



NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

North Harris Montgomery Community College District

Adjunct Faculty Handbook 2003-2004

Purpose and Use of Handbook

Adjunct faculty are an integral part of the teaching and learning environments of the NHMCCD colleges. Students, members of the faculty, and administrators rely on adjuncts to help meet crucial classroom teaching needs. Because adjuncts are appointed to take specific teaching assignments on a term or semester basis, not all of the employment policies and practices of the District apply.

This handbook has been prepared for adjunct faculty to serve as a user's guide to answer commonly asked questions and as a resource tool for issues of interest and concern. The handbook provides an adjunct faculty member with a summary of operational information about the policies, procedures, and practices of NHMCCD that are particularly relevant to the adjunct's role in the institution. It is designed to provide guidance to the adjunct faculty about District standards, goals, and expectations, and to provide consistency in adjunct practices at each of the colleges in the District. It does not replace or in any way alter NHMCCD Board policies, the terms of the memorandum of assignment, or other legally binding requirements.

It is important to remember that policies and procedures do change from time to time and this Handbook may not reflect these changes immediately. The NHMCCD website contains a link to the current District policies and procedures and a "What's New" section in which important changes in policies or procedures are posted. <http://www.nhmccd.edu/l.cfm?id=15000>

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Purpose, Mission, and Value Statements

Statement of Mission and Purpose

North Harris Montgomery Community College District, as a publicly supported, two-year, comprehensive community college system, involves diverse individuals, businesses, and the community in quality education opportunities for the successful development of knowledge, skills, and attitudes for a rapidly changing world.

Through its colleges and centers, NHMCCD develops learning communities for:

- Technical programs, leading to associate degrees and certificates, designed to develop marketable skills and support economic development.
- Academic courses in the arts and sciences to transfer to senior institutions.
- Continuing adult education programs for academic, professional, occupational, and cultural enhancement.
- Developmental education and literacy programs designed to improve the basic skills of students.
- A program of student support services, including counseling and learning resources, designed to assist individuals in achieving their educational and career goals.
- Workforce, economic, and community development initiatives designed to meet local and statewide needs.
- Other purposes as may be directed by the Board of Trustees and/or laws of the State of Texas.

Value Statements

Learning Communities

- We believe that the North Harris Montgomery Community Colleges are dynamic learning communities, distinguished by excellence in teaching, allowing citizens to develop to the full extent of their ability, to succeed in a competitive work environment, and to be effective lifelong learners.

Access with Quality

- We believe that the North Harris Montgomery Community College District provides an enriching learning environment that meets the needs of its diverse communities through outreach, access, student support systems, and a diverse faculty and staff.

Building Communities and Partnerships

- We believe that the North Harris Montgomery Community Colleges are catalysts for promoting a seamless education journey and for nurturing the intellectual and cultural life of the community.

Economic and Workforce Development

- We believe that the North Harris Montgomery Community College District serves as the critical link for economic and workforce development to improve the prosperity of our region through partnerships with business, government, and community organizations.

Human Resources

- We believe that the most important resources of the North Harris Montgomery Community College District are the individual faculty and staff members, who are entitled to a supportive collegial work environment which rewards excellence, provides opportunities for professional development, encourages meaningful involvement in the decision-making process, and provides excellent compensation.

Technology

- We believe that students achieve their learning goals best as the North Harris Montgomery Community Colleges provides responsive and effective support services, learning resources, current technologies and information systems.

Information

- We believe that the achievement of the mission and purpose of the North Harris Montgomery Community College District requires an effective system of communication to both internal and external constituencies.

Leadership

- We believe that the North Harris Montgomery Community Colleges, building on a solid foundation of growth and service, are recognized leaders in the community college movement, making important contributions to the profession through partnerships, innovation, scholarship, creative services, and integrated technologies.

Stewardship

- We believe that the North Harris Montgomery Community College District is committed to rigorous stewardship of the resources entrusted to its care to assure the maximum benefit for the community.

Evaluation

- We believe it is essential that the North Harris Montgomery Community Colleges — working separately for local effectiveness and working cooperatively as a single district for efficiency — must regularly assess the impact and outcomes of our efforts for continuous improvement.

“We believe that the most important resources of the North Harris Montgomery Community College District are the individual faculty and staff members, who are entitled to a supportive collegial work environment which rewards excellence, provides opportunities for professional development, encourages meaningful involvement in the decision-making process, and provides excellent compensation.” (NHMCCD Board Policy AE)

August 2, 2002

To the NHMCCD Faculty:

The paragraph above, taken from the Board Policy, describes the District’s commitment to be an excellent employer. To help achieve these ends, we have worked hard as a District to develop and implement good employment policies and practices that foster a safe and positive work environment. For the third year in a row, the District’s Human Resources department has prepared a faculty handbook, highlighting matters that we believe is important for each member of the faculty to understand. You should find this to be a useful resource tool throughout the year.

As a District, we are extremely fortunate to have a faculty that is made up of innovative individuals who are regularly recognized for their achievements. As a faculty member, you are among the most important resources we provide to our students.

Our commitment to you is reflected in our Human Resource Value Statement. The Board and each of us in leadership positions in the organization share a common commitment: to attract and retain a faculty that is noted for its excellent preparation, commitment to serve our students, and high level of professionalism and integrity. This year the Board has approved a 12% salary increase for faculty, net of summer formula changes. This change will enable us to catch up with the increases in salaries received by ISD teachers and provide faculty with the option of choosing a 9-month or 10.5-month contract. The Board has also continued its commitment to pay part of the increase in the monthly premium to help defray the skyrocketing increases in the employee’s share of dependent medical care.

This is an exciting time to be an integral part of the North Harris Montgomery Community College District team and to help students set and meet their educational and career goals.

Sincerely,

John E. Pickelman

1. Introduction

The North Harris Montgomery Community College District began in 1972 when residents in the Aldine, Humble and Spring Independent School Districts elected to create a junior college district, which became known as North Harris County College. The doors opened in the fall of 1973 with a 16-member staff and 613 students. The first classes were held at Aldine High School.

The original three school districts have been joined by eight others: New Caney in 1981, Tomball in 1982, Conroe in 1991, Willis and Splendora in 1996, Klein in 1998, and Cypress-Fairbanks and Magnolia in 2000. The number of students we serve has grown from the original 613 to more than 30,000 and the District is now 2,700 square miles in Harris and Montgomery Counties.

NHMCCD is now the 4th largest community college district in Texas, enrolling more than 35,000 students in five distinct and comprehensive colleges:

- North Harris College
- Kingwood College
- Tomball College
- Montgomery College
- Cy-Fair College

and seven satellite centers:

- Carver Center
- Parkway Center
- CATE Center
- EMCID Center
- Center for Business & Technology Training
- Willow Chase Center
- Fairbanks Center

Educational services are also provided to high school students who attend college classes and earn credit for high school and college at the same time (concurrent credit) and by the Internet, video instruction and ITV.

