This faculty handbook serves as a quick reference for faculty on various issues and is not intended to provide detailed information on all Collin County Community College District Board Policies. Except where noted, the information in this handbook and all referenced material apply to both full-time and associate faculty.

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INTRODUCTION TO COLLIN COLLEGE

MISSION STATEMENT
Collin College is a student and community-centered institution committed to developing skills, strengthening character and challenging the intellect.

Core Values
Collin College has a passion for:

- Learning
- Service and Involvement
- Creativity and Innovation
- Academic Excellence
- Dignity and Respect
- Integrity

Philosophy and Purpose
Through its campuses, centers and programs, Collin College fulfills its statutory charge to provide:

- Academic courses in the arts and sciences to transfer to senior institutions.
- Technical programs, leading to associate degrees or certifications, designed to develop marketable skills and promote economic development.
- 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 activities designed to meet local and statewide needs.
- Other purposes as may be directed by the Collin College Board of Trustees and/or the laws of the state of Texas.

ACCREDITATION
Collin County Community College District is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Collin County Community College District. Note: The Commission is to be contacted only if there is evidence that appears to support the institution’s significant non-compliance with a requirement or standard.
COLLEGE DISTRICT AND DEGREES

Locations
Collin County Community College District (CCCCCD), also known as Collin College, is the legal name of the college. Collin College is comprised of multiple campuses. All Collin College campus locations, phone numbers and maps are posted on our website.

Enrollment
Since offering its first classes at area high schools in 1985, Collin College has expanded to serve about 53,000 credit and continuing education students each year. The only public college in the county, the college offers more than 100 degrees and certificates in a wide range of disciplines.

Degrees and Certificates
Collin College awards academic transfer degrees and certificates as well as technical workforce degrees and awards. Four types of associate-level degrees are awarded: the Associate of Arts (A.A.), the Associate of Science (A.S.), the Associate of Arts in Teaching (A.A.T.), and the Associate of Applied Science (A.A.S.). Collin also awards post-associate degree Enhanced Skills Certificates (ESC) in specific areas in addition to Level One and Level Two Certificates, and Marketable Skills Achievement Awards (MSAA). More specific information is available on the 2013-2014 Degree Plans and Programs on our webpage.

Foundation
Established in 1987, Collin College Foundation is a charitable, tax exempt corporation. The Foundation’s mission is to support and enhance Collin College through philanthropic support for student scholarships, faculty enrichment, critical capital needs and programs of excellence. The Foundation is fiscally and legally independent from the College and is governed by a Board of Directors. Faculty is encouraged to support the Foundation, as contributions enhance the quality of education and extend educational opportunities within the Collin College district.

Hours of Operation
For the hours of operation please refer to the individual campus information pages on the Collin College website.

Organization Chart
See the online Collin College district organization chart for information.

Shared Governance at Collin College
Over the past 25+ years, Collin College faculty, administrators and staff have joined together in a collaborative process of shared governance to translate the Board of Trustee’s vision and strategic goals into a working plan of action. Through this collaborative process, much has been accomplished, as is evidenced by the success of our students and the development and maintenance of our beautiful campuses. To continue meeting the needs of the thousands of students who will be entering Collin in the coming months and years, it is essential that Collin
employees actively participate in planning and other strategic initiatives by providing input in their areas of special expertise through committees, councils, task forces and other organizational and governance structures. For expanded information regarding shared governance, visit http://www.collin.edu/leadership/pdf/2013SharedGovernanceCollin.pdf.

LEARNING FACILITATION

COURSE DEVELOPMENT

Curriculum Development/Curriculum Advisory Board
Our course offerings are governed by the Academic Course Guide Manual (for transfer courses), Workforce Education Course Manual (WECM) and Guidelines for Instructional Programs in Workforce Education (GIPWE) (for workforce courses). Because of transfer and accountability issues, significant course or curriculum changes must be approved through our Curriculum Advisory Board (CAB). Information regarding CAB procedures, forms, and meetings can be found on CougarWeb under the Curriculum Office link.

Learning Communities
A Learning Community is an innovative and exciting way to learn. In Learning Communities courses, professors team-teach and connect the concepts of their disciplines under a common theme or question. Students receive credit for each class as if they were taking traditional classes; thus they meet transfer and graduation requirements. For information about Learning Communities, please contact Tracey McKenzie at 972.377.1662 or tmckenzie@collin.edu.

Service Learning
Service Learning integrates community service with academic learning, focusing on:

- critical and reflective thinking
- problem-solving
- social and personal development
- civic responsibility

Combining academics with community service provides a unique opportunity to put into practice those principles that are taught in the classroom. For more information on how to incorporate Service Learning into classes, please contact Terry Hockenbrough at 972.881.5900 or thockenbrough@collin.edu.

Field Trips
Field Trip or Student Travel information can be found in the Student Organization Procedures Manual (SOPM) linked to the Student Organizations page.

Institutional Effectiveness and Assessment of Learning
Institutional Effectiveness (IE) is an on-going, college-wide process of planning and outcomes assessment. The purpose of this process is to provide meaningful information that can be used to effect improvement. Such data can also be used to document the college’s achievement of
its mission and goals. Institutional Effectiveness data is not intended to be used for employee evaluation purposes. More information about Institutional Effectiveness is available on CougarWeb under Intranet Links on the My Workplace tab.

Class Schedules

Class schedules are developed in coordination with academic deans and are based on the needs of the college community. Faculty are given courses based on the number of contact hours required by contract and on the needs of the division. Classes may be scheduled in a variety of formats (distance, dual credit, weekend, etc.) and during a variety of days and times. Individual class schedules are subject to change and are located in CougarWeb on the Faculty Tab. See the following policies for additional information:

- Assignment and Schedule Policy
- Employment Requirements and Restrictions

Class Contact Hours

Class contact hours are defined in Texas Administration Code. Generally speaking for a three-semester-hour course, 45 class contact hours are expected with a week for final exams. Classes are expected to meet for the full time that they are scheduled.

Faculty Load Guidelines provide information on full-time faculty loads (pp. 4-10) and part-time (Associate) faculty loads (pp. 16-17).

Extra Service Teaching Assignments (sometimes known as “overloads’) generally have to be outside of normal teaching hours (8:00 a.m.-5:00 p.m.). However, dual credit courses and Learning Communities can be taught as Extra Service within the normal teaching hours. A class continuing into normal teaching hours (e.g., 7:00-8:15 a.m.) or ending after normal teaching hours (e.g., 4:00-5:15 p.m.) can be counted as Extra Service. There is variation in these practices, so faculty should check with their dean for the dean’s practice regarding Extra Service.

Syllabi and CVs

Texas House Bill 2504, passed by the state legislature and signed by the Governor in 2009 requires each institution of higher education to make available to the public on the institution’s public website each faculty member’s CV and a syllabus for each course offered by the institution. Collin College syllabi are required to meet the following standards:

- All syllabi must:
  - satisfy any standards adopted by the institution;
  - provide a brief description of each major course requirement, including each major assignment and examination;
  - list any required or recommended reading; and
  - provide a general description of the subject matter of each lecture or discussion.

- Information required by Collin College for syllabi can be found in the Generic Course Syllabus Template. (Note that this and other intranet materials are accessible only from campus.)

- The Student Learning Outcomes (SLOs) that appear on the syllabi must be the same ones that appear on the corresponding course syllabi in the Syllabus Depot
The Syllabus Depot is a list of generic syllabus templates for all Collin College courses.

- In addition to the above, there is some variation among academic disciplines and deans as to syllabi requirements. Some academic disciplines have a discipline syllabus and require professors to follow it. Some deans have preferences or requirements as to the form and order of the syllabus. Professors will need to check with their dean and/or department chair regarding these variations.
- Since the syllabus will be posted on the Internet, faculty members are encouraged to carefully proofread their syllabi, including the tone of the syllabi.

Faculty’s CVs must also be posted online as mandated by HB2504 and must list postsecondary education, teaching experience, and significant professional publications. To submit a CV, go to http://hb2504.collin.edu/cv.html and enter the information in the Curriculum Vitae Online Form. Once submitted, CVs can be updated by following these procedures:

- Go to http://hb2504.collin.edu/login.asp and login using your Novell Username and password. Note: First time users will need to click on the Enter it Here link. Fill out Curriculum Vitae Online Form and click the submit button.
- Update your CV.
- Click the SAVE button to save your changes and the CANCEL button to return to the login screen without saving any changes.
- Review your CV at http://hb2504.collin.edu/.

To access HB2504 public information, click on http://hb2504.collin.edu/ or follow the links from the Collin College homepage to Academics and then to HB2504.

**Instructional Materials**

College District employees must also comply with the following policies related to instructional resources and materials:

- [Copyright Policy](#)
- [Libraries and Laboratories](#)
- [Instructional Resources and Materials](#)

**Course Management**

**Census Date/Certification of Rosters**

The census date is the twelfth (12th) class day in a "regular" 16-week semester or the fourth (4th) class day in a short summer semester. The census date varies for mini-semesters. Faculty will have access to class rosters before the term begins and continually during the semester through the CougarWeb portal. Faculty should check their class rosters every class period up to the census date and regularly thereafter.

If a student attending the class does not appear on the roster, or is indicated as having been withdrawn, alert the student and send him or her to the Admissions and Records Office immediately to rectify the situation. *Any student who does not appear on the class roster should not be allowed to attend class until the situation is resolved and the student’s name appears on the roster.*
All class rosters must be certified in CougarWeb by 5:00 p.m. the day after the course census for all classes and all terms. There are no deadline extensions. The certification due dates appear on the Roster Certification link in CougarWeb on the Faculty Tab. After the certification of class roster deadline, a report of missing roster certifications will be provided to the Academic Deans. For more details, please see the Certified Class Roster Instructions provided by the Office of Enrollment and Student Success in the Appendix.

Many problems with students attending the wrong class or being dropped from class can be prevented by instructors who regularly check class rosters and use sign-in sheets or small graded assignments early in the semester to help identify missing students. Students cannot receive credit for the class without having gone through official admission channels.

