

# **Ranger College**



## **2024-2025 Faculty Handbook**

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The Ranger College Faculty Handbook is an online quick reference guide detailing information pertaining to full-time and adjunct faculty. It provides general information about college policy, procedures, services for faculty, and faculty responsibilities.

## **Section I – College Organization**

### **A Brief History of Ranger College**

Ranger College opened its doors on the third floor of Ranger High School in 1926 with 30 students enrolled, which makes it one of the oldest public two-year colleges in continuous operation in the state of Texas. In fact, its history predates the legislation authorizing and establishing junior colleges in the state. In August 1925, the Board of Education of the Ranger Public Schools voted to proceed with plans for establishment of a junior college. On September 13, 1926, RC opened with 30 students enrolled. The College operated under supervision of a College Council composed of three members of the Board of Education and nine other Ranger citizens and was recognized by the State Department of Education on March 23, 1927. Two years later, in 1929, the first State statute authorizing junior colleges was passed by the 41st Legislature.

The College operated under this statute until the passage of the "Validation of Junior College District Acts" by the 45th Legislature in 1937. It then continued to operate as part of the public school system until August 18, 1950, when the State Board of Education voted to separate the Junior College and the public schools. As a result of this action, Ranger Junior College, after 24 years of joint operation with the public school system, became a unit within itself and Dr. G. C. Boswell became the first official President of the College. Ranger College has operated continuously ever since as an autonomous educational institution overseen by a Board of Regents.

Today, the College's home location occupies a 50-acre residential campus within the city limits of Ranger, an Eastland County community of approximately 2,500 people. In 2010 the College expanded its physical presence with the opening of its Brown County Center in Early, Texas. RC-Brown Center offers academic classes as well as a cosmetology program, and the ADN & VN nursing programs.

In 2011, the College opened the Erath County Center in Stephenville. RC-Erath Center offers academic classes as well as cosmetology, machining, welding, child development, and EMT programs.

Ranger has also experienced significant growth in its dual credit program, with dual credit students at more than 40 partner high schools now accounting for roughly half the College's total enrollment. After nearly a century of growth and expansion, Ranger College currently offers three academic transfer degrees (AA, AS, and AAT) and a variety of workforce degrees, workforce certificates, and continuing education opportunities. Ranger College specializes in equipping graduates with the knowledge, skills, and training they need to succeed upon entering the workforce or transferring to a four-year institution.

## **Mission of the College**

“The mission of Ranger College is to transform lives and give students the skills to be a positive influence in their communities.”

Ranger College carries out its mission through a clearly defined set of programs, services, and community partnerships. These include:

- 6+6 Pathways to Success
- Continuing education programs
- Customized training
- Developmental courses
- Distance education programs
- Dual credit programs
- Hispanic-Serving Institution (HSI)
- International student program
- Ranger REACH
- Student-Athlete programs
- Texas Guided Pathways
- TRIO Student Support Services (SSS)
- University transfer programs
- Upward Bound
- Workforce education programs

## **Vision of the College**

Ranger College will be the trusted leader in meeting current and emerging needs for training and education that transforms lives, inspires hope, and builds communities.

## **Core Values of the College**

Ranger College shall be a dynamic public community college that is dedicated to fostering student success through excellence in educational instruction, quality support services, and responsible governance within the framework of the following values, which are listed and numbered in their order of importance:

- **Integrity:** We commit to remaining fair, honest, ethical, and transparent in all of our dealings. We hold ourselves accountable to the communities we serve, and we diligently strive to ensure that what we say is always fully aligned and coherent with what we do.
- **Excellence:** We strive to deliver programs, teaching, and service that are of the highest quality, and we commit to the continuous pursuit of improvement.
- **Community:** We are committed to the cultivation of positive relationships and valuable common experiences among students, faculty, and staff. We are also committed to the cultivation of constructive partnerships and positive relationships with the communities we serve. We recognize both types of community-building as crucial to the fulfillment of our mission.

- **Unity:** We believe everyone should be respected and are committed to the experience of cooperation and acting with purposeful reflection to uphold our vision and mission.

- **Leadership:** We value the unique strengths of our students, faculty, and staff, and we encourage all members of our community to lead from where they are by seeking opportunities to create positive change.

Admissions, employment, and program policies of Ranger College are nondiscriminatory in regard to race, creed, color, sex, age, disability, veteran's status, and national origin. All recruitment and admissions materials comply with Section 504 and the ADA.

