

FACULTY REGULATIONS & PROCEDURES

Faculty Titles

Title ranks are Instructor, Assistant Professor, Associate Professor, Professor, Professor Emeritus, and Honorary Professor Emeritus.

In order to be eligible for promotion consideration from ‘Instructor’, a teaching faculty member must have completed the following requirements in a full-time tenured or tenure-track position.

Assistant Professor: To be eligible for consideration for promotion to this rank, a faculty member must have completed a minimum of three (3) years as an Instructor at Southwest Texas Junior College, and provide documentation of satisfactory progress in two (2) areas of the criteria from sections two (2), three (3), or four (4) of the tenure application.

Associate Professor: To be eligible for consideration for promotion to this rank, a faculty member must have completed a minimum of three (3) years as an Assistant Professor at Southwest Texas Junior College, and provide documentation of additional progress in criteria two (2), three (3), and four (4) of the tenure application.

Professor: To be eligible for consideration for promotion to this rank a faculty member must have completed a minimum of four (4) years as an Associate Professor at Southwest Texas Junior College, and have been awarded tenure status by the tenure committee.

Professor Emeritus: Upon retirement from Southwest Texas Junior College, a faculty member must have attained the rank of Professor and received recognition for outstanding service, i.e. SWTJC Outstanding Faculty Member Award, SWTJC Faculty Association Teaching Excellence Award, or other awards approved by the SWTJC Faculty Evaluation Committee, SWTJC administration, and SWTJC Board of Trustees.

Honorary Professor Emeritus: In extraordinary cases and where a faculty member’s service is strongly identified as worthy of continuing recognition, a recommendation for awarding this title may be made to the Faculty Evaluation Committee by any Southwest Texas Junior College employee. The committee’s recommendation will be forwarded to the Vice President of Academic Affairs and the College President. Upon the recommendation by the President, final approval is given by the SWTJC Board of Trustees.

Evaluation: Applications for title changes must be received by the Vice President of Academic Affairs no later than November 1 of the academic year in which the applicant is seeking a title change. The Tenure Committee will review applications during the following Spring semester and make recommendations to the Vice President of Academic Affairs, who will forward them to the President for consideration.

FACULTY REGULATIONS AND PROCEDURES INSTRUCTIONAL – FACULTY JOB DESCRIPTION

FACULTY JOB DESCRIPTION DUTIES AND RESPONSIBILITIES --

It is understood that no specific job description can specify every professional responsibility of the faculty member, which might arise. When an individual accepts a position as a faculty member, he or she assumes the responsibility of serving the needs of students and of actively assisting the college as it strives to fulfill its goals and objectives. Thus, these responsibilities will at times require the faculty members to undertake in a cooperative spirit professional duties not specifically mentioned in the job description.

The faculty member is generally responsible for the overall duties associated with instructing students. The faculty member is responsible to his/her students, Division Chair, the Dean of Applied Science or the Dean of Liberal Arts, and the Vice President of Academic Affairs to:

1. Provide instruction intended to achieve the specific goals and objectives stated in the syllabi of the assigned courses, and create a wholesome, meaningful learning environment in the classroom and laboratory.
2. Advise students on their progress in courses. To this end, instructors are required to maintain accurate, current grades for each student in the required system or program (e.g., Campus Cruiser).
3. Aid in planning and assessment of instructional programs and policies within the college.
4. Be on time for classes and labs and promptly notify the respective Division Chair or the appropriate Dean in the event of an unscheduled absence.
5. Maintain each class/lab meeting for the entire scheduled time unless prohibited by a legitimate reason or event.
6. Maintain a five-day work week.
7. Post and maintain scheduled office or 'on campus' hours with student advisement conferences in mind.
8. Update, validate, and submit class rolls to the Registrar's Office at designated times.
9. Maintain an accurate attendance record for each assigned class or lab, in the appropriate medium or system (Campus Cruiser, e.g.) and report excessive absences to the Registrar for processing. If continued absences occur, and after attempting to contact the student, faculty will report enforced withdrawals to the Vice President of Academic Affairs.