**Adds, Drops, Withdrawals and Lateral Changes**

**Adding a Class**

Students now have the ability to sign up on an automated course wait list. The wait list option opens up during regular registration and continues through the first day of class. Please encourage any students wanting to sign up for your class to use this option through CougarWeb. Any requests for overloads or late adds must be approved through the academic dean.

**Dropping or Withdrawing from Class**

Students may drop classes any time prior to the census date at the beginning of every term without a “W” appearing on their transcripts. After the census date, students who withdraw will receive a “W” on their transcript; Texas college students are limited to a total of 6 withdrawals over the course of their college careers (exceptions are made for extenuating circumstances necessitating withdrawal from all courses). Students who wish to withdraw must initiate withdrawal procedures themselves; instructors cannot drop students from class (except for disciplinary reasons through the Dean of Student Development Office and administrative withdrawals through the Developmental Education Department).

**Lateral Changes**

Students who need to change courses, or sections of a course, following the census date may be able to do so by completing and submitting a Lateral Change Form to the Admissions and Records Office. Changes are made only with the approval of both professors impacted by the change, the division dean of the new course or section, and the registrar. *Lateral changes will be approved by the division office for the following reasons only: course level change, involuntary work schedule or child care arrangement change, registration error correction, and administrative purposes.* If the lateral change is approved, the instructors involved must decide what to do about transferring grades for work completed, make-up work, and so on.

When confronted with requests to add a class or approve a lateral change, please consider not only the academic integrity of the discipline, but also what is fair and in the best interests of the student, the rest of the class, and the instructor.
Course Records

- Access to student records is governed by policy.
- The Official Roster is found under the Faculty Tab on CougarWeb. The official roster reflects changes when a student withdraws or is dropped from a course.
- Course drops must be initiated by students. Faculty cannot do so.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (also known as the “Buckley Amendment” or FERPA) is a federal law that gives students the right to inspect and review their own education records. Under this law, students also have other rights, including the right to request amendment of records, and some control over the disclosure of personally identifiable information. Student grades and exam scores constitute confidential information. The Family Educational Rights and Privacy Act prohibits posting grades for public view or giving out grades over the telephone. Information about grades and class attendance cannot be shared with anyone other than the student concerned, including parents, spouses, other students, or other family members. This is true even if the student is a minor. Faculty must be extremely careful not to discuss or comment upon student grades within the hearing of others and to avoid distributing graded assignments in such a way that they can be viewed by anyone except the student receiving the grade. The division office and the department chair both have material regarding FERPA requirements, and a number of workshops are available, in addition to online training. It is vital for every instructor to be familiar with FERPA regulations as the failure to follow them may result in serious sanctions for the college as a whole.

- FERPA (Collin Resource)
- FERPA Brochure
- Federal Government General FERPA Information
- Federal Government General FERPA Guidance for Students

For more information about FERPA training, please contact Sheri Eadie at 972.599.3158 or via e-mail at seadie@collin.edu.

e-Mail Correspondence with Students

All official correspondence from the college will be through Collin College e-mail. Therefore, faculty should continually check their Collin College e-mail. Faculty should use only their official college e-mail and the student’s official college e-mail address when communicating with students. This permits Collin College to protect both the faculty member’s and the student’s rights should any issues arise. Please respond promptly to e-mails from students, department chairs, and deans. In addition, continue to check e-mail for a week or so after grades are due at the end of every term in order to promptly address student questions and concerns.

Student Attendance

Faculty should inform students of attendance requirements during the first class meeting, emphasizing regular and punctual attendance. The attendance policy should also be included in the course syllabus.
Faculty will have access to class rolls before the term begins and continually during the semester through the CougarWeb portal. Faculty should check their class rolls every class period up to the census date and regularly thereafter. It is especially important to complete the roster certification process (see page 29) in order to support students receiving financial aid.

Occasionally, students appear on rolls but never show up for class or suddenly quit coming to class. Faculty are encouraged to contact these students via CougarMail. Alternatively, as soon as a student appears to have discontinued attendance, the faculty member may notify the Admissions and Records Office, who will then contact the student. (Non-attendance letters are sent only during the fall and spring semesters). Faculty must assign a performance grade (usually an “F”) for students who discontinue class attendance and do not officially drop. When final grades are submitted, faculty must assign a ‘last date of attendance’ for all students receiving an “F.”

While faculty must keep an attendance record, each faculty member is allowed to follow his or her own attendance policy while following the sanctioned attendance rules (See following links). The policy must be written on the course syllabus and must be fairly applied to all students in the course.

- Admissions and Attendance: Attendance

Student Conduct and Discipline

Policies and procedures governing student conduct and discipline are outlined in the Student Handbook, which is available on the Student Resources page of our website.

Dean of Student Development Offices

The Dean of Student Development Offices are responsible for issues such as student rights, student and parental concerns, responding to crisis situations, harassment, and discipline. If you have any questions or concerns, please feel free to contact either the Dean of Student Development or the Associate Dean of Student Development. Please be sure to provide either an e-mail address or phone number if you would like to be contacted regarding your concerns.

Dean of Student Development Offices

<table>
<thead>
<tr>
<th>CPC</th>
<th>PRC</th>
<th>SCC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doug Willis-Dean</td>
<td>Stephanie Meinhardt-Dean</td>
<td>Terrence Brennan-Dean</td>
</tr>
<tr>
<td>972.377.1595</td>
<td>972.881.5847</td>
<td>972.881.5604</td>
</tr>
<tr>
<td>Amy Throop-Associate Dean</td>
<td>Cheri Jack-Assocate Dean</td>
<td>Associate Dean</td>
</tr>
<tr>
<td>972.881.5667</td>
<td>972.548.6771</td>
<td>214.491.6222</td>
</tr>
</tbody>
</table>

Course Completion

Final Exams

A dedicated period for final exams is part of every semester at Collin College. At the end of each long semester a Final Exam Week Schedule (also found in the Registration Guide) is assigned
for all courses based on the day and time the class meets. Faculty members are expected to meet with the class during the final exam time, even if a final exam is not given.

**Grades**

Grades are entered in CougarWeb through the Banner Self-Service Folder under Faculty and Advisors. The Registrar's Office directs and maintains the grades and grading process for Collin College. Questions about the grading process should be directed to the Registrar.

Currently grades of A, B, C, D, F, AD, BD, CD, FD and I are awarded by faculty to each student enrolled in his or her course(s). If a student is withdrawn from a course or if a student audits a course, the “W” or “AU” is entered by the Registrar and will show on the Grading Roster.

“F” grades must have the last date of attendance or the system will not let you finish grading. If the student never attended class, place the first day of the term for the student.

Instructors will not have access to input the “I” grades in the system. Contracts for “I” grades must be turned into Admissions & Records office and must be completely filled out with the due date, grade, student’s signature, professor’s signature and dean’s signature.

**Grade Appeals**

The Grade Appeals Process is available online and can be accessed via the Faculty Tab on CougarWeb, located in the first column under Rules and Regs. Please note the following about Grade Appeals:

- A clear statement in the course syllabus on the components of the grade and how the course grade will be computed and figured can go a long way in reducing grade appeals. Transparent grading practices and procedures could help in limiting grade appeals.

- If the Grade Appeals Board Chair requests information about a grade appeal, please respond promptly and with all the requested information. This can facilitate the work of the Grade Appeals Board.

**Incomplete Contract and Change of Grade**

A grade of “I” (Incomplete) is assigned only for extenuating circumstances. These circumstances include emergency situations which cause students to miss due dates or exams at the end of the semester, thereby leaving the students with no time to complete make-up work that would otherwise be allowed. Incompletes should be assigned rarely and only to students with truly extenuating circumstances who are otherwise passing the class. They should not be given to allow students a chance to re-do or make-up assignments they would ordinarily not be allowed to attempt again. Incomplete contracts must be agreed to and signed by the student, professor, coordinator or chair, and appropriate division dean before the end of the term in order for a grade of “I” to be assigned.

If a student is deemed otherwise eligible to receive an Incomplete but cannot sign the contract due to extenuating circumstances, for example, an emergency deployment or a severe injury or illness precluding effective communication, faculty members may take the otherwise completed form to the department chair or division dean. Decisions regarding assigning an Incomplete in these circumstances will be made on a case by case basis.
Copies of the paperwork needed to issue an incomplete contract may be found in the Registrar’s Office or in the office of the division dean. A completed contract for an “I” grade must define the exact requirements (not to exceed 20 percent of the coursework) the student is to fulfill in order to receive a performance grade and provisions must be made for the student to receive any required material or tests. If the remaining work is greater than 20 percent of the coursework, vice president/provost approval is required. The requirements included on an incomplete contract must be completed as specified in the contract, but may not be scheduled for later than the end of the following 16-week term. If the work is not completed as specified, the grade will be changed to a performance grade based on the quality and quantity of work completed. If no performance grade is specified on the contract and the contract is not fulfilled, an “I” will revert to an “F” at the end of the next long semester.

Dual Credit

Collin College works with local public, private and home school juniors and seniors who are academically advanced. Some dual-credit classes are taught on-site at the high schools, while some are offered on a Collin College campus. Even if a course is not designated as an on-campus, dual-credit section, it may be attended by one or more dual-credit students. It is important to note that dual-credit students have the same rights and responsibilities as other college students; they do not get separate assignments, different lectures, or follow different polices than other Collin College students, including the guidelines for FERPA.

Dual Credit Guidelines

- All Collin College courses follow the college’s calendar with regard to holidays and seasonal breaks. The only exception is closure for bad weather. If a high school is forced to close due to inclement weather, Collin College courses offered on that site will also be canceled.

- Students are responsible for all the policies, procedures, and decisions of the college as outlined in the “Student Code of Conduct” and have signed a concurrent contract to this effect.

- According to the Family Educational Rights and Privacy Act of 1974 (FERPA), all rights of access to students’ educational records transfer from the parents to the students when the students become 18 years of age or are enrolled in an institution of postsecondary education. Only with written consent from the student will Collin College disclose information from a student’s education records, except with regard to the law that provides for disclosure without consent. Please refer to the “FERPA” section of this handbook and see the Collin College Catalog section under “Student Records” for more information. (This statement is on the contract signed by the student and by the student’s parent if the student is under 18.)