Ranger College is an equal opportunity provider and employer. Individuals wishing to file a Civil Rights program complaint of discrimination should complete the USDA Program Discrimination Complaint form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) or at any USDA office, or call 866.632.9992 to request the form. A letter containing all the information requested in the form may also be written. Completed complaint forms or letters should be mailed to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410, by fax (202) 690-7442, or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

## **Accreditation**

Ranger College is accredited by the Commission on Colleges of the [Southern Association of Colleges and Schools](#).

## **Board of Regents**

The nine members of the Ranger College [Board of Regents](#) are elected officials and serve six-year terms. The Board functions as the legislative and policy-making body charged with the governance and control of activities at Ranger College. The formulation and adoption of written policy is the method by which the Board exercises its leadership in the operation of the College. The Board delegates to the President of the College the function of specifying required actions and designing the detailed arrangements under which the College will be operated.

## **Publications by the College**

The [Ranger College Catalog](#) details admissions requirements, course offerings, grading system, student services, and tuition and fees. It includes the calendar as well as the course schedule.

Policy Manual is the complete, detailed source that sets forth all policies approved by the Board of Regents. <https://pol.tasb.org/Home/Index/413>

Board Agendas provide record to the items taken before the Board of Regents for consideration. [Agendas](#) are published and distributed by the President's Office.

Faculty-Staff Directory is an online listing of all personnel employed by Ranger College and is available at <https://www.rangercollege.edu/about-us/phone-email-directory/>.

### **State Regulatory Agency**

The Texas Higher Education Coordinating Board (THECB) is a statutory nine-member board appointed by the Governor. State funding appropriated by the Legislature for academic programs is administered by the Board. It reviews and approves degree programs and is responsible for statewide planning and policy-making to assure quality and efficiency in Texas higher education. <http://www.thecb.state.tx.us/>

## Section II – Human Resources Information

### [HR Webpage](#)

#### **Access to Personal Information**

Ranger College is governed by rules and regulations of the Texas Open Records Act that calls for public access to the records of the College, including personal information. If faculty choose NOT to allow public access to home addresses and phone numbers, the information will not be distributed when requested. If faculty do not indicate a choice, the information is subject to public access. To restrict distribution, faculty must indicate to the Director of Human Resources and complete the [Change of Information form](#).

#### **ADA Accommodations**

Ranger College is required to make an accommodation to an applicant or employee certified to have a known disability affecting a life activity or ability to work. Faculty who become disabled may contact the Director of Human Resources for assistance ([form](#)). For further information, refer to the policy [FA \(Legal\)](#) or [Employment of Individuals Under the Americans With Disabilities Act](#).

#### **Drug-Free/Alcohol-Free/Tobacco-Free Workplace Policy**

Ranger College maintains drug-free, alcohol-free, & tobacco-free workplace [policies](#), which all employees must comply as a condition of employment.

#### **Equal Employment Opportunity Policy**

Ranger College is an equal employment opportunity/affirmative action employer. The College shall not discriminate on the basis of race, color, creed, national origin, religion, age, sex, political affiliation, or physical disability. Discrimination is prohibited and the College will comply with all applicable College policies and State and Federal legislation. [Policy DAA \(Legal\)](#)

#### **Harassment Prevention**

Ranger College does not tolerate harassment by any person on the basis of sex, race, color, religion, or national origin. Possible harassment should be reported immediately to the employee's supervisor. All complaints, verbal or written, are taken seriously and investigated promptly, impartially, and with due respect for confidentiality. Anyone found to have engaged in harassment shall be subject to disciplinary action, which may include termination.

[Policy DAA \(Local\)](#)

#### **Holidays**

Holidays the College observes for employees and students are listed in the Board-approved calendar in the [College Catalog](#). Full-time instructional staff members are to return to work at the beginning of the week prior to the start of classes each long semester. [Policy DEC \(Legal\)](#) ensures faculty members can be absent from work for the observance of a religious holy day

with proper notice.

### **Inclement Weather**

Classes at Ranger College may be canceled due to inclement weather. The President or the designee will notify faculty, staff, and students through an automated phone messaging system. Employees are encouraged to update the HR Office with changes to phone numbers. A school closure due to inclement weather does not negate an employee's scheduled personal leave.

