



Mathematics & Engineering Departments' Part-Time Faculty Handbook

Revised 2009-2010



Part-Time Faculty Handbook

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Overview of Amarillo College

History

On July 16, 1929, Amarillo College became the first junior college district in the state to be organized independent of a school district. The first classes were held in September 1929. The College moved to its present location with the construction of its first permanent building in 1937.

After serving primarily as a junior college offering arts and sciences courses, the curriculum was expanded in 1942 to include vocational courses.

In 1958, Amarillo College was granted its own board of regents independent of the trusteeship of the Amarillo Independent School District. 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.

In 1995, state legislation transferred Texas State Technical College - Amarillo to AC. Today, the East Campus (formerly Amarillo Technical Center) continues a 25-year history of meeting the region's technical education needs.

January 2000 saw the opening of the Amarillo College Moore County Campus in Dumas and was followed by the opening of the Hereford Campus in the fall of 2005.

AC's final enrollment for the fall 2009 semester is 11,100, an all-time high that eclipses the College's previous historic peak of 10,701 students in 2004. This is the largest academic enrollment in its 80-year history. The fall 2009 tally represents a 9.7-percent increase from the fall semester of 2008, when 10,122 students were enrolled in academic classes.

College Mission Statement

"Amarillo College, a public community college, is dedicated to providing educational, cultural and community services and resources to enhance the quality of life for the diverse population in the service area."

Division Mission Statement

"The Sciences and Engineering Division supports the goal of Amarillo College by providing a quality education and an opportunity for students to excel in technical fields and advanced degrees."

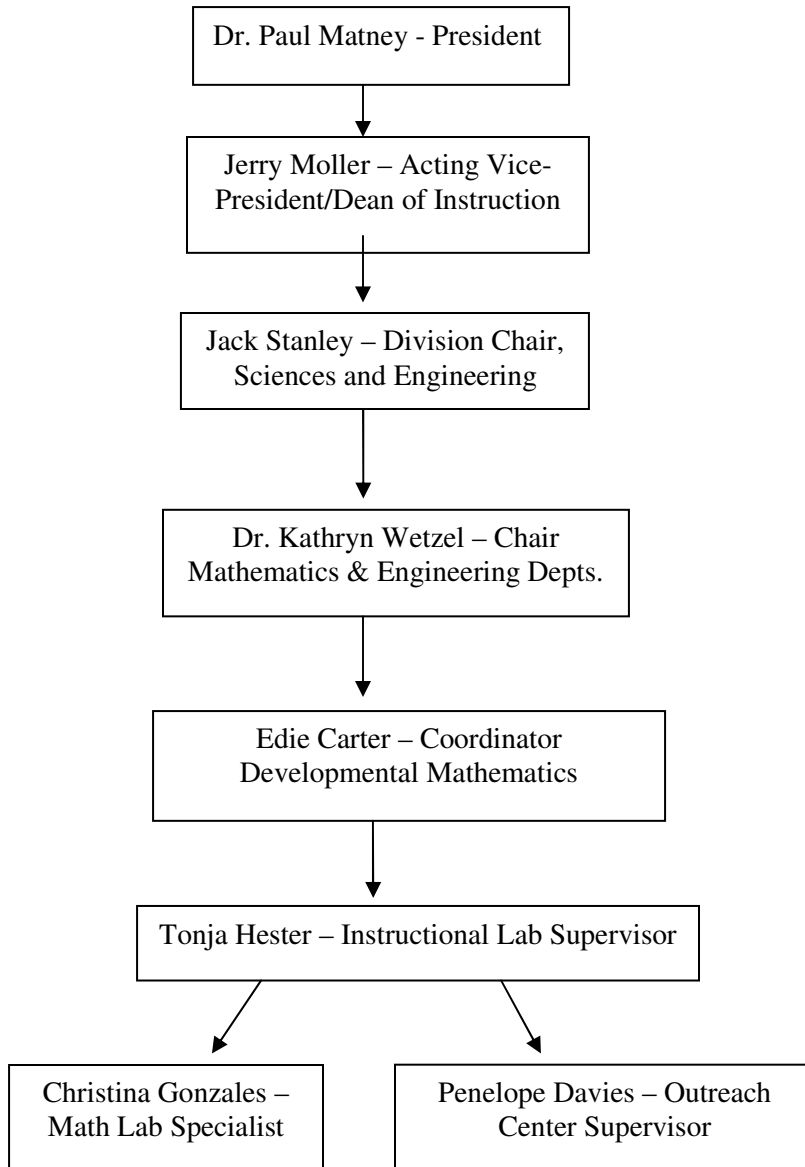
Department Mission Statement

“The Mathematics and Engineering Department supports the goals of the Sciences and Engineering Division by providing educational opportunities for improvement in foundational mathematics skills and for success in transfer-level math and engineering courses required in a broad spectrum of technical fields and advanced degrees.”

