McLennan Community College at its option, may change, delete, suspend or discontinue parts or the policy in its entirety, at any time without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.
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1 INSTRUCTOR PLAN

1.1 Instructor Plan (Syllabus)

Instructor Plans must be created for every course and also must be posted on the MCC Web page (HB 2504). The plan must be completed before the first day of classes and an electronic copy should be given to your department/division secretary.

The College has an instructor plan template for you to follow which can be found at www.mclennan.edu/faculty/docs/InstructorPlan_Template.docx. Instructor plans should contain the following elements as well as items that are specific to a particular faculty member (such as instructor information, methods of teaching, course notes, assignments, test schedule, grading policy, late/make-up work policy, etc.):

1) Title and number of the course
2) Course description
3) Course prerequisites and/or corequisites
4) Title of textbooks(s)
5) Minimum System Requirements for Brightspace
6) Course objectives or competencies
7) Outline of the course
8) Student Behavioral Expectations or Conduct Policy
9) MCC Academic Integrity Statement
10) MCC Attendance/Absences Policy
11) Student Support/Resources Statement
12) Accommodations/ADA Statement

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu
254-299-8122
Room 319, Student Services Center

**Required Verbal Announcement in Class**

This statement is not included in the Instructor Plan template but must be communicated no later than the second class meeting of each semester either verbally in a face-to-face class, or in an appropriate manner in online classes:

“If anyone in this class has a diagnosed disability or requires accommodations, I would appreciate hearing from you so we may work together for a successful completion of the course. Please schedule an appointment with me and be sure to follow the instructions in your syllabus to complete Disability Services requirements.”
14) Title IX
We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan’s Title IX Web page (http://www.mclennan.edu/titleix/) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

For the full policy: www.mclennan.edu/employees/personnel-handbook/docs/e-15.pdf

1.2 Conference Hours
Conference hours are needed to facilitate informal interaction between faculty members and students. For fall and spring, all instructors need to keep a minimum of one hour of conference time for students each week for every three-hour course taught. For summer, the minimum is thirty minutes on each day the class meets for each three-semester hour class taught. For online instructors, office hours must be offered in a format that is suitable and beneficial for online students.

Conference hours should be included in the Instructor’s Schedule, which must be posted outside each faculty members’ office door no later than the end of the first week of classes each semester. Each faculty member must also submit his/her Instructor’s Schedule to the appropriate Coordinator or department/division head by the end of first week of classes each semester.

For the full policy: http://www.mclennan.edu/employees/personnel-handbook/docs/e-19.pdf

1.3 Textbooks
All adjuncts use the text adopted by each department. You may choose to add supplemental readers to your required textbooks. If you would like to add the readers, please send your department/division secretary an email with the following information:

Title
Author
13-digit ISBN
Publisher
Edition/Year

It is important you work through your department/division secretary and not the McLennan Bookstore. The College is required to list all textbooks/materials for each section on the MCC Web page. This is done by entering the information in the student software, “Datatel.” The information is then uploaded to the Web page.

Before the start of a new semester, go into the bookstore to make sure your additional readers are on the shelves.
1.4 **Academic Calendar**

An academic calendar will show important dates such as what day faculty should report, the first day of school, census date, last day for student-initiated withdrawals, holidays, last day of classes, final exams, and commencement.

The College’s academic calendar can be found at: http://www.mclennan.edu/faculty/academic-calendars/.

1.5 **Final Exams**

Each credit class must include a final experience, which may consist of a traditional final exam, project, presentation, or another appropriate terminal evaluation.

A final exam schedule is posted at: http://www.mclennan.edu/dates/finals


1.6 **myAlert (RAVE)**

MCC has partnered with Rave Mobile Safety to provide an emergency alert system capable of delivering messages to your MCC and personal email addresses, as well as your cell phone. MCC's myAlert system provides the campus with health- and safety-related emergency information, including campus closings for bad weather.

You are encouraged to log in to myAlert by visiting https://www.getrave.com/login/mcc. Log in by using your 7 digit MCC ID number as your username and your MCC password. Once you have logged in to the site, confirm all information is correct including your personal email address and cell phone number.

1.7 **Class Attendance**

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course. In the case of online and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus.

Absence from 25 percent of scheduled lecture and/or laboratory meetings will result in the student being withdrawn from the course with a grade of W. The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course.

If the student's 25 percent absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an F.

When withdrawing a student, process student withdraws regularly instead of at the end of the semester. Use WebAdvisor to process withdraws and be sure to enter the last day attended and a reason. If you use the reason, Never Attended, be sure this is accurate. If you decide to reinstate a student, who is receiving financial aid and was dropped under the reason Never Attended, you will be asked by Financial Aid to produce work to prove the student did attend before reinstatement.

Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day.

For the full policy: http://www.mclennan.edu/employees/policy-manual/docs/B-II.pdf
1.8 **Academic Integrity**

The Center for Academic Integrity defines academic integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.” Individual faculty members determine their class policies and behavioral expectations for students. Students who commit violations of academic integrity should expect serious consequences. For further information about student responsibilities and rights, please consult the McLennan website and your Highlander Student Guide.

McLennan Community College website link regarding Academic Integrity: [http://www.mclennan.edu/academic-integrity/](http://www.mclennan.edu/academic-integrity/)


If you have reason to believe a student has engaged in cheating or plagiarism as defined in the Highlander Guide Student Handbook, notify your department/division chair and complete a report at: [http://www.mclennan.edu/insight/](http://www.mclennan.edu/insight/).

1.9 **Drop Policy**

**Six-Course Drop Restriction**

Students who enroll at MCC as entering freshman or first-time college students during the fall 2007 semester or any subsequent semester may not drop more than six courses.

The six-course limit includes courses taken at MCC or any other Texas public institution of higher education. If a seventh drop is attempted, the student and instructor will be informed that the student must remain in the course and the student will receive a grade of A, B, C, D, F, or I and will not be able to receive a W or withdrawal grade. The student will also not be due a refund of tuition and fees.

All courses dropped after the semester census date are included in the six-course limit unless (1) the student withdraws from all courses or (2) the drop is an approved drop exemption.

For the full policy: [http://www.mclennan.edu/employees/policy-manual/docs/B-II.pdf](http://www.mclennan.edu/employees/policy-manual/docs/B-II.pdf)
2 CLASSEEROOM AND OFFICE

Please leave the classroom as you found it. Leave the computers turned on when you are finished. Instead of using the option to “Shut Down” the computer, simply “Log Off.” That keeps the computer ready for the next instructor to use.

If you use the projection equipment, you do not need to put the screen up — feel free to leave it down when you are finished with it (unless you are using the marker board too). Please lock classrooms when done if there is no one following you in the next class session. This helps protect against theft and vandalism.