Governance and Structure

The ultimate authority in the governance of the College District is the Board of Trustees. The Board is made up of nine individuals who are elected by the voters in District-wide elections. The Board meets monthly on the first Thursday of the month, except January when no meeting is held. Board meetings are open to the public and employees may, if they choose to do so, attend any meeting.

The Board of Trustees is charged by law with specific responsibilities, such as the appointment of the chancellor, the establishment of an operating budget, the approval of contracts and specific levels of purchasing, the conduct of elections, and the levying of ad valorem taxes. The Chancellor is the Chief Executive Officer of the District (CEO) and the only employee reporting directly to the Board. The Chancellor is responsible for the overall operations of the District and the administration of policies and procedures to obtain the goals and mission of the District.

The Location Executive Officers (LEO), and the vice chancellors, report directly to the Chancellor and have ultimate responsibility and budgeting control for a specific college (presidents) or specific administrative areas (vice chancellors). Among the important responsibilities of the LEO's are:

- The establishment of the organization of the College or administrative area;
- The selection and evaluation of the managers who report directly to them;
- The preparation, submission for approval, and administration of an operating budget;
- The approval of new positions, reassignment, hiring, transfer, demotions, and recommendations for the non-renewal of a contract or the discharge of a full-time employee;
- The appointment of civil rights administrators and the imposition of disciplinary actions for noncompliance with civil rights policies; and
- The conduct of hearings for employee appeals and grievances.

At the college level, the president is the chief decision-maker who is responsible for the operational decisions that are unique and specific to an individual college. Reporting to the president are the vice presidents (in some cases, deans) with responsibility for credit and non-credit programs and college-level business and operational matters. The academic and instructional faculty members are organized into departments, with deans and department chairs providing direction and leadership.

NHMCCD Multi-College Operating Philosophy

The North Harris Montgomery Community College District operates as a multi-college system. Consistent with the multi-college model of decision-making, many levels and operational areas of the District work together to develop and administer a single District.

The Chancellor, the vice chancellors, the college presidents, and the assistant to the Chancellor function in the Executive Council as a decision-making group for the College District. The Executive Council reviews proposed policies and district-wide procedures and serves as the District's compensation committee. Decisions are made on a consensus basis and communicated to District employees through their LEO's. In addition, two important councils that provide for District-wide consistency in the decision-making process are the Council of Vice Presidents for Administrative Services (VPADS), and the Council for Educational Programs and Student Development (CESD). Other groups, such as the Library Council, the Technology Deans Council, the Training Council, and the Community Education Council, provide input to the two decision-making councils.

Ongoing initiatives, such as curriculum teams, and special task forces and groups assemble to provide consistency and keep the District's instructional and operational activities current and responsive to the various needs throughout the District.

Shared Decision-Making

Faculty members have both the opportunity and the responsibility to provide input, ask questions, and pose possible solutions to issues of interest and concern. By participating in the information-gathering and decision-making processes of the college, a faculty member takes an active role in the operations of his or her division and college. Several lines of communication between faculty and administration at NHMCCD support faculty involvement. For example, a faculty member has direct access to the dean for his instructional division. In addition, councils and committees function both at the college and the district level to provide for faculty input. Moreover, each college has a Faculty Senate, a recognized body comprised of full-time faculty and its faculty-elected officers. This venue allows faculty to voice ideas and concerns in a safe environment and provides for communication between faculty and administration. In addition, Faculty Senate presidents meet monthly with the Chancellor, providing a line of communication to the CEO of the District, and one Faculty Senate president reports to the Board at each regularly scheduled Board meeting.

Policies and Procedures

The fundamental policies and legal requirements of the District are expressed in the NHMCCD Policy Manual. Policies are adopted by the NHMCCD Board of Trustees, upon the recommendation of the Chancellor. Once adopted, policies bind each employee of the District.

Board policies related to this manual are in *NHMCCD Policy Manual*, Sections A, C D, E and F. Up-to-date Board policies can also be found on the District website at <http://www.nhmccd.edu/l.cfm?id=15000>.

The District adopts procedures that are also binding District-wide, to establish uniform and consistent manners of carrying out the business of the College District. The procedures can also be found at the NHMCCD Policy Manual website with the corresponding policies for implementation at: <http://www.nhmccd.edu/l.cfm?id=15000>.

The District also creates handbooks, such as this Adjunct Handbook, to explain and communicate policies and procedures and information about District standards, goals, and expectations. Handbooks do not replace or in any way alter NHMCCD Board policies, the terms of the employment contract, or other legally binding requirements. It is important to remember that Board policies, laws, and procedures do change from time to time and handbooks will not reflect these changes immediately. A copy of this manual is posted on the Human Resources website: <http://www.nhmccd.edu/l.cfm?id=14313>.

Whom to Contact for What

Your Operations Manager, Department Chair, Dean and Vice President

In most instances, your Division Operations Manager, Department Chair and Dean will be your point of contact to answer a question, explain a process or resolve an issue in the classroom. Contact information is included in *Appendix A*.

Operations Manager

The Operations Manager is a professional staff member who will handle many day-to-day functions of the division, including tracking faculty assignments and load, student recruitment, advisement and placement, and the coordination of division meetings and articulation/curriculum reviews. The Operations Manager will also bring to the division the planning, analysis and reporting on its budget and will maintain information about class and room assignments, equipment ordering AND be your communications point on contracts, clerical support and status of your Memoranda of Assignment (MOA's).

Department Chair

The Department Chair is a faculty member, appointed by the president, on the recommendation of the Dean and Vice President. Working as a team member with the dean, operations manager, and faculty, the chair will play an important role in hiring and evaluating adjunct faculty, promoting curriculum and program quality, acquiring textbooks and equipment, making budget recommendations, facilitating professional development, assisting in conflict resolution, coordinating student retention/success initiatives, and contributing to the achievement of division and college goals.

Dean

As the division leader, the Dean carries the responsibility for the quality of instruction and the provision of necessary support and services to the faculty in the division. The Deans have a critical role in leading the faculty toward the effective evaluation of the quality of educational programs and instruction. The Dean is responsible to recommend to the academic Vice President each semester's faculty assignments, including overloads and release time, hiring full-time faculty, reviewing and approving credentials submitted by new faculty, and evaluating full-time faculty. Deans will exercise their leadership by seeking out and bringing to the division information and tools for new instructional methods and technology, tracking the effectiveness of the division, and tracking student outcomes. A key role of the Dean is to maintain effective communication with the division and with the rest of the instructional services team (Department Chair, Operations Manager and the support staff).

Vice President

The Vice Presidents are part of the President's council and are responsible to carry the needs and concerns of the faculty and their divisions into college-wide decision-making. The Vice Presidents represent their institutions when they convene with the Council on Educational and Student Development (CESD) to make District-wide decisions that affect instructional activities. Vice Presidents have less involvement in the day-to-day operations of divisions, but do play critical roles in decisions that affect the faculty. The Vice President, upon the recommendations of the Deans, will determine faculty assignments, workload variations and exceptions (the VP is the only administrator who can approve double-overloads for faculty), and approve faculty absences from opening day or graduation, and projects in which faculty are interested that are outside the scope of the division. The Vice President is available to faculty to discuss and assist in resolving unresolved problems in the Division (that have already been raised with and addressed by the Dean) or that are cross-divisional in nature.