- Dual-credit students are Collin College students and have access to all the resources provided by the institution (Writing Center, Library, tutoring, Math Lab, etc.)
• Students in their junior and senior year of high school may take two courses per long semester. Exceptions are occasionally made. For additional information, contact the dual credit coordinator for the student’s high school.

• Students must have a C or higher in each course to maintain eligibility for the dual credit program.

• Registration is on a first-come, first-serve basis—seats are not reserved for students continuing with the same professor.

• Dual-credit students must register in person, complete all required forms and meet college readiness standards based on SAT, ACT, TAKS, THEA or TSI test scores.

Additional responsibilities for faculty teaching a dual-credit course:

• Checking the course roster regularly throughout the semester. It is imperative that students who are not on the roster not be permitted to stay in the class, especially when taught onsite at the high schools.

• Numerical mid-term and final grades will need to be submitted either directly to the high school or to the office of Academic Partnerships. If sent to the high school, a copy must also be sent to the Special Admissions Coordinator. The only exception is Rockwall which does not require mid-term grades.

• Professors may be contacted to submit mid-term grades on an individual basis for dual-credit students enrolled in a general section.

• Issuing a grade of “I” to a dual-credit student will impact high school graduation eligibility. Incompletes should be assigned rarely and only to students with truly extenuating circumstances who are otherwise passing the class. For more information, please review the Incomplete Grades and Contracts section of this handbook.

**Collin College Contacts for Dual Credit**

For any questions about the dual-credit program, feel free to contact the following staff:

• Joe Butler, Associate Vice President of Academic Outreach (CHEC)
  972.599.3121 jbutler@collin.edu

• Sabrina Belt, Associate Dean of Academic Partnerships (Allen Center)
  972.377.1505 sbelt@collin.edu

• Raul Martinez, Jr., Special Admissions Coordinator (SCC)
  972.516.5086 rimartinez@collin.edu

• Nicole Barnes, Special Admissions Coordinator (PRC)
  972.377.1612 nbarnes@collin.edu

• Shannon Mott, Special Admissions Coordinator (CPC)
  972.548.6736 samott@collin.edu
AUXILIARY AND SUPPORT PROGRAMS AND SERVICES

Library

The Collin College libraries house books, media collections and services, instructional design centers for faculty, open labs, media workshops for students, and much more. Library personnel are always willing to provide teaching and learning materials and services to support the curriculum of Collin College and offer a wide variety of supplemental media and materials specifically geared to the classroom.

Librarians partner with faculty members to:

- digitize any reserve materials
- offer customized library instruction in the classroom or the library
- design research assignments
- prepare handouts tailored to instructional objectives
- provide online tutorials for faculty websites
- select course-related materials for library collections

Check the library’s website for the name of the librarian specializing in each discipline.

The library’s website is a good starting point for learning about the library’s collections. These collections include books, journals, music CDs, books on tape and CD, videotapes, DVDs, software and electronic resources such as databases, full-text journals, and e-books. All electronic resources are available remotely. For convenience, forms for scheduling library instruction, submitting reserve materials, asking reference questions, and requesting interlibrary loans are also available on the library website. Click on the library tab after logging onto to CougarWeb to access resources specifically for faculty.

Library computer workstations

Each library at Collin College features computers for student use. High-speed, networked computers make conducting library research a convenient and efficient experience. Library computers also offer the applications software most often needed to complete class assignments, including Word, Excel, Access, Publisher, and PowerPoint. Students are given 300 free pages of printing per semester, so even students without home Internet access are able to download material sent to them or complete online assignments. The library also has about fifteen scanners, so students can scan and print documents instead of paying ten cents each to make copies.

The Center for Scholarly and Civic Engagement (CSCE)

The Center for Scholarly and Civic Engagement (CSCE) connects faculty, students and community partners through academic initiatives. These programs and activities focus on scholarship, leadership and community involvement, and serve as catalysts to expand and enhance learning for students. Activities and programs also promote democratic values of citizenship, service, and civic engagement. The CSCE fosters collaboration among college
departments and promotes academic excellence through shared exploration of issues, knowledge, research, and service.

The CSCE supports and assists in the implementation of numerous Collin College program initiatives, including Auteur Film Series, Book-in-Common, Distinguished Speaker Series, Constitution Day, Debate Watch, Passport to the World, Service Learning, the Student Leadership Academy, and Voter Registration. See the CSCE website for a complete listing, links and CSCE contact information.

**Honors Institute**

The primary purpose of the Honors Institute is to help students prepare to utilize the skills they learn in the classroom and apply them to real world situations. Honors classes are smaller than others, which also have a small faculty-student ratio. Faculty who teach Honors classes are encouraged to build close relationships with honors students. Honors students are also allowed exclusive access to a study room in the Honors suite. The qualification for admission into the Honors Institute is a cumulative GPA of 3.5 or higher at Collin College or from high school. Once students meet this criterion, they may enroll in any of the Honors courses available each semester. Transfer students with a cumulative 3.5 GPA are also eligible.

<table>
<thead>
<tr>
<th>HONORS INSTITUTE CONTACTS</th>
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</thead>
<tbody>
<tr>
<td>Honors Institute Director</td>
</tr>
<tr>
<td>Jenny Warren</td>
</tr>
<tr>
<td><a href="mailto:jwarren@collin.edu">jwarren@collin.edu</a></td>
</tr>
<tr>
<td>P: 972.516.5003</td>
</tr>
<tr>
<td>Honors Suite, F-103</td>
</tr>
<tr>
<td>Spring Creek Campus</td>
</tr>
<tr>
<td>Student Assistant</td>
</tr>
<tr>
<td>P: 972.881.5601</td>
</tr>
<tr>
<td>Honors Suite, F-104</td>
</tr>
<tr>
<td>Spring Creek Campus</td>
</tr>
</tbody>
</table>

The Honors Institute is located on the Collin College Spring Creek Campus at 2800 E. Spring Creek Parkway, Plano, Texas 75074, in the Honors Suite next to the bookstore.

**Student Organizations**

Student Organizations are a great way for students to develop social, educational, and leadership skills. Involvement in recognized student organizations at Collin College allows students the opportunity to network, represent the college, and become engaged in service activities both on-campus and in the community.

Organizations vary from honor societies to political, religious, service, and social groups. Currently enrolled students may also form student organizations by following the procedures outlined in the current Student Organization Procedures Manual (SOPM) located on the Student Organizations page. New or reorganizing organizations may not officially meet or hold an event until recognition from Student Life is complete. Contact Student Life at 972.548.6788 if you are interested in starting or advising an organization.

<table>
<thead>
<tr>
<th>Student Life Offices</th>
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</thead>
<tbody>
<tr>
<td>CPC</td>
</tr>
<tr>
<td>Room: C-119</td>
</tr>
<tr>
<td>972.548.6788</td>
</tr>
<tr>
<td>PRC</td>
</tr>
<tr>
<td>Room: A-185 Alumni Hall</td>
</tr>
<tr>
<td>972.377.1788</td>
</tr>
<tr>
<td>SCC</td>
</tr>
<tr>
<td>Room: F-129</td>
</tr>
<tr>
<td>972.881.5788</td>
</tr>
</tbody>
</table>
ACCESS Program

The ACCESS Program (Accommodations at Collin College for Equal Support Services) provides services for students with disabilities and a district-wide tutoring program. ACCESS is committed to the improvement of academic life for students with disabilities. Services are available to any student who has a documented disability as defined by the Americans with Disabilities Act of 1990 and Section 504 of the Vocational Rehabilitation Act of 1973. Academic accommodations can include sign language interpreting, note-taking, extended testing time, isolated testing, and other actions as needed. The main ACCESS Office is located at the Spring Creek Campus in room D-140 (phone 972.881.5898). However, services are available to eligible students at all campus locations.

Access Offices

<table>
<thead>
<tr>
<th>CPC</th>
<th>PRC</th>
<th>SCC</th>
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<tbody>
<tr>
<td>D-118</td>
<td>F-118</td>
<td>D-140</td>
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<tr>
<td>972.548.6816</td>
<td>972.377.1785</td>
<td>972.881.5898</td>
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<tr>
<td>Monday – Friday</td>
<td>Monday – Friday</td>
<td>Monday – Friday</td>
</tr>
<tr>
<td>8 a.m. to 5 p.m.</td>
<td>8 a.m. to 5 p.m.</td>
<td>8 a.m. to 5 p.m.</td>
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</table>

If a student requires accommodation, the student will present a letter from the ACCESS office specifying the type of accommodation required. Students who indicate they have a need for accommodation but lack documentation should be referred to the ACCESS office in order to document their specific needs. If there are questions or concerns, please contact the ACCESS office.

Counseling Services

Counseling Services supports and assists enrolled students who have personal challenges that impact their college experience. Individual appointments with Licensed Professional Counselors may be scheduled by contacting the Counseling Office 972.881.5126 or personalcounseling@collin.edu. Counseling Services does accept walk-ins during regular business hours. Evening appointment may be scheduled based on counselor availability. Sessions are confidential and free to students.

SOBI (Strategies of Behavioral Intervention)

The Strategies of Behavioral Intervention (SOBI) Committee has designed a process that reflects best practices for referring, assessing, responding to and assisting students who display various types of distressed, disturbed, threatening, and/or unregulated behavior. SOBI reports are designed to centralize the collection and assessment of “red flag” behavior and to intervene early to provide support and respond appropriately to students’ behavior. Concerns about a student who seems depressed, hostile, withdrawn, under the influence, or behaving in any way inappropriately, should be filed as a SOBI report. To do so, log on to CougarWeb, go to the My Workplace tab, and, under Intranet links, click on the link for reporting an incident of concern (4th link from the top).
Tutoring Program
The college provides group, individual, and online tutoring for students currently enrolled at Collin College. Tutoring is available for all core classes offered at the college. Please make students aware of this support service. Faculty or students wanting information about tutoring services should contact the Advisor/Tutor Coordinator at 972.881.5128. Forms can be filled out requesting a tutor and turned in at the ACCESS Office on each campus.

