Amarillo College
Faculty Handbook
1999-2000
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AMARILLO COLLEGE

FACULTY HANDBOOK

Approved by
The Amarillo College Board of Regents
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Revisions Effective June 21, 1994
The *Amarillo College Faculty Handbook, 1976* is the official policy manual of Amarillo College. In writing the *Faculty Handbook*, the Faculty Handbook Committee solicited and considered suggestions from the faculty.

The Table of Contents includes references to other Amarillo College publications for information not duplicated in the *Faculty Handbook*. These publications are available as supplements to the *Faculty Handbook*.

The *Faculty Handbook* will be reviewed periodically by the Faculty Handbook Committee.

*Faculty Handbook Committee, 1978:* Alonzo Adkins, Delores Behrens, Mary Francis Bird, R. Eugene Byrd (Chairman), Robert Ellis, Carl Fowler, Phillip Newell, and Joe Test.

*Faculty Handbook Committee, 1980:* R. Eugene Byrd (Chairman), Reid Clayton, Cheryl Hammers, Milton Horst, Cecil Jones, Helen Lowe, Clara Oldham, Neil Sapper, Robert Wylie, and Joan Yoakam.

*Faculty Handbook Committee, 1981:* Jimmy Bradshaw, R. Eugene Byrd (Chairman), Robert Ellis, Margie Garner, Sue Ann Hicks, Charles Myers, Ken Pirtle, and Dorothy Sinise.

*Faculty Handbook Committee, 1982:* Jimmy Bradshaw, R. Eugene Byrd (Chairman), Robert Ellis, Margie Garner, Sue Ann Hicks, Charles Myers, Ken Pirtle, and Dorothy Sinise.

*Faculty Handbook Committee, 1989:* R. Eugene Byrd (Chairman), Mac Cox (Vice-Chairman), Peggy Alley, Reagan Hathcock, Joyce Hinsley, Brenda Jackson, Cecil Jones, Stephanie Kordas, Karen McIntosh, and Cheryl Nance.

*Faculty Handbook Committee, 1990:* R. Eugene Byrd (Chairman), Mac Cox (Vice-Chairman), Robert Bauman, Tom Cole, Cecil Fielder, Reagan Hathcock, Joyce Hinsley, Brenda Jackson, Stephanie Kordas, Karen McIntosh.

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AMARILLO COLLEGE FACULTY HANDBOOK

STATEMENT OF PURPOSE

The Faculty Handbook, to be referred to as The Handbook, is an official compilation of policies and procedures now in effect for Amarillo College and its faculty. The Handbook, along with applicable local, state and federal statutes, governs the relationship of the faculty and college. As The Handbook is revised, all faculty will be provided a copy of such revisions for insertion in The Handbook. It is the duty of the faculty as an integral part of their employment with Amarillo College to carefully review The Handbook and any revisions thereto immediately upon receipt. It then becomes the duty of individual faculty members to present in writing any questions concerning its contents to the Office of the Vice President/Dean of Instruction.
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Amarillo College was created by a vote of local citizens on July 16, 1929. Beginning in rented quarters in the old Municipal Auditorium, The College enrolled its first student in September of 1929.

The College moved to its present location with the construction of its first permanent building, now Ordway Hall, in 1937. Today, Amarillo College operates from 27 buildings on three campuses encompassing some 73 acres.

After serving primarily as a junior college offering arts and sciences courses, the curriculum was expanded in 1942 to include vocational courses. The trend continued with the return of World War II veterans seeking post secondary education under the provisions of the so-called G.I. Bill.

In 1958 Amarillo College was granted its own Board of Regents independent of the trusteeship of the Amarillo public schools. The 1960s brought expansion in college facilities and programs. A number of allied health and occupational-technical programs were added to the curriculum along with an extensive array of continuing education and community service courses.

Amarillo College now serves a multitude of people each year in academic, occupational-technical, and continuing education programs.
Amarillo College, a public community college, provides educational programs, services, and resources for the residents of Amarillo and its surrounding area. With fundamental principles affirming the value of education, the freedom for teaching and learning, and the worth and dignity of each individual, the College emphasizes innovation, excellence, and leadership in its mission to be an exemplary community college.
INSTITUTIONAL PURPOSE

To fulfill its mission, Amarillo College must

GOAL I provide programs leading to associate degrees and certification in university parallel and occupational-technical areas,

GOAL II provide courses and programs to enhance occupational skills and to meet community employment needs,

GOAL III provide courses and programs to broaden awareness and enrich personal development,

GOAL IV provide basic skills and other developmental education,

GOAL V provide student and educational support services,

GOAL VI be a center for social and cultural interaction,

GOAL VII participate in community research and economic development.

In these goals Amarillo College is committed to:

- excellence in teaching and learning,
- high academic standards,
- life-long learning,
- faculty development and research,
- total growth of the student,
- students' pursuit of success,
- academic freedom and diversity of thought,
- an open-door admission,
- community awareness of college programs,
- minimal tuition and fees,
- efficiency and accountability,
- staff support and development,
- fiscal responsibility,
- institutional evaluation and planning, and
- the value of the associate degree.
AMARILLO COLLEGE FACULTY HANDBOOK
HISTORY, MISSION, GENERAL ORGANIZATION AND GOVERNANCE

ACCREDITATIONS

INSTITUTIONAL ACCREDITATIONS AND MEMBERSHIPS

Amarillo College is officially accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates of completion.

Amarillo College is a member of the Texas Junior College Association, the Texas Public Community/Junior College Association, the Association of Texas Colleges and Universities, the American Association of Community and Junior Colleges, the Texas Junior College Teachers Association, and the Texas Association of School Boards.

PROGRAM ACCREDITATIONS AND MEMBERSHIPS

Specific programs of the College are approved by the Coordinating Board, Texas Colleges and Universities.

The Court Reporting Program is approved by the National Shorthand Reporters Association.

The Medical Laboratory Technician, Radiography, Radiation Therapy, Respiratory Care, and Surgical Technology Programs are accredited by the Committee on Allied Health Education and Accreditation.

The Dental Hygiene Program is accredited by the American Dental Association.

The Associate Degree Nursing Program is accredited by the National League for Nursing and the State Board of Nurse Examiners.

The Vocational Nursing Program is accredited by the State Board of Vocational Nurse Examiners.

The Physical Therapist Assistant Program is accredited by the American Physical Therapy Association.

The Music Program is accredited by the National Association of Schools of Music.

The General Electronics Specialty and Computer Specialty of the Electronics Engineering Technology curriculum are accredited by the Technology Accreditation Commission of the Accreditation Board of Electronics Engineering and Technology.
THE COLLEGE EMBLEM

The College emblem consists of a lamp representing knowledge, a gear representing technology, and an atom representing science, outlined by laurel leaves which represent the arts.

The legend "Collegium Excellens" is translated as "College of Excellence."
BOARD OF REGENTS

Regents shall be elected to at-large positions in accordance with Texas law. Education Code 130.082(f)

Normally, three Regents shall be elected in each election depending upon the number required to constitute a Board of nine to serve terms of six years. Education Code 130.082(e), (f), (g)

The Board shall establish policy governing the College; maintain and exercise general control of the College; keep separate records and minutes adopt reasonable rules, regulations, and bylaws; and carry out the appropriate provisions of the state law.

The Board shall maintain a close liaison with the citizens of the College District as to ensure that the College is fulfilling its mission.

The Board shall exercise management of the financial affairs of the College through: (1) long range planning in anticipation of the fiscal and physical needs of the College and (2) the annual operating budget defined in terms of the finances needed to support the educational program for the year.
The President of the College, as the chief executive and administrative officer of the College, is responsible to the Board of Regents for the operation of the College and its programs. The specific duties and responsibilities are listed in The Amarillo Junior College District Board of Regents Policy Manual.
The Vice President and Dean of Instruction, as a part of the general administration of the College directly responsible to the President, is the chief academic and student personnel officer of the College. The primary responsibility of this officer is to coordinate instructional functions of the College, to have general charge of the instructional activities of all programs and to be responsible for the results of such activities.

(A detailed statement of duties and responsibilities is available in the Personnel Office.)
DUTIES OF DIVISION CHAIRS

Division chairs supervise the department chairs in all aspects of their responsibility, coordinate all aspects of operations within the division, and serve as administrative assistants to the vice president/dean of instruction. In addition, they directly supervise programs and faculty for which there is no designated department chair. The basic division chair position will be an eleven-month appointment and requires nine load hours of instruction with a minimum of three in the summer and no overloads. Variations from this basic position must be specifically approved in advance by the vice president/dean of instruction. A chair is an assigned position for an unspecified period of time and is held at the pleasure of the college administration.
DUTIES OF DEPARTMENT CHAIRS

Instructional programs are to be developed within a department according to the statements on "Syllabi" in The Handbook. The programs must be approved by the department chairs, responsible for directing and supervising the programs, to ensure that the subject matter for each course is taught within the guidelines set by the syllabus for the course. It is the chair's responsibility to see that a syllabus for each course is kept up to date and on file in the division chair's and vice president/dean of instruction's offices. The chairs are responsible also for the activities of their departments and for informing their faculty of decisions. It is their responsibility to notify as soon as possible faculty of their teaching assignments, to distribute the teaching load, to maintain department efficiency, to supervise the use of equipment and its care, to make recommendations concerning the selection and status of personnel in their department, to develop and control the departmental budget, and to make reports to the division chairs concerning sick leave taken by faculty. (See "Teaching Assignment and Load," "Syllabi," and "Academic Freedom.") Provisions of appointment for division chairs are the same for department chairs.

The teaching load for department chairs will be determined by the number of full-time-equivalent (FTE) instructional loads in the department.

1. Chairs with 1 to 5.99 FTE instructional loads in the department will normally have a 12-hour load per semester and may teach an overload with the approval of the division chair.

2. Chairs with 6 to 9.99 FTE instructional loads in the department will normally have a 12-hour load per semester but may not teach an overload. If other circumstances besides instructional load warrant it, chairs in this category may be given an extended contract in which case they will also teach 3 to 6 hours during the summer.