Human Resources Manager

Each College employs a Human Resources Manager (HRM) who is responsible for planning, directing, and administering the following specific human resource functions at your location:

1. Assisting hiring committees;
2. Ensuring paperwork is completed in a timely manner for all new hires;
3. Coordinating new employee orientation;
4. Enrolling employees in benefit programs;
5. Assisting managers with employee discipline and dismissal;
6. Collecting and assuring the timely submission of workers compensation claims reports, forms and leave information;
7. Receiving any medical documentation from employees on sick leave, workers compensation, family medical and disability leave.

HRM's are a good source of information about processes and responses to day-to-day questions on human resource matters and personnel rules.

DSTC Human Resources

NHMCCD has created and operates a single human resources department (HR) to recommend and administer NHMCCD's personnel policies and procedures.

HR serves five main functions:

1. Maintains personnel records for all full-time employees in the District;
2. Oversees the compensation and benefits plans for the District;
3. Prepares reports for state reimbursement of personnel and employee benefits costs;
4. Maintains policies and practices that conform with federal and state legal requirements; and
5. Posts internal job vacancies and conduct external advertisements for vacant positions and oversee the entire District employment process.

While there are few circumstances where faculty will need to contact the District Human Resources Department, three Director level positions are the most likely point of contact:

Director of Employment and Human Resources Services (Dir. E/S)

The Dir. E/S is the senior HR administrator responsible to direct the District's hiring and employment process, benefits, disciplinary action, termination, and employee orientation and training. Faculty members may find it helpful to contact the Dir. E/S with unresolved questions or problems pertaining to benefits, accommodations, leave, disciplinary, grievance or civil rights processes, training needs or the hiring or transfer process.

Director of Compensation and Compliance (Dir. C/C)

The Dir. C/C is the senior HR administrator responsible to direct the District's compensation, contracts administration, professional development, records keeping, and external reporting functions. Faculty members may find it helpful to contact the Dir. C/C with unresolved questions about their compensation, contracts, submission of academic credentials, or educational adjustments.

Office of General Counsel

The Office of General Counsel consists of the General Counsel (who also serves as the Vice Chancellor for Human Resources), a legal assistant, the Director of Risk Management (Dir. R/M), and two administrative assistants.

General Counsel

The General Counsel provides legal advice to the District on a broad range of legal issues, including employment practices, copyright, contracts, compliance with state and federal laws, and represents the District with external agencies, including the courts. The General Counsel's office maintains a website at http://www.nhmccd.edu/general_counsel/ with information about a number of legal matters of general interest to the institution.

Director of Risk Management (Dir. R/M)

A relatively new director position, Director of Risk Management (Dir./RM), has been created to provide a professional perspective on matters of insurance and safety. The Dir. R/M is the senior administrator responsible for the provision of liability, property, casualty and workers' compensation insurance for the District. The Dir. R/M is also the contact person for the HRM's on workers' compensation matters. Faculty may wish to contact the Dir. R/M about student travel, insurance or safety concerns.

Payroll Matters

In most instances, the Division Operations Manager or the Human Resources Manager will be the point of contact for a faculty member who has a question or problem with his or her paycheck.

District Payroll is to be contacted in the event of a lost or misapplied paycheck.

Civil Rights Administrators

Each College has asked at least two senior level administrators to serve as Civil Rights Administrators, local resource persons to help answer questions about or conduct investigations required under the District's civil rights policies and procedures. A more thorough discussion of the process, faculty rights and responsibilities in the civil rights process and appeal rights is included in Chapter 3.

A list of civil rights administrators and their contact information can be found in *Appendix B*.

2. Expectations of Adjunct Faculty

The Core Responsibilities of Adjunct Faculty

Key Job Functions

Adjunct faculty are responsible for instructional activities for the classes assigned, including lab activities, the preparation of a syllabus, preparation of tests or other evaluative processes, regularly meeting each scheduled class, and promptly turning in final grades. An adjunct is expected to communicate with and to be available to meet with students, but is not required to have regularly scheduled campus hours. Adjuncts are not expected or required to serve on committees or perform institutional or community service.

General responsibilities include:

1. Meeting all classes at the place and times scheduled;
2. Being well prepared for each class session;
3. Developing and following a syllabus for each class, which includes how the student can regularly contact the instructor;
4. Checking e-mail and the assigned college mailbox each week;
5. Maintaining accurate records of student attendance and grades and filing gradebooks with the division;
6. Certifying and submitting all paperwork by the dates indicated;
7. Being familiar with college and District policies; and
8. Letting the division know if a substitute instructor is necessary.

Workload

Adjuncts may not be assigned more than one half of the accepted load for full-time faculty in a like discipline within an academic year, defined as fall through spring semesters. An adjunct may exceed the 50% load in one semester; however, an adjunct may not exceed 2/3 of a 50% load in the academic year.

EXAMPLE:

The standard workload in history is 5 courses each semester. An adjunct in history could be hired to teach 3 courses in one semester and two courses in another semester, but could not be hired to teach 4 courses without being considered to be a temporary full-time benefits eligible adjunct member.

A yearly load of 6 courses in biology is considered a standard full-time load. An adjunct may not teach more than 3 such courses within an academic year. He/she may not teach more than 2 courses (2/3 of a 50% annual load) in a single semester.

Any adjunct assigned a load in excess of the load described above is eligible for benefits and ceases to be an adjunct. The dean is responsible to seek approval for the conversion to a temporary faculty appointment. A temporary faculty appointment must be recommended to the NHMCCD Board for approval and salary is a pro rata portion of the full-time faculty salary.

Because the adjunct workload rules apply to all adjunct teaching assignments across the District, the hours at different colleges must be combined to determine eligibility for adjunct work assignments. It is the responsibility of the adjunct to inform each dean of any other adjunct appointments.

Adjunct Absence

Attendance at all scheduled classes is a critical part of the adjunct responsibilities. Adjuncts who must miss a class must notify their immediate supervisor, usually the dean, and make arrangements with the appropriate individual(s) on campus (coordinator, division secretary, etc.) to have his/her classes covered. Failure to give such notification

of absence, except in emergency, will be considered an unexcused, unpaid absence and may result in the termination of the adjunct assignment.

Adjuncts can miss the equivalent of one teaching session each term without reduction in pay. The absence is calculated each semester as 1/16 of the total contact hour load per semester. For example, an adjunct teaching one 48-contact-hour class may be absent up to 3 hours in that semester. There is no carry over from one semester to another.

Grade Sheets

Adjuncts must maintain accurate records relating to student enrollment and grades throughout the semester.