Maximizing Academic Progress Program (MAPP)
The Maximizing Academic Progress Program (MAPP) is designed to help students develop an individualized plan for success and thereby maintain a 2.0 cumulative grade point average.

Math Labs
The Math Labs assist Collin College students enrolled in developmental math, college-level math, and natural sciences courses that have math-based assignments. The staff includes faculty, lab instructors, and student tutors. Study sessions are scheduled for the lab components of college algebra, trigonometry, business pre-calculus, and business calculus. Hours for drop-in assistance vary and are posted at each campus. The Math Lab locations are listed below. Tutoring services are absolutely FREE to all students.

<table>
<thead>
<tr>
<th>Math Labs</th>
<th>CPC</th>
<th>PRC</th>
<th>SCC</th>
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<tbody>
<tr>
<td></td>
<td>C-220</td>
<td>D-141</td>
<td>D-203</td>
</tr>
<tr>
<td></td>
<td>972.548.6896</td>
<td>972.377.1639</td>
<td>972.881.5921</td>
</tr>
</tbody>
</table>

Science Den
The Science Den, located on the Preston Ridge Campus in D-202, provides a place for science tutors and faculty to meet with students. The room is equipped with computers, models, and other items that assist students seeking to review what they have learned in class or supplement their knowledge. As always, tutoring is FREE for all Collin College students and open to students from all campuses. The Science Den tutoring schedule can be found online at http://iws.collin.edu/mdodson/scienceden.htm.

Testing Center
The Testing Center provides proctored testing for all courses, basic skills assessments, and other testing. Most faculty find it convenient to schedule make-up exams in the center. Students can complete exams on a drop-in basis, and exams can be picked up when they are completed. Testing Center request forms are available in all administrative offices as well as in the Testing Center. In order to facilitate the process, please ensure the request form is filled out completely and that the instructor name and course information appear on the test. The last test is given out one hour before closing. Students must present a Collin College Student ID (with picture) in order to take a test.

Note: The Testing Center cannot be used to administer regularly scheduled tests or final exams for an entire class.
Testing Centers

<table>
<thead>
<tr>
<th>CPC</th>
<th>PRC</th>
<th>SCC</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-109</td>
<td>F-209</td>
<td>J-232</td>
</tr>
<tr>
<td>972.548.6849</td>
<td>972.377.1523</td>
<td>972.881.5922</td>
</tr>
<tr>
<td>Mon-Thurs 8 a.m.-9 p.m.</td>
<td>Mon-Thurs 8 a.m.-9 p.m.</td>
<td>Mon-Thurs 8 a.m.-9 p.m.</td>
</tr>
<tr>
<td>Fri 8 a.m. - 3 p.m.</td>
<td>Fri 8 a.m. - 3 p.m.</td>
<td>Fri 8 a.m. - 3 p.m.</td>
</tr>
<tr>
<td>Sat 8 a.m.-5 p.m.</td>
<td>Sat 8 a.m.-5 p.m.</td>
<td>Sat 8 a.m.-5 p.m.</td>
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</table>

Writing Center

Collin College’s Writing Center hours vary depending on the semester and location, but schedules can be found at [http://www.collin.edu/writingcenter/](http://www.collin.edu/writingcenter/) and in the Writing Center itself. Each Center’s primary purpose is to help students become better writers by guiding them through the various stages of the writing process. English instructors and other qualified tutors are available to assist students with writing assignments and research papers from any class, in any subject. Tutors do not edit or proofread student’s work but instead, assist students in learning to identify and correct errors on their own. Students can make appointments or drop in (at specific times) for consultations. Faculty whose students take advantage of the Writing Center frequently see improvement in the quality of their students’ written work. Whatever the academic discipline, please encourage students to seek assistance in one of the Writing Centers. The Writing Centers also offer workshops geared toward specific student needs throughout the year. For information about hours, services, or tours, call the Writing Center at the number listed below.

Writing Centers

<table>
<thead>
<tr>
<th>CPC</th>
<th>PRC</th>
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<tbody>
<tr>
<td>A-104</td>
<td>L-213</td>
<td>D-203</td>
</tr>
<tr>
<td>972.548.6857</td>
<td>972.377.1576</td>
<td>972.881.5843</td>
</tr>
</tbody>
</table>

Online Student Support

Online student support is part of the eCollin Learning Center. Assistance is available for all students in the online environment including online student orientations, student training for use of Blackboard and other online tools and technologies. It also serves as a resource for students who are taking online, blended, hybrid or face-to-face courses.

Fitness Center

Fitness facilities at Collin College Campuses are available free of charge for students, faculty, and staff who show their Collin College ID cards. Faculty and staff are welcome to use various activity areas of the Fitness Center and outdoor facilities during college hours when no formal activities or classes are scheduled. A daily schedule is posted at the Fitness Center desk.

Wellness Program

The Wellness Program is dedicated to helping employees, students, and community members enjoy a healthier and more productive way of living. Its goal is to provide programs and services
that promote the practice of health responsibility. Important Notice: Before participating in any wellness class or seminar, please complete the Medical Release/Informed Consent form and submit it to Dr. Linda Adams.

**Bookstore**

Textbooks in many departments are selected by the faculty within the discipline or as a campus and ordered through the bookstore. Textbooks are priced at industry standard. Store hours vary depending on the semester and the campus. Special hours are available during the first two weeks of class. Consult with the department chair about specific textbooks needed.

<table>
<thead>
<tr>
<th>Bookstore Information</th>
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<tbody>
<tr>
<td>CPC</td>
</tr>
<tr>
<td>972.548.6680</td>
</tr>
<tr>
<td>PRC</td>
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<tr>
<td>972.377.1680</td>
</tr>
<tr>
<td>SCC</td>
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<tr>
<td>972.881.5680</td>
</tr>
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</table>

**Employee I.D. Cards**

All current employees at Collin College are required to have a Staff/Faculty ID card in order to use services provided by the college including the college Bookstore and Library. You can get your official Staff/Faculty ID card in any Student Life office located on the three main campuses.

If your ID card has been lost, stolen or damaged, if you had a name change, or if you simply prefer a new photo, a replacement card can be obtained for a $2.00 replacement fee. For more information, contact the Student Life Office.

**Lost and Found**

Student Life is the Lost and Found headquarters at Collin College. Lost and found items will be held for a minimum length of one month to a maximum length of one semester.

**FACULTY RESOURCES**

**Development Resources**

**Professional Development**

The Office of Human Resources and Organizational Development provides district-wide professional development programs, primarily for staff and administrators, and coordinates special events involving college staff as well as outside community organizations.

Professional development guidelines specific to full-time faculty and staff include:

- Professional development courses must be related to your current job.
- Any class listed in the Continuing Education (CE) schedule is eligible if approved by your supervisor as work related.
- Distance Learning classes are eligible if approved by your supervisor as work related.
- To be eligible to participate in professional development requiring travel or other expenses, employees must complete 90-day probationary period.

Professional development guidelines specific to part-time faculty and staff include:
Part-time faculty and part-time staff who are assigned to work at least 15 hours per week may attend Continuing Education classes or Professional Development workshops that are necessary for improved job performance, as directed/required by the supervisor.

Time spent by part-time non-exempt staff members who attend required training must be reported on the employee’s timesheet as work time.

If space becomes limited in a Continuing Education class, priority enrollments in the class are as follows: Paying community members are given the highest priority; full-time college employees are placed next, followed by part-time college employees.

The approved Professional Development Continuing Education Registration Form is accessible on the HR Forms page.

If critical training is required for a part-time employee working less than 15 hours per week, the appropriate Vice President/Provost may approve the training.

The Council on Excellence Funding Request Form and Professional Leave Summary Form can be found on the COE’s intranet site. Professional Leave and Travel Forms can be found in division offices across the district and online on the Administrative Services Travel page. Also see the additional information in this handbook for about Professional Leave and Travel and about Local Travel.

**Study Grant**

The Study Grant Program at Collin College is designed to provide support for faculty to undertake independent study of significant texts and topics in their own or related disciplines. The program provides a stipend that is the equivalent of teaching two 3-credit “overload” courses at the Associate pay rate during a fall, spring, or any summer semester. The Study Grant does not release faculty members from teaching their required full-time load, nor can it be used to exceed the maximum number of courses faculty is allowed to teach each semester. Moreover, the award of a Study Grant may not be combined with a sabbatical or any form of leave.

**eCollin Learning Centers**

The mission of the eCollin Learning Centers (eLCs) is to help Collin College faculty learn and master teaching technologies online and in the classroom. The staff of experienced instructional designers provides workshops, creates tutorials, and is available by appointment, for one-on-one assistance and consultations. There are eLCs on the Central Park, Preston Ridge and Spring Creek campuses.

Here are some of the best reasons to contact an eLC:

- Teaching an online, blended or hybrid course for the first time.
- Creating or enhancing an online course.
- Using instructional technology such as Blackboard, to support classroom teaching.
- Using computer-based instructional technology to support classroom teaching – PowerPoint, HTML, and others.
Library support is available for all online students. See page 12.

Teaching via Distance Learning

The following resources provide support for online instruction:

- Online Advisory Board (OAB)
- OAB Review of Courses
- Faculty are provided two course development shells to develop courses. Semester course shells are created just prior to the semester in which the courses are taught.
- OAB Access Request for Blackboard Courses
- OAB Membership

Technology Resources

Information Technology

The following information is provided to assist you in the initial setup of your office and courses.

- Requesting Faculty Web Space
- Resetting Passwords
- Using Phone/Voicemail

Problems related to computers, printers, or software should be reported to the Helpdesk.

Collin College has a variety of software applications available to assist you in the classroom and with your course preparation and assessment. Some of the common applications available are:

CougarWeb

CougarWeb is Collin College’s Web portal. To access CougarWeb from a campus computer, log into the Novell network with your user name and password as you would normally. You then open the browser and log in one more time with the same user name and password. An excellent tutorial is available; however, please be aware that the correct college website is www.collin.edu.