Developmental Studies Mission Statement

“The developmental studies program of Amarillo College is dedicated to providing a comprehensive educational program aimed at improving the quality of life for diverse populations. The Academic Development Division afford students the educational opportunities to enhance and maximize their potential by building strong foundational skills and promoting lifelong learning

Organizational Structure



Employment of Part-Time Faculty

Employment

Part-time faculty are a very important part of Amarillo College and are the means by which the College has the flexibility to offer additional courses or extra sections of classes on relatively short notice. Thus, employment of an individual part-time instructor is on a semester-by-semester basis and depends on enrollment and student demand for a specific course. With enrollment numbers fluctuating as classes begin, sometimes classes are canceled during the first week and courses reassigned from part-time instructors to full-time instructors in order to fulfill their course load minimum. Employment as part-time faculty does not necessarily lead to full-time employment, although part-time faculty are encouraged to apply for vacancies in their field of specialization, if interested. Amarillo College is an equal opportunity employer. To ensure full implementation of this policy, Amarillo College will assure that:

- Persons are recruited, hired, and promoted for all positions without regard to race, religion, color, national origin, sex, age, handicap, or veteran status.
- Placement decisions are based on an individual's qualifications for the position being filled.
- Other personnel actions, such as compensation, benefits, transfers, layoffs, returns from layoffs, College sponsored training, education, tuition assistance and social and recreational programs are administered without regard to race, religion, color, national origin, sex, age, handicap, or veteran status.

Qualifications

The Commission on Colleges of the Southern Association of Colleges and Schools (SACS) define the academic qualifications for faculty members. Any individual teaching transfer level courses must have earned at least a master's degree from an accredited institution with a minimum of 18 graduate hours in the teaching field. Individuals hired to teach Developmental Mathematics must have earned at least a bachelor's degree from an accredited institution with concentration in mathematics and/or education. Amarillo College seeks to employ highly qualified instructors for full-time and part-time positions. In addition to college degrees, AC reviews all individual's work experience, teaching credentials/classroom experiences, and commitment to achieving student success.

Job Description

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:

- 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
- those who are assigned by department 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 and Dean of Instruction or other appropriate executive committee member for those faculty teaching at least half-time but less than full-time.

Required Forms

When a part-time instructor is employed initially, several forms must be completed to provide payroll information and comply with state and federal requirements. Also, official college transcripts are required to be on file with the Office of Personnel Services (HR) in compliance with the accreditation requirements of the Southern Association of Colleges and Schools (SACS). The following forms are required by the College and prompt completion is necessary. No paycheck will be received by a part-time instructor until all forms and transcripts are on file in HR.

- Application for Faculty Position – Include official copies of transcripts of all college work and trade or business schools as applicable.
- Oath of Office – Required by the State of Texas for all persons being paid with state funds. The oath of office shall be taken by the employee by signing a printed or written oath of office before a notary public or other officer of the state authorized to administer oaths of the State.
- Direct Deposit Banking Information – Pay for college employees is deposited in each individual's bank account. Completion of the form is required for direct deposit.
- W-4 Form – This is a declaration of deductions for income tax withholding purposes.
- I-9 Form – Employment Eligibility Verification – A federal law requirement for new faculty or returning faculty who did not teach the previous academic year.
- Amarillo College Benefit Retirement Plan for Part-Time Employees – The Omnibus Budget Reconciliation Act of 1990 (OBRA 1990) requires that all supplemental instructors and other part-time employees participate in a retirement plan since we do not participate in social security. For those who are currently having Texas Teacher Retirement System (TRS) or Optional Retirement Program (ORP) deductions at other education entities, deductions will be made to TRS or ORP rather than the College.

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:

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

- 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.
- 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.
- 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.
- Professional Educator shall exercise the highest professional standards in the use of time and resources.
- 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.
- 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.
- Professional Educator shall observe the stated rules and regulations of the institution, reserving the right judiciously to seek revision.
- Professional Educator shall participate in the governance of the institution by accepting a fair share of committee and institutional responsibilities.
- 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.
- 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.
- 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) Approved: August 20, 1991

Compensation

Pay for all Amarillo College employees is deposited in the individual's bank account. The dates paychecks are deposited are as follows:

- Fall Semester: Last working day of September, October, November, December. One-fourth of salary per paycheck.
- Spring Semester: Last working day of February, March, April, and May. One-fourth of salary per paycheck.

- Summer Semester: The last working day of the month. Payment may be split over two months. If the employee is being paid off a time sheet, the employee is paid once a month on the tenth of the month.

Effective September 1, 1991, no salary payments will be processed until the personnel file is complete including official transcripts.

Orientation

At the beginning of the fall semester, Amarillo College hosts a Part-Time Faculty Soiree covering topics relevant to all part-time instructors. The Mathematics Department will have another meeting, which is mandatory for anyone teaching that semester, following the Soiree to address issues specific to the department. In the spring semester, no Soiree will be held; however, the Mathematics Department will hold a mandatory pre-semester meeting for all part-time instructors of math and engineering.