FACULTY REGULATIONS AND PROCEDURES INSTRUCTIONAL – FACULTY JOB DESCRIPTION

10. Submit the required “Student Attendance Report” as described below under the section “Student Absences.”
11. Submit all required student grade reports to the Registrar's Office according to schedule.
12. Report student problems to the Division Chair as deemed necessary.
13. Attend all faculty meetings, commencements, and other appropriate meetings called by Committee Chairs, Division Chairs, the Vice President of Academic Affairs, or the President.
14. Ensure, when applicable, that all departmental brochures are kept current.
15. Provide appropriate advising to students and present a positive attitude toward teacher-student learning relationships.
16. Order necessary textbooks, lab manuals, and other instructional material through the bookstore according to college procedures.
17. Develop in Syllabus Manager each semester an updated syllabus for all assigned courses.
18. Provide to students a current syllabus with information about the goals and requirements of each course, the nature of the course content, the methods of evaluation to be employed, and classroom policies, including required classroom behavior.
19. Share with other faculty members the responsibility of serving on committees as assigned by the Division Chair, appropriate Dean or VP, or the President.
20. Serve as faculty sponsor for student organizations.
21. Assist in the recruitment, promotion, placement and follow-up studies of students.
22. Follow college policies and procedures as outlined in the *Faculty Handbook* and other published policy manuals.
23. Assist with student registration.
24. Pursue opportunities for professional growth (including pre-approved summer jobs to obtain current knowledge for lectures and labs).
25. Annually file in the Office of Professional Development and use a professional development plan (location: <http://www.swtjc.edu/> >Curriculum and Instruction >PD Planner) that
 - (A) is approved by the Division Chair and
 - (B) documents activities that:

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INSTRUCTIONAL – FACULTY JOB DESCRIPTION**

1. Respond to evaluative processes including but not limited to:
 - a. Faculty self-evaluation
 - b. Chair evaluation of faculty
 - c. Dean's evaluation of faculty
 - d. Student evaluation of faculty
 - e. Program/course review
 - f. Program/course assessment
 2. Support the mission, goals and objectives of the college, and that result in improved teaching effectiveness and student learning.
26. Perform other duties as may be assigned by the Dean of Liberal Arts, the Dean of Applied Sciences, or the Vice President of Academic Affairs.

DISTANCE LEARNING INSTRUCTOR – In addition to the Faculty duties and obligations outlined above, instructors teaching via Video Conferencing must:

1. Complete a training program designed to familiarize teachers with distance learning equipment and techniques.
2. Make available to students at each site on the first day of class course syllabi and all other relevant materials. As far as is possible, all handouts and other papers that will be necessary throughout the semester should be available on site at the beginning of the semester.
3. Instructors are responsible for the establishment and maintenance of discipline at all sites.

FACULTY POLICIES AND PROCEDURES INSTRUCTIONAL -- WORK LOAD

CLASS ASSIGNMENTS --

Faculty members are subject to assignment in both day and evening classes on or off of their “home/main” campus, provided that the combined teaching load does not exceed eighteen contact hours per week. For Faculty teaching in “lecture only” courses in Academic disciplines, 15 contact hours per week (five 3-hour classes) define a “full load.” For Faculty teaching “lecture+lab” courses (Biology, e.g.), 18 contact hours per week (3 class with accompanying labs) define a “full load.” An adjustment may be made for additional duties at the discretion of the college administration. No reduction is made in teaching load for committee assignments unless exceptional circumstances arise. The teaching load for Division Chairs shall be two courses per semester. Exceptions must be approved by the appropriate Dean or the Vice President of Academic Affairs. Load sheets are submitted electronically by individual Faculty members to the Vice President of Academic Affairs office at the beginning of each semester.

OFFICE HOURS --

Full-time instructors with academic assignments are required to be on campus at least thirty hours per week. Instructors with a teaching load of fifteen contact hours are to schedule at least fifteen hours per week as office/on-campus hours, and those instructors with a teaching load of eighteen contact hours are to schedule at least twelve office/on-campus hours per week. Exceptions to this policy will be for instructors in programs that are regulated by external agencies and for other paraprofessionals who teach in non-credit-hour programs.

Contact hours for overload courses must be calculated in addition to the required number of hours per regular work week. Five (5) of the office hours may be scheduled for travel if off-campus classes are assigned as part of the regular load or may be scheduled as club sponsorship, student activities or official college committee assignments in which the instructor may be involved. One (1) of the office/on-campus hours must be reserved for institutionally directed purposes such as assessment/planning activities and professional development. This hour is not necessarily scheduled on a weekly basis but rather to be counted in a total of eight (8) hours committed to these purposes over the course of a semester.

The office/on-campus schedule should be: (1) posted on the office door of the instructor, (2) included in the course syllabi and (3) submitted to the Division Chair and the Vice President of Academic Affairs as part of the Load Sheet.

SOUTHWEST TEXAS JUNIOR COLLEGE LOAD SHEET

INSTRUCTOR _____

DIVISION _____

SEMESTER _____

-----WEEKLY-----

COURSES	CLASS DAY/TIME	LECTURE HOURS	LAB HOURS	TOTAL HOURS
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
A. TOTAL WEEKLY CLASS HOURS		_____	_____	=====

INSTRUCTOR'S OFFICE

	HOURS A.M.	P.M.
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____

Please specify up to a **MAXIMUM** of **FIVE** Office Hours to be used for:

Travel
 Club
 Committee
 Student Activity

B. TOTAL WEEKLY OFFICE/CLUB/TRAVEL HOURS =====

TOTAL OF A & B (Must equal 30 hours for academic assignments)

**EXTRA
CLASSES**

COURSES	CLASS DAY/TIME	LECTURE HOURS	LAB HOURS	TOTAL HOURS
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

FACULTY POLICIES AND PROCEDURES INSTRUCTIONAL WORK LOAD

ONLINE INSTRUCTION –

Instructors who teach courses online as a part of their regular load must maintain an equal amount of time at an appropriate college site equal to the number of contact hours required for the online course(s).