### **HR- Required Documents**

In meeting its standards for accreditation, Ranger College is required to maintain files that document the academic preparation of faculty, including official transcripts. An official transcript is an original document imprinted or embossed with a college seal or signature submitted directly to Ranger College by the sending institution of higher education. Transcripts marked as "Issued to Student" by the sending institution will not be accepted.

Faculty who teach in a technical and applied program may also be required to document work experience or professional competence. All faculty must have a completed Ranger College [application](#), [W-4](#), and [I-9](#) form on file, as well as other completed documents found on the [HR website](#).

### **Payment Schedules/Payroll**

The Human Resources website maintains the [list of payment dates](#) for employees. The [employee portal](#) allows viewing of W-2 documents, monthly check information, and hours remaining for personal leave and sick leave.

### **Benefits**

Questions about employee benefits should be directed to the Payroll and Benefits Coordinator at (254) 647-3234, extension 7041. Please also visit the Employee Retirement Services website at [www.ers.state.tx.us](http://www.ers.state.tx.us). Benefit quick-links are located on the [HR website](#).

### **Standards of Conduct**

All College employees shall perform their duties in accordance with state and federal law, College policy, and ethical standards. All College personnel shall recognize and respect the rights of students, other employees, and members of the community and shall work cooperatively with others to serve the best interest of the College. Consensual relationships between employees in positions of authority and their subordinates or between faculty and their students shall not be permitted by the College. [Policy DH \(Local\)](#)



## **Worker's Compensation**

**COVERAGE:** Ranger College has workers' compensation insurance coverage from Claims Administrative Services in the event of work-related injury or occupational disease. Any injuries or occupational diseases that occur on or after that date will be handled by CAS, who can be reached at 1-800-765-2412. An employee or a person acting on the employee's behalf must notify the employer of an injury or occupational disease not later than the 30th day after the date on which the injury occurs or the date the employee knew or should have known of an occupational disease, unless the Texas Department of Insurance, Division of Workers' Compensation (Division) determines that good cause existed for failure to provide timely notice. Ranger College is required to provide employees with coverage information in writing when employees are hired or whenever the employer becomes, or ceases to be, covered by workers' compensation insurance.

**EMPLOYEE ASSISTANCE:** The Division provides free information about how to file a workers' compensation claim. Division staff will answer any questions employees may have about workers' compensation and process any requests for dispute resolution of a claim. Assistance can be obtained by contacting the local division field office or by calling 1-800-252-7031. The Office of Injured Employee Counsel (OIEC) also provides free assistance to injured employees and will explain employee rights and responsibilities under the Workers' Compensation Act. OIEC's assistance can be obtained by contacting an OIEC customer service representative in the local Division field office or by calling 1-866-EZE-OIEC (1-866-393-6432).

**SAFETY VIOLATIONS HOTLINE:** The Division has a 24-hour toll-free telephone number for reporting unsafe conditions in the workplace that may violate occupational health and safety laws. Employers are prohibited by law from suspending, terminating, or discriminating against any employee because he or she, in good faith, reports an alleged occupational health or safety violation. Contact the Division at 1-800-452-9595.

## **Family and Medical Leave Act (FMLA)**

Ranger College provides family and medical leave to employees in accordance with the Family and Medical Leave Act of 1993. See [Policy DECA \(Legal\)](#) for eligibility requirements, qualifications, and provisions.

## **Faculty Development Leave (Sabbatical)**

By definition, a sabbatical is "a period of paid leave granted to a college teacher for study or travel, traditionally every seventh year."

Faculty development leave may be granted by the President with approval of the Board of Regents for a period of not less than one semester or more than one academic year. Faculty members on sabbatical may draw a full salary or half salary, depending on the nature of the leave.

Sabbatical will be granted only under these conditions:

1. An employee must have been with the College for at least six (6) years to be eligible for development leave.
2. A suitable substitute must be found for the faculty member who requests leave. Substitutes will be made aware of the temporary nature of the position.
3. An employee requesting a sabbatical should prepare a formal, written request describing the details of the sabbatical (purpose, length, and other pertinent details). The written request should be directed to both the appropriate administrator and the President and should be submitted well in advance in order for proper arrangements to be made and for Board approval.
4. The nature of a sabbatical is generally for the faculty member to conduct research in his or her field, to pursue advanced professional development, or to further the goals and mission of the College.