Professional Responsibility

Part time instructors are expected to meet professional responsibilities such as punctual attendance to class, keeping accurate student records, wearing appropriate attire, being available to assist students with questions, submitting census rosters and grades prior to the deadlines set by the College, understanding Amarillo College's policies regarding sexual harassment and discrimination, and adhering to established college procedures.

Full-time faculty members may be asked to substitute for other full-time or part-time faculty members on an as needed basis. This is part of the other duties as required. If a faculty member is substituting for more than one class (one day), the faculty member will be paid the regular clock hour rate. A part-time faculty member who is asked to substitute will be paid the regular clock hour rate.

Full-time faculty members who are out due to illness must notify the department head so that the department head can cover the class. The faculty member will complete the Employees Report of Leave Form 340 showing illness (for self, child, spouse, etc.), doctor's visit, etc. The employee will turn in the 340 form to the Department Head for approval and signature and then the form will be forwarded to Human Resources.

Full-time faculty members who are absent due to personal business, must notify the department head in advance for approval so that the department head can cover the class (Board Policy Manual, Section DEC – short term leave without pay). No more than three days can be taken at one time. Faculty members are granted up to five days of leave without pay per year with approval of department head. The Department Head will find a substitute for the class(es) and pay will be granted according to the first paragraph. An Employees Report of Leave Form 340 will be completed by the faculty member and the Leave Without Pay section will be completed along with remarks of why the faculty member was gone. This form will be given to the Department Head for approval and signature and will then be forwarded to Human Resources.

If, as a part-time instructor, you know in advance of the start of the semester you will need to miss work days due to personal matters, then you will need to clear your absence with the Department Chair prior to accepting a teaching assignment for that semester. Failure to obtain approval prior to the semester may affect your chances for rehire in subsequent semesters. Forms to request permission may be found on the P drive.

Part-time faculty (non-appointed) do not have any leave available to them. If the part-time faculty member is out due to illness or personal business they will not be paid for this time away from their class(es). Part-time faculty need to notify the Department Head when ill so that the Department Head can find appropriate substitutes. Part-time faculty that must be absent due to personal business must notify the Department Head in advance and receive approval for the absence. The Department Head will obtain appropriate substitutes for the class(es). The Department Head will contact Human Resources to make appropriate adjustments to the payroll for the part-time instructor.

Amarillo College should be paying for all substitutes and the department head should be locating appropriate substitutes for classes when faculty members must be away from the class.

Parking

AC students will no longer be required to obtain or display parking permits. In fact, none will be distributed. Students, instructors, and visitors to all AC campuses may now park commuter vehicles free in any lots or spaces not reserved solely, as marked, for faculty/staff. Part-time instructors may obtain a parking permit if they choose to from the AC Police Department. Having a permit will allow a part-time faculty member to park in lots marked solely for faculty/staff parking.

ID Badges

All employees of Amarillo College are required to obtain and wear an ID badge whenever working on campus.

Student ID's for Academic Students and Carter Fitness Center Memberships

- Student ID's – no charge
 - A student ID will be required at the bookstore to process financial aid book charges
 - A student ID is required at the Carter Fitness Center for student memberships
- Carter Fitness Center Community ID - no charge
 - Required for community memberships
- Employee ID's - no charge
- Hospital and other badges - \$2.00
 - Authorization from appropriate department required

Pictures for Student ID's and Hospital and other badges can be made at the following locations:

- Amarillo - East Campus
- Amarillo - Washington Street Campus
- Amarillo - West Campus
- Moore County Campus

All ID's and badges can be printed immediately at the Washington Street Campus and the West Campus. ID's and badges for other campuses are available at the designated campus on the following Tuesday after the picture is made.

Re-employment

Part-time instructors are hired on a semester-to-semester basis, as needed. There is no contractual agreement and employment can cease at the close of any semester or before if deemed necessary.

Evaluation

Part-time faculty will be required by the department or division chairmen to provide each of their students with the opportunity to evaluate the course. The chairman or developmental math coordinator will review the evaluations and discuss them with you. Instructions for conducting the evaluation will be provided by the chairman. It is important that these evaluations be completed since this is one factor used in evaluating part-time faculty for subsequent employment. The following form will be used on an annual basis by the supervisor of the part-time faculty member.

Adjunct Faculty Performance Review

Name _____

Year _____

The performance of each part-time faculty will be evaluated annually based upon student evaluations, student performance, and classroom performance as determined by the department chair, along with any additional comments by the branch campus supervisor, if applicable. The supervisor(s) will review these items and document such by signing below.