2.1 Human Resources

Once your paperwork has been processed, you will receive an email from the Human Resources Office concerning New Employee Orientation and Harassment/EEO Training (REWARD). New Employee Orientation contains helpful information on the history and culture of the College and the paperwork required for an employee to be paid and hired. All forms should be printed out and returned, in person, to the HR Office, located in the Administration building, Room 101, within the employee’s first three working days.

The REWARD program covers policy information relating to sexual harassment, Title IX, and other EEO training, which should be completed within the first fifteen working days. When you have completed the REWARD program and have scored 100% on the quiz, print, sign, and date the completion certificate and returned to the HR office. If you have any questions concerning the hiring process, please call the HR office at 299-8514.

2.2 ID Cards, Parking, Keys

ID Cards and Keys

Faculty and staff are issued keys and/or ID Cards coded for access, as required, for entry to college buildings for the purpose of conducting college business in accordance with college policy, and allow access to some gated parking lots. All keys and/or ID Cards are issued through the Physical Plant Department. The Physical Plant will supply keys and/or ID Cards to the department/division chairs for issuing to part-time faculty. The department/division chair will assume responsibility for issuing and retrieving distributed keys each semester and notifying the Physical Plant as to what access shall be needed.

Employees who receive keys and/or ID Cards are agreeing to abide by the following procedures: [link]

Any individual entering or leaving a locked building shall be responsible for securing the door upon departure. Individuals who enter buildings during times other than normal working hours should notify Campus Police at 299-8911 upon arrival and departure.

All keys and/or ID Cards are the property of McLennan Community College and must be returned to the College through the Human Resources Department upon transfer, termination, or request of the supervisor or other administrative head. Employees should not duplicate the key nor loan the key and/or ID Card to any other person. The employee will be responsible for the replacement cost of keys and/or ID Card.

Parking Passes

You will need a hanging parking pass that hangs on the rear view mirror in your car. Visit the Physical Plant to receive a pass.

Please bring your license plate number when receiving your parking pass for the first time.
2.3 Check Roster

Class rosters can change daily at the beginning of a new semester. Check your roster closely each class meeting. Students whose names do not appear on the roster must not be allowed to remain in class. Students can still register for class prior to the census date but cannot after the census date. Please send the students to the department/division office to discuss registration. Students who have “Not Paid” next to their names need to be reminded discreetly to pay their bill or check the status of their account in the Business Office.

For the full policy: http://www.mclennan.edu/employees/personnel-handbook/docs/e-6.pdf

2.4 Verifying Certified Class Roll

Please verify that the names of students who are attending class are listed on the class roster. The certified class roster reflects transactions processed as of the census date and are to be certified by each instructor. After checking the accuracy of the certified class roll, please certify the roll using the procedures below.

1. On the McLennan Community College home page, click on the WebAdvisor link.
2. Log in. Click the Submit button.
3. Click on the Faculty button.
4. Click on the Class Roster link.
5. Enter the term or term start and end dates. Click the Submit button. If you are assigned to more than one section, a list of classes will appear on the screen.
6. Click the box at the left to choose the class that is being certified, then click on the Submit button.
7. Verify the students that are listed on the roster. If this roster is correct, click on the Certify Roster box, then click on the Submit button.

2.5 Duplication

Copiers are available across the campus for use by faculty and staff and all departments/divisions have a workroom with both a printer and copier. The printer should be used only for small jobs (10 or less pages), while the copier should be used for larger print jobs (20 or less pages). The average cost on the printer is eight cents per copy versus the average cost on the copier of three cents per copy. Copiers and related services are for faculty/staff use only. Students with copying needs may go to the Library.

Faculty members are encouraged to send all exams, syllabi, handouts, or bigger jobs to the Copy Center to be printed. Services performed by the Copy Center are copies, binding, folding, and laminating. To use the Copy Center use your MCC email address and send an email to copycenter@mclennan.edu. In the body of the email indicate the following: Copy Front/Back, Stapled, Number of copies, Department, and Department Account Number (get the department account number from the department/division secretary). You will need to pick up your copies from the Copy Center, Monday through Friday 8 a.m.–5 p.m. in the basement of the Community Services Center (CSC) E-B13.

There are times during which Central Duplicating experiences extremely high copy volume. The months of August, December, March, and May are particularly busy. Please allow for some extra time to process your duplication jobs during these crunch periods. Please allow a minimum of 24 hours or more during high volume times.

2.6 **Nights and Weekends**

If you are on campus when classes are not in session, please notify Campus Police at 299-8911. It is important to tell them what building and office you are going to be in, so they can patrol this area. If you leave your office or classroom after dark, or you feel it is unsafe to walk to your car, please call Campus Police and they will escort you.

For after-hours technical support, please see Section 2.16.

2.7 **Pay Days**

Faculty pay checks are disbursed via direct deposit to your bank the last working day of the month. Adjuncts should note that they do not receive a paycheck during the month of January and should plan accordingly. Specific distribution dates and information regarding payroll may be found at: [http://www.mclennan.edu/payroll-information/](http://www.mclennan.edu/payroll-information/).

Questions regarding payroll may be directed to the Human Resource Office, located in the Administration building on the 1st floor, Room 101, or call 299-8611.

W-2 Forms may be viewed and printed from WebAdvisor. Just follow the instructions to complete the consent form so you can view this form electronically.

2.8 **Login Information**

Your email username and password will be mailed to you once you have completed all the required employee paperwork for Human Resources. Your username will be the first initial of your first name, the first initial of your last name, and your seven-digit ID number. i.e. jd1234567

You will be able to reset your password by going to WebAdvisor. When you reset your password for WebAdvisor it will change the password for Email, Brightspace, computer access, wireless, and myAlert (RAVE) log in.

To reset your password:

1. Go to the McLennan Community College Web page: [www.mclennan.edu](http://www.mclennan.edu)
2. Click **WebAdvisor** on the bar at the top of the page
3. Click the **Log in** button in the top-right menu
4. Click the **Reset My Password** option
5. Enter your 7 digit ID and press Submit (This will send an email to your personal email account.)

2.9 **MCC Email**

Email is how you should contact your department/division chair and/or secretary. Email will also be the method your students will be using to contact you, so it is vital that you check your email regularly. Your email address should be listed inside your instructor plan (syllabus).

Do not send emails to the “Everybody” alias without approval. In addition, please be careful with “Reply to All” emails, by replying only to addresses that request or need information. Remember, all emails are subject to the open records act so do not put anything into an email if you cannot say it aloud or put it on a billboard.

Accessing your email account:

1. Go to the McLennan Community College Web page: [www.mclennan.edu](http://www.mclennan.edu)
2. Select the **Faculty & Staff** tab
3. Under Technology Resources, select **Faculty/Staff Email**

Email Knowledge Base: [http://www.mclennan.edu/tech-support/kb?q=email](http://www.mclennan.edu/tech-support/kb?q=email)
2.10 Computer Access

In order to log in to a computer on campus you will need a username and password. Your username will be the first initial of your first name, the first initial of your last name, and your seven-digit id number. i.e. jd1234567.