When faculty are hired by the college, a user name and password are given, allowing the faculty access to CougarWeb. CougarWeb contains tabs labeled Home, Library, Campus Life, Tutorial, Faculty, and My Workplace. The My Workplace tab allows faculty access to the following information:

- Human Resources Links (Benefits Information, Board Policies, Forms and Employment, ePrint, HR Training, HR Website, Jobs, Procedures and Guidelines)
- Employment Details (Information about your individual Benefits, Direct Deposit, Pay Stub, Job Details, Leave Details, Employee Directory)
- Reporting-Enrollment (Information about registration numbers found in both Excel and pdf. formats)
- Banner Self-Service (Contains Folders about Personal Information, Web-CT, Faculty and Advisors [grades are entered through here], Employee)
- Banner-Bookmarks
- Reporting-Historical (Contains historical information about courses, including retention and outcome numbers)
- GroupWise Access (E-mail, calendar)
- **Intranet Links** (Connects faculty to a range of information about the college and the organizations within the college)

Information about course related resources in CougarWeb follows. CougarWeb is maintained by Collin College’s Web Services Department.

**Virtual Office**

Virtual Office is a remote access website that can be used to change an employee’s password as well as view documents on the shared drives at Collin. One of the most useful features for faculty is that it provides the ability to access the H:/ drive that is set up for each employee’s academic data from any offsite computer. Virtual Office can be accessed on any remote computer by logging in with the same CougarWeb id and password combination used on campus. Access Virtual Office by typing in `virtualoffice.collin.edu` in your browser’s address bar. No www or http is needed.

**Blackboard Collaborate**

Blackboard Collaborate is a comprehensive online learning and collaboration platform. It allows for web conferencing, mobile collaboration, instant messaging, and voice authoring. For more information on usage and incorporating into your courses, contact the eCollin Learning Centers.

**Faronics Deep Freeze**

Faronics Deep Freeze prevents unwanted workstation changes—regardless of whether they are accidental or malicious. Deep Freeze is proven to reduce helpdesk support incidents and allows IT personnel to focus on more strategic IT needs. Deep Freeze is used in all classroom computers at Collin. Any data, documents or programs downloaded or saved during class will be automatically erased when the computer is shut down. If software is required for a course, the faculty member will need to contact the Help Desk to request that the program be loaded onto the workstation.

**Techsmith Camtasia**

Techsmith Camtasia is a program that allows you to both capture the computer screen and record audio as you are demonstrating use either during class or creating custom tutorials. It then allows you to edit the recording and to publish it in different formats.

**Media Services**

Classroom technology issues are handled by Media Services and can be reached, from the classroom, using the direct line located at the podium.

<table>
<thead>
<tr>
<th>Media Services</th>
<th>CHEC</th>
<th>CPC</th>
<th>PRC</th>
<th>SCC</th>
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<tbody>
<tr>
<td></td>
<td>972.599.3170</td>
<td>972.648.6871</td>
<td>972.377.1577</td>
<td>972.881.5935</td>
</tr>
</tbody>
</table>

**TurnItIn.com**

TurnItIn.com is a website that allows educators to detect plagiarism in student papers and provides an online platform for grading and feedback. TurnItIn.com also allows students to review each other’s assignments via digital peer review and to collect their work in a digital
portfolio. All instructors at Collin College may use the institutional account. To set up an account, please contact the account administrator, Glenda Morris at GMorris@collin.edu.

Respondus

Respondus is a powerful tool for creating and managing exams that can be printed to paper or published directly to Blackboard, ANGEL, Desire2Learn, eCollege, Moodle, and other eLearning systems. Exams can be created offline using a familiar Windows environment, or moved from one eLearning system to another. Whether you are a veteran of online testing or relatively new to it, Respondus will save you hours on each project.

A series of helpful tutorials are available at the following links.

- Creating quizzes and tests with Respondus (Part I)
- Creating quizzes and tests with Respondus (Part II)
- Creating quizzes and tests with Respondus (Part III)
- Creating quizzes and tests with Respondus (Part IV)

EMERGENCY RESOURCES

Inclement Weather

College closings due to inclement weather will be announced via CougarAlert, on Collin College’s portal announcements and on local radio and television stations.

Reporting Student Concerns

Collin College’s Strategies of Behavioral Intervention (SOBI) Committee has designed a process that reflects the best practices for reporting, assessing, responding, and assisting students who may display various levels of distress, disturbed and/or unregulated behavior. Procedures for current students, faculty or staff members to file a SOBI Referral are online. This process includes the SOBI Referral Form, which can be submitted online. The Committee’s purpose is to stop and/or redirect behavior that might otherwise undermine instruction and negatively impact student learning. SOBI actions are not a substitute for disciplinary procedures, and reports of Student Code of Conduct violations will be referred directly for disciplinary intervention.

Campus Safety/Emergency Procedures

The following links provide information to assist you with initial reporting in case of any on-campus emergency.

- Emergency Phone Numbers and Procedures
- General Emergency Procedures for Fire, Active Shooter, Evacuation, Medical Emergencies, Criminal Activity, Sever Weather Emergencies or Threats.
- More detail information can be found online regarding:
  - Shelter in Place
  - Active Shooter
  - Fire Safety
  - Medical Emergencies
  - Be Prepared
  - Bomb Threat Procedures
Emergency Notification—CougarAlert System

When an emergency occurs, the CougarAlert system can send e-mail text messages, and voice messages to students and employees in as little as 90 seconds. Please sign up online for CougarAlerts in order to be made aware of emergency situations. These situations include, but are not limited to, weather closures, power outages, police emergencies, catastrophes and/or hazardous exposures. CougarAlerts will not be used for promotional purposes or for scheduled closures, such as holidays.

**CougarAlert Subscriptions:** To receive CougarAlerts, students and employees must subscribe to the system online and enter their preferences (text, cell phone call, e-mail, etc.). Log onto CougarWeb and click on the link labeled “Update CougarAlert Contact Information” in the “Personal Information” channel in the lower right corner. Users can include up to nine contact numbers or e-mail addresses: up to three SMS/text numbers, up to three voice/phone numbers, and up to three e-mail addresses. College-issued e-mail addresses are automatically loaded into the system and cannot be changed. Any other portion of the contact information can be changed at any time. The subscription is free but standard text message charges from cell phone providers will apply.

**Contacting Collin College Police**

For any on-campus emergency, dial 5555 from any campus phone or from an off-campus phone, including cell phones, dial 972.578.5555.

For any non-emergency complaint or concern, you can contact Collin College Police via e-mail at cccdpublicsafety@collin.edu.

**ADDITIONAL RESOURCES**

**Reserving College Facilities**

Internal requests for reserving college facilities should be originated by contacting the following campus representatives:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Classrooms</th>
<th>Conference Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEC</td>
<td>Lori Haberberger 972.599.3167</td>
<td>Karen Knapp 972.881.5606</td>
</tr>
<tr>
<td>CPC</td>
<td>Sandi Herrera 972.548.6800</td>
<td>Sandra Claborn 972.377.1743</td>
</tr>
<tr>
<td>CYC</td>
<td>Sue Bailey 972.985.3766</td>
<td>Karen Knapp 972.881.5606</td>
</tr>
<tr>
<td>PRC</td>
<td>Jill Braziel 972.377.1550</td>
<td>Sandra Claborn 972.377.1743</td>
</tr>
<tr>
<td>SCC</td>
<td>Doris Littrell 972.881.5770</td>
<td>Karen Knapp 972.881.5606</td>
</tr>
</tbody>
</table>

External district-wide requests for all college facilities including conference centers should be directed to Sandra Claborn 972.377.1743 for CPC and PRC and Karen Knapp at 972.881.5606 for CHEC, CYC, or SCC.
Use of College Vehicles

Campus vehicles can only be reserved at the Spring Creek campus. Contact Facilities and Plant Operations (972.881.5690) for more information about availability. A Vehicle Request Form can be found online; after logging onto to CougarWeb, go to My Workplace, click on Facilities and Plant Operations in the Intranet Links channel and then click on Forms.

Note: Faculty may not use their own personal vehicles to transport students for field trips, student activities, or any other college-related activity. Please see the sections on Field Trips and Student Conduct in this manual for links to applicable policies and guidelines.

Additional Resources Found on CougarWeb

CougarWeb is the college's Web portal. When faculty are hired by the college, a user name and password are given, allowing the faculty members access to CougarWeb. CougarWeb contains tabs labeled Home, Library, Campus Life, Tutorial, Faculty and My Workplace. The Faculty tab allows access to the following instructional resources:

- Faculty Schedule
- Student Support (Contains links to the various organizations in the Student Support area, such as Academic Advising, Counseling, Disability Services, etc.), Rules & Regs (Contains links to the Student Handbook, Guide to Academic Ethics, Grade Appeal Process, etc.) and My Courses
- Faculty Links (Contains links relevant to faculty and the students)
- Faculty Dashboard (Contains the most recent, the current and the most future class information for each faculty member)
- Faculty Council and Committees (Contains links to and information about Faculty Council and the various committees faculty serve on)
- Innovative Learning (Contains links to programs such as Weekend College, Honors Institute, Learning Communities, Service Learning, Student Leadership Academy, Distance Learning, and so forth.)
- Course Leader Activity Channel (Course Information and a link to My Courses page.)

FACULTY POLICIES, PROCEDURES AND GUIDELINES

FACULTY SEARCH GUIDELINES

Human Resources has developed specific procedures and forms for faculty searches. An online training guide is also available for search committee members.

FACULTY CREDENTIALS

Faculty who teach transfer courses must hold a master’s degree with at least 18 graduate credit hours in the discipline taught.

Faculty who teach workforce courses must have at least a bachelor’s degree, or an associate’s degree with demonstrated experience as noted in SACSCOC Principles of Accreditation (3.7.1), the Texas Higher Education Coordinating Board’s Guidelines for Instructional Programs in Workforce Education (pg. 6), and Collin College’s procedures related to these rules.
**Job Descriptions**

Job descriptions can be found on CougarHR Talent Management System. Login using your Collin e-mail address and password.

As a professor, you are an “exempt” (exempt from federal regulations regarding the actual hours you work) employee with 170 annual duty days as specified in your contract.

**Faculty Contracts/Renewals/Multi-Year Contracts**

Faculty contracts, renewals and multi-year contracts are handled according to Board Policy. The Council on Excellence (COE) has published procedures and eligibility requirements for multi-Year contracts on CougarWeb. To view these guidelines, login to CougarWeb, click on the Faculty Tab and then click on Council on Excellence in the Faculty Councils and Committees channel on the upper right side.