I. Student Evaluations (4 point scale)

A. Range (lowest to highest) _____

B. Lowest Areas (mean score and description of item)

1. _____

2. _____

3. _____

C. Highest Areas (mean score and description of item)

1. _____

2. _____

3. _____

D. Mean Score for "Instructor Knowledgeable"

Instructor _____ Dept. _____ Div. _____ AC _____

II. Student Performance

A. GPA

Instructor _____ Dept. _____ Div. _____ AC _____

B. Grade Distribution (percentage)

A's _____ B's _____ C's _____ D's _____ F's _____

C. Attrition (percentage of F's and W's)

Instructor _____ Dept. _____ Div. _____ AC _____

III. Classroom Performance Comments (See attachments if applicable.)

IV. Branch Campus Executive Director Comments (if applicable)

Instructor Signature Date

Department Chair Signature Date

Branch Campus Executive Director Signature (if applicable) Date

Directory of Commonly Used Numbers

<u>TITLE</u>	<u>NAME</u>	<u>CAMPUS/PHONE</u>
President	Dr. Paul Matney	Washington Street 371-5123
Vice President for Academic Affairs-Acting	Jerry Mohler	Washington Street 371-5297
Director of Extended Programs	Lou Ann Seabourn	Washington Street 371-5122
Dean of Workforce & Economic Development	Damaris Schlong	Business and Industry Center 345-5530
Executive Director	Renee Vincent	Moore County 934-7221
Executive Director	Daniel Esquivel	Hereford Branch 457-4401
Coordinator, Tulia	Cheri Miller	Tulia ISD 995-4613
Campus Police	Michael Duval	Washington Street 371-5163
Emergency Number	Ask for Mr. Black	371-5911
Help Desk		Washington Street 371-5000
Mathematics Chair	Kathy Wetzel	371-5097
Coordinator Developmental Mathematics	Edie Carter	371-5335
Registrar	Diane Brice	371-5028
Administrative Clerk	Gina Garrett	371-5158
Instructional Lab Supervisor	Tonja Hester	371-5090
Math Lab Specialist	Christina Gonzales	371-5088
Outreach Center Supervisor I	Penelope Davies	371-5119

Faculty Support

Center for Teaching and Learning

CTL includes the following departments: Career Clusters, eLearning, POD and technology training. For more information: www.actx.edu/ctl/

Access Division

Located on the third floor of the Lynn Learning Library on the Washington Street Campus, the Access Division helps students succeed in college by bridging gaps between entry-level skills and college coursework. The following departments comprise this division: Access Learning Center, English as a Second Language, High School Equivalency Program, and Reading.

Part-Time Certification Program

Each spring semester, Amarillo College conducts a Part-Time Faculty Certification training. Any AC Part-Time faculty member may apply. The certification training is described below.

Premise: Part-time faculty members make a significant contribution to the institution and to the students who enroll in their classes.

Goal: The goal of the AC Part-time Faculty Certification Training is to provide tools and resources to assist part-time faculty in becoming more effective educators in the classroom.

Course Description: Practical study and application in teaching methods/procedures designed specifically for Amarillo College part-time faculty with the goal of preserving/achieving high instructional standards. Topics include the following: History/Philosophy of the Community College, Part-Time Faculty Evaluation, Procedures, Legal Issues, AC Syllabus/Instructional Guidelines, Elements of Course Design, Instructional Objectives, AC Demographics and Learning Styles, Classroom Assessment Techniques, Methods of Presentation, AC Instructional Support/Resources, Communication/Listening Skills. The course consists of 8 two hour sessions.

Incentive: Participation in and completion of the AC Part-time Faculty Certification program is voluntary and in no way confers any right or privileges other than the salary paid for attending such training. A \$200 stipend for completion of all modules will be paid. In semesters following verification of completion of the program, part-time faculty will receive an additional \$50 for each semester hour of assigned teaching load.

Professional Development

The mission of the POD department is to provide a professional and organizational development training structure with strategies that are collaboratively designed, implemented, coordinated and evaluated which focus on improved student learning, enhanced instructional effectiveness, and continuous staff learning/leadership capacity.

Offerings are available from the POD department throughout the year and are offered free of charge to employees.

Information Technology Services (ITS)

ITS is responsible for both the data and voice systems of the campus. Services include both academic and administrative support through Network and Programming Services, Telecommunication Services, and User Support.

Lynn Learning Library

Phone	371-5400 371-5468
Monday-Thursday	7:30 a.m. - 9:00 p.m. (4 th floor closes at 5:00 p.m.)
Friday	7:30 a.m.- 5:00 p.m.
Saturday	Closed
Sunday	2:00 p.m.-6:00 p.m.

Course Support for Students

One-on-one assistance from teacher

Students may seek help from their teacher on a one-on-one basis. Full time teacher's email, office phone numbers, and office hours are listed outside their office doors. As a part time instructor, provide your email, a phone number, and your office hours to your students the first day of class. In addition, this information must be given to the Department Administrative Clerk by the first day of class so that a master list may be created and posted outside ENGR 110. Students often stop by the offices asking where their teacher is or when they will be available. This list will provide a way for your students to find you when they need you. Part-time instructors are expected to be available (office hours) a minimum of 20 minutes per week per course assigned.

