to the College Executive Team (CET) to determine if the position will be filled. Should CET authorize filling the vacancy, Human Resources shall post the specified position on the appropriate College or Alamo Colleges District website and may also advertise the position in appropriate publications and professional journals, such as the Chronicle of Higher Education. Departments wishing to advertise the position through other avenues will need to get permission from their Department Chair, who will coordinate with Human Resources.

The Department Chair will create a committee comprised primarily of faculty members from the subject area. Faculty from other programs and relevant staff members may also be added to the committee. The committee, once assembled, should select a chair to coordinate with the Department Chair and Human Resources to manage applications.

Application packets and files will be checked by the committee (or designated members) to determine if all necessary documentation has been submitted and to identify which applicants meet the minimum qualifications as stated in the job announcement. Those files that have incomplete paperwork and/or do not meet minimum qualifications will not be considered for employment.

The committee will then determine the candidates who are best qualified based on the minimum and desirable qualifications. They will invite candidates to a minimum of one interview-- it is common to have two interview rounds but is not required. The committee is encouraged to ask candidates to conduct a short teaching demonstration, provide sample assignments or syllabi, and/or submit responses to a writing prompt.

Once the committee has completed interviews, a hiring recommendation will be forwarded to the Chair. This recommendation is usually for a single candidate, but could include more with the permission of their Department Chair. It is important that the faculty committee members not make any job offers to candidates (as they are not authorized to do so), though they can inform the candidate if they are being forwarded to the next stage and how many candidates have been sent forward.

Department Chairs may choose to interview the forwarded candidate before sending their recommendation to their Dean of Academic Success. It is the Dean who determines the candidate's rank and placement. The Dean, if they approve, will forward the recommended candidate, as well as all applicable paperwork, to the Vice President of Academic Success. The Vice President will forward the recommended candidate, and all applicable paperwork, to the President who will review the credentials of the finalist being submitted. It is SAC's usual practice to have the candidate interview with members of CET at this stage.

If approved by the Dean and VP, the candidate will be forwarded to the SAC President, who usually conducts another interview. Please note the President may choose to combine their interview with the CET-level interview. It is the President who determines if the candidate will be hired. Their office will send the candidate's hiring packet to Human Resources.

It is Human Resources that reaches out to the candidate to extend the official job offer. The candidate will then go through the HR screening process, which includes a background check, drug test, and other vetting measures. Final approval of the candidate's hire will be made by the Alamo Colleges District Board of Trustees.

3-D. Full-time Faculty Job Description

1. Description of Work

Full-time members of the faculty are professional educators who have the primary responsibility of fulfilling the institution's mission, vision, values, strategic plan, Board of Trustees' charges and educational philosophy, and primary goal of providing a quality education for all students attending the colleges. Faculty members are classified according to the ranks of Instructor, Assistant Professor, Associate Professor, and Professor. Faculty members are subject to Board policies, including academic freedom, and are also bound by its accompanying responsibilities. They are directly responsible to a discipline coordinator and/or department chair and have

responsibilities through the administrative structure at their respective college and to the District. The relationship of the faculty member to the student is one of leader, teacher, adviser, mentor, and facilitator of learning.

2. Full-time Faculty Position Criteria
A faculty position must meet the following criteria:
a. A regular, full-time position.
b. A position wherein the primary functions performed are those of teaching assigned credit courses on a regular basis.
c. A position which requires certain minimum academic qualifications according to Alamo Colleges District Board Policies and Procedures D.2.3.2.

3. Duties
The cyclical nature of teaching and learning forms the basis of duties for the institution's faculty. To strive for continual improvement of student success, faculty members must plan an optimal learning environment; provide high quality instruction and advising; assess themselves, their students, and their teaching techniques in order to increase effectiveness; continue their own professional development; actively participate in MyMAP, AlamoINSTITUTES, and AlamoADVISE processes; and participate in the shared governance process to ensure policies and procedures remain focused on maintaining high standards while providing appropriate support for student needs.

Manage classes and learning environments:
a. Maintain attendance records, submit grades on time, and provide constructive feedback as well as other relevant information to students throughout the semester. Create and maintain accurate syllabi that incorporate departmental, college, cross-college, and instructor requirements.
b. Participate in the selection of appropriate materials to support academic departments' course curriculum in accordance with the Alamo Colleges District's Guidelines for Selection of Instructional Materials.
c. Work with students and employers in occupational settings as required by or appropriate to the academic discipline.
d. Conduct classes punctually and in accordance with the prescribed meeting schedule.

Deliver effective instruction:
a. Assume primary responsibility for and exercise oversight of the curriculum in conjunction with the Board of Trustees' policies, ensuring both the rigor of programs and the quality of instruction.
b. Consider individual differences of students in order to design and support a range of appropriate learning activities.
c. Use technology in a manner appropriate to the nature and objectives of courses and programs and communicate clearly to students the expectations concerning the use of such technology.
d. Use a variety of techniques to assess student learning as applicable by academic discipline and specific course.
e. Integrate concrete, real-life situations into learning experiences to encourage critical thinking, interdisciplinary skills, and teamwork.

f. Employ methods that develop student understanding of discipline-specific thinking, practices, and procedures, as well as interdisciplinary applications, to create academic literacy.

Assess student learning:
a. Collaborate with colleagues both across colleges and within individual departments in the construction and continuous improvement of measurable learning outcomes to include the THECB core curriculum objectives and additional institutional objectives.
b. Design assessments that measure or demonstrate student growth.
c. Sequence learning opportunities throughout advising, courses, and programs to build student understanding and knowledge.
d. Align assessment with learning opportunities.

Promote continual improvement as part of the cycle of teaching and learning:
a. Develop and revise curriculum and instructional materials as needed.
b. Use department-designated learning outcomes to plan, develop, and document the effectiveness of teaching activities.
c. Complete all mandatory performance evaluation measures within specified time limits, e.g., Title IX training.
d. Share best practices with colleagues in formal or informal settings.
e. Participate in instructional, departmental, or institutional research to improve educational effectiveness.
f. Support the online student survey process.
g. Evaluate teaching and assessment practices to continue improving them.

Support learning through student engagement:
a. Create a positive classroom atmosphere that encourages active and collaborative learning, student effort, academic challenge, student and faculty interaction, and support for learners.
b. Be available to students during posted office hours.
c. Use technology to assist in communication with students.
d. Encourage a sense of community among students for learning both inside and outside the classroom.

Provide student advisement:
a. Help students develop academic habits for college success by reinforcing the Student Success Policy and Procedures and the Student Responsibility for Success Policy.
b. Advise students about program, career, or transfer options to help them make informed academic decisions leading to degree or certificate completion.
c. Make students aware of and refer them to the appropriate student and academic support services available at their colleges or elsewhere in the District.

Pursue professional development:
a. Stay current in academic fields, e.g., by belonging to professional societies, reading discipline-specific journals, studying pedagogy, attending conferences, or making presentations.
b. Maintain required professional credentials, licensing, and continuing education hours as disciplinary standards dictate.

c. Engage in professional education which enhances both disciplinary and pedagogical/andragogical knowledge, e.g., by taking graduate courses or internal classes offered through college or District professional development organizations.
d. Contribute to one's academic discipline through research and publication or other endeavors as appropriate.

Participate collegially in department, college, cross-college, discipline-specific, District, and community service activities:
a. Serve on and play an active role in department, college, cross-college, discipline-specific, and/or District committees.
b. Participate in service through appropriate discipline-specific organizations, educational organizations, statewide boards/ committees or community activities.
c. Assist in policy development and other governance matters within one's discipline, department, college, or at District level or across the colleges.
And other duties as assigned.

3-E. Adjunct Faculty Hiring Process

Once a Department Chair has secured approval to create a new adjunct faculty hire, the hiring process is similar to the full-time faculty hiring process detailed above in Section 3-C with the following key difference: It is at the discretion of the Department Chair as to whether or not they want to interview the candidate put forward by the hiring committee, and no interviews take place above the Department Chair level.

3-F. Adjunct Faculty Job Description

1. Description of Work
Adjunct members of the faculty are professionals, in their field of study, whose primary responsibility is fulfilling the institution's mission, vision, values, strategic plan, Board of Trustees' charges and educational philosophy, and primary goal of providing a quality education for all students attending the colleges. Adjunct faculty members are classified according to their attained level of education.

Adjunct faculty members are subject to Board policies, including academic freedom, and are also bound by accompanying responsibilities. They are directly responsible to a discipline coordinator and/or department chair and have responsibilities through the administrative structure at their respective college and to the District. The relationship of the adjunct faculty member to the student is one of leader, teacher, mentor and facilitator of learning.

2. Adjunct Faculty Position Criteria
An adjunct faculty position must meet the following criteria:
a. A part-time temporary assignment.
b. A position wherein the functions performed are those of one who teaches assigned credit classes on a course-by-course basis.
c. A position which requires certain minimum academic qualifications according to Alamo Colleges District Board Policies and Procedures D.2.3.2.

3. Duties
The cyclical nature of teaching and learning forms the basis of duties for the institution's adjunct faculty. To strive for continual improvement of student success, adjunct faculty members must plan an optimal learning environment; provide high quality instruction; assess themselves, their students, and their teaching techniques in order to increase effectiveness; continue their own professional development; actively participate in MyMAP, AlamoINSTITUTES, and AlamoADVISE processes; and participate in the shared governance process to ensure policies and procedures remain focused on maintaining high standards while providing appropriate support for student needs.

Manage classes and learning environments:
a. Maintain attendance records, submit grades on time, and provide constructive feedback as well as other relevant information to students throughout the semester. Create and maintain accurate syllabi that incorporate departmental, college, cross-college, and instructor requirements.
b. Participate as may be required by their department in the selection of appropriate materials to support academic departments' course curriculum in accordance with the Alamo Colleges District's Guidelines for Selection of Instructional Materials.
c. Work with students and employers in occupational settings as required by or appropriate to academic discipline.
d. Conduct classes punctually and in accordance with the prescribed meeting schedule.

Deliver effective instruction:
a. Assume primary responsibility for and exercise oversight of the curriculum in conjunction with the Board of Trustees' policies, ensuring program rigor and quality instruction.
b. Consider individual student differences to design and support a range of appropriate learning activities.
c. Use technology appropriate to the nature and objectives of courses and programs and communicate clearly to students expectations concerning the use of such technology.
d. Use a variety of techniques to assess student learning as applicable by academic discipline and specific course.
e. Integrate concrete, real-life situations into learning experiences as appropriate to encourage critical thinking, interdisciplinary skills, and teamwork.
f. Employ methods that develop student understanding of discipline-specific thinking, practices, and procedures, and, where applicable, interdisciplinary applications, to create academic literacy.

Assess student learning:
a. Collaborate within individual departments in building and continuously improving measurable learning outcomes to include the THECB core curriculum and additional institutional objectives.
b. Design course assessments that measure or demonstrate student growth, as needed.
c. Align assessment with learning opportunities.

Promote continual improvement as part of the cycle of teaching and learning:
a. Assist with development and revision of curriculum and instructional materials as required by their department.
b. Use department-designated learning outcomes to plan, develop, and document the effectiveness of teaching activities.

c. Complete all mandatory performance evaluation measures and required training within specified time limits, e.g., Title IX training.
d. Share best practices with colleagues in formal or informal settings.
e. Participate in professional development activities as required by the College.
f. Support the student course evaluation processes.
g. Evaluate teaching and assessment practices to continue improving them.

Support learning through student engagement:
a. Create a positive classroom atmosphere that encourages active and collaborative learning, student effort, academic challenge, student and faculty interaction, and support for learners.
b. Be available to students before and after class, as appropriate.
c. Use technology to assist in communication with students.
d. Encourage a sense of community among students for learning both inside and outside the classroom.

4. Adjunct Faculty are encouraged to participate in the following:
Student advisement:
a. Help students develop academic habits for college success by reinforcing the Student Success Policy and Procedures and the Student Responsibility for Success Policy.
b. Advise students about program and career options. When appropriate, refer students to sources who can provide transfer information so they can make informed academic decisions leading to degree or certificate completion.
c. Make students aware of and refer them to the appropriate student and academic support services available at their colleges or elsewhere in the District.

Pursue professional development:
a. Stay current in academic fields, e.g., by belonging to professional organizations, reading discipline-specific journals, studying pedagogy, attending conferences, or making presentations.
b. Engage in professional education which enhances both disciplinary and pedagogical/andragogical knowledge, e.g., by taking graduate courses or internal classes offered through college or District professional development organizations.

Participate collegially in department, college, cross-college, discipline-specific, District, and community service activities:
a. Serve on and play an active role in department and college committees.
b. Participate in service through in discipline-related organizations or community activities.
c. Assist in policy development and other governance matters within one's discipline and department.
d. Participate in the selection of appropriate materials to support academic departments' course curriculum in accordance with the Alamo Colleges District's Guidelines for Selection of Instructional Materials.
And other duties as assigned.

3-G. Employee Licensure, Registration, and Certification Requirement

SAC will maintain a workforce that is fully licensed, certified, and registered in accordance with all State, Federal and accreditation requirements. Faculty in positions where specific professional

or government credentials are required are responsible to continuously maintain all credentialing required by law for the position held and any additional credentialing that may be required by the Alamo Colleges District for the position. Department Chairs and Administrators are responsible for ensuring proper continuous credentialing of all employees in their chain-of-command. Faculty will not be allowed to perform work they are not properly credentialed to perform.

Every credentialed faculty member will present evidence of required credential renewal to their Department Chair on or before the credential expiration date. Every credentialed faculty member will maintain the credential(s) required to perform assigned functions and will not work if a required credential has expired or been revoked. Credentialed faculty will notify their Department Chair immediately if a required credential expires or is revoked or suspended. This includes the disqualification of a non-Texas-based multi-state license for continued professional activity within the State of Texas due to the acquisition of permanent Texas resident status.

See Alamo Colleges District Board Policies and Procedures D.2.7.1 for more information.

3-H. Full-time Tenured and Tenure Track Relocation Between Colleges

In instances when enrollment patterns, program demands, or similar changes affect the number of faculty required in a discipline, colleges will collaborate on the reassignment of faculty from one college to another, either through voluntary relocation or reassignment at the discretion of the colleges.

See Alamo Colleges District Board Policies and Procedures D.2.5.4 for more information.

Section 4: New Faculty Basics

4-A. Agreements and Workload: Full-time Faculty

The following are general statements regarding full-time faculty workloads. See Section 12 on Faculty Workloads in this Handbook for more detailed information.

During the typical nine-month faculty contract, full-time faculty are expected to teach 30 hours, 15 in the fall and 15 again in the spring.

Based upon need, full-time faculty may be allowed to teach overload courses, not to exceed two additional classes per semester. The College reserves the right to limit a faculty member's overloads if they are not meeting deadlines and expectations for their contracted 15-hours per semester. Overloads are not to be expected by a full-time faculty member. Overloads are paid at the adjunct faculty pay rate.

In addition to teaching hours, full-time faculty are required to hold ten office hours a week as well as an additional fifteen hours devoted to College or District service, professional development, or other activities approved by College administration.
Summer teaching is optional for faculty members. Seventeen workload units are the maximum allowed for full-time faculty during the summer term, of which fifteen hours is the maximum teaching load. Full-time faculty may teach up to twelve hours at 130% of the adjunct pay rate. Any teaching or other workload units beyond twelve are paid at the normal adjunct rate. The College reserves the right to limit the number of hours a full-time faculty member may teach during each summer session based on program and budgetary considerations.

In the fall and spring semesters, full-time faculty members' contractual obligations begin one week prior to the first instructional day of the semester and end with the last day of the term. In the summer, they begin and end with the first and last days of the term.

4-B. Agreements and Workload: Adjunct Faculty

Adjunct faculty members are hired in a full-time or part-time capacity and on a semester-by semester contract basis contingent upon the needs of the Alamo Colleges District. Adjunct faculty members accrue no tenure rights and are not guaranteed any employment beyond the semester for which they are employed as stated in Alamo Colleges District Board Policies and Procedures D.2.5.1 Hiring Authority, Status, Assignments and Duties.

The Alamo Colleges District shall not hire as adjunct faculty members former Alamo Colleges District faculty members who were denied tenure, or whose tenure track (probationary) or non-tenure track contracts were not renewed for reasons other than program reduction.

For purposes of salary and employee rights and benefits, adjunct faculty are defined as follows: Adjunct with Benefits - faculty teaching twelve or more workload units or the equivalent; paid, on the basis of qualifications, at the rate of the entry salary level for tenure track faculty; and eligible for all employee rights and benefits as defined by applicable programs (see Adjunct Faculty Appointments).

Adjunct without Benefits - faculty teaching fewer than twelve workload units or the equivalent and paid in accordance with a salary schedule determined on a per-class basis. This category of adjunct faculty is not eligible to accrue leave or receive fringe benefits.

4-C. Faculty IDs

New employees receive their employee ID card during new employee orientation from the Alamo Colleges District Police Department (ACPD).

For replacement ID cards, contact ACPD and submit an ID Card Issue Request Form located on the AC Police Department website. The ID cards are necessary for recognition as an official employee in order to validate identification by the Alamo Colleges District Police Department, collect payroll or reimbursement checks from the Bursar's office, check-out library materials, and receive applicable discounts offered from various entities, such as the bookstore.

4-D. Keys

Full-time faculty members are provided with keys and/or Locknetic devices to their individual offices, department suites (when applicable), and the classrooms or labs they will use regularly. To obtain keys or a Locknetic device, faculty members should contact their department's Academic Unit Assistant.

If a faculty member loses a key or Locknetic device, they must make a report to their Department Chair and Alamo Colleges District Police Department as soon as possible. Once reported, the Alamo Colleges District Police Department will complete a lost key form.

4-E. Building Access

Faculty seeking regular access to SAC buildings outside of regular operation hours should have their Department Chair complete a facility access form available from the Vice President of College Services. The information on the form will allow District to program their ID cards to activate the locks identified on the form. This form is sent to the Vice President of College Services who approves and forwards the form to District for programming. The programmed cards record information as to who opened the building doors, and when, after regular operating hours.

Faculty who have not requested building access in advance but need to enter a SAC building may contact the Alamo Colleges Police Department's non-emergency number at 210-485-0099. Their operator will take the faculty member's information and activate the exterior door, allowing the faculty member to use their ID badge to enter.

4-F. Offices and Mailboxes

Faculty offices are assigned by their Department Chair. Some faculty may be required to share an office.

Mailboxes for both full-time faculty and adjuncts are located in the assigned department's main office. These mailboxes do not have individual locks and should only be used for College business.

4-G. New Employee Network Account

In order to create a new network account, contact your department Academic Unit Assistant for both the User Account Request Form and Computer Security Agreement Form. Once those are completed, your Academic Unit Assistant will forward them to the appropriate parties.

4-H. Parking

All employees are charged a campus access fee (parking permit fee) of $50 per year, valid from September 1st through August 31st. A $2.09 fee will be deducted from each semi-monthly payroll on a pre-tax basis. The parking permit decals will be mailed to your home address, which can be updated in ACES.

Parking permit decals must be displayed in the lower corner of the vehicle's windshield. A parking permit decal displayed in any other manner will be considered invalid. While purchase of a parking permit decal does not guarantee a parking space on campus, it does provide authorized parking on any Alamo Colleges District campus as long as the permit is properly displayed.

San Antonio College is also responsible for implementing and maintaining a Parking and Traffic Appeals Committee to afford due process for any person receiving a Parking Violation Notice (Citation). This procedure is available in printed form and available to all employees and students on campus. All decisions by the Parking and Traffic Appeals Committee will be final.

4-I. Direct Deposit

All Employees are required to have their paychecks deposited directly into their bank accounts by submitting a completed Direct Deposit Form. New employees will also need to provide a voided check. This process is usually initiated during New Faculty Orientation.

Should an employee need to update their direct deposit information, the form can be found on Alamo SharePoint + District Support Office + Finance & Administration + Finance and Fiscal Services + Payroll: Documents + Direct Deposit Form.pdf.

4-J. Copier Use

For small to moderate copy jobs, faculty members have access to copiers, which are located throughout the College. Upon employment, each faculty member will be instructed in the use of copiers by the Academic Unit Assistant. This training will include how to use the Banner ID number to access and use copiers.

For large numbers of copies, or for special copying needs, faculty should contact their Academic Unit Assistant. Personal accounts for other copying needs can be set up with the SAC UPS Store.

4-K. Instructional Supplies

The College provides basic classroom materials, office supplies, and other resources for the faculty. These may be obtained through the Academic Unit Assistant in your department. Unusual supplies or large purchases must be requested through and approved by the Department Chair.

Alamo Colleges District purchasing policies do not provide for reimbursement on purchases made by employees, except from specific, authorized vendors with prior approval for the employee to make the purchase. Reimbursement for purchases of classroom supplies or the use of off-site copy companies is rarely authorized and should be avoided.

4-L. Office Hours

In addition to teaching responsibilities, full-time faculty members are expected to make themselves available to students, staff, and other faculty through office hours.

SAC expects that full-time faculty maintain a minimum of ten office hours each week during the fall and spring semesters, based on a ratio of 2 hours per class for the usual 5 courses. Full-time faculty with course releases may adjust their office hour expectations accordingly. Individual departments may have office hour requirements for overloads.

During summer sessions, faculty members must schedule a minimum of two office hours per week for each class taught.

While there is no office hour requirement for adjunct faculty members, they should plan to be available to students immediately prior to class and immediately after class, whenever possible.

Office hours, office location, contact phone number, and email are to be publicized to students through the syllabus and must also be posted outside full-time faculty offices each semester.

In the fall and spring semesters, full-time faculty members' contractual obligations begin one week prior to the first instructional day of the semester and end with the last day of the term. In the summer, they begin and end with the first and last days of the term.

4-M. Use of College Materials

As SAC employees, faculty members are required to use District and College resources for their intended purpose only. These resources include cash, equipment, facilities, email systems, Internet access, departmental services such as mailroom and central receiving, time and services of SAC and Alamo Colleges District employees, and all other District resources.

Under limited conditions, minimal incidental use of SAC equipment may be permitted: the use may not interfere with or have an adverse effect on the performance of the employee's duties; may not interfere with SAC operations; may not cause an additional cost to the SAC; is not harmful to SAC; is not for private commercial purposes; does not result in unauthorized software or digital media being installed in or downloaded to SAC equipment; and does not result in the violation of copyright laws or SAC and Alamo Colleges District software licenses.

An example of incidental use is a telephone call to doctor's office from a faculty member's work phone as long as the call does not interfere with the performance of the faculty member's duties and meets other requirements listed above. Long distance and toll calls, however, to and from any non-business person or entity is an inappropriate use of SAC resources. Frequent or lengthy personal calls are not "incidental" and are not permitted.

Examples of the inappropriate use of SAC resources:
1. Using SAC computers, email systems, Internet access, or equipment for activities that are not official Alamo Colleges District business, or allowing unauthorized parties to use these resources, either by giving them permission or failing to use password protections to prevent unauthorized use, for example, when the authorized user steps away from the computer terminal.
2. Using SAC facilities for activities that are not official SAC or Alamo Colleges District business or allowing unauthorized parties to use them, unless SAC receives fair market value through a lease or other approved arrangement.
3. Working on non-SAC employment or non-Alamo Colleges District business operations during SAC duty hours.
4. Using SAC computer systems to access employee, student, or other information not necessary for the user's official Alamo Colleges District business.
5. Using Alamo Colleges District credit cards for personal purchases or for anything other than the purpose for which the card was issued.
6. Using Alamo Colleges District computer systems to access pornography. Please note that accessing pornography can lead to criminal prosecution for violating the Texas penal code.
7. Misuse of SAC resources may result in disciplinary action up to and including termination and may subject a person to civil and criminal penalties.

For more extensive information, see Alamo Colleges District Board Policies and Procedures C.2.7.1.

4-N. Employment Outside Alamo Colleges

Full-time SAC faculty may not have full-time employment or assignments, paid or unpaid, outside the Alamo Colleges District.

They may, however, in addition to their primary assignment, have additional employment or other assignments or activities outside the Alamo Colleges District; or additional adjunct teaching assignments within the Alamo Colleges District. However, the Alamo Colleges District has strict limitations on outside work, so you should consult Alamo Colleges District Board Policies and Procedures D.2.4.3 for detailed information.

All outside work must be disclosed in writing to your Department Chair at least one full month before the start of the proposed outside work assignment or, in the case of outside teaching assignments, at least one full month before the start of the SAC semester (fall, spring or summer). See your Academic Unit Assistant or AlamoShare for the paperwork.

4-O. Faculty Code of Professional Ethics

Professional Educators at San Antonio College affirm the inherent worth and dignity of all persons and the right of all persons to learn. Learning best occurs in an environment devoted to the pursuit of truth, excellence, and liberty. These flourish where both freedom and responsibility are esteemed. In order to express more adequately the affirmation of our professional responsibilities, we the faculty members of San Antonio College do adopt, and hold ourselves and each other subject to, the Code of Professional Ethics.

1. The Professional Educator shall treat all persons with respect, dignity, and justice, discriminating against no one on any arbitrary basis such as ethnicity, creed, gender, disability, or age.
2. The Professional Educator shall strive to help each student realize their full potential as a learner and as a human being.
3. The Professional Educator shall by example and action encourage and defend the unfettered pursuit of truth by both colleagues* and students supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.
4. The Professional Educator shall work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel.
5. The Professional Educator shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor which might damage or embarrass or violate the privacy of any other person.
6. 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.
7. The Professional Educator shall make the most judicious and effective use of the College's time and resources.
8. 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 they are not qualified nor assign tasks to unqualified persons.
9. 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.
10. The Professional Educator shall not engage in sexual harassment of students or colleagues and shall adhere to the College's policy on sexual conduct.
11. 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.
12. The Professional Educator shall participate in the governance of the College by accepting a fair share of committee and institutional responsibilities.
13. The Professional Educator shall support the right of all colleagues to academic freedom and due process and defend and assist a professional colleague accused of wrongdoing, incompetence, or other serious offense so long as the colleague's innocence may reasonably be maintained.
14. The Professional educator shall not support a colleague whose persistently unethical conduct or professional incompetence has been demonstrated through due process.
15. The Professional Educator shall accept all rights and responsibilities of citizenship, always avoiding use of the privileges of their public position for private or partisan advantage.

Section 5: Guidelines for Selection of Instructional Materials

5-A. Textbooks

SAC provides faculty with instructional textbooks that have been selected for instructional use. Textbook orders are requested through the Department Chair according to established timelines for specific semesters. Information regarding textbook orders, desk copies, support materials, and policies on preview and selection may be obtained from the Department Chair.

SAC's academic programs are responsible for the selection of textbooks and other instructional supplemental materials for effective learning. Each program may select those materials best suited for the realization of its educational objectives, utilizing the subject-matter knowledge and skill of faculty members.

Faculty in the various disciplines have the sole responsibility for choosing appropriate textbooks, supplementary and optional readings, including study guides and computer assisted instructional materials regardless of delivery system.

The following guidelines (5-B through 5-J) are to be followed in the selection and ordering process. The guidelines apply to all materials required or recommended for SAC courses.

5-B. Definitions

Textbook Adoption Lead: a faculty member selected by the department/discipline for each course and responsible for following the textbook adoption guidelines and providing the Department Chair with all required materials by defined dates. Chairs are responsible for textbook selection for all disciplines within the department.

Textbook: a book published primarily for instruction in connection with a particular course or courses and includes any edition of a textbook or set of textbooks and any item considered supplemental specifically to the textbook, regardless of whether the textbook and supplemental items are sold together or separately.

Custom Textbook: textbook compiled by a publisher at the direction of the discipline/department textbook lead in charge of textbook adoptions that may include items such as selections from original instructor materials, previously copyrighted publisher materials, copyrighted third–party works, or elements unique to a specific college. A custom textbook must be adopted for a minimum three-year period.

Textbook Bundle: textbook combined with other instructional material, such as another text or additional printed material, a computer disk, website access, or electronically distributed material, and is packaged or otherwise offered for sale with that instructional material at a single price. The term does not include a textbook that is combined with other instructional material if that material in its entirety is: required to be offered for sale with or as part of the textbook, according to a third-party contractual agreement; or interrelated with the content of the textbook to such a degree that any separation of the material from the textbook would render the textbook unusable for its intended purpose. Textbook bundles must be approved by the appropriate Dean/Vice President as well as the Chair.

Multiple Term Adoptions: Where books will be used for more than one semester, there are two cost- savings program suffered by the campus bookstore that could be applied.

Guaranteed Buyback: If a non-consumable book is listed with multiple terms, the student can be guaranteed when they purchase the book, that the book will be purchased for 1⁄2 of the purchase price at the end of the semester (subject to condition for resale).

Local Rental Titles: If a non-consumable book is listed for four terms (like size, like enrollment) the title can be listed on the rental program, even if it is a custom title or otherwise not on the national list of titles for a 55% discount from the new book price.

5-C. Responsibility

The Department Chair is responsible for the adoption of all textbooks and materials to be used in each course. The Dean of Academic Success and Vice President of Academic Success provide oversight for all textbook selections.

The College may allow the faculty in each discipline to determine a process for textbook selection that includes the guidelines provided herein. The process must be documented and provided to the appropriate Dean/Vice President. All full-time faculty members in the department responsible for each course should be included in the selection process unless a faculty member may personally benefit from the selection of any instructional materials under consideration.

The process should include the Department Chair identifying a textbook adoption lead for each course within a discipline. The lead will follow the identified process, is responsible for documenting the information required in the process, and is responsible for meeting the Chair's deadline required to meet the bookstore deadline. Documentation should be available to the appropriate Dean/Vice President.

Each semester, no later than two weeks prior to the beginning of the semester, the bookstore will provide to the College a list of the text(s) or other materials required for each section in the schedule based on information provided by the Chair.

Faculty members are encouraged to produce materials, either individually or collaboratively, that assist student learning and success. Faculty shall adhere to all appropriate Alamo Colleges District Board Policies and Procedures.

Faculty members are also welcome to utilize open educational resources (OER) in their courses in lieu of requiring the department approved textbook. However, faculty must make sure that all open educational resources follow copyright laws (see 5-E below), adhere to SAC and Alamo Colleges District Board Policies and Procedures, and alert their Chair of their decision to use OER instead of the program selected text.

5-D. Selection

A normal textbook adoption cycle should not be less than three years, and disciplines which are able to adopt a longer cycle without diminishing instructional quality are encouraged to do so. Flexibility should be considered for those disciplines that require more timely changes of adoptions due to rapid changes in technology and information or publisher's new editions, although newer materials should be explored in online, open formats to supplement current textbooks rather than require new textbooks. Except in extenuating circumstances, new editions and new textbooks should only be adopted for implementation in the fall semester. This will avoid mid-year textbook changes and should reduce costs for students.

The faculty members of the discipline will select one textbook or set of materials per course. All faculty who want a text for the course will use the one selected by the discipline. The number of supplemental materials (novels, etc.) to be required should be discussed within the discipline to establish some consistency across requirements. Individual faculty may not select a textbook(s) outside the discipline selection. For each section of the course scheduled for a semester, the Department Chair shall gather from full-time faculty members if the text is required.

Departments are encouraged to select open source materials where appropriate to minimize costs to students. All selections must adhere to Alamo Colleges District Board Policies and Procedures E.1.7 Instructional Resources: Copyrighted Materials. The Chair should be notified if open source materials will be required instead of or in addition to one of the approved text(s).

The department selecting a custom textbook or a textbook bundle should carefully consider the cost to the student (including buy-back, used text and rental cost) and document the basis for, and benefit of, using a customized textbook or bundle. The option must be approved by the appropriate Dean/Vice President.

Consumable materials should not be bundled with texts to allow rental or buyback of the text.

Any original instructor materials from an individual faculty member or group of faculty members within a discipline/department selected as required for a course must be approved by the Department Chair and appropriate Dean/Vice President. Faculty may not receive compensation from materials adopted by the Alamo Colleges District. The request from the lead must include how any funds that will go to the originating faculty member or members (royalties or other compensation) from an adoption at the Alamo Colleges District will be sent to the Alamo Colleges District Foundation. Each semester the faculty member(s) will provide the lead, Department Chair, and appropriate Dean/Vice President with the amount sent to the foundation and how, within the Foundation guidelines, it will be distributed to students. See Alamo Colleges District Board Policies and Procedures C.1.8 Intellectual Property.