3. Chairs with 10 to 14.99 FTE instructional loads in the department will normally teach an 18-hour load during an academic year. They may not teach an overload. Chairs in this category will probably be given an extended contract of 20 to 40 days. Those on extended contract will normally teach a 21-hour load during the academic year and summer. Distribution of the teaching load is subject to approval by the division chairs.
DUTIES OF PROGRAM COORDINATORS

Under certain circumstances a program coordinator may be assigned to assist a department or division chair with the management of specific programs within an academic division. Such assignments must be authorized and approved by the vice president/dean of instruction. The responsibilities and compensation, if any, will be determined on a case-by-case agreement reached in consultation with the coordinator, department and division chair, and vice president/dean of instruction.
VICE PRESIDENT FOR BUSINESS AND DEVELOPMENT

The Vice President for Business and Development is to administer all business and related functions of the college. This officer develops new sources of funds and determines possible alternative funding methods for accomplishing goals of the college and develops and maintains accounting and fiscal policies adopted by the Board of Regents. This officer administers the Amarillo College Foundation.

(A detailed statement of duties and responsibilities is available in the Personnel Office.)
The Vice President and Dean of Continuing Education is to develop, implement, and maintain adult vocational and community service programs which meet the College objectives, plans, and non-credit needs identified within the community served by the College. This officer is responsible for institutional contract training with government, business, and industry.

(A detailed statement of duties and responsibilities is available in the Personnel Office.)
The Amarillo College Faculty Senate represents all appointed faculty. The membership of the Faculty Senate consists of one elected senator from tenured faculty of each division and three elected at large from all full-time faculty. The purpose of this organization is to cultivate cooperation and understanding among the faculty, to make recommendations to the president of Amarillo College on policies which affect instruction and general faculty welfare, to make recommendations on general policy, and to offer a line of communication with other constituencies of Amarillo College.

The Faculty Senate elects its own officers. The Senate also acts as a committee of the whole as a Professional Standards and Relations Committee and as a Salary Committee. The Professional Standards and Relations Committee will hear all matters involving Amarillo College policies or practices which affect the welfare of the faculty. It will conduct hearings of cases involving tenure as required by the statement on "Dismissal Procedure" under "Tenure." The Professional Standards and Relations Committee will study all problems pertaining to faculty welfare and report recommendations to the president of the Faculty Senate. Through the Senate’s periodic meetings with the president of Amarillo College, it will seek answers to questions of faculty interest which cannot be answered elsewhere. The Salary Committee will continuously review faculty salaries and other compensation and will make recommendations to the president of the Faculty Senate. The Faculty Senate may appoint ad hoc committees as needed. These committees may consist of faculty not on the Faculty Senate.

The Faculty Senate meets as often as it deems necessary, but at least once each semester for general faculty business. At least once each semester, it will meet with the president of Amarillo College. All Senate meetings, except those where the Senate is acting as the Professional Standards and Relations Committee, shall be open to all faculty and Student Association representatives. Notices of Senate meetings must be posted.
AMARILLO COLLEGE FACULTY SENATE CONSTITUTION

I. Membership of Faculty Senate (representing all full-time faculty)
   A. One member elected from tenured faculty of each division.
   B. Three members elected at large from all full-time faculty.

II. Duties of the Faculty Senate
   A. The Faculty Senate shall elect its own officers: president, vice president and secretary.
   B. The Faculty Senate shall act as a Professional Standards and Relations Committee and as a Salary Committee.
   C. The Faculty Senate shall meet as often as it deems necessary, but at least once each semester for general faculty business. At least once each semester it will meet with the College president.
   D. The Faculty Senate may appoint ad hoc committees as needed. These committees may consist of faculty not on the Senate. (Example: Election Committee, Nominating Committee, etc.)
   E. The Faculty Senate shall make its own procedural rules and have the right to expel a member for excessive absences and hold a special election to fill the vacancy.

III. Terms and Elections for Faculty Senate
   A. The terms for Senators shall be two years, with half the Senate members completing their terms each year.
   B. A Senator may serve no more than two consecutive terms. He may be re-elected after being off the Senate for at least one year.
   C. Nominations shall be made through a nominating ballot sent to each member of a division in which an election is appropriate. Nomination and balloting shall be conducted in the spring semester. Terms for new Senators shall begin in the fall semester of each year.
   D. Whenever any reorganization of programs, departments, divisions or other service areas affects representation on the Faculty Senate, the Senate officers, acting in concert, shall be empowered to remedy the imbalance temporarily through whatever means are acceptable to the Senate as a whole and to the College administration. The remedy shall prevail until the next general election.
IV. Meetings and Reports

A. All Senate meetings, except those where the Senate is acting as the Professional Standards and Relations committee, shall be open to all faculty members and Student Association representatives. Notices of Senate meetings must be posted.

B. Minutes and reports of the Senate and committee hearings shall be distributed to all full-time faculty members by their division representative either by posting the reports in a central location or by routing through campus mail.

C. Nine members shall constitute a quorum for the Faculty Senate.

V. Votes and Amendments

A. Votes in the Faculty Senate shall be carried by a majority of members present.

B. Amendments to the Faculty Senate constitution must be ratified by two-thirds of those full-time faculty members voting in a secret ballot election.
PROCEDURAL RULES FOR THE FACULTY SENATE OF AMARILLO COLLEGE

Article I - NOMINATIONS AND ELECTIONS OF OFFICERS

Sec. 1: The candidates for President, Vice President, and Secretary of the Faculty Senate of Amarillo College shall be nominated and elected at the last meeting of the spring semester, when all Senators (including outgoing and incoming) meet for transitional purposes. Outgoing Senators may not vote in these elections. Newly elected Senators are eligible for office and may vote in these elections; however, they may not vote on procedural matters until their terms officially begin in the fall.

Sec. 2: The order of nominations and elections shall be as follows:

A. Nominations for the office of President shall be made first. When all candidates for the office of President have been nominated, the Secretary of the Faculty Senate shall distribute to each Senator a plain white sheet of paper, upon which the Senator shall write his choice for the office of President. The Senators shall then fold these sheets and give them to the Secretary of the Faculty Senate. The Secretary of the Faculty Senate and two Senators appointed by the outgoing President shall count the ballots. If it is determined that a candidate has received a majority of the votes cast, the Secretary of the Faculty Senate shall inform the outgoing President, who shall then announce the outcome of the election. If it is determined that no candidate has received a majority of the votes, the Secretary of the Faculty Senate shall inform the outgoing President; and the President shall then order a run-off election between the two candidates receiving the greatest number of votes. A run-off election shall be continued in the same manner as mentioned previously. In the case of a tie vote, run-off elections shall continue to be held until a President has been elected. When a President has been declared, that person shall immediately begin presiding over the Faculty Senate and shall then conduct the remaining elections.

B. The President shall then accept the nominations for the office of Vice President, which shall be made and the election carried out in the manner prescribed in A.

C. When a Vice President has been elected, the President shall call for nominations for the office of Secretary. The nominations shall be made and the election carried out in the manner prescribed, excepting that the Vice President and two Senators designated by the President shall count the votes.
Article II - COMMITTEES

Sec. 1: The Senate President may appoint chairmen of Senate committees; however,

Sec. 2: Each standing committee of the Faculty Senate shall consist of every member of the Senate.

Sec. 3: The Executive Committee shall consist of the Senate President, Vice President and Secretary.

A. The Executive Committee shall be empowered to conduct Senate business when the entire Senate cannot be convened or when it is necessary to expedite a decision or ruling.

B. The Senate shall be informed of any action taken by the Executive Committee at the next Senate meeting and may, by majority vote, veto any such action.

Sec. 4: As the Professional Standards and Relations Committee, the Faculty Senate shall accept faculty grievances. The Committee shall review the grievance and make a recommendation to the College President according to the following procedure:

A. Faculty grievances shall be accepted by the Committee according to the guidelines set forth in the Faculty Handbook and only after the grievance has gone before the Vice President and Dean of Instruction.

B. As chair of the Committee the Senate President shall convene the Committee within five (5) working days following receipt of the grievance.

C. The Committee meetings dealing with the grievance shall be a closed meeting. All interested people shall be notified of the date and time of the Committee meeting. The Committee may request that these people be available on campus should the Committee deem it necessary to communicate with them for clarification of any issue.

D. Following the presentation of the grievance and discussion by the Committee, recommendations regarding the grievance shall be presented a motion. Committee approval of these motions shall be by majority vote.

E. If the Committee is unable to formulate a recommendation, the Committee shall request an extension of no more than five (5) additional working days from the petitioner. If the request for an extension is denied, the Committee may forward the grievance without a recommendation to the College President.
F. The minutes of the Committee meeting dealing with the grievance shall state that a grievance regarding a specific issue was presented and discussed and that the grievance was forwarded to the College President with or without a recommendation.

Sec. 5: As the Professional Standards and Relations Committee, the Faculty Senate shall accept questions to be submitted to the College President according to the following procedure:

A. Questions and comments may be written or spoken, but written communication is preferred.

B. Questions for the President should be signed and dated. Questions should be submitted to a Senator by college mail or in person. The identity of the questioner need be known only by that Senator, who shall, at request, preserve the questioner's anonymity. When the questions are submitted to the President, no names or signatures will be included.

C. Although the Senate prefers signed questions, it recognizes the need for anonymity in a situation in which the questioner believes he may jeopardize his position by revealing his identity. The Senate shall accept or reject by majority vote anonymous questions on their merit.

D. The Senate shall edit questions when necessary (1) to eliminate personal attack, inflammatory rhetoric, sarcasm, or innuendo, (2) to achieve standard English usage and (3) to clarify issues. In editing questions, the Senate shall not edit (1) to change the meaning or the spirit of the question, (2) to diminish the writer's intensity of feeling, (3) to avoid facing difficult or controversial issues, or (4) to eliminate any specific point.

Sec. 6: Special committees of faculty who are not members of the Senate may be appointed by the Senate President with the consent of the Senate.

Article III - REFERENDUM

Sec. 1: A referendum may be held upon order of the Amarillo College Faculty Senate for any purpose the Faculty Senate may deem necessary. Such referendum may be called by the affirmative vote of a majority of the Faculty Senate.
Article IV - FILLING OF VACANCIES

Sec. 1: If a vacancy occurs on the Faculty Senate, a special election shall be called in the division unrepresented, or for the entire faculty in the case of an at-large vacancy. The Secretary of the Senate shall conduct the election.

Article V - ABSENCE OF SENATORS AND EXPULSION

Sec. 1: Senators who know they are going to be absent from a Senate meeting may appoint a substitute. The substitute shall be accorded the same privileges as the Senator who appointed him, except that he may not vote.

Sec. 2: The office of a Senator may be declared vacant if neither the Senator nor a substitute attends two successive meetings.