**Faculty Complaint Process**

The purpose of this policy is to establish complaint procedures and provide for the prompt and equitable resolution of all employee complaints, and student complaints of alleged discrimination and harassment made against a College District employee. The process is set forth in policy.

Student complaints (grievances) regarding any alleged action or inequitably that violates written College District policies or procedures shall be reported through informal or formal processes, as identified below. The student complaint process is set forth in policy.

Trustees, administrators, faculty, staff, and other agents of the College District shall not engage in conduct constituting discrimination, harassment, and/or retaliation. The process for making complaints is outlined in policy.

**Intellectual Property Rights**

Ownership to all copyrights, trademarks, patents, and other intellectual property rights shall remain with the College District at all times.

Unless herein stated otherwise, a student shall retain all rights to work created as part of instruction or using College District technology resources.

As an agent of the College District, an employee, including a student employee, shall not have rights to a work he or she creates on College District time or using College District technology resources or College District intellectual property. The College District shall own any work or work product created by a College District employee in the course and scope of his or her employment, including the right to obtain copyrights and patents.

A College District employee shall own any work or work product not in the College District employee’s course and scope of his or her employment, produced on his or her own time, away from his or her job and with personal equipment and materials, including the right to obtain patents or copyrights.
PERFORMANCE EVALUATION

Under ordinary circumstances, your performance is evaluated by your dean each academic year, using COE forms. The forms are located on CougarWeb. On the Faculty tab, under Faculty Councils and Committees, select Council on Excellence and then Multi-Year Contracts. Choose the correct link in the Forms menu on the right.

Teaching excellence, service to the college and community, and appropriate professional development are the important considerations in your evaluation. A more detailed explanation is available in the COE Faculty Contract Review Process and Procedures packet and in the Faculty Performance Evaluation Form. Your teaching will be evaluated by regular classroom visits using the Class Visit Form. (An alternate form may be used for online visits.)

Your students will also evaluate your teaching. They will use the standard class evaluation form in every class section for every long semester.

COMMUNICATION

Collin College is a public institution. As employees, we hold ourselves to high standards, reflected by our Core Values. It is important to communicate to your dean issues related to prolonged absence, potential conflict of interest, or any activity that may reflect negatively on the college. Also discuss with your dean any unusual or uncomfortable situations in your classes. Discipline issues are reported to the Dean of Students office, but usually a conference with your academic dean is helpful before filing a report.

ATTENDANCE/ABSENCE PROCEDURES

Sick leave is earned at a rate of 8 hours per month worked and one day of personal leave per year is awarded, with one unused day carried to the next year. You should contact your dean’s office as soon as possible when you are absent. Extended absences (five or more days) will require a doctor’s consent to return to work. Employees who have worked for more than one year are eligible for Family Medical Leave under federal guidelines. Bereavement guidelines are based upon family relationships. The following links direct you to the Board of Trustee’s policies and/or Human Resource information:

- Assignment and Schedules
- Leave and Absences
- Family and Medical Leave
- Military Leave
- Leave Benefits and Forms for Jury Duty, Bereavement, etc.

Information about leave balance and other benefits is available under Employment Details on the My Workplace tab on CougarWeb.

Additional information about Faculty Absence Procedures can be found on the Human Resources Compensation web page (www.collin.edu/hr/hrcompensation/index.html) including
required attendance at All College Day (August), All College Planning Day (January) and Graduation (May).

**Professional Leave and Travel**

Professional leave (PL) and travel includes travel to attend workshops, conferences, or events that provide job related training and may require the employee to stay overnight or prepay a registration fee. Guidelines for professional leave and travel reimbursement are:

- **Reimbursable expenditures include:**
  - **Mileage:** The allowable mileage between two points is the shortest route between those two points. Mileage will not be reimbursed above what the state mileage charts allow. In the event someone chooses to drive to a destination instead of flying, the college will only reimburse the lower expenditure.
  - **Car rental:** A paid invoice must be attached. A Car Rental Tax Exempt Form must be given to the vendor each time a vehicle is rented within the State of Texas. Both the name of the faculty member renting the vehicle and Collin College should be included on the rental agreement. The Car Rental Tax Exempt Form can be found on CougarWeb under Business Administrative Services/Travel on the My Workplace tab.
  - **Airline tickets:** The itinerary/invoice for flights must be attached to the PL form. Airline tickets can be prepaid by submitting the blue copy with a copy of the ticket, itinerary/invoice, or credit card statement.
  - **Parking/toll fees and bus/taxi fares:** Receipt or signed statement of expenditures must be attached to the PL form.
  - **Meals:** Meals are reimbursed at the college approved per diem rate.
  - **Registration fees:** Registration fees can be prepaid by submitting the green copy of the PL form along with a copy of the completed registration form to the Business Office at least ten (10) business days before needed. The check will be returned to the originator to be mailed with the original registration form.
  - **Lodging expenses:** Lodging expenses will NOT be prepaid. When traveling within the State of Texas, a Texas Hotel Occupancy Tax Exemption Certificate must be given to the hotel. It will be assumed that phone calls are personal unless marked otherwise. Reimbursement cannot be made for movies, alcohol, etc. The Hotel Occupancy Form can be found on CougarWeb under Business Administrative Services/Travel on the My Workplace tab.
  - **Mode of travel (airline vs. automobile) to the destination should be the mode which provides the lowest total cost to the District. Mode of transportation from the airport to the conference, training, or event location (taxi, shuttle, rental car) should also be the most economical to the District.
  - **To be eligible to participate in professional development requiring travel or other expenses, employees must complete their 90-day probationary period.
  - **Please refer to the Business Administrative Services Travel page on the intranet for more details.**

Please refer to the Council on Excellence webpage for procedures to follow prior to and after travel. On CougarWeb, a link to the Council on Excellence’s webpage is located under Committees, Task Forces & Activities.
PROFESSIONAL LEAVE AND TRAVEL FUNDING

The college provides full-time faculty with funds for professional travel through the Council on Excellence (COE). Funds are limited, so advance planning is important. If the connection between your desired travel and your teaching assignment is not obvious, you should be prepared to explain the connection. For more detailed information, please consult the following:

- COE Professional Leave and Travel Request Procedure and Forms (CougarWeb, My Workplace, Committees, Task Forces & Activities, Council on Excellence, Professional Travel)
- Expense Reimbursement BOT Policy
- Professional Travel Procedures Business Administrative Services (CougarWeb, My Workplace, Business Administrative Services, Travel)

Local Travel for professional purposes can be reimbursed. Commuting expenses and travel to extra service assignments are not reimbursed. You need to have documentation. Visit Business Administrative Services/Travel on CougarWeb for more detailed information on procedures, forms and the local mileage table.

Local Travel

Local travel includes travel within the North Texas area required to perform regular duties/responsibilities by employees. The local travel reimbursement form should be used when travel does not require an overnight stay or prepayment of a registration. Guidelines for local travel reimbursement are as follows:

College employees who are required to travel on college business to a location other than their primary work location are entitled to reimbursement for excess miles traveled. Part-time faculty and faculty performing extra service/overload assignments are not eligible for local travel reimbursement.

Travel is reimbursed only when total miles exceed the employee's normal driving distance to and from work.

Please refer to the Business Administrative Services Travel page on CougarWeb for more details.

SABBATICAL LEAVE

Sabbatical leaves are authorized for the primary purpose of increasing the value of the full-time faculty member's sustained contribution to the college by providing the individual a significant opportunity for professional growth. Sabbatical leaves are not to be understood as deferred compensation, nor are they to be anticipated simply on the basis of longevity at the college. Sabbatical leave may be granted, upon application, for study, research, writing, field observations or other suitable purposes. Opportunities for additional training, for improving skills and for maintaining currency in the field are also purposes of sabbatical leave.

PAYROLL

Full-time faculty is paid on the 30th of each month or on the last work day of the month, whichever applies. Full-time faculty pay rates may be found in the Faculty Load Manual, under
Employee Resources (Procedures and Guidelines) in the Human Resources section on the My Workplace tab in CougarWeb. Full-time faculty must let Human Resources know whether they wish to be paid on a 9-month or 12-month basis.

Associate faculty can find information about pay rates and the payroll schedule in the Faculty Load Manual, under Employee Resources (Procedures and Guidelines) in the Human Resources section located on the My Workplace tab in CougarWeb. The Faculty Load Manual is listed under the Faculty-Information Links on the Faculty Resources page.

OFFICES AND OFFICE HOURS

Each full-time faculty member has an office on his/her primary campus. Faculty office spaces are assigned by the Vice President/Provost of the respective campus.

Full-time faculty are required to post and observe a minimum of six office hours per week for purposes of academic advising and student consultation during the long semesters. Two office hours per week per course are required when teaching for summer formula pay. The office hours are to be held at times which will be most convenient for students. Faculty is also expected to meet with students as needed by appointment. This information is listed under the essential job functions of the full-time faculty job description, which is accessible via CougarHR.

TEACHING LOAD

The standard teaching load is 15-18 instructional units each regular 16-week semester plus a minimum of six posted and observed office hours per week for academic advising and student consultation. Twenty-two units is the maximum load for a long semester, as noted in the Faculty Load Manual under Payroll & Records on HR’s Faculty Resources webpage.

EQUIPMENT INVENTORY

Inventories of equipment and furniture are conducted throughout the year. Please respond promptly to requests from the dean’s office for information about items in your office. If you notice any discrepancies, please contact your academic dean.
APPENDICES

FOOD SERVICE

Faculty requesting food service for Collin events should initiate the request through their academic dean. Food service request forms are available through the division office and should be submitted far enough in advance of the event to allow for proper review and approval.

BUDGETS

Departmental budgets are developed by academic deans, with input from department chairs, faculty, and staff. When you are reminded of budget deadlines, let your chair and/or your dean know about items you think need to be included or adjusted.

PURCHASING

If there are items you believe need to be purchased for your department or classes, please work with your academic dean’s office to prepare the necessary paperwork to submit a request. All expenditures must have approval from the academic dean before any funds are spent.