The lead and department will consider during the selection process all pricing options, including standalone textbooks, texts with pass codes and bundles or packages, custom published products, loose- leaf versions, digital textbooks, and rentals. The considerations should include the buyback and resale costs to students. Selected texts should be available to students in rental and digital option.

5-E. Copyright Considerations

SAC faculty shall comply with the provisions of the United States Copyright Law. Subject to certain specific exceptions (i.e., "fair use doctrine"), the owner of a copyright has the exclusive rights to reproduce, prepare derivative works, distribute copies, perform, or publicly display the copyrighted work, or to authorize such acts by others.

Faculty will be held accountable for violations of copyright laws comply with "Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions," as cited in 17 U.S.C. 107. Unauthorized duplication, distribution or use of intellectual property, including computer software or sound recordings constitutes copyright infringement, is prohibited by this policy, and is illegal and subject to both civil and criminal penalties.

Faculty who are using open educational resources instead of, or in addition to, one of the approved texts should inform their Department Chair, in writing, that they comply with copyright laws.

5-F. Cost Considerations

In discussions with the publisher about texts being considered, use the estimated enrollment in the course for the text to be selected to identify all possible options, such as: the best "new book" cost and the buyback amount to determine total cost to the student; the cost of a customized publication and buyback possibility; the cost of a bundle, the cost of the items if possible to purchase separately, and buyback possibility; the availability of the text as a rental (www.rent-a-text.com) or eBook; the cost of the text as a loose-leaf version (no buyback option); and the used book cost over the adoption cycle. Consumable materials should not be bundled with texts to allow rental or buyback of the text.

5-G. Appeals

Programs may appeal for exceptions to these recommendations to their appropriate Dean/Vice President. Requests for exceptions should be provided by email through the Department Chair.

5-H. Ordering

An order will be completed for each text or other instructional material item and must contain the following: author and any and all co-authors, complete title, publisher, ISBN, CRNs and enrollment projections, status as required or recommended, the number of semesters remaining on the adoption, and Department Chair approval.

Department Chairs will be notified of current bookstore deadlines. All textbooks required for sections must be provided by the Department Chair to the Dean/VPAA who will approve and forward to the bookstore.

5-I. Changes

If, after an order has been submitted, a change to that order is required (e.g., cancellation of sections or the addition of new sections), the Department Chair shall inform the bookstore and copy the Dean/Vice President. After registration begins, the obligation for keeping track of such

information becomes the responsibility of the bookstore, except in the case of complete section cancellation, which shall be communicated to the bookstore by the Chair as soon as possible.

The bookstore will inform the Department Chair of all problems associated with orders as soon as those problems are known to the bookstore. This includes delayed orders, late orders, and out-of-print materials, change of publishers, changes in editions, and other factors which directly affect the availability of texts and other materials to students.

5-J. Information Provided to Students

The textbook and other instructional materials will be included on the bookstore list. This ensures that text information will be available to the student through the online information provided by the bookstore.
As required by TAC §4.218, students will be emailed by Alamo Colleges District Instructional Technologies department, at the official Alamo Colleges District email address, a notice that states, "A student of this institution is not under any obligation to purchase a textbook from a college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer."

Students should be informed by faculty and other sources that required materials should be obtained in a timely manner; i.e., well before the first assignments are due.

Faculty members must include on the course syllabus the information required by TAC §4.218. This includes confirming that the textbook information in Concourse is correct, and making any necessary changes (e.g. use of OER instead of program-selected textbook) as soon as possible once the course is available in the system.

Section 6: Syllabus Requirements

6-A. TAC Syllabus Rules

Texas Administrative Code places regulations requiring faculty to post syllabi, student evaluations, curriculum vitae, and other information on the Internet, and that the information be accessed within three clicks from the institution's homepage. Syllabi must conform to state and District requirements.

6-B. Concourse

The Concourse eSyllabus is the official syllabus of record and are online and accessible via the San Antonio College website and through Canvas, our learning management system.

To access your course's Concourse syllabus, log into ACES and select the Faculty tab where you will find a link to the Concourse system. You can also go to San Antonio College's website's Academics page, click on Course Syllabi, and click on Enter Concourse Syllabus.

At least one week prior to the beginning of each semester, faculty members must complete a syllabus for each section taught and revise their curriculum vitae using CONCOURSE through the Faculty tab in ACES.

On the first day of the semester, faculty members are required to direct students to the course syllabus Concourse. It is strongly recommended that faculty confirm your Concourse syllabus is activated in the Canvas menu for all courses.

6-C. Course Syllabi Elements

The syllabus is considered a contract between the faculty member and the student; it should be detailed and specific.

Some course information will be built into the Concourse system: course title, term, section/CRN, course description, course objectives, course outcomes, and institutional/College policies. Each faculty member must add the following required components: meeting times, indicate the class meeting times face-to-face or online; contact information, such as name, office location, office phone number, email address, department website address, and office hours; course materials needed to be successful in the course; course evaluation policies, such as a detailed list of assignment types, grading procedures, and method of assessment used in the course; the schedule of events for the course including a general description of subject matter of each lecture or discussion; and instructor-specific information such as additional attendance policy, electronic device policy, and information on academic support services.

It is important for the faculty member to include clearly established policies in the syllabus and that the policies are applied uniformly and consistently for all students.

6-D. Attendance

It is critical that a faculty member establishes a uniform attendance policy and state it clearly in their syllabus. See 7-G for more information on student absences.

6-E. Distance Education Attendance

Students enrolled in Distance Education courses should check in by the third class day and will receive equivalent consideration for the purposes of determining the acceptable duration of excused absences and time limits for the completion of course work following an excused absence as described in the course syllabus.

6-F. Tardy Policy

Since tardiness is a form of absenteeism, each faculty member also has the right to establish a tardy policy. The faculty member's absence and tardy policy should be clearly detailed on the course syllabus distributed to the students.

6-G. Student Learning Outcomes

San Antonio College is highly committed to continuous quality improvement of all aspects of the student learning experience and environment. In order to ensure a data-informed approach to enhancing improvement, all faculty members should be familiar with the Student Learning Outcomes (SLOs) for each course they teach. The course SLOs are defined by the THECB with additional SLOs added by departments as appropriate. As a faculty member, it is important that you define the specific assessment measures within your course that will show evidence of student attainment of the defined course-level Learning Outcomes.

Additionally, San Antonio College has eight core competencies/marketable skills we believe our students need to develop proficiency in prior to transfer, graduation, or entry into the workforce. Faculty members need to identify which course outcomes map to these marketable skills and which assessment measures will provide evidence of student success in the identified competency.

The information regarding SLOs, assessment measures, and mapping of measures to core competencies needs to be entered into eLumen each term. See 8-F for more information on eLumen.

After creating the SLO assessment structure in eLumen for each course, you can update this information throughout the term as students complete their required assignments, tests, papers or other assessment measures used for the course. Keeping up with this during the term is highly recommended. If you do not update student assessments in eLumen while your course is in progress, you will have to input all the information at the end of the course.

Please note: This process can be complicated for faculty members not familiar with course and program level assessment and this approach to assessment. However, this is extremely important to our students, courses, programs, and the College. It is also part of your responsibilities as a faculty member. If you are unclear about this expectation, please see your Department Chair prior to the start of the term so you can receive the training necessary to move forward with this requirement.

6-H. Curriculum Vitae Elements

Each faculty member should update information summarizing their career and qualifications to teach the courses assigned to them in their profile in Concourse as per Texas Administrative

Code with the following: all institutions of higher education attended, with the degree(s) earned; all previous teaching positions, including the names of the institutions, the position, beginning and ending dates; and a list of significant professional publications relevant to the academic positions held.

The curriculum vitae may include the instructor's professional contact information, such as office telephone number, work address, and institutional email address. Vitae are not required to include personal information about the instructor, such as the home address or personal telephone number.

6-I. Academic Calendar

All faculty should verify course dates according to the published academic calendar. The current academic calendar is in various places on the SAC website, but the easiest point of access is right off the main page quick links menu.

Section 7: Class Rosters and Course Drops

7-A. Rosters

Rosters in ACES are the official record of students enrolled in a course. Faculty members are required to log of each student's attendance throughout the entire semester in Canvas, and make sure it corresponds with the official ACES roster.

Faculty members should check rosters in ACES at least weekly to notify students who have been dropped. Any student still attending after being dropped for non-payment should be directed to the Business Office and Enrollment Services/Admissions and Records Office to rectify any problems.

If extreme circumstances warrant that a student be readmitted to your course, the appropriate readmissions process and documentation must be followed. Faculty should seek guidance and agreement from the Department Chair to determine eligibility to petition for reinstatement.

7-B. First Class Day Roster

From the first day of the semester until the census day (twelfth class day), it is critical that faculty check the official class roster and take attendance as the first activity of the class. This roster must be printed by the faculty member. The faculty member must access the Summary Class List under the Faculty tab in ACES to view and print their class rosters.

Students whose names do not appear on the roster should be sent immediately to the Enrollment Services/Admissions and Records Office to determine the nature of the discrepancy.

If a student is in attendance, but not on the roster, the faculty must not allow the student to remain in the class and the student should be directed to Enrollment Services/Admissions and Records Office in the Fletcher Administration Center Building immediately to clear any discrepancies.

7-C. Smart Start Drop

Instructors may drop a student who has not attended the first day of classes or logged on for distance education courses by entering a Smart Start Drop in ACES. Please carefully check your official rosters. It is critical to verify that a student has never attended when using Smart Start Drop as it is difficult to reinstate a student who was dropped in error.

If a student has contacted the instructor prior to missing the first day of class, it is at the instructor's discretion whether or not the student may continue in the class.

7-D. Interim Rosters

Faculty members should check rosters ACES regularly and print a new roster if any changes have been made. It is imperative that any student not appearing on a roster be directed to the Enrollment Services/Admissions and Records Office immediately.

7-E. Census Roster

If there is a discrepancy between the census roster (12th day) and those students in attendance, it is the responsibility of the student to go to the Enrollment Services/Admissions and Records Office to rectify any problems.

If a student is dropped from a class after the Census date has passed, a grade of "W" (Withdraw) will be recorded. As such, SAC expects faculty to drop students who have not attended the course prior to the census date.

7-F. Reinstatement Process

Reinstatement should remain a last resort in cases of extreme extenuating circumstances that justify reinstatement. Petition for Reinstatement must be made within two class meetings after the drop date at the preliminary discretion of the instructor. Provided circumstances merit a reinstatement, the instructor initiates the process by filling out and delivering a Petition for Reinstatement Memo and signed add/drop form to the Chair. The reinstatement paperwork must also be reviewed for approval and signed by the Dean of the relevant division, then forwarded for final decision to the appropriate Vice President. It arrives, provided all levels approve the reinstatement, to an official from the Enrollment Services/Admissions and Records Office.

7-G. Student Absences and Drops for Absences

Regular and punctual class and laboratory attendance is required of all students. A student absent for any reason may be allowed to do makeup work at the discretion of the faculty member. The student will, however, be responsible for missed lecture material on subsequent examinations.

An excused absence applies under the following conditions:

1. Representing SAC: The student is representing SAC or the Alamo District in an official capacity that has been approved by the President of the College or the Vice President of Academic Success.

2. Jury Duty: Students who present timely (at least five days' notice) and appropriate documentation authorizing bona fide jury duty should be excused from class and not be penalized for any missed exams or assignments. It is the responsibility of the student to make appropriate arrangements with their instructor to complete any work. Status as a college student usually exempts students automatically from jury duty service.

3. Military Leave: Students who present timely (at least five days' notice) and appropriate documentation authorizing bona fide short-term military training or duty should be excused from class and not be penalized for any missed exams or assignments. It is the responsibility of the student to make the appropriate arrangements with their instructor prior to the absence.

4. Religious Holy Days: A "religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. Students shall be excused from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Students must notify the faculty member in writing within the first 12 days of the regular semester of the intent to be

absent due to a religious holy day. Under Texas Education Code 51.911, a student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time as established by the faculty member.

Student absences should be recorded in Canvas, without exception, from the official date of enrollment in the class. Students who do not attend the first scheduled class meeting may be dropped. Course instructors establish policy with regard to attendance in their respective syllabi.

Faculty may drop a student for excessive absences. Absences may be considered excessive when more than 12.5% of the total contact hours of instruction in a semester, including lecture and lab, are missed. For a 16-week course, this percentage usually translates to 5 absences.

SAC expects that the student's grade performance is taken under advisement when a faculty member considers dropping a student for excessive absences. While dropping a student with excessive absences who has a failing grade and has not responded to communications from the faculty member is seen as being in the best interest of the student, dropping a student who has passing grades despite absences is not seen as being in SAC or the student's best interest.

7-H. Student Initiated Drop Procedures

Prior to Census, students may drop a course by logging into ACES and dropping the course. Students are able to drop a course through ACES prior to the census date without the course appearing on their final records. Following the census date, students wishing to withdraw from one of their classes should initiate contact with the instructor by the scheduled deadline in order to complete the process.

7-I. Enrollment Management and Drop/Add Period

The drop and add period is provided each semester following the close of regular registration as detailed in the current class schedule. San Antonio College, however, believes that student success is directly related to attendance and therefore uses a "rolling close" system; students are not allowed to add a class if the class has already met for the first time or is currently in progress even if there is space available in the class. Exceptions may be made at the Chair's discretion.

Section 8: Student Performance Reporting

8-A. Early Alert

The Early Alert process is designed to alert advisors to students who may be struggling in the course.
Faculty members will submit a progress report for all students at the quarter and halfway marks of the semester. The faculty member should have planned some form of formal or informal assessment by the quarter mark in order to have grounds to make the determination.

If a faculty member does not feel that any student is at risk for failing the course at that point, a progress report must still be submitted by simply clicking the "Submit" button. All students will be automatically recorded as not at risk.

Students reported in danger of failing the course will be automatically delivered a generic "At Risk" email from the instructor directing the student to contact them thus providing instructors the opportunity to conduct interventions with these students. On the second "At Risk" notification, the student is directed to meet with an advisor.

8-B. Midterm Grades

Faculty members must submit a midterm grade for all students through ACES at the midpoint of the semester. Faculty will receive an email notification alerting them when the window is open for the submission of midterm grades, as well as the final deadline for submission.

8-C. Final Grades

Faculty members must submit a final grade for all students through ACES at the conclusion of the semester. Faculty will receive an email notification alerting them when the window is open for the submission of final grades, as well as the final deadline for submission.

8-D. Incomplete Grades

A conditional grade of Incomplete ("I") may be given to a student only when they have a passing average on all completed work, but has an emergency that prevents them from taking the final examination or completing other required work at the end of the semester.

Faculty who wish to give the grade of Incomplete to a student in these circumstances must complete an Incomplete Grade Form, and submit to their Department Chair the form which stipulates what work is due and a timeline for submitting late work.

The "I" becomes an "F" in 120 calendar days unless a student completes the work with a performance grade of "D" or higher. The performance grade earned will replace the "I" on the student's permanent transcript.

8-E. In-Progress Grades

Students enrolled in developmental courses may receive "IP" grades if they have completed all of the course work, but still have not earned a "C" or better.

The only way to receive a grade in a course for which an "IP" grade has been recorded is to re-register for the course and earn a grade of "C" or better at the end of the semester in which the re-registration occurs.

8-F. eLumen

eLumen is the software used by San Antonio College to automate the process for tracking mastery of student learning outcomes. Faculty are required to submit evaluations for all of their students for all course SLOs every semester in the eLumen system. The final deadline for the semester corresponds with the deadline for final grade submission.

eLumen is accessible through www.elumenapp.com/elumen. For training information please contact SAC's Office of Technology Services (OTS) or the Office of Integrated Planning and Performance Excellence (IPPE).

As stated in 6-G Learning Outcomes, if you do not submit the information for each student regarding the assessment measures identified for each course Learning Outcomes throughout the term, you will have to input all the data at the end of the course.

After each term has concluded, faculty members should access eLumen to review and analyze the summative information regarding student attainment of SLOs for each course taught. This evidence should be used as the basis for making changes in your course strategies, class exercises, and instructional techniques, as may be warranted by the data, in order to improve student success the next term you teach this course.

Section 9: Academic Policies

9-A. Student Code of Conduct

The Student Code of Conduct can be found online within SAC's current Academic Catalog. The Student Code of Conduct disciplinary process is not intended to punish students, but rather to foster a learning environment of thoughtful study and discourse, to protect interests of the Alamo Colleges District's community, and to challenge those whose behavior is not in accordance with the code.

The act of applying to be an Alamo Colleges District college student is an explicit acceptance of the Alamo Colleges District's policies, procedures, regulations, and administrative rules. All students are charged with notice and knowledge of the contents and provisions of the Student Code of Conduct. All students are expected to obey the law, show respect for properly constituted authority, and observe and comply with the Student Code of Conduct and Alamo Colleges District policies, procedures, regulations, and administrative rules.

9-B. Academic Integrity Violations

Academic integrity violations cover conduct involving scholastic dishonesty. It is a violation of the Student Code of Conduct to engage in the following conduct:

1. Sale of Academic Product

Preparing, selling, offering or advertising for sale, or delivering to another person an Academic Product, in exchange for anything of value, except where the conduct consists solely of offering or providing tutoring or editing assistance to another person in connection with the other person's preparation of an Academic Product to satisfy the other person's academic requirement, and the particular Student does not offer or provide substantial preparation, writing, or research in the production of the Academic Product. Academic Product includes but is not limited to a term paper, thesis, dissertation, essay, report, recording, work of art, or other written, recorded, pictorial, or artistic product or material submitted or intended to be submitted by a person to satisfy an academic requirement of the person.

2. Academic Enticement or Influence

Influencing or attempting to influence an employee, faculty member or administrator in a specific exercise of official duties (such as course grades, extensions of deadlines or waivers of academic requirements) by offering any benefit to the employee, faculty member or administrator.

3. Academic Misconduct

The intentional violation of College policies, such as tampering with grades, misrepresenting one's identity, or taking part in obtaining or distributing any part of a test or assessment, or any information regarding the content of such an instrument.

4. Cheating

The use or attempted use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; or unauthorized copying or collaboration.

5. Fabrication
Intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.

6. Collusion
Assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.

7. Plagiarism
The unauthorized or undocumented use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.

9-C. Academic Integrity Disciplinary and Appeal Process

Faculty members are responsible for reporting academic integrity violations, but other College personnel and students also may report suspected violations.

If a faculty member finds that a student is in violation of academic integrity standards, the faculty member shall document the act by completing and submitting the Academic Integrity Report Form (found on the Student code of Conduct page within the online Academic Catalog) with attaching relevant evidence to their Department Chair.

All written communications to the student concerning the Student Code of Conduct and Academic Integrity processes, discipline, and appeals shall be sent only by e-mail to the student's Alamo Colleges' student e-mail address and/or certified letter, addressed to the student at the student's home address as it appears in the student's record.

The faculty member shall:
1. Contact the student within five (5) business days to notify the student of the violation. Request a meeting at a designated date and time, explain the procedures and possible sanctions, and notify the student of the opportunity to explain the alleged violation.
2. At the meeting, the faculty member shall provide the student a copy of this procedure (available on the Alamo Colleges District Board Policies and Procedures webpage), review the violation found with the student, and allow the student to explain the incident. The Chair of the Department or designee shall be present at the meeting.

After meeting with the student, the faculty member may, at his/her discretion, impose any of the following sanctions:
1. Dismiss the charge of a violation.
2. Issue a written warning to the student.
3. Reduce the grade on the assignment or test.
4. Reduce the final grade for the class.

If the charge is dismissed, the faculty member shall inform their Department Chair. The Department Chair will give written notice within five (5) business days to the student of the dismissal of the charge.

Sanctions 2 – 4 above shall be accompanied by a completed and signed Academic Integrity Report Form. If the student agrees with the faculty member's decision, the form shall be submitted electronically to the Department Chair and the paper copy shall be filed in the department office.

If the student disagrees with or contests the decision of the faculty member, the faculty member submits the Academic Integrity form within five (5) business days to the Department Chair, or the respective Dean or Dean's designee if the faculty member is also a Chair, for review of the decision and sanction(s). The student shall continue to attend all class sessions and meet all course requirements during the appeal process. Any reduced grade will not be recorded at this time.

The decision of the Chair shall occur within five (5) business days and be recorded on the Academic Integrity form. If the student agrees with the decision, the form shall be submitted electronically, and the paper copy shall be filed with the department office. If the student disagrees with the decision of the Chair, the matter proceeds within five (5) business days to the Academic Integrity Panel. The electronic form shall be maintained by the Chief Academic Affairs Officer and a paper copy shall be filed with the department office.

The Chief Academic Affairs Officer activates the Academic Integrity Panel. Members are drawn from the Academic Integrity Committee from which five members can be asked to serve when needed. The Academic Integrity Committee shall consist of a pool of members (8 -12) that shall include: 4-6 Full-time Faculty members, 2-3 members of the Professional Staff, and 2-3 members of the student body. All members of the Academic Integrity Committee shall serve two years and receive due process training. The Chief Academic Affairs Officer or designee shall notify all parties in writing of the date, time and location of the hearing.

The Academic Integrity Panel shall consist of the following: 2 full-time faculty members, 1 staff member, 1 student support staff, and 1 member of the student body. A Chair shall be elected from the Academic Integrity Panel to lead the proceedings.
Within five days of receiving an Academic Integrity Report Form, the Chief Academic Affairs Officer will notify all parties in writing of the date, time and location of the hearing. At the hearing, the student will meet with the faculty member and Academic Integrity Panel to hear the charges and faculty member's explanation, and present his/her side of the case. The Panel may question the faculty member and the student. The student may question the faculty member. The College or student may present other witnesses, and each may ask questions of the witnesses.

The student may appear in person at the hearing with a parent or legal guardian if the student is a minor, or legal counsel in an advisory capacity and not an advocate. The student, and not any other person, is required to present his/her case and may question the witnesses. The student shall notify the Chief Academic Affairs Officer at least 72 hours prior to the commencement of the hearing that an attorney will be present at the hearing. An attorney on behalf of the College and Alamo Colleges District may be present at any hearing as an advisor. If the student misses the hearing, the faculty member and Academic Integrity Panel may proceed with the hearing.

The Academic Integrity Panel will consider any evidence submitted at the hearing and question the faculty member and any other witnesses presented by the College.

The Academic Integrity Panel has five (5) business days in which to make its decision. The Panel may uphold (affirm) or reverse the decision of and sanctions imposed by the faculty member. The decision of the Academic Integrity Panel is final and should be recorded on the academic integrity form. The Academic Integrity Panel will communicate its decision to the Chief Academic Affairs Officer. The Chief Academic Affairs Officer or designee will notify the student in writing of the decision of the Academic Integrity Panel. Notification will also be provided to the faculty member.

After the Chief Academic Affairs Officer receives the Academic Integrity Panel's decision and the completed Academic Integrity Report Form, the student's history of academic integrity violations will be reviewed and if the accusation of the violation is upheld, further sanctions may be applied if the circumstances of the violation warrant this (i.e., repeat behavior, multiple incidents, severely egregious offense, etc). Such sanctions may include, but are not limited to, probation, expulsion, counseling, mandatory attendance in an academic integrity class, and denial of degrees/certificates (up to and including permanent denial). In the case of denial of degrees/certificates, the College reserves the right to contact transfer partners to provide corrected transcripts without the approval of the student.

Retaliating in any way against a student, faculty member, or other employee who reported a Student Code of Conduct violation; a student who was accused of violating the Student Code of Conduct; or any witness or participant in a Student Code of Conduct investigation or proceeding, whether involving non-academic misconduct or academic integrity violations, is strictly prohibited and subject to disciplinary action.

The College shall make every practicable attempt to administer the complaint/disciplinary/appeal process timely. Should it fail to do so, however, its untimeliness shall not constitute a violation of the student's rights, and the College's failure to administer the process timely cannot be used against the College to resolve any ultimate matter of fact.

9-D. Academic Grievance Policy

Faculty are responsible for classroom management, teaching strategies, testing, and evaluation of student performance. Should disagreements arise between students and their instructors, the Academic Grievance Policy provides equitable and expeditious resolutions.

When student complaints cannot be resolved through informal interaction with a faculty member or Chair/Program Coordinator, students are directed to use the Academic Grievance procedure by filing a Student Academic Grievance form, available from any Department Chair. Students are encouraged to use the Academic Grievance process only when there is clear and convincing evidence that a faculty member has treated the student unfairly, arbitrarily, or capriciously.

The Academic Grievance procedure allows for unresolved complaints to continue moving from student, to instructor, to Department Chair, to Dean until consensus is reached or final decision affirming or denying the grievance is made by the appropriate Dean.

9-E. FERPA

FERPA stands for "Family Educational Rights and Privacy Act" of 1974, as amended. It is commonly known as FERPA, the privacy act or the Buckley amendment. It is a federal law designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

FERPA allows the release of specified items but does not require it. Items that may be released are called directory information. The Alamo Colleges District has classified these items as directory information: student's name, dates of attendance, major, classification, enrollment status (full-time or part-time), previous institution(s) attended, degree(s) awarded, academic honors/awards.

Students may place a directory hold on any or all of this information by completing the "Withholding of Information Form" and turning it into the Admissions Office, Room 216, Fletcher Administration Center. After this information is entered into the system the student's information will be blocked. Student information may not be released without a signed "FERPA Consent Form" from the student.

Items that can never be identified as directory information are a student's social security number or institutional identification number, address, telephone number, date of birth, race/ethnicity, citizenship, nationality, gender, grades, grade point average or class schedule.

A student educational record is any record with certain exceptions, maintained by an institution that is directly related to a student or students. This record can contain a student's name, or students' name, or information from which an individual student, can be personally (individually) identified. These records include files, documents, and materials in whatever medium (handwriting, print, monitor screen, tapes, disks, film, microfilm, microfiche or notes) that contain information directly related to students and from which students can be personally identified.

If ever in doubt whether information may be released, don't. Please call one of the directors in admissions and records. They will help you determine if the information is an educational record and/or whether it may be disclosed without written consent. To be safe, always think written consent.

A legitimate educational interest shall mean any authorized interest or activity undertaken in the name of the College for which access to an educational record is necessary or appropriate to the proper performance of the undertaking.

This means if a student is assigned to you for advising, you have a legitimate educational interest and may access his/her records. If a good friend asks you to tell him the grades his daughter has made, don't. This has two problems. First, unless this student is your advisee, you do not have a legitimate educational interest. Second, if the parent has not filed the certification of dependency form with the admissions and records office, the parent is not entitled to this information.

The public posting of grades either by the student's name, institutional student identification number, social security number or any portion of the number without the student's written permission is a violation of FERPA. This includes posting grades to a class/institutional web site and applies to any public posting of grades for students taking distance education courses. Even with names obscured, numeric student identifiers are considered personally identifiable information. The practice of posting grades by social security number, student identification number or any portion of the number violates FERPA. Notification of grades via a postcard violates a student's privacy.

There is no guarantee of confidentially of sending grades via the internet outside of the Alamo Colleges District system. The institution would be held responsible if an unauthorized third party gained access, in any manner, to a student's education record through any electronic transmission method. A third party in this definition could be parents or guardians, boyfriend or girlfriend, roommate, etc. Only secure websites are approved by FERPA for accessing grade information.

To avoid violations of FERPA rules, do not:
1. At any time use the social security number, institutional identification number or any portion of the number of a student in a public posting of grades.
2. Ever link the name of a student with that student's social security number, institutional identification number in any public manner.
3. Leave graded tests or papers in a stack for students to pick up by sorting through the tests or papers of all students.
4. Circulate a printed class list with student name and social security number/institutional identification number or grades as an attendance roster.
5. Discuss the progress of any student with anyone other than the student (including parents/guardians) without the consent of the student.
6. Provide anyone with lists of students enrolled in your classes for any commercial purpose.
7. Provide anyone with student schedules or assist anyone other than College employees in finding a student on campus.

See 10-I Student Records for more information.

9-F. Academic Freedom and Responsibility

As stated in Alamo Colleges District Board Policies and Procedures D.3.5, all members of the SAC faculty are entitled to academic freedom as defined in the *1940 Statement of Principles on Academic Freedom and Tenure* formulated by the Association of American Colleges and the American Association of University Professors as revised by these associations in November 1989 and January 1990. The pertinent provisions of this statement are as follows:

Faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities for the institution.

Faculty members are entitled to freedom in the classroom in discussing the subject, but they should be careful not to introduce into their teaching controversial matter which has no relation

to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

College and university faculty members are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

9-G. Student Learning Outcomes

San Antonio College is highly committed to continuous quality improvement of all aspects of the student learning experience and environment. In order to ensure a data-informed approach to enhancing improvement, all faculty members should be familiar with the Student Learning Outcomes (SLOs) for each course they teach. The course SLOs are defined by the THECB with additional SLOs added by departments as appropriate. As a faculty member, it is important that you define the specific assessment measures within your course that will show evidence of student attainment of the defined course-level Learning Outcomes.

Additionally, San Antonio College has eight core competencies/marketable skills we believe our students need to develop proficiency in prior to transfer, graduation, or entry into the workforce. Faculty members need to identify which course outcomes map to these marketable skills and which assessment measures will provide evidence of student success in the identified competency.

The information regarding SLOs, assessment measures, and mapping of measures to core competencies needs to be entered into eLumen each term. See 8-F for more information on eLumen.

After creating the SLO assessment structure in eLumen for each course, you can update this information throughout the term as students complete their required assignments, tests, papers or other assessment measures used for the course. Keeping up with this during the term is highly recommended. If you do not update student assessments in eLumen while your course is in progress, you will have to input all the information at the end of the course.

Please note: This process can be complicated for faculty members not familiar with course and program level assessment and this approach to assessment. However, this is extremely important to our students, courses, programs, and the College. It is also part of your responsibilities as a faculty member. If you are unclear about this expectation, please see your Department Chair prior to the start of the term so you can receive the training necessary to move forward with this requirement.

9-H. Human Subject Review

All research that is conducted at San Antonio College that involves human subjects must be reviewed and approved by the Institutional Review Board (IRB) prior to implementation of the

project. Such approval is required in order to protect the rights and welfare of human research subjects who are recruited to participate in research activities supported by the institution.

Submission of the following materials will be required for administrative review and consideration: (1) completed SAC Human Subjects Review form, (2) a copy of the research proposal, and (3) a copy of associated study materials (schedules, scripts, letters, stimuli, etc.), (4) Any other information required by the IRB.

During the review process, the IRB have the right to approve, require modifications in, or disapprove all research activities that fall within its jurisdiction as specified by institutional policy and federal regulations.

9-I. Intellectual Property

According to Alamo Colleges District Board Policies and Procedures C.1.8 Intellectual Property, Alamo Colleges acknowledges the need to protect ownership rights in intellectual property as illustrated by, but not limited to, scientific, technical, literary, dramatic, musical, artistic, and other intellectual and creative works as well as inventions, discoveries, trade secrets, and computer software which are copyrightable or patentable.

The following statement of policy is made for the purpose of defining ownership of such rights which are created by Alamo Colleges District employees, independently or with Alamo Colleges District support.

An Alamo Colleges District employee owns all rights to copyrightable or patentable work that is created by the Alamo Colleges District employee while not in the course and scope of their employment as illustrated by, but not limited to, the following factors:
1. The work is the result of individual initiative.
2. The work is not the result of a specific assignment made within the course of employment with the Alamo Colleges District.
3. The work does not involve the use of Alamo Colleges District facilities, time, or resources.

Unless otherwise provided in this policy, the Alamo Colleges District owns all rights to copyrightable or patentable work that is created by an Alamo Colleges District employee in the course of the employee's employment with the Alamo Colleges District as illustrated by, but not limited to, the use of facilities, time, or resources of the Alamo Colleges District, including, but not limited to, released time, grant money, sabbatical leave, or other material or financial assistance by the Alamo Colleges District.

Rights to copyrightable or patentable works created by a third party, i.e., not an Alamo Colleges District employee, shall reside in the author/creator except as otherwise agreed.

The Chancellor or designee shall establish procedures to ensure that any full-time Alamo Colleges District employee who creates copyrightable or patentable work with Alamo Colleges District support shall enter into an agreement with the Alamo Colleges District providing either: that the employee assigns ownership rights to the Alamo Colleges District or a fair and equitable

arrangement for joint ownership, sharing of royalties, or reimbursement to the Alamo Colleges District of its costs and support has been established.