## **Taking Time Off from Work**

### [Policy DEC \(Local\)](#)

**Sick Leave** – Notify immediate supervisor of impending absence as soon as possible by phone or text message. Notify students through Canvas if a face-to-face class is canceled. For face-to-face classes held at Erath or Brown County, notify the designated administrator. Complete a [leave request form](#), obtain the immediate supervisor’s signature, and submit it to Human Resources within 24 hours of return to work.

**Personal Leave** – Submit a written request ([leave form](#)) for use of personal leave to the immediate supervisor in advance. In deciding whether to approve or deny personal leave, the supervisor shall not seek or consider the reasons for which an employee requests to use leave. The supervisor shall, however, consider the effect of the employee’s absence on the educational program or College operations. Notify students through Canvas if a face-to-face class will be canceled and notify the center administrator if the class is held at Erath or Brown County.

## **Keys**

Faculty will receive keys for their offices and other areas to which they need access. Complete the [Key Request form](#) and submit to the Director of Human Resources. Keys are not to be duplicated or loaned to others and must be returned to Human Resources when departing from the College or when changing positions.

## **Chain of Command/Organizational Chart**

College employees are to attempt resolution of concerns/questions at the lowest appropriate level. Refer to the [organizational chart](#) as needed.

## **Grievance Process**

College employees are encouraged to discuss concerns with their supervisor or other appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. An employee may initiate the formal grievance process by the timely filing of a written [complaint form](#). The formal process is outlined in [Policy DGBA \(Local\)](#).

## **Phone & Email Directory**

A current [phone and email directory](#) are located on the College website.

## **Incident Report for Injury or Illness**

In the event of injury or illness while at work, employees are to notify their immediate supervisor, the Director of Human Resources, and complete the [reporting form](#) and submit.

## **FERPA Requirements**

FERPA stands for Family Educational Rights and Privacy Act of 1974, as Amended. It is commonly known as FERPA, the Privacy Act or the Buckley Amendment. It is a federal law designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

In order to remain in compliance with FERPA requirements, **do not:**

5. At any time use the social security number, institutional identification number, or any portion of these numbers in a public posting of grades;
6. Link the name of a student with the student's social security number in any public manner;
7. Leave graded tests or papers in a stack for students to pick up by sorting through the tests or papers of all students;
8. Circulate a printed class list with student name and social security number/institutional identification number or grades as an attendance roster;
9. Discuss the progress of any student with anyone other than the student (including parents/guardians) without the consent of the student;
10. Provide anyone with lists of students enrolled in your classes for any commercial purpose;
11. Provide anyone with student schedules or assist anyone in finding a student on campus.

NOTE: Many RC dual credit students are minors, which gives their parents legal access to records and information. For purposes of answering questions to parents of dual credit minors, faculty members are to refer the parent question/concern to the Director of Dual Enrollment.

## **Title IX Requirements**

If a student discloses that he or she is/may be a victim of sexual assault:

- Listen with empathy.
- Offer help.
- Refer the student for further help.
- Report the information to the Title IX Coordinator, Ms. Lindy Matthews. (Cell: 619-813-4530)

[RC Title IX Policy Manual](#), [National Website](#), [RC Sexual Assault Webpage](#)

## **Participation in College Events**

Faculty are encouraged to plan and participate in enrichment opportunities for the campus community as appropriate. Such opportunities may include (but are not limited to) performances, exhibitions, guest lectures, public readings, and discussion groups. Required events for all employees include fall and spring graduation and Phi Theta Kappa induction ceremonies. Required events for Ranger Campus employees include the Day of Champions service event.

## **Section III: Human Resources – Faculty Hiring/Evaluation Practices**

### **Definition**

1. “Faculty member” means a person who is employed full time by an institution of higher education as a member of the faculty whose primary duties include teaching or research.

The term does not include:

- a. A person employed in the classified personnel system of the institution or a person employed in a similar type of position if the institution does not have a classified personnel system; or
- b. A person who holds faculty rank but who spends a majority of the person’s time for the institution engaged in managerial or supervisory activities, including a chancellor, vice chancellor, president, vice president, provost, associate or assistant provost, dean, or associate or assistant dean.