The following are essential components of these responsibilities:

1. Signing and handing in official day rosters in a timely manner is essential in certifying student enrollment for state reporting;
2. For each class taught, all adjuncts must turn in both the "Datatel Colleague Grade Roster" (the "bubbled grades") and the green-bar, grade book printouts. The grade book printouts must provide clearly labeled grades for each student as well as a key that explains how the instructor formulated the student's final grade.

Course Syllabi

Adjuncts must provide their students with a syllabus that meets the following requirements:

1. Provides the instructor's contact information, voice mail, e-mail, availability, etc.;
2. Describes the course: course description, course title, course number, number of credit hours, required text and materials, and any prerequisites or entry skills;
3. Defines the course goals and objectives;
4. Details the grading procedures;
5. Gives the instructor's policies on attendance and makeup work;
6. Provides the District academic integrity and civil rights statements; and
7. Gives a detailed course outline of dates and assignments.

Copies of syllabi should be on file in the division office and in the library.

Final Exams

Adjuncts are required to give a final examination/evaluation opportunity in each course during the final exam period scheduled at the end of each semester. Adjuncts are prohibited from exempting students from the final for any reason, including exemptions based on other grades earned in the course (a student with an "A" average must still take the final) or attendance (a student with perfect attendance must still take the final). In addition, all adjuncts are required to give finals during the scheduled examination period unless they have received written permission and made special arrangements with the academic vice president. Copies of finals should be placed on file in the division office.

Adjunct Performance Evaluation

The dean or his/her delegate is responsible to conduct a performance review of each adjunct member. The purpose of the evaluation process is to provide adjunct information to improve teaching performance and maintain high quality educational programs throughout the District. Through the process, the appropriate dean or designee evaluates each adjunct faculty member's demonstrated ability to plan, develop, and teach courses within the curriculum in a manner that encourages and supports student learning. Evaluations incorporating classroom observation, student feedback, and appropriate comments are submitted in writing to the division and will be forwarded to DSTC/HR for inclusion in the adjunct's personnel file. The adjunct will receive a copy of his or her evaluation.

3. Operational Issues

Memorandum of Assignment (MOA)

Adjuncts are assigned on a semester basis once teaching assignment needs are confirmed. No commitments to hiring in future semesters can be honored or enforced. Assignments are communicated to the adjunct member on the District's Memorandum of Assignment (MOA) form. Failure of a class listed on the MOA to have sufficient enrollment will result in the cancellation of the teaching assignment.

Submission of Credentials

The Southern Association of Colleges and Schools (SACS) and the Higher Education Coordinating Board establish standards to which the District adheres regarding the minimum academic credentials for all members of the faculty.

1. Most academic adjuncts must have earned and document a master's degree with at least 18 graduate hours in the teaching specialty.
2. Some adjunct positions in developmental studies (reading, writing and math) and English as a second language require documentation of a bachelor's degree with a major or minor in the teaching field.
3. Qualifications for teaching occupational/technical courses require at least three years of related work experience and an associate's degree in the teaching field.

Adjuncts must submit their complete academic credentials to their program coordinator, including official transcripts from each institution promptly after being hired. The Dean is responsible to transmit the originals to DSTC/HR.

DSTC/HR maintains official personnel records. All information is available to the employee or the designated representative by written request. Public access to information in personnel records is subject to the requirements of the Texas Open Records Act. (Govt Code, chr.552).

Compensation

Each year the NHMCCD Board of Trustees approves an hourly rate of pay for adjunct faculty. Adjuncts are paid based on the number of contact hours per week they are actively engaged in classroom instruction. An adjunct who is hired to perform work other than teaching credit courses will be paid a rate of pay for that work as established by the District's part-time salary schedule.

Paychecks

Employees will be paid semi-monthly, on the fifteenth and the last working day of the month. When the date falls on a weekend or holiday, employees will be paid on the last working day before the pay date. When the date falls during a holiday, employees will be paid on the last district business day prior to the break. Paychecks will be held for pickup unless one of the following forms has been completed and submitted to the campus business office: (1) Request to Mail Paychecks, or (2) Authorization for Direct Deposit. Any checks that are not picked up after four days are returned to the payroll department at the District office.

Paychecks that have been properly requested to be mailed, are mailed by the Business Office on payday at 8:00am.

See the campus business office for timeline to receive your first paycheck.

4. Benefits

Since adjuncts are assigned to no more than half the normal teaching load based on overall class enrollments, they are not eligible for such benefits as paid leave, health insurance, life insurance, holiday pay, or other benefits afforded by the Board of Trustees to full-time employees.

Non-Participation in Social Security and Enrollment in TIAA-CREF Retirement Program

NHMCCD does not participate in the Social Security program; hence no deductions will be made from an adjunct member's paycheck for social security contributions. However, adjuncts must be enrolled in the Teachers' Insurance and Annuity Association and College Retirement Equities Fund, better known as TIAA/CREF, unless they are also employed on a full-time basis at another college or public school system and enrolled in the Teacher Retirement System of Texas (TRS). The adjunct must notify the Division Operations Manager regarding their full-time employment elsewhere on the date of hire by completing proper forms. Eligibility to participate in TIAA/CREF precludes employee tax-deferred contributions to an IRA; however, the employee may participate in a tax-deferred annuity.

Teachers' Insurance and Annuity Association and College Retirement Equities Fund (TIAA/CREF) is a well-established non-profit, non-governmental retirement investment group that specializes in college retirement programs. Employee contributions consist of 6.2% of salary, supplemented with 1.3% provided by the District. Vesting takes place immediately upon the employee beginning his or her employment with NHMCCD. The Division Operations Manager provides the new adjunct with a TIAA/CREF information packet and prospectus and the Retirement Packet for Part-time Employees when the employee reports to work on the first day. If the enrollment form is not completed correctly (i.e., all contributions total 100%), then all of the employee's contributions will be invested in the CREF money market fund. Retirement benefits, cash withdrawals and retirement contributions prior to retirement may be available to the employee upon termination of employment with NHMCCD. Specific answers to benefit availability questions may be obtained by contacting TIAA/CREF directly at 1-800-842-2888.

The District will deduct 1.45% of the adjunct's earnings for the Medicare tax.

Worker's Compensation

All employees of the District are covered under Worker's Compensation for injuries incurred while engaged in regular assigned duties. Any job related physical injuries are to be reported within twenty-four hours to the Human Resource Manager. Claims are processed by the District's Worker's Compensation insurance carrier in accordance with the State of Texas Worker's Compensation Statutes.

Wellness Program

Adjuncts may participate in campus wellness activities during non-instructional hours/activities.

5. Standards of Conduct

Ethical Standards

The position of respect and authority that adjuncts value with students must be regarded as a special trust. In recognition of that trust and authority, adjuncts have the responsibility to exercise particular care in their conduct and relationships with students. Since in the adjunct/student relationship the adjunct member has the power and the responsibility for control, he or she must make judicious use of the role in the relationship by maintaining respect for the student as a learner. An adjunct member must not have a personal dating relationship with a student currently enrolled in his or her classes.