In all cases where copyrightable or patentable work is created with Alamo Colleges District support, the agreement shall provide that the Alamo Colleges District will have a perpetual license to use the work without further compensation.

An employee who conceives, creates, discovers, invents, or develops intellectual property may own or be awarded any amount of equity interest or participation in, or, if approved by the Board, serve as a member of the board of Directors or other governing board or as an officer or an employee of, a business entity that has an agreement with the state or a political sub-Department of the state relating to the research development, licensing, or exploitation of that intellectual property without creating a conflict of interest. Such an employee shall report to the appropriate person or persons at the Alamo Colleges District the name of the business entity in which the person has an interest or for which the person serves as a Director, officer, or employee. The Board shall include in the appropriate annual report required by Education Code 51.005 the information provided to it under this requirement during the preceding fiscal year.

9-J. Freedom of Association

SAC Faculty participation in community or political activities is neither encouraged nor discouraged, provided that:
1. The employee does not permit such involvement to interfere with the employee's Alamo Colleges District or College responsibilities.
2. The employee places no political or social pressure on students, faculty, or staff as a result of such activities.
3. The employee's position and title in the Alamo Colleges District or College are not used in connection with these activities.

Permitted activities for election campaigning during working hours are as follows:
1. Employees may attend on-campus forums where all candidates shall be provided an opportunity to present their platforms.
2. Employees may attend receptions where all candidates are invited to meet people on campus.
3. Faculty shall not invite individual candidates to appear before classes unless the discipline, such as government, is directly related to the political process. In such cases, all candidates for the same elective office shall be offered the
same opportunity.

9-K. Faculty Code of Professional Ethics

Professional Educators at San Antonio College affirm the inherent worth and dignity of all persons and the right of all persons to learn. Learning best occurs in an environment devoted to the pursuit of truth, excellence, and liberty. These flourish where both freedom and responsibility are esteemed. In order to express more adequately the affirmation of our professional responsibilities, we the faculty members of San Antonio College do adopt, and hold ourselves and each other subject to, the Code of Professional Ethics.

1. The Professional Educator shall treat all persons with respect, dignity, and justice, discriminating against no one on any arbitrary basis such as ethnicity, creed, gender, disability, or age.
2. The Professional Educator shall strive to help each student realize their full potential as a learner and as a human being.
3. The Professional Educator shall by example and action encourage and defend the unfettered pursuit of truth by both colleagues* and students supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.
4. The Professional Educator shall work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel.
5. The Professional Educator shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor which might damage or embarrass or violate the privacy of any other person.
6. 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.
7. The Professional Educator shall make the most judicious and effective use of the College's time and resources.
8. 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 they are not qualified nor assign tasks to unqualified persons.
9. 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.
10. The Professional Educator shall not engage in sexual harassment of students or colleagues and shall adhere to the College's policy on sexual conduct.
11. 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.
12. The Professional Educator shall participate in the governance of the College by accepting a fair share of committee and institutional responsibilities.
13. The Professional Educator shall support the right of all colleagues to academic freedom and due process and defend and assist a professional colleague accused of wrongdoing, incompetence, or other serious offense so long as the colleague's innocence may reasonably be maintained.
14. The Professional educator shall not support a colleague whose persistently unethical conduct or professional incompetence has been demonstrated through due process.
15. The Professional Educator shall accept all rights and responsibilities of citizenship, always avoiding use of the privileges of their public position for private or partisan advantage.

Section 10: Additional Instructional & Course Policies

10-A. Classroom Management

Creating and maintaining an environment conducive to learning is the responsibility of the faculty member. Training opportunities designed to enhance faculty effectiveness are offered in Alamo Talent.

Three of the many effective options for classroom management are:
1. Communicating expected behavior clearly both verbally and in writing.
2. Addressing disruptive behavior immediately and following up with a written record to the student.
3. Alerting the Chair of your department for ongoing issues.

10-B. Safety Program Responsibilities

All SAC faculty and shall, insofar as possible:
1. Comply with all safety and health standards, rules, and regulations established for the Alamo Colleges District.
2. Report any accident or injury promptly to the appropriate campus health center.
3. Take immediate corrective action or report to proper authority any unsafe condition or practice.
4. Recognize that they are key individuals in the safety program because they are in constant contact with students.
5. Make every reasonable effort to prevent accidents in the classroom since they exercise supervision over actions within this environment.
6. Encourage students insofar as possible to recognize safety hazards and to appreciate the benefits to be gained from following safe practices.
7. In the event of an emergency evacuation, have a predetermined plan for handling handicapped/incapacitated individuals, and remain with and assist in the evacuation of all students under their responsibility, according to the evacuation plan for their area.
8. Be familiar with and prepared to assist in implementing the life safety information described in the Alamo Colleges District Safety Plan.

10-C. Instructional Supplies

The College provides basic classroom materials, office supplies, and other resources for the faculty. These may be obtained through the Academic Unit Assistant in your department. Unusual supplies or large purchases must be requested through and approved by the Department Chair.

Alamo Colleges District purchasing policies do not provide for reimbursement on purchases made by employees, except from specific, authorized vendors with prior approval for the employee to make the purchase. Reimbursement for purchases of classroom supplies or the use of off-site copy companies is rarely authorized and should be avoided.

10-D. Field Trips

Student travel at San Antonio College must follow Alamo Colleges District board policy and procedure. For information on academic travel associated with a specific program, course or coursework, faculty may consult their Program Coordinator or Department Chairperson.

For information on travel for student clubs, organizations, and other types of non-academic travel, faculty may consult the Office of Student Life.

10-E. Faculty Absence Procedure

As students deserve the full measure of the class meeting time, San Antonio College faculty are expected to meet each scheduled class during the semester and keep students the entire class time, including the first day of class.

Faculty members who must miss class are required to notify their Department Chair prior to the absence (if possible) in order to arrange for class coverage with a substitute instructor or guest lecturer. Additionally, faculty members must complete and submit the appropriate Request for Leave Form (available through the Chair or Academic Unit Assistant) to their Chair for approval.

For more information on faculty leave, see the Faculty Handbook section on Holiday, Leaves, and Absences.

10-F. Substitute Policy

Faculty members must notify their Department Chair of an anticipated absence from class as far in advance as possible in order to arrange for a substitute. Faculty members substituting for more than one class must be qualified to teach the applicable course.

Faculty substitutes are paid according to the guidelines included in the faculty substitute salary schedule and paperwork should be submitted through your Academic Unit Assistant. Faculty members may also substitute on a reciprocal basis for other faculty members who are absent for illness, illness or death in the family, personal or Alamo Colleges District business, or attendance at professional meetings. The reciprocal substitution provisions are applicable only to absences of full-time faculty members for classes within the faculty member's regular class load.

Individual departments may have further requirements for faculty absences. Please see your Department Chair.

10-G. Guest Speakers

Guest speakers for individual classes are at the discretion of the faculty member, although the lecture needs to be relevant to the course content and for an educational purpose only. When faculty utilize a guest speaker that is not employed by Alamo Colleges District, the faculty member must be present in the classroom.

10-H. Inclement Weather and Other Emergency Closings

The Alamo email system will be the primary means of communicating campus and facility closures to faculty. Faculty can also call the Alamo Colleges District inclement weather hotline number at 210-485-0189. Information regarding college closures or class cancellations may also be located on the Alamo Colleges website and local TV and radio stations.

Employees who have submitted leave requests prior to inclement weather and other emergency closings will be charged for leave scheduled for those days.

10-I. Student Records

The confidential nature of student education records shall be maintained at all times.

The SAC Director of Admissions and Records is the custodian of all records for currently enrolled students and for all official academic records.

Education records may include, but are not limited to:
1. Admissions data, personal and family data.
2. Class schedules
3. Standardized test data, including scholastic, aptitude, and interest ratings.
4. Achievement records, as determined by tests, recorded grades, and teacher evaluation.
5. Attendance record.
6. Records of faculty, counselors, or administrative conferences with the student or pertaining to the student.
7. Disciplinary records.
8. Copies of correspondence with parents and others concerned with the student.
9. Records transferred from secondary schools and other post-secondary institutions in which the student has been enrolled.
10. Records pertaining to participation in student activities including awards or recognition by the colleges.
11. Information relating to student participation in special programs.
12. Records of tuition and fees paid and outstanding.
13. Other records that may contribute to understanding of the student.
14. Financial aid records.
15. Records of scholastic disciplinary actions.
16. Job placement records.
17. Scholarships or other financial awards.
18. Academic awards or recognition by the colleges.

See the SAC Faculty Handbook section on FERPA for more information about the proper use of student information and records.

10-J. Non-Academic Grievances

SAC acknowledges the possibility that incidents may occur outside the academic setting that might result in a student feeling he/she is the object of unjust treatment by a faculty member. This concern could include misconduct or a condition the student believes to be unfair, inequitable, discriminatory, or a hindrance to the student's educational progress. This policy does

not apply to decisions regarding financial aid eligibility, student disciplinary actions, or those pertaining to academic matters

Students are encouraged to use the Non-Academic Grievance Procedure only where there is clear and convincing evidence that a College official has treated the student unfairly through forms of discrimination, abuse and/or harassment. Prior to initiating a formal grievance, the student should make a reasonable effort to resolve the problem with the person, or supervisor of the program, against whom the complaint is being made. This should occur as soon as possible following the protested circumstance.

All grievances beyond the level of Deans and Directors will be channeled to the next higher-level
administrator. A complete record of the grievance will be forwarded to the next higher-level administrator. After hearing both sides and the record is reviewed, a decision will be rendered affirming or denying the grievance. To affirm a student grievance there must be adequate cause.

In grievances alleging sexual harassment, faculty are to follow the procedure outlined under Sexual Harassment in this Handbook.

If the complaint is not resolved to the student's satisfaction, the following Student Non-Academic Grievance procedure can be initiated using the Non-Academic Grievance Form:

1. Within 5 working days of the final informal attempt at resolution, a signed and dated written complaint should be made by submitting the Student Non-Academic Grievance Form to the immediate supervisor of the person or program against whom the complaint is being made.
All grievances must include the following:
a. Student's name and contact information, including day-time phone number, mailing address, and email address.
b. A full description of the grievance, providing relevant dates of events and including the names of all parties involved.
c. A statement describing attempt(s) to resolve the issue informally.
d. The proposed resolution, relief or action sought.

2. Upon receipt of the written grievance, the supervisor will review the document and meet with any or all of the parties cited in the grievance. The supervisor will render a decision within 10 working days.

3. If either the student or College official is not satisfied with the decision and wishes to appeal, he/she must do so by submitting a written appeal to the second level supervisor within 5 working days. In addition to a copy of the original grievance and supervisor's decision, the student or employee must provide a brief statement justifying the appeal.
Upon receipt of the written appeal, the second level supervisor will review all documentation and meet with all parties involved. The second level supervisor will affirm or deny the grievance within 10 working days.

4. If either the student or College official is dissatisfied with the decision of the second level supervisor, he/she has 10 working days to request the decision be reviewed by the Vice President for Student Success or designee. In addition to a copy of all information provided to the second level supervisor, the student or College official must provide a brief statement justifying the additional appeal.

5. The decision of the Vice President for Student Success is final.

10-K. End of Course Student Surveys

SAC has implemented digital student course evaluations. Students will receive an email with a link to their course surveys when they open. It is recommended that faculty make sure that the Student Survey menu option is active in their Canvas courses so students can also easily access them through the course page as well.

It is the responsibility of the faculty member to assure reasonable response rates for the course evaluations. This response rate is particularly important for a number of reasons including:
1. The SACSCOC recordkeeping in which there is an expectation that we conduct a valid student evaluation of our faculty and the courses that we offer.
2. The unreliability of results when only a small sample responds.
3. The importance of valid and representative student input on faculty members' effectiveness in instructional strategies in promoting student learning.
4. The message it sends to students when we communicate to them that their input, thoughts and suggestions are valued, heard, and utilized in quality enhancement efforts.
5. The opportunity the student evaluation process affords faculty members to reinforce the core competency of "civic responsibility" with our students, which emphasizes the importance of students' taking advantage of opportunities to "have a voice."
6. The significant role in your evaluation as faculty members.

Here is a list of strategies that we hope you will find helpful in this important endeavor. Please do not feel obligated to use all of these suggested strategies, just choose the one(s) that you think will be most helpful to you and your students:
1. Explain to your students the importance of completing the survey; explain why it is important for them.
2. Give students clear instructions for completing the survey. Make sure that your students know the CRN for your class.
3. Provide class time for students to complete the survey and take the class to one of the labs on campus or see if they can complete the survey on their phones, or on College computers.
4. Offer bonus points to students who provide proof that they have completed the survey. Students can email to you the confirmation they receive after they have completed the survey. You can also see the number and percentage of students who have completed the survey, as well as which students have completed it, by following the links to the surveys in system generated emails you receive or through the Canvas Student Survey menu.
5. Send a text to your students encouraging them to complete the survey.
6. Provide some incentive that works for you and your students in the context of your course; for example, you might grade research papers of those students who provide proof that they took the

survey, first. If you have another strategy that has worked for you, please share this strategy with your colleagues.

Section 11: Online Learning, Policies, and Support

11-A. Online Teaching Certification Required for All Faculty

As a result of the pandemic, more students across the nation are choosing to take online courses. In order to build capacity and serve the needs of all our students, San Antonio College wants to be prepared to offer courses in all modalities, face-to-face, online, and remote. Effective Spring 2022, all San Antonio College faculty must have completed their Online Teaching Certification to be eligible to teach at the College. This training is mandated by SAC's administration and is required even for faculty who do not teach online courses. This rule applies to both full-time faculty and adjuncts.

The Teaching and Learning Center offers Online Teaching Certification (OTC) to all faculty (full-time and adjunct) at San Antonio College. The Online Teaching Certification involves three phases: 1) SAC Online Teaching Certification Course, 2) Applying the Quality Matters Rubric Course (APPQMR) QM 6th Edition, and 3) SAC/QM Peer Review Process. Faculty must complete all phases to receive certification and be eligible to teach courses.

New faculty will have the opportunity to complete Step 1 (OTC Course) during their first semester teaching at San Antonio College. Steps 2 and 3 may be completed as soon as possible within their first three semesters of being hired at SAC.

For more information on Online Teaching Certification, contact SAC's Teaching and Learning Center at sac-teachlearn@alamo.edu for more information. Details on each of the three steps and certain exceptions can be found on the OTC page. (Dual Credit, EMS/Fire Academy Faculty are exempt from the OTC requirement.)

11-B. SAC Online

The mission of SAC Online is to provide Distance Learning students with quality instruction and support services to help them reach their academic competencies, critical thinking skills, communication proficiency and educational/career goals. Students can obtain a full associate degree online or take courses for their major using our online learning management system. SAC Online also supports video courses, hybrid or blended courses, off-campus courses and/or interactive videoconferencing.

Distance Education courses should cover the same content and student learning outcomes as traditional face-to-face courses. Faculty are required to post the syllabus, textbook information, course orientation, and links to the Library, SLAC, Distance Learning and the College Main Page in their online course by the first day of classes. The syllabus should adhere to same requirements as a face-to-face class. The course should allow for timely and appropriate interaction between students and faculty and among students enrolled in the course. The expectations concerning technology should be clearly communicated to students.

Course requirements should ensure that students are afforded the same privileges of access to library resources and services as students in traditional settings and will be able to effectively use and select appropriate library resources. Laboratories, facilities, and equipment will be provided to support Distance Learning courses.

Distance courses are required to comply with Americans with Disabilities Act (ADA) regulations. In an ADA compliance site, students with disabilities can perceive, understand, navigate, interact, and contribute through the Internet. Accessibility includes all disabilities that affect access to the Web, including visual, auditory, physical, speech, cognitive and neurological disabilities.

11-C. Online Courses

An online course is a formal class which uses the Internet as the primary classroom environment. Typically, there are no formal class times scheduled, only the semester time frame for instruction and the completion of assignments. Internet-based courses are conducted asynchronously and are not permitted to require students to meet with the instructor or their classmates at a set time.

Instructure Canvas SAC's official course management system and available to all faculty for the creation of Internet-based courses. Students and Faculty access Canvas through the ACES portal, Canvas' website, or the Canvas app.

Students who enroll in their first online course with SAC are required to complete an online orientation course to ensure student success in distance education courses. They will be automatically enrolled, and the course will appear in Canvas.

11-D. Hybrid Courses

Hybrid courses mix online and on-campus elements. The instructor conducts a series of on-site classes blended with Internet course instruction and student activities. The face-to-face time should be no less than 15% of the course time and no more than 50%.

11-E. Office of Technology Services

The Office of Technology Services (OTS) manages the College's technology infrastructure and offers a wide range of services to assist members of faculty, staff, and students with their technical needs. Their mission is to provide the San Antonio College community with reliable and secure information technology infrastructure and services.

Conveniently located at Moody Learning Center 710, the OTS Service Center provides IT support via phone, walk-in and email to SAC students, faculty and staff.

The OTS Service Center has friendly staff to help you:
1. Clean Virus and Spyware from your laptop.
2. Get connected to AlamoNet, wireless network.
3. Setup email on your mobile devices.
4. Answer quick questions on Canvas, MS Office, Go FAARR, & Test Prep Modules.
5. Assistance with resetting passwords.
6. IT service consulting.
7. Scan documents and images.
8. Fax documents to other Universities and Colleges.
9. Checkout short-term loan equipment.

OTS is also responsible for faculty trainings related to our Online Teaching Certification.

You can contact OTS at 210-486-0030 or sac-it@alamo.edu.

11-F. Online Teaching and Learning Standards

The following set of standards and principles provide guidelines to ensure quality online instruction and student success. SAC courses must use the Canvas learning management system (LMS) to aid in course administration and delivery of instruction.

Standard 1: Course Development and Instructional Design
All SAC courses will share a common user interface design to facilitate clear navigation from the homepage to the learning content. Faculty shall include the following online policies on their course syllabus:
1. Online office hours
2. Policy and procedure specific to the online class (attendance; appropriate interaction and communication, including the rules of "netiquette," discussion board, etc.)
3. Time requirements for completing class work
4. Minimum technical skills
5. Technology requirements (software, hardware, and program downloads)
6. How to get access technical support.

Standard 2: Course Structure
SAC courses must identify and communicate learning outcomes and expectations through a course overview/orientation. The course structure must be organized using a modular pattern and include unit/lesson overviews and instructional materials and resources that align with the learning objectives to enhance student learning.

Standard 3: Teaching and Learning
SAC instructors must be certified in the theory and pedagogical practices, and use instructional practices, appropriate for the online environment, to include (1) understanding the differences between teaching online and face-to-face; (2) tailoring instruction to meet the different learning styles of students; (3) creating a learning community that encourages collaboration and interaction, including student-instructor, student-student, and student-content; and (4) using techniques to motivate and engage students in the learning process. SAC instructors also must engage in professional growth activities and network with other faculty involved in online education to improve practice.

Standard 4: Social and Student Engagement
SAC courses must use a wide range of teaching and learning activities to assist students in becoming an active participant in a learning community. Instructors must maintain an online social presence that is available, approachable, positive, and interactive. In this manner, instructors model appropriate behavior and proper interaction to create a safe environment for students to communicate and collaborate effectively and consistently.

Standard 5: Assessment and Instructor Feedback
SAC instructors must create or select multiple assessment instruments that are appropriate for

online learning and align with course objectives. Instructors are encouraged to communicate assessment criteria and standards for student performance and participation. Students must also be provided opportunities to self-assess knowledge and skill attainment. Instructors must provide substantive, timely, and constructive feedback to students including deadlines for submission of required assignments.

Standard 6: Authenticity & Privacy
SAC courses, programs, and services must support the ideals of academic honesty and integrity. Technical means must be adopted to verify that online student submissions are authentic student work. User rights and options when providing personally identifiable information (PII) must be protected. To promote a common approach to authenticity, privacy, and to prevent plagiarism, SAC must have in place technology to support continuous monitoring, authentication, and credential management.

11-G. Online Teaching and Learning Principles (Quality Matters)

Principle 1: Course Overview and Instructions
A sufficient overview and instructions are provided with information regarding course goals, expectations, policies, tools used in the course, technical help, and strategies for effective online learning.
Quality Matters Expectations for Principle 1
1. Post a welcome message to help students get started.
2. Include an orientation for students to get familiar with the terminology and tools used in Canvas.
3. Provide contact information (email, phone number, etc.) for technical help in different ways: post in syllabus, homepage, and announcements.
4. Provide your contact information, standard response time, and preferred communication methods (such as email, phone, etc.).
5. Provide online office hours as needed.
6. Provide guidelines for online communication to help students learn more effectively, such as etiquette expectations with regard to discussions, email, and other forms of communication.
7. Provide resources and strategies for online learning and explain how learning online is different than learning in a classroom.
8. Include a Student FAQ (e.g., common questions about courses, course materials, software, skills and knowledge requirements, plagiarism and academic integrity, etc.).
9. Require students to post self-introductions to create a community of learners.
10. Provide a course schedule, including lessons, reading and other assignments and deadlines, projects, quizzes, exams or papers, and/or other learning activities.

Principle 2: Learning Objectives
The learning objectives are measurable, observable, and focused on the learner. The objectives are articulated in the syllabus and written to promote intellectual growth and cultivate critical thinking and informed understanding of the knowledge, skills, and attitudes students should be able to exhibit following instruction.
Quality Matters Expectations for Principle 2
1. Course learning objectives are measurable.

2. Module/unit learning objectives describe outcomes that are measurable and consistent with the course-level objectives.
3. Learning objectives are stated clearly and written from the students' perspective.
4. Instructions to students on how to meet the learning objectives are adequate and stated clearly.
5. Learning objectives address content mastery, critical thinking skills, and core learning skills.

Principle 3: Assessment and Measurement
The course uses multiple strategies and activities to assess student progress, applies specific assessment standards, and provides students with feedback on their progress.
Quality Matters Expectations for Principle 3
1. Use a variety of assessment strategies that measure the stated learning objectives and are consistent with course activities and resources.
2. The course grading policy is stated clearly.
3. Specific and descriptive criteria are provided for the evaluation of student's work and participation.
4. The assessment instruments selected are sequenced, varied, and appropriate to the content being assessed.
5. "Self-check" or practice assignments are provided for timely student feedback.

Principle 4: Resources and Materials
The selected resources and instructional materials support the learning objectives and link across other subject areas to demonstrate relevance and connectedness with what is being taught and how key ideas can apply to a range of academic disciplines and careers.
Quality Matters Expectations for Principle 4
1. Instructional materials support the stated learning objectives.
2. Instructional materials have sufficient breadth, depth, and currency for the student to learn the subject.
3. The selected resources and materials are explained.
4. Instructional materials are logically sequenced and integrated.
5. All resources and materials are appropriately cited.

Principle 5: Learner Engagement
The course content is aligned with learning objectives and provides multiple ways of engaging students with learning experiences to demonstrate mastery of content.
Quality Matters Expectations for Principle 5
1. Learning activities promote the achievement of stated learning objectives.
2. Learning activities foster student-instructor, student-student, and/or student-content contact.
3. Clear standards are set for instructor response and availability (turn-around time for email, grade posting, etc.).
4. Requirements for course interaction are clearly articulated.
5. Course design prompts the instructor to be active and engaged with students.

11-H. Student Email Account: The Official Electronic Mode of Communication

Email services are provided to students of SAC and the alamo Colleges District in support of the educational, training and outreach mission of the College and the administrative functions to

carry out that mission. A College-assigned student email account is considered the official electronic channel for communication between the District, colleges, and students.

SAC and the Alamo Colleges District reserve the right to send official communications for College-related business and to share general information of importance to students. Emails are sent to students with the full expectation that students receive and read emails in a timely fashion. Email may not be used for unlawful activities and all users are expected to comply with Appropriate Computer Usage policies.

See the section of this handbook on Appropriate Use of Information Technology Resources for more information.

11-I. Appropriate Use of Information Technology Resources

SAC and Alamo Colleges District information technology resources include but are not limited to computer hardware and software including peripheral equipment such as mobile devices, scanners and printers, networking resources, electronic communications such as email, voicemail, internet, intranet, Alamo Colleges District and SAC websites, and all related data and information. These resources are intended for College business only and are SAC property. They are not to be used for employee personal gain or private use (such as non-Alamo Colleges District volunteer work), or to advocate for any non-Alamo Colleges District related business or purpose.

Users of Alamo Colleges District information technology resources have no expectation of privacy regarding information transmitted or received through or stored on Alamo Colleges District information technology resources.

Appropriate use of Alamo Colleges District information technology resources includes: Authorized use by employees directly related to instruction, research, and other Alamo Colleges District business in the course and scope of their assigned Alamo Colleges District duties. User access to administrative systems is assigned according to a role-based security structure that is applied equally to all employees in a particular Alamo Colleges District role.

General standards are established to provide access to Alamo Colleges District information technology resources for official educational and job-related purposes of Alamo Colleges District students and employees while maintaining the security and integrity of data files and assuring the legal and ethical use of the software.

Hardware and Software

1. The Alamo Colleges District provides hardware and software as required for employees' particular job functions, to be used only for official Alamo Colleges District business. The Alamo Colleges District has the sole right to the software and data used and/or stored on such computer equipment. Employees have no claim to such hardware, software or data. Upon termination of employment the Alamo Colleges District has no obligation to provide the former employee with copies of any software or data stored on Alamo Colleges District computer equipment or systems.

2. No unauthorized software may be loaded on Alamo Colleges District computer equipment and no unauthorized computer equipment may be used at Alamo Colleges District facilities.
3. Administrative access rights to Alamo Colleges District computer equipment shall be determined according to SAC and Alamo Colleges District rules.

Internet/Electronic Mail
Access to the Internet and E-mail is Alamo Colleges District property and is subject to all requirements regarding use of Alamo Colleges District property or equipment. The use of Alamo Colleges District internet access, e-mail, and other communication tools is subject to Public Information Act requirements.
The Internet is to be used only for accomplishing official Alamo Colleges District business by enabling the efficient and timely exchange of information and data. The Internet is made available to employees and students, based on professional and educational need as determined by the college Presidents or appropriate Vice Chancellor or their designees. Use of the Internet should be guided by common sense and professionalism.

E-mail and other electronic communication tools:
1. E-mail and other electronic communication tools are provided to employees and students to facilitate communication of official Alamo Colleges District business to fulfill the Alamo Colleges District mission. Electronic communication tools include but are not limited to electronic bulletin boards, information databases, and the ability to forward mail and route documents.
2. E-mail shall be used only for official Alamo Colleges District business. Alamo Colleges District employees are allocated 4 gigabytes of e-mail storage capacity. E-mail storage capacity over this limit may be administratively deleted.
3. Alamo Colleges District will never ask a user to disclose their system credentials or passwords. However, in the event of troubleshooting a user initiated login issue and at the discretion of a supervisor, manager, and/or Alamo Colleges IT support, users may disclose their credentials verbally (never via Email) to confirmed Alamo Colleges' support personnel.
4. All messages transmitted and received via e-mail or instant messaging are subject to the requirements of the Public Information Act. Users are advised to state nothing in an e-mail message that would be inappropriate if published in the news media. All e-mail messages sent or received over Alamo Colleges District systems are Alamo Colleges District property.
5. No aliases are allowed. All e-mail messages shall be credited to the actual author. All Alamo Colleges District employees using E-mail are assigned a unique electronic mailbox, accessible by an employee-controlled password. Employees shall not use another employee's electronic mailbox or password, or attempt to access another employee's or a student's email unless prior consent given by Human Resources, Legal, or Information Technology Services senior administration.
6. No e-mail messages shall be transmitted or stored in encrypted form, unless approved by Alamo Colleges District administration.

SAC and the Alamo Colleges District reserves the right to implement appropriate security measures, including denying access to information technology resources to anyone who, in the opinion of the Alamo Colleges District, has misused these resources or does not require access to certain information and/or systems based on the individual's Alamo Colleges District role, as

necessary to preserve and maintain system and data integrity. All data transmitted over Alamo Colleges District networks and systems is subject to trace or capture.

Users shall comply with Alamo Colleges District policies, standards, procedures and rules, and with federal, state, and local laws governing computer and information technology.
Abuse of information technology resources is prohibited, including but not limited to:
1. Unauthorized entry or attempted unauthorized entry into a file or system.
2. Unauthorized transfer or attempted unauthorized transfer of a file or other data or information.
3. Allowing unauthorized access to others, either by revealing or not protecting a password, or leaving a computer or terminal without first logging off locking desktop or logging off.
4. Use of another individual's identification or password, or attempting to access another individual's information without appropriate authorization.
5. Use of information technology resources to interfere with the work of an employee or student.
6. Use of information technology resources to access, send, store, or display inappropriate, obscene, harassing or abusive messages or materials.
7. Interference or attempted interference with the normal operation of Alamo Colleges District information technology systems.
8. Duplication or use of software or proprietary programs in violation of software licensing agreements.
9. Willful or negligent introduction of computer viruses or disruptive/destructive programs into Alamo Colleges District wide-area or local-area networks, or any computer or other component of Alamo Colleges District information technology systems.
10. Changing default settings to block remote access by information technologies department administration.

Employees' Responsibilities Concerning Security
1. Employees shall not share login credentials.
2. Employees shall report to their immediate supervisor the appearance of mysterious files or login notices which might indicate that the employee's files or systems access has been used without his/her consent.
3. Employees shall not leave an unattended workstation while logged on.
4. Students shall not use employee workstations without appropriate authorization.
5. Employees shall not give system or site-related information to unauthorized persons. Information requests concerning passwords, access, systems design or configurations shall immediately be referred to the supervisor, manager or senior administration.
6. Employees shall not install unauthorized software or download and execute software from the internet or other sources without appropriate authorization and testing.
7. Employees shall not accept instructions to type system-configuration "commands" into a system without appropriate authorization.
8. No e-mail messages shall contain passwords or security related information.
9. Employees shall notify their immediate supervisor, manager, or senior administration, and campus security of any threatening communication received.
10. Employees shall be aware of and comply with restrictions for sharing and disposing of information.
11. Employees shall only connect portable media devices (such as USB drives) that are known to be worm and virus free. It is strongly recommended that a scan be performed on the portable

media device using the Alamo Colleges District's antivirus software prior to accessing any files on the device. Personal Identifiable Information (PII) information must not be stored on portable media devices.
12. Hacking or unauthorized attempt or entry to Alamo Colleges' information technology Resources is forbidden, and such an action is considered a violation of the Computer Fraud and Abuse Act (CFAA) , 18 U.S.C. § 1030.
13. Staff shall not disable firewall or virus software without the prior consent of the IT Risk & Security office.
14. Alamo Colleges users should be aware the World Wide Web is not censored and may contain some content that some users may find offensive, therefore, Alamo Colleges cannot accept responsibility for what users access, however, if such content is accessed, users must disengage from material immediately.

Note: Records of the Alamo Colleges District e-mail system may be public and may be subject to public inspection under the access provision of the Public Information Act. Retention requirements are based on applicable law and retention schedules, not on the media upon which information is recorded.

Inappropriate Use
Using SAC and Alamo Colleges District information technology resources for purposes other than official Alamo Colleges District business is prohibited.
Prohibited activities include, but are not limited to:
1. Sending unsolicited electronic mail (such as "spam") that could interfere with Alamo Colleges District or other mail servers. Interference with Alamo Colleges District electronic communication services includes but is not limited to: misusing mass communication facilities (Listservs, blogs, e-mail distribution lists, propagating "chain letters," virus hoaxes, fraudulent, harassing, or obscene
messages (such as threatening, hateful, or racially, ethnically or otherwise offensive); or "bombing" (flooding an individual, group, or system with numerous or large e-mail messages).
2. Using Alamo.edu email, social media and / or listservs to send notices or communications of any kind encouraging or soliciting support for, or opposition to, political and legislative matters when such notices or communications are not directly related to Alamo Colleges District business in the course and scope of an employee's assigned Alamo Colleges District duties.
3. Communicating non- Alamo Colleges District related information on Instant Message Facilities; internal and external Listservs such as DISTALL, SACALL, etc.; and other list-based communications, newsgroups, blogs, Wikis, and social media.
4. Stalking or threatening someone. Using social media, E-mail, chat facilities, blogs, and newsgroups to threaten or stalk someone.
5. Using information technology resources for financial gain or non-Alamo Colleges District business. Supporting, establishing, or conducting private business operations or commercial activities, or other non-Alamo Colleges District activities, such as volunteer work, or allowing such use by another person or entity.
6. Accessing inappropriate material. Intentionally disseminating, accessing, or providing hyperlinks or access to pornography or obscenity, unless such activities are directly related to an employee's or student's assigned research or completion of an assigned academic requirement.
7. Violating city, state, or federal laws or Alamo Colleges District policy or procedures.