ADMISSIONS AND RECORDS OFFICE (ARO)

The Admissions and Records Office admits students to the College, processes withdrawal forms, determines residency, maintains educational records, evaluates transcripts of incoming students and processes degree/certificate completion.

ACADEMIC ADVISING

Academic Advisors assist students with information on various academic programs, Collin College procedures and services, degree requirements, and college transfer. During the advising process, students interact with academic advisors to make decisions, solve problems, and develop long-term plans related to their academic goals.

CERTIFICATION OF CLASS ROSTER INSTRUCTIONS

All class rosters will be certified by 5 p.m. the day after course census. It is imperative that your roster be certified by the deadline; there are no deadline extensions. Rosters must be certified for every class, every part of term. Many classes have a unique census date, please be mindful of this throughout the semester.

Procedures

1. Log in to CougarWeb.
2. Click on My Workplace tab
3. Click on Banner Self Service (just like you do when you are posting your GRADES at the end of the semester).
4. Click on Faculty and Advisors
5. Click on Certify Class Rosters
Alternate log in location: Log in to CougarWeb. Under the Faculty tab inside the Faculty Registration Tools box the link Certify your Roster will appear. If you have a large Faculty Schedule box, look below that for the Faculty Registration Tools box. Click the Certify your Roster link to begin roster certification.

Certified rosters are available starting the first day of class through the course census. Please note: the certified class roster is not intended to track daily attendance. The deadline for census will be provided for each course. You will need to log in multiple times to certify rosters if you are assigned courses that start throughout the semester. Select each course for certification. If you log in early or have completed your roster certification, no courses will be listed.

**Click the radio button for the course you want to certify.** You may need to scroll to the far right of the screen. Then click “Select Section” at bottom of screen. You must click the circle radio button or a computer script code will appear.

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**Note deadline: No extensions**

This statement is provided if rosters are not yet available, have been completed or deadline was missed.

Once you click a course the full roster will be listed. Please mark any student who has **NOT** attended. Then submit.
You will be given a list of students who have never attended your class. You will have the opportunity to confirm the final roster or edit (redo) on this screen. If you have 100% participation you will just submit the roster and confirm the attendance statement.

**List of students who have not attended class**

OR

**If you have 100% class participation**
Repeat for all courses until you have the statement “You have no rosters to certify...” appear on the Roster Certification screen.

Additional Information

- Only students using 100% financial aid to pay for their classes may be dropped from your roster. Just because a student is marked as non-attending does not mean they will automatically be dropped from the roster.
- CougarWeb contains the official class roster, not Blackboard.
- Once a roster has been submitted you will not be able to retrieve it to add students.
- There are no deadline extensions for roster certification.

After the roster deadline, a report will be run for any missing roster certifications. This report will be provided to the Academic Deans.

Please contact Employee Technical Support (HelpDesk) if you cannot access the Faculty tab or for any other technical issues.

Should you need to confirm content that was submitted for the roster or other questions, please contact Dr. Alicia Huppe, Dean of Enrollment and Student Success at ahuppe@collin.edu or 972.377.1749.

**Financial Aid**

As a service to Collin College students, the [Financial Aid Office](#) administers a financial aid program that includes grants, loans, and part-time employment. Financial aid officers are trained to assist students in realizing their educational goals. Aid is offered to eligible students who are registered by the college’s official census date.
FREQUENTLY ASKED QUESTIONS

TEACHING

1. Is there any way to have access to best practices that faculty have used in their classrooms? As a new faculty member, I would like to learn what practices have and have not worked for this student population.

   Faculty members are encouraged to initiate Brown Bag Lunches (BBLs) for the general faculty or for their disciplines during which faculty present their best practices in a round-table discussion. The BBLs can be open to all campuses. Also, faculty has been invited to present during Faculty Development Week.

2. How are student evaluations handled? When are they administered, and what is the procedure?

   Student evaluations are sent out by the Institutional Research Office during long semesters. The forms are sent to each academic dean’s office for distribution. The packets are sent to each faculty member and include instructions for administering the evaluations.

3. Where should I send students who request tutoring? Need scholarship information? Don’t know what classes to take?

   Tutoring is available through Student Development, as are scholarship information and academic advising.

4. How do I integrate Blackboard into my face-to-face classes so that students can access copies of material so that I can reduce duplication expenses?

   Blackboard training is provided on an as-needed basis by eLC Instructional Designers. Instructors are provided training in how to use Blackboard and how to set up student access to classroom materials. Faculty can also contact the eCollin Learning Center at 972.881.5870.

5. How do I teach an online course?

   Preparing to teach online is a two-fold process. Instructors must complete mandatory training, and all courses must also be approved by the Online Advisory Board (OAB) prior to being taught. Information about the OAB, the approval process and the scoring rubrics can be found on the OAB Website.

6. What is Collin College’s grading philosophy?

   Collin College does not have an overall philosophy of grading. Professors determine their individual grading philosophy and communicate it to students along with their grading scale (e.g., 90-100% = A, 80-89% = B, etc.) in their syllabi. As a matter of students’ right to fair treatment, grade disputes are handled by the Grade Appeals Board.
7. **How should a student field trip/professional development form be completed and documented?**

Each student must complete the [Liability Waiver Form](#) and return it to the instructor at least three (3) business days before the event. (The instructor should make sure that the emergency contact section of the form is properly complete with emergency contact phone numbers.) Copies of the form must be submitted to the dean’s office by the instructor three (3) business days before the field trip. The instructor is expected to take the completed waiver forms on the trip in case of an emergency.

If any student intends to use alternate transportation, he/she will require a second form called [Release of Liability via Alternative Transportation for Students Participating in College Sponsored Trip(s)](#). This form must be completed, signed, and returned to the instructor along with the Liability Waiver Form.

8. **Who is the Collin College liaison for [www.turnitin.com](#)?**

Glenda Morris  
Assistant to the Dean of Student Development  
Preston Ridge Campus  
9700 Wade Blvd.  
Frisco, TX 75035  
Phone: 972.881.5902  
E-mail: gmorris@collin.edu

You may also contact the eLearning Center for assistance.

9. **Where can I find the syllabus templates to comply with college requirements for syllabus design?**

Syllabus templates are located on CougarWeb under Curriculum Office. Go to the My Workplace tab, click on Curriculum Office under the Intranet Links, then click on Syllabus Template on the left hand menu.

10. **What is a Learning Community (LC)?**

A [Learning Community](#) is a course incorporating often diverse courses in a multi-disciplinary style—Economics with Environmental Science, for example. LCs are taught in tandem by professors from each discipline, and students receive credit for both/all classes while attending the one class.

11. **What is service learning?**

Service learning is essentially extra-curricular opportunities enabling students to explore their interests as an extension of their courses. An extended definition can be found at [http://www.collin.edu/academics/servicelearning/](http://www.collin.edu/academics/servicelearning/).
OFFICES & OFFICE HOURS

1. General information:

   Full-time faculty have on-campus offices on their primary campus. Faculty office spaces are assigned by the VP/Provost of the respective campus. Full-time faculty members are required to post and observe a minimum of six (6) office hours per week for purposes of academic advising and student consultation during the long semesters. Two office hours per week per course are required when teaching for summer formula pay. The office hours are to be held at times which will be most convenient for students. Faculty is also expected to meet with students as needed by appointment. This information is listed under the essential job functions of the full-time faculty job description.

2. How do I gain access to my office as a new employee?

   Once new full-time faculty are hired, the VP/Provost assigns an office to the new faculty member. The faculty member will then contact the dean’s office for the time to move in.

3. When can I access my new office?

   It depends on the extent of work to be done in the assigned office space. It is advisable to contact the dean’s office to make arrangements on when you can have access to the office.

4. How do I get a key to my office?

   The dean’s office will make arrangements and inform you when you can pick up the key from Physical Plant.

5. If my office is in a suite, how do I get an outer suite door key?

   In most cases your office key will open the suite door. If not, the dean’s office will make arrangements for you to pick up the suite key from Physical Plant.

6. How do I get office furniture?

   All furniture should be in instructors’ offices by their arrival date. Each instructor’s office should already be furnished with one desk, one instructor’s chair, one visitor’s chair, one bookcase, and one filing cabinet. If the required furniture is not there, instructors should contact their department assistant or the provost with the appropriate request.

7. Is there a rule about supplemental office furniture?

   If the instructor requires more than the authorized furniture, the department/division or the instructor will be responsible for acquiring the items.

8. How many hours per week am I to physically be on a campus—including class and office hours? During Maymester? During the summer for face-to-face classes?

   Faculty members are contractually required to meet all classes as scheduled. In addition, full-time faculty should maintain six (6) office hours per week during long semesters. Faculty members are expected to be available on campus for students by appointment, to be
available on campus for required meetings, and to maintain a campus presence that allows
active engagement in service and governance.

Faculty who teach during Maymester are expected to meet all classes as scheduled and to
be available for students needing assistance. There are no required office hours.

Faculty teaching summer for formula pay (14%) are expected to meet all classes as
scheduled and to maintain two (2) office hours per class per week, as well as be available
for required meetings. Associate faculty and full-time faculty teaching extra service do not
have required office hours but should meet all classes as scheduled and should be
available for students when assistance is needed. Faculty members are expected to be
actively engaged in the college and should maintain a campus presence that reflects that
engagement.

9. **How are online office hours listed? Can I hold online office hours any time and place?**

   Online office hours are time set aside to attend to the needs of students taking the online
classes. This should be a minimum of six (6) hours per week if the online course is part of
the faculty’s regular course load. The office hours can be held at any place and time
provided that the amount of time is adequate and the place accessible to your students,
and students should be made aware that you are available to respond to their questions at
the specified place and time.

   Online office hours can be either in Blackboard chat or Collaborate for the specified period.
It can also be time in your office when you respond to student e-mails. Whatever approach
you adopt, students should know that you are available at the specified time to respond to
their academic questions and needs. Discuss the most appropriate time to schedule office
hours with your dean.

10. **Where do I access the template for posting office hours?**

    The template for posting office hours should be provided by your division. Typically, the
division office will send out a template before the semester begins.