Article VI - SUSPENSION OF THE PROCEDURAL RULES

Sec. 1: These rules may be suspended in a particular case if suspension is supported by all Senators.
RANK AND TENURE COMMITTEE

This committee will review all petitions that have followed the appropriate procedures as outlined for advancement in rank and tenure. The committee will verify that all documents are in order and that the appropriate criteria for advancement in rank and/or tenure have been met. The committee will make a recommendation for or against promotion to the Vice President and Dean of Instruction (VPDI) who will make a recommendation to the President. The committee will meet on call of the chairman.

The committee will consists of one representative of each of the following divisions/groups:

- Allied Health
- Sciences and Engineering
- Business
- Nursing
- Language, Communication, and Fine Arts
- Industrial Technology
- Student Services
- Learning Resource Center/ACcess
- Behavioral Studies

Each division/group will elect two faculty to recommend to serve on the committee. Those elected must meet the following conditions/criteria:

- Served on the Amarillo College faculty for at least three years.
- Hold the rank of Full Professor, Associate Professor, or Assistant Professor.
- Been promoted in professorial rank while in service at Amarillo College.
- May not be currently serving as a Department or Division Chair.

From those elected, the Executive Committee will appoint a committee with a balance of tenured and non-tenured faculty and the different ranks. The members will serve three-year rotating terms with one-third of the membership elected each year. The second person from each division will serve as an alternate in the event the appointed member cannot serve.

In the event a committee member petitions for promotion or tenure, the alternate from that division/group will serve out the remainder of the member's term.

The Rank and Tenure Committee members will select a chair for the committee for the next academic year at its last meeting each May.
Amarillo College reserves the right to periodically review and revise the policies and procedures contained in The Handbook. Faculty will be encouraged to suggest and to review proposed revisions to The Handbook. Comments and recommendations from faculty are encouraged, and open hearings may be conducted as the need is indicated by response from these committees and leadership.

No revision shall be construed to affect a right of "tenure," once granted, nor shall such revision change the conditions for granting tenure from those which were stated in The Handbook at the time a faculty member was appointed. "Tenure" is defined and used herein as a fundamental commitment to continued employment; faculty members may, however, become subject to removal through reduction in faculty or by dismissal for cause as defined in The Handbook.
The responsibilities of faculty at Amarillo College include maintenance of competence in their fields and the exhibition of competence in effective teaching. It is their responsibility to follow the guidelines set by the syllabus for each course which they teach. Furthermore, faculty are expected to attend faculty meetings called by the president, vice president/dean of instruction, division chair, or the department chair. In addition, faculty are expected to support student programs and to serve as chaperons or sponsors when requested.

Much of the work of Amarillo College is carried on through committees; therefore, faculty are required to serve on the standing and ad hoc committees of Amarillo College. Faculty are subject to call for briefing on procedures for orientation, advising, registration of students, and for general planning.

Faculty will have the holidays listed in the Amarillo College Catalog except when their duties and responsibilities incident to their assignments require otherwise.
The faculty of Amarillo College are categorized as follows:

1. A **full-time faculty** member is one who is appointed by the Board of Regents and who normally teaches fifteen semester hours of who performs the equivalent as determined by other assignments per semester. This category of faculty includes:
   a. **Temporary** -- Those faculty serving in a non-tenure track position. These faculty are hired for a specified period of time.
   b. **Probationary** -- Those faculty serving the probationary period prior to being granted tenure.
   c. **Tenured** -- Those faculty who have been granted tenure by the Board of Regents.

   The ranks for full-time faculty are as follows: instructor, assistant professor, associate professor, and professor.

2. A **part-time faculty** member is one who is employed on a temporary basis and teaches less than a full-load. This category of faculty includes:
   a. those who are appointed by the Board of Regents and teach more than a half load and receive salary and benefits on a pro-rata basis and
   b. those who are assigned by division chairman to teach on a class by class basis usually less than a half load and are paid on a separate salary scale.

   Exceptions can be made by the Vice-President for Academic Affairs for those faculty teaching at least half-time but less than full-time.

3. A **substitute faculty** member is one who is employed on an hourly basis to teach in the place of a faculty member who is absent from class.

4. A **visiting faculty** member is any faculty whose entire salary and benefits package is funded by sources unsolicited by the college. The visiting faculty are required to meet the same faculty qualifications as other faculty in the respective program and are subject to all faculty policies. Visiting faculty are appointed by the Board of Regents.

5. An **adjunct faculty** member is one who, in the capacity of regular employment duties at another institution or business, serves as an instructor or in an instructional support function for certain programs of study. Adjunct faculty are not paid by the college. They are required to meet the same faculty qualifications as other faculty in the respective program.
The faculty compensation plan provides uniform incentives for the professional advancement of the entire faculty and contains the following:

**General Provisions**

1. The salary schedule is based on nine months' service. Faculty whose services are required for a period in addition to nine months shall receive additional compensation. (See "Extended Faculty Appointments.")

2. The faculty will be notified in writing when any changes in the "Faculty Compensation Plan" are made by action of the Board of Regents.

3. The salaries of all faculty, whether on a 9-month appointment or extended appointment, will be prorated and paid over a 12-month period from September through August of each year of service. Faculty whose appointments begin after the beginning of the academic year may elect to have the pay prorated over the remaining portion of the 12-month period or for the appointment period only.

4. The Faculty Salary Schedule is revised each year as a part of the budgeting process and is approved by the Board of Regents. The annual "Faculty Salary Schedule" is an official "Addendum" to The Handbook. Once the Annual Faculty Salary Schedule is approved by the Board of Regents, The President will notify appointed faculty of the changes in the faculty compensation program for the coming academic year. Specific salary confirmation will be issued to each faculty from the Personnel Office through the distribution of the Faculty Personal Profile (BPER 17) as soon as all creditable academic advancement course work has been submitted and verified. Academic advancement submitted after the beginning of the academic year will not be reflected on the BPER 17.

5. Faculty may determine their salary by identifying the step increment for which they are qualified and their level of academic training. Course approval is accomplished by the submission and approval of an Academic Advancement Form. Salary increases will be made effective the first of the month following proper submission of course completion verification and the necessary Personnel Form 310 to the Personnel Office.

Progression across the Faculty Salary Scale is determined by academic work (degrees and hours). To be approved, courses must be: (1) at or above the level of the highest degree held and (2) in the subject area of the faculty's primary assignment. Exceptions to these criteria may be approved with justification. Credits approved through this process will move faculty on the salary schedule in three credit-hour increments.
6. Annual increments will be added to the Faculty Salary Schedule for professional rank classifications. These shall be merit increments which shall begin with the effective date of attainment of the rank. (See current "Faculty Salary Schedule," "Addendum."

7. Amarillo College provides additional benefits to faculty as follows: (Personnel Office has current guidelines)

   a. Medical, life, and dental insurance--(see "Insurance"),
   b. Professional liability insurance,
   c. Workers’ compensation,
   d. Unemployment compensation
   e. "Cafeteria" Plan

Those provided on a matching basis are as follows:

   a. Retirement Plan - required participation in either Teacher Retirement System of Texas or Optional Retirement Program,
   b. Amarillo College Benefit Plan - voluntary participation,
      1. Retirement benefits,
      2. Disability and survivor benefits fully paid by the College.

Those provided on a nonmatching basis are as follows:

   a. Individual tax-sheltered annuity plans,
   b. Emergency short-term Scott Lumber Loan Fund,
   c. Payroll deduction for specified purposes,
   d. Cancer and intensive care insurance--(see "Insurance")
   e. Pre-paid Legal Insurance.
Faculty may be placed on extended appointment for a specified number of days or months of service beyond the normal nine-month appointment when one or more of the following conditions exist:

1. Supervisory responsibility is required,
2. Teaching is in a program in which the same level of activity and enrollment continues beyond the nine months,
3. Teaching is in a program which is designed as a 12-month program or curriculum, and
4. Employment is in an instructional-related area which requires year-round service.

These assignments are subject to annual review.

Those faculty in positions which require extended appointments amounting to a 12-month assignment will follow the same or equal duty days and holidays as the administrative staff and accrue vacation days accordingly.

Those faculty on extended appointments of less than 12 months' duration will follow the same or equal duty days and holidays as the 9-month faculty during the academic year. For the extended appointments, the days and responsibility will be designated. Faculty in this category do not accrue vacation days.
Tenured faculty who accept an administrative position will retain their tenured status in the area (discipline or program) in which they were tenured. However, their return to the tenure area will be subject to need (determined by the administration) and availability of funds. In no case shall another tenured faculty in the same area be released to accommodate this move, even though such person was tenured last. However, a probationary or temporary appointed faculty may be released if necessary to accommodate the transfer. If all faculty in the area are tenured and there is no need for an additional person, then the administrator has no recourse except to be retained in the administrative position or be released from employment at the discretion of the administrative supervisor.

Faculty who accept an administrative position prior to the receipt of tenure may forfeit any progress made toward tenure.

Administrators who do not have tenure at Amarillo College but desire a faculty appointment will be given preference for any vacant position for which they are qualified and are recommended for by their administrative supervisor.
AFFIRMATIVE ACTION

The College is an equal opportunity employer and will assure that:

1. Persons are recruited, hired, and promoted for all positions without regard to race, religion, color, national origin, sex, or age.

2. Placement decisions are based on an individual's qualifications for the position being filled.

3. Other personnel actions, such as compensation, benefits, transfers, layoffs, returns from layoffs, College-sponsored training, educational, tuition assistance, and social and recreational programs, are administered without regard to race, religion, color, national origin, or sex.
EMPLOYMENT OF NEW PERSONNEL

Requests for employment of new faculty originate with the department chairs, who complete a Personnel Requisition form and submit it to the division chairs. The division chairs submit it with their recommendation to the vice president/dean of instruction. The Personnel Office is responsible for recruiting through advertising of positions and for establishing and maintaining personnel files.

A copy of The Handbook is provided to any prospective employee who is recommended for appointment.

Full-time and part-time faculty must be approved by the department chairs, division chairs, and the vice president/dean of instruction and recommended by the president to the Board of Regents for appointment. After appointment to the faculty, the responsibilities, obligations, rights, and compensation of faculty are governed in accordance with statements contained in The Handbook.
CRITERIA FOR DETERMINING PLACEMENT

At the time of initial employment at Amarillo College, the faculty members' academic and work record will be analyzed to determine placement on the salary schedule. Faculty will be placed on the Faculty Salary Schedule according to the following guidelines and will be asked to indicate agreement with that placement by signing the form prepared for that purpose.