8. Defeating system security; for example, “cracking” or guessing and applying the identification or password of another user. Since any account can serve as an entry point for theft, damage or unauthorized use, users shall protect the confidentiality of their personal identification codes and passwords (this provision does not prohibit system administrators and other authorized personnel from using security scan programs within the scope of their authority). Furthermore, users shall not attempt to make any unauthorized changes to data or attempt to intercept or access data or communications intended for another.
9. Misusing IP addresses or other network codes that have been assigned to users as individuals or for use as a Alamo Colleges District employee or student. Users shall not seek to obtain unauthorized access to accounts, software, files, or any other Alamo Colleges District information technology resources.
10. Attempting to compromise security. Alamo Colleges District information technology resources shall not be used in an attempt to compromise the security of Alamo Colleges District or any other personal, private, or public information systems.
11. Using excessive network bandwidth. Large-scale distribution of MP3 music, video or other large files can cause excessive network overload. The Alamo Colleges District Information Technology Services department reserves the right to manage and restrict any application or practice that involves significant network bandwidth or server load.
12. Establishing unauthorized network or computer connections to or from any of the Alamo Colleges District systems or components, including but not limited to the use of remote access software and unauthorized wireless devices or wired network devices.
13. Concealing identity, except when the option of anonymous access is explicitly authorized. Users are also prohibited from masquerading or impersonating others or otherwise using a false identity.
14. Distributing computer viruses. Users shall not knowingly distribute or launch computer viruses, Trojan horses, worms, malware, or other rogue programs.
15. Removing or modifying data, software, or equipment. Without proper authorization, users shall not remove or modify any Alamo Colleges District owned or administered equipment or data and may not change any preset or profile setting including homepages on classroom, lab, or library stations.
16. Modifying system facilities, operating systems, or disk partitions, attempting to crash or hoard Alamo Colleges District computer assets or resources. This includes damaging, vandalizing or threatening to damage or vandalize Alamo Colleges District information technology resources.
17. Performing illegal functions. Use of information technology resources in violation of civil or criminal laws at the federal, state, or local levels. Examples of such uses are: promoting a pyramid scheme, gambling, distributing obscenity, receiving, transmitting or possessing child pornography, infringing copyrights, or making bomb threats.
18. Violating copyright laws. Copyright law governs (among other activities) the copying, display, and use of software and other works in digital form (text, sound, images, and other multimedia). The law permits use of copyrighted material without authorization from the copyright holder under certain conditions for educational purposes. However, an educational purpose does not automatically mean that use is permitted without authorization. For more information on educational copyright applications contact the Vice Chancellor for Academic Success or the Office of Legal Affairs.

19. Violating any software license agreement, including copying or redistributing copyrighted computer software, data, or reports without appropriate written authorization.
20. Unauthorized representation, implying that the user is representing, giving opinions, or otherwise making statements on behalf of the Alamo Colleges District or the Information Technology Services department without prior authorization, or using Alamo Colleges District trade names, logos, or trademarks without prior written authorization.
21. Intentionally wasting electronic resources or damaging/destroying the integrity of electronic information.
22. Attempting to gain unauthorized access to computers or any other component of Alamo Colleges District information technology resources, or using Alamo Colleges District information technology resources to attempt to access a system external to the Alamo Colleges District.
23. Purposely disrupting the intended use of the Internet, E-mail or other Alamo Colleges District information technology resources.
24. Wasting Alamo Colleges District resources through activities that cause the employee to be idle or non-productive during work hours. This includes, but is not limited to, game playing, non-Alamo Colleges District related internet surfing (exploring), connecting to non-work related addresses or conducting personal business.
25. Using Alamo Colleges District information technology resources negligently or carelessly so as to increase the likelihood that those resources could be damaged, destroyed, or stolen.
26. Knowingly submitting inaccurate or false information for or on any Alamo Colleges District record, report, or document.
27. Conduct constituting sexual harassment such as making unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome conduct of a sexual nature, or any unwelcome conduct or other offensive unequal treatment of an individual that would not occur but for the gender of the individual.
28. Transferring, accessing, storing or sending material that is threatening, abusive, pornographic or obscene, or which creates an atmosphere or situation which causes a hostile work or educational environment for an employee or student, regardless of intent.
29. Soliciting funds or services, selling tickets, soliciting for non-Alamo Colleges District fund raising, commercial or other activities, or distributing petitions or literature for any purpose other than official Alamo Colleges District business.
30. Accessing another employee's e-mail without consent such as unauthorized reading, deleting, copying, modifying or otherwise using any other employee's e-mail without prior permission from Human Resources, Legal, manager or senior administration in response to legal proceedings and/or court order in the preservation or production of evidence.
31. Charitable or commercial advertisements, other than official Alamo Colleges District business.

Failure to adhere to this procedure or other Alamo Colleges District policies related to information technology resources use is grounds for cancellation of access privileges and other disciplinary action. While an investigation is in progress, in order to prevent further possible unauthorized activity, Alamo Colleges senior administration may suspend the authorization of information technology services to the individual or account in question. Whether or not the user is suspected of any violation of these procedures, the Alamo Colleges senior administration may

deactivate a user's technology privileges when necessary to preserve the integrity of facilities, user services, or data.

Employees shall promptly report suspected unauthorized use or other violations to the employee's immediate supervisor, an Alamo Colleges District administrator, or the College or District services designated security representative. Upon notification, information technology administrators may impose limitations on continued use of technology resources.

Confirmation of unauthorized or fraudulent use of information technology resources may result in disciplinary action, including a student's expulsion, an employee's termination of employment, criminal charges and/or legal action.

See Alamo Colleges District Board Policies and Procedures C.1.9.1 for more detailed information on the topics in this section.

11-J. Department of Creative Multimedia

SAC's Department of Creative Multimedia provides: Video recording (student, faculty, and guest presentations in the classroom, auditorium, location, or studio) in traditional, MediaSite, other distance learning, and teleconferencing formats; Graphics design and production (educational and other materials supporting the mission of the College); Photography (educational images for the classroom, in-studio and location photos supporting the College mission, and documenting events.); SATV Education, the Education TV cable station, (Time Warner Cable Channel 98 on set top box, Grande Cable Channel 21, and AT&T U-Verse Channel 99) for the City of San Antonio is housed and operated by the Department of Creative Multimedia (DCM); and the Title V STEM grant (provides training and support to STEM faculty and the promotion of science education.)

Requests are discussed and a plan is developed to create a multimedia package to effectively communicate messages to the student, College, or community. The cost is generally limited to replacement of materials used – other costs may apply depending on the project. These services are only available to San Antonio College/District projects.

See their page on the SAC website or visit them at Moody Learning Center 632.

11-K Reporting Technology Security Breaches or Concerns

Alamo Colleges District's IT Help Desk is prepared to assist faculty should they experience a problem related to their Alamo accounts (Banner, ACES, Alamo email, etc.). It is essential that faculty contact them if they suspect a security breach related to their accounts.

Here are a few of the wide range of issues where the District IT Help Desk can be of service: unauthorized exposure of private personal information, computer break-ins and other unauthorized use of San Antonio College systems or data, unauthorized changes to computers or software, interference with the intended use of information technology resources, and password resets.

The number for the District IT Help Desk is 210-485-0555 (Option 4). They can also be reached at abuse@alamo.edu.

For a problem with your office or classroom equipment, contact SAC's IT Team.

For a problem with Canvas, contact the Office of Technology Services or Canvas' Faculty Hotline.

Section 12: Faculty Workload

12-A. Agreements and Workload: Full-time Faculty

The following are general statements regarding full-time faculty workloads. See the subsections below for more detailed information.

The standard SAC teaching load for a full-time faculty member during the nine-month contract year is thirty workload units, fifteen units per fall and spring semester. Based upon need, full-time faculty may be allowed to teach an overload, not to exceed two classes per semester. Overloads are paid at the adjunct faculty pay rate.

In addition to teaching hours, full-time faculty and Department Chairs are required to hold ten office hours a week as well as an additional fifteen hours devoted to College or District service, professional development, or other activities approved by College administration. In the fall and spring semesters, full-time faculty members' contractual obligations begin one week prior to the first instructional day of the semester and end with the last day of the term

Summer teaching is optional for faculty members. Seventeen workload units are the maximum allowed for full-time faculty during the summer term, of which fifteen hours is the maximum teaching load. SAC reserves the right to limit the number of hours a full-time faculty member may teach during each summer session based on program and budgetary considerations.

12-B. Agreements and Workload: Adjunct Faculty

Adjunct faculty members are hired in a full-time or part-time capacity and on a semester-by semester contract basis contingent upon the needs of SAC. Adjunct faculty members accrue no tenure rights and are not guaranteed any employment beyond the semester for which they are employed as stated in Alamo Colleges District Board Policies and Procedures D.2.5.1.

The Alamo Colleges District shall not hire as adjunct faculty members former Alamo Colleges District faculty members who were denied tenure, or whose tenure track (probationary) or non-tenure track contracts were not renewed for reasons other than program reduction.

For purposes of salary and employee rights and benefits, adjunct faculty are defined as follows:
Adjunct with Benefits - faculty teaching twelve or more workload units or the equivalent; paid, on the basis of qualifications, at the rate of the entry salary level for tenure track faculty; and eligible for all employee rights and benefits as defined by applicable programs.
Adjunct without Benefits - faculty teaching fewer than twelve workload units or the equivalent and paid in accordance with a salary schedule determined on a per-class basis. This category of adjunct faculty is not eligible to accrue leave or receive fringe benefits.

12-C. Faculty Work Week

All full-time faculty members at San Antonio College are expected to work 40 hours per week to be spread over a five-day work week. The current Monday-Thursday teaching structure is designed with the expectation that all faculty are available on Friday for meetings, 4DX, strategic planning, and other essential activities.

Any exception to this College procedure requires documented justification approved by the Department Chair and Dean prior to the beginning of the semester.

12-D. Faculty Teaching Loads

The guidelines that follow are used in assigning teaching loads. For the full policy, see Alamo Colleges District Board Policies and Procedures D.5.1.2.

Due to the uniqueness of the various programs, a faculty member's workload may consist of one or various combinations of courses, laboratories, and compensation for non-instructional work assignments above and beyond normal faculty service to the Department, SAC, or Alamo Colleges District.

Standard Full-Time Faculty Loads

1. Full-time faculty includes all faculty teaching 12 or more workload units.
2. Faculty loads are determined by workload units. Workload units for different types of courses are defined below.
3. A standard teaching load for a faculty member during the nine-month contract year is thirty workload units, fifteen units per semester. The faculty contract is for the two long terms starting the week before each fall and spring term through the final class day of the fall and spring term.
4. Faculty with less than fourteen workload units per semester must be approved by the Dean based upon recommendation by the Department Chair. Any reduction during semester will be made up in the following semester to maintain the nine-month standard workload of thirty workload units.
5. Any faculty member with an anticipated load of less than thirty workload units will be assigned additional duties by the Department Chair in consultation with and as approved by the Dean if the adjunct and/or overload assignments planned for other faculty cannot be reassigned to create a full load for the faculty member. Under some circumstances those duties may be assigned in the summer if such an assignment is necessary or timely to the needs of the College.
6. Loads for full-time temporary faculty will follow the same guidelines as all full-time faculty.
7. Non-instructional workload for full-time faculty is calculated at the rate of 42.67 work hours per workload unit during the long terms and for the summer.

Standard Part-Time Faculty Loads

1.Adjunct faculty will be assigned fewer than 12 workload units (instructional and non-instructional) during the long terms (fall and spring) and no more than a total of nine units in the summer term (Maymester and other Summer terms).
2. Adjunct faculty are hired on a per semester basis and there is no entitlement to renewal of a contract.
3. Non-instructional workload for adjunct faculty is calculated at the rate of 42.67 work hours per workload unit during the long terms and for the summer.

12-E. Overloads

Overloads are defined as workload units beyond the standard 15 for full-time faculty in either the fall or spring semesters. Overloads are generally not permitted in the summer-- see the section below on Summer Course Loads for more information.

The normal limit on overload assignments for contract and regular faculty shall be no more than ten workload units during the fall and spring term, resulting in an overall cap of twenty-five workload units per term for full-time faculty members. Single and double course overloads must be approved by the appropriate Dean. Triple overloads require Chancellor approval and are only granted if the Department Chair has exhausting the list of all possible assignees for that course.

Overloads in the fall and spring are paid at the adjunct rate and paid out based on the adjunct pay schedule for that particular semester (e.g. an overload that is a Flex II class will be paid according to the Flex II adjunct payment schedule). Overload work will be performed outside the 40-hour standard work week.

There is no entitlement to overloads. Overloads are assigned per semester and are not guaranteed even if overloads have been assigned previously. As such, overloads are not to be expected by a full-time faculty member. SAC reserves the right to limit a faculty member's overloads if they are not meeting deadlines and expectations for their contracted 15-hours per semester. All instances of full-time faculty overload assignments shall be contingent on enrollment demand, adequate funding, and subject to program changes, and are not guaranteed based on seniority status.

12-F. Non-Instructional Release Time

Faculty may be called upon to perform duties or projects for SAC that qualify for course release. Release time is calculated at the rate of 42.67 work hours per workload unit. Release time assignments shall be approved by the College Vice President and President. Release time will be part of the standard workload units and will be loaded into FLAC. See Alamo Colleges District Board Policies and Procedures D.5.1.2 for more information on how course releases are calculated.

12-G. Office Hours

In addition to teaching responsibilities, full-time faculty members are expected to make themselves available to students, staff, and other faculty through office hours.

SAC expects that full-time faculty maintain a minimum of ten office hours each week during the fall and spring semesters, based on a ratio of 2 hours per class for the usual 5 courses. As such, every assigned overload course requires 2 additional office hours. Full-time faculty with course releases for non-instructional work may adjust their office hour expectations accordingly.

During summer sessions, faculty members must schedule a minimum of two office hours per week for each class taught.

While there is no office hour requirement for adjunct faculty members, they should plan to be available to students immediately prior to class and immediately after class, whenever possible.

Office hours, office location, contact phone number, and email are to be publicized to students through the syllabus and must also be posted outside full-time faculty offices each semester.

In the fall and spring semesters, full-time faculty members' contractual obligations begin one week prior to the first instructional day of the semester and end with the last day of the term. In the summer, they begin and end with the first and last days of the term.

12-H. Summer Course Loads and Service

Full-time Faculty Summer Employment
Full-time faculty are not obligated to teach or perform non-instructional duties during the summer as part of their annual faculty contracts.

Full-time faculty may work up to 17 workload units, of which no more than 15 instructional workload units may be assigned. Therefore, workloads beyond 15 units are only permitted for non-instructional assignments.

Full-time faculty may teach up to twelve workload units at 130% of the adjunct pay rate. Any teaching or other workload units beyond twelve are paid at the normal adjunct rate.

For each 3-hour workload units, the faculty member agrees to serve 15 hours during the part of term in which the courses are scheduled. For example, if a faculty member teaches 6 hours during the first 5-week summer term, they are required to perform 30 hours of service to the College during the 5-week term. Office hours may count toward summer service hours.

Based on the seniority scheduling guidelines, full-time faculty requesting summer courses will be assigned before adjunct faculty are given classes.

SAC reserves the right to limit the number of hours a full-time faculty member may teach during each summer session based on program and budgetary considerations.

Adjunct Faculty Summer Employment
Adjunct faculty may be offered Summer Employment Agreements on an as needed basis up to a maximum of nine workload units for summers (Maymester through Summer II). Compensation for adjunct faculty will be at the applicable adjunct rate.

See Alamo Colleges District Board Policies and Procedures D.5.1.2 for specific summer workload guidelines.

12-I. Course Scheduling

Program Coordinators or designated schedulers manage the task of scheduling faculty for their courses in conjunction with the Department Chair. Both full-time and part-time faculty will be scheduled based on the Seniority Scheduling Guidelines.

Full-time faculty are expected to have reasonable availability for the scheduling of courses during the regular workweek. All full-time faculty will be required to teach a minimum of one face-to-face course each fall and spring semester as part of the 15-hour full-time workload, as determined by the needs of the department and student enrollment.

12-J. Seniority Scheduling Guidelines

Creating faculty schedules that fulfill the educational needs of SAC students and the professional goals of faculty is a complex process. The following procedure has been adopted to standardize the process across all departments and disciplines and ensure equitable course scheduling for full-time and adjunct faculty, all of whom play a vital role in educating our students and meeting the goals of our institution.

1. Seniority List- Each discipline at San Antonio College shall maintain a comprehensive seniority list for full-time (FT) faculty and a comprehensive seniority list for part-time faculty (both lists are based on date of hire within the department at San Antonio College with the exception later in this section) that is compiled by Department Chairs and distributed to the appropriate Dean on a regular basis before the start of each academic term. All faculty, including Chairs who maintain faculty status, shall be added to the seniority list based on the date of hire at San Antonio College as teaching faculty. Part-time faculty who do not teach for 24 months shall be removed from the seniority list. For purposes of seniority at San Antonio College, years of service in a management position, classified position, or other employee association shall not be counted. FT faculty who retire and seek to teach part-time shall be placed on the part-time faculty list and retain their years of service as noted above. Department Chairs may maintain sub-lists based on seniority within the department for specialty courses, internet courses, practicums and internships which require faculty to be certified, specialized or credentialed differently. In the case of these lists, overload assignments shall be distributed by the Department Chair on a rotational basis.

2. Seniority Selection and Offering of Overload and Part-Time Assignments- Overload and part-time assignments will be made available to faculty based on the overall seniority lists. FT faculty shall pick by seniority their assignments for their 15-hour workload through consecutive rounds where they pick their first section in round one, second section in round two, etc. until the completion of the full regular workload. After FT faculty have selected their contract loads (typically 15 workload units), adjunct faculty shall be scheduled. After adjunct faculty have been assigned, FT faculty on the seniority list shall have the opportunity to select one overload assignment depending on the needs of the department. Second overload assignments shall not be granted until all FT faculty have had the opportunity to receive one overload if desired. The Department Chair shall have the authority to assign such members to any section remaining to be filled after the seniority lists have been exhausted. Nothing in this article shall impact the College's obligation to assign regular faculty to a normal 15 workload unit schedule.

3. Faculty Interest Survey- For the purposes of administering the seniority assignment system, Department Chairs will solicit a standard interest survey from all departmental faculty asking the number of units of overload or part-time work they seek, days and times, locations, and courses of interest for the subsequent term. This survey shall be provided prior to schedule build each semester and be used by Chairs and Program Coordinators to help guide the development of course schedules and section offerings. For emergency hires and late hires, Chairs will ensure that the interest survey is administered to those newly approved faculty. Faculty shall have five calendar days to respond to the interest survey. Faculty must respond even to decline selection of an overload or part-time assignments for the subsequent term.

4. Class Sections Added after Schedule Published- In cases where Department Chairs need to add assignments in advance of a term, or where they are instructed to establish late start classes, or classes added after the initial publication of the schedule, seniority lists, needs of the department, and interest surveys may be used to identity faculty for those assignments.

5. Timely Response to Requests- When Department Chairs or Program Coordinators make specific requests for faculty to respond to an assignment that has been added to the schedule late, faculty shall have a maximum of two working days to respond to those requests.

6. No "Bumping" After Class Cancellations- When class sections or assignments get cancelled, faculty have no right to "bump" less senior faculty from an already approved assignment. Only adjunct schedules may be bumped to accommodate a FT faculty member's 15 workload units according to departmental need and with approval of the Chair. When FT faculty members bump adjunct faculty from an assignment, the seniority list of the adjuncts is not considered. The Department Chair will determine which section is bumped based on department need and compatibility with the FT faculty member's schedule. FT faculty may not bump adjuncts if their overload(s) are cancelled due to low enrollment.

7. Cross-Discipline/Program Assignments - Faculty with disciplines that cross discipline/program lines will coordinate with the respective Department Chairs to communicate the overload or part-time units they prefer for the coming semester, but neither FT or part-time faculty can exceed overload limits.

8. No Reasonable Assurance of Continued Employment -All instances of part-time assignments for faculty shall be contingent on enrollment demand, adequate funding, and subject to program changes, and no part-time faculty member shall have reasonable assurance of continued employment at any point regardless of their seniority status.

9. Process for Assignments – Department Chairs maintain the authority to determine the assignment for contract and overload classes for both FT and adjunct faculty.

12-K. Class Size

Maximum enrollments in courses will be determined by the Chairperson and the Dean and will be based on a number of factors including, but not limited to, program accreditation standards, maximum room capacity, and College budget factors.

12-L. Course Cancellations

Course cancellations occur for various reasons including low enrollments which are determined in a conversation between the Chairperson and Dean.

12-M. Employment Outside Alamo Colleges

Full-time SAC faculty may not have full-time employment or assignments, paid or unpaid, outside the Alamo Colleges District.

They may, however, in addition to their primary assignment, have additional employment or

other assignments or activities outside the Alamo Colleges District; or additional adjunct teaching assignments within the Alamo Colleges District. However, the Alamo Colleges District has strict limitations on outside work, so you should consult Alamo Colleges District Board Policies and Procedures D.2.4.3 for detailed information.

All outside work must be disclosed in writing to your Department Chair at least one full month before the start of the proposed outside work assignment or, in the case of outside teaching assignments, at least one full month before the start of the SAC semester (fall, spring or summer). See your Academic Unit Assistant or AlamoShare for the paperwork.

Section 13: Service and Professional Development

13-A. Committee Assignments

SAC expects each full-time faculty member to share responsibilities related to the total concern of the College. Such responsibilities include instructional development, College and District faculty meetings, instructional department committee meetings, and other responsibilities as assigned by the College.

The College expects all full-time faculty members to be involved in committee work which is vital to the conduct, planning and growth of the department, College and District.

13-B. Required Training

New Faculty Orientation

All new full-time faculty are required to attend new employee and faculty orientation where they will learn about the Alamo Colleges District and their jobs before they are expected to function effectively in their specific assignments. Such training is accomplished through an orientation program for all new faculty. The Human Resources department and the Faculty Development team are responsible for providing and monitoring new-faculty orientation. It is the responsibility of a new faculty member's Department Chair to establish and implement department-specific orientation programs.

EEOC Training

Each new full-time faculty member is required to attend Equal Employment Opportunity Commission training within 30 days of being hired, and all employees are required to attend training at least once every two years. There are strong legal and moral reasons to avoid employment discrimination. This course discusses federal laws that specifically prohibit discrimination. Discriminatory practices create morale problems among employees who believe that opportunities will be denied to them. Supervisors are responsible for knowing and understanding equal employment opportunity laws. The Human Resources department is responsible for providing and monitoring this training.

Sexual Harassment Training

Sexual harassment in the workplace is extremely serious and violates Title VII of the 1964 Civil Rights Act. Each new full-time faculty member is required to attend this training within 30 days of being hired, and all employees are required to attend training at least once every two years. This program is designed to provide participants with a clear message on how to identify and deal with sexual harassment in the workplace. Participants will learn how to recognize the most common forms of sexual harassment, what to do if they are the target of harassment and what steps to take in reporting sexual harassment.

Ethics Training

Each new full-time faculty hire shall complete the Ethics and Compliance policy/code of conduct training within 89 days of the faculty member's hire date. Each employee shall also complete the current year's on-line annual ethics training each year. Department Chairs are responsible for ensuring that all faculty under their supervision complete the annual training, and shall include the employee's completion of such training as an element of the employee's annual performance

appraisal. It is the responsibility of the District Ethics and Compliance Office to coordinate and monitor such training.

Cybersecurity
Each Alamo Colleges District employee who uses the computer for at least 25% of the employee's duties shall annually complete a cybersecurity training program certified by the Texas Department of Information Resources.

13-C. Faculty Development Plans

Every year, early in the fall semester, full-time faculty will complete their Faculty Development Plan in Alamo Talent. Faculty will have the opportunity to choose the areas in which they want to develop, as well as the activities and trainings they wish to complete to fulfill their development plan. Department Chairs will approve the faculty plans. Faculty must have completed their development activities and training by a deadline that is typically set around the end of the spring semester.

An activity qualifies as professional development if it enhances or strengthens a knowledge, skill or ability relevant to the employee's current position, or to an aspired position. The outcome is job-related professional growth that will enable employees to advance their professional goals, increase institutional effectiveness and improve the quality of programs and services of the SAC. Activities may include attending a training class, completing a self-study module, participating in a structured mentoring or on-the-job training program, attending a conference or workshop/seminar, completing a college course, or participating in other forms of professional development.

13-D. Time Off for Employee Doctoral Studies

Current faculty enrolled in doctoral programs are subject to the policy requirement to work 40 hours per week. Any individual considering applying for a doctoral program requiring extended time away from work during normal business hours must apply for and be approved through this procedure or other Alamo Colleges District programs. Such approval will require in writing from SAC's President that a change in work schedule is possible considering department work requirements. Once approved, each semester the faculty member must submit a work schedule showing a minimum of 40 hours of work per week to SAC's President.

13-E. Travel for Professional Development

Faculty wishing to attend conferences or attend other professional development events should discuss the opportunity with their Department Chair and submit an official travel authorization form. This form can be obtained from your Academic Unit Assistant.

Section 14: Faculty Evaluation

14-A. Overview

SAC full-time faculty members are evaluated annually for the first five years of employment and then once every two years, or more frequently as necessary for other reasons or as requested by the faculty member for such purposes as promotion and awards. Evaluations shall cover the period since the last evaluation was performed.

Full-time faculty are evaluated through the following methods: classroom observation, student surveys, self-evaluation, peer evaluations of faculty, and Chair evaluation of faculty.

Please note that current SAC and Alamo Colleges District faculty evaluation procedures and practices do not exactly align with Alamo Colleges District Board Policy D.7.1 and Procedures D.7.1.1 and D.7.1.2. However, the spirit and timing of the policy and procedures remains and are carried out based on current Alamo Colleges District instructions. The divergence from the written policy and procedures is primarily due to the District's utilization of the Faculty 180 online portfolio platform to manage faculty evaluations.

14-B. Classroom Observations

Classroom observations for full-time faculty will be conducted by the Department Chair or designee annually for the first five years of employment and then once every two years. The designee is often a full-time faculty member from the same program or department. It is best practices to perform classroom observations for adjunct faculty at least once every academic year, and full-time faculty typically serve as observers for the adjuncts in their program.

The designated observer and faculty member should communicate to agree upon a classroom session for the observer to attend. Observations may be performed face-to face, via Zoom (remote), or in online courses. Observers should obtain the current classroom observation form from their Department Chair or Program Coordinator.

The observer is expected to share their completed observation form with the observed faculty member before it is officially submitted. However, should an observer (that is a designee and not the Chair) have significant concerns about what they observed, they are encouraged to speak to their Program Coordinator or Department Chair before sharing the completed observation form with the faculty member.

The final classroom observation form will be part of the faculty member's Faculty 180 portfolio and will be kept on record by their department.

14-C. Student Surveys

Student surveys are administered electronically at the end of the semester for all courses for all faculty, regardless of rank or tenure status. See Section 10-K for more information on end of semester student surveys.

Student surveys will be used primarily for the improvement of instruction. In addition, they will be made available to the Department Chair. All faculty student surveys are to be included in the application materials for promotion. Student Survey results are also a common artifact used by faculty in their self-evaluations in Faculty 180.

14-D. Faculty 180

Faculty 180 is the current program utilized by the Alamo Colleges District to manage faculty evaluations. Faculty 180 can be access through the Faculty portal in ACES. Faculty 180 self, peer, and Chair evaluations are required elements in faculty portfolios for promotion.

For help using the Faculty 180 system, sign up for a training in Alamo Talent or contact dst-faculty180@alamo.edu.

14-E. Faculty Self-Evaluation

For the years where evaluation is required (every year for the first five years and then every other year after that), full-time faculty will build a portfolio with evidence covering the evaluation period in Faculty 180. The deadline for faculty self-evaluations is typically in late March and covers the period since the Faculty 180 deadline the year prior.

Faculty will evaluate themselves in the general areas of teaching, scholarship, and service. Specifically in the following categories:
Teaching: Instructional Design
Teaching: Instructional Delivery
Teaching: Instructional Assessment
Teaching: Class/Course Management
Scholarly/Creative: Professional Development
Scholarly/Creative: Discovery/Creation (optional)
Scholarly/Creative: Dissemination (optional)
Service to the Institution
Service to the Profession (optional)
Service to the General Community (optional)
Administrative (optional)

Faculty will need to create narratives and provide evidence to demonstrate they have fulfilled all requirements and can earn higher marks for fulfilling optional tasks and duties. Faculty should speak with their Department Chairs for more information on departmental expectations and guidelines on acceptable forms of evidence.

Once faculty have submitted their self-evaluation in Faculty 180, it will be forwarded to their peer reviewers for evaluation.

14-F. Peer Evaluations of Faculty

Peer evaluations will be conducted in Faculty 180 by no fewer than three fellow faculty members. Faculty will have the opportunity to submit up to five names for their preferred peer evaluators. The peer evaluators will be selected from within their department or related

programs. Exceptions in selecting peer evaluators outside of San Antonio College must be approved by the VPAS.

Peer evaluations are typically due the first week of May. Faculty will have access to their peer evaluations in the Faculty 180 system once they are complete. The names of the peer evaluators are not included on the report received by faculty in the Faculty 180 system. If faculty wish to appeal their peer evaluations, it is recommended they do so prior to the completion of the Chair evaluation.

14-G. Chair Evaluation of Faculty

After peer evaluations have been completed in Faculty 180, the Department Chair will also evaluate the faculty member and create their own evaluation. The Chair evaluation deadline is typically in late July. Chairs will have access to the faculty member's self-evaluation and the three peer evaluations. Faculty will have access to their Chair evaluations in the Faculty 180 system once they are complete.

All Chair evaluations of faculty will be reviewed by the appropriate Dean. Administrative oversight by the Vice President of Academic Success is expected for every faculty member. Those faculty requiring an Improvement Plan, and the actions completed by the faculty member to satisfy that plan, will be developed in conjunction with the Chair, Dean, Vice President and President.

14-H. Appealing a Faculty Evaluation

If a faculty member is not satisfied with an evaluation, they may appeal it. For concerns over a peer Faculty 180 evaluation or classroom observation, contact your Department Chair. For concerns over a Chair Faculty 180 evaluation or classroom observation, contact your Dean of Academic Success. Alamo Colleges District policy gives faculty the right to appeal an evaluation through the chain of command up to SAC's President. The President has the final word on a faculty evaluation.

Section 15: Faculty Rank & Promotion

15-A. Full-time Faculty Rank

Full-time faculty ranks in the Alamo Colleges District are Instructor, Assistant Professor, Associate Professor and Professor.

15-B. Initial Rank Placement

Faculty are normally appointed at the rank of instructor; exceptions are made only on the recommendation of the President and with the concurrence of the Chancellor. Initial placement at the rank of Assistant Professor requires completion of a doctoral degree.

Placement on the salary schedule is a function of education and experience. Rank at the time of initial placement has no effect on class and step determinations. See Section 19-A Compensation in this handbook for more information.

15-C. Promotion Eligibility

Faculty members shall be granted promotion in professional rank after all required criteria have been satisfactorily fulfilled and appropriate recommendations have been provided as described in Alamo Colleges District Board Policies and Procedures D.8.2 Promotion and Demotion. Promotion is not granted automatically.

Instructor to Assistant Professor: To be eligible for promotion to Assistant Professor, a faculty member must have completed a minimum of three years of full-time employment as an Instructor with the Alamo Colleges District and must have earned twelve semester hours or equivalent credit above the qualifying degree in approved courses from an accredited institution (eligible for placement on the Salary Schedule at Class III). One- half of these credits must be related to the teaching field. The minimum requirement for promotion in rank to Assistant Professor is a Master's Degree or, for faculty members in Occupational Education and Technology, an appropriate Baccalaureate degree or approved equivalent.

Assistant to Associate Professor: To be eligible for promotion to Associate Professor, a faculty member must have completed a minimum of four years of full-time employment as an Assistant Professor with the Alamo Colleges District and must have earned twenty-four semester hours or equivalent credit above the qualifying degree in approved courses from an accredited institution (eligible for placement on the Salary Schedule at Class IV). One-half of these credits must be related to the teaching field. The minimum requirement for promotion in rank to Associate Professor is a Master's Degree or, for faculty members in Occupational Education and Technology, an approved equivalent.