11. **How do I know when to return at the end of long breaks?**

    The [master calendar](#) shows when faculty are required to report for work at the beginning of
each semester. The master calendar can be found in CougarWeb under Intranet Links on
the My Workplace tab.

**LEAVE/ABSENCE FROM CLASS**

1. **What is the process for arranging the various types of leave?**

   **Personal Leave:** Personal leave must be requested in advance. For personal and sick leave,
you will have to have a personal day available and submit a leave form. Justification for the
personal leave will not be requested; however, if the absence appears to cause a hardship
for the division or students, the dean may discuss the issue with the faculty member and try
to determine if the leave is necessary at that particular time.

   **Sick Leave:** if the absence is known in advance (such as a doctor’s appointment for the
faculty member or dependent child), the dean should be notified in advance and efforts
should be made by the faculty member to find a substitute. If the absence is due to illness and there is sufficient time before the class, the dean should be notified in advance and efforts should be made by the faculty member to find a substitute. If the absence is due to illness, the faculty member should notify the dean’s office (division office) as soon as possible so that a notice can be posted for the students. If the dean’s office is not open, notify the associate faculty/instructional office on the campus (early morning class) or the evening administrator (at night), so that a notice can be posted for the students. The faculty member should submit a leave form as soon as practical upon return. Contact human resources for any questions related to medical leave.

A faculty member absent from work for a period of time greater than five working days, or following any period of hospitalization, shall submit a medical release in order to return to work.

After the initial 90-day probation period at the beginning of employment, full-time faculty is allotted monthly sick leave accrual of eight (8) hours. This may accumulate up to 528 hours. Full-time faculty is also allotted eight (8) hours of personal leave per fiscal year, which may accumulate up to sixteen (16) hours.

To find out how much personal or sick leave you have available, log into CougarWeb. Under the My Workplace tab, look for Leave Details under Employment Details.

**Professional Leave:** You will need to complete an Out of Class Information form and a Professional Leave and Travel Request form to be submitted to the dean at least 35 days prior to travel to allow for dean and VP/P approval and 30 days for COE processing. Both forms are available from your dean’s office. You will also need to complete a Professional Leave Travel Summary Form after you have attended the professional development event.

**Sabbatical Leave:** For sabbatical leave, you will need to complete a Sabbatical Leave Application. You are eligible for sabbatical leave if you have completed at least five (5) years of full-time service at Collin College and have not taken sabbatical leave within the last five (5) years.

For more information about leave benefits, please go to the Human Resources’ [benefits page](#).

2. **Should I get someone to teach my classes when interviewing candidates?**

   Contact your department chair or dean.

**PROFESSIONAL DEVELOPMENT**

1. **Could I have an orientation by Human Resources when I begin employment?**

   All faculty members are invited to attend an orientation by Human Resources (HR) before employment begins to review benefits and other details of their employment. If you need to contact HR for any questions about your employment, call 972.985.3783. If you have questions regarding your benefits, call 972.548.6659. If you have any other inquiries, you can always visit the [HR website](#).
2. **What is expected of new faculty members during their first year of employment?**

   Settle in and acquaint yourself with your courses and the college. Establish a teaching style that works for you while you consider opportunities that exist beyond teaching.

3. **Where can I find Council on Excellence (COE) forms, and when should I complete these forms rather than the professional development forms?**

   You should complete the Council on Excellence (COE) Request for Professional Development/Travel Funding form when you are requesting funding from the COE for travel. (See directions below for accessing the Council on Excellence site.) You should complete the Request for Professional Development/Travel Funding form that is specific to your dean’s office when you are requesting money from your academic division for travel. This form is available from your dean’s office.

4. **What is the procedure for accessing the COE funds for conferences and other professional development activities?**

   Access the COE website by logging into CougarWeb (accessible only on campus). On the Faculty tab, look on the upper right corner for the Faculty Council and Committees channel and click on Council on Excellence. On the COE homepage click the Professional Travel link. The left column has additional links to access all information and forms related to the COE.

   For funding information, see the [Professional Development and Travel Funding](#) section of this handbook.

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**COUNCIL ON EXCELLENCE (COE) MULTI-YEAR CONTRACT PROCEDURES**

1. **What is the procedure for the Multi-Year Contract? What is the Assembly of Records Timeline and procedures for multi-year contracts?**

   See the [Faculty Contracts/Renewals/Multi-Year Contracts](#) section of this handbook.

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**COLLEGE SERVICE**

1. **How much professional development and college service are required?**

   There is no specified amount of professional development and college service you must complete. The issue here is for you to be active and aware of the recent developments and innovations in your field. The goal of the college is for all faculty members to be involved in college activities and be aware of the curriculum development in your department and the college as a whole. Activities such as establishing a club and attending a focus group are encouraged. (Note that college policy prohibits accepting an honorarium for personal benefit.) When in doubt about your involvement, discuss the matter with your dean. So far as professional development is concerned, attending local or national meetings, publishing, holding offices in organizations, and other such professional activities count toward professional development.

2. **What is the difference between professional development and college service?**

   Professional development activities are all of the publications, workshops, conferences, seminars, brown bags, classes, etc., in which you participate to enhance your skills or
knowledge of your field. College service activities are all of the meetings for the district, division and your discipline; committee work; work with student activities, such as serving as a club advisor and other such activities in which you participate on behalf of the college.

3. **What different committees are there and what do they do?**

There are many committees at Collin encompassing a diverse range of topics and issues. The best solution to identifying a committee on which you can serve is to talk to your dean and find out what is available that may be of interest to you. Committee involvement is encouraged, and your dean is more than willing to assist you. Also, many opportunities arise through e-mails announcing opportunities for volunteers.

4. **How do I get involved in the functions of the college? How do I hear about committees that I can join?**

Discuss available opportunities with your dean. Many opportunities for involvement are solicited via e-mail and are posted on CougarWeb. If there is an existing committee on which you would like to serve, identify the committee chair and send her/him an e-mail requesting to join the committee. Another option is to ask your dean if there are any committees you could join. If there is a need for a new committee to be formed, often a district-wide e-mail will be sent to faculty. Take advantage of these unexpected opportunities.

5. **Could the rules for each committee be posted so that I know what my duties are on that committee?**

This falls under the auspices of the committee on which you are participating. Discuss any questions you may have with your committee chair.

**Technology**

1. **Are there recurring seminars in which faculty could be given details on technology?**

The [eCollin Learning Center](#) provides technology workshops during Faculty Development Week each semester, and eCollin technicians are available for one-on-one meetings with faculty throughout the year.

2. **What is the Intranet and how do I access it?**

The intranet is a local network that is accessible only from a Collin College campus. To access the intranet, log onto CougarWeb and then click on My Workplace tab. On the right side is the intranet link. The intranet has no remote access; it can only be accessed while on the campus.

3. **From whom do I get help with my office phone?**

The Telecommunication office will provide you with an instruction sheet that details how to setup and retrieve your voice mail. This instruction sheet can also be accessed via the intranet link on CougarWeb. Click on the Information Technology Link, then on the left side click on the Telecommunication link, and then under the Voicemail Guides click on Full-time Faculty and Staff.
4. **From whom do I get help on podium issues?**

Problems/inquiries regarding classroom computer podiums are addressed by Media Services at ext. 6871 at CPC, ext. 1577 at PRC, and ext. 5935 at SCC.

5. **How can I learn to use the podium and the overhead projector?**

This may be arranged through Media Services. Contact them to set up an appointment as indicated above.

**GENERAL PROCEDURES**

1. **Are parking stickers required?**

Parking stickers are available but not required in order to park at any Collin College parking lot/facility. Instructors who would like to obtain a sticker should contact their division assistant, their HR representative or the college police department.

2. **What are the printer locations and what are the rules about duplicating material?**

Printer locations are as follows:

<table>
<thead>
<tr>
<th>Location</th>
<th>Model</th>
<th>Serial Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allen HS Location</td>
<td>High School</td>
<td>1065 7378</td>
</tr>
<tr>
<td>CPC</td>
<td>A-Hallway</td>
<td>1065 7346</td>
</tr>
<tr>
<td>PRC</td>
<td>“D” Building</td>
<td>1065 7368</td>
</tr>
<tr>
<td>SC</td>
<td>“J” Hall</td>
<td>1055 7337</td>
</tr>
<tr>
<td>Printers</td>
<td>“K” Hall</td>
<td>1055 7336</td>
</tr>
<tr>
<td></td>
<td>Library(Fac/Staff)</td>
<td>1055 7342</td>
</tr>
<tr>
<td></td>
<td>Library(Student1)</td>
<td>1065 7331</td>
</tr>
<tr>
<td></td>
<td>Library(Student2)</td>
<td>1065 7341</td>
</tr>
<tr>
<td></td>
<td>Big Copier(Print Shop)</td>
<td>2110 0150</td>
</tr>
<tr>
<td></td>
<td>Little Copier(Print Shop)</td>
<td>2062 1951</td>
</tr>
</tbody>
</table>

Printers may be used for department business and courses only. In addition, they may not be used for copying any copyrighted materials.
3. **How do I obtain printer access codes?**

   Instructors should contact their division assistants for the appropriate printer access codes.

4. **How do I get the print shop code?**

   Instructors should contact Printing Express directly for the print shop codes.

   Tammy O'Bier  
   Supervisor of Printing Express  
   Collin College  
   2800 E. Spring Creek Parkway  
   Plano, TX 75074  
   972.881.5192  
   972.881.5719 (fax)  
   tobier@collin.edu

5. **To reduce printing costs, how do I put documents on E-Reserve in the library for students to access?**

   a. Take your documents to the library front desk and tell the staff that you want to put the documents on E-Reserve. The staff will ask you to complete a form.

   b. You also can complete the form online by logging into CougarWeb and clicking the Library tab > Services for Faculty > Place Materials on Reserve or E-Reserves > Online Form for Reserves Documents Submission.

6. **When is the official pay day?**

   Pay day is normally the 30th of each month or on the last work day of the month, whichever applies.

7. **How do I get replacement lights?**

   Call Physical Plant to arrange for replacements.

8. **How do I request a case of paper?**

   Contact your division office.