Online Courses-Distance Education

The Distance Education Program provides access to Amarillo College courses and support services for students separated by time and physical location from traditional classroom settings. Distance Education courses have the same features as on-campus courses in terms of learning outcomes, academic quality, credit hours and transferability. Courses may be delivered through television (telecourses), interactive video or totally/partially online.

Course Delivery Methods

- **Traditional:** Instruction delivered 100% face-to-face contact with the instructor. A disclaimer will be added to all traditional course offering information to alert students they are expected to use computers with internet capability to enhance their learning.
- **Online:** Instruction delivered 100% over the Internet. (Note: Does not require a student to come to an Amarillo College campus for any portion of the course.)

- **Hybrid:** Instruction delivered 50% online and 50% conducted through face-to-face contact. (Note: Seat time will be reduced by 50% when scheduling classrooms.)
- **Enhanced Online Course:** An online course that requires a student to attend face-to-face instruction that does not meet the hybrid course definition. (Note: Any course that has more than 50% and less than 100% in an online component.)
- **Telecourse:** Instruction delivered through a telecourse. (Selected telecourse DVDs are available at the Lynn Library, Reserve Desk, Washington Street Campus.)
- **ITV:** Instruction delivered through courses taught by two-way realtime video at a specific interactive video facility.

Math Outreach Center *Engineering Building Room 104* 371-5119

Monday-Thursday	8:00 a.m.-8:00 p.m
Friday	8:00 a.m.- 2:00 p.m.
Saturday	10:00 a.m.- 4:00 p.m.

A student should first seek the help of his/her teacher as a first line of access. Student Tutors in the Outreach Center do the best they can; but, cannot possibly meet the needs best served by the role of a student's teacher.

Math Lab *Engineering Building Room 106* 371-5088

Monday-Thursday *no test will be started after 9:00 p.m	7:30 a.m.-10:00 p.m
Friday *no test will be started after 2:00 p.m.	7:30 a.m.- 3:00 p.m.
Saturday *no test will be started after 4:00 p.m.	10:00 a.m.- 5:00 p.m.

Student Advisors and Counselors

Advising services are available to all students and prospective students. Academic advisors work with students to aid them in evaluating academic, personal, career and transfer options. General Studies, non-degree seeking or new students will see advisors in the Student Services Center, Suite 130 (Washington St. Campus). All other students with declared majors will be assigned a Divisional Advisor located in other offices on campus. Students can be given this contact information through Ask AC (371-5000) or the Advising Department (371-5440).

It is important to utilize advising services for more than just scheduling of classes. Advisors have been trained to respect students' needs and help them: identify areas of interest, formulate personal career action plans, set life goals, explore realistic employment opportunities, explore resources to overcome stumbling blocks, identify academic ambitions and frustrations, by serving as a point of contact when they "just need someone to talk to."

Additional information is available on the web at www.actx.edu/advising/

Course Management

Course Placement Policy

Placement into mathematics courses at Amarillo College is based on standardized test scores and high school records. Students without scores or transfer credit should take a placement exam during their initial advising session. This will be administered by the Testing Center. A prerequisite course must be completed with a grade average of C or higher, or the student must have the consent of the department chair to take the course. Students will not receive credits for a mathematics course that is prerequisite for a previously completed course.

Prerequisite lists are run by the department office and distributed to all instructors. Any student whose name appears on this list must be sent to the department office to clear up transcript discrepancies. Sometimes students will need to be moved from one course to another due to placement scores or grades in previous courses, so please visit with these students the first week of class.

Most mathematics courses require the student to have a graphing calculator. For advise on which model to buy, contact the course instructor or the department chair. At the present time, the TI-83, TI83 Plus or TI 84 are commonly used.

Math Tests	THEAM or TASPM	Accuplacer	TAKS Math
Needs Basic Math	100-179	0-40	< 2200, needs testing
Needs Beginning Algebra	180-229	41-62	< 2200, needs testing
Needs Intermediate Algebra	230-269	63-74	< 2200, needs testing
Ready for Math 1314, 1332, or 1324	270+	75+	2200+

Contract for Success

All students in a Developmental Math class will sign this contract prior to testing in the course. The contract outlines the topics covered in the syllabus which is to be distributed to all students the first day of class

Student Attendance

Regular attendance is necessary for satisfactory achievement. Therefore, it is the responsibility of the student to attend class and be on time for daily attendance check. Nonattendance will be recorded as an absence and no differentiation will be made as to excused or unexcused absences. Leaving class early or prior to dismissal time will be counted as an absence. Students will be rewarded for perfect attendance, not only because

they will receive the instruction they need to do the assignments, but they will also have two points added to their final average.

An outline of the points to be added or subtracted based on absences can be found in the course syllabus and is based on the number of times a course meets per week and the number of weeks the class meets per semester.