To be eligible for promotion to full Professor, a faculty member must have completed five years of employment as an Associate Professor with the Alamo Colleges District and must have earned thirty-six or more semester hours or equivalent credit above the Master's degree in approved courses from accredited institutions (eligible for placement on the salary schedule at Class V).

15-D. Evaluation Criteria

The following factors should be used in evaluating faculty members for promotion:

1. Quality of Teaching

Evaluation of these activities and the documentation to support the evaluations are to be conducted, maintained and submitted in accordance with the performance evaluation guidelines in Faculty 180 Evaluation system.

2. Service

As noted in the performance evaluation guidelines, faculty are required to compile and submit Faculty 180 evaluations at the time of the faculty member's annual evaluation. The report should include professional achievements, community service, and a profile of departmental, College, and District responsibilities and contributions. The nature and quality of these activities for the employment period since initial appointment or since the last promotion will be considered in promotion decisions.

3. Professional Growth and Development

Faculty are expected to continue their education and professional growth throughout their careers. The Faculty 180 Evaluation will reflect the nature and quality of these activities for the employment period since initial employment or since the last promotion and will be considered in promotion decisions.

4. Annual Evaluations

Faculty will have their annual or bi-annual evaluations factored in as part of their promotion review.

15-E. Responsibilities of Faculty Member Seeking Promotion

An eligible faculty member wishing to apply for promotion should advise the Department Chair in writing of their intention to apply by September 15th of the academic year in which they wish to be considered.

By October 15th, the faculty member applying for promotion shall submit to the Department Promotion Committee an electronic dossier containing the following, as set forth in the Alamo Colleges District Board Policies and Procedures D.7.1.2The materials should cover the employment period since initial appointment or since the last promotion, including:

1. Faculty Self-Evaluations (Faculty 180)
2. Classroom Observations (at least one each year)
3. Faculty Peer Reviews (Faculty 180)
4. Chair Evaluation (Faculty 180)
5. Student Course Evaluations
6. An up-to-date resume
7. Official transcripts of credits earned since initial appointment or since the last promotion
8. Any other material the faculty member deems relevant to the application

All dossiers must be submitted as a self-contained electronic in the dossier folder on the network drive. Guidelines will be established for the electronic dossier.

The faculty member is responsible for following all requirements and meeting all deadlines in the promotion process.

15-F. Responsibilities of the Program Promotion Committee

By October 15th of each year, a Program Promotion Committee shall be elected by the full-time faculty members of each department. The Department Chair should not be a member of this committee, nor should any applicant for promotion be a member.

The Program Promotion Committee shall have at least three members. Small programs shall recruit additional necessary members, mutually acceptable to the Chair and the program faculty. It is ideal to have these additional faculty come from a program within the same department, but the committee can have a faculty member from another department if needed.

Following receipt of the promotion application dossiers from the applicants on October 15th, the committee shall review each application and ensure that the materials and documentation have been included as required. Deficiencies are to be brought to the faculty member's attention for corrections and then re-submitted to the committee in accordance with the Promotion Application Schedule. Incomplete and uncorrected dossiers will be removed from consideration and will be returned to the applicant.

By November 25th, following its review on the merits of the applications, the committee shall forward the dossiers, together with its recommendations, to the Department Chair. The committee Chairperson shall notify each candidate, in writing, as to the recommendation being forwarded.

15-G. Responsibilities of the Department Chairperson

Following receipt of the promotion application dossiers from the Program Promotion Committee, the Chair shall review the dossiers and the recommendations of the departmental committee. By December 15th, the Chair will add their own recommendation and forward the dossiers to the Dean by the close of the fall semester. The Chair shall notify each candidate, in writing, as to the recommendation being forwarded.

15-H. Responsibilities of the Dean

Following review of the dossiers and the recommendations, the Dean will add their recommendation and forward the promotion files to the VPAS by January 20th. The Dean shall notify each candidate, in writing, as to the recommendation being forwarded.

15-I. Responsibilities of the Vice President of Academic Success

Following review of the dossiers and the recommendations from the Dean/Directors (or from the Chairperson where no Dean was involved) the VPAS will add their recommendation and forward the promotion files to the President by February 10th. The VPAS shall notify each candidate, in writing, as to the recommendation being forwarded.

15-J. Presidential Review and Board Action

Normally the Board of Trustees is expected to act on promotion recommendations at its April meeting. Consistent with that agenda, by February 25th the President shall submit their recommendations to the Chancellor through Human Resources. The President shall notify each candidate, in writing, as to the recommendation being submitted and shall, subsequent to the Board's action, notify each candidate of their promotion status.

15-K. Promotion Appeals

Full-time faculty members in the College who have served a minimum of three years in the District shall elect from their number, in February of each odd- numbered year, a Promotion Appeals Committee. The election shall be conducted by the Faculty Senate. The Senate will set the size of the committee, provided that there shall be no fewer than five members. The senior faculty member elected shall convene the committee for the election of a Chairperson.

A faculty member who made application and was denied promotion may submit an appeal to the College Promotion Appeals Committee. The deadline for such appeals shall be twenty-one calendar days following the Board meeting at which promotions were approved.

1. Appeals shall be submitted in writing to the Chairperson of the committee, and shall be responsive to the reasons set forth for the denial of promotion.
2. The committee shall hear the appeal, considering such information as it deems relevant, and shall make a report and recommendation to the College President by August 1st. The committee Chairperson shall notify the appellant, in writing, as to the recommendation being forwarded.
3. The President shall give consideration to the committee's recommendations but is not bound by them. The President shall notify the appellant and the committee, in writing, of the final decision by September 1st.
4. Appeals are without prejudice to future promotion applications.

15-L. Demotion

The Chancellor is authorized to approve the demotion of employees. Demotion of faculty members shall be in accordance with faculty progressive discipline administrative regulations. See Section 21 of this handbook for more information on progressive discipline.

15-M. Faculty Appointment to Non-Faculty Positions

Any tenured faculty member who applies for and accepts a non-faculty position within the Alamo Colleges District can retain tenure for a period not to exceed three years. At the end of the third year of service in the non-faculty position, the individual will either return to the teaching position or sign an acknowledgement waiving their faculty and tenured status. An individual returning to the teaching position will return to their placement level upon leaving the faculty position. An individual who has waived faculty and tenured status may apply for any future faculty position advertised.

Faculty members accepting a non-faculty position for the first time beginning in Fall 2012 or later will be subject to this procedure. A non-tenured faculty member who accepts a non-faculty position will be subject to the same provisions.

15-N. Emeritus Status

The Board may approve emeritus status for retiring full-time faculty members or administrators as recommended by the Chancellor according to administrative guidelines. Retirement shall mean that the employee has met service, age, and other applicable requirements for retirement under the Teacher Retirement System of Texas, whether or not the employee is a member of the Teacher Retirement System.

Section 16: Tenure

While the tenure process was suspended for faculty hired after 2009, should the tenure process be reinstated by the Board of Trustees, the procedures that follow would go back into effect.

16-A. Overview

Tenure is defined as the confirmation by the Board of Trustees, acting on the recommendation of the Chancellor, to elect a probationary faculty member to a faculty appointment for an indefinite period of time. Under this type of appointment, a faculty member may be removed only for adequate cause, for the discontinuance of a course of study, or for financial exigency.

Tenure is a contractual right that only full-time tenure-track faculty members may earn. While tenure-track faculty are expected to progress toward obtaining tenure, tenure is not granted simply for sustained employment. Excellent teaching and service to the College and the community are the elements of criteria for earning tenure. Each department has approved activities with levels of quality which faculty members must achieve before one may be considered for tenure.

SAC tenure documents may be found on the SAC SharePoint website under Faculty Resources. A campus-wide Tenure Committee will be selected by the full-time faculty members of each department. A majority of the members of this committee should be tenured faculty. A Department Chair should not be a member of this committee.

Faculty are eligible to apply for tenure in the beginning of the sixth year of full-time tenure-track employment. The evaluation process shall include evaluation by the Department Chair, student evaluation, peer evaluation and self-evaluation. In addition, departmental tenure criteria must also be considered.

Set forth below is the schedule for performance evaluation of tenure track (probationary) faculty members and for appropriate notification regarding the renewal or non-renewal of appointment. Faculty in non- tenure track or full-time temporary appointments are not eligible for the tenure process but are responsible for the evaluation requirements.

Faculty hired mid-year in a tenure track (probationary) position shall complete all Year 1 requirements except for fall student evaluations. The Classroom Observation by Chair will be conducted in the spring semester. The mid-year hire follows the schedule outlined below with the Fall following hiring as Year 1.

16-B. Years 1-5

1. Probationary appointments shall be given to all faculty members in years 1 through 5.
2. Faculty member will complete all evaluation requirements as outlined in Alamo Colleges District Board Policies and Procedures D.7.1.2.
3. Following a personal interview and review of the Faculty Evaluation by Department Chair, the Chair shall indicate if the faculty member is making satisfactory progress toward tenure. Measures needed to enhance progress toward tenure will be defined in the Faculty Evaluation by Chair.

4. The Dean, VPAS and President will annually review and contribute in the evaluation of all faculty and will determine those to be reviewed and recommended for non-renewal to the Chancellor by February 1st.
5. The faculty member must be notified, in writing, by March 31st if non- renewal of appointment will be made for the following year.

16-C. Year 6

1. Faculty member will complete all evaluation requirements as outlined in Alamo Colleges District Board Policies and Procedures D.7.1.2.
2. Faculty member will follow the tenure process as described in this procedure.
3. Faculty member may not apply for promotion in the same year as applying for tenure.

16-D. Responsibilities of Faculty Member Seeking Tenure

By November 1st, each faculty member eligible for tenure considerations shall submit to the Department Chair a tenure dossier as described in Faculty Performance Evaluations Procedure (Alamo Colleges District Board Policies and Procedures D.7.1.2.).

The faculty member is responsible for following all requirements and meeting all deadlines in the tenure process. Each year a Faculty Calendar of Activities outlines the specific dates for that academic year.

16-E. Responsibilities of Program Tenure Committee

By September 15th of each year, a Tenure Committee(s) shall be selected by faculty and approved by the Dean/Vice President/President. A department Chairperson should not be a member of a committee. At least one member of each committee must be a tenured faculty member. The membership may (if desired) be the same as for the Promotion Committee(s).

Small departments may recruit committee members from the full-time faculty of other departments or another college, as mutually agreed upon by the department faculty and Chairperson.

Following receipt (by January 10th) of the tenure portfolio from the Department Chair, the Tenure Committee will review each eligible faculty member's qualifications and will forward recommendations to the Department Chair by January 25th.

16-F. Responsibilities of the Department Chairperson

The Department Chair shall review each application and tenure portfolio to ensure that the materials and documentation have been included as required. Deficiencies are to be brought to the faculty member's attention by November 20th and should be corrected within ten working days.

Incomplete applications will be removed from consideration after the ten working days and the Chair will provide written notification to the faculty member by December 10th. All completed applications should be submitted to the Department Tenure Committee by January 10th.

Following review of the tenure portfolio and recommendation by the College Tenure committee, the Chair shall add a recommendation to each tenure portfolio and shall forward the portfolio to the Dean, or next level of supervision by February 5th. By the same date, the Chair shall notify each candidate, in writing, as to the recommendation being forwarded.

16-G. Responsibilities of the Dean

Following review of the portfolios and the recommendations from the Department Chair, the Dean shall add a recommendation to each portfolio and forward the tenure files to the Vice President by February16th. By the same date, the Dean shall notify each candidate, in writing, as to their commendation being forwarded.

16-H. Responsibilities of the Vice President of Academic Success

Following review of the portfolios and the recommendations from the Deans, or from the Chairperson where no Dean was involved, the Vice President shall add a recommendation and forward the tenure files to the President by March 1st. By the same date, the Vice President shall notify each candidate, in writing, as to the recommendation being forwarded.

16-I. Presidential Review and Board Action

Normally the Board acts on tenure recommendations at its May meeting. Consistent with that agenda, the President shall submit the recommendations to the Chancellor by March 15th. The President shall notify each candidate, in writing, as to the recommendation being submitted to the Chancellor and the Board.

The President shall notify each candidate of his/her tenure status, in writing, within 10 days of the Board's action.

Section 17: Department and Program Administration

17-A. Department Chairperson

Each academic department has a Department Chairperson (Chair) who answers to one of SAC's three Deans of Academic Success. Department Chairs are full-time administrators. Chairs are appointed by the College President following an assessment of departmental needs.

Department Chairs serve as an administrative department head and ensure the attainment of educational and operational objectives of the College. Department Chairs serve in an essential leadership capacity in the chain-of-command between faculty and administration. The Department Chair oversees all department operations with respect to programs, curriculum matters, student and faculty concerns, as well as acts as the advocate for the department programs to the College.

17-B. Chair Selection

Department Chairs are selected by the College President using a cooperative process to gather input from faculty and College administration. Department Chairs must meet all criteria and qualifications required of faculty in any discipline and also demonstrate the ability and willingness to serve in a leadership capacity.

The following general guidelines shall be followed: Department Chair positions will be posted and all qualified faculty including candidates at other colleges within the Alamo Colleges District shall be eligible to apply and be equally considered. At the discretion of the College President, external candidates, may be introduced into the process to supplement the pool of internal candidates. A final selection will be made by the President.

Department Chairs serve at the discretion of the College President. The College President will review Chair positions annually. Full-time faculty members shall perform evaluations of Department Chairs once every three years according to Alamo Colleges District Board Policies and Procedures D.7.1.1.

17-C. Program Coordinator

The Program Coordinator plays a key role in managing the operation and oversight of academic and occupational programs. The position provides an important link between the program faculty and the Department Chair. Coordinators assist Department Chairs and work with other program faculty and staff to deliver excellent curricula and service. They assist Department Chairs in ensuring proper policies and procedures are pursued and followed in programs' daily operations. Program Coordinators also play an important role in mentorship and professional development.

Program Coordinator's responsibilities vary depending on the size, nature, and specifics of the individual program. Their responsibilities may include the following:
Curriculum and Pedagogy
Program Coordinators may provide discipline specific knowledge and expertise in coordinating the discipline's activities in the following areas as appropriate:

1. Pathways/Transfer Articulation discussion and agreements
2. Assessment of Course Student Learning or Program Outcomes
3. Textbook, Instructional Materials, or Open Educational Resource adoption
4. Development and delivery of curriculum
5. Hiring, supervising, and evaluating faculty and determining faculty qualifications
6. Coordinating faculty professional development and mentorship to enhance performance
7. Working with Advisory Committee
8. Overseeing Accreditation processes and procedures

Management
Working closely with other faculty, staff, and Department Chair, the Program Coordinator may organize or oversee the following:
1. The development and implementation of course and section offerings each semester
2. Faculty teaching schedules
3. Budget processes to ensure the program operation
4. Ensuring the program is following 4DX requirements
5. SAC-Scores requirements
6. eLumen reporting
7. Reporting of midterm and final grades and progress reports
8. Faculty classroom observations
9. Community outreach as needed or appropriate
10. Program coordination with the High School Programs team
11. Program Strategic Planning
12. Supervising staff as needed.
13. Screening and interviewing adjunct and FT faculty

Students
Working closely with other faculty, staff, and the Department Chair, Program Coordinators oversee efforts to:
1. Recruit, onboard and retain students as appropriate
2. Create and supervise internships
3. Address student complaints as needed and as proper
4. Address student conduct issues as needed and as proper
5. Advise majors/conduct graduation audits/initiatives

17-D. Program Coordinator Selection

Program Coordinators are selected by Department Chairs with input from faculty and then approved by their respective Dean. They are typically full-time faculty members.

17-E. Program Coordinator Release Time

Program Coordinators are not full-time administrators, so they are granted course release time to create space in the work week for them to fulfill their duties. Due to a number of factors (e.g. the number of full and part-time faculty in a program), different Program Coordinators receive different amounts of release time. To fairly distribute release time, SAC uses its Program Coordinator Release Time Calculator. See your Department Chair for more information.

Section 18: Faculty Governance

18-A. Faculty Senate

The purpose of the Faculty Senate is to present the views and recommendations of the College faculty to the San Antonio College administration, to the Alamo Colleges District administration, and to the Alamo Colleges District Board of Trustees, as those views relate to policies on academic and professional matters. Faculty Senate is responsible for review of the Faculty Handbook in the spring of each year.

18-B. Adjunct Faculty Council

The Adjunct Faculty Senate provides representation for Adjunct Faculty at the District and College level. The Adjunct Faculty Senate advocates on behalf of all Adjunct Faculty by recommending and supporting ideas and concepts directly related to the critical Adjunct Faculty role in facilitating student success and improving the SAC's organizational effectiveness. Further information about the Adjunct Faculty Senate can be obtained by contacting the Adjunct Faculty Council Chair.

18-C. District Council of Chairs

The mission of the District Council of Chairs is to address the common concerns across the district related to Department Chairs. The primary function of the Council is to represent the concerns of Chairs at the College and District level.

In general, the District Council makes recommendations about the following:
1. Management, including policy and procedures for more efficient and effective operations of departments
2. Curriculum concerns
3. Pro-active management of changes across the District

SAC representatives meet with other district Chairs the Second Monday of every month.

18-D. United Faculty Senate

The United Faculty Senates' members comprise Faculty Senate Presidents from each of the colleges and the Chairperson of the District Council of Chairs.

The purposes of the United Faculty Senate are:
1. To create an organizational structure to address the common issues and concerns of all members of the faculty across the Alamo Colleges District.

2. To create a forum to facilitate communication between the faculty of the Alamo Colleges District, for the exchange of ideas and information, to discuss problems and propose solutions.

3. To promote professional growth and development of senates' leadership.

4. To advise in the planning, policy-making and decision-making processes of the colleges and of the Alamo Colleges District

5. To make constructive recommendations about matters of concern to the faculty.

6. To bring appropriate issues of concern to the ACCD administration.

7. To make recommendations about faculty welfare and professional ethics.

18-E. Executive Faculty Council

The Alamo Colleges District Executive Faculty Council (EFC) is the district-wide body charged with providing faculty input in order to influence decision-making surrounding non-curricular system-wide issues that affect faculty. Its purpose is to engage faculty and other stakeholders in research and courageous discussions that lead to informed decision making, transparency, robust communication, and increased institutional engagement and trust in the decision-making process.

The EFC is composed of the following voting members: Faculty Senate Presidents, Faculty Senate Vice Presidents, and the Chair of Chairs. The EFC is also composed of the following non-voting members: 1 College President, 1 College VPAS, 1 College VPSS, the Chancellor, Vice Chancellor Academic Success, Associate Vice Chancellor Human Resources, 1 Faculty Fellow, and the Unified Staff Council President.

18-F. Administrative Remedies Before Resort to Citizen to be Heard

Alamo Colleges District Policies and Procedures B.8.1 directs that an employee or student wishing to address the Board personally or through another person during Citizens to Be Heard should first attempt to resolve a complaint or suggest a policy revision administratively through resolution channels established by policy and procedure.

Faculty and non-faculty employee non-policy complaints should be addressed through the following Alamo Colleges District Policies:
D.3.3 Employee Complaints
D.3.2 Protection from Retaliation
D.5.6 Employee Suggestion Plan Incentive Program
D.10.2 Separation from Employment
H.1.2 Civil Rights Discrimination, Harassment and Retaliation

Faculty should utilize whichever policy is applicable, and the procedures associated with each policy.

Faculty employee policy complaints or suggestions should be first addressed to the pertinent department head for presentation to the College Administration with recourse to the College Faculty Senate and the District United Faculty Senate.

Section 19: Compensation and Benefits

19-A. Compensation

All faculty are paid according to the current Salary Schedules, which are available on the Alamo Colleges District Human Resources website. The purpose of the Salary Schedule for faculty is to provide a means of equitable pay that is based on the appropriate professional training, experience, or achievement required for the position.

Pay raises occur whenever the budget allows, and the Board of Trustees offers a general wage adjustment to employees.

Full-Time Faculty

The purpose of the Faculty Salary Schedule is to provide regular and equitable pay advancement appropriate for the experience and professional training of the faculty member. All full-time faculty are paid according to the Faculty Salary Schedule. The schedule applies to the nine-month instructional year defined in policy.

The main factors in the schedule are class, level, and rank. Class is determined by educational level. Level is a function of experience. Rank refers to academic rank.

Typically, a Dean of Academic Success confirms the placement of incoming faculty members on the salary schedule in accordance with procedures and approval by the Vice President of Academic Success and the President.

Once employed under contract, the faculty members may advance within the salary schedule according to the conditions stated. Equivalencies to credit hours, in cases where other forms of education may be more appropriate, may be determined by administrative procedures.

Adjunct Faculty

The purpose of the Salary Schedule for adjunct faculty is to provide a means of equitable pay that is based on the appropriate professional training or achievement required for the position. The Schedule applies to adjunct faculty and is based on the time engaged in hourly instruction in the classroom and/or laboratory. The current salary scale for adjunct faculty is available on the Alamo Colleges District Human Resources website.

Adjunct faculty with benefits shall be paid in accordance with the salary schedule established for full-time temporary faculty.

19-B. Payment Schedule

Most employees of SAC are paid semi-monthly on the 15th and last working day of the month, but may be paid on the Friday before the pay date if it falls on the weekend or a holiday.

19-C. Direct Deposit

All Employees are required to have their paychecks deposited directly into their bank accounts by submitting a completed Direct Deposit Form. New employees will also need to provide a voided check. This process is usually initiated during New Faculty Orientation.

Should an employee need to update their direct deposit information, the form can be found on Alamo SharePoint + District Support Office + Finance & Administration + Finance and Fiscal Services + Payroll: Documents + Direct Deposit Form.pdf.

19-D. Benefits

The Alamo Colleges District offers a comprehensive benefits package for all benefits-eligible employees that complies with state and federally mandated programs and optional benefit plans. The Alamo Colleges District shall comply with the eligibility rules prescribed by the state and federal governments.

The following is a brief overview of benefits available to full-time employees of the Alamo Colleges District. For complete information, employees are strongly encouraged to visit the Alamo Colleges District website or contact their HR Generalist at SAC.

Benefits available to full-time SAC faculty:
Medical Insurance
Dental Insurance
Vision Insurance
Life Insurance
Optional Life Insurance
Accidental Death & Dismemberment Insurance
Dependent Life
Short-term Disability
Long-term Disability
Health Care Reimbursement Accounts
Dependent Care Reimbursement Accounts

19-E. Holidays and Leave

In the fall and spring semesters, full-time faculty members' contractual obligations begin one week prior to the first instructional day of the semester and end with the last day of the term. In the summer, they begin and end with the first and last days of the term.

Holidays
During the nine-month contract period, full-time faculty holidays include winter break (day after fall final exam period through convocation in January), spring break, and various holidays throughout the academic year including Thanksgiving, Martin Luther King Day, Good Friday, Battle of Flowers/Fiesta Day, etc. Faculty should consult the Alamo Colleges Human Resources website for a current listing of holidays.

Vacation Leave
SAC faculty do not accrue vacation time. See below for other types of available leave.

Personal Leave
Two days of noncumulative personal leave, with regular compensation, shall be granted to each regular full-time faculty member during each fiscal/academic year. Personal leave shall accrue to faculty at the start of each fiscal year. Personal leave will accrue to new faculty as of the day of

their initial appointment but is not available for their use until the 91st day after their appointment. Personal leave may be used in the summer. Faculty may not take more personal leave than their available personal leave balance. Faculty will not be paid for unused personal leave upon termination. Faculty members who request personal leave shall be responsible for working with their Department Chairs to provide appropriate substitutes for classes from which they will be absent.

Civic Leave

Civic leave without loss of pay or other benefits shall be granted to full-time and part-time faculty to fulfill civic duties for jury duty or compliance with subpoenas for court appearances. The court summons for civic participation, including dates of service, shall be supplied with the leave request submitted by the Department Chair. Faculty may retain any monies earned for civic participation while on approved civic leave. Faculty shall report for regular duty on scheduled workdays when civic participation is not required and to keep their Chair informed of the expected length of their absences.

Adjunct Faculty and CE Instructors will be compensated for approved civic duty that occurs during their regularly scheduled teaching hours (lecture or lab).

The Alamo Colleges District shall not discharge, discipline, or penalize in any manner an employee because the faculty member complies with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding.

Sick Leave

Sick leave with regular compensation may be used for personal illnesses, injury, or other health related conditions, or for illness or injury of persons related to the faculty member within the first degree of consanguinity or affinity or living in the household of the employee. For a detailed chart illustrating the degrees of sanguinity and affinity, see Alamo Colleges District Policies and Procedures D.2.4.1.

Sick leave benefits are provided solely to provide income protection for the events described above and may not be used for any other absence except as allowed under this procedure for bereavement (see Bereavement Leave below). Sick leave shall accrue to full-time benefits-eligible faculty at a rate of 4.44 hours per pay period. Sick leave balances may accumulate indefinitely without limit. Sick leave with regular compensation is allowed for the duration of the absence but may not exceed the employee's available sick leave balance. Sick leave will not accrue but may be taken during periods of summer employment extensions.

Faculty who are unable to report to work due to illness or injury shall notify their Department within one hour of the start of their regularly scheduled workday unless they cannot due to circumstances beyond their control. Lack of a telephone is not a valid reason for failure to report an absence. Absent faculty shall also contact their Department Chair on each additional day of absence. If a faculty member is absent for five or more consecutive days due to illness or injury, a physician's statement shall be provided verifying the disability; its beginning and expected ending dates, and certifying that the faculty member may safely return to duty. Such verification

may also be requested for other sick leave absences and may be required as a condition to receiving sick leave benefits.

Bereavement Leave
Up to 24 hours paid leave may be granted when a death occurs in the immediate family of a faculty member. For the purpose of bereavement leave, immediate family means father, mother, sister, brother, son, daughter, spouse, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparents (spouses included), and grandchildren. It also includes any other family member living in the household of the employee.

If a faculty member must take bereavement leave, they shall notify their Department Chair as soon as possible after learning of the need for leave. In the event of the death of a friend or a more distant relative, employees may use up to 24 hours of sick leave. Additional sick leave for travel or emergencies related to bereavement may be approved at the department level on a case-by-case basis.

Military Leave
For military leave, the faculty member shall contact their Department Chair with a copy of the official military orders placing the faculty member on active duty status at least five work days before the beginning date of active duty status.

Short-Term Military Leave
Paid leave of up to 15 days may be granted to SAC employees who present timely and appropriate documentation authorizing bona fide short-term active duty status.

Long-Term Military Leave
SAC will grant employees a military leave of absence without pay for duty in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), and other applicable federal, state and local laws. Faculty requesting military leave should provide SAC with a copy of their military duty orders as soon as practicable. Faculty are required to give SAC advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable. The military leave will be unpaid. However, the faculty member may use any available sick pay for the absence. During military leave, faculty may have certain rights to continue participation in the Employee Healthcare Plan as provided by law.

Faculty who are on military leave for up to 30 days must return to work on the first regularly scheduled work period after service ends (allowing for reasonable travel time). Faculty who are on military leave beyond 30 days must apply for reinstatement in accordance with USERRA and all applicable state laws. For the purpose of determining benefits that are based on length of service, the faculty member will be treated as if they had been continuously employed.

Developmental Leave
Developmental leave may be granted to eligible SAC faculty for purposes of study, research, writing, skill upgrading, or other appropriate endeavors, including faculty exchanges. Developmental leave shall be available only to individuals employed by the Alamo Colleges

District on a full-time basis for a minimum of two consecutive academic years. Developmental leave shall be without compensation. However, all insurance benefits paid by SAC shall continue uninterrupted during the leave period, provided the faculty member agrees in writing either to return to employment in the Alamo Colleges District for one full year or to reimburse the Alamo Colleges District the cost of such benefits paid during the leave period.

The duration of developmental leave shall depend upon the parameters of the developmental endeavor, but shall not exceed one calendar year. For faculty members, beginning and ending dates shall generally coincide with the beginning and end of regular and/or summer semesters, in accordance with the need to provide for the least possible disruption of classes.

Requests for developmental leave shall be submitted through regular supervisory channels to the Chancellor. Upon return from developmental leave as provided herein, faculty shall be reinstated to their original positions or to comparable positions without loss of seniority, rank, tenure, or accrued benefits, except as specified otherwise in this procedure. Faculty shall be eligible for additional developmental leave after the lapse of a period of three years from the end of the previous developmental leave period.

Unpaid Leave of Absence

Full-time SAC faculty may be granted unpaid leaves of absence for a variety of reasons provided such requests are thoroughly documented, timely, meet eligibility requirements, and are reviewed and approved in advance through regular channels including the Chancellor. Requests will then be forwarded to the Associate Vice Chancellor for Human Resources with appropriate recommendation for review and disposition. Faculty shall not lose any accumulated leave while on authorized unpaid leave of absence, nor shall any additional leave accrue during such leave of absence. Leave of absence without pay is not automatically granted. The decision will be based both upon the justification of need for such leave and upon the strength of assurance that such leave will not cause undue disruption of work in the faculty's area of responsibility.

Short Term Unpaid Leave of Absence

A short-term leave of absence shall be considered an absence of less than twenty consecutive workdays. A short-term leave of absence without pay may be granted to an employee when other types of leave have been exhausted and adequate justification is provided. Arrangements concerning insurance and retirement benefits paid by the Alamo Colleges District will vary according to the timing and duration of the leave. The faculty member and their Department Chair must work closely with the Human Resources department to assure continued coverage. In cases where there is apparent evidence of abuse in the use of leave of absence, the Chair may, after conferring with the faculty member, recommend denial of further requests for unpaid leave. The request for short-term leave of absence will include planned dates of departure and return to work. Any change to the original return-to-work date must be requested by the faculty member and reviewed by Human Resources. If the change is approved, the Department Chair will establish a new planned return-to-work date, will prepare a Personnel Action Request (PAR), and will forward it to the Human Resources department for action prior to the faculty member's return to work.

Extended Unpaid Leave of Absence
An extended leave of absence shall be considered an absence of twenty or more workdays. Extended leave of absence shall be generally limited to a maximum period of one calendar year. An additional one-year extension of such leave may be granted upon written request, through appropriate levels of management, providing the additional 12-month absence is for educational purposes. An extended leave should be requested by the employee well in advance and must be approved at each supervisory level, up to and including the Chancellor. Faculty returning from extended leave of absence will be given priority consideration for positions which are vacant at the time of their return. Return to service is at the discretion of the Alamo Colleges District, and is contingent on the recommendation of the Chancellor, the availability of an appropriate vacancy, and other factors. Reinstated faculty will not lose seniority, rank, tenure, or accrued benefits, except as specified otherwise in this procedure. Upon approval of an extended leave of absence, the administration shall stipulate in writing a specific date by which the faculty member must notify the Alamo Colleges District of their intention to return to normal work duties. A faculty member who fails to comply with the notification deadline will forfeit their right to priority consideration for reinstatement.

Religious Holy Days
Any SAC faculty may be absent from work for observance of a religious holiday and must provide proper notification, in advance, to their Department Chair. This shall be taken as paid leave by utilizing personal leave or unpaid leave if paid leave is not available.

Administrative Leave
SAC and the Alamo Colleges District may place a faculty member on administrative leave pending the results of an investigation or to protect the safety of the faculty member and/or others. Administrative leave may be paid or unpaid. The placement of a faculty member on administrative leave, length of leave, paid or unpaid status, and other conditions of administrative leave are at the discretion of the Alamo Colleges District and must be approved by the Associate Vice Chancellor of Human Resources, President/Vice Chancellor and Chancellor or designee.

19-F. Family and Medical Leave

Family and Medical Leave Act (FMLA Leave)
To be eligible for leave under the Family and Medical Leave Act, an employee (i) must have been employed with the Alamo Colleges District for at least 12 months (which do not have to be consecutive), and (ii) must have worked at least 1,250 hours during the previous 12 months. Eligible employees will be granted an FMLA leaves of absence for up to 12 weeks within a "rolling" 12-month period (calculated backwards from the first day of leave) for any of the following reasons:
1. The birth or placement (adoption or foster care) of a child or to care for a child after birth (newborn leave)
2. To care for a family member (the employee's spouse, child, or parent, but not a parent-in-law) with a serious health condition (this leave requires certification by a health care provider)
3. For a serious health condition that makes the employee unable to perform the functions of the position held (this leave requires certification by a health care provider).