1. Degree and equivalency classification.

Only degrees earned from a fully accredited (SACS or regional equivalent) and recognized university will be considered for salary placement purposes.

Degrees, experiences, and certificates must be in the proposed teaching or service area and must meet any accreditation requirement applicable to the program or institution. Any exceptions must be expressly approved in writing by the vice president/dean of instruction. Certification, licensure, or registration counts toward placement only in programs in which it is required for accreditation of that program.

a. Bachelor's degree scale:

(1) A bachelor's degree.

(2) Five years of journey-level experience with two years of college work. In this case the five years of experience may not also count toward step increments.

(3) An associate degree and a required certificate, license, or registration.

b. Master's degree scale:

(1) A master's degree.

(2) A bachelor's degree and a required certificate, license, or registration.

(3) A bachelor's degree plus five years of journey-level experience. In this case the five years of experience may not also count toward step increments.

(4) A master's degree and a required certificate, license, or registration will be placed at +30.

(5) A master's degree and ABD (All But Dissertation) will be placed at +60.
c. Master's degree or its equivalent +30 scale.
d. Master's degree or its equivalent +60 or ABD (All But Dissertation).
e. Doctor's degree scale.

2. Creditable years of service.
   a. Approved college teaching is equated directly to credit on the Faculty Salary Schedule; that is, one year full-load teaching equals one year credit; or, one year of half-load teaching equals one-half year credit. No credit is given for less than half-load teaching.
   b. A year's service will be granted if faculty taught full time at least one semester during the initial year of employment.
   c. Credit for teaching experience in a school below college level will be determined on an individual basis by the vice president/dean of instruction with a maximum of five years of credit allowed.
   d. Directly related work experience is equated on a one-for-one basis with a maximum of five years of credit allowed.
   e. Experience as a teaching assistant while pursuing a graduate degree is equated on a one-for-two basis with a maximum of three years of credit allowed.
   f. Military service time is equated as directly related work experience if the duties performed while in the service are related to the educational background of the individual. Military service time which occurred either before receiving a college degree or before entering the teaching field is not acceptable. Time spent in the service after having entered the teaching field is equated on a one-for-one basis with a maximum of five years credit allowed.

3. Credit for previous employment at Amarillo College.

Faculty reappointed after having left the employ of Amarillo College may negotiate to regain previous time spent in a probationary or tenure status. However, a minimum of one-year probationary period is mandatory.
The following information must be included in each faculty member's personnel file at the time of employment:

1. A complete official transcript of credit from any college which has credits or degrees that effect salary placement and

2. A signed copy of the letter of position offer acknowledging The Handbook as the basis of employment, and

3. The application for Faculty and/or Administrative Position form.

Faculty have the right to examine their personnel file and the right to prohibit access of others to it without their written consent, except for administrative officers who have a need to know and for members of any committee concerned with salary, tenure, or promotion in the pursuit of its specific functions.

At the beginning of each academic year, personnel files will be updated by faculty submitting to the Personnel Office:

1. Updated official transcripts of credit of course work completed during the previous academic year.

2. A signed Reading and Understanding of The Handbook form acknowledging that the current version of The Handbook has been read and understood.

3. Faculty are urged to maintain a current record of participation in professional development activities.
Faculty Performance Review Program

In keeping with its commitment to excellence in education, Amarillo College has adopted a faculty evaluation plan. The objectives of this plan are to enhance the quality of education for students, to address concerns expressed by faculty, and to ensure uniformity of evaluation.

The General Plan

1. The performance of each non-tenured faculty member will be reviewed each year for the first four years; then the review will be every two years. Tenured faculty will be reviewed every two years. The department chair or other immediate supervisor will be responsible for the review.
2. After review, the chairs or other immediate supervisors will confer with faculty.
3. The review and conference must result in a plan for professional development activities.

Procedural Details

1. Each departmental or program faculty and chairs or other immediate supervisors will cooperatively be responsible for details of performance review within the policy guidelines. Departmental plans must be approved through administrative channels by the vice president/dean of instruction. If faculty disagree with the departmental plan, the chairs and those faculty may devise an equivalent alternate plan subject to the same approvals.
2. Student evaluations will be required. The student evaluations must be used by faculty and the chairs or other immediate supervisors in forming their respective review statements. Only a summary of the student evaluations needs to become a part of the review documentation.
3. In addition to student evaluations, each review process will include two narrative statements:
   a. The faculty self-evaluation statement which may be accompanied by additional documentation, and
   b. An evaluation statement by the chair or other immediate supervisor.
4. The narrative statements of faculty and of the chair or other immediate supervisor should be analytical and must comment on at least these aspects of performance:
   a. Classroom performance (or equivalent major area of responsibility);
   b. Contribution to the objectives and activities of the department, the division, and Amarillo College;
   c. Professional growth.

   Other aspects may be included at the discretion of the chair or other immediate supervisor, or as may be needed in unique situations, or as may be part of the departmental design.

5. The conference between the chair or supervisor and the faculty should include the following items:
   a. A review of student evaluations;
   b. A review of the faculty member's self-evaluation;
   c. A review of the evaluation performed by the chair or other immediate supervisor;
   d. Plans for professional development activities, which are to be stated in writing and are to be reviewed at the next evaluation. Records of professional development activities should be kept and documented by individual faculty consistent with Amarillo College policy.

6. This program is subject to the "Grievance Procedure" as stated in The Handbook.
The professorial rank system at Amarillo College recognizes and rewards faculty who distinguish themselves by MERITorious performance to Amarillo College.

MERITorious performance is defined as a measure of those faculty activities which EXCEEDS the standard expectations for the specific faculty position and which clearly shows the faculty member is of more value to the program and institution.

MERITorious performance can include superior service in the following four areas:

1. Classroom performance (or equivalent major area of responsibility)
   
   Examples include, but are not limited to:
   a. Teaching an assigned overload.
   b. Receiving exceptional ratings on faculty evaluations.
   c. Receiving recognition for superior teaching (e.g., excellent ratings on student evaluations, nomination for Piper or Mead awards).

2. Contribution to the objectives and activities of the department, the division, and the college
   
   Examples include, but are not limited to:
   a. Exceptional service on college-wide committees (e.g., leadership role, service on more than one committee).
   b. Performing activities within the department and college that are NOT considered to be a part of the normal routine duties for the position.
   c. Writing a grant.
   d. Sponsoring a student organization.
   e. Exceptional recruiting and retention efforts.

3. Professional growth
   
   Examples include, but are not limited to:
   a. Publishing in a recognized publication or writing a book related to one's discipline.
   b. Participating in research relative to one's discipline.
   c. Performances, productions, or presentations outside one's academic responsibilities.
4. Contribution to the community

Examples include, but are not limited to:

a. Being a presenter at a regional, state or national meeting.
b. Service in a professional organization (e.g., holding an office, chairing a committee, developing a program).
c. Serving in the community (e.g., serving as a member on a community board).

The outcomes of such excellent or MERITorious performance ensure a faculty better qualified for their daily responsibilities at Amarillo College.

MERITorious performance does NOT include those activities which merely sustain faculty at a status quo level. Collectively, such activities that are considered part of one's normal or routine job duties are called "maintenance performance" and will NOT be considered for promotion in rank.

Maintenance performance can include acceptable service in the following four areas:

1. Classroom performance (or equivalent major area of responsibility)

   Examples include, but are not limited to:
   a. Updating an existing course.
b. Preparation of class schedules.
c. Adequate ratings on faculty evaluations.
d. Development of instructional materials that contribute to classroom work.

2. Contribution to the objectives and activities of the department, the division, and the college

   Examples include, but are not limited to:
   a. Routine service on a college committee.
b. Preparation of a departmental budget.
c. Evaluation of peers.
d. Adequate ratings on faculty evaluations.
e. Presentations of research to the institution or local community (e.g., Dean's Book Review).
3. Professional growth

Examples include, but are not limited to:
   a. Attending routine staff development activities that are designed to keep one current in his or her discipline.

4. Contribution to the community

Examples include, but are not limited to:
   a. Presentations of research to the institution or local community (e.g., brown bag seminar).

Before proceeding with plans for requesting a promotion in rank the faculty member should consult with their supervisor concerning any items that are not included in the "meritorious performance" or "maintenance performance" examples. The supervisor and/or faculty member may also consult with the Promotion/Tenure Committee.

Once faculty meet requirements for number of academic years of service and all other criteria for a specific rank as stated in the Faculty Handbook, they may petition in writing for their immediate supervisor to conduct the promotion-review procedure. The petition shall include a detailed narrative statement that describes the individual's MERITorious performance in any or all of the four following major categories with detailed documentation to support each MERITorious performance activity. Documentation should be grouped according to the following outline.

1. Classroom performance (or equivalent major area of responsibility)
   a. Summary reports from all student evaluations that were obtained during the immediate past three years or more.
   b. Documentation to support receipt of any special awards or honors earned during the immediate past three years or more.
   c. Copy of the most recent faculty performance review.

2. Contribution to the objectives and activities of the department, the division, and the college
   a. Records documenting service on standing committees and any ad hoc committees during the immediate past three years or more.
   b. Records documenting service to the respective division and to the college performed during the immediate past three years or more.
   c. Documentation to support receipt of any special awards or honors earned during the immediate past three years or more.
3. Professional growth
   a. Most recent copy of BPER 17 (personnel profile).
   b. Records documenting evidence of continuing education activities that earned CEU credit during the immediate past three years or more.
   c. Records documenting evidence of continuing education activities that did NOT earn CEU credit during the immediate past three years or more.
   d. Copies of most recent college transcripts and any professional certification credentials.
   e. Documentation to substantiate any research, grant writing, publications, or consultations performed during the immediate past three years or more.
   f. Documentation to support receipt of any special awards or honors earned during the immediate past three years or more.

4. Contribution to the community
   a. Records documenting community service performed during the immediate past three years or more.
   b. Documentation to show service to professional organizations performed during the immediate past three years or more.
   c. Documentation to support receipt of any special awards or honors earned during the immediate past three years or more.

In addition to a narrative statement that addresses the applicable categories (including documentation), and the standard "Petition for Promotion" form, the portfolio for promotion shall contain a current job description which includes ALL routine duties.

The immediate supervisor will review the petition to determine its completeness. The immediate supervisor will discuss the written evaluation and other petition contents with the individual. Additional supporting statements, documents, and other pertinent information may be requested to substantiate the individual's assertion of MERITious performance. Following this initial review process, the immediate supervisor will recommend for or against promotion.