Faculty wishing to convert additional on-campus office hours to “electronic” office hours may do so by completing the following Conversion of Posted On-Campus Office Hours to Electronic Office Hours form:



Distance Learning

Conversion of Posted On-Campus Office Hours to Electronic Office Hours

Instructor _____ Email _____ Phone _____ Campus _____

Dept. _____ Course _____ Mode: Online _____

Approval of this form reduces only the ADDITIONAL on-campus office hours required of online faculty.

How many office hours are you seeking to reduce in posted office hours for this course? _____

This request is for the following semesters: _____ ex. SP '15, SU '14, FA '14

This request begins in the _____ semester and is in place for as long as this instructor teaches this course with the listed activities. A reduction in interactive activities requires resubmission of this form for the approval process.

Course Activities: What aspects of your online course serve a purpose similar to the one-to-one interaction available during on-campus office hours and increase student engagement? Ex: email, journal, phone, forum, assignment, IM, etc.

Activity: _____ Frequency _____ Is this activity required _____ Grade Value _____

Explanation: _____

Activity: _____ Frequency _____ Is this activity required _____ Grade Value _____

Explanation: _____

Activity: _____ Frequency _____ Is this activity required _____ Grade Value _____

Explanation: _____

Approval:

Division Chair _____ Date _____ Approved Not Approved

Instructor needs to send a copy of the completed and signed form to the Distance Learning office where it will be attached to the Online Course Approval form for the course listed above.

Distance Education Policy

Faculty teaching via Distance Education modalities (online, video-conferencing, hybrid, e.g.) must be aware of and fulfill the requirements of SWTJC “Distance Education Policy”:

Southwest Texas Junior College Distance Education Policy

I. Institutional Policies

A. Mission

To provide quality education to students who prefer or require an alternative classroom setting. To accomplish this, SWTJC makes use of online, interactive video, and other technologies either singly or in combination.

B. Definitions

1. **asynchronous**: the use of learning technologies to deliver course material to students that are at a different time and place than the instructor
2. **blended (hybrid)**: more than 50% and less than 85% of content delivered online resulting in some reduction in the number of seat days
3. **distance education/learning**: a form of learning where the learner is physically separate from the instructor and other learners; methodologies include online, blended (hybrid), web-facilitated, and interactive video
4. **interactive video (or video-conference)**: an interactive delivery mechanism which uses 2-way audio and video to facilitate synchronous (real time) interaction between presenters and learners who are separated by significant distance
5. **online**: more than 85% of course content delivered in an asynchronous internet-based format resulting in a significant reduction in the number of seat days
6. **synchronous**: the use of learning technologies to deliver course material in real time to students who are at a different place than the instructor

C. Distance Education Standards and Practices

Distance Education courses, certificates, and degree programs adhere to Best Practices, as established by the accrediting agencies and educational organizations that govern SWTJC. These include:

1. **Southern Association of Colleges and Schools Commission on Colleges**

[Best Practices For Electronically Offered Degree and Certificate Programs](#)

[Distance Education Policy Statement](#)

2. Texas Higher Education Coordinating Board

[Principles of Good Practice For Academic Degree and Certificate Programs and Credit Courses Offered Electronically](#)

[Guide for Incorporating the Principles of Good Practice into Electronically-Based Courses](#)

D. Evaluation of Distance Education Policy

The responsibility for evaluation and revising distance education policy resides with the college's Distance Education Committee. Revisions are presented first as recommendations to the college's Curriculum Committee and then to the President's Cabinet for approval.

E. Support and Training for Distance Education

The college will:

1. provide training and support to enhance the added skills required of distance education faculty.
2. provide administrative and technical support for the delivery, supervision, and evaluation of distance education.
3. utilize effective evaluative and screening measures to match student needs and abilities with distance education requirements.
4. provide empirical data to assist in the evaluation of distance education success, student and faculty satisfaction, effectiveness of course design, retention, and faculty effectiveness in order to assure continuous distance education improvement.
5. inform faculty and staff of current distance education policies and procedures.
6. provide distance education students with academic advising, personal counseling, technical support services, library and learning resources, and financial aid (if eligible).

II. Curriculum and Instruction

A. Academic Quality of Distance Education

Distance education instruction will meet the quality standards applicable to traditional instruction, as outlined in the faculty handbook in the faculty regulations and procedures section. In addition, distance education courses will comply with all descriptions, policies, and uses as stated in the current college catalog. These include, but are not limited to:

1. syllabi
2. textbooks
3. grading
4. assessment of learning outcomes

B. Oversight of Distance Education Courses

As with all academic activities, distance education courses are subject to approval and review by the Curriculum Committee, the Vice President of Academic Affairs,³⁹

and the President's Cabinet. All distance education instructional content shall be administered by the same department administering the corresponding traditional instruction.