Cheating Policy

Plagiarism and cheating will not be tolerated in any math course at Amarillo College. On the first day of class, students will be required to sign and date a Course Contract. Included in the contract is the following statement: *“I fully understand if I cheat or attempt to cheat, on any test I will receive an automatic “F” in the course. The grade will go on my permanent transcript and cannot be removed. Cheating includes, but is not limited to, the illegal use of books, notes, cell phones, coping, or the use of cell phone calculators. Cheating also includes helping, or attempting to help, other students to cheat on a test.”*

Skill Drills

1. Once instruction has begun and homework has been assigned, 5-minute skill drills will be administered at the beginning of every class period over previous homework. It will be important to be to class on time so as not to miss the skill drills.
2. A student's skill drill grade will be the total points accumulated over the course of the semester. The highest score given will be a 100 even if a student acquires over 100 points.
3. If a student's skill drill grade is higher than his/her lowest chapter test grade, the skill drill grade will replace that test grade when calculating the student's final average.
4. There will be no make-up skill drills for any reason.
5. If you teach developmental math, you MUST give these skill drill exercises at the beginning of class without a review. The students should have had at least one week from the time the material was first presented in class to ask questions of your or the Outreach Center and so as not to need a review. One day a week, summer, and 8 week classes may need to adjust the typical skill drill schedule. Remember, in transfer level courses, the students will not be given a review at the beginning of the class before administering an in class test. That is one of the things the skill drills prepare them for. All instructors must adhere to the five minute per skill drill section time limit and must have administered all skill drills by the end of the semester.

Homework Assignment Guide-Developmental Math

A homework assignment guide will be provided to all students in Developmental Math. This is a standardized homework set for all students enrolled in Math 0301, 0302, and 0303. Students may also find this guide online within their course listing.

Class Rolls

State funding is determined from reports, which are based on the class rolls that are verified by the instructor each semester. Since the majority of our funding is from the state, it is important that the Registrar's Office receive the Twelfth Day Class Rolls on time and that they are accurate. Each instructor will be required to log-in to Web Advisor and click on

census roster for each section being taught within a 24 hour period of the twelfth day. All students who attend a class must be enrolled properly. If a student's name is not on your roll and the student does not have a permit from the Registrar to enter class, he should be sent to the Registrar's Office to complete registration. Students in Off-Campus locations should be referred to the local coordinator to complete registration.

Census Date

A notification of census deadlines will be sent via AC email or you may login to Web Advisor to see deadline dates.

Last day to change to Audit

Students may change to audit no later than the census date for each semester or term. Permission of the instructor is required. Election to change to audit status will be irreversible, no credit will be awarded, and a grade of "AU" will be assigned.

Last day to withdraw

A student may drop any course or withdraw from Amarillo College for any reason with a grade of "W" on or before the last day to drop. The last day to drop is published in the AC catalogue and schedule of classes. It is the responsibility of the student to officially drop or withdraw from a course. Failure to officially withdraw may result in the student receiving a grade of "F" in the course. In order to drop a course or withdraw from the College, the student completes an "Academic Schedule Change" form. The form may be obtained from the academic advisor, Advising and Counseling Center, or from the Assistance Center. Do not remove the student from your class roll until you receive a "Academic Schedule Change" form from the Registrar's Office indicating that the student has officially changed his schedule. Also do not allow any student to remain in class who has officially dropped or withdrawn.

Grade of Incomplete

The student and instructor must complete a "Contract for Removal of Incomplete" grade form prior to the granting of a grade of "I". The student has a maximum of six months in which to remove the "I". If it is not removed within this time, the grade will be calculated as an "F". The student is entirely responsible for completing the work that will remove the "I". The student and the instructor must complete the form prior to the granting of a grade of "I" and the white copy of the form must be turned in to the Registrar's Office with the final grade sheet. A grade of "I" will not be accepted by the Registrar's Office unless it is accompanied by the "contract for Removal of Incomplete". The deadline for making up the incomplete is left to the judgment of the instructor, but may not exceed six months. Once the contract has been completed and turned in to the Registrar's Office, the student may not drop the course and may not receive a grade of "W".

Grading Policy

Grades shall be determined in a consistent and defensible manner that reflects appropriate standard of quality. Faculty must inform their students in writing at the first class meeting of the semester of the following:

- The grading policy.
- The procedure for determining grades and course averages.
- The attendance policy.

Refer to the College catalog for grade categories, academic probation, academic suspension, and student grade reports.

Faculty must keep the records of grades on file in their offices at least five years. If a faculty member leaves, he or she is to give the records of grades to the department chair or immediate supervisor. Faculty on temporary appointment, part-time faculty, and adjunct faculty must turn in their grades and student attendance records to their department chairs at the end of each academic year or at the conclusion of their teaching responsibilities. In addition, faculty must submit grades to the registrar's office each semester. Grades are submitted online through Web Advisor.

Changing a Grade

Occasionally it will be necessary to change a student's final grade. A "Change of Grade Form" must be completed and submitted to the Registrar's Office for such a change to occur. If over six months have elapsed since the grade was assigned or you are attempting to change the grade to a "W", the Vice President for Academic Affairs must approve the change. His office is located in the Lynn Library.