The pro or con recommendation of the immediate supervisor, a copy of the narrative statement signed by the faculty, and all other petition documentation will be forwarded to the Promotion/Tenure Committee.
The Promotion/Tenure Committee will verify that all documents are in order and will subjectively deliberate to determine whether MERiTorous performance has or has not occurred at a standard that MERITS a promotion in rank. The committee will then make a recommendation for or against promotion to the vice-president and dean of instruction (VPDI) who will make a recommendation to the president.

If, at any point in the promotion-review procedure, evaluators do not recommend promotion, they will put in writing the reasons and recommendations for improvement. In the event the recommendation to the president is denial of promotion, the faculty member may appeal the decision through the "Grievance Procedure (Faculty)" as stated in the Faculty Handbook. The petitioners may withdraw their petition for promotion in rank at any point.

The review procedure will be conducted in the last academic year of service of a particular rank. The following timeline shall apply to all promotions:

- **Deadline for faculty to submit completed petition:** Second Friday in February.
- **Deadline for supervisor recommendation:** Last workday in February.
- **Deadline for Promotion/Tenure Committee recommendation:** Second Friday in April.
- **Deadline for VPDI recommendation:** Last workday in April.

This schedule will allow the president's recommendations for promotion to be presented at the May meeting of the Board of Regents. Promotion in rank will be contingent upon completion of all proposed activities prior to August 20 of that year. The effective date for promotion will be the following September 1.
Amarillo College recognizes FOUR professorial ranks:

1. Instructor:
   a. Instructor is the first rank in the professorial rank system. All faculty appointed to either a full-time or full-time/temporary position are instructors unless they meet qualifications for a higher rank.

2. Assistant Professor:
   a. Must have served four academic years at Amarillo College as an instructor. (This rule may be waived for persons who have a doctorate.)
   b. Faculty in a position requiring a bachelors degree or less must possess a bachelors degree. Course work counted toward promotion must be in addition to a bachelors degree.
   c. Faculty in a position requiring a masters degree must complete course work in addition to a masters degree.
   d. Must have completed 15 graduate level hours applicable to the position held or may substitute 2/5 of required graduate hours with undergraduate hours or appropriate professional training activities. Courses and activities must enhance the individual's performance above current standards and must have approval by the immediate supervisor. Professional activities substituted for graduate hours will not be included elsewhere in the petition for promotion.

3. Associate Professor:
   a. Must have served three academic years at Amarillo College as an assistant professor.
   b. Must have completed 30 graduate level hours applicable to the position held or may substitute 2/5 of required graduate hours with undergraduate hours or appropriate professional training activities. Courses and activities must enhance the individual's performance above current standards and must have approval by the immediate supervisor. Professional activities substituted for graduate hours will not be included elsewhere in the petition for promotion.
4. Professor:
   
a. Must have served three academic years at Amarillo College as an associate professor.

   b. Must have completed 45 graduate level hours applicable to the position held or may substitute 2/5 of required graduate hours with undergraduate hours or appropriate professional training activities. Courses and activities must enhance the individual's performance above current standards and must have approval by the immediate supervisor. Professional activities substituted for graduate hours will not be included elsewhere in the petition for promotion.

College hours and professional activities approved for promotion will apply to future petitions for promotion.
"Tenure" is defined herein as a fundamental commitment to continued employment. (See "Statement of Purpose".)

1. **Probation**

Upon appointment to a full-time position, a faculty member must meet the conditions of probation in effect at the time of appointment in order to be granted tenure. All other policies are subject to revision and immediate implementation. (See "Purpose" p.1.)

a. Full-time faculty are on a continuing appointment during their probationary period, but employment may be terminated prior to the granting of tenure. In the event an immediate supervisor recommends noncontinuation of appointment, the faculty member will be notified in writing at least 15 days in advance of the notification deadline set out below. In such case, the faculty member may request a review of the supervisor's decision by the division chair, vice president/dean of instruction, and president in that order.

b. Notice of intention not to reappoint a faculty on probation for the next academic year shall be given in writing by the president in accordance with the following deadlines:

   (1) Not later than 6 months from the date of appointment, or

   (2) Not later than December 15 of the second and third academic years, or

   (3) Not later than October 1 of the remaining academic years in the probationary period.

c. The president may suspend appointed nontenured faculty by written notice at any time with pay pending the outcome of a dismissal hearing. Suspension will be based upon recommendation for dismissal by the department and division chairs and the vice president/dean of instruction. In such cases, the faculty member will be given in writing within 5 days of suspension the charges supporting dismissal. A hearing will be held within 15 days of the suspension at which the faculty member may answer the dismissal charges. The hearing will be before the supervisors involved, the president of the Faculty Senate, and two members selected by the president of the Faculty Senate. The hearing will be chaired by the president of the Faculty Senate. At such hearing any party may call before it any involved individual in order to obtain additional information. All involved parties will be entitled to present pertinent evidence and reasonable argument. The Hearing Committee will make a recommendation to the president within 5 days of the hearing. Upon
receiving the recommendation of the Hearing Committee, the president will dismiss or retain the faculty member within 2 days.

d. During the probationary period, faculty will be evaluated each year during the first four years and bi-annually thereafter in writing by their immediate chair or supervisor according to the Faculty Performance Review Program.

2. Petition for Tenure

Upon appointment full-time faculty shall serve in a probationary status until they are eligible to petition for tenure. Minimum conditions which must be satisfied for faculty to be eligible for recommendation are:

a. Must have served seven years in a probationary status; however, a faculty employed at mid-year will serve seven and one-half (7 1/2) calendar years. Time spent in a temporary- or continuing-appointment status may satisfy part of the probationary time requirement. The amount of such time to be counted is negotiable and will be determined at the time of appointment to a full-time position; however, at least one year of probationary status is mandatory.

b. There must be a "tenure" position open in the program/department in which the faculty is serving in a probationary status. In each program/department with five or fewer faculty positions at least one will be a "non-tenure" position. In each program with six to ten faculty positions, at least two will be "non-tenure" positions. In programs or departments with more than ten faculty, at least three positions will be "non-tenure" positions.

c. Must petition for consideration for tenure to the immediate supervisor, the division chair, and the Rank and Tenure Committee and provide appropriate supporting documentation to include:
(1) Cover letter requesting tenure and summarizing justification.
(2) Past Faculty Performance Review Documents - to include summaries of student evaluations, self-evaluation, and Department Chair evaluations.
(3) Any other supporting documentation such as student and faculty letters of recommendation.
(4) BPER 17.

d. Tenure recommendations will be made to the Board of Regents for the ensuing year at the next regular meeting of the Board of Regents after the November meeting.
RESIGNATION PROCEDURES

Faculty should notify their department or division chair in writing when a decision to resign has been made.

Upon termination of employment and prior to separation from Amarillo College, faculty must obtain from the Personnel Office an Employee Separation Report and an Employee Clearance form which are to be completed and returned to the Personnel Office.
There is no mandatory retirement age for any tenured faculty.

A faculty member who has taught for ten years and is at least 55 years of age is eligible for retirement from Amarillo College.

A faculty member who leaves the college before the age of 55 is classified as resigned.

A faculty member must be 55 years of age or older in order to officially retire from Amarillo College. The Amarillo College Personnel Office advises all retirees to give the college a one semester notice before retiring.

The first step in retiring is for faculty to write a letter of retirement to their department chair. The second step is to pick up the separation forms/retirement package from the Amarillo College Personnel Office. Texas Retirement System prefers a two-month notice for faculty under that retirement plan.

Ten years of service is the minimum requirement for one’s being honored with a reception and receiving a gift from Amarillo College. Ten years’ service minimum is required to qualify for the group insurance benefits.

An ORP participant must complete the same minimum number of years of service and age as the TRS participant to receive the state premium share for insurance benefits. Currently this requirement is age 55 and 10 years of eligible service. Members qualifying for this benefit also retain benefits from Amarillo College, such as free tuition.

Legislation reduced the years of service for vesting in Teacher Retirement from ten years to five years; however, the ten-year service requirement is still in effect for the eligibility for the insurance premium share benefit.

There is no formula for calculating benefits from the Amarillo College Benefit Plan since it is a defined contribution plan. A distribution of benefits to an employee/beneficiary can take place only when an employee leaves the College or dies. One does not have to take any distribution when one leaves; one may leave the funds to continue earning for the future. Distributions may be made on a monthly, quarterly, semi-annual, or annual basis; the employee decides upon when and the amount.

A retired employee is eligible for the same medical and dental coverages as an active working employee and for the same premiums. The Term-life Insurance is reduced to $2,500 for retirees. There is also coordination with Medicare and certain decisions one must make regarding Medicare at the age of 65.

Retired employees and their spouses may enroll for any Amarillo College class tuition free on a space available basis. Payment of laboratory fees and any other fees assessed on a class will be required. The Preparatory Music program and charges for private music lessons are excluded from the tuition-free status.
DISMISSAL PROCEDURE

Faculty on tenure shall demonstrate continued professional competence, professional responsibility, and the ability to perform the physical requirements of the position. Faculty on tenure shall exhibit personal conduct which does not adversely affect the performance of duties or the meeting of responsibilities to Amarillo College, to students, or to other Amarillo College employees. Failure to meet these requirements in a suitable manner or refusal to comply with written Amarillo College policies, procedures, and administrative directives will be adequate cause for dismissal proceedings.