Eligible employees may take leave under the FMLA for any combination of these reasons, but the total of all combined leaves cannot exceed 12 weeks within a "rolling" 12-month period.

Spouses who are both employed by the Alamo Colleges District are limited to a combined total of 12 weeks of FMLA leave within a "rolling" 12-month period for the birth or placement of a child, or the care of a parent with a serious health condition.

A newborn leave (for birth, placement, adoption or foster care of a child, or to care for a child after birth) must be taken in a continuous time period and may not be taken in intermittent periods or through a reduced work schedule. A newborn leave must be completed within 12 months after the birth, adoption, or placement of the child.

Employees may take leave for their own serious health condition or the serious health condition of a family member in a continuous time period, in intermittent time periods (for example, a period of working followed by a period of absence) or through a reduced work schedule (for example, cutting back on work hours). Leave for a serious health condition is permitted only for the period of the actual medically required absence.

Serious Health Condition
For the purpose of this policy, a "serious health condition" for medical-related leaves means an illness, injury, impairment, or physical/mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a healthcare provider as defined in the FMLA. Ordinarily, unless complications arise, the common cold, flu, earaches, upset stomach, ulcers, headaches (other than migraines) and routine dental or orthodontia problems are examples of conditions that do not constitute a serious health condition or qualify for FMLA leave.

Job-Related Injuries
Absences for job-related injuries or illnesses covered under the Alamo Colleges District's workers' compensation program will also be considered FMLA leave, provided that (i) the employee meets the FMLA eligibility requirements and (ii) the injury or illness is a serious health condition. If an employee is on FMLA leave for a job-related illness or injury and receiving workers' compensation lost wage benefits under the workers' compensation plan, the employee may elect to use accrued sick pay or vacation or emergency leave to supplement the workers' compensation lost wage benefits (up to 100 percent of regular weekly wages). Employees should contact the Alamo Colleges District Workers' Compensation Office to request use of sick pay, vacation, or emergency leave to supplement their worker's compensation lost wage benefits.

For detailed information about Family and Medical Leave, see Alamo Colleges District Board Policy D.5.4 and Procedure D.5.4.1.

19-G. Faculty Absence Procedure

As students deserve the full measure of the class meeting time, San Antonio College faculty are expected to meet each scheduled class during the semester and keep students the entire class time, including the first day of class.

Faculty members who must miss class are required to notify their Department Chair prior to the absence (if possible) in order to arrange for class coverage with a substitute instructor or guest lecturer. Additionally, faculty members must complete and submit the appropriate Request for Leave Form (available through the Chair or Academic Unit Assistant) to their Chair for approval.

19-H. Emergency Leave Bank

The Emergency Leave Bank is intended to alleviate hardship to an employee in the event the employee or immediate family member experiences a catastrophic illness or injury causing the employee to exhaust all accrued leave time.

The Emergency Leave Bank is established by employee contributions of sick leave to the bank in increments of one-day (8 hours) to a maximum of five days (40 hours) per fiscal year. An employee wishing to contribute to the bank must submit an Emergency Leave Bank Donation Form to the Human Resources department.

See Alamo Colleges District Board Policies and Procedures D.11.1.1 for more information.

19-I. Summer Four-Day Work Week

SAC and the Alamo Colleges District shall operate under a summer four-day work week (except for those programs already committed to operate on Fridays, Saturdays or Sundays). Daily hours worked shall be increased to compensate for work time lost due to the shortened work week.

The summer four-day work week does not have much impact on the majority of SAC faculty, even those teaching in the summer. However, faculty teaching in the summer are expected to fulfill their office hours and service obligations, as noted under Summer Course Loads and Service, during the four days of regular operation. Faculty are encouraged not to come to campus on the Fridays where SAC and the Alamo Colleges District are not open for regular operations. For instance, it is not appropriate to hold on-campus office hours on those designated Fridays, but Zoom office hours or working on service that can be completed remotely is acceptable.

The implementation of a summer four-day work week reduces costs of water, gas, and electricity consumption. The summer four-day work week has been implemented for five consecutive years immediately preceding the adoption of this policy, during which it has proven to be a successful utility and budget saving initiative without adverse impacts on student success.

The summer four-day work week shall be implemented by eight consecutive Friday facility closures starting in June and ending in late July or early August. The Alamo Colleges District Academic Calendar Committee, in consultation with the Human Resources and Facilities Departments, will determine the exact dates annually in advance, publish the dates in the Academic Calendar and report them to students, faculty, staff and Trustees no later than the April Board meeting preceding each such closure.

19-J. Retirement

Persons employed in classified and professional positions are required to participate in the Teacher Retirement System of Texas. Persons employed in administrative and faculty positions are required to participate in the Teacher Retirement System of Texas or the Optional Retirement Program. Both programs are authorized and governed by legislation of the state of Texas and appropriate administrative rules and procedures established by the governing bodies.

19-K. Employee Travel Expense Reimbursement Policy

Faculty shall be reimbursed for all ordinary, necessary, authorized expenses of a business nature incurred when the faculty member is authorized by appropriate authority to travel for and in the name of SAC or the Alamo Colleges District, except that faculty travel to provided for by special fund allocation to each instructional department shall be limited to the amount so allocated.

Reach out to your Academic Unit Assistant for the paperwork you must submit to be reimbursed.

19-L. Workers' Compensation

An employee absent from the job because of a job-related illness or injury may choose to:
1. Receive workers' compensation benefits only; or
2. Use available paid leave in proportional amounts to supplement workers' compensation wage benefits, up to the regular pre-injury weekly wage. If the employee chooses this option, the Alamo Colleges District shall pay the difference between the weekly income benefit received under workers' compensation and the employee's regular pre-injury weekly wage.

An employee shall indicate if he/she chooses to use available paid leave in this circumstance and, if so, may choose to discontinue use at any time. An employee who chooses to use paid leave during a workers' compensation absence may be required to endorse workers' compensation payments to the Alamo Colleges District in order to facilitate processing of payroll.

]If an employee chooses not to use accumulated paid leave while receiving workers' compensation benefits, the employee shall not receive any compensation from the Alamo Colleges District during that time.

Modified Duty

The Alamo Colleges District is committed to maintaining a Modified Duty program for employees who have been injured during the course and scope of employment. The Alamo Colleges District shall establish procedures for administration of the program. Modified duty shall be granted according to said procedures, which shall require the employee to submit written documentation from a licensed physician that expressly describes the employee's abilities and limitations.

19-M. Tuition Reimbursement for Employees and Child Dependents

All full-time regular (not temporary) Alamo Colleges District faculty with at least one year of full-time employment service (as of the date the course begins) are eligible to participate in the Employee Tuition Reimbursement Program.

For detailed information on eligibility and procedures, see Alamo Colleges District Board Policies and Procedures D.6.1.3 Tuition Reimbursement for Employees and Child Dependents.

Section 20: Workplace Policies

20-A. Faculty Code of Professional Ethics

Professional Educators at San Antonio College affirm the inherent worth and dignity of all persons and the right of all persons to learn. Learning best occurs in an environment devoted to the pursuit of truth, excellence, and liberty. These flourish where both freedom and responsibility are esteemed. In order to express more adequately the affirmation of our professional responsibilities, we the faculty members of San Antonio College do adopt, and hold ourselves and each other subject to, the Code of Professional Ethics.

1. The Professional Educator shall treat all persons with respect, dignity, and justice, discriminating against no one on any arbitrary basis such as ethnicity, creed, gender, disability, or age.
2. The Professional Educator shall strive to help each student realize their full potential as a learner and as a human being.
3. The Professional Educator shall by example and action encourage and defend the unfettered pursuit of truth by both colleagues* and students supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.
4. The Professional Educator shall work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel.
5. The Professional Educator shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor which might damage or embarrass or violate the privacy of any other person.
6. 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.
7. The Professional Educator shall make the most judicious and effective use of the College's time and resources.
8. 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 they are not qualified nor assign tasks to unqualified persons.
9. 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.
10. The Professional Educator shall not engage in sexual harassment of students or colleagues and shall adhere to the College's policy on sexual conduct.
11. 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.
12. The Professional Educator shall participate in the governance of the College by accepting a fair share of committee and institutional responsibilities.
13. The Professional Educator shall support the right of all colleagues to academic freedom and due process and defend and assist a professional colleague accused of wrongdoing, incompetence, or other serious offense so long as the colleague's innocence may reasonably be maintained.

14. The Professional educator shall not support a colleague whose persistently unethical conduct or professional incompetence has been demonstrated through due process.
15. The Professional Educator shall accept all rights and responsibilities of citizenship, always avoiding use of the privileges of their public position for private or partisan advantage.

20-B. Title IX

Title IX requires all colleges and universities to ensure the safety of students, faculty, and staff (all members of the campus community) and to protect the rights of the complainant and respondent in alleged or confirmed cases of gender or sexual discrimination and violence, including sexual assault, domestic violence, dating violence, and sexual harassment.

As an individual identified as a responsible employee by Title IX of the Education Amendments of 1972, Sex Discrimination in Education statute, it is your duty to ensure that reporting procedures are followed for students who confide any incidents of gender or sexual discrimination or violence.

According to OCR's (Office of Civil Rights) 2001 Guidance, the definition of Responsible Employee applies to all Alamo Colleges faculty, staff and administrators. This means that when a member of the campus community confides about an incidence of violence, or gender or sexual discrimination, you must inform the person that you are obligated to report the incident to the Title IX Coordinator, SAC's Vice President of Student Success, or your Department Chair. You must also share that confidential counselors are available to provide support, resources and assistance.

Responsible employees must report the person's name and incident date, time, and location to:
Linda Boyer-Owens
Alamo Colleges District Title IX/ VII/IV/ADA/504 Coordinator
Telephone: (210) 485-0230
lboyer-owens@alamo.edu

For more information on Title IX, see Alamo Colleges District Policies H: Civil Rights/Title IX.

20-C. Civil Rights Policies

The Alamo Colleges District prohibits discrimination, harassment and retaliation against any employee, student, or applicant for employment or admission to the educational programs or activities on the basis of protected criteria, including but not limited to, race, color, national origin, ancestry, sex, gender, pregnancy, sexual orientation, transgender status, gender identity, gender expression, religion, creed, citizenship status, physical or mental disability, age, marital status, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), genetic information, domestic violence victim status, and any other protected category under applicable local, state or federal law.

Any member of the campus community, guest or visitor who acts to deny, deprive or limit the educational or employment opportunities of or access to or participation in educational programs or activities, benefits, services, or facilities of any employee or student on the basis of actual or

perceived membership in the protected classes listed above is in violation of this Alamo Colleges District policy prohibiting discrimination, harassment, and retaliation. When brought to the attention of the Alamo Colleges District, any such discrimination, harassment, or retaliation will be investigated and appropriately remedied by the Alamo Colleges District according to the civil rights procedures based on this policy.

The Alamo Colleges District designates the following employee as the lead person to coordinate efforts to comply with responsibilities under Title IX/VII/IV/ADA/504 and other civil rights statutes:
Linda Boyer-Owens
Alamo Colleges District Title IX/ VII/IV/ADA/504 Coordinator
Telephone: (210) 485-0230
lboyer-owens@alamo.edu

For more information on Title IX, see Alamo Colleges District Policies H: Civil Rights/Title IX.

20-D. Workplace Violence and Abuse of Minors

SAC is committed to providing a safe and secure academic and work environment. All employees are expected to review and understand all provisions of Alamo Colleges District Board Policies and Procedures D.4.6.1 to ensure a safe workplace and to reduce the risk of violence, threats of violence, harassment, retaliation, intimidation, or coercion.

Prohibited Conduct
SAC shall not tolerate any type of workplace violence or threat of workplace violence. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors, while not exhaustive, provides examples of conduct that is prohibited on property owned or controlled by the Alamo Colleges District or while engaged in Alamo Colleges District business or representing the Alamo Colleges District:
1. Causing physical injury to another person
2. Making threatening remarks or engaging in behavior that could reasonably be perceived as threatening by another person
3. Aggressive or hostile behavior that creates a reasonable fear of injury to another person
4. Intentionally damaging, or threatening to damage, property of the Alamo Colleges District or property of another person

State law and the Alamo Colleges District prohibit the possession or use of prohibited weapons, including firearms, illegal knives and clubs, on properties owned or controlled by the Alamo Colleges District, except as provided in Alamo Colleges District Board Policies and Procedures G.1.4 regarding concealed handguns, firearms, and prohibited weapons.

Violations
Violation of the section Prohibited Conduct of this policy or related Alamo Colleges District Board Policies and Procedures D.4.6.1 is grounds for immediate termination, while violations of the remainder of this policy are grounds for discipline as deemed appropriate by the Alamo Colleges District. The Alamo Colleges District is committed to promoting a safe and secure academic and work environment that promotes the achievement of its mission. All Alamo

Colleges District employees are expected to maintain a working and learning environment free from violence and threats of violence, harassment, retaliation, intimidation or coercion.

General Reporting Responsibilities
Incidents and threats of workplace violence are not to be ignored by any Alamo Colleges District employee. Workplace violence and threats of violence must promptly be reported to the Alamo Colleges District Police Department. Additionally, employees are required to report behavior that they reasonably believe poses a potential for workplace violence. Incidents of sexual harassment, sexual assault, exploitation or sexual misconduct should be reported to the Title IX Coordinator (see H.1.2, Civil Rights Discrimination, Harassment, Retaliation). Sexual Assault may also be reported to ACPD even if it has been reported to the Title IX Coordinator. Reports of incidents involving workplace violence by a student may be also addressed through the Student Code of Conduct.

Reporting the Abuse of Minors on Alamo Colleges District Property
In addition to complying with reporting required by law, including, without limitation, Chapter 261 of the Texas Family Code, all employees who observe or have cause to suspect child abuse or neglect, sexual abuse of minors, and/or criminal acts against minors occurring, or by observation of the victim's condition, on property owned or controlled by the Alamo Colleges District, or while engaged in Alamo Colleges District business or representing the Alamo Colleges District, must report that information to the Alamo Colleges District Police Department without delay. The Alamo Colleges District Police Department will comply with all additional reporting required by law. "Minor" is defined for purposes of Alamo Colleges District Policies as anyone who is under 18 years of age or still enrolled in high school.

Reporting the Crimes Against Persons on Alamo Colleges District Property
All employees who experience or observe criminal acts against persons of whatever age occurring on property owned or controlled by the Alamo Colleges District, or against Alamo Colleges District employees or persons under their care or supervision while engaged in Alamo Colleges District business or representing the Alamo Colleges District, must report that information to the Alamo Colleges District Police Department without delay. The Alamo Colleges District Police Department will comply with all additional reporting required by law. Clery Act reporting of offenses for statistical purposes is required whether victims are minors or adults.

Commission of a Crime
All individuals who believe they have been the victim of a crime have the right, and are encouraged, to report the incident to the Alamo Colleges District Police Department and their supervisor.

False Reports
Alamo Colleges District employees who knowingly make false and malicious complaints of workplace violence will be subject to disciplinary action and/or referral to civil authorities as appropriate.

Education
The Human Resources and Organizational Development Department is responsible for the dissemination and enforcement of this procedure in coordination with ACPD (Alamo Colleges Police Department), Office of Legal Services, Title IX Coordinator, Risk Management, and other stakeholders, as well as for providing opportunities for training in the prevention, awareness of, and response to workplace violence.

Confidentiality
The Alamo Colleges District shall maintain the confidentiality of investigations of workplace violence to the extent possible. The Alamo Colleges District will act on the basis of anonymous complaints where it has a reasonable basis to believe that there has been a violation of this procedure, and that the safety and wellbeing of Alamo Colleges District employees and/or students would be served by such action.

Retaliation
Retaliation against anyone for acting in good faith in making a complaint of workplace violence or a threat of workplace violence is a violation of this procedure and any other policy or procedure prohibiting retaliation. Those found responsible for retaliatory action will be subject to discipline up to and including termination of employment (see Alamo Colleges District Board Policies and Procedures D.3.2, D.3.2.1 and D.3.2.2) if the violator is an employee or disciplinary action or sanctions under the Student Code of Conduct if the violator is a student.

20-E. Sexual Harassment

As detailed in Alamo Colleges District Board Policies and Procedures D.4.5, trustees, employees, and other agents of the Alamo Colleges District shall not engage in conduct constituting sexual harassment. The Alamo Colleges District shall promptly investigate all allegations of sexual harassment and take appropriate disciplinary action, including termination against employees who engage in sexual harassment, subject to appropriate procedural and due process requirements. A person's employment may be terminated under this policy for repeated instances of conduct constituting sexual harassment or for a single action constituting sexual harassment if the Alamo Colleges District, through due process, determines that the action is sufficiently severe to warrant that sanction.

Sexual harassment shall be defined to include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature, or any conduct or other offensive unequal treatment of an individual that would not occur but for the sex of the individual, when:

1. Submission to such advances, requests, or conduct is made either explicitly or implicitly a term or condition of an individual's educational status or employment; or
2. Submission to or rejection of such advances, requests, or conduct is used as a basis for decisions affecting an individual's employment or educational achievement; or
3. Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's performance, limiting an individual's ability to participate in or benefit from an educational program or activity, or creating an intimidating, hostile, or offensive work or educational environment.

Sexual Harassment of Other Employees
As detailed in Alamo Colleges District Board Policies and Procedures D.4.5.1, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

This policy also prohibits same-sex sexual harassment.

Standard of Care
The Alamo Colleges District shall exercise reasonable care to prevent and correct promptly any sexually harassing behavior and develop preventive or corrective measures to address sexually harassing behavior. A supervisor with immediate (or successively higher) authority over an employee shall not create an actionable hostile environment for that employee nor take a tangible employment action (hiring, firing, failing to promote, reassignment with significantly different responsibilities, or a decision causing a significant change in benefits) based on an employee's sex.

Sexual Harassment of Students
Sexual harassment of students includes such activities as engaging in sexually oriented conversations for purposes of personal sexual gratification, telephoning students at home or elsewhere to solicit inappropriate social relationships, physical contact that would reasonably be construed as sexual in nature and enticing or threatening students to engage in sexual behavior in exchange for grades or other school-related benefit. For information regarding alleged harassment by students, see F.4.3 and F.4.3.1.

An Alamo Colleges District official who has authority to take corrective action on the Alamo Colleges District's behalf and who has actual notice of teacher-student sexual harassment or abuse shall take corrective measures to address the harassment or abuse.

Under Title IX, a faculty member who receives notification of or is aware of student to student sexual harassment is a "responsible employee" and has a duty to report these incidents to the Office of the Dean of Student Success or the Campus Title IX Coordinator at 486-0926. The student must be informed prior to disclosure of the duty to inform the Title IX Coordinator.

20-F. Grievance Procedures

A faculty member has a right to present a grievance, in person, to a member of the College's administration designated by the Board on an issue related to the non-renewal or termination of

the faculty member's employment at the College. As defined by Texas Education Code 51.960, "faculty member" means a person employed full time by a College as a member of the College's faculty whose duties include teaching, research, administration, or the performance of professional services. The term does not include a person who holds faculty rank but who spends the majority of the person's time for the College engaged in managerial or supervisory activities, including a Chancellor, Vice Chancellor, President, Vice President, Provost, Associate or Assistance Provost, Dean, or Associate or Assistant Dean. A college may not by contract, policy, or procedure-restrict a faculty member's right to present a grievance, but a college may adopt a method for presenting, reviewing, and acting on a grievance.

This procedure is to ensure that faculty members who believe they have been treated unfairly with respect to salary, promotion, tenure, academic concerns, reduction in force or other matters related to employment have their cases reviewed; however, Alamo Colleges District Board Policies and Procedures D.3.3 establishes the guidelines and procedures to be followed.

20-G. Communications on Behalf of the Alamo Colleges District and Colleges

Faculty must direct all news media requests regarding SAC decisions, policies, programs, initiatives, projects or events to SAC's Office of Marketing and Strategic Communications. Faculty must direct all news media requests regarding District decisions, policies, programs, initiatives, projects or events to the District Communications Office.

This does not prohibit the expression of opinions to the news media by employees, in their capacities as individuals or private citizens. Faculty may initiate or respond to media requests regarding their research, teaching, scholarship or professional expertise or matters of public concern.

20-H. Alamo Colleges District Protection from Retaliation

The Alamo Colleges District prohibits retaliation against individuals for bringing forward a charge of misconduct, a grievance, an Ethics Hotline report, Title IX, VII, ADA, 504 report or other complaint; or testifying, assisting, cooperating with, or participating in any manner in an official investigation, hearing or proceeding.

Retaliatory Behavior

Retaliatory behavior toward another person includes, but is not limited to, acting in any of the following manners based upon bringing forward a charge of misconduct, a grievance, an Ethics Hotline report, or other complaint; or testifying, assisting, cooperating with, or participating in any manner in an official investigation, hearing, or proceeding:

1. Creating a hostile work environment for the complainant.
2. Making false, malicious or damaging comments about the complainant or Participant.
3. Taking adverse personnel action against the complainant or participant.
4. Threatening or intimidating the complainant or participant.
5. Attempts to determine the identity of an individual who has brought forward a charge of misconduct, a grievance, an Ethics Hotline report, or other complaint; or testified, assisted, cooperated with, or participated in any manner in an investigation or hearing not open to the public or otherwise breach confidentiality in any investigation shall be subject to the same sanctions as other retaliatory acts.

Reporting, Investigation and Resolution
Any individual who becomes aware of retaliatory behavior or actions shall notify the Human Resources department immediately. The Human Resources department shall promptly investigate all reports of suspected retaliation against employees and the Associate Vice Chancellor for Human Resources/designee shall provide a report to the Chancellor or appropriate college President/designee or Vice Chancellor/designee. Third-party investigators or reviewers may also be engaged as deemed appropriate. The Civil Rights Policy and Procedures (Alamo Colleges District Board Policies and Procedures H.1.1, H.1.2, H.1.2.1, and H.1.2.2) will be followed for discrimination, harassment, and retaliation complaints. If a complaint is against a student, the complaint will be referred to the Vice Chancellor for Student Success for investigation and resolution under the Student Code of Conduct.

During the investigation of a complaint or pending corrective action, the Chancellor/designee may, where circumstances warrant and consistent with Alamo Colleges District policy, place an employee on administrative leave, pending the results of the investigation or the finality of the corrective action. Upon receiving the report, Chancellor or college President/designee or Vice Chancellor/designee, in consultation with the Associate Vice Chancellor for Human Resources/designee, shall determine the appropriate resolution. In the event retaliation is determined, appropriate disciplinary penalties shall be initiated, up to and including termination. The Alamo Colleges District reserves the right to decline to indemnify or defend any employee who engages in retaliation in violation of this procedure.

Appropriate Actions Not Affected
Nothing in this procedure shall prevent the Alamo Colleges District from taking appropriate action against a person who knowingly makes a false accusation or provides false information related to or during an investigation or hearing; and nothing in this procedure limits or delays the Alamo Colleges District 's right to take appropriate disciplinary action, up to and including termination, when an employee's behavior warrants the action.

20-I. Statutory Whistleblower Protection
State law prohibits retaliation against SAC faculty who in good faith report a violation of law by SAC, the Alamo Colleges District, or a SAC/Alamo Colleges District employee to an appropriate law enforcement authority (such reports are often called “whistleblower complaints” pursuant to Texas whistleblower laws).

See Alamo Colleges District Board Policies and Procedures D.3.2.2 for more information.

20-J. Nepotism and Conflicts of Interest
In this procedure, an employee is “related” to another employee if the employees are related within the third degree of consanguinity, the second degree of affinity, or if they live in the same household.

Consanguinity and Affinity
The Alamo Colleges District follows provisions of Chapter 573 of the Texas Government Code related to degrees of consanguinity and affinity, which are defined as follows:

Consanguinity within the third degree:
An individual's relatives within the third degree by consanguinity (computed by civil law method) are:
1. First degree: the individual's parent or child (an adopted child is considered to be the child of the adoptive parents).
2. Second degree: the individual's brother, sister, grandparent or grandchild.
3. Third degree: the individual's great-grandparent, great-grandchild, aunt, who is the sister of a parent, uncle who is the brother of a parent, nephew who is the child of a brother or sister, or niece who is a child of a brother or sister.

There is no distinction in the nepotism statutes between half-blood and full-blood relations. Half-blood relations fall within the same degree as those of the full blood.

Affinity within the second degree:
"Affinity" refers to a relationship created by marriage. Two individuals are related by affinity if they are married to each other or if the spouse of one of the individuals is a blood relative of the other. An individual's relatives within the second degree by affinity are:
1. The person's spouse.
2. Anyone related by consanguinity to the individual's spouse within the first or second degrees.
3. The spouse of anyone related to the individual by consanguinity within the first or second degrees.

Household
Household includes individuals regularly sharing the same residence.

Supervision
Employees shall not directly or indirectly supervise any employee to whom they are related within the third degree of consanguinity, the second degree of affinity, or who are living in the same household.

For the purpose of this procedure, a supervisory/subordinate relationship exists between employees when one employee participates in, directly or indirectly, decisions that may have a direct impact on (e.g., initial employment or appointment, employee evaluation, retention, promotion, salary, course of work assignments, research funds, leave of absences, approval of employee actions, etc.) or has authority over the terms or conditions of employment of the other.

Transfer of Employee
When two employees become related as defined in this procedure while working in a supervisory/subordinate role, within three months one of the parties shall be transferred to another position for which he/she is qualified if such position is available within the Alamo Colleges District. The determination of which employee will be transferred shall be made by the Chancellor in consultation with the Employee Services department and the individuals involved. In the event such a position is not available, one of the individuals shall be deemed to have resigned his/her employment effective as of the date of the beginning of the relationship. The decision shall be based on the business needs of the department or the Alamo Colleges District, and will be made by the Chancellor, in consultation with the Employee Services department and

the individuals involved. Contractual employees to whom this paragraph applies may be permitted to complete the contract term.

Failure to Report
Employees must disclose to their supervisors within three business days if they become related, as defined in this procedure, to an employee whom they directly or indirectly supervise, or who directly or indirectly supervises them. The consequences for an individual who fails to report to the appropriate supervisor a relationship as defined by this procedure may result in disciplinary action up to and including termination.

Employee Conflicts of Interest Generally
An employee shall not intentionally or knowingly accept, agree to accept, or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities or that a reasonable person in the same circumstances as the employee would know or should know is being offered with the intent to influence official conduct.

An employee shall not engage in any business or professional activity that the employee or a reasonable person in the same circumstances as the employee might reasonably expect would require or induce the disclosure of confidential information acquired by reason of the official position.

An employee shall not intentionally or knowingly accept, agree to accept, or solicit any benefit for having exercised the employee's official powers or performed official duties in favor of another.
An employee shall not intentionally or knowingly use Alamo Colleges District property, time, personnel, or other resources for personal gain or for the benefit of another not entitled to receive such property or services.

Disclosure - General Standard
An employee shall disclose to his/her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship of the employee or the employee's parent, child, step-child, or spouse that the employee or a reasonable person in the same circumstances as the employee might reasonably expect would create a potential conflict of interest with the proper discharge of assigned duties and responsibilities or that would create a potential conflict of interest with the best interest of the Alamo Colleges District.

20-K. Conduct Constituting Moral Turpitude

Alamo Colleges District employees shall not engage in conduct constituting moral turpitude. Moral turpitude is defined as conduct that is contrary to justice, honesty, or morality (Black's Law Dictionary, Abridged Seventh Edition).

Moral turpitude includes but is not limited to:
1. Dishonesty; fraud; deceit; theft; misrepresentation.
2 Deliberate violence.
3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor

4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Texas Health and Safety Code.
5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period.
6. Acts constituting abuse under the Texas Family Code.
7. Acts constituting an offense against public administration under Title 8, Chapters 36-39, Texas Penal Code.

An employee who is arrested for, charged with, or convicted (to include probated sentences and deferred adjudication) of an offense involving moral turpitude shall notify the immediate supervisor within three business days of being arrested, charged, or convicted.

20-L. Freedom of Association

SAC Faculty participation in community or political activities is neither encouraged nor discouraged, provided that:
1. The employee does not permit such involvement to interfere with the employee's Alamo Colleges District or College responsibilities.
2. The employee places no political or social pressure on students, faculty, or staff as a result of such activities.
3. The employee's position and title in the Alamo Colleges District or College are not used in connection with these activities.

Permitted activities for election campaigning during working hours are as follows:
1. Employees may attend on-campus forums where all candidates shall be provided an opportunity to present their platforms.
2. Employees may attend receptions where all candidates are invited to meet people on campus.
3. Faculty shall not invite individual candidates to appear before classes unless the discipline, such as government, is directly related to the political process. In such cases, all candidates for the same elective office shall be offered the
same opportunity.

20-M. Drug-Free Workplace Policy

While at work, each faculty member has a responsibility to provide services in a safe, conscientious, and efficient manner. Therefore, the use, sale, and possession of intoxicants while in the scope of employment or while attending Alamo Colleges District-related or sponsored activities on or off Alamo Colleges District property is strictly prohibited. Violation of this policy may result in disciplinary action up to, and including, termination.

20-N. Use of Alcohol at District Facilities

Alcoholic beverages shall not be possessed, sold, distributed, or consumed on SAC property or at SAC functions except in full compliance with Texas Alcoholic Beverage Commission (TABC) requirements and as approved by the SAC President. The President may delegate this authority and/or establish limited circumstances and locations for which prior approval is granted. The Presidents has the authority to authorize the service of alcohol for appropriate third-party events at appropriate facilities, subject to a requirement of advance written notification. All third-party

events shall require the execution of an alcohol-specific form of facility use agreement approved by the Office of Legal Services. This authority may not be sub-delegated other than pursuant to a general delegation of authority during an absence of the College President. Specific advance approval by the President is required for the serving of any alcohol at any College-sponsored events, and for any events, by whomever sponsored, at which alcohol will be served without the services of TABC licensed caterers.

20-O. Rules Limiting Concealed Carry of Handguns

Rules regarding concealed carry on SAC's campus were not impacted by the changes made to Texas law regarding unlicensed carry that went into effect on September 1, 2021. Unlicensed concealed carry of handguns is not permitted on our campus.

As of August 1, 2017, firearm license holders were authorized to carry handguns on campus, limited to concealed carry, except to the limited extent that certain sites may be excluded by other applicable law. Colleges are permitted to establish reasonable rules limiting this authorization provided that they do not have the effect of generally prohibiting license holders from carrying concealed handguns on campus.

The general rules were adopted April 3, 2017 and were reviewed without revision by the Board of Trustees on April 18, 2017, pursuant to Texas Government Code § 11.2031(d1), and revised most recently as stated in the header. The general rules prohibit the carrying of handguns, with or without a license, at the listed limited locations. Application of these general rules to each Alamo Colleges District site for prohibitory Penal Code 30.06 signage will be published.

Enforcement of these rules requires accurate signage at prohibited sites. No employee may place or maintain a prohibitory sign which does not meet the statutory requirements of Texas Penal Code 30.06 or which is not authorized by these rules. Signs for temporary prohibition shall be obtained from the Vice-President designated by each College President, except that for all temporary sites for employee discipline/termination/ complaint matters, and for all District Support Operations sites temporary prohibitions, signs shall be obtained from the Human Resources Department.

See Alamo Colleges District Board Policies and Procedures G.1.4.5 for more information.

20-P. Notification of Misdemeanor and Felony Offenses

Notice of Charge or Arrest

An employee who is arrested for, or otherwise charged with any of the following shall notify the immediate supervisor of the arrest or charge and shall provide a description of the specific offense for which the employee is arrested or charged within three business days of the arrest or charge:

1. An offense classified as a felony under the Texas Penal Code or federal law.
2. An offense involving moral turpitude as defined in Alamo Colleges District Board Policies and Procedures D.4.9.
3. Operating a motor vehicle while intoxicated as described in Texas Penal Code Chapter 49 (DWI).

4. Any offense involving inappropriate use or disclosure of identifying information of another person (including students) without the other person's consent.

"Arrest" or "arrested" includes being subject to an arrest warrant and appearing or surrendering in court under an arrest warrant. If the immediate supervisor is not available, the employee shall report the event to the next-level administrator, and so on until an administrator in the employee's chain of command is notified within the three-day period. If no supervisor or administrator is available to notify the employee shall notify the Associate Vice Chancellor for Human Resources and Org. Development within the three-day period. A violation of this procedure may subject an employee to disciplinary action up to and including termination.