### **Hiring Process**

1. Full-time positions for faculty will be filled via a formal search process. Adjunct faculty will be chosen via an informal process.
2. All new faculty positions shall be advertised for a minimum of ten (10) days with exceptions approved by the President of the College.
3. Faculty shall have the minimum qualifications regarding degrees and experience as required by the Southern Association of Colleges and the Texas Higher Education Coordinating Board.
4. All applicants shall submit a completed application form and an official transcript.
5. The evaluation of applicants for full-time positions shall include an assessment of their application form, resume, vitae, references, and credentials. Interviews of the top candidates will be conducted and top applicants who have interviewed for the position will be subject to a criminal background check upon signing an authorization form.
6. A “New Hire” Recommendation Form shall be completed by the supervisor and submitted to the Human Resources Office. The President makes the final recommendation to the Board of Regents who have hiring authority.

Full-time faculty will be issued either nine- or twelve-month contracts.

### **Probationary Period**

All new hires at Ranger College are placed on a six-month probationary period at which time their job performance will be evaluated for future employment with Ranger College.

## **Adjunct Faculty Appointment**

Unless specified otherwise, all appointments are on a semester-to-semester basis.

### **Resignation**

1. Resignation at the end of a contract period: Should an employee resign his/her position with Ranger College, effective at the end of his/her contract period, adequate notice is expected for the college to advertise and fill the vacancy. This policy applies to all full-time and part-time employees. Letters of resignation should be addressed to the President with a copy to the Vice President of Instruction and the immediate supervisor.
2. Resignation during a contract period: Should an employee wish to resign his/her position with Ranger College during a contract period, that employee must write a letter to the President, the Vice President of Instruction, and the immediate supervisor requesting a release from the remaining period of his/her contract and including the reasons for the request. The President will make a recommendation to the Board of Regents regarding the request, and the Board of Regents will take official action. Failure to submit a letter of request will result in the employee being classified as “not eligible to be rehired” in his or her personnel folder.
3. Resignation by failing to sign and return a contract by the specified date: Should an employee fail to return his/her signed contract by the date specified on the contract, such would be considered as a resignation.

### **Evaluation Process**

At Ranger College, we believe that employees have improved job satisfaction and performance when they receive meaningful feedback to realistic, personalized goals they helped to create.

### **Professional Development**

All employees will be required to participate in Professional Development throughout the academic year. Professional development is a set of tools, resources, and training sessions for educators to improve their teaching quality and effectiveness. Professional development can also refer to instructors participating in structured activities which assist in the developing and improving of their skills and knowledge to better meet the needs of their students. There will be designated days for required professional development, but with approval from the VPI, you may also attend additional professional development that aligns with your duties and responsibilities.

### **Notice of Renewal and Non-Renewal**

Full-time faculty will be notified by their immediate supervisors of contract renewal or non-renewal within 48 hours of the Board of Regents meeting in May of each year. Non-renewal of an employee contract is considered a dismissal. Employees who are dismissed for any reason are not eligible to receive compensation for unused leave hours.

### **Evaluation Appeal**

If an employee disagrees with a supervisor's evaluation, he/she may appeal to the President, who will either:

1. Deny the appeal and place the evaluation instrument in the employee's personnel file; or
2. Name (with the employee's concurrence) an Evaluation Team of three individuals who would conduct a special evaluation of the employee's work with the special evaluation instrument and/or summary being placed in the employee's personnel file

### **New Employee Orientation**

The Human Resources department is responsible for ensuring that appropriate orientation for employees takes place.

### **Extra Service Contracts**

A full-time faculty member may, with the approval of the VP of Instruction and the President, engage in non-instructional/extra class activities for pay. Such activities must be recommended by the Vice President of Instruction to the President, including the nature of the activity, beginning and ending dates, and the compensation recommended.

## Section IV – Instructional Planning

### Strategic Plan

The Ranger College [strategic plan](#) is a multi-year, cohesive framework that aligns institutional priorities to the core values, mission, and vision.

### Institutional Effectiveness

Institutional Effectiveness is the systematic, explicit, and documented process of measuring performance against mission in all aspects of an institution and involves:

- Strategic planning, establishing institutional goals and objectives
- Reviewing and assessing the performance of divisions, offices, and educational programs
- Using the resulting data to make improvements

### SACSCOC

As a SACSCOC-accredited institution, Ranger College complies with the Commission's Principles of Accreditation and undergoes a decennial reaffirmation process along with a fifth-year interim review. SACSCOC is the large regional accrediting body in the United States, operating under the U.S. Department of Education, that covers the nation's southern and southeastern regions.