Computing and E-Mail Privileges

Access to the District's e-mail and similar electronic communication systems is a privilege that is extended to current employees, students and affiliates that are in good standing. The privilege of access ends with the termination of employment or the failure to re-enroll in an NHMCCD educational program.

The following conduct by computer users will be treated as a violation of this policy and may result in discipline, including loss of computing privileges, up to and including termination for an NHMCCD employee.

- Anonymous or forged e-mail messages.
- Unauthorized attempts to access another person's e-mail or similar electronic communications or to use another's name, e-mail or computer address or workstation to send e-mail or similar electronic communications.
- Use of District e-mail or other network resources for commercial purposes or for personal financial gain.
- Access to a restricted computing resources without authorization or use for purposes beyond the authorization.
- The transmission of copyrighted materials without the written permission of the author or creator through District e-mail or other network resources in violation of U.S. copyright law (NHMCCD Board Policy EDD).
- Computing resources used in a manner that disrupts the work or educational environment.
- Intentional use of District computing resources to store, download, upload, display, print or e-mail computer images that constitute "obscene materials" as defined by Section 43.21 of the Texas Penal Code that are not directly related to or required for a specific educational course or research directly related to an educational program.
- The display or transmission of messages, images, cartoons or other messages or images that are sexually explicit or that demean a person on the basis of race, ethnicity, gender, national origin, disability, and religion may constitute prohibited harassment under Board Policies AHB and DAB.
- The uploading or downloading of unauthorized materials to any District server.
- The sharing of an account, password or other authentication device that was provided to permit access to restricted computing resources.
- Adjuncts must demonstrate the same level of ethical and professional behavior in the use of e-mail as they do in face-to-face or written communications. Adjuncts who use e-mail or other District-provided computing resources for prohibited purposes may face disciplinary action, up to and including termination.

Copyright Law

Adjunct faculty members must comply with the provisions of the United States Copyright Law in preparing materials for display in or reproduction for the classroom. The owner of a copyright has the exclusive rights to his or her copyrighted work (the reproduction, distribution, performance, or display of the work) as well as the right to authorize others to use the work. Hence, photocopying of an article, playing of a piece of music or display of creative artwork might require the permission of the owner of the copyright.

Federal law creates some important exceptions to the exclusive rights of the copyright owner, including the fair use of a copyrighted work for teaching, scholarship, or research. However, it is necessary for faculty to consider a number of factors, including the amount and importance of the portion used in relation to the work as a whole, and the effect of the use upon the potential market for, or value of, the copyrighted work to determine if the proposed use falls within this exception.

For a more specific explanation of the provisions of copyright law, see Policy Section EDD of the Policy Manual: <http://www.nhmccd.edu/1.cfm?id=15214#ref> and review the guideline documents that are on reserve in each of the District's colleges: "Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions" and "Guidelines for Educational Uses of Music." An adjunct who is unclear on whether his or her use of materials for instructional purposes constitutes fair use should consult with his or her dean.

Drug-Free Workplace

It is the policy of the District to provide a work and learning environment, which is free from the unlawful use, consumption, sale, distribution or possession of illegal drugs or alcohol in the workplace, on District premises, or at any activity sponsored by the District or its colleges. The specific purpose of the policy is to outline the methods for maintaining a work and learning environment free from the effects of drugs and alcohol.

Specifically, employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance, as defined in state or federal law, in any North Harris Montgomery Community College District activity at anytime. Employees in violation of this policy will be subject to disciplinary action. Such actions may include mandatory drug rehabilitation, suspension or dismissal.

6. Civil Rights Protection for Employees and Students

Equal Employment and Educational Opportunity

North Harris Montgomery Community College District provides equal treatment and equal educational/employment opportunity to all persons without regard to race, color, religion, national origin, citizenship, gender, age, veteran status and disability. No employee of the District or applicant for employment shall be discriminated against in aspect of the employment relationship, including application, pay, promotion, evaluation, retirement, eligibility for benefits or other employment related practices. Each student is protected in all aspects of his or her educational experience at the District against any conduct that denies him or her equal access to education on any basis cited above.

Harassment is prohibited on the same basis. Simply put, harassment is any conduct, verbal or physical, on or off campus, that has the effect of unreasonably interfering with an individual or group's employment or educational performance at NHMCCD or that creates an intimidating, hostile, or offensive work or learning environment, harassment on the basis of race, creed, color, national origin, citizenship, gender, age, veteran status, or disability. This includes includes harassment of an individual in terms of a stereotyped group characteristic, or because of that person's identification with a particular group. The following publication defines what is and is not harassment through numerous useful examples, describes how to write a formal complaint, explains employee rights, provides college resource people and phone numbers, lists guidelines for complaint processes, and describes options through practical examples.

<http://www.nhmccd.edu/DistrictOffice/Publications/policy/reqread.html>

The commitment to the protection of civil rights is a fundamental principle of the District and all adjuncts are charged to understand and be familiar with the core policies. The District's equal employment and educational opportunities can be found in the Required Reading Section of the Policy Manual:

<http://www.nhmccd.edu/DistrictOffice/Publications/policy/reqread.html>

Civil Rights Complaint Process

The District's policy is to respond to complaints that allege discrimination or harassment with prompt and equitable resolution. Each college president has designated at least two respected administrators to serve as the Civil Rights Administrator (CRA) for that location. An adjunct member who feels he or she has been discriminated against or harassed should request a conference with the CRA. The CRA will explain how to use the District processes for complaint resolution. Resolving a complaint should mean, at a minimum, that the adjunct member is no longer being harassed or discriminated against and that he or she has experienced no form of retaliation.

Once the adjunct member has decided to make a complaint, he or she has to decide whether to handle the problem through formal (civil rights investigation) or informal (problem-solving approach) processes. The option chosen should be based on the seriousness of the offense, the type of resolution preferred, and the extent to which there is evidence of the offense. He or she should also consider how important it is for him/her to maintain privacy, have control over the process, have the complaint acted upon, and to have a specific record of the complaint. Regardless of the option chosen, the adjunct who brings a complaint is protected against retaliation. Retaliation against anyone who brings a complaint in good faith is against NHMCCD Board Policy AHA and may be a violation of state and federal laws. Proven retaliation will be treated as a serious offense.

An adjunct's conduct may also be the basis for a complaint of discrimination or harassment by an employee or student. An adjunct, like any other employee against whom such a complaint was made, is required to cooperate with any formal or informal investigation. An adjunct also has the same rights as any other employee, including the right to be advised of the details of a complaint before any adverse action is taken against him or her.

Sexual Harassment Policy

Sexual harassment is a form of sex discrimination that creates an intimidating, hostile, or offensive work or academic environment. Sexual harassment is conduct that consists of unwelcome sexual advances, requests for sexual favors, verbal and written comments of a sexual nature, or physical conduct of a sexual nature. Sexual harassment most often exploits a relationship between individuals of unequal power and authority (although it may occur between peers). It is also unprofessional conduct that interferes with the pursuit of learning and the conduct of employment responsibilities.