If you are unaware or have forgotten your password, you can reset it in WebAdvisor. Please check section 2.8 for steps on how to reset your password. When you reset your password for WebAdvisor, it will change the password for Email, Brightspace, computer access, wireless, and myAlert (RAVE) logins.

The domain you will use to log in to the computer is called “McLennan.”

2.11 Brightspace

Brightspace is the course management system used to deliver fully online instruction and hybrid courses with 50% or so of the required content met via online delivery. It is also used to supplement face-to-face courses. You must be trained to teach fully online and hybrid courses. However, anyone can use Brightspace to supplement their face-to-face classes provided that no instruction is required via online delivery.

Brightspace used as a supplemental tool will provide you a virtual space (known as a “Course Shell”) for you to post content such as: your instructor plan, course calendar, outlines, lecture notes, and any other information you would like students to bring to class. Brightspace will also allow you to post grades for students to view. Weekly or chapter assignments and quizzes may be taken through Brightspace. All faculty and adjuncts are required to post their Instructor Plan, gradebook, and attendance in Brightspace even if the class is face-to-face.

Accessing Brightspace:
1. Go to the McLennan Community College homepage: www.mclennan.edu
2. Select the Brightspace button
3. Enter your Username and Password and log in

Brightspace Knowledge Base: Within Brightspace all faculty have access to the Brightspace Mechanics class, which can provide training and how-to resources.

Brightspace Mechanics is a self-paced, video instruction based course that provides training and assessment on common Brightspace tools and features.

2.12 SharePoint

SharePoint is a Web page you can access on campus, from your home, or anywhere you have an Internet connection. Some division offices and departments on campus upload important dates, forms, and other documents that faculty/staff may need.

Accessing SharePoint:
1. Go to the McLennan Community College Web page: www.mclennan.edu
2. Select Faculty & Staff
3. Under the heading Technology Resources click on the SharePoint link

SharePoint Knowledge Base: http://www.mclennan.edu/tech-support/kb?q=sharepoint
2.13 WebAdvisor

WebAdvisor is a tool that provides McLennan Community College faculty, staff, and students with real-time, up-to-date information online. (Note: WebAdvisor is down each weekday night from 2:00–4:00 a.m. for system backups). As a faculty member, you can access your class rosters, enter grades, drop students, and look at your class schedule. As an employee, you can look at your MCC pay advices and W-2 statement.

If you forget your password, click on Reset My Password.

Accessing WebAdvisor:

1. Go to the McLennan Community College Web page: www.mclennan.edu
2. Select the WebAdvisor button
3. Click Log In at the top left

WebAdvisor Knowledge Base: http://www.mclennan.edu/tech-support/kb?q=webadvisor

2.14 Telephone System

If you have a phone in your office you will receive an email with your extension. Not all adjuncts will have their own phone, so you might be sharing a phone in the adjunct offices. If you have any questions or need any help, please call the Help Desk at 8077.

Internal/On Campus Calling: Dial the four digit extension number

External/Off Campus Calling: DIAL 9 + Number

Emergency: DIAL 9 + 911; 911 or On Campus 8911

Transfer to Extension: While on the call, press TRANSFER, enter EXTENSION NUMBER, and press TRANSFER.

Set Up Voice Mail: (Initial Password is 12345) Access the Voice Mail system by pressing the messages button, record your name, record your greeting, change your password, choose to be listed in the directory.

Voicemail: Your voicemails will be sent to your MCC email.

Directory Lookup: Select the Directories button, scroll down to highlight Corporate Directory (or click 5), and choose the select button. You will have several search options available such as – entering (1) the first initial or first name and last name, or (2) complete names in order to locate someone.

Telephone Knowledge Base: http://www.mclennan.edu/tech-support/kb?q=cisco

2.15 Instructional Media Procedures

Most classrooms on campus contain the necessary audio/visual equipment for an effective lecture presentation. This equipment includes: chalk/white board, video presentation device (projector and screen and/or television), computer with network connection, DVD/VCR combination player, and document camera.

There are, however, classrooms across campus that have only a few, if any of the items listed above. As an instructor, it is your responsibility to evaluate the classroom in which you will be teaching. Make note of what equipment is available to you and plan your lectures accordingly. If you need specific equipment, you may request it using the equipment request form located here: http://www.mclennan.edu/information-systems-and-services/media-equipment-setup-request/.
Check-out equipment is for short term use only (up to one week). If equipment is needed for the entire semester, you may contact your department/division chair on the possibility of getting equipment ordered.

**Lecture Capture**

Lecture capture is a process of recording your lecture via the in-classroom recording system. Some classrooms have this equipment installed; however, all instructors have access to this technology even if it is not available in their particular classroom. Instructors may book any recording room across campus as they are available. This can be done by contacting the Research Analyst at 299-8436.

**Test Scoring**

If you use Scantrons for tests, there are Scantron test scoring machines located in nearly every instructional building on campus.

For the full policy: [http://www.mclennan.edu/employees/personnel-handbook/docs/e-2.pdf](http://www.mclennan.edu/employees/personnel-handbook/docs/e-2.pdf)

### 2.16 Technology Help

**Technical Phone Support**

254-299-8077
group@mclennan.edu

**After-Hours Technical Support**

254-717-6349 or 254-299-8095

**Report Technical Problems Online**

Faculty can submit technology issues online at [http://www.mclennan.edu/tech-support/](http://www.mclennan.edu/tech-support/)

**Online "Chat" Technical Support**

[http://helpdesk.mclennan.edu/](http://helpdesk.mclennan.edu/)

For more information including hours of operation: [http://www.mclennan.edu/tech-support/](http://www.mclennan.edu/tech-support/)
3 STUDENT SERVICES

3.1 Nondiscrimination Policy

McLennan Community College is dedicated to providing equal opportunities to all individuals and does not discriminate against any individual regardless of race, color, religion, national or ethnic origin, gender, disability, age, veteran status, genetic information, sexual orientation, gender identity, pregnancy, or other legally protected category in its educational programs, activities, or employment as required by Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Educational Amendments Act of 1972, and the Age Discrimination Act of 1978.

It is the policy of McLennan Community College to provide reasonable accommodations or academic adjustments when necessary. These accommodations and adjustments must be made in a timely manner and on an individualized and flexible basis.

It is the responsibility of individual students, staff, and faculty members to identify themselves as an individual with a disability when seeking an accommodation or adjustment. It is also the responsibility of individual students, staff, and faculty members to document their disability (from an appropriately licensed professional) and to demonstrate how the disability limits their ability to complete the essential functions of their job or limits student's participation in programs or services of the College. Medical documentation will be kept confidential.