Proper procedures for dismissal of a tenured faculty at Amarillo College being essential to an effective tenure system, the following steps of Amarillo College’s due process will be followed:

a. Through preliminary inquiry, discussion, or confidential mediation, the administrator responsible for initiating dismissal proceedings (hereinafter referred to as "the administrator") will make first a sincere and good-faith effort to arrive at a satisfactory resolution of the difficulties.

b. Should the initial efforts of the administrator fail to resolve the difficulties, the administrator, with the consent of the president of Amarillo College, will present formal written charges which will be cause for dismissal to the faculty. Such written charges shall include a list of the names of witnesses against him, the nature of testimony, and a general description of any documentary evidence which will be used against him. The faculty may provide a written response to the formal charges to the administrator within 20 calendar days from the date the faculty receives such written charges. If the faculty does not respond in writing, dismissal will be effected as of the twenty-first day following being formally notified of charges. Should the faculty wish a hearing before the Professional Relations and Standards Committee (hereinafter referred to as the "Faculty Committee"), such statement shall be included in the written response of the faculty member. If a hearing is not requested, the administrator shall make a final determination based on the written response. If the charges are adequately answered, they will be withdrawn. If not, dismissal will be effected on the eighth day following receipt of the faculties response.

c. Within seven calendar days after the receipt of the written response, if any, wherein a hearing before the Faculty Committee is requested, the administrator shall transmit or deliver to the chair of the Faculty Committee a copy of the formal written charges and the written responses of the faculty for the Faculty Committee’s review and consideration.
d. Within 30 calendar days after receipt of the written charges and written response, the Faculty Committee shall conduct the requested hearing to investigate the charges for dismissal, and the faculty shall be advised in writing of the time and place for such hearing at least 14 calendar days prior to such hearing. At such hearing the Faculty Committee may call before it any involved individual in order to obtain additional information. All interested parties will be entitled to present relevant evidence and reasonable argument.

e. Within 30 calendar days of the Faculty Committee hearing, its written findings and recommendations for retention or dismissal will be presented in person by the chair of the Faculty Senate and the chair of the Faculty Committee or their respective designees to the administrator, to the president, and to the faculty involved. Within 7 calendar days of the receipt of such written findings and recommendations, the administrator will review them and recommend to the president retention or dismissal. Within 7 calendar days of the receipt of this recommendation, the president will notify in writing the faculty, the administrator, and the Faculty Committee of his decision to dismiss the charges and retain the faculty or to recommend dismissal to the Board of Regents. If the decision is to dismiss the faculty, the president will give reasons for it in writing.

f. If the issue has not been resolved to the satisfaction of the faculty within 10 calendar days of the receipt by the faculty of the president’s decision, such faculty member shall advise the president in writing that a hearing is requested before the Board of Regents of Amarillo College. If the faculty does not respond, dismissal will be effected as of the eleventh day. After the president receives such written notification from faculty, the president will present the Faculty Committee’s report, the administrator’s recommendation, and the president’s decision to the Board of Regents at its next regularly scheduled or called meeting. The Board of Regents will then set a date and place for a full hearing of the matter. The faculty shall be advised in writing of the time and place for such hearing at least 14 calendar days prior to such hearing. At such hearing, the Board of Regents may call before it any involved individuals in order to obtain additional information. All interested parties will be entitled to present relevant witnesses, relevant evidence, and reasonable argument. If a faculty is to be confronted with witnesses or evidence other than disclosed either prior to or during the Faculty Committee hearing, notice of such new evidence will be given in writing to such faculty member at least 7 calendar days before the Board of Regents’ hearing.
The Board of Regents will then review the case in full and return its decision regarding the dismissal or retention of faculty. The final decision of the Board of Regents will be provided in writing to the faculty involved, the president, the Faculty Committee, and the administrator. If the decision is to dismiss, it will be effective the day following receipt by the faculty of the written decision of the Board of Regents.

g. Parties involved in the dismissal proceeding may be represented by counsel of their own choosing and expense at each stage of Amarillo College’s due process. Consistent with the time limitations stated herein, all proceedings concerning the dismissal will be conducted with all deliberate speed.

h. The salary of the tenured faculty against whom dismissal proceedings have been initiated will not be affected during Amarillo College’s due process. If the faculty member presents the threat of harm to himself/herself or to others, or if the cause of dismissal is such as to render the faculty member’s performance ineffective or destructive, the president may suspend the member with pay. While under most circumstances, a consultation with the Faculty Committee and its concurrence should precede the decision to suspend faculty, the president may, when deems it necessary, suspend faculty without such consultation.

i. To the extent possible under rule of law, all of the proceedings in connection with dismissals shall be kept strictly confidential unless such confidentiality is waived by faculty. Faculty have the right to public hearings before the Faculty Committee and the Board of Regents and the right to a recording of those hearings at their expense. Such requests by faculty for a public hearing and/or recording of such hearing shall be made at least 3 calendar days prior to such hearing.
REDUCTION IN FACULTY

The provision of tenure made by this handbook applies to full-time faculty as individuals and is not binding upon the Board of Regents when a state of exigency exists or is imminent and may require reduction in faculty. The determination that an exigency exists or is imminent is the responsibility of the administration. When such a finding is made, the administration shall then arrange for appropriate faculty participation with representatives from the department or affected program to apprise them of the problem indicated by the findings and enlist their involvement in further consideration of the circumstances. No reduction in faculty will be considered, however, until the following procedures have been applied to maintain the employment of faculty on tenure.

a. To maintain normal teaching loads, tenured faculty may be assigned in areas where probationary, temporary, part-time, or supplementary faculty would otherwise be employed—the rights of tenured faculty over all others being paramount in all instances.

b. To maintain full-time status, tenured faculty may be assigned or reassigned duties on the following basis:

(1) Tenured faculty may replace nontenured faculty on an interdivisional and intradivisional basis. Some of the teaching load combinations that may be used are part load during the day and part load during the evening, part load on one campus and part load on another, full assignment in the evening on one campus or on an intercampus basis, or full-time assignments by using the summer months and either the fall or spring semesters for a nine-month teaching assignment.

(2) Tenured faculty may teach in their minor fields providing that the faculty concerned strengthen academic qualifications at the rate of six semester hours per year until minimum standards are met.

(3) Tenured faculty may be assigned to perform budgeted, nonteaching professional duties deemed appropriate by the administration. Such duties might include, but not be limited to, student activities, counseling, or administrative work. The reassignment will not exceed two years.
After these retention procedures have been exhausted, further action will be in accordance with the Faculty Reduction Policy as follows:

a. The administration shall inform the affected department or program faculty of the need to reduce faculty.

   (1) Notice to those whose service is to be terminated will be given not later than October 1 of the academic year at the end of which termination will occur. Earlier notice should be given if possible.

   (2) The seniority principle within the area of specialization in specific departments or programs will govern faculty reduction. Seniority is based upon the total number of years of full-time employment by Amarillo College. If a department or program has offerings which are to be continued and if the reduction process will result in there being no person in the department or program prepared or qualified to teach the specified course offerings, the order of reduction may be modified to accommodate this circumstance. The affected tenured faculty is guaranteed reasonable time and opportunity to obtain such preparation or qualification before the order of reduction is modified.

b. Persons removed as a result of reduction shall be advised of the opportunity for re-employment in reverse order of reduction in the same academic discipline for a period of 2 years but must accept such offer within 15 days after the offer is received.

   (1) Individual concerned are responsible for keeping Amarillo College informed of their current mailing address.
ACADEMIC FREEDOM

Academic freedom is necessary to excellence in teaching; thus, it is essential that faculty be free to pursue scholarly inquiry and to voice and publish their conclusions concerning the significance of evidence that they consider relevant to their field. Therefore, faculty at Amarillo College are entitled to full freedom in the classroom in discussing the subjects they teach. However, faculty should not attempt to force on their students a personal viewpoint, and should at all times allow diversity of opinion.
CODE OF ETHICS

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

In order to more adequately express the affirmation of our professional responsibilities, we the faculty of Amarillo College do adopt the following code of professional ethics:

The Professional Educator shall treat all persons with respect, dignity, and justice, discriminating against no one on any arbitrary basis such as race, creed, sex, age, or social station.

The Professional Educator shall strive to help each student realize his or her full potential as a scholar and as a human being.

The Professional Educator shall by example and action encourage and defend the unfettered pursuit of truth by both colleagues and students, supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.

The Professional Educator, recognizing the necessity of many roles in the educational enterprise, shall work in such a manner as to enhance cooperation and collegiality among students, faculty, administrators, and non-academic personnel.

The Professional Educator shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor which might damage or embarrass or violate the privacy of any other person.

The Professional Educator shall maintain competence through continued professional development, shall demonstrate that competence through consistently adequate preparation and performance, and shall seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.

The Professional Educator shall exercise the highest professional standards in the use of time and resources.
The Professional Educator, recognizing the needs and rights of others as embodied in the institution, shall fulfill the employment agreement both in spirit and in fact, shall give reasonable notice upon resignation or retirement, and shall neither accept tasks for which he or she is not qualified nor assign tasks to unqualified persons.

The Professional Educator shall support the goals and ideals of the institution and shall act in public and private affairs in such a manner as to bring credit to the institution.

The Professional Educator shall observe the stated rules and regulations of the institution, reserving the right judiciously to seek revision.

The Professional Educator shall participate in the governance of the institution by accepting a fair share of committee and institutional responsibilities.

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.

The Professional Educator shall not support the continuation in higher education of a colleague known by him or her to be persistently unethical or professionally incompetent.

The Professional Educator shall accept all the rights and responsibilities of citizenship including participation in the formulation of public policy, always avoiding use of the privileges of his or her public position for private or partisan advantage.

(Source: Texas Junior College Teachers Association)
COMMENCEMENT POLICIES

Full-time faculty are required to participate in commencement and to be prompt in arriving for the ceremony. To be absent from commencement, faculty must have the recommendation of their immediate and intermediate supervisor and permission from the president. Suggestions for changes in the commencement ceremony may be made in writing to the Commencement Committee. Faculty on temporary appointments are invited and encouraged to participate each year.
FIELD TRIPS

Faculty taking students on a college sponsored field trip must do the following:

1. Have students complete and sign a Waiver of Liability form. This form, along with a list of students making the trip, must be sent to the Student Services Office prior to the trip.

2. Faculty must file a travel request according to "Travel Procedures," Business Office Bulletin.

3. Faculty (sponsors) must accompany students during authorized student field trips and travel.
GENERAL ASSEMBLY

The general assembly consists of all members of Amarillo College’s administration, faculty, and classified staff. The assembly has no legislative or executive power. The presiding officer is the president or, in the absence of the president, the vice president/dean of instruction. The registrar is the secretary. The assembly meets at the beginning of each academic year and when called by the president.
OFFICE HOURS

Appointed faculty must have regular office hours. The schedule of classroom and office hours must be posted as soon after registration as possible.
OATH OF OFFICE

At the time of employment, all faculty are required by state law to sign an oath of office.
POLITICAL FREEDOM

All faculty are free to participate in political activities and to express their opinions on controversial issues provided they do not create the impression that they are in any way acting or speaking as a representative of Amarillo College.
SEXUAL HARASSMENT

Sexual harassment is illegal under both state and federal laws, and it is the policy of Amarillo College to prevent sexual harassment of students, employees, and anyone who seeks to join the campus community in any capacity.

VIOLATION: Any students or employee who violates this policy will be subject to disciplinary actions, which can result in immediate termination of employment or studies; in some cases, sexual harassment may be susceptible to prosecution under criminal law.

BEHAVIOR: Sexual harassment includes such behavior as sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed toward an employee, student, or job applicant, particularly when one or more of the following circumstances are present.