It is important to realize that an important part of the definition of sexual harassment has to do with effect. If the behavior of one person has the effect of unreasonably offending or intimidating another person, it may be harassment even if there was no intent to offend.

Besides the obvious (stalking, sexual assault, overt pressure for sexual favors), the following behaviors could be considered sexual harassment:

- Lewd remarks or sexually suggestive conduct, including hand/ facial gestures.
- Unwanted physical contact, such as hugging and brushing against.
- Persistent, unwanted romantic attention, such as asking for dates.
- Sexually suggestive visual displays, including computer screensavers or calendars.
- Jokes, humor, or insults of a sexual nature.
- Obscene messages communicated in notes, e-mail, or voice mail.
- Repeated, unwanted discussions of sexual matters.
- Discussion or rating a person's sexual attributes or attractiveness.
- Asking or commenting on someone's sexuality or sex life.

The processes for bringing a complaint about sexual harassment are the same as those described in the section above dealing with discrimination and harassment.

Americans With Disabilities Act

It is the policy of the District to provide necessary and reasonable workplace accommodations for disabled employees who meet all the essential qualifications of their jobs under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1976 (ADA/Section 504). However, unless the adjunct notifies the District of specific limitations caused by a disability, the presumption is that a disabled or impaired adjunct is not limited in his or her ability to perform his or her job.

In order to qualify for an accommodation, an adjunct member must have a physical or mental impairment that is considered to be a disability under ADA/Section 504. This disability must substantially limit one or more of the major life activities of the adjunct, and the adjunct must fulfill all the usual requirements for his or her position (such as academic credentials) and be able to serve in his or her position without exposing colleagues, students, members of the public, or himself or herself to the risk of injury. In addition, the requested accommodation cannot involve removing any of the essential functions of the job; in other words, the adjunct must still teach, assess student performance and be available to students. The protections of ADA/Section 504 do not apply to adjuncts who have a short-term injury or illness (duration of less than one year) who are incapacitated by a pregnancy, a broken leg, or cancer treatment; or who are using illegal drugs or who are abusing alcohol.

In order to receive an accommodation, an adjunct member must complete two forms: "A Reasonable Accommodation Request Form" and "Employee Disabilities Verification Form." Adjuncts can obtain these forms either from DSTC/HR or from their college's Human Resources Manager. The completed forms should be sent to the District office to the District Director of Employment Services and Human Resources who makes all decisions about accommodations. <http://www.nhmccd.edu/1.cfm?id=15138#ref>

It is important for each adjunct member to understand the District's procedures to provide accommodations in the classroom and learning/testing environment for students with disabilities. Section, *infra*, "Students with Disabilities."

7. Adjunct Faculty Member Rights

Academic Freedom

Academic freedom at NHMCCD is based both on the First Amendment of the U.S. Constitution and on the District's Board-adopted policies. In addition, the protected rights of the adjunct that fall within the rubric of academic freedom are balanced against the parallel-protected academic freedom rights of the District and of the students.

An adjunct member is entitled to full freedom in the classroom in discussing the subject that he or she teaches. However, adjuncts should be selective in the use of controversial material in the classroom and should introduce such material only as it has a clear relationship to the subject field. In the words of the U.S. Supreme Court, "The rights of the speaker are . . . always tempered by the consideration of the rights of the audience and the public purpose served."

Adjuncts are free to pursue scholarly inquiry without undue restriction and to voice and publish individual conclusions and results. However, in the spirit of academic freedom, all adjuncts should be tolerant of other viewpoints, seek an attitude of scholarly objectivity, and support the free exchange of ideas.

An adjunct is entitled to speak or write as a citizen of the nation, state, and community without fear of institutional censorship or discipline. However, in recognition of the fact that the public will judge the profession and the institution by the statements that an adjunct makes both in public and private life, he or she should strive to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and to avoid creating the impression that he or she speaks or acts for the District when speaking or acting as a private person.

Intellectual Property

Intellectual property is a reference to products of the mind that contribute to the advancement of knowledge, products such as lab manuals, courses, computer software, textbooks, and web documents. The District does not assert to any copyright ownership over written materials or computer programs that an adjunct brings with him or her for use in the classroom. However, the District Board does reserve the right to assert ownership over any materials that the adjunct member was specifically paid to develop for the District.

8. Student-Related Responsibilities

Plagiarism and Academic Integrity

As part of the academic community, students at NHMCCD are expected to commit to a high standard of academic integrity and thus are responsible for their honesty and independent effort. Failure to uphold these standards includes, but is not limited to, the following actions:

- *Plagiarism on written work or projects;*
Plagiarism means passing off as his/her own the ideas or writings of another (that is, without giving proper credit by documenting sources). Plagiarism includes submitting a paper, report or project that someone else has prepared, in whole or in part. This is a website to assist you with strategies to identify and respond to plagiarism: <http://dmoz.org/Reference/Education/Educators/Plagiarism/>
- *Cheating on exams or assignments;*
Cheating includes looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam.
- *Collusion on an exam or project;*
Collusion is inappropriately collaborating on assignments designed to be completed independently.
- *Misrepresentation of credentials or prerequisites when registering for a course.*

When there is *clear evidence* of cheating, plagiarism, collusion, or misrepresentation, a faculty member should take disciplinary action that might include the following:

- Requiring the student to retake or resubmit an exam or assignment;
- Assigning a grade of zero or "F" for an exam or assignment; or
- Assigning a grade of "F" for the course.

Other disciplinary action requires the assistance of and action by other administrators at the college:

- Withdrawing the student from the course or program; or
- Expelling the student from school.

In the event there is clear evidence that a student is involved in any of the behaviors that constitute a violation of the District's policy on academic integrity, an adjunct should do the following:

- Notify the student of the infraction and provide him or her an opportunity to respond;
- Tell the student what action the adjunct member intends to take (e. g., issuing a grade of "0" or "F") on the paper;
- Notify the student that he or she may appeal the instructor's decision on that assignment to the Office of Educational Programs and Student Development within ten (10) days; and
- Submit a written report including pertinent data to the Dean and Office of Educational Programs and Student Development within 24 hours.

If no appeal is forthcoming, the matter will end. If there is an appeal, the Office of Educational Programs and Student Development will informally hear all parties concerned and rule on the case. The decision may be appealed within ten (10) days to the Academic Appeals Committee; the decision of this committee is final.

Academic Appeals

An academic appeal is a formal request by a student to change a grade or to challenge a penalty imposed for violation of standards of academic integrity such as plagiarism or cheating. This request must be made within 12 months of the challenged action. A grade may be changed only by the instructor of record (or by a full-time instructor in the absence of the instructor of record) or by the Academic Appeals Committee.

A student's disagreement with the instructor's professional judgment of the quality of the student's work/performance is not an acceptable basis for academic appeal. Neither is a student's general dissatisfaction with a grade, penalty, or outcome of a course. Acceptable bases for appeals are any of the following: error in calculation of the grade; deviation from the syllabus or NHMCCD policy manual; academic disparate treatment of a student that is not addressed by EEO processes; or inappropriate penalties imposed for an academic integrity violation.