For the full policy: http://www.mclennan.edu/employees/policy-manual/docs/E-XXXIV.pdf

3.2 Accommodations (Disability Services)

Accommodations (Disability Services) promotes an inclusive environment at McLennan Community College by facilitating appropriate accommodations, empowering students to be self-advocates, and educating the campus community. The Accommodations Coordinator interacts and collaborates with students, faculty and staff to ensure equal access for students requiring accommodations. Not all students choose to disclose a disability, as it is their right to not do so.

If you have a student in your class with assigned accommodations, you will receive an email notification to your MCC email. Please check your MCC email often. To view what accommodations need to be made, you will be able to check the ADA information for that student in WebAdvisor. To see the accommodations:

1. On the McLennan Community College home page, click on the WebAdvisor link.
2. Log in.
3. Click on the Faculty button.
4. Click on the Class Roster link.
5. Select the semester and then select your class.
6. In the View ADA column, click on the View link to see the ADA accommodations for that student.

Faculty and Instructional Administrators are expected to assist the College in its efforts to comply with our ADA responsibility by working with the Accommodations Coordinator to determine the most appropriate way to provide equal access to course materials which may include course outlines, course notes, PowerPoint presentations, and/or audio/visual recordings of classroom presentations.
The Accommodations Coordinator is located in the Student Services Center building, room 319, or call 299-8122. More information can be found out at www.mclennan.edu/disability.

3.3 Testing

The MCC Testing Center administers a wide range of tests for the purpose of evaluation, assessment, and certification. The Testing Center serves both the students and community at large in expanding the scope of tests offered for college credit, certification, and licensure. Some of the exams offered are Accuplacer WritePlacer, CLEP, HiSET, Math Placement, PSB Admissions Exam, TEAS V, TSI Assessment, and Correspondence Exams. Additionally, the Testing Center administers Instructional exams for students with approved testing accommodations, make-up exams, and exams for internet and hybrid courses.

Instructional Testing Information for Faculty

Submitting exams to the Testing Center requires the following:

1. A completed Testing Center Request Form
2. Request forms to be submitted to the Testing Center 48 business hours (4 working days) in advance for initial set up and reserving of exam dates/times.
3. Exams with supporting instructions submitted 24 business hours (2 working days) in advance of scheduled exam dates/times.
4. Standard time limits listed on the request form in minutes.
   - The MCC Testing Center is not able to accommodate exams with unlimited time limits. The listed time limits should be the STANDARD time for the exam. If the student has an approved testing accommodation for extra time the test length will be automatically recalculated when the student schedules using their RegisterBlast account.
5. Test requests to include the exam password, type of Scantron required, approved calculator types, etc.
   - Failure to notify the Testing Center of approved access to all testing materials may result in a student being denied access to all materials during testing.
6. The MCC Testing Center is not able to accommodate open book/open note exams. Exceptions can be made for students with approved accommodations through Disability Services. This does not include index cards, professor provided formula sheet, or mandated course materials (e.g. coding manual, tax code manual).
7. Request for testing services or changes to original requests can be hand delivered or emailed to testingcenter@mclennan.edu.

The Testing Center is unable to accommodate full class testing for face-to-face courses unless there are extenuating circumstances (illness, emergency, etc.) and approved by your division chair and the Associate Director of the Testing Center.

Instructional Testing Information for Students

Instructional testing is offered Monday-Wednesday from 8:30 a.m.-8:00 p.m., Thursday from 10:00 a.m.-8:00 p.m., and Friday from 10:00 a.m.-5:00 p.m. The latest a student may schedule an appointment depends on the time limit set for the exam. Exams are picked up 10 minutes prior to closing, so students should consider this when scheduling their exams.
1. All students are responsible for registering for their exams through RegisterBlast scheduling software, available at www.registerblast.com/mclennan.
   • Students who receive accommodations for testing purposes must sign-in to their RegisterBlast student account to select which approved accommodations they would like to have set-up for their scheduled exam. Registering as a guest, does not allow students to secure their approved accommodations. Students who log-in to their RegisterBlast student account and unable to see or select their approved accommodations should contact the MCC Testing Center immediately.

2. Students requiring accommodations for testing should register 24-36 business hours (2-3 working days) in advance. Students approved for and requesting a human reader or scribe must request these services 24 business hours (2 working days) in advance.

3. Instructional testing is available on a walk-in basis; however, students who choose to walk-in, instead of registering in advance, will be served on a space-available basis.

4. All students must bring a valid, non-expired photo ID. Acceptable IDs include driver's license, state ID card, passport, school ID, or military ID. A photo or photocopy of an ID is not acceptable.

5. Students should bring only the items needed to complete their test. No prohibited items are allowed in the testing center. This includes sunglasses, hats/caps, backpacks, bags, purses, hoodies, jackets, sweaters, food/drinks, cell phones, smart watches, unauthorized calculators, other electronic devices, unauthorized textbooks and study materials (unless permitted as an authorized testing accommodation or for religious purposes).

6. Children under the age of 18 are not allowed in the Testing Center or Lobby unattended.

7. Students should arrive 15 minutes prior to appointment time for check-in.

8. Students who arrive later than 15 minutes past their appointment time, may be required to reschedule for another testing time.

The MCC Testing Center is located on the 2nd floor of the Student Services Center. Contact at 254-299-8453 or testingcenter@mclennan.edu.

For more information: http://www.mclennan.edu/testing-center/
instructor, you can also assess the Library’s Services for Faculty page: http://mclennan.libguides.com/faculty, which has a list of skills classes and an online request form for faculty to submit requests for library instruction for your classes.

The Library is located in the Learning Technology Center building on the 3rd floor, or call 299-8325.

For the full policy: http://www.mclennan.edu/employees/personnel-handbook/docs/e-1.pdf

3.5 Advising

All new students will initially meet with an academic advisor located in Advising and Career Services. To schedule an appointment, call 299-8614, email advise@mclennan.edu, or come to the Student Services Center, 2nd floor, during business hours. Walk-ins are always welcome.

College is a new experience for most students and is different from high school or the workplace. Academic advisors will help students make the transition so they can get the most out of their time at MCC. After completing the necessary steps to become an MCC student, all students are assigned to an academic advisor according to their declared academic program or Pathway. For Workforce majors, faculty advisors are listed on the students’ Automated Degree Plans and can also be found on the MCC Advisor Guide http://www.mclennan.edu/advisor-guide/docs/Advisor_Guide.pdf. For those students wishing to transfer, those who are non-degree seeking, and those who are undeclared majors, Advising and Career Services advisors are assigned to each student by their chosen Pathway.

For students uncertain as to career choice, Career Services provides in-depth assessments and career coaching for current students at no charge. Career Services also assists our students, alumni, and employers with resume assistance, interview preparation, career fairs, and workshops.

Advising and Career Services office is located in the Student Services Center Building on the 2nd floor, or call 299-8614.