C. Approval of Distance Education Faculty

Distance education faculty will be selected and evaluated by the same standards, review, and approval procedures used by the institution to select and evaluate faculty responsible for traditional instruction. Faculty who desire to teach distance education courses must demonstrate knowledge and skills related to best practices in distance education.

D. Approval of Distance Education Courses

All distance education courses must be approved by the Vice President of Academic Affairs for delivery.

Prior to scheduling a distance education course, faculty must submit a Course Approval form to the Director of Distance Learning.

The Course Approval Form must be reviewed and approved by the:

- Director of Distance Learning
- Division Chair
- Instructional Dean
- Vice President of Academic Affairs

E. Delivery of Distance Education Courses

1. Faculty assigned to teach a distance education course will be responsible for the design and delivery of instruction. As with traditional courses, distance education faculty are responsible for the following:

- a. Maintaining the rigor and quality of the course.
- b. Making reasonable efforts to guarantee the authenticity of student work.
- c. Planned interaction and timely feedback between students and faculty that is detailed in the course syllabus. Faculty response to student e-mail inquiries will be made within 24 hours during normal business days.
- d. Evaluating courses every semester to revise content and delivery to improve student success.
- e. A customized Portal class page to include course information, delivery method, access point, syllabus, introduction and orientation.
- f. Providing for appropriate interaction between faculty and students. This interaction may occur during faculty office hours, or it may take place via telephone, email, electronic chats, on-site meetings, video teleconference or other methods. Appropriate interaction for a course depends upon the course delivery mode and the technology used by faculty
- g. The number of on-campus posted office hours held per week equals the number of hours of traditional courses. In addition, faculty teaching an online course shall make themselves available to students for additional office hours equivalent to the contact hours of the course. For example, an online class which would have met on campus for 2½ hours per week requires the instructor to be available to students 2½ additional hours per

week.

- h. 5 hours of a faculty member's office hour requirement may be designated as online office hours and may be held off campus. Online courses with extensive student contact via email, electronic chats, or additional activities, may have the required additional on-site office hours reduced by submitting a Conversion of Posted On-Campus Office Hours to Electronic Office Hours form to the Director of Distance Learning.
- i. A proctored mid-term and final examination for online courses during the Fall and Spring semesters; during summer terms and any other shortened semester, only the final examination for online courses will be proctored.

2. Student Responsibility

- a. Before taking an online course, a student must be assessed to determine readiness to benefit from the online mode of instruction.
- b. Students must take two proctored exams. Students must submit a reservation request for all proctored examinations and present a valid picture identification card at the time and location of their reserved examination.
- c. Students may be required to sign an affidavit declaring their understanding of ethical uses of technology.

F. Accessibility (ADA)

As with traditional courses, students taking distance education courses may request accommodations to meet individual needs of the learner. In distance education courses, special arrangements may be made to deliver the course in an alternative format as needed.

G. Copyright Compliance

Faculty are expected to understand and adhere to the copyright law of the United States (Title 17, United States Code), as updated by the Technology, Education, and Copyright Harmonization Act (TEACH Act). Copyright law must be followed when performances, displays, copies or other reproductions of copyrighted material are made available to students. This includes the posting of copyrighted material on any college learning management system. Under the TEACH Act, it is permissible to make copyrighted materials available to students, providing that such materials (1) do not exceed an amount or duration comparable to that typically displayed in a live classroom setting; (2) are directly related to the course content; (3) are an integral part of the teaching content; (4) are intended solely for and are available only to students enrolled in the course; and (5) are retained only for the class session. The students must be notified that the materials may be subject to copyright protection.

Student Support

A. Student Complaints/Grievance Procedure

Any student who wishes to make a formal complaint to the college should refer to the Student Handbook, which is available online:

<http://swtjc.edu/pages//about-swtjc/handbooks/student-handbook>

B. Counseling and Advising

Distance education students can access the same advising and counseling as their traditional counterparts. With offices on the Crystal City, Eagle Pass, Del Rio, and Uvalde campuses, the Counseling Centers assist students with academic, technical, career, and personal concerns in ways consistent with their personal and educational goals, and in ways which benefit them currently and in the future. Students needing specific support services should contact the Counseling Center, (830) 591-7366.

C. Student Success Services

Distance education students can access the same student success services as their traditional counterparts. Services include tutoring, study plans, study groups, resource libraries, computer labs, university preparation, and transfer advising. Writing feedback and tutoring are offered online to off-campus, distance education students via the Writing Centers.