1. Submission to such conduct is made explicitly or implicitly a term of condition of an individual’s employment or education.

2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decision affecting that individual.

3. Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

PROCEDURES: The College is responsible for disseminating this statement on policy and for informing students, employees, and applicants of procedures for lodging complaints.

1. Any employee or applicant having a complaint of sexual harassment should contact the Affirmative Action Officer in the Personnel Office.

2. A student who has a complaint of sexual harassment should notify the Affirmative Action Officer or the Dean of Student Services.
SUBSTANCE ABUSE POLICY

The policy of the Amarillo Junior College District is to provide all students and employees with an environment free of substance abuse. The illegal use of controlled substances on Amarillo College campuses subjects the College, its students and employees to unacceptable risks of accidents, interferes with the learning and working environments, and is inconsistent with the behavior expected of persons associated with the College. Drug or alcohol testing of employees shall be administered if there is reasonable suspicion of substance abuse. The College retains the right to screen prospective employees in key employment areas (*) through drug and/or alcohol tests.

An employee who is determined by testing to be under the influence of a controlled substance, or who is involved in the sale, possession, distribution, purchase, dispensation, manufacture or transfer of controlled substances, as defined by state or federal law, on College property or property under College control will be subject to disciplinary action up to and including termination of employment.

Any employee who is convicted of or pleads guilty or nolo contendere to a controlled substance-related violation in the workplace under state or federal laws, must notify the Director of Personnel within five days of such a conviction or plea. Failure to notify the Director of Personnel of conviction, guilt or nolo contendere to a controlled substance-related violation in the workplace is grounds for suspension and/or termination of employment. Employees who are convicted of or plead nolo contendere to such drug related violation and whose employment is not terminated must successfully complete the Amarillo College Employee Assistance Program as a condition of continued employment.

Student behavior with regard to substance abuse will be governed by provisions contained in Amarillo College Student Rights and Responsibilities.
This Policy will be administered under the provisions of the Amarillo College Substance Abuse Prevention Program. Amarillo College is aware of and values the atmosphere of respect and trust that exists among the students, faculty, classified and administrative employees at the College. Due process will include the possibility of rehabilitation for all appropriate cases.

* Key employment areas include physical plant operations, maintenance, building and grounds maintenance, custodial, health, safety and security, areas involving confidential and/or classified data, transportation involving College activities, supervision of students in situations involving working with and/or handling dangerous chemicals, high-voltage electrical equipment, radio/tv equipment, electrical equipment, physical education activities, welding and automotive repair.
SYLLABI

A syllabus is required for each course taught at Amarillo College. All syllabi shall conform to the "Course Syllabus" outline adopted by Amarillo College. A copy of the current syllabus must be kept on file in the appropriate division chair's office and the office of the vice president/dean of instruction.
Faculty must not tutor for pay students enrolled in their classes. Students are entitled to extra help from the faculty.
Faculty shall suggest to the department chair instructional materials to be used for courses taught by the faculty, but final decisions concerning materials to be used in a course are made by the department chair.
Purpose and Rationale

Amarillo College recognizes significant service and encourages both scholarly achievement and professional development. Programs to improve service will have more impact if they emphasize a wide range of activities, values, and skills. Faculty renewal and development programs will provide monetary grants, compensation, institutional support services, or release time, etc. Participants in the program may research, write, or study to improve service to Amarillo College.

Both the institution and the individual are responsible for faculty renewal and development. Faculty should take the initiative for their development. The institution will provide appropriate rewards and incentives in the form of four programs: (1) instructional development grants, (2) professional development grants, (3) faculty development leave grants, and (4) other faculty development activities.
FACULTY DEVELOPMENT GRANTS PROGRAM

1. Instructional Development Grants
2. Professional Development Grants
3. Faculty Development Leave Grants

General Policies for the Instructional Development Program, Professional Development Grants, and Faculty Development Leave Grants

1. Application forms are available from each instructional or service division office. In writing the proposal, the applicant will follow procedural instructions attached to the application form.

2. The applicant will submit the proposal for recommendation to the immediate supervisor, division head, and appropriate vice president, in that order. If the proposal is not recommended at any step, the applicant may either revise the proposal or forward it as is to the next person. Regardless of recommendation, the Faculty Grants Selection Committee "the Committee," will review every proposal, unless it is withdrawn by the applicant.

3. The Committee will review the proposal and may make recommendations for changes in the proposal and/or a request for a more detailed final version of the proposal.

4. The Committee will accept or reject the proposal within 30 days of final application.

5. A summary report must be filed with the Committee at the end of the project. If the project is of longer duration than one semester, the recipient must file a progress report with the Committee and immediate supervisor at the end of each semester. A report will be submitted to one of the Amarillo College publications when the project is completed.

6. Grants will be awarded for a period of one year or less. If extensions are needed, they will be subsequently negotiated with the committee.

7. No grant may be used to subsidize graduate study or substitute for conventional departmental travel funds.
INSTRUCTIONAL DEVELOPMENT GRANTS

Instructional development projects should be designed to produce significant changes in existing instruction or services at Amarillo College. Projects may originate with the faculty or with a department. These projects normally should not require a leave of absence from teaching duties. Assistance may be in the form of release time, technical assistance, secretarial services, materials and supplies, monetary compensation, etc.

Instructional development grants will be limited to Board-appointed faculty (teachers, librarians, or counselors).

Instructional development grants may be awarded for, but are not limited to, any of the following purposes.

1. The grant may be given for development of new courses and programs or for improvements in existing courses or services.

2. The grant may be given for the development of different teaching techniques or for additional instructional content.

Criteria used by the committee in awarding instructional development grants will include:

1. The potential number of students to be affected.

2. The degree to which the project promotes improved instruction and services.

3. The potential for application of the techniques, procedures, or materials to be applied to other areas.
**PROFESSIONAL DEVELOPMENT GRANTS**

These grants are intended to increase an applicant's value to Amarillo College, although their impact on existing instruction and services may be indirect.

Such projects normally would not require significant release time, monetary support, or instructional services.

Professional development grants are limited to Board-appointed faculty (teachers, librarians, or counselors).

Professional development grants may be awarded for, but are not limited to, any of the following purposes:

1. Research in the applicants' areas of responsibility.
2. Writing concerning the applicants' areas of responsibility.
3. Consultation with other institutions or specialists for the purpose of program or course development.
4. Other areas of study acceptable to the committee.

The following criteria will be used by the committee in awarding professional development grants. Except for Item #1, no priority is suggested by this sequence.

1. Potential for improving the applicants' professional competence within their areas of responsibility and applicability to the faculty professional development plans,
2. Length of service at Amarillo College, and
3. Demonstrated research or writing skills in the applicants' areas of responsibility.
Faculty development leave grants are intended to increase an applicant’s value to Amarillo College. As authorized by Texas law in Vernon’s Texas Codes Annotated, Education, Volumes I through III, Chapter 51, Section 51.105 (a), annual faculty development leave grants may be awarded by the Board of Regents upon recommendation of the president of Amarillo College following nomination by the committee.

Faculty development leave grants are limited to tenured faculty (teachers, librarians, or counselors). Faculty must apply no later than the first week of the spring semester of the preceding academic year.

Faculty development leave grants may be granted for, but are not limited to, any of the following purposes:

1. Research in the applicants’ areas of responsibility,
2. Writing concerning their areas,
3. Other areas of study acceptable to the committee, such as work in industry, and
4. Consultation with other institutions or specialists for course or program development.
CONDITIONS FOR FACULTY DEVELOPMENT LEAVE

1. Leave may be taken for one academic year at 75 percent salary or one-half academic year at regular salary.

2. Compensation will be monthly, unless exception is made by the president of Amarillo College. If faculty receive outside salary related to the leave, Amarillo College will make up the difference between that salary and their regular salary. The outside salary, along with an appropriate proportion of fringe benefits, will be paid directly to Amarillo College, which in turn will pay faculty.

3. Employees on leave will continue membership in group benefit plans to the extent allowed by institutional policy and by contracts in force during the period of leave, and employees will continue to receive any related benefits provided by Amarillo College to all other employees. Any benefits not related to group benefits plans (e.g., vacation) are excluded except as approved specifically by the president of Amarillo College.

4. Faculty will be entitled to all designated salary increases (e.g., annual increments, cost-of-living raises).

5. Except as noted, all compensations and benefits will continue contingent upon periodic submission of evidence of satisfactory progress toward objectives for which the leave was granted. The Committee will be responsible for reviewing progress.

6. Recipients must agree in writing to return to Amarillo College for an equivalent time period following the faculty development leave grant or to reimburse Amarillo College for the grant money expended.

7. The president shall make a recommendation to the Board of Regents, which has final authority for the selection of the faculty development leave grant recipients.

The following criteria guide the committee in awarding the leave. Except for Item #1, no priority is suggested in the order of sequence.

1. Potential for improving the applicants' professional competence within their areas of responsibility.

2. Length of service at Amarillo College, and

3. Demonstrated research or writing skills in the applicants' areas of responsibility.
The purposes for which a Mini-Leave Grant may be granted are the same as those for the Faculty Development Leave Grant. Additionally, this Grant gives the faculty the opportunity to visit the most innovative programs in the faculty field and attempt to garner useful information for use and dissemination at Amarillo College.

Faculty desiring to participate in the Mini-Leave Grant should submit an application containing a proposal that will permit the faculty to accomplish his/her purposes in a limited number of excursions. The proposal should contain specific objectives, background preparation, the school(s) to be visited, and justification for the locations chosen. It is anticipated that this Grant will consist of two or three leave periods of two or three days each. The Grant application should also contain the faculties plan to cover his/her class schedule while absent. Reasonable travel expenses will be reimbursed.

Candidates should note that this Mini-Grant is not for attending seminars, workshops, and conferences as these are normally funded through departmental funds.

**Faculty Development Activities**

These acts include Faculty Forum, workshops, Dean's Book Reviews, etc. Their purpose is to promote professional growth.
Faculty should maintain their staff development record by signing in at faculty activities and/or submitting staff development forms.

This information will be sent to each faculty in May, to the personnel office in July, and, at the request of the Division Chair Council, will also be sent to each division chair for the faculty in that division.

Each faculty should submit appropriate forms for attendance at professional meetings and workshops off campus and for graduate courses completed.