3.6 Center for Academic Excellence

The Center for Academic Excellence (CAE), in conjunction with the Learning Commons, provides students and faculty with space, services, and resources to help students become academically successful at MCC. Simply, a student can contact CAE with questions ranging from "How do I start a research paper?" to "Where can I find a place to study and get?" Lab instructors and tutors are available to help with almost every discipline and with each of the steps required to complete most projects. The job of CAE and Learning Commons is to help students find what they need to become successful, independent learners even when their needs are outside our area.

You can receive writing help and tutoring across nearly all subjects:

- in the Learning Commons on the main floor of the Learning Technology Center,
- on the 1st floor of the Student Services Center,
- by phone at 299-8500,
- or online by joining a Zoom meeting with a tutor using the link below.
CAE trained tutors are available in multiple buildings across campus and can be identified by the Tutor Vests they wear.

For additional information: http://www.mclennan.edu/center-for-academic-excellence/.

3.7 Success Coaches

The Success Coaches of McLennan Community College are committed to building growth-oriented relationships that inspire students to achieve academic and personal success. They empower students and serve as guides for sustainable success while helping students develop intellectually, emotionally, and socially. Success coaches assist students with personal time management, stress management, conflict resolution, study tips, and choosing a career path, as well as referring them to various resources available through MCC and the greater Waco community.

As an instructor, you are invited to refer students for assistance to any of the Success Coaches. If the student is enrolled in your course, you can check the box next to the student in your WebAdvisor roster. If the student is not enrolled in your course, then you can refer the student to the Success Coaches at http://www.mclennan.edu/insight/.

The Success Coaches' offices are located in the Completion Center on the 2nd floor of the Student Services Center, or call 299-8226 (UCAN).

3.8 MCC Student Counseling Center

MCC offers free counseling for all students on campus, including those taking classes from partner schools through the University Center at MCC.

The MCC Student Counseling Center provides free, confidential counseling for many types of concerns:

- Emotional: Anxiety, depression, anger, stress, loneliness, guilt, self-esteem, grief
- Relationships: Marriage, dating, friendship, co-workers, parents
- Family: Family crisis, divorce, identity concerns, problems stemming from childhood
- Academic: Test or presentation anxiety, perfectionism, low motivation

The MCC Student Counseling Center is located in the Wellness & Fitness building, Room 101, or call 299-8210. Office hours are Monday-Friday, 8:00 a.m.–5:00 p.m.

For additional information: http://www.mclennan.edu/counseling/.
4 END OF THE SEMESTER

4.1 Dropping Students

Use this feature to drop students who have never attended or logged into their online course, have reached the allotted number of absences, or have requested to be dropped. Students requesting to be dropped should notify the instructor prior to or by the last day a student withdraws with a “W”.

If the student misses 25 percent of scheduled lecture and/or laboratory meetings, the student will be withdrawn from the course. (See section 1.7 above) If you are not sure whether or not you should drop a student, contact your department/division chair. Also, please be cognizant of the “Six-Course Drop Limit Provisions (TEC 51.907)”. (See Section 1.9 above)

Steps:
1. Go to the McLennan Community College Web page: www.mclennan.edu
2. Select the WebAdvisor button
3. Click Log In at the top left and log in
4. From the WebAdvisor Main Menu, click the Faculty button
5. Under the Faculty Information category, click the Drop Student link (You will not be allowed to drop students before a class starts or after a class ends with this online withdrawal process.)
6. Click the section name and title link to access the section in which you wish to drop a student or students. Click Submit.
7. Select a reason from the Drop Reason drop-down menu located before the student’s name you would like to drop.
8. Click Submit

An email confirmation of the drop request will be sent to you, each individual student, and the Assistant Registrar.

4.2 Posting Final Grades

All grades are due by noon on Fridays of the long semester and by noon on a designated day in the minimester and summer semesters.

You will enter letter grades only, A, B, C, D, and F, no plus and no minus. For developmental courses, grades must be A, B, C, or NC. If a student did not complete the final assignment or exam you may assign an “I” for “Incomplete”. The student is required to complete the remaining work before the end of the next long semester. To be eligible, the student must have completed most of the coursework. Remaining work should not require class attendance. The instructor is responsible to make sure the grade is changed from an “I” to an A, B, C, D, or F before the end of the next long semester. If you do not submit a grade change or the student does not complete the work, the “I” will automatically convert to an “F” at the end of the semester.

You are not allowed to enter a withdrawal “W” grade for students who drop your course. It will be helpful if all drops have been processed before the final grades are entered.

Steps:
1. Go to the McLennan Community College Web page: www.mclennan.edu
2. Select the WebAdvisor button
3. Click Log In at the top left and log in
4. From the WebAdvisor Main Menu, click the Faculty button
5. Under the Faculty Information category, click the Grading link
6. Click the section name and title link to access the section in which you wish to grade your students. Click Submit.
7. A list of your classes will appear on the screen. Click the box located under the Choose One column for the class you wish to grade. Click Submit.
8. Enter your grades.
   If you enter an incomplete grade, the expiration date should be the end date of the next long term. There will be a message at the time that will read “For incomplete grades please enter expire date as”.
9. Click the Submit button when you have finished entering grades for the selected section.
10. If the grade(s) were submitted successfully, a confirmation page will display listing the student name, student ID number, grade, and expiration date if entered.
11. Click the Submit or OK button to receive an email conformation from Datatel confirming the grades.


### 4.3 Commencement

The College has three graduation ceremonies a year. Graduation ceremonies will take place after the Fall, Spring, and Summer II semesters, during the months of December, May, and August, respectively. Full-time faculty are expected to attend each commencement. Adjuncts are welcome to attend.

### 4.4 Grade Change

Grade changes, including changes of Incomplete grades, may be made in WebAdvisor before the end of the next long semester. Grade changes requested after the time limit has expired or for other unusual circumstances will require the appropriate Dean’s Office approval.

Steps:

1. Go to the McLennan Community College Web page: [www.mclennan.edu](http://www.mclennan.edu)
2. Select the WebAdvisor
3. Click Log In at the top left and log in
4. From the WebAdvisor Main Menu, click the Faculty button
5. Under the Faculty Information category, click the Change Student Grade link

If you do not submit a grade change or the student does not complete the work, the “I” will automatically convert to an “F” at the end of the next long semester.

For the full policy: [http://www.mclennan.edu/employees/policy-manual/docs/B-XIV-B.pdf](http://www.mclennan.edu/employees/policy-manual/docs/B-XIV-B.pdf)

### 4.5 Instructor Absence/Substitute Report

Instructors must meet all scheduled classes and cannot simply decide to dismiss or not meet classes at any particular time. Teachers may be absent for a variety of reasons which are legitimate per the Personnel Handbook. In general, instructors are expected to
make advanced preparations for anticipated absences with the appropriate department/division director.