Final Exam Schedule/Testing

The final exam schedule can be found online for each semester and final exam testing dates should be adhered to. No final exam is allowed to have a due date prior to the posted schedule. Thursday evening, Friday morning, and Saturday classes will have a Thursday a.m. to noon deadline due to the fact the Math Lab closes at noon the Thursday of finals week.

Final Grades Due

Final grades are due according to the deadline set by the registrar. Final grades must be posted for each course section through Web Advisor.

Textbooks

Faculty members should contact their department chairman for desk copies of the course textbook. These are furnished to the instructors at no cost. Students in Amarillo should be referred to the bookstore to purchase their textbooks. In Dumas and Hereford, textbooks will be available at the branch campus.

Calculators and Screens

Graphing calculators and screens must be checked in and out at the start and end of each semester from the department office, Engr 205.

Secretarial Support and Duplicating

Check with the department chair or administrative assistant for departmental policy.

Communication

Part-time faculty members are expected to check their departmental folder in the Math Lab at least once a day on the day(s) he/she is teaching during any semester. Amarillo College email accounts should be checked several times a week. Faculty members with emergencies that will prevent them from meeting their class at the scheduled time must notify the department head and should try to make arrangements for a substitute instructor.

Office Hours

Part-time faculty should make every effort to accommodate the students' needs. A master list of office hours will be posted outside ENGR 110 and should total no less than 20 minutes per week per class.

Syllabi

A syllabus is required for each course taught at the College. All syllabi shall conform to the "Course Syllabus" outline adopted by the College. Part-time faculty are expected to follow the syllabus provided by the program manager unless approval is granted to do otherwise. While developmental syllabi are posted by the Math Lab Specialist, part time transfer level faculty must post their own syllabus by the census day. Faculty cannot deviate from the written syllabi. It is a binding contract between the student and teacher. If things need to be adjusted in a transfer level class you will need to create an addendum to your syllabi which will need to be signed by all members of the class. Developmental faculty may not deviate from the syllabus at all.

Student Affairs

Student's Rights and Responsibilities

Can be found: <http://catalog.actx.edu/content.php?catoid=7&navoid=291>

Student Complaints

A student who has a grievance concerning a course in which he or she is enrolled should make an appeal in the following order:

1. Instructor
2. Developmental Math Coordinator, if a part-time developmental instructor
3. Department Chair
4. Division Chair
5. Vice President/Dean of Instruction
6. College President

DisAbility Services

A student with a documented disability (physical/learning/mental) may receive assistance through disAbility Services. To receive services students must:

1. Provide documentation of the disability (physical/learning/mental) or sign a release to obtain such documentation.
2. Complete paperwork for the disAbility Services Office.
3. Make an appointment with disAbility Services to review services that have been received in the past and new services needed.

Services are provided to students with disabilities in order to assure equal access to programs and services at Amarillo College. Our goal is to assist students in receiving the accommodations, training, education, and support needed to achieve their educational and life long goals.

Services to students with disabilities are provided to meet the state and federal guidelines governing the provision of services in an institution of higher education. Amarillo College provides services under the guidelines of the Americans with Disabilities Act of 1990 (Title II) and the Rehabilitation Act of 1973 (Section 504).

Instructor/disAbility Services Office Responsibilities:

1. Announce to your class Amarillo College's intention to provide assistance to students with disabilities.
2. Continue to include the disAbility Services statement on your syllabus. "Any student, who because of a disabling condition, may require some special arrangements in order to meet course requirements should contact disAbility Services (SSC 119,

- phone 371-5436) as soon as possible.”
3. Refer students to disAbility Services if he/she discloses a disability.
 4. Implement, pre-determined in-class adjustments once you have signed the Accommodation Plan.
 5. Contact the disAbility Services office if you are uncertain as to the provision of accommodations.
 6. If you are a part-time faculty member, indicate your department chair near your signature on the Accommodation Plan so the disAbility Services office is able to send a copy back to you.
 7. Special Testing Accommodations require the instructor to place the test in the Testing Center at least 24 hours prior to the examination date. This allows disAbility Services personnel the opportunity to provide the student with the exam in an alternative format. Tests, except developmental math tests, will be routed back to the Testing Center for the instructor to pick up after the student has completed the exam. DisAbility Services hand delivers Skill Drills and testing materials to the Math Lab and Math Lab employees must sign for them.

Financial Aid

Information can be found: <http://www.actx.edu/fin/>

Student Government

The Student Government Association (SGA) is a group of AC students who are elected by fellow students to represent the student body in all matters to the Board of Regents, the administration and the faculty, and to develop student programming to enhance the learning atmosphere. Through involvement in SGA, students have the opportunity to learn and develop in a creative, intellectual, cultural, and social setting.

Student Clubs and Organizations

AC has a number of student clubs and organizations - everything from Badger Hearts (community service organization) to Honor Societies. Check out the list of groups and find YOUR niche - or form your own club!