[Principles of Accreditation](#), [Resource Manual for The Principles of Accreditation](#)



## Section V – Instructional Information

### Teaching Load

All 12-month academic faculty members will be assigned a teaching load of 14 over the course of 12 months. Four-hour classes that include a lab (ex. BIOL 2401) will be considered a 1.5 load. All 12-month workforce faculty accrue vacation and do not qualify for overloads. Nine-month contracts normally span the first week of August to the first week of May with specific dates notated in the contract. Nine-month contracts require the faculty member to teach 15 load hours per semester in both the fall and spring, for a total of 30 load hours.

### Regular Adjunct Teaching Policy

Adjunct instructors will be allowed to teach a maximum of 29 semester hours (or nine courses) per calendar year (September 1 to August 31). Adjunct instructors are considered part-time employees regardless of the number of hours taught per semester and will not receive retirement, educational, or insurance benefits. Adjuncts earn \$500 per credit hour for academic classes for classes with 8 or more students (see **Regular Adjunct Pro-rated Pay**). Science labs are with 8 or more students will receive \$750.

### Overloads

Overloads occur in two ways:

1. Excessive student enrollment in a single academic class is an overload. See table.

Credit Hours	Student Numbers (Summer)	Additional Pay
1	45-59 (32-47)	\$250
1	60-89 (48-78)	\$500
1	90+ (79+)	\$750
2	45-59 (32-47)	\$500
2	60-89 (48-78)	\$1000
2	90+ (79+)	\$1500
3	45-59 (32-47)	\$750
3	60-89 (48-78)	\$1500
3	90-119 (79-99)	\$2250
3	120+ (100+)	\$3000
1 hour lab	45-59 (32-47)	\$375
1 hour lab	60-89 (48-78)	\$750
1 hour lab	90-119 (79-99)	\$1125
1 hour lab	120+ (100+)	\$1500

For ITV and internet classes, where multiple sections meet at the same time under a single

instructor, students from all sections are added together to obtain a total.

2. Teaching more than 18 academic load hours per long semester is an overload unless other arrangements have been made to meet student needs (must be approved by the Dean if the division). Every hour beyond 18 results in an extra \$500 being paid to the instructor. Teaching more than 6 academic load hours in the summer (if the 6/6/2 has already been met) is an overload. Every hour beyond 6 results in an extra \$500 being paid to the instructor.
3. If an instructor qualifies for overload in both areas, the instructor will receive the higher of the two amounts.

### **Regular Adjunct Pro-Rated Pay**

The minimum class size for a regular class is eight (8) students. Adjunct-taught classes and overload classes with fewer than 8 students are taught at a prorated pay rate with approval from the Vice President of Instruction. If a class size is fewer than 8 and is approved by the VPI pro-rated pay is \$62.50 per student per SCH. Labs with fewer than 8 students will receive \$93.75 per student.

### **Embedded Dual Credit Adjunct Pay**

The minimum class size for an embedded Dual Credit class is ten (10) students. Embedded classes with fewer than ten (10) students are taught at a prorated pay rate of \$50 per student per SCH. Labs with fewer than 10 students will receive \$75 per student.

Embedded welding pays \$50 per student up to \$750 per four-credit hour course. Embedded Dual Credit cosmetology pays \$100 per student up to \$1500 per semester.

### **Determining Class Enrollment**

The official count day for determining official class enrollment for load calculations will be the official state reporting date for a given semester or term.

### **Combined Classes**

Classes of similar content that are combined and taught within the same timeframe will be treated as a single class for load purposes, as determined by the Dean and the Vice President of Instruction.

### **Committees: The Role of Faculty**

The decision-making process at Ranger College is grounded in respect for the roles and scope of authority of each of our constituent groups that participate in collegial consultation through institutional standing [committees](#). Faculty representation on assigned committees is the means through which faculty influence institutional policy. Information concerning meeting agendas and official meeting minutes shall be a matter of record and is available to all members of the faculty and administration. All full-time faculty members are required and expected to serve annually on one or more committees. Committee assignments are made annually before the start of the fall semester.

## **Code of Professional Ethics**

All College District employees shall perform their duties in accordance with state and federal law, College District policy, and ethical standards. All College District personnel shall recognize and respect the rights of students, other employees, and members of the community, and shall work cooperatively with others to serve the best interests of the College District.