Please notify your department/division secretary of unplanned absences so that students may be notified. If a substitute teacher is needed, substitute pay is deducted from the adjunct/faculty member’s paycheck.


### 4.6 Student Evaluations

As the instructor, there will be no need to request to be evaluated, the only thing we ask is that you communicate the importance of course evaluations to your class. Please inform your students how you use course evaluations as suggestions for improvement of the course and yourself.

Student evaluations shall be administered for each instructor in all sections with a section enrollment of five or more every semester (including summer terms and minimesters) using Brightspace.

Students will be notified each time they log in to Brightspace that the evaluation is available, and they will receive an email invitation as well.

Student evaluations shall be conducted as follows:

- All fall and spring courses 16 weeks or greater and summer courses 11 weeks or greater will have evaluations open for four weeks prior to the week of final exams.
- All other fall and spring course lengths, eight-week courses, and summer courses will have evaluations open for three weeks prior to the week of final exams.
- All minimester courses will have evaluations open for seven days prior to the day of final exams.
- All field courses will have evaluations open for seven days prior to the last class day.

For the full policy: [http://www.mclennan.edu/employees/policy-manual/docs/B-XII.pdf](http://www.mclennan.edu/employees/policy-manual/docs/B-XII.pdf)

For more information or to preview the course evaluations: [http://mcciep.mclennan.edu/home/evals/](http://mcciep.mclennan.edu/home/evals/)

### 4.7 Instructor Observations

Regular evaluation of individual instructors is essential to building and maintaining excellence in the instructional program. Evaluation should provide information about performance both to the instructor and his/her supervisor. This information serves as a base for professional improvement of the instructor, as well as for administrative decisions regarding the granting of tenure, assignment, and re-employment. As a result of the evaluation process, instructors can continue to polish existing skills. Therefore, the instructional program will continue to improve.

The evaluation of faculty addresses teaching, professional development, collegiality, and service. Student evaluations, supervisor observation, grade distribution/retention data, and professional portfolio will document these components. The process will culminate in a supervisor – instructor conference.
Your supervisors shall conduct classroom observations of instructors in their areas of responsibility, shall conduct evaluation conferences with instructors, and shall insure participation of instructors in the evaluation process.

Observation by Supervisor

At least one classroom observation of tenured instructors will occur every three years. Classroom observations for tenure-track, tenure eligible and adjunct instructors will be yearly for the first five years, after which observation for tenure eligible faculty and adjunct faculty will occur at least every three years.

Portfolio

Tenured, tenure-track and tenure eligible instructors will develop an ongoing portfolio, which may be either electronic or paper. The teaching portfolio is one of the components of the faculty evaluation process.

The portfolio will include the following:

1. a brief teaching philosophy
2. sample syllabi
3. sample assignments and exams
4. presentations and publications
5. an updated curriculum vitae (including committee assignments, service projects, and educational advancements)
6. the Professional Development Plan for the following year shall include:
   a) progress in accomplishing last year’s Professional Development Plan
   b) goals for the current year
   c) means for accomplishing goals
   d) pertinent courses, workshops, or other resources needed to accomplish goals
   e) reflective narrative

Adjunct instructors will keep a teaching file of current syllabi, sample assignments, and sample tests. A portfolio is optional.

Evaluation Conference

Supervisors will meet annually with instructors. The instructor and supervisor shall review the following materials at this conference:

1. Student Evaluation of Instructor Forms if available.
2. Traditional, Video, or Virtual Classroom Observation Summary when available.
3. Computer Summaries of Student Evaluations and Grade Distribution/Retention Data.
6. Portfolio.
7. Student Advising.
8. Assigned Administrative Duties Reviewed.

For the full policy, including evaluation/observation schedule tables and table of materials needed for evaluation conference: http://www.mclennan.edu/employees/policy-manual/docs/B-XII.pdf
5 NOTEWORTHY ITEMS

5.1 Academic Pathways

McLennan Community College embarked on a major redesign of its student support and academic programs in 2017 in support of student success. The concern we were facing was the number of students either completing a 2-year degree in 4 to 6 years or dropping out of college. Moreover, we were finding students were completing 90+ credit hours without a degree or certificate. Moreover, as they try to sort through their options, they take courses that will not suit them and lose ground both in time to graduation and in escalating college costs.

In our review of the data we found we have traditionally offered too many degree and/or certificate options that they must decide on during their first time on campus, a confusing and difficult task for any student. The academic pathway is meant to tackle all of these challenges, cutting back on options students face at the beginning of their academic journey, working with them along the way through advising, academic support structures, and mentoring to help them explore options and make career choices that best meet their abilities without losing time to graduation.

What are academic pathways?

An academic pathway model is an integrated, system-wide approach to student success that builds a clear, educationally coherent program map of coursework and contextualized support structures for students within six major career/professional concentrations in which the student can explore degree options yet remain on track to graduate within the minimum required time. The pathways also serve as a way to narrow student choices at the start of their academic journey at the college while they learn about different disciplines and career options, then broaden opportunities as students become better informed. Pathways are also tied to industry credentials or transfer agreements with four-year institutions. This ensures a student knows from the start of their academic through MCC that their degree and/or certificate will seamless transition into the workplace or transfer to the students’ four-year institution of choice.

The six pathways at MCC are:

1. Science, Technology, Engineering and Math (STEM) (Biology, Chemistry, Geology, Astronomy, Physics, Computer Science, Math, Statistics, Engineering, Agriculture and Pre-professional programs)
2. Business (Accounting, Marketing, Management, Real Estate, Entrepreneurship, Computer Information Systems, Office Administration, Health Information Technology, Hospitality)
3. Creative Arts (Music, Theatre, Music Industry Careers, and Art)
4. Liberal Arts (History, Government, Anthropology, Sociology, Psychology, Philosophy, English, and Languages)
6. Health Professions (Nursing, Radiological Technology, Respiratory Technology, Occupational Therapy Assistant, Physical Therapy Assistant, Medical Lab Technology, Certified Medical Assistant, Certified Nursing Assistant)

MCC has also worked to integrate the pathway model into our high school programs such as dual credit, early college high school and early admission. The pathway model ties directly into the five endorsements implemented in public high schools since 2016. By
advising all of the high school students into a pathway, we ensure that every one of the courses they take with us transfers into a degree or certificate program.

**What does pathways mean for students?**

The academic pathways simplify entering student degree and certificate choices until they are better able to decide what best suits their abilities and interests. In this process, it allows students to explore various areas while not losing pace in their progress to graduation. Each pathway will have curriculum and support structures oriented to meeting the needs of students as the progress through their academic journey. This will also include intrusive advising and career counseling along pathways. It will also help build learning communities/cohorts of students with similar interests.