D. Library Resources

The college ensures that students participating in distance education courses have access to adequate and appropriate learning resources. Students have access to the SWTJC libraries and also the virtual library resources. The home page for the SWTJC libraries is <http://www1.youseemore.com/swtjc/>.

College Bookstore

Information concerning the college bookstore can be accessed at its home page, <http://swtjc.edu/pages//student-life/bookstore>

COMMITTEE ASSIGNMENTS --

Faculty members are assigned to various committees. Some assignments are made at the beginning of a given semester. Others are made during the regular school year as the need arises. Some committees are by circumstance more active than others. Committee assignments are an integral part of the instructor's work load and professional responsibility. This requirement assists in the overall operation of the College. No reduction is made in teaching load for committee assignments unless exceptional circumstances arise.

LIBRARIANS --

Librarians are employed in accordance with board policy and are considered non-teaching faculty. However, librarians are required to provide instructional support services to teaching faculty in the preparation of student research skills and may teach one three-hour class as part of their employment. Librarians will maintain a forty hour work week. Librarians are compensated at pay rates established for members of the non-teaching faculty. Head Librarians are generally employed on an eleven-month contract.

ACADEMIC ADVISORS and COUNSELORS --

Advisors and counselors are considered to be non-teaching faculty members. However, they are required to provide a minimum of one three-hour unit of instruction module during each of the two long semesters. Advisors and counselors are generally employed on a ten month contract. The terms of the contract periods will vary with the services needed by the Vice President of Student Services. Advisors and counselors are expected to maintain daily office hours in accordance with the Registrar's Office of forty hours a week. Advisors and counselors are compensated at pay rates established for members of the non-teaching faculty.

FACULTY REGULATIONS AND PROCEDURES

CLASS SIZE

LIMITATIONS --

The following policies on class size apply to all classes.

1. An effort is made to limit Freshman English classes to twenty-five students and most academic classes to thirty-five students. Exceptions may be made by special arrangements.
2. Generally, a minimum of ten students is required for a class to be held or “make.”
3. Exceptions to the above policy will be made by the Vice President of Academic Affairs, the Associate Vice Presidents, or the President of the College with the six factors that are listed below taken into consideration.
 - a. The total number of students enrolled in that department.
 - b. The contact hours earned by the student enrolled.
 - c. The department budget expenditures.
 - d. Future enrollment projections. (e.g., small STEM class sections may be allowed to promote STEM majors).
 - e. Student need for graduation requirements.
 - f. The needs for the department to assure more diversity in course offerings for the institution.
4. Classes taught through instructional telecommunications (interactive video) are limited to fifteen students per site not to exceed 45. Exceptions may be made by special arrangement.

ADEQUATE ENROLLMENT --

Class enrollment in each department should be adequate to warrant the number of instructors assigned a full teaching load in that department. Adequate enrollment for a department shall be determined by a committee composed of the President, the Vice President of Academic Affairs, the appropriate Dean, and the appropriate Division. The factors to be considered in determining adequate faculty shall be the six items listed above in #3.

FACULTY REGULATIONS AND PROCEDURES EXAMINATIONS, GRADING AND WITHDRAWAL

EXAMINATION FINALS AND MAKEUPS --

Final Examinations will be scheduled by the Registrar; all others by the instructors. Departures from the Final Exam Schedule must be approved by the appropriate Dean, the appropriate Vice President, or the Vice President of Academic Affairs. Examinations missed as a result of absences not specifically excused through proper channels may be made up only with the consent of the instructor. The instructor is responsible for clearly stating his/her exam make-up policy in each course syllabus. The student is responsible for making arrangements with the instructor to take make-up examinations when allowed.

Instructors should post final examination and semester grades only through the approved electronic vehicles (currently Campus Cruiser and WebAdvisor). Instructors must observe privacy rules and regulations provided through the Family Educational Rights and Privacy Act (FERPA) or otherwise provided by College policy.

The nature and content of examinations are left to the discretion of the instructor.

EARLY CLASS DISMISSAL --

Other than for online courses, instructors are expected to hold all classes and laboratories for the entire scheduled times. It is against the policy of the college for classes to be dismissed early unless scheduled tests absorb over half of the period. A ten or fifteen minute quiz does not justify dismissal of a class.

Online courses should be designed to require instructors and students to invest time, effort, and preparation similar to that required for success in 'face-to-face' courses.

GRADING METHODS --

A great deal of misunderstanding over grades will be avoided if the instructor explains grading methods to the students at the beginning of the school term. That explanation must accompany a written description of the instructor's grading method in the class syllabus, including numbers and types of exams, quizzes, etc., and their point or percentage values.