<http://www.tccta.org/wp-content/uploads/2016/01/TCCTA-Ethics.pdf>

## **Faculty Association**

The Ranger College Faculty Association is open to all faculty members, including instructors, assistant professors, associate professors, professors, and coaches who have no administrative responsibilities above the level of Dean or Program Director. The purpose is to promote learning, facilitate communication, initiate recommendations, and assist members in understanding their rights and responsibilities. The Association holds periodic meetings during the semester and operates under a constitution and bylaws. Meeting agendas and official meeting minutes shall be a matter of record and are available to all members of the faculty and administration.

## **Academic Freedom**

The Board of Regents of Ranger College believes it is essential that the faculty have freedom in teaching, research, and publications. Faculty members are free from the fear that others might threaten their professional careers due to differences of opinion regarding such scholarly matters. Faculty members of Ranger College have a right to expect the Board of Regents and the college's administrators to uphold vigorously the principles of academic freedom and to protect the faculty from harassment, censorship, or interference from outside groups and individuals. [Policy DGC \(Local\)](#), [Statement of Principles on Academic Freedom and Tenure](#)

## **Freedom of Expression**

Because Ranger College is committed to free and open inquiry in all matters, it guarantees all members of the Ranger College community the broadest possible latitude to speak, write, listen, challenge, and learn. Except insofar as limitations on that freedom are necessary to the functioning of Ranger College, Ranger College fully respects and supports the freedom of all members of the Ranger College community "to discuss any problem that presents itself."

[Freedom of Expression Resolution](#), [Foundation for Individual Rights in Education Article on RC Policy DG \(Legal\)](#)

## **Academic Responsibility**

The academic freedom of Ranger College faculty members is accompanied by equally compelling obligations and responsibilities to their profession, their students, the college, and their community. Faculty members must defend the rights of academic freedom while

accepting willingly the responsibilities enumerated below:

1. Faculty members of Ranger College shall be judicious in the introduction of material in the classroom without forfeiting the instructional benefits of controversy.
2. Faculty members of Ranger College are entitled to all rights and privileges of academic freedom in the classroom while discussing the subjects they teach. No faculty member, however, shall attempt to force on his/her students a personal viewpoint intolerant of the rights of others to hold or express diverse opinions.
3. Faculty members of Ranger College recognize that the public will judge their institution and their profession by their public conduct. Therefore, faculty members should always make clear that the views they express are their own and shall avoid creating the impression that they speak or act on behalf of Ranger College or of their profession.

### **Guidelines for Retention of Student Exams, Papers, and Grade Books**

Under FERPA, exams, papers, and grade books are educational records and should be maintained in a secure location. Please adhere to the following retention schedule:

- Exams/ graded course work: one (1) year after course completion (if the work is not returned to the student)
- Faculty member's grade books: three (3) years after course completion

For those courses stored in Canvas: Instructors' materials remain in their Canvas courses for three (3) years after the last day of the semester; however, all student information in a Canvas course becomes unavailable 60 days after the last day of the semester. To retain important information including student submissions and grade book entries, instructors must download the material. Please see the information below.

Faculty members who leave the institution are responsible for leaving Ranger College student records with the appropriate department/program/school chair or dean.

Ranger College (as published in the institution's academic catalogs) specifies that: "Grades are deemed correct unless notification to the contrary is received by the institution Registrar within three (3) months after the close of the term specified."

Any document containing personally identifiable information must be disposed of properly through some means of confidential disposal. For information on confidential disposal, please contact the Registrar's Office.

Sixty days after the last day of each semester, instructors' students will disappear from that semester's Canvas courses. In general, this means students will disappear from fall courses early the next February and will disappear from spring courses the following July.

If you are an instructor using Canvas, we strongly recommend that you create an archive of your course that you retain and that you also download students' grades and discussion board interactions. The best time to do this is after instructors have completed grading but before the 60-day mark arrives.

Other than student interactions and grades, all materials will remain in your course until you request its removal or five years has passed (whichever comes first).