Faculty are urged to maintain a current record of participation in professional development activities.
FACULTY AWARDS

I. The Minnie Stevens Piper Outstanding Teaching Faculty Award

The Minnie Stevens Piper Foundation honors ten professors in Texas each academic year for outstanding academic, scientific, and scholarly achievement, and for their dedication to the teaching profession. Public senior and community colleges, technical institutes, and private senior and junior colleges in Texas are invited to submit nominations for this prestigious award. Amarillo College participates in the nomination process by submitting the name of one outstanding full-time faculty each year. The Amarillo College Piper professor nominee is chosen by popular vote in an election conducted by the Faculty Senate.

II. The John F. Mead Faculty Excellence Award

Amarillo College recognizes the integral role of the faculty in accomplishing the goals of the college. As a special means of recognizing outstanding faculty, Amarillo College will present between one to three faculty excellence awards each year at commencement exercises.

Faculty, students, board members, administrators, and/or alumnae may nominate a faculty for the excellence award. The nominations must be submitted to the President’s office by the designated date.

Each recipient will receive a plaque and a monetary award.
TEACHING ASSIGNMENT AND LOAD

A full-time faculty load normally consists of teaching 15 semester hours or the performance of the equivalent as determined by other assignments. Faculty are assigned by their chair to classes in their major fields, insofar as possible; they may, however, be assigned to teach in their minor fields in accordance with standards of accrediting associations.

Teaching assignments shall be made equitably in regard to summer classes, regular-term overload classes, night classes, first-period classes, freshman and sophomore courses, numbers of preparations, and laboratory assignments. Department chairs must submit to the division chair and the vice president/dean of instruction their general guidelines for making these assignments and must keep the guidelines updated. For different sections of a course, each department sets a maximum enrollment that is most appropriate to the instructional needs of the course.

Off-campus Instruction

Faculty may be required to teach off-campus courses as part of their teaching load, "off-campus" being defined as any course not taught on one of the three Amarillo College campuses. Travel time is not counted as part of the load. Faculty teaching off-campus courses may be reimbursed for mileage, and a meal allowance is given for authorized out-of-district classes which require the instructor to be away from home during the normal meal time. (See current "Faculty Salary Schedule.")

Courses taught off campus are coordinated by the dean of extended programs; the department chair is responsible for assigning faculty to teach them.

Overload Assignments

Some situations demand that full-time faculty be asked to teach an overload. These guidelines are designed to prevent faculty effectiveness from being diminished by overloads. The integrity of 15 load hours being a full load for a full salary must be protected.
1. The assignment of a one-course overload will be at the department chair's discretion.

2. The assignment of a two-course overload will require division chair's approval in writing with a copy being forwarded to the vice president/dean of instruction.

3. Any overload assignment above two courses will require approval of the vice president/dean of instruction. Request for approval must be accompanied by a statement signed by the instructor agreeing to the overload and by a statement of justification from either the department or division chair.

4. When faculty teach a course in another department on an overload basis, the assignment must be approved by their immediate chair. Multiple overloads created by assignments outside the department will follow this stipulation as well as those stated in Items 2 and 3 above.

5. Courses taught in Continuing Education will be subject to these guidelines also. Requests for chair approval for a faculty to teach a course for Continuing Education will be sent to the division chairs concerned by one of the directors in Continuing Education.

6. Any college credit courses taken for credit will be considered as an overload assignment in this context so that the combination of overload assignments and credit courses taken will be consistent with these guidelines.

**Summer Teaching Load**

The department chair is responsible for assigning faculty to teach courses offered in the summer, preference being given to full-time board-appointed faculty. Assignments are made on a rotating, equitable basis among interested, eligible faculty, according to a pay formula outlined in the "Faculty Salary Schedule." No one may teach more than 12 hours in the summer except in the event that no other qualified person can be found for a summer class in a given discipline; in that case a faculty may be allowed to teach an additional three hours at an overload stipend.
OUTSIDE EMPLOYMENT

During the period in which faculty are employed full time, they shall not engage in any other business or profession except with the written approval of their immediate supervisor of Amarillo College. Approval must be obtained prior to undertaking outside employment. If such employment continues from year-to-year, a new approval must be obtained in August of each year. The Report on Outside Employment form can be obtained from the Personnel Office.

Amarillo College encourages faculty to act as consultants in their area of expertise. Such consultation must have prior approval of the faculty member’s immediate supervisor and must not hinder the faculty performance of duty at Amarillo College.
Faculty will be involved in the academic advising of students who declare a major in one of the areas in the department in which they teach. The department chair is responsible for the academic advising within the department. Division chairs will coordinate the academic advising program within their division. Declared majors are advised only after meeting remediation.
When faculty is temporarily absent from Amarillo College, the department chair will arrange, if possible, to have the faculty classes taught by another member of the department. Otherwise, a substitute teacher will be employed to teach the classes. (See "Teaching Assignment and Load.")
INTELLECTUAL PROPERTY RIGHTS

Amarillo College is committed to the expansion of knowledge and recognizes inventions, discoveries, technologies, processes, methods, computer software, literary works, instructional materials, publications, literature, art, dramatic and musical works, and all audio visual materials including video, film, photographs, and audio programs as intellectual property. Trade secrets are a form of intellectual property and are proprietary information defined as any information whether or not copyrightable or patentable, which is not generally known or accessible and which gives competitive advantage to its owner. It is not intended that any intellectual property be excluded from this definition including but not limited to a definition of Trade Secrets as contained herein. All faculty and staff are free to publish and invent and subject to the terms hereof to benefit from publishing or invention. The College intends to make the benefits of this property available to the public at the earliest possible time, while balancing the equitable rights of the author or inventor, any sponsor, and the College. Faculty, however, are not to allow their writing or inventing to interfere with the regular assigned duties unless prior arrangements are made.

Disclosure of intent to publish or invent shall be made in writing to the vice president responsible for the area in which the development occurs prior to beginning the work. The disclosure should stipulate any anticipated use of College funds, facilities, equipment, or time so that a written agreement as hereinafter described may be executed. The disclosure shall be reviewed by the responsible vice president who shall respond in writing as to the intentions of Amarillo College within ten (10) working days of the disclosure. The College requires that disclosure statements be updated periodically.

The intellectual property policy of Amarillo College seeks to protect and promote the traditional freedom of Amarillo College’s faculty, staff, and students in matters involving intellectual property and trade secrets; seeks to balance fairly and reasonably the equitable rights of authors, inventors, sponsors, and Amarillo College; and attempts to ensure that any intellectual property in which Amarillo College has an equity interest is utilized in a manner consistent with the public interest. Copyright and patent ownership and the rights thereof are terms defined by Federal law; Amarillo College believes that its intellectual property policy objectives will best be attained within the context of the federal law by defining the equities of ownership in terms of the following categories:
(a) **Independent Works:**

Intellectual Property shall be owned entirely by the employee if such material is conceived and developed independent of time and facilities belonging to Amarillo College.

(b) **College Supported Works**

Amarillo College recognizes the benefits of having faculty and staff publish or produce works within the definition of Intellectual Property with appropriate acknowledgments made to the College. If the work is produced by a college employee in the course of the employee’s employment with the College as illustrated by, but not limited to the use of facilities, time, or resources of the College including, but not limited to released time, grant money, developmental leave, or other material or financial assistance by the College, Amarillo College owns all rights to the work and shall pay for the cost of filing a patent and/or copyright subject to its right of reimbursement as set out herein. Upon disclosure as stated herein, a written agreement shall be entered into between the employee and Amarillo College that stipulates the management of the work, sharing of royalties, and the conditions under which Amarillo College may relinquish ownership of the copyright or patent. Amarillo College may recover any and all of its costs through the sale, licensing, leasing or use of such copyrightable or patentable material before any division of royalties will be made as designated in the written agreement. The Agreement shall further provide that Amarillo College will have a perpetual license to use the work without further compensation.

(c) **Joint Works**

If the research and development work for a College invention is supported jointly by Amarillo College and a third party or parties or solely by a third party or parties, the ownership of the invention is determined by the terms of the written agreement between Amarillo College and a third party. If the written agreement between Amarillo College and a third party does not address the subject of ownership, Amarillo College may enter into a written agreement with the third party covering the ownership, licensing, use of the inventions, and the division of the equities among the parties.
(d) Trade Secrets

Trade Secrets as defined above are owned by Amarillo College.

Equity and Management

A College employee who creates a copyrightable or patentable work with College support may have an equity interest in the work or a business entity involved with the work. However, this interest must be promptly disclosed to the vice president responsible for the area and agreement concerning same must be stipulated in the written agreement specified in "(b) College Supported Works." The College employee is prohibited from holding an executive position in the business entity.

Inventions and Discoveries

A "College invention" is each invention or discovery by a College faculty or staff members that is conceived and reduced to practice by utilizing research or development facilities owned, under the supervision of, or made available by Amarillo College, except a facility under lease to an organization or individual not subject to the supervision of Amarillo College. A "College invention" as defined is the property of Amarillo College.

As soon as reasonably possible, but not more than 30 days after written disclosure, the inventor shall file a report with the vice president responsible for the area in which the development is made which will include the following information:

1. A title that is brief, technically accurate, and descriptive.
2. An abstract of the invention.
3. A statement of the background of the invention.
4. A description of the prior art that shows the novelty, utility, and nonobviousness of the invention being disclosed.
5. A detailed description of the invention.
6. A list of publications, if any, in which the invention has been disclosed and occasions, such as symposia, on which the invention was disclosed orally to others.
7. Each budget number used to defray invention-related research costs.
8. The signatures of each inventor and at least two witnesses who understand the invention.
9. The date the report is filed with the vice president.
In addition, the inventor shall periodically report in writing to the vice president the current status of progress, results of research, and development work done with respect to the invention; and, in the case of a College invention, do each thing necessary, including execute legal documents and review patent prosecution papers, to assist Amarillo College in patenting and administering the invention.

Authority for Licensing

Authority for licensing a copyrighted work or patented invention covered by these policies shall reside in the owner of said copyright or patent as defined herein.
SMOKING POLICY

In order to provide a safe and healthy environment for employees and students smoking is not permitted inside any Amarillo College building. For those who choose to smoke, receptacles will be placed at the entrance to each building. Use of smokeless tobacco is also prohibited in all college buildings.
OFF-CAMPUS INSTRUCTION

Courses taught off campus are coordinated by the dean of extended programs. The department chair is responsible for assigning faculty to these courses. In addition to regular compensation, all faculty receive a fixed sum (see current "Faculty Salary Schedule") and standard mileage compensation (see current "Faculty Salary Schedule") for each authorized trip.