Instructors may follow any method of grading they desire, as long as it is based on a sound and fair academic procedure. Mid-term and semester grades are designated in terms of letters, which may be interpreted as follows:

A	=	Excellent	90-100
B	=	Good	80-89
C	=	Average	70-79
D	=	Passing	60-69
F	=	Failure	59-Below

EXAMINATIONS, GRADING AND WITHDRAWAL

I	=	Incomplete
W	=	Withdrew
EW	=	Enforced Withdrawal
Q	=	Quit Assigned for students who have excessive absences but to not receive an "F" for the course

I becomes an **F** if the student does not complete remaining work during the first six-weeks of the subsequent semester. If the student completes the necessary work, the instructor should complete the "Request for Grade Change" and submit it to the Vice President of Academic Affairs. A student's grade may be changed to remove an "I," to correct miscalculation, or to correct a data entry error. A student who withdraws from a course before the published "last day to drop" will receive a "W." After that, an earned grade must be assigned by the instructor.

Developmental courses (college preparatory) are graded on an **A, B, C, F, P, W,** and **EW** basis. Developmental courses are calculated in the student's Overall GPA. The grade of **EW** stands for **Enforced Withdrawal**. This grade will be applied administratively to distinguish between an institutionally enforced withdrawal and a student-initiated withdrawal. Grade point averages are computed by assigning values to each grade as follows:

A 4 points	F 0 points	W 0 points
B 3 points	P 0 points	EW 0 points
C 2 points	Q 0 points	

It is also the policy of Southwest Texas Junior College that student grades be determined on the basis of the students' performance in learning the course curriculum. Enhancement of grades based on students' participation in activities that take place outside the classroom, laboratory, or library is permitted if the activity is related to one or more of the approved learning outcomes of the course.

Under no circumstances shall academic credit be granted for fund-raising activities.

PERMANENT RECORD GRADES --

The "Request for Grade Change Form" will be completed by each instructor when a student's grade must be changed. This form will be kept in the student's permanent file by the Registrar.

REQUEST FOR "GRADE CHANGE" FORM

Date _____

STUDENT INFORMATION

Name: _____

Colleague Assigned # _____

Course Title: _____

Grade From

To

FACULTY INFORMATION

Name of Instructor: _____

Justification:

- _____ a. Removal of "I"
- _____ b. Miscalculation of Grade
- _____ c. Other – Attach explanation

Semester/Year when course was initially attempted: _____

Faculty Signature

Vice President of Academic Affairs

FACULTY REGULATIONS AND PROCEDURES RECORDS, REPORTS AND SYLLABI

REPORTS --

Instructors will file promptly reports required by the administrative officers of the college.

CLASS ROLLS AND MID-SEMESTER GRADES --

Through WebAdvisor instructors access official student rosters for each of their classes provided every semester by the Registrar's Office. Faculty verify, correct, and return these rosters to the Registrar's Office at designated times.

Mid-semester grades for all students must be submitted via WebAdvisor by faculty according to deadlines provided by the Registrar's Office. Faculty will record mid-semester grades as 'A,' 'B,' 'C,' 'D,' or 'F.' These letter grades do not have to correspond to exact numerical grades but should represent students' status at mid-term.

GRADE BOOKS --

Instructors must enter and save all student grades in the Grade Book feature/function of Campus Cruiser (the "Portal.") or the currently required Learning Management System. Instructors must enter and save grades in a timely manner, and students must have access to all grades assigned during a given semester. Instructors may also generate computerized grade books in their program/system of choice.

SYLLABI --

All instructors are required to have a syllabus for each course and laboratory they teach and make the syllabi available to students. An electronic copy of each syllabus, by semester, should be on file in the Syllabus Manager. Division Directors are responsible for maintaining current Master Syllabi for all courses offered in their division.

FACULTY REGULATIONS AND PROCEDURES ATTENDANCE AND ABSENCE

FACULTY ABSENCES --

When instructors are as much as fifteen minutes late to a class, students are entitled to a "walk". When unable to meet a class, instructors should notify, as appropriate, the Division Chair, the Associate Vice President, the Dean of Liberal Arts or Applied Sciences, or the Vice President of Academic Affairs as far in advance as possible. Instructors should also provide, via electronic or other means, assignments and a brief description of the work to be done in class (es) during their absence.

Instructors are expected to meet classes punctually and regularly. Unexcused absence is just cause for the college to withhold a day's pay, unexcused tardiness is also just cause for the college to withhold one-fourth day's pay.

STUDENT ABSENCES --

Regular College Class Attendance Policy

Students are expected to regularly attend all classes in which they are enrolled and are responsible for the completion, if permitted, of all work missed because of an absence. Any class work missed because of an absence and not completed may affect the grade of the student regardless of the reason for the absence. The manner in which make-up work for absences is administered is left to the professional discretion of the individual faculty member. SWTJC makes no distinction between excused or unexcused absences. Therefore, the instructor may count all absences except when prohibited by State law or statute.