<http://www.actx.edu/activities/index.php?module=article&id=9>

Intramural Sports

Intramural sports are available on AC's campus, follow the link to find out more.

<http://www.actx.edu/activities/index.php?module=article&id=8>

Part Time Faculty Benefits and College Services

Benefits Information

Enrollment in the Teacher Retirement System of Texas or in an optional retirement program is mandatory. Only full-time faculty are eligible for enrollment in an optional retirement program; those employed as part-time faculty must enroll in the Teacher Retirement System of Texas. Part-time faculty who become full-time, will then become eligible to join the optional retirement program.

Tuition Remission

Non-appointed part-time employees (less than 50% time) may enroll for any college class tuition free. The part-time employee must be working during the semester or period of time during which the class is offered. Part-time employees will be limited to a maximum of six semester hours, or its equivalent (96 clock hours), of tuition scholarships in any one semester.

Safety and Security at Amarillo College

Amarillo College Police

<http://www.actx.edu/police/>

The Amarillo College Police Department is here to help YOU in case of an accident, theft, vandalism, or other emergencies, and with lost and found items. We maintain a safe and secure environment. Please report unsafe conditions immediately.

As an independent police department, we employ state-certified police officers with the duties and powers of Texas peace officers. Each police officer receives in-service training and specializes in certain areas of law enforcement, including:

- field identification (forensic sciences)
- criminal investigation
- crime prevention
- critical incident management
- narcotics
- traffic law and collision investigation
- many other technical aspects of law enforcement

Appendices

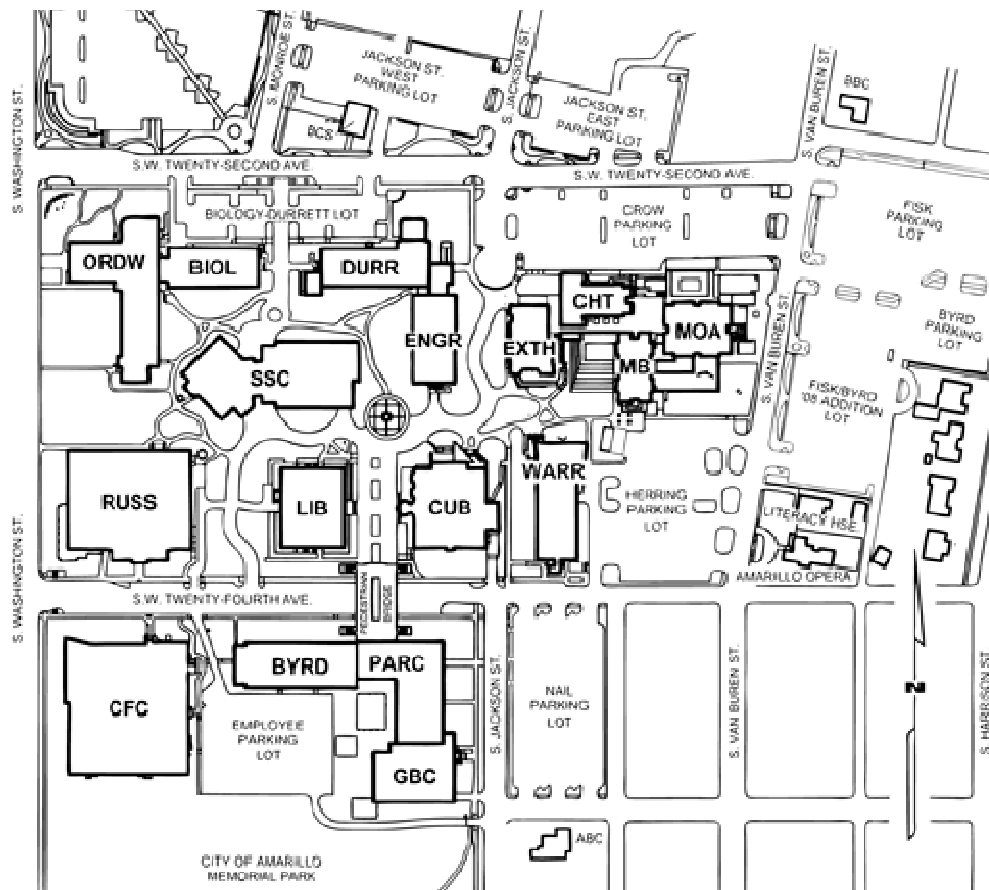
Mathematics Department:

<http://www.actx.edu/math/>

Academic Calendar

http://www.actx.edu/index.php?module=calendar&sch_id=2

Washington Street Campus Map



Acknowledgement of Part-Time Employee

I have read and understand the policies and procedures of a part time faculty member in the Mathematics and Engineering Department at Amarillo College and agree to carry out the policies and procedures as stated.

Part-Time Faculty Member's Name: _____

Date: _____

Department Chairman's Signature: _____

Date: _____