(Any allegations that the adjunct's actions constituted unlawful discrimination or unlawful harassment prohibited under Board policies AH, AHA, AHB or AHC shall be referred to the Civil Rights Administrator.)

Before an adjunct is asked to respond to a student's formal academic appeal, the following steps of action should occur:

- The student should meet with the instructor to request that a change be made;
- If the student cannot consult with the instructor or if the student is dissatisfied with the outcome, he or she must meet with the appropriate dean in an effort to reach resolution of the issue of concern;
- If resolution is not reached, the student must submit in writing to the academic vice president the basis of the appeal; and
- If the academic vice president determines that the appeal is appropriate, he or she will convene the Academic Appeals Committee to consider the complaint.

Once the academic vice president notifies an adjunct that the student's request for an appeal hearing has been accepted, the adjunct (as well as the student) will be given the date of the hearing and invited to present evidence to the committee relevant to the appeal. The adjunct (as well as the student) may bring a representative with him or her, but that person is not allowed to participate during the hearing. After the hearing, the committee will vote, with a two-thirds majority vote being necessary to change the grade, penalty, or academic action at issue. The committee will inform the academic vice president of its decision in writing; he or she will then inform the adjunct member (and student) in writing of the committee's decision. The decision of the Academic Appeals Committee is final.

Confidentiality of Student Records

As an academic institution, NHMCCD is required under federal law to treat student academic records as confidential. Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), students have certain rights to privacy concerning the release of their educational records. Violations of these rights could result in legal action or in the elimination of federal funding to the District.

Adjuncts using District computers to access student records should be aware of the following guidelines:

- Adjuncts can view student records (such as test scores, courses taken, and grades earned) for legitimate educational interest, but viewing information for personal reasons is a violation of a student's privacy rights.
- Because FERPA and the Texas Open Records Act gives a student the right of access to his or her own records, information should be disclosed to the individual student. The preferable method of information disclosure is by direct instructor-to-student conference. E-mail is acceptable if the student has exclusive use of his or her address and sends with his or her request for a grade a statement of privacy, security, and exclusivity. Adjuncts should not give information to students over the phone. Furthermore, posting grades by social security number is a violation of FERPA. Generally, adjuncts are advised to avoid posting grades

altogether; however, if a decision is made to post grades, the adjunct must devise a personal system of codes that ensures student privacy. In addition, adjuncts should never leave graded exams or papers to be picked up in a public area.

- Student information may not be disclosed to third parties, including student's parents or spouse, unless the student provides a written waiver permitting release. If a parent files additional information, he or she may be permitted information. If a nonstudent complains, he or she should be referred to the DSTC Student Information Services Department (832.813.3573).
- Information may not be released to government officials including those from law enforcement agencies without a written waiver or a court order. Any subpoenas or court orders for student records should be reported to the DSTC Student Information Services Department (832.813.3573).
- Under the provisions of FERPA, the District may release "directory information" about currently enrolled students: name, address, date and place of birth, participation in officially recognized activities, the NHMCCD-provided email address, telephone number, dates of enrollment, previous educational institutions attended, and previous degrees and certificates awarded. However, adjuncts should check with the Office of Admissions before releasing any information about any student since individual students have the right to request that their directory information not be released.
- Adjuncts should be careful not to inadvertently reveal student records. For example, if an adjunct faculty member has accessed a student's record, he or she should not leave the information displayed on his or her computer screen when another student is in the office. It is best to log off from the system when the computer will be left unattended.
- When in doubt, an adjunct should not release information and should request assistance from the dean.

Students with Disabilities

Through the Counseling Office of each of the individual colleges, the District provides students with disabilities the services they need to address their documented disabilities. If a student reveals a disability to an adjunct member, it is his or her responsibility to refer the student to the college's counseling office so that the student's needs can be assessed and accommodations identified. The student should then schedule an appointment with a counselor and provide documentation of the disability. Then, based upon the student's documentation and accommodation needs, the counselor will complete a form detailing what accommodations and services are approved. Students are encouraged to share this information with their instructors, but the student has the choice of whether or not to disclose the recommendations. However, once the student has provided the Counseling Office's approved accommodations and services to his or her instructor, the adjunct is required by law to confidentially implement the accommodations strategies.

The Counseling Office also provides free and confidential diagnostic testing to students who are experiencing academic difficulties that they suspect may be related to a disability. A student who would like to receive this service should schedule an appointment with a counselor and complete the testing. If the testing indicates a disability, the counselor or a diagnostician will work with the student to identify the appropriate accommodations.

Disruptive Students

Adjuncts have the responsibility to protect the instructional integrity of the classroom and should not tolerate any kind of disruptive student behavior that hinders other students' learning or deters an instructor from effective teaching.

Guidelines

The following procedure is appropriate for adjuncts to use in dealing with disruptive students in minor disciplinary situations:

- First, the instructor should redirect inappropriate behavior. He or she might address the class in general, reminding the students that they are expected to conduct themselves in a manner that will not interfere with the learning process.

- If the disruption continues, the adjunct can schedule an individual conference with the student and tell him or her that dismissal from the class may result if the activity does not stop immediately. At this point, it is also a good idea for the adjunct to confer with his or her dean about the problem.
- If the problem continues, the student should be referred to the appropriate academic vice president. The instructor should provide the vice president a written complaint, detailing the incident or disruptive behavior. The student will be informed that he or she will not be allowed to return to class until the problem has been resolved.
- A student will be allowed to return to class only if he or she has received written permission from the academic vice president.

Role of College Police

In general, the college police officers should not be used to intervene in disciplinary situations that are minor. However, if the adjunct is involved in a crisis situation (one in which there is substantial risk of immediate harm or damage) or if he or she has a student who refuses the adjunct's request for the student to leave the class, he or she should call the college police officers immediately. The officers will take charge of any emergency or life-threatening situation, use appropriate force to assure safety and protect property, and use their own judgment to make an emergency decision. In extreme cases, the officers will remove a student from class or campus who refuses to obey instructors' and administrators' decisions.

Disciplinary Actions and their Appeal

Any alleged violation or flagrant disregard of college rules and regulations will be brought to the attention of the appropriate vice president, who will initiate an investigation. The action taken by the vice president may include any number of actions including the following: dismissal from an individual class, suspension from any NHMCCD college for one or more semesters, or limited suspension from campus, college activities, or services.

When a student wishes to appeal a decision made by the vice president, a written request must be submitted to the College Discipline Committee within 10 days following the date of the disciplinary action. The committee, composed of faculty and students, will conduct a hearing, and reach a decision based on a vote of the committee. A two-thirds majority is required in order to overrule previous action on the matter. In most cases, the student may not return to class until the committee makes its decision, and the decision of the committee is final.