According to State law there may be a valid reason for a student's absence from class. Acceptable reasons are, but not limited to: personal illness, death in the immediate family, religious holy days in compliance with Section 51.911 of the Texas Higher Education Code, military or legal obligations, or school trips. It is the responsibility of the student to inform the instructor of an absence related to one or more of the aforementioned categories and to ask for make-up work.

An instructor may request the withdrawal of a student from a class when the total number of absences exceeds SWTJC criteria for "Excessive Absences" and the student has failed to make the appropriate contact with the instructor regarding the validity of the absence and the need for make-up work.

The SWTJC defines "Excessive Absences" as a student's number of absences having exceeded the equivalent of two weeks of class meetings in a course; specifically: (a) six absences from a class that meets three times per week (typical MWF schedule), (b) four absences from a class that meets two times per week (typical TTH schedule) and, (c) two absences from a class that meets once per week (typical evening course). Attendance counting begins on the official first day of class. When a student reaches the "Excessive Absence" threshold, the instructor may report the student to the Vice President of Academic Affairs. For attendance reporting purposes for online classes, "attendance" is defined as a student's having logged on and completed a reviewable/gradable activity.

The "Excessive Absences Drop Form" is used for this reporting. If the absences continue, the instructor may initiate an enforced withdrawal by using this "form." Following agreement by the Vice President of Academic Affairs, the student will be dropped from the class. When an instructor requests the enforced withdrawal of a student from a class, a grade of "EW" will be recorded.

Developmental Education Class Attendance Policy

Students are expected to regularly attend all classes in which they are enrolled and are responsible for the completion of all work missed during an absence. Any instruction missed and not completed may affect the grade of the student regardless of the reason for the absence. The manner in which make-up work is administered is left to the professional discretion of the individual faculty member.

The instructor of a developmental education course may request the withdrawal of a student from a class when the total number of absences exceeds the equivalent of two weeks of class meetings in a course; specifically: (a) six from a class that meets three times per week (typical MWF schedule), (b) four from a class that meets two times per week (typical TTh schedule), (c) two from a class that meets once per week (typical evening course), and (d) three from a summer class. Attendance counting begins on the official first day of class. When an instructor requests the withdrawal (drop) of a student from a course due to excessive absences, a grade of EW will be recorded for the student. SWTJC makes no distinction between excused or unexcused absences. Therefore, the instructor may count all absences in reaching the total except when prohibited by State law or statute.

College policy requires that faculty maintain student attendance records in Campus Cruiser (or the currently required LMS) throughout a semester. Based on this report, the college will review and assess the situation of students not showing regular attendance and withdraw students who do not take corrective action. At times other than these, the option of forced withdrawal is left to the course instructor (see above).

Students who test below the "college ready" threshold on the TSI Assessment and whose individual education plan calls for enrollment in one or more developmental instruction areas must remain enrolled in at least one of those areas or they may be withdrawn from all classes.

Attendance Reporting Procedure

The primary purpose of the SWTJC Attendance Procedure is to strongly encourage students to attend class. In Fall 2012, faculty began recording attendance daily on the college's portal system, Campus Cruiser. This has made possible the collection of real time attendance data resulting in more timely interventions to get students back to regular attendance. This improvement is reflected in the procedure described below.

SWTJC third and eighth week attendance management procedure

I. It is important that students be warned for excessive absences during the first 3 weeks of class in a regular term. The procedure below includes this restriction.

1. Week 1 Attendance Report

- a. OIPR Responsibility:
 - i. At 1:00 PM on Tuesday of following week, dump Campus Cruiser attendance report.
 - ii. Prepare "student no-show" list and forward to registrar and VP Student Services.
 - iii. Prepare "class not set-up" list and forward to Technical Dean, Liberal Arts Dean, and VP Instruction
- b. Registrar responsibility:
 - i. Check registration records against "student no-show" list.
 - ii. Remove students not registered.
 - iii. Email edited list to Technical Dean, Liberal Arts Dean, and VP Academics.
 - iv. Robo-call and email students on edited list, encouraging them to attend class.
- c. Technical Dean and Liberal Arts Dean
 - i. Contact instructors on "class not set-up list" to resolve issue.
 - ii. Contact instructors on "student no-show" list with instructions to email and phone, encouraging an immediate return to class.
- d. Faculty responsibility:
 - i. If applicable, set-up classes on "class not set-up" list.
 - ii. Communicate with non-attending students by phone and email.
 - iii. If applicable, complete "Attending But Not Registered Form" and forward to registrar.

2. Week 2 Attendance Report (same as week 1)

- a. OIPR Responsibility:
 - i. At 1:00 PM on Tuesday of following week, dump Campus Cruiser attendance report.
 - ii. Prepare "student no-show" list and forward to registrar and VP Student Services
 - iii. Send "student no-show" list to all instructors on the list.
 - iv. Prepare "class not set-up" list and forward to chairs and copy Technical Dean, Liberal Arts Dean, and VP Instruction

- b. Registrar responsibility:
 - i. Check registration records against "student no-show" list
 - ii. Remove students not registered.
 - iii. Email and robo-call remaining students and encourage to attend class.
- c. Faculty responsibility:
 - i. Set-up classes on "class not set-up" list.
 - ii. Communicate with non-attending students by phone and email.
 - iii. If applicable, complete "Attending But Not Registered Form" and forward to registrar.