Notice of Resolution of Charge or Final Conviction
In addition to the notification of charge or arrest, an employee entering a plea of guilt or no contest for which a finding of guilt is entered (including pleas of guilt that are withheld by the Court in deferred adjudication plea arrangements or other probated sentence pleas) or otherwise found guilty of any of the offenses listed above, shall notify the immediate supervisor within three business days of the plea or finding of guilt and the details of the specific offense related to the plea or finding of guilt.

20-Q. Personal Appearance

All SAC faculty are expected to arrive for work in season-appropriate, professional attire. Every faculty member is expected to exemplify the professional conduct and standards of appearance of their discipline/profession for students. Faculty members should present the standard of dress appropriate for jobs in the discipline taught. Administrators should maintain a standard of dress appropriate for the profession they have been hired to practice.

Some basic essentials of appropriate dress include the need for the individual and for clothing to be neat and clean.

Chairs and directors have a responsibility to determine a professional standard of dress for their work area. Management may make exceptions for special occasions.

Faculty who do not meet the professional standard may be sent home to change. A faculty member who is unsure of dress standards that are appropriate for the particular workplace should check with his/her manager or supervisor for clarification.

20-R. Current Pandemic Protocols and Communicable Diseases

Due to the Covid-19 pandemic, many policies related to our management of communicable diseases are in flux. On August 31, 2021, the Alamo Colleges District updated. Procedure C.2.1.9 Use of Face Coverings and Other Public Health and Safety Measures at College District Sites. That procedure, laid out below, will be followed with the existing ACD Procedure 4.8.1 on Communicable Diseases.

Use of Face Coverings and Other Public Health and Safety Measures at College District Sites

The College District seeks to provide a workplace and learning environment free from recognized hazards likely to cause serious physical harm or death, including

Coronavirus/COVID-19 or other pandemic exposures. According to the Center for Disease Control (CDC), asymptomatic and presymptomatic individuals can be highly contagious and spread the disease when indoors with others. CDC recommends certain public health and safety measures for individuals working onsite in educational institutions to slow the spread of the COVID-19 virus and its variants, such as: 1. use face coverings ("masks"); 2. use of hand hygiene; 3. physical distancing; 4. vaccination; 5. staying home when ill/experiencing symptoms similar to COVID-19; 6. regular onsite COVID-19 screening/testing.

The College District may require employees, students and visitors to comply with these measures and other measures the CDC may specify to protect public health and safety of employees, faculty and students as they work, teach and learn at the physical campuses. Due to the changing nature of COVID-19 and CDC guidance and applicable governmental orders, measures required by the College District will be posted and updated on the Alamo Colleges District website to inform employees, students, and visitors.

Employee Compliance
Employees compliance with required College District health and safety measures is mandatory. An employee who refuses to comply will be sent home each day of non-compliance, with progressive discipline, under Policy D.9.1, up to and including discharge. (See 29 CFR §602(b)(4)).

Student Compliance
Student compliance with the Posted Health and Safety Requirements of the College District is mandatory. A student who refuses to comply with required College District measures will be sent home for the day and is subject to student sanctions under the Student Code of Conduct, Policy F.4.2, up to and including denial of access to the physical campus for the rest of the semester. Vendor, Visitor Compliance Visitors, vendors and/or their employees who refuse to comply with the Posted Health and Safety Requirements of the College District may be denied access to the campus. Vendor employees entering District property only infrequently or periodically but briefly may be relieved of certain measures by Posted Health and Safety Requirements.

Face Coverings
A. Masks Defined. A mask is defined for this procedure as a face covering, which need not be medical-grade, but may include manufactured disposable masks, manufactured or home-made cloth masks, scarves, bandanas, or handkerchiefs. To be effective, masks must cover the nose and mouth and extend under the chin. Disposable masks should be properly discarded after use in a trash can, receptacle, or bin. Cloth masks should be washed at home. Instructors of hearing-impaired students may request special masks to wear so that students may read the instructor's lips if technology is not available to otherwise assist the student.
B. Employees. Employees are strongly encouraged, but not required, (subject to any Posted Health and Safety Requirements) to wear masks upon entry to the worksite.
C. Students. Students are strongly encouraged, but not required, (subject to any posted Health and Safety Requirements) to wear masks on campus and upon entry to any campus. Students of clinical programs must comply must comply with the requirements of the clinical program/site regarding the wearing of masks or respirators. Mask requirements

may not be set in other areas, classrooms, or offices. Students who do not comply with clinical program/site requirements will not be allowed to participate in programs where masks are required.
D. Visitors. Visitors are strongly encouraged, but not required, (subject to any Posted Health and Safety Requirements) to wear masks on College District property.

Distancing.
A. All persons are asked to practice distancing from others as able and applicable for the current conditions on College District property.
B. Employees are strongly encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible.
C. Face-to-face meetings should be minimized. In such meetings, employees should: limit meeting time; choose a large meeting room: and sit distanced from each other as able and applicable for the current conditions.
D. Employees and students are not to congregate in work rooms, kitchens, break rooms, copier rooms or other areas where people socialize.
E. Employees eating on premises are encouraged to do so outdoors, at their desks, or distanced from others from others as able and applicable for the current conditions.

Other.
A. Employees and students should follow the CDC basic guidelines: wash hands frequently with soap or sanitizer; cover mouths with tissue when sneezing or coughing; discard used tissues in wastebaskets; clean and disinfect touched surfaces; and stay home if sick. Alcohol-based hand sanitizers are installed on the floors of the District Support Operations Building and in restrooms and other locations at college campuses.

Communicable Diseases

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), acquired immunodeficiency syndrome (AIDS), leprosy, methicillin-resistant Staphylococcus aureus (MRSA), and tuberculosis. The complete list of communicable diseases subject to this procedure is identified in rules promulgated by the Texas Department of Health, available at http://www.dshs.state.tx.us/idcu/.

In its employment relations, the Alamo Colleges District recognizes the need for a response to the epidemic of infection with human immunodeficiency virus (HIV). It is the objective of the Alamo Colleges District that everything possible be done to prevent people from being infected, to limit the consequences of established infection, and to promote compassionate care for all individuals concerned.

Employees with communicable diseases, whether acute or chronic, shall be subject to the following provisions:

Confirmation

The information that an employee has a communicable disease shall be confirmed by one of the following methods:
1. The employee brings the information to the Alamo Colleges District's attention.
2. The employee confirms the information when asked.
3. If the College President or Vice Chancellor or designee has reasonable cause to believe that an employee has a communicable disease, and:
a. A test or medical examination is necessary as a bona fide occupational qualification and there exists no less discriminatory means of satisfying the occupational qualification, or
b. A test or medical examination is necessary to manage accidental exposure to blood or other bodily fluids or airborne pathogens (but only when the test or examination is conducted in accordance with Article 4419(b)-1, Section 902(d) of Vernon's Annotated Civil Statutes of the State of Texas).

Medical Factors
When it has been determined that an employee has a communicable disease, the College President or Vice Chancellor or designee shall follow standards of the state and local health departments to determine:
1. The nature, duration, and severity of the risk, i.e., how the disease is transmitted, how long the employee will be infectious, and the potential harm to self and others.
2. The probabilities that the disease will be transmitted and will cause varying degrees of harm.
3. Whether the employee's condition prevents performing the essential functions of the job. This determination shall include a report by a physician who has performed a medical examination of the employee.

Qualified Disabled Persons
If exclusion from employment, reassignment or modification of duties are deemed appropriate, the College President or Vice Chancellor or designee shall determine whether the employee is a "disabled person." If it is determined that the employee is disabled, a further determination shall be made as to whether the employee is otherwise qualified for employment. With respect to employment, a "qualified disabled person" is one who can, with reasonable accommodation, perform the essential functions of the job in question. If it is determined that the employee is a "qualified disabled person," the employee must be reasonably accommodated. Such accommodation is not reasonable if it poses undue financial or administrative burdens or if it would require fundamental alterations in the nature of the job.

Exclusion, Reassignment or Modification of Job Duties
Based on medical information and the essential functions of the job, the College President or Vice Chancellor or designee shall determine any appropriate exclusion, reassignment, or modification of job duties for an employee who has a communicable disease. The employee may be excluded from work if the College President or Vice Chancellor or designee determines, in accordance with this procedure, that by reason of the communicable disease the employee poses a risk of contagion to others, poses a threat to personal health by remaining on the job, or is unable to satisfactorily perform the essential functions of the job. The employee may present evidence or information relevant to the question of fitness to continue the performance of the essential functions of the job.

Leave of Absence
Employees excluded from work in accordance with this procedure may be placed on any sick leave, temporary disability leave, or other leave to which they are entitled.

Termination of Employment
Employees excluded from the workplace in accordance with this procedure may have their employment terminated when any sick leave or other leave to which they are entitled has expired, in accordance with appropriate policies.

Precautionary Measures
It is the responsibility of various units requiring special cleanup procedures and precautionary measures to develop, distribute, and adhere to said procedures.

Communicable Disease Coordinator
The communicable disease coordinator for the Alamo Colleges District is the District Safety Coordinator, 2222 N. Alamo St., San Antonio, TX 78215, Telephone: 210-485-0068.

20-S. Intellectual Property

According to Alamo Colleges District Board Policies and Procedures C.1.8 Intellectual Property, Alamo Colleges acknowledges the need to protect ownership rights in intellectual property as illustrated by, but not limited to, scientific, technical, literary, dramatic, musical, artistic, and other intellectual and creative works as well as inventions, discoveries, trade secrets, and computer software which are copyrightable or patentable.

The following statement of policy is made for the purpose of defining ownership of such rights which are created by Alamo Colleges District employees, independently or with Alamo Colleges District support.

An Alamo Colleges District employee owns all rights to copyrightable or patentable work that is created by the Alamo Colleges District employee while not in the course and scope of their employment as illustrated by, but not limited to, the following factors:
1. The work is the result of individual initiative.
2. The work is not the result of a specific assignment made within the course of employment with the Alamo Colleges District.
3. The work does not involve the use of Alamo Colleges District facilities, time, or resources.

Unless otherwise provided in this policy, the Alamo Colleges District owns all rights to copyrightable or patentable work that is created by a Alamo Colleges District employee in the course of the employee's employment with the Alamo Colleges District as illustrated by, but not limited to, the use of facilities, time, or resources of the Alamo Colleges District, including, but not limited to, released time, grant money, sabbatical leave, or other material or financial assistance by the Alamo Colleges District.

Rights to copyrightable or patentable works created by a third party, i.e., not a Alamo Colleges District employee, shall reside in the author/creator except as otherwise agreed.

The Chancellor or designee shall establish procedures to ensure that any full-time Alamo Colleges District employee who creates copyrightable or patentable work with Alamo Colleges District support shall enter into an agreement with the Alamo Colleges District providing either: that the employee assigns ownership rights to the Alamo Colleges District or a fair and equitable arrangement for joint ownership, sharing of royalties, or reimbursement to the Alamo Colleges District of its costs and support has been established.

In all cases where copyrightable or patentable work is created with Alamo Colleges District support, the agreement shall provide that the Alamo Colleges District will have a perpetual license to use the work without further compensation.

An employee who conceives, creates, discovers, invents, or develops intellectual property may own or be awarded any amount of equity interest or participation in, or, if approved by the Board, serve as a member of the board of Directors or other governing board or as an officer or an employee of, a business entity that has an agreement with the state or a political sub-Department of the state relating to the research development, licensing, or exploitation of that intellectual property without creating a conflict of interest. Such an employee shall report to the appropriate person or persons at the Alamo Colleges District the name of the business entity in which the person has an interest or for which the person serves as a Director, officer, or employee. The Board shall include in the appropriate annual report required by Education Code 51.005 the information provided to it under this requirement during the preceding fiscal year.

20-T. Use of College Materials

As SAC employees, faculty members are required to use District and College resources for their intended purpose only. These resources include cash, equipment, facilities, email systems, Internet access, departmental services such as mailroom and central receiving, time and services of SAC and Alamo Colleges District employees, and all other district resources.

Under limited conditions, minimal incidental use of SAC equipment may be permitted: the use may not interfere with or have an adverse effect on the performance of the employee's duties; may not interfere with SAC operations; may not cause an additional cost to the SAC; is not harmful to SAC; is not for private commercial purposes; does not result in unauthorized software or digital media being installed in or downloaded to SAC equipment; and does not result in the violation of copyright laws or SAC and Alamo Colleges District software licenses.

An example of incidental use is a telephone call to doctor's office from a faculty member's work phone as long as the call does not interfere with the performance of the faculty member's duties and meets other requirements listed above. Long distance and toll calls, however, to and from any non-business person or entity is an inappropriate use of SAC resources. Frequent or lengthy personal calls are not "incidental" and are not permitted.

Examples of the inappropriate use of SAC resources:
1. Using SAC computers, email systems, Internet access, or equipment for activities that are not official Alamo Colleges District business, or allowing unauthorized parties to use these resources, either by giving them permission or failing to use password protections to prevent unauthorized use, for example, when the authorized user steps away from the computer terminal.

2. Using SAC facilities for activities that are not official SAC or Alamo Colleges District business or allowing unauthorized parties to use them, unless SAC receives fair market value through a lease or other approved arrangement.
3. Working on non-SAC employment or non-Alamo Colleges District business operations during SAC duty hours.
4. Using SAC computer systems to access employee, student, or other information not necessary for the user's official Alamo Colleges District business.
5. Using Alamo Colleges District credit cards for personal purchases or for anything other than the purpose for which the card was issued.
6. Using Alamo Colleges District computer systems to access pornography. Please note that accessing pornography can lead to criminal prosecution for violating the Texas penal code.
7. Misuse of SAC resources may result in disciplinary action up to and including termination and may subject a person to civil and criminal penalties.
For more extensive information, see Alamo Colleges District Board Policies and Procedures C.2.7.1.

20-U. Procurement Card Purchases

In an attempt to lower the cost in making purchases, the Purchasing and Contract Administration Department has developed a procurement card (PCARD) for use by departments and offices. The intent of the PCARD is to enable departments and offices to expedite approved purchases for official Alamo Colleges' business. Employees who have a Purchasing Card (Cardholder) may make a purchase within the limits set out in this procedure and receive goods or services at any time.

The Purchasing Card is issued to the Cardholder after a completed application and training process. The card is granted purchasing privileges by the Purchasing and Contract Administration Department based on specific dollar thresholds per transaction and per month; and the specific commodities or services identified in the Purchasing Card Application.

See Alamo Colleges District Board Policies and Procedures 1.5.3 for more information.

20-V. Digital Signatures

Each employee shall create and use a digital signature following the instructions in the Adobe® Acrobat® software. Adobe® Acrobat® digital signatures are sufficient where identity is trusted, such as for internal documents. If there is any doubt about the signer's identity, seek and document confirmation of identity, such as through electronic mail or through an Adobe® Acrobat® security procedure or other authentication capabilities. Route electronically signed documents through electronic mail, electronic fax, or Alamo Share.

20-W. Transportation Management

Alamo Colleges District vehicles (vehicles owned or leased by the Alamo Colleges District) may be available for official travel by employees transporting employees or students if authorized in accordance with this procedure and Alamo Colleges District policies.

Transporting Students

All those arranging travel for student groups shall make the arrangements in accordance with this procedure and Alamo Colleges District policies.

Driver Requirements
A driver who is transporting students in a Alamo Colleges District vehicle shall meet the following requirements:
1. Alamo Colleges District employee (as defined in Texas Civil Practices and Remedies Code §101.001) who is not a college work-study student.
2. At the time of application to sign out an Alamo Colleges District vehicle, the person shall provide proof of a valid driver's/operator's license appropriate for the vehicle to be driven in accordance with the Texas Transportation Code.
3. Have an acceptable driving record and meet any other appropriate requirements as determined jointly by the College Vice President for College Services and the Alamo Colleges District risk manager.
4. Successful completion of the vehicle safety training course(s) designated by the District Enterprise Risk Management office at a frequency to ensure safe driving principles are retained and applied.
5. Be well rested and alert and not be under the influence of any substances that may impair safe driving (including alcohol, controlled substances, medication, or similar substances that may induce drowsiness or impairment).
6. During official travel, the driver shall comply with all applicable motor vehicle operation laws, regulations and posted signs, as well as all applicable policies and procedures of the Alamo Colleges District.
7. During any time the vehicle is en route from point of departure to point of arrival, the operator/driver shall not use cell phones or portable electronic devices (e.g., games or music players), drink beverages or eat food, or otherwise engage in any activity that distracts or impairs one from driving.

Safety Standards
Before beginning each use of the vehicle, the driver shall ensure that the number of passengers does not exceed the designed or retrofitted capacity of the vehicle (whichever is fewer), and that each passenger is secured by a safety belt for the entire duration of the transport.

Driver Fatigue
A driver shall take a ten-minute break from driving: (1) at least once every hour during inclement weather or nighttime driving; and (2) at least once every two hours of consecutive driving during non-inclement weather daytime driving.

20-X. Resignation from Alamo Colleges District Employment

Resignations of employment by faculty shall be evidenced whenever possible by a written letter of resignation. Notice of resignation with an effective date of last day of work must be provided except in instances where the faculty member has been on FMLA or Extended Medical Leave or is unable to work. Faculty members are required to provide at least four-weeks of notice and to coordinate their separation date with the end of a semester. A faculty member who fails to provide required notice will be classified ineligible for rehire by any department within the Alamo Colleges District and payout of any accrued, unused, vacation benefits will be forfeited.

The Department Chair shall accept resignations from employment by responding to the employee in writing that the resignation is accepted. Acceptance should occur as soon as notice is received by letter, EPAF, or other correspondence. Once a resignation is accepted in writing, the faculty member may not rescind the resignation except as coordinated by the Human Resources Department by written mutual agreement between the faculty member and the Alamo Colleges District.

20-Y. Departure from San Antonio College

All property issued to faculty during employment must be returned to their department and/or program at the time of separation, including all equipment, books and tools. The Department Chair will immediately notify Payroll of any property not returned. The value of any unreturned items will be deducted from the final paycheck.

All ID badges, pro-cards, electronic equipment, keys, valuables and property of the department, SAC, and Alamo Colleges District must be returned to the Department Chair at or before the time of separation. A re-keying charge may be deducted from the final paycheck if a key or ID badge is not returned at the time of separation.

Completed Exit Checklists should be forwarded to HR Records by the Department Chair within seven days of separation. The faculty's Department Chair is accountable for collecting all items issued to the faculty member and promptly returning the items to the administering/issuing department (DPS, Inventory, the p-card Administrator, etc.).

Section 21: Discipline & Termination

21-A. Progressive Discipline: Non-Tenured Employees

The goal of the disciplinary program is to improve faculty's work performance and to ensure conformance with established work rules. It is, therefore, the philosophy of the Alamo Colleges District and SAC that disciplinary action should be corrective, rather than punitive. Progressive discipline allows for employees to be informed of changes required for their performance or behaviors and to be provided with opportunities to correct those situations. See Alamo Colleges District Board Policies and Procedures D.9.1.1 for information beyond the basic process that is outlined below.

Disciplinary Violations

Unacceptable behaviors include, but are not limited to, non-performance, inappropriate conduct, unacceptable attendance and/or violation of Alamo Colleges District policy or procedures. The examples listed herein are not inclusive and shall not be limited to this list. If a situation arises which the listing does not specify, the behavior will be compared with and aligned with similarly listed violations in consultation with the Human Resources Department.

The unacceptable behavior(s) identified will normally result in issue of the corresponding Step, although impact, severity, number of occurrences, and intent of the actions will be considered in determining the appropriate level (Step) of discipline. Each offense may be treated as a separate offense. Any of the offenses or unacceptable behaviors identified in the steps below may be appropriate for any step or level of discipline.

Step 1:

Tardiness or absenteeism
Abuse of or excessive number of personal telephone calls
Uncooperative behavior
Loitering or loafing during work hours
Failure to follow departmental procedures or directions
Reckless or careless behavior, i.e. horseplay
Failure to meet performance expectations
Unauthorized operation and/or misuse of SAC or Alamo Colleges District property
Failure to perform the terms of employment for reasons other than documented illness or injury (including, for example, failure to attend mandatory departmental/SAC or District-wide meetings or failure to hold required office hours or otherwise fail to be reasonably available for students, if the terms of employment require it)

Step 2:

Making false, vicious, or malicious statements concerning any employee, student, SAC, the Alamo Colleges District, its services or others associated with the Alamo Colleges District
Leaving Alamo Colleges District property during work hours without appropriate approval
Failure to follow specified job instructions
Participation or promotion of games of chance or lotteries on SAC or Alamo Colleges District property, using Alamo Colleges District resources, or on Alamo Colleges District time.

Neglect of duty or responsibilities, including unauthorized absence, which impairs teaching, research or other normal and expected services to the Alamo Colleges District; and
Use of profane, obscene, vile, abusive or degrading language, gestures or image(s)- this does not apply to violations related to sexual harassment)
Display of handgun by a concealed handgun license holder
Violation of area prohibition against carrying of handgun by a concealed handgun license holder

Step 3:
Removal of SAC or Alamo Colleges District records or property without appropriate approval
Violation of computer use policy
Sabotage (destruction of property, obstruction of normal operations or a treacherous action to defeat or hinder a cause or an endeavor)
Insubordination (such as refusal to obey a supervisor's lawful orders; pattern of disrespectful attitude towards a supervisor)
Absence from work without notification
Refusal to meet with supervisor or other agent of Alamo Colleges District management
Sleeping while at work

Step 4:
Alamo Colleges District non-tenured employees, including term contract employees, are subject to termination for a first offense of the following list of violations, which includes but is not limited to:
Two days absence from work without notification
Repeated distribution of printed matter, selling property, soliciting, collecting, or accepting contributions on SAC or Alamo Colleges District property, using Alamo Colleges District resources, or on Alamo Colleges District time, without specific authorization from SAC or Alamo Colleges District administration
Abuse of, or damage to, SAC or Alamo Colleges District property or to the property of other employees
Unauthorized release of confidential records or information or violation of the Family Educational Rights and Privacy Act (FERPA)
Substantial unauthorized use of Alamo Colleges District equipment, time, or resources
Action(s) that result(s) in preventing other members of the Alamo Colleges District community from fulfilling their responsibilities or that create a clear and present danger to members of the Alamo Colleges District community
Open carrying of a firearm by a person other than a licensed peace officer in the course of duty
Violation of the Alamo Colleges District workplace violence policy or procedure
Assaults another employee, student, or other individual as defined by the Texas Penal Code
Sells, gives, or delivers to another person, or possesses, uses or is under the influence of illegal or controlled substances as defined by Texas or federal law, an inhalant as defined by Texas law
Sells, possesses, uses or is under the influence of intoxicants while in the scope of employment
Refusal or failure to follow a policy or official directive
Behavior that materially endangers the life, health, or safety of a student, employee, or another individual
Theft as defined by the Texas Penal Code
Forging or falsifying an official Alamo Colleges District record or form

Possession of a firearm, illegal knife, club, or prohibited weapon in violation of the Texas Penal Code
Carrying of handgun by a person other than a concealed handgun license holder or a licensed peace officer in the course of duty
Providing false or misleading information in Alamo Colleges District employment applications, even if determined after employment has commenced
Violation of the Alamo Colleges District Code of Conduct
Engaging in conduct incorporating the elements of an offense under Texas Penal Code Title 8, Offenses Against Public Administration
Conviction (to include probated sentences and deferred adjudication) of any felony or of a misdemeanor involving moral turpitude, as defined by Alamo Colleges District policy or Texas statutory or common law. It is the employee's responsibility to report all convictions to the Human Resources department within 3 business days of being convicted

Discipline Steps
These discipline measures should be carried out by the Department Chair as immediately as possible once the disciplinary violation has been brought to their attention.

Step 1 – Counseling (Verbal or Written)
This level of discipline is in response to behavior which causes a minor disruption to the image, morale, production or operations of the organization (see above "Disciplinary Violations" for examples).

In response, the immediate supervisor shall do the following:
1. Identify the problematic behavior(s).
2. Allow the employee the opportunity to explain the behavior(s), and investigate if necessary.
3. Meet with the employee and advise the employee of the unsatisfactory job performance, conduct or behavior.
4. Inform the employee that this is a Step 1, "Counseling" step.
5. Inform the employee that the behavior(s) has/have violated disciplinary procedure and must be corrected.
6. Advise the employee of the consequences of continued behavior(s), or other disciplinary violations.
7. Provide the employee with advice, guidance, and clarification to assist in avoiding escalation of the discipline to a more severe Step, with copy to Human Resources.
8. Ask the employee if there are any questions; document any questions and answers given.
9. Document the conversation and file it with the departmental employee file, with copy to Human Resources.

Step 2 – Written Reprimand
This level of discipline typically is in response to behavior which the employee has not corrected or has repeated the behavior giving rise to Step 1, or if the employee’s behavior otherwise is a moderate disruption to the image, morale, production or operations of the organization (see above "Disciplinary Violations" for examples).

In response, the immediate supervisor shall do the following:

1. Identify the problematic behavior(s).
2. Allow the employee the opportunity to explain the behavior(s) (document statements made) and investigate if necessary.
3. Seek guidance from the Human Resources department prior to taking disciplinary action, so that the action can be reviewed for consistency, fairness and applicability.
4. Meet with and request that the employee acknowledge a written notice of the unsatisfactory job performance, conduct or behavior. If the employee refuses to sign, document the refusal and note any comments made by the employee.
5. Inform the employee that the behavior(s) has/have violated disciplinary procedure and must be corrected.
6. Inform the employee that this is a Step 2, "Written Reprimand" step.
7. Advise the employee of the consequences of continued behavior(s), or other disciplinary violations.
8. Advise the employee that, although an undesired consequence, the Alamo Colleges District may accelerate the discipline process, as appropriate.
9. Ask the employee if there are any questions; document any questions and answers given.
10. Provide the employee with advice, guidance, and clarification to assist in avoiding escalation of the discipline to a more severe Step, with copy to Human Resources.
11. File all documents in the employee's departmental employment file.
12. Within two days of notice, provide the Human Resources department with a copy of the discipline record (documents described in this step and any previous discipline administered) for the employee personnel file maintained by the Alamo Colleges District.

Step 3 – Final Written Warning
This level of discipline typically is in response to behavior which the employee has not corrected or has repeated the behavior giving rise to the previously issued Step, or if the employee's behavior otherwise is a serious disruption to the image, morale, production, or operations of the organization (see above "Disciplinary Violations" for examples).

In response, the immediate supervisor shall do the following:
1. Identify the problematic behavior(s).
2. Allow the employee the opportunity to explain the behavior(s) (document statements made) and investigate if necessary.
3. Consult with the Human Resources Department and provide the Human Resources department with written information to support the disciplinary action before disciplinary action is taken.
4. Meet with and request that the employee acknowledge a written notice of the unsatisfactory job performance, conduct or behavior. If the employee refuses to sign, document the refusal and note any comments made by the employee.
5. Inform the employee that the behavior(s) has (have) violated disciplinary procedure and must be corrected.
6. Inform the employee that this is a Step 3, "Final Warning" step.
7. Advise the employee of the consequences of continued behavior(s), or other disciplinary violations.
8. Ask the employee if there are any questions; document any questions and answers given.
9. Provide the employee with advice, guidance and clarification to assist in avoiding escalation of the discipline to a more severe Step, with copy to Human Resources.

10. File all documents in the employee's departmental employment file; see Alamo Colleges District D.9.1.1 for more detailed information.
11. Within two days of notice, provide the Human Resources department with a copy of the discipline record (documents described in this step and any previous discipline administered) for the employee personnel file maintained by the Alamo Colleges District.

Step 4 – Termination
This level of discipline is in response to (1) behavior which the employee has not corrected or has repeated the behavior giving rise to the previously issued Step, (2) a first offense of a violation listed above under Step 4, (3) an employee's behavior which is a severe disruption to the image, morale, production, or operations of the organization, or (4) a violation of the law or Alamo Colleges District Board Policies and Procedures or Code of Conduct (see above "Disciplinary Violations" for examples).

In response, the immediate supervisor shall do the following:
1. Identify the problematic behavior(s).
2. Allow the employee the opportunity to explain the behavior(s) (document statements made) and investigate if necessary.
3. Consult with the Human Resources Department and provide the Human Resources department with written information to support the violation before disciplinary action is taken.
4. Meet with and request that the employee acknowledge a written notice of the unsatisfactory job performance, conduct or behavior. If the employee refuses to sign, document the refusal and note any comments made by the employee.
5. Inform the employee that the behavior(s) has/have violated disciplinary procedure, resulting in the termination of employment.
6. Inform the employee of no longer being eligible for rehire with the Alamo Colleges District in any capacity.
7. Ask the employee if there are any questions; document any questions and answers given.
8. File all documents in the employee's departmental employment file.
9. Within two days of notice, provide the Human Resources department with a copy of the discipline record (documents described in this step and any previous discipline administered) for the employee personnel file maintained by the Alamo Colleges District.

NOTE: Terminations are subject to the requirements of Alamo Colleges District Board Policies and Procedures D.10.2 and related procedures.

NOTE: Employees may contact Human Resources for assistance and guidance at any step in this procedure.

21-B. Progressive Discipline: Tenured Faculty

The progressive discipline steps and procedures for tenured faculty are very similar (often identical) to those for non-tenured faculty, but there are occasional differences. It should be noted that even tenured faculty can be terminated under the progressive discipline procedure. See Alamo Colleges District Board Policies and Procedures D.9.1.2 for more information.

21-C. Termination During Contract Term: Non-Tenured Faculty

Benefited, non-tenured term contract employees are subject to termination during the contract term in accordance with the steps outlined in 21-A, or for a first offense of a violation including, but not limited to, the violations listed under Step 4.

Appeal of Disciplinary Action Unless indicated otherwise in the employment contract, before a benefited term contract employee is terminated during the term of the contract, the employee shall be afforded written notice of the reasons for the termination and an opportunity for a hearing prior to any termination decision being implemented. The notice and hearing shall comport with constitutional due process requirements, Grievance Filed Under Education Code 51.960.

Full-time faculty members may present a grievance on an issue related to termination pursuant to Education Code 51.960. This provision does not include employees who hold faculty rank but who spend the majority of their time engaged in managerial or supervisory activities. The Board designates the Chancellor or designee as the person to whom a faculty member may present a grievance under Education Code 51.960.

Within ten business days after final action on termination, a faculty member wishing to present a grievance under Education Code 51.960 shall file a request with the Chancellor's office to present the grievance. A conference shall be scheduled within 15 business days after the request to present a grievance has been filed. The Chancellor or designee shall hear the grievance at the conference and may or may not take action or make a recommendation as a result of the conference.

If the Chancellor or designee does not take action or make a recommendation on the grievance within 15 business days after the conference, the lack of action upholds the employee's termination.

21-D. Nonrenewal: Non-Tenured Faculty

Nonrenewal contracted employment does not create any entitlement to employment beyond the current term of the current contract. Renewal of a contract is not automatic. Nothing herein shall prevent the Board from deciding, by vote or by inaction, not to offer a term contract employee further employment with the Alamo Colleges District beyond the current term of the current contract, for any legal reason or for no reason.

Nonrenewal shall not be based on an employee's exercise of rights guaranteed by the Constitution or be based unlawfully on an employee's race, color, religion, gender, national origin, age, genetic information, sexual orientation, disability or veteran status.

Written notice of nonrenewal of a probationary faculty appointment shall be given to the faculty member in advance of the expiration of the appointment, according to the following minimum periods of notice: by March 31 during the academic year.

Full-time faculty members may present a grievance on an issue related to nonrenewal pursuant to Education Code 51.960. This provision does not include employees who hold faculty rank but

who spend the majority of their time engaged in managerial or supervisory activities. The Board designates the Chancellor or designee as the person to whom a faculty member may present a grievance under Education Code 51.960.

Within ten business days after receiving notice of nonrenewal, a faculty member wishing to present a grievance under Education Code 51.960 shall file a request with the Chancellor's office to present the grievance. A conference shall be scheduled within 15 business days after the request to present a grievance has been filed. The Chancellor or designee shall hear the grievance at the conference and may or may not take action or make a recommendation as a result of the conference.

If the Chancellor or designee does not take action or make a recommendation on the grievance within 15 business days after the conference, the lack of action upholds the employee's nonrenewal.

21-E. Termination: Tenured Faculty

A tenured faculty member relinquishes tenure upon separation from employment.