**Why are pathways important?**

Academic pathways serve both the student and the college in being more successful by:

- helping students not be overwhelmed when considering college and the decisions they must make when enrolling;
- helping students make better informed decisions on career/professional goals with the support of faculty and advisors without losing time or coursework;
- helping students stay on path towards completing their degrees or certificates;
- ensuring students are learning;
- building closer ties among high school, college and 4-year IHE degrees;
- managing course scheduling and student demand more effectively; and ultimately
- improving student persistence, retention and graduation rates.

**An example of a Pathway:**

STEM pathway would include degrees and certificates covering the disciplines of Science, Math, Engineering, Agriculture and Technology (Computer Science). Students who are interested in any of these areas but do not have a specific degree in mind would join the pathway on a multidisciplinary Associate of Science degree. The first two semesters would be set for the student to help them learn about careers and professions available through this pathway, providing them an opportunity to try different areas while working closely with them through intrusive advising by student development and mentoring by faculty. All students entering this pathway will be required to work towards completing their Math skills through Calculus and must sign up for majors-STEM courses. This will ensure the student continues moving forward with their coursework, explore options yet not lose coursework during the process. Once students better focus their interests, they will be advised into STEM metamajors with specific selection and sequencing of courses leading to their preparation in a specific discipline or area of study. All pathways curricula will be aligned with transfer degree options with partner 4-year institutions and/or with local industry.

For more information: [http://www.mclennan.edu/pathways/](http://www.mclennan.edu/pathways/)

### 5.2 Travel Form

**Before your travel:** Submit a Travel Approval/Reimbursement Request form [http://www.mclennan.edu/employees/policy-manual/docs/D-III-BTravelForm.pdf](http://www.mclennan.edu/employees/policy-manual/docs/D-III-BTravelForm.pdf) to your immediate supervisor for their approval and then submit a copy to the Business Office. Secure a hotel tax exemption form and tax identification number from the Business Office.
During your travel: Keep all receipts for travel, lodging, and meals. Please insure that all receipts for travel, lodging, and meal(s) are detailed/itemized receipts. (You may have to ask for a detailed receipt.)

After your travel: Within ten days of your return, submit the Travel Approval/Reimbursement Request form with receipts to your immediate supervisor. Your supervisor will then submit the form and receipts to the Business Office. Purchasing Card original receipts should be attached to Account Statement for period covered, while copies of the receipts should be attached to the Approval/Reimbursement Request form.

Important Notes:

- All international travel must be approved in advance by the President.
- State tax will not be reimbursed for in-state lodging. Hotels in Texas will exempt the College from state taxes, but not city taxes, when the hotel tax exemption form is completed and filed upon registration at the hotel.
- The College will not reimburse for alcohol nor room service.
- The College also does not pay sales taxes; it is the responsibility of the employee to inform the vendor. Any sales taxes paid using the Purchasing Card must be reimbursed to the College by the employee.
- Do not use a travel agency or travel websites such as Expedia, Orbits, Hotwire, etc.
- Need prior approval from your Vice President to charge hotel Internet service fees while traveling.


5.3 Professional Development/Step-Credit

The purpose of the Professional Development Program is to provide opportunities and incentives for all staff to improve the effectiveness of instruction and the efficiency and effectiveness of all support programs. Ongoing participation in development activities is expected for all employees. This supports the College mission "to engage, educate and enrich its community."

The appropriate Dean and/or Vice President(s) shall approve all activities and expenditures for development activities for their respective areas. College-wide professional development opportunities will be made available through the Professional & Organizational Development Department (POD).

All full-time faculty members must complete three semester hours or approved equivalent activity every four years. To receive educational credit or step-credit, the faculty member must submit the Request for Step Credit & Professional Development form and have it approved by their supervisor and the appropriate Dean.

A standing Development Committee for Professional Employees has been established to solicit, collect, and judge proposals submitted by full-time, regular professional employees for development and to provide input for development activities on campus for all professional staff.

The Professional Development Office offers a variety of trainings throughout the year. Most POD classes are free of charge. MCC employees may register for professional development classes through WebAdvisor. For registration instructions, please visit the Professional Development website at [http://www.mclennan.edu/professional-and-organizational-development/](http://www.mclennan.edu/professional-and-organizational-development/).
Professional Development Day (PD)

MCC devotes two days a year to the professional development of its employees, one in fall and one in spring. PD Day is mandatory for all full-time faculty and all adjuncts are welcome to attend. The day normally includes breakout sessions from a variety of different areas and topics.

For more information: [http://www.mclennan.edu/pdday/](http://www.mclennan.edu/pdday/).
For the full policy: [http://www.mclennan.edu/employees/policy-manual/docs/F-III-D.pdf](http://www.mclennan.edu/employees/policy-manual/docs/F-III-D.pdf)

5.4 Sick Leave

Sick leave is accrued at the rate of eight (8) hours for each month or fraction of a month of paid employment. A full-time faculty member who is absent from duty on account of personal illness, (including confinement related to pregnancy, childbirth, or injury) is allowed sick leave without deduction in pay on the basis of one day sick leave accumulated for each month of service. If the faculty member misses a portion of one day the time deducted for sick leave will be the time missed in class and office hours. If one or multiple days are missed, then 8 hours per day would be deducted. Finally, if the faculty member misses class Monday through Thursday, it will show 40 hours of sick leave since Fridays are considered work days. Adjunct faculty do not accrue sick leave.

Unused sick leave will accumulate up to 120 working days’ (960 hours) sick leave. A faculty member who is absent because of death of a member of the immediate family may be granted a reasonable amount of his accumulated sick leave. The amount of sick leave used should not exceed 5 working days in each case.

The faculty member’s supervisor should notify the Human Resources Office of those who have been absent for three consecutive days. A faculty member who is absent or who anticipates an absence of more than 30 calendar days must complete a Leave of Absence form accompanied by an attending physician's statement. The form can be obtained from the Human Resources Office.


5.5 Tenure Process

All faculty positions that are employed by an annual contract fall into three categories:

- Tenure-eligible faculty are those faculty who receive a yearly contract but who have not been placed on the tenure track. They must be appointed on a full-time basis.
- Tenure-track faculty are those who appointments lead to consideration for tenure. They must be appointed on a full-time basis.
- Tenure means the entitlement of a faculty member to continue in his or her academic position unless good cause for dismissal is demonstrated in a fair hearing following the procedures of due process. The Vice President of Instruction will make a recommendation to the President, who will then make a recommendation to the Board of Trustees.