Attendance and Excessive Absences

Students are expected to abide by the adjunct's attendance policy as stated in his or her course syllabi and are responsible for consulting with their instructors regarding absences and the possibility of makeup work. At the same time, adjuncts should record student absences on the green-bar, grade book inserts. Class attendance is particularly important for students receiving veteran's benefits (marked on the rolls with an asterisk) because the Veterans Administration requires that the last date of attendance be reported when the student is dropped for excessive absences.

When an adjunct determines that a student's absences have been excessive, e.g., that the student has been absent so many times that it is unlikely that the student can complete the objectives of the course, the instructor can submit an "Excessive Absences Drop Form" to the Registrar's Office. An instructor who does not submit drop forms should make it clear to students that it is the student's responsibility to drop, or they will receive an "F."

Grading System

The NHMCCD grading system is composed of five grades which indicate that credit has been attempted and grade points awarded: A (four points), B (three points), C (two points), D (one point), F (no points). In addition, the marks "W," "IP," and "I" are used as accounting tools, indicating enrollment in courses with no credit received and no grade points awarded:

- "W" indicates withdrawal for any reason on or before the date specified in the official calendar for each session.

- “IP” indicates a course in progress and is a designation for developmental courses only. A student who receives an “IP” must again register, pay fees, and pay course tuition in order to complete the course and receive a grade.
- “I” indicates an incomplete portion of the course. A student who receives an “I” does not re-register for the course and must complete the course no later than the following fall or spring semester. Adjuncts should use the “I” mark judiciously and rarely. This mark is not designed for students who fall behind in their work or those who misjudged the demands or ignored the deadlines of a course. It should be issued only when a student has a serious illness or some other emergency that prevents him or her from completing part of the course. Instructors who want to assign an “I” must fill out an “I Contract” which can be obtained from the adjunct faculty member’s dean or division office.

9. Facilities and Services

Campus Access

In addition to teaching duties, adjunct faculty are given space for meeting with students out of class and should establish appropriate procedures for individual consultation with students in person or by telephone. Adjuncts can request access keys to offices, suites, and locked classrooms (such as a biology or computer lab) by completing a “Key Request” form available through the division office.

Assessment and Testing Centers

Each of the colleges has a Testing Center or Assessment Center. The function of these centers is to provide a secure, proctored testing environment that serves both adjuncts and students. In addition to placement testing, the centers administer make-up and distance learning (including independent study) exams. Exams originating from one college may be proctored at another District college.

In order to successfully use the centers, adjuncts should be aware of the following:

- Adjuncts must obtain a referral or intake form from a college testing center and complete all sections of the form before an exam will be accepted and administered.
- Adjuncts must inform students of all materials required: scantron forms, blue books, computer disks, or any other testing supplies.
- Adjuncts must deliver all copies of their exams to the center either in person or in a sealed envelope. No faxed tests will be accepted.
- The centers do not accept, store, or distribute non-test materials, including handouts from instructors such as syllabi, assignments, or graded work, nor do they collect work from students such as special projects or homework.
- Instructors can retrieve exams either in person or by center delivery to the adjunct’s mailbox.
- Adjuncts should familiarize themselves with the center guidelines in order to provide that information to their students. For example, the centers do not provide childcare, and in order to be tested, students must know their social security numbers, course and section numbers, and instructors’ names. Students must have proof of identification.
- Although the centers maintain a general consistency in guidelines, there are some minor differences in procedure that vary from college to college. For more specific information, an adjunct can call the appropriate testing center on his or her campus.

Library Access

Adjuncts have access to the library resources across the district including books, periodicals, government documents, and electronic databases. Through the District’s membership in TexShare, adjuncts may obtain a TexShare card to receive borrowing privileges at other college and university libraries.

Voice Mail

Adjuncts are provided with voice mail in order to interact with students. Division offices can assist adjuncts with specific campus procedures.

Parking

Each campus provides parking for adjuncts. Division offices can assist adjuncts with specific campus procedures.

Emergency Procedures

Since emergency procedures vary between colleges and according to the type and seriousness of an emergency, the best way for an adjunct member to be prepared for an emergency is to consult with his or her administration for

college-specific procedures and to review both the detailed emergency procedures that are posted on college bulletin boards and the Safety Procedures Manual that is kept in all division offices.

However, generally, there is uniformity on the following:

- In case of a minor emergency (witnessing a person who is injured or ill, but that person does not necessarily need emergency care), contact the college police so they can aid the person. Determine through the individual college if the police should be contacted through the college operator or police pager, cell phone, or campus extension.
- In case of fire or major medical emergencies (illnesses or accidents that call for immediate care such as heart attack, assault, electrical shock), adjunct faculty should first dial 9-911. If there is another person present, that person should make the call; however, if the adjunct is alone with the victim, he should make the call himself. In either case, the person making the call must give the dispatcher as much specific, concrete information as possible. The next step is to call the college police, using the system that is in place on that college campus, advise them of the situation and location.

College Closures

When severe weather, extended power outages, or other emergencies and hazardous conditions make it necessary to close a college, the college president will make the decision. Generally, such decisions will be made between 5:30 a.m. and 6 a.m. for day classes and by 3 p.m. for evening classes. Any decision to close will be relayed to the School Closing Network, an organization that immediately notifies all area media (radio, TV, and newspapers) of the closing colleges along with the reason for and the expected length of closure. In addition, adjunct faculty can access the following website and add their e-mail address(es) to receive instant e-mail notification of closures: <http://www.school-closings.net/>.

Professional Development

The District provides many opportunities for professional development for its faculty, and adjuncts are encouraged to take advantage of campus-based presentations, workshops, and training. One of the most significant opportunities is the NHMCCD Professional Day that takes place every spring. Because of the importance of this day, the District dismisses all classes, allowing all faculty to attend the conference. Hosted by one of the colleges, this comprehensive, carefully planned conference provides a wide variety of events and speakers.

Other Teaching Opportunities

The colleges of NHMCCD have outreach programs (CE/CT), which may provide additional non-credit teaching opportunities for adjunct faculty. These programs often “partner with the business community to deliver dynamic, progressive performance improvement solutions.” Local companies may need job profiling, testing, funding, outplacement services, or customized training plans. Instructors and staff are invited to submit resumes to these programs for consideration for corporate training and continuing education assignments.

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Cyndie Burch 281.618.5408
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Shannon McNees 281.290-3958
Cy-Fair College

CIVIL RIGHTS ADMINISTRATORS

This is a listing of NHMCCD administrators who are available to advise and assist anyone in dealing with an incident of harassment and/or possible civil rights violations--either party to a dispute, complaint handlers, or colleagues and bystanders.

Civil Rights Administrators are appointed for each college and the District Office and are responsible to seek to solve and if necessary investigate incidents of harassment. At present the following persons have been designated to perform this function for the District:

All Locations:

Marian Ervin	832-813-6579
Glenn Powell	832-813-6726

District Office, The University Center

Ronnie Darden	832.813.6544
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North Harris College, Parkway Center, Carver Center

Severo Balason	281.618.5746
Andre Perez	281.618.5589
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