Faculty members with tenure appointments may be terminated for the following reasons:
1. Discontinuance of a course of study or financial exigency after at least 12 months' written notice to the faculty member. If tenure appointment is terminated because of financial exigency or discontinuance of a course of study, the released faculty member's place shall not be filled by a replacement within a period of two academic years, unless the released faculty member has been offered reappointment to a college within the Alamo Colleges District and has declined it.
2. Progressive discipline shall be practiced when possible for offenses not requiring immediate termination. Adequate cause for the dismissal of a faculty member with tenure shall include professional incompetence, moral turpitude, gross neglect of professional responsibilities, and sexual harassment subject to termination as defined in H.1.2.
3. A tenured faculty member relinquishes tenure upon exceeding the duration of an authorized leave of absence. A tenured faculty member relinquishes tenure where they are not reinstated to their position, or to an alternate tenured position, at the conclusion of an approved leave of absence. Relinquishment of tenure results in automatic termination of employment.

Termination procedures and appeals for tenured faculty members are governed by Alamo Colleges District Board Policies and Procedures D.10.2.5. This policy also includes information on SAC's Tenure Termination Appeals Committee. The purpose of this committee is to hear appeals from tenured faculty members who have received written notice of termination. The District Human Resources Department manages this process and, when an appeal occurs, requests three members from SAC's Tenure/Termination Appeals Committee.

21-F. Resignation from Alamo Colleges District Employment

Resignations of employment by faculty shall be evidenced whenever possible by a written letter of resignation. Notice of resignation with an effective date of last day of work must be provided except in instances where the faculty member has been on FMLA or Extended Medical Leave or is unable to work. Faculty members are required to provide at least four-weeks of notice and to coordinate their separation date with the end of a semester. A faculty member who fails to

provide required notice will be classified ineligible for rehire by any department within the Alamo Colleges District and payout of any accrued, unused, vacation benefits will be forfeited. The Department Chair shall accept resignations from employment by responding to the employee in writing that the resignation is accepted. Acceptance should occur as soon as notice is received by letter, EPAF, or other correspondence. Once a resignation is accepted in writing, the faculty member may not rescind the resignation except as coordinated by the Human Resources Department by written mutual agreement between the faculty member and the Alamo Colleges District.

21-G. Departure from San Antonio College

All property issued to faculty during employment must be returned to their department and/or program at the time of separation, including all equipment, books and tools. The Department Chair will immediately notify Payroll of any property not returned. The value of any unreturned items will be deducted from the final paycheck.

All ID badges, pro-cards, electronic equipment, keys, valuables and property of the department, SAC, and Alamo Colleges District must be returned to the Department Chair at or before the time of separation. A re-keying charge may be deducted from the final paycheck if a key or ID badge is not returned at the time of separation.

Completed Exit Checklists should be forwarded to HR Records by the Department Chair within seven days of separation. The faculty's Department Chair is accountable for collecting all items issued to the faculty member and promptly returning the items to the administering/issuing department (DPS, Inventory, the p-card Administrator, etc.).

Section 22: Campus Facilities

22-A. Facilities Use

The grounds and facilities of SAC are available to members of the SAC community, including students and their respective registered organizations, when such use does not conflict with normally scheduled activities, or any Alamo Colleges District policies or procedures. Groups that are integral parts of the SAC such as student government, faculty, and/or staff may use facilities without charge by the Alamo Colleges District for matters relating to the Alamo Colleges District business. Use by faculty and/or staff unrelated to SAC business will be charged the Group 3 rate. See Alamo Colleges District Board Policies and Procedures C.1.3.3 for more information.

To reserve space on campus for your group or activity, contact SAC Campus Logistics at sac-logistics@alamo.edu.

22-B. Keys

Full-time faculty members are provided with keys and/or Locknetic devices to their individual offices, department suites (when applicable), and the classrooms or labs they will use regularly. To obtain keys or a Locknetic device, faculty members should contact their department's Academic Unit Assistant.

If a faculty member loses a key or Locknetic device, they must make a report to their Department Chair and Alamo Colleges District Police Department as soon as possible. Once reported, the Alamo Colleges District Police Department will complete a lost key form.

22-C. Building Access

Faculty seeking regular access to SAC buildings outside of regular operation hours should have their Department Chair complete a facility access form available from the Vice President of College Services. The information on the form will allow District to program their ID cards to activate the locks identified on the form. This form is sent to the Vice President of College Services who approves and forwards the form to District for programming. The programmed cards record information as to who opened the building doors, and when, after regular operating hours.

Faculty who have not requested building access in advance but need to enter a SAC building may contact the Alamo Colleges Police Department's non-emergency number at 210-485-0099. Their operator will take the faculty member's information and activate the exterior door, allowing the faculty member to use their ID badge to enter.

22-D. Parking

All employees are charged a campus access fee (parking permit fee) of $50 per year, valid from September 1st through August 31st. A $2.09 fee will be deducted from each semi-monthly

payroll on a pre-tax basis. The parking permit decals will be mailed to your home address, which can be updated in ACES.

Parking permit decals must be displayed in the lower corner of the vehicle's windshield. A parking permit decal displayed in any other manner will be considered invalid. While purchase of a parking permit decal does not guarantee a parking space on campus, it does provide authorized parking on any Alamo Colleges District campus as long as the permit is properly displayed.

San Antonio College is also responsible for implementing and maintaining a Parking and Traffic Appeals Committee to afford due process for any person receiving a Parking Violation Notice (Citation). This procedure is available in printed form and available to all employees and students on campus. All decisions by the Parking and Traffic Appeals Committee will be final.

22.E- Facilities Safety and Repairs

Report any safety issues or violations, as well as needed repairs, to your Department Chairperson. For routine repairs, the Chair submits a footprints ticket.

For safety issues and violations, the Chair notifies the facilities hotline at 210-486-1235, following up with an email to facilities and copying the division Dean. Faculty may also use this number if the issue is urgent and the Department Chair and Academic Unit Assistant are both unavailable.

22-F. Evacuation Plans and Drills

Evacuation Plans

SAC leadership will verify that emergency evacuation diagrams with instructions are prominently displayed in sufficient campus and District office locations to allow for an orderly evacuation in the event of an emergency. Faculty are expected to comply with all evacuation orders.

Emergency Evacuation Drills

No less often than one time per calendar quarter, SAC conducts drills using its emergency evacuation plan. Two of these drills are conducted with no prior notice to employees. Faculty are expected to exit buildings during drills. In the event that faculty are holding class during a drill, faculty are expected to lead their students out of the building, follow instructions from safety coordinators, and remain with their students during the entirety of the drill.

22-G. Environmental Health and Safety Plan

SAC provides employees, students, and visitors with a safe and healthy working and learning environment. Safety takes precedence over convenience or short cuts. SAC is committed to create and maintain an accident and injury prevention program that meets or exceeds all environmental, health and safety best practices, laws and regulations. See Alamo Colleges District Board Policies and Procedures C.2.1.9 for specific policies on health and safe guidelines, such a current Covid-19 guidance.

22-H. Use of College Materials

As SAC employees, faculty members are required to use District and College resources for their intended purpose only. These resources include cash, equipment, facilities, email systems, Internet access, departmental services such as mailroom and central receiving, time and services of SAC and Alamo Colleges District employees, and all other District resources.

Under limited conditions, minimal incidental use of SAC equipment may be permitted: the use may not interfere with or have an adverse effect on the performance of the employee's duties; may not interfere with SAC operations; may not cause an additional cost to the SAC; is not harmful to SAC; is not for private commercial purposes; does not result in unauthorized software or digital media being installed in or downloaded to SAC equipment; and does not result in the violation of copyright laws or SAC and Alamo Colleges District software licenses.

An example of incidental use is a telephone call to doctor's office from a faculty member's work phone as long as the call does not interfere with the performance of the faculty member's duties and meets other requirements listed above. Long distance and toll calls, however, to and from any non-business person or entity is an inappropriate use of SAC resources. Frequent or lengthy personal calls are not "incidental" and are not permitted.

Examples of the inappropriate use of SAC resources:
1. Using SAC computers, email systems, Internet access, or equipment for activities that are not official Alamo Colleges District business, or allowing unauthorized parties to use these resources, either by giving them permission or failing to use password protections to prevent unauthorized use, for example, when the authorized user steps away from the computer terminal.
2. Using SAC facilities for activities that are not official SAC or Alamo Colleges District business or allowing unauthorized parties to use them, unless SAC receives fair market value through a lease or other approved arrangement.
3. Working on non-SAC employment or non-Alamo Colleges District business operations during SAC duty hours.
4. Using SAC computer systems to access employee, student, or other information not necessary for the user's official Alamo Colleges District business.
5. Using Alamo Colleges District credit cards for personal purchases or for anything other than the purpose for which the card was issued.
6. Using Alamo Colleges District computer systems to access pornography. Please note that accessing pornography can lead to criminal prosecution for violating the Texas penal code.
7. Misuse of SAC resources may result in disciplinary action up to and including termination and may subject a person to civil and criminal penalties.
For more extensive information, see Alamo Colleges District Board Policies and Procedures C.2.7.1.

22-I. Copier Use

For small to moderate copy jobs, faculty members have access to copiers, which are located throughout the College. Upon employment, each faculty member will be instructed in the use of copiers by the Academic Unit Assistant. This training will include how to use the Banner ID number to access and use copiers.

For large numbers of copies, or for special copying needs, faculty should contact their Academic Unit Assistant. Personal accounts for other copying needs can be set up with the SAC UPS Store.

22-J. Open Flames and Portable Space Heaters Procedure

Open Flames

All open flame devices are prohibited for use on SAC property. This includes candles, tiki torches, burning incenses, plug-in oil incenses, and any other devices that have the potential to ignite or produce a fire. Kerosene burners and oil stoves are prohibited.

Some open flame devices or situations are exempt from this procedure. Examples of exceptions include:

1. Any religious ceremony approved by SAC leadership that meets minimum fire code standards. In no event shall hand-held candles be passed from person to person while lighted.
2. Pyrotechnical devices used in theatrical performances provided all precautions are taken to protect life and property.
3. Any use of open flames that must occur as a standard part of an approved course curriculum. Examples include but are not limited to laboratories, kitchens, welding or mechanical shops, etc. Any course that uses open flames in its curriculum must have the appropriate level fire suppression system in place that meets the current fire code.

Portable Space Heaters

Portable space heaters are not permitted for use in any District owned or leased property except in the event of a total or partial heating system malfunction or renovation.

The following criteria will apply to all portable heating devices when allowed under those special circumstances:

1. Portable space heaters shall be UL approved and equipped with automatic shut-off capability in case the unit accidentally tips over while in operation.
2. No portable space heater exceeding “1500 WATTS” or “12 AMPS” shall be used in SAC buildings.
3. Portable space heaters must be plugged directly into approved wall or floor-mounted electrical outlet and not into extension cords. No other electrical equipment shall be plugged into the same outlet.
4. Portable space heaters shall not be operated within 3 feet of any combustible materials.
5. All portable space heaters that trips circuit breakers, shall be removed by Facilities and not used again in that area. Before another heater can be used as a replacement, the electric circuitry shall be inspected by a Master Electrician to determine if the outlet can accommodate the load.
6. All portable space heaters shall be turned off and unplugged when leaving the employee offices, classrooms, and any other areas where space heaters are permitted, even for one second. No exception.

22-K. Animals on Alamo Colleges District Property

Animals are generally not permitted on property owned or controlled by San Antonio College, with the following exceptions for service and non-service animals.

Service Animals
Individuals using Service Animals shall comply with the Conditions of Permitted Use of Service Animals, below.

1. Service Animals necessary for accommodating disabilities are permitted on SAC property in all areas where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

2. Service Animal means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability.

3. SAC shall not ask about the nature or extent of a person's disability but may make two inquiries to determine whether an animal qualifies as a service animal. SAC may ask if the animal is required because of a disability and what work or task the animal has been trained to perform. SAC shall not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. SAC may not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability). If there are questions about whether an animal qualifies as a Service Animal, a determination will be made by the Title IX and ADA/Section 504 Coordinator.

4. Students with a disability desiring the use of a Service Animal on campus may, but are not required to, first contact SAC's Disability Support Services Office, to register as a student with a disability. The Disability Support Services Office will evaluate the disability, direct the acceptance of the service animal on campus, and recommend any additional accommodations appropriate to the functional limitations of the disability.
Faculty or Staff desiring use of a service animal should contact the Office of Human Resources. The Associate Vice Chancellor of Human Resources (or a designee) will evaluate the disability and make any appropriate recommendations.

5. Individuals using Service Animals on campus shall also comply with the conditions of permitted use of non-service animals below.

Non-Service Animals
Individuals using Non-Service Animals shall comply with the Conditions of Permitted Use of Animals, below.

1. Domesticated Animals that are not considered Service Animals are permitted to the extent necessary for official purposes. Official purposes means the use of domesticated animals in

classes/programs as part of the established course curriculum, or for law enforcement purposes by law enforcement agencies, for internally approved wellness programs or in designated outdoor recreation areas.

2. Animals must be currently licensed and tagged as appropriate for that type of animal, in accordance with state and local requirements.

3. Animals must be in good health and must be clean and reasonably free of fleas and offensive odor.

4. Reasonable behavior is expected and proper training techniques and even mitigating steps (such as muzzling or refresher training) may be required to correct behavioral situations.

5. Animals shall be attended and under control at all times, and on a harness, leash or tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

6. Animals must be housebroken, and any and all biological waste matter (including vomit, urine or feces) must be removed immediately and sterilizing agent applied to the affected surface.

7. Animals deemed to pose a direct threat to health and safety under circumstances which cannot be reasonably mitigated may be prohibited.

See Alamo Colleges District Board Policies and Procedures C.2.1.3 for the complete policy.

22-L. Food for Events or Fundraisers

Employees or students sponsored temporary food sells/fundraisers are permitted on SAC properties providing the events are not open to the public. Open to the public means the events shall not be posted in the Ranger newspaper or advertised using any medium that has a general distribution or if banners or signs are displayed in public view, this includes placing signs on the public sidewalks.

Strict food service guidelines shall be followed:
1. Wash your hands frequently----especially after eating, drinking, or using the restrooms.
2. Keep all meat, poultry, fish, dairy products and other potentially hazardous food at the proper temperatures: If cold----45F or below and if hot-----140F or above.
3. Protect the food by keeping it covered, or behind/under a shield.
4. Wash and sanitize contaminated utensils and food contact surfaces immediately.
5. Eat and drink away from the food preparation and service areas.
6. Prepare all food inside the booth, under a roof, and/or a covered area.
7. Sick or ill (i.e. cold, flu etc.) individuals shall not handle, prepare, and/or serve food products.
8. Keep toxic items such as cleaning supplies, lighter fluids, sanitizers, etc. away from food and food preparation areas.

9. Wear disposable plastic gloves and change them if they come in contact with your body or contaminated items.
10. Serve only food items prepared at the booth or stand and not from home.
11. Dump all waste water down sanitary sewer, not on the ground.
12. Read the full guidelines for Temporary Food Establishments.
13. Smoking on District properties and in buildings is prohibited.

Private Events: A permit is not required if food products are provided to employees, students, visitors, and/or family members at private events held inside District buildings.

See Alamo Colleges District Board Policies and Procedures C.2.1.4 for the complete policy.

22-M. Smoke-Free Environment

Smoking is prohibited in all classrooms, laboratories, offices, conference rooms, hallways, and all other rooms in all buildings at SAC, and on all property which is owned, leased, rented, or otherwise under the control of the Alamo Colleges District. A Smoke-Free Environment prohibits the use of all tobacco products, including vapor or e-cigarettes.

22-N. Use of Alcohol at District Facilities

Alcoholic beverages shall not be possessed, sold, distributed, or consumed on SAC property or at SAC functions except in full compliance with Texas Alcoholic Beverage Commission (TABC) requirements and as approved by the SAC President. The President may delegate this authority and/or establish limited circumstances and locations for which prior approval is granted. The Presidents has the authority to authorize the service of alcohol for appropriate third-party events at appropriate facilities, subject to a requirement of advance written notification. All third-party events shall require the execution of an alcohol-specific form of facility use agreement approved by the Office of Legal Services. This authority may not be sub-delegated other than pursuant to a general delegation of authority during an absence of the College President. Specific advance approval by the President is required for the serving of any alcohol at any College-sponsored events, and for any events, by whomever sponsored, at which alcohol will be served without the services of TABC licensed caterers.

22-O. Alamo Colleges District Police Department

On-site police protection is provided 24 hours a day, 365 days a year at San Antonio College through the Alamo Colleges District Police Department. The mission of the Alamo Colleges District Police Department is to provide a safe environment for employees, students, and the community.

For emergencies, call 210-485- 0911.
Emergency telephones are located throughout the campus for immediate assistance. Faculty should use an emergency phone or call Alamo Colleges District Police Department emergency phone number, which will connect the caller to the San Antonio Police Department's 911 Operator who in turn will transfer the call to the Alamo Colleges District Police Department or San Antonio Fire Department Emergency Medical Services depending on the nature of the emergency.

For non-emergencies, call 210-485-0099.
Courtesy Patrol Assistance is available for locked cars and dead batteries during the hours of 7:00 a.m. to 10:00 p.m. Police escorts to vehicles is also a service provided to faculty. The non-emergency number is also used when faculty need to enter a SAC facility outside of normal work hours.

The Alamo Colleges District Police Department sub-station at San Antonio College is located at 1601 N. Main on corner of N. Main Ave. and W. Park.

Please follow the Alamo Colleges District Police Department on Facebook and Twitter to keep up with important information from the Alamo College's Police Department.

22-P. Reporting Technology Security Breaches or Concerns

Alamo Colleges District's IT Help Desk is prepared to assist faculty should they experience a problem related to their Alamo accounts (Banner, ACES, Alamo email, etc.). It is essential that faculty contact them if they suspect a security breach related to their accounts.

Here are a few of the wide range of issues where the District IT Help Desk can be of service: unauthorized exposure of private personal information, computer break-ins and other unauthorized use of San Antonio College systems or data, unauthorized changes to computers or software, interference with the intended use of information technology resources, and password resets.

The number for the District IT Help Desk is 210-485-0555 (Option 4). They can also be reached at abuse@alamo.edu.

For a problem with your office or classroom equipment, contact SAC's IT Team.

For a problem with Canvas, contact the Office of Technology Services or Canvas' Faculty Hotline.

Section 23: Academic Resources

23-A. Academic Success Tutoring Centers

All tutoring services at San Antonio College are free to all enrolled students. SAC provides several centers and labs dedicated to the success of each student. Online learning support is accomplished by in-house tutoring through Zoom and by third-party Brainfuse.com.

For more information regarding tutoring services at San Antonio College, please email sac-tutoring@alamo.edu. This email is also the point of contact for the tutoring centers that follow.

Brainfuse Online Tutoring

Brainfuse provides online tutoring for all SAC students. Whether they need assistance with writing or help with concepts or topics from a course, Brainfuse Online Tutoring offers many beneficial services. These include real-time tutoring in a variety of subjects, writing assistance, on-demand videos, and self-help lessons on popular software such as MS Word, Excel and PowerPoint. Brainfuse Online Tutoring can be accessed only within a student's Canvas course.

Integrated Reading & Writing Center

The primary mission of the Integrated Reading and Writing Center (INRW) at San Antonio College is to help students develop the reading and writing skills that will enable them to be successful in college-level courses. They specifically provide academic support for students taking ENGL 1301 courses, especially those linked with an INRW course as well as the standalone INRW 0420 course and ENGA/ESL courses. Academic support is also available to any SAC student requiring reinforcement and review of college-level reading and writing skills.

The INRW Center provides tutoring in reading and writing, workshops to review foundational reading and writing skills, and an open computer lab and study space. Students can schedule one-on-one or small group tutoring sessions by calling 210-486-1616. The INRW is also on Instagram and Twitter: inrwcentersac.

Math Success Center

The Math Success Center, located in McCreless Hall 121 and 124, offers students tutoring for all math courses offered at San Antonio College. They are a walk-in area that serves students as needed. They do not offer appointments. They have a computer lab where students can receive tutoring for their online class homework or classroom assignments. Study groups are welcome and tutors are readily available to assist any group. They have TI calculator check-out for the semester and textbooks for students to check out while using the lab. In order to meet the changing culture of our students they offer Math tutoring in Spanish, Farsi and Arabic.

MESA Center (Math, Engineering, & Science Achievement)

The Mathematics, Engineering and Science Achievement (MESA) Center is a study and resource spot for students majoring in Science, Technology, Engineering, and Math. Students have an opportunity to engage in tutoring, peer mentoring, STEM-focused clubs, resume development, e-portfolios, professional development, networking, paid undergraduate research, scholarship assistance, internship/research searches, and field trips at local firms. For more information call 210-486-0085 or follow them on Twitter @MESAatSAC.

Natural Science Spots

The BioSpot, located in Chance Academic Center 350 and 352, provides students with microscopes, microscope slides for reviewing the exercises that are performed in the labs, VCRs and DVD players, over 350 titles in VHS or DVD to reinforce concepts learned in class, preserved specimens for dissection, plastic models, textbooks, and scientific journals. A validated SAC photo ID is required to check out materials.

Student Learning Assistance Center (SLAC)

See section 23-E below.

Writing Center

The Writing Center welcomes all writers and assignments from all disciplines. In our approach, we promote student learning and thinking by helping writers focus on issues of meaning and by involving them in reflection on their own work. By building collaborative peer relations with student writers and modeling appropriate academic behavior, we help students build the confidence, articulate the ideas, acquire the strategies, and learn the skills to engage effectively in their writing processes. Because writers' needs are highly individual, the Writing Center favors one-to-one or small group conferences and workshops either in person or online.

In support of faculty efforts to promote student writing, the Writing Center serves faculty and staff in all disciplines through classroom workshops, co-teaching presentations, and classroom-based group conferences. To further support members of the faculty and staff who would appreciate feedback on their writing, the Center provides collaborative peer response. We are prepared to work with faculty across the campus with writing, the teaching of writing, and innovative ways in which we may continue to provide support to them.

Appointment based and online tutoring available. For more information, contact sac-wctr@alamo.edu.

23-B. disABILITY Support Services (DSS)

As per Section 504 of the Americans with Disabilities Act, San Antonio College provides reasonable accommodations to the student's known disability in order to afford them an equal opportunity to participate in the institution's programs, activities, and services. In order for accommodations to be made, students with disabilities must self-identify and are responsible for requesting accommodations and providing appropriate documentation to the disABILITY Support Services located on the first floor of the Moody Learning Center.

Examples of reasonable accommodations include:

1. Extended test/quiz taking time.
2. Note Taking Services (tape recorder, carbon paper, copies of instructor notes or presentations).
3. Reader or reading software.

Faculty members will be notified of their student's services via letters of accommodation. These letters will be emailed to faculty through their Alamo Colleges email account. However, we strongly recommend you ask students in your classes to alert you to their accommodations to facilitate a conversation about their needs.

For more information on services available to students with disabilities or if you are interested in dSS training for your team, please contact the dSS Office at 210- 486-0020 or sac-dSSstudent@alamo.edu.

23-C. Library

The San Antonio College Library mission is to support students, faculty, and staff. They do so using collaborative technologies and on-demand services. They connect and give access to excellent resources and services for the online teaching and learning community. Their reference, research, and instructional support services are among the best community college academic libraries.

The library maintains a single access point to all its resources like the research databases. They deliver course-integrated information literacy support via Canvas-embedded research guides and videos. Online learning students and faculty have real-time access to online library classes or one-on-one Book a Librarian appointments with all librarians.

The library offers personalized research help via online chat, email, text messaging, phone, online meeting, and in-person. See their website for their extensive listing of available services for faculty and students.

Their main modes of contact are:
Call- 210-486-0554
Text - 210-714-1649
Email- ask@sac.libanswers.com

23-D. Office of Technology Services

The Office of Technology Services (OTS) manages the College's technology infrastructure and offers a wide range of services to assist members of faculty, staff, and students with their technical needs. Their mission is to provide the San Antonio College community with reliable and secure information technology infrastructure and services.

Conveniently located at Moody Learning Center 710, the OTS Service Center provides IT support via phone, walk-in and email to SAC students, faculty and staff.

The OTS Service Center has friendly staff to help you:
1. Clean Virus and Spyware from your laptop.
2. Get connected to AlamoNet, wireless network.

3. Setup email on your mobile devices.
4. Answer quick questions on Canvas, MS Office, Go FAARR, & Test Prep Modules.
5. Assistance with resetting passwords.
6. IT service consulting.
7. Scan documents and images.
8. Fax documents to other Universities and Colleges.
9. Checkout short-term loan equipment.

OTS is also responsible for faculty trainings related to our Online Teaching Certification.

You can contact OTS at 210-486-0030 or sac-it@alamo.edu.

23-E. Student Learning Assistance Center (SLAC)

Better known as the SLAC Lab, the Student Learning Assistance Center provides tutoring in the following subject areas: Accounting, Biology, Chemistry, Economics, Geology, Government, History, Physics, Spanish, and various other subjects. Besides tutoring services, SLAC offers the largest open computer lab at SAC. If students need assistance, they can ask their trained tutoring and center staff for assistance in writing a paper, citing, power point creation, and other academic technology assistance. Appointment based, One-on-one, group, remote and drop-in tutoring available. Visit Moody Learning Center 707 for more information.

SLAC is especially helpful to faculty when they need a make-up exam proctored. They do not proctor regular lecture and online course exams for the entire class but will proctor make-up exams for select students (5 or less) at the approval of the instructor. Contact sac-slac@alamo.edu for more information on setting up proctored make-up exams.

23-F. Teaching and Learning Center

SAC's Teaching and Learning Center supports faculty collaboration, innovation, and continuous improvement to attain excellence in teaching and transformational learning experiences for students and faculty. The purpose of the Teaching and Learning Center is to serve as a resource for faculty and staff in the advancement of student-centered equitable learning at San Antonio College. They offer a wide range of services to help faculty. Contact sac-teachlearn@alamo.edu for more information.

Section 24: Additional Resources

24-A. Advising Center

The Advising department supports the mission of the College by proactively engaging with students, to both support and facilitate optimal learning and successful attainment of their educational goals. Advising is available via e-mail, telephone, virtual and in-person advising sessions. Advisors are available during both extended and weekend hours. For more information, visit one of our Advising Centers or contact sac-advising@alamo.edu.

24-B. Assessment and Testing Center

The San Antonio College Assessment and Testing Center provides testing services to students of San Antonio College and to the community. Services include test administration of the TSI Exam for college placement, CLEP, TEAS, TCEQ, GED and external proctoring of the TSI. We are very supportive of our online learners by providing one-time virtual or remote testing placement services on the TSI and provide student advise on the enrollment process. For additional information, please contact the Assessment Center via email: sac-assessment@alamo.edu

24-C. Bookstore

The San Antonio College Bookstore is operated by a contracted vendor (currently Follett Higher Education Group). The bookstore is located in the basement of the Loftin Student Center. The bookstore offers an extensive variety of learning resources that includes all required textbooks, supplemental reading materials and auxiliary supplies for faculty, students, and staff. For more information, contact sac@bkstr.com.

24-D. Empowerment Center (Women & Non-Traditional)

The Empowerment Center houses SAC's Department of Services for Women & Non-Traditional Students (SWANS) consisting of the Women's Center, the Seguir Adelante and Mi CASA Programs. Services are provided for women and non-traditional students including single parents, displaced homemakers, first-generation college students, residents of public housing, dislocated workers, and other individuals needing support to succeed in a college environment. SWANS offers comprehensive services in a one-stop environment for both students and the community. A wide range of services are offered to students on the department's caseload including academic advisement, childcare referrals, parenting support programs, workshops, educational re-entry services, community resource referrals, leadership development programs for women, scholarship resources, GED services, outreach conferences and other special programming. For more information, contact sac-womenctr@alamo.edu.

24-E. International Students

The International Student Services Office is committed to helping you achieve your educational goals by providing for the special needs of international students, ensuring compliance with the laws and regulations of the Department of Homeland Security, and promoting

internationalization through our services and programs. For more information, contact sac-iso@alamo.edu.

Services provided include:
1. International Student Services (ISS) provides many resources for all visa holders.
2. Immigration matters, such as obtaining F-1 student visas, maintaining full-time enrollment, transferring administration of your SEVIS I-20 record between schools, and traveling outside of the United States.
3. Employment restrictions and options and obtaining work authorization.
4. Information about medical insurance coverage.
5. Adjustment to San Antonio College and to life in San Antonio and the United States.
6. Providing letters for verification of your F-1 status for various purposes, such as obtaining a Texas driver's license or identification card.

24-F. Student Advocacy Center

The Student Advocacy Center seeks to change the lives of SAC students by providing them with the resources they need to meet their basic needs so they are able to focus on their academics. This is done with the goal of increasing student performance, retention, and graduation rates, contributing to a healthy, stable, and educated community.

The Student Advocacy Center is driven by our own SAC work-study students, as well as Social Work, Counseling, and Public Health interns, from colleges across San Antonio, providing a collaborative approach to our client's needs.

The following services are offered at the Student Advocacy Center:
1. The Store- A food pantry available to students, staff and faculty twice a month.
2. Grab-N-Go- Daily snack and drink offered to students.
3. Magic Closet- A Clothes Closet available to students, staff and faculty twice a month.
4. Book Voucher Program- Students can apply for a $50 voucher, which can be used at the SAC campus bookstore. Supplies are limited.
5. Counseling Services- Contact the Center to learn more.
6. Case Management Services through Referrals- Application for public assistance including SNAP benefits, WIC or Medicaid.
7. Emergency assistance – For services and support including housing, health care, child care, utility assistance.

For more information, contact the Student Advocacy Center Helpline 210-486-1111 or sac-advocacyctr@alamo.edu.

24-G. Student Life

The Office of Student Life supports the academic mission of the College by engaging students in a variety of activities. The goal is to enhance the student's college experience by providing co-curricular opportunities that foster camaraderie, a sense of community and personal growth. Student organizations, club sports, recreation, social development, and special on-campus activities are just some of the opportunities for SAC students. We also offer leadership and

volunteer service-learning opportunities to enhance your talents and knowledge acquired from your College classes.

Faculty involvement is vital to the success of OSL's student-focused mission. SAC faculty members serve important roles as advisors to student clubs and organizations, and they steer programming for our cultural events series. Activities celebrating Mi Gente Heritage Month (Sept.15-Oct. 15), LGBTQ Awareness Month and Coming Out Week (October), Black History Month (February), and Women's History Month (March) are planned and promoted by faculty-led committees.

For more information, contact sac-studlife@alamo.edu.

24-H. Texas Community College Teachers Association (TCCTA)

TCCTA is dedicated "to the pursuit of excellence in teaching and the advancement of education in the community, junior, and technical colleges of Texas." TCCTA is not a union; it is a professional association. TCCTA takes pride in its ability to address issues and challenges in a collaborative, cooperative, and collegial manner—as long as circumstances permit such an approach. As an advocacy organization, TCCTA is committed to the principles of academic freedom and due process of law. The Association has earned a reputation for probity, discretion, and effectiveness in assisting its members in grievance matters. The TCCTA Code of Professional Ethics, adopted in 1977 and amended in 1997, is regarded throughout Texas as a model statement of ethical principles for postsecondary educators.

TCCTA members have access to:
1. Legislative Updates and effective advocacy.
2. Up-to-the-minute news and information.
3. Low-cost liability insurance.
4. Affordable professional development opportunities.
5. Legal issues in higher education.
6. Discounted member benefits.
7. A robust statewide network of colleagues.

See their website at https://www.tccta.org/ for more information.

24-I. Victory Center (Veterans)

San Antonio College Veterans Affairs is proud to serve all eligible veterans and their dependents with one goal in mind: to provide support services in obtaining their educational benefits in order to graduate. SAC VA participates in a wide range of benefit programs provided by the U.S. Department of Veterans Affairs and the Texas Veterans Commission. SAC VA advisors and staff understand that there are unique challenges these students have had or are currently experiencing such as transitioning from military to civilian life.

The SAC VA team will help students understand their educational benefits and help them decipher the required forms and regulations set by the U.S. Department of Veterans Affairs. These services are extended to them through every step from pre-registration, registration, certifications and graduation. SAC VA closely corresponds with disABILITY Support Services

for veterans that may also require their services during their time here at our College. For more information, contact sac-va@alamo.edu,