Faculty employed as “non-tenure track” and all new faculty will be hired under one-year, tenure-eligible, renewable contracts, which may convert to the tenure track. New faculty must complete the fall and spring semesters of their year of hire before being eligible for conversion to the tenure track.
The Evaluation Chart [http://www.mclennan.edu/faculty/docs/Evaluation_Chart_Tenure.pdf](http://www.mclennan.edu/faculty/docs/Evaluation_Chart_Tenure.pdf) will be used in the process of evaluating “tenure eligible” to “tenure track” status, and will serve as a summary document for each of the years the “tenure track” person is being evaluated. This chart will be shown and discussed with faculty members so that they will always know how they are being evaluated toward their goal of “tenure”. The Flow Chart for Tenure [http://www.mclennan.edu/faculty/docs/Flow_Chart_for_Tenure.pdf](http://www.mclennan.edu/faculty/docs/Flow_Chart_for_Tenure.pdf) will show the process.

For the full policy and details regarding the steps for tenure: [http://www.mclennan.edu/employees/personnel-handbook/docs/d-1.pdf](http://www.mclennan.edu/employees/personnel-handbook/docs/d-1.pdf)

5.6 Teaching Online

There is a process for teaching a course online or as a hybrid.

1. Contact the Center for Teaching and Learning to have a course shell created for you.
2. When at least 50% of the content exists in the course shell and your syllabus and support materials exist, you can then submit a Principles of Good Practice (PGP) form [http://www.mclennan.edu/center-for-teaching-and-learning/docs/Principles_of_Good_Practice.pdf](http://www.mclennan.edu/center-for-teaching-and-learning/docs/Principles_of_Good_Practice.pdf). This is a .pdf form that is filled out electronically, digitally signed by you, and sent via email along the approval stages.
3. Once your PGP has completed the signing process, your course can be added to the course list for student enrollment.

Full-time faculty interested in teaching a semester load fully online will require support of the department/division chair and Dean with final approval coming from the Vice President of Instruction. Approval will be based on the needs of and benefit to the College, division, and department, and cannot involve any additional cost to the College or to students. Specific requirements for the request are listed in MCC Policy F-III-e at [http://www.mclennan.edu/employees/policy-manual/docs/F-III-E.pdf](http://www.mclennan.edu/employees/policy-manual/docs/F-III-E.pdf).

For assistance in creating your online or hybrid course, please contact the Center for Teaching and Learning, located in the Learning Technology Center, Room 222, or call 299-8382.


5.7 Sexual Misconduct Policy

Sex offenses including rape, acquaintance rape, sexual harassment, and other sex offenses (forcible or non-forcible) against any student or employee are prohibited and will not be tolerated. Individuals aware of incidents involving sexual misconduct are encouraged to report the offense immediately to an appropriate campus official and/or campus law enforcement officials.

Individuals who would like to report an incident of Sexual Misconduct are encouraged to immediately contact the following:

Drew Canham, Title IX Coordinator
Vice President, Student Success
Administration Building, Room 408
254-299-8645
dcanham@mclennan.edu
If a complaint is first made to any other employee of the College, that employee should refer the complaint to the Title IX Coordinator as soon as possible, but not to exceed one business day. The campus official receiving the report shall advise the complainant of the importance of preserving evidence for possible future legal investigations.

For the complaint procedure, details on formal action, and information on protection for the parties involved, please consult the full policy:

5.8 College Computer Resources

As a part of the physical and social learning infrastructure, McLennan Community College acquires, develops, and maintains computers, computer systems, and networks. These computing resources are intended for college-related purposes, including direct and indirect support of the college’s instruction and service missions; of college administrative functions; of student and campus activities; and of the free exchange of ideas among members of the college community and between the college community and the wider local, national, and world communities.

The use of college computing resources, like the use of any other college-provided resource and like any other college-related activity, is subject to the normal requirements of legal and ethical behavior within the college community.

Security and Privacy

The College employs various measures to protect the security of its computing resources and of their users’ accounts. Users should be aware, however, that the College cannot guarantee such security. Users should therefore engage in “safe computing” practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly.

Users should also be aware that their uses of college computing resources are not completely private. While the College does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the college’s computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendition of service. The College may also specifically monitor the activity and accounts of individual users of college computing resources for certain specified reasons that are laid out in the policy.

For the full policy: http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI.pdf

5.9 Inclement Weather

When inclement weather occurs, a college administrator designated by the President (generally, the Vice President of Instruction) will determine if closing is necessary. The Director of Marketing & Communications will release a statement concerning the college schedule to the campus and to the local news media. If the weather condition occurs during working hours, the statement will be released through normal distribution channels on campus. Communication vehicles of an adverse weather condition will include, but not be limited to, notification on the college email system, personal cell phones via text messaging, and any other notification systems implemented by individual college departments/divisions.

For the full policy: http://www.mclennan.edu/employees/policy-manual/docs/F-I-D8.pdf
5.10 Crisis Management

MCC has followed the recommendations of FEMA and set in place procedures to address prevention, preparedness, response, and recovery as it deals with disasters and other hazards that could affect our campus.

- The Emergency Operations Field guide, which can be loaded on an iPhone or iPad, can be found at: [http://www.mclennan.edu/crisis-management/docs/Emergency_Operation_Field_Guide.pdf](http://www.mclennan.edu/crisis-management/docs/Emergency_Operation_Field_Guide.pdf)

There are several preventive measures faculty may take to help reduce problems should a disaster or hazard occur.

- Take time the first day of classes to make sure your students know how to evacuate the building if an alarm sounds. Leave the building through the closest exit and proceed to the designated evaluation area for your building. Help those in need of assistance so that they are able to evacuate the building safely. A map showing the evacuation areas can be found at: [http://www.mclennan.edu/crisis-management/docs/Campus_Evacuation_Map.pdf](http://www.mclennan.edu/crisis-management/docs/Campus_Evacuation_Map.pdf). Once outside of the building, make sure all of your students are accounted for and be careful not to block fire lanes.


Other safety principles to remember:

- **In All Emergencies**
  If it is safe to do so, students should take personal belongings (car keys, purse, backpack, coat, etc.) with them. Students may not be allowed back into the building for some time. As a daily routine, students should consider positioning all items they may take with them so they are secure, but quickly accessible.

- **Emergency Notification or Alert**
  If you have signed up with McLennan myAlert you will receive alert messages on your cell phone, office computer, and classroom computer (if it is being used) to give instructions on how to proceed.

For more Crisis Management information: [http://www.mclennan.edu/crisis-management/](http://www.mclennan.edu/crisis-management/)

5.11 Campus Carry

As of August 1, 2017, concealed handgun license holders may carry concealed handguns on the MCC campus. MCC extensively consulted with students, staff, faculty, and community members to develop a policy regarding specific gun-free zones and regulations for Campus Carry at MCC.

This policy is compliant with the Texas Senate Bill 11 and addresses the health, safety, and welfare of the campus community. This policy applies to all students, employees, and visitors of McLennan Community College.

The Board of Trustees approved this policy and it is located on the MCC website for review at: [http://www.mclennan.edu/employees/policy-manual/docs/E-XXXVI.pdf](http://www.mclennan.edu/employees/policy-manual/docs/E-XXXVI.pdf)