3. Week 3 Attendance Report

- a. OIPR Responsibility:
 - i. At 1:00 PM on Tuesday of following week, dump Campus Cruiser attendance report.
 - ii. Prepare "student no-show" list and forward to registrar and VP Student Services.
- b. Registrar responsibility:
 - i. Check registration records against "student no-show" list
 - ii. Remove students not registered.
 - iii. Remove remaining students from class.
 - iv. Prepare final rosters and e-mail to instructors.
- c. Faculty responsibility:
 - i. Review the final roster received from the Registrar and notify the Registrar's office of any inaccuracies.

4. Week 8 Attendance Report

- a. OIPR Responsibility:
 - i. At 1:00 PM on Tuesday of following week, dump Campus Cruiser attendance report and e-mail it to the VP of Academic Affairs, Dean of Liberal Arts, Dean of Applied Science, and the Registrar.
- b. Registrar responsibility:
 - i. Drop students per each instructor's request as submitted on the Excessive Absence Drop Form.
- c. Faculty responsibility:
 - i. Prepare the Excessive Absence Drop Form and submit to the Registrar.

FACULTY REGULATIONS AND PROCEDURES ESTABLISHMENT OF NEW PROGRAM OR COURSE

The Curriculum Committee is the body charged with approving new programs or courses and for approving changes to existing programs.

Members

Vice President of Academic Affairs, Chair
Dean of Applied Sciences
Dean of Liberal Arts
Dean of Workforce Education
Each Division Chair
Associate Vice Presidents Registrar
Registrar
One Advisor/Counselor
Financial Aid Representative
Library Director
Four Faculty Members
One Faculty Association Representative
One Student Representative

A recommending body to the President's Cabinet, the Curriculum Committee collects and analyzes educational program data and thereby:

1. Recommends and initially approves changes to SWTJC curricula and to educational policy and procedures;
2. Recommends and initially approves changes to relevant portions of the College Catalog and the Faculty Handbook;
3. Serves as a forum for the presentation and exchange of general information regarding all educational functions of the college;
4. Ensures that college curricula comply with rules and regulations of the SACSCOC, THECB, the Texas Board of Nursing, and all other relevant agencies;
5. Ensures that the curricula directly relate to the statement of purpose and strategic goals of the institution.

New Program/Policy/Procedure:

To recommend new programs of study or courses, or to recommend changes to existing degree plans, programs, courses, policies or procedures, the sequence below should be followed:

1. The President, Vice Presidents, Associate Vice Presidents, Deans, Division Chairs, Program Directors, or their designees may propose a new offering or a change.
2. Academic Programs and Courses --
Those making the proposal to the Curriculum Committee should conduct research on courses taught in senior colleges and universities in the first two years (concerning transferability) and on courses taught in other junior colleges. The course(s) must be listed in the current Lower Division Academic Course Guide Manual (ACGM).

3. Technical-Vocational Programs --
Those making the proposal to the Curriculum Committee should conduct research based on the needs of the community and the needs of students. This involves the use of input from advisory committees. The course(s) must be listed in the current Workforce Education Course Manual (WECM).
4. Initiator reports to the Curriculum Committee after having submitted the appropriate paperwork to the Committee. All Curriculum Committee documents are available to Committee members via the Shared Files function on Campus Cruiser.
5. The Curriculum Committee votes approval/disapproval of new course, program, policy, or procedure.
6. The Curriculum Committee chair submits the approved item to the Cabinet and to the President of Southwest Texas Junior College for approval/disapproval.

Program Revisions After Cabinet Approval:

1. The appropriate Dean submits proposed courses or programs to the Board of Trustees, Southwest Texas Junior College, for its approval.
2. The appropriate Dean submits academic and vocational courses to the Coordinating Board for approval.
3. The Program Review process evaluates and monitors progress and degrees of success.
4. The Curriculum Committee reviews appropriate data provided by the Office of Institutional Planning & Research.
5. The Curriculum Committee makes recommendations to the Cabinet regarding strategy modifications.
6. The Curriculum Committee recommends to the Cabinet to implement, expand, reduce, or terminate specific programs.

Program Review

The Curriculum Committee

1. Oversees the Program Review Process to ensure that it occurs within the stated timeline.
2. Monitors the implementation of the Program Review Process.
3. Provides assistance to units involved in the process.
4. Develops modifications as necessary to ensure the process functions effectively.

5. Develops modifications of the Indicators of Effectiveness, including related criteria, as needed.
6. Reviews self-study reports and the reports of Program Review committees.