**To Download Grades in Canvas (if problems are encountered, reach out to your dean for assistance):**

- 1) Go to the gradebook
- 2) Go to actions & select download

**Intellectual Property Rights**

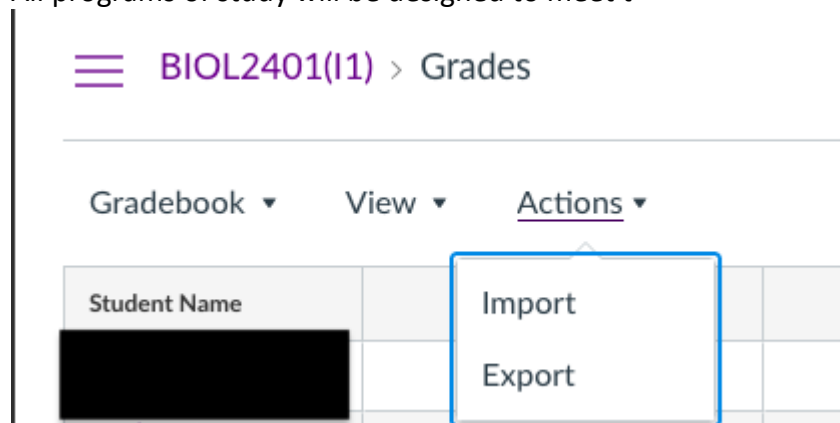
It is assumed that Ranger College shall retain intellectual property rights to all work created by Ranger College employees for use at Ranger College. See Policy CT for more information.

[Policy CT \(Local\)](#), [Policy CT \(Legal\)](#)

**Curriculum**

The scope and nature of the curriculum shall be directly related to the stated purpose of the College, requirements of the Southern Association of Colleges and Schools, the Texas Higher Education Coordinating Board, and shall be in keeping with the available and projected resources both financial and academic. To avoid the proliferation of course offerings and degree programs, new courses and programs shall be established only after a need has been demonstrated and the necessary resources secured. Specific procedures involving input from faculty and administration will be followed in all curricular changes.

All programs of study will be designed to meet t



he requirements of appropriate licensing, regulatory or accrediting agencies.

## **Proposal to Add a New Course/Curriculum/Program**

In the event that a faculty member wishes to add a new course or revise the existing core, a formal request is submitted in writing from the Dean to the Vice President of Instruction, who reviews the request and considers if it fulfills a student need. Assuming the course meets the requirements listed above, the VPI submits the proposal for consideration to the Curriculum Committee. The Committee votes and if passed it is sent to the President for final approval. If the Curriculum Committee approves of the addition, it is taken before the Administrative Council. Once the Administrative Council approves the addition, it is taken to the Board of Regions for approval. Once all approvals have been received, the change is submitted to the THECB for approval.

All new program additions must also conform to SACSCOC requirements for substantive changes. Anyone seeking to initiate a new program should consult the appropriate SACSCOC documentation and establish contact with the College's Vice President of Accreditation and Institutional Effectiveness.

## **Course Syllabi**

All instructors are required to use Simple Syllabus within Canvas to complete their syllabus.

Program Directors will establish well-defined and explicit Learner Outcomes for each course offered with the assistance of the faculty members. This syllabus will be available to each class member at the beginning of each semester via Canvas.

All faculty members teaching the same course within a department and/or program shall use the syllabus adopted for that department. Adjunct faculty, both on-campus and off-campus, will utilize the same syllabus as full-time faculty members. It is important that each section of the same course has the same learning outcomes.

Instructors of record are responsible for developing course syllabi. The College requires consistent elements in each syllabus as well as a standardized template that mirrors the legislatively-mandated information, including a brief description of each course requirement, including each major assignment and examination, learning objectives, required/recommended reading, and a general description of the subject matter of each lecture or discussion. Simple Syllabus will provide the foundation for this process.

Syllabi are uploaded to the institution's website through a simple file transfer protocol (FTP) process, managed by the institution's webmaster. Syllabi must be uploaded by the seventh class day in a given semester. Public access is available at <https://www.rangercollege.edu/syllabi/> by clicking on the instructor's last name or course number.

## **Textbooks**

The textbooks are selected by the faculty of the department in which the course is taught. All courses will utilize the same required textbooks and supplementary materials regardless of where they are taught. The type of textbook may vary and can include OER, online textbooks, etc.

## **Grades**

The instructor assigned to a course has the responsibility for determining a grade and for judging the quality of academic performance. The following requirements have been established for grade parameters:

- Final exams are not to be administered before the designated finals week.
- At least 25% of the final grade must be based upon proctored exams.
- Canvas will serve as the official gradebook for Ranger College.
- Grades are to be updated in Canvas in a timely manner.
- For Canvas to accurately calculate a student's grade, zeroes must be entered for missing assignments.

A grade can be formally appealed only when there is demonstrable evidence that prejudice or arbitrary or capricious action on the part of the instructor has influenced the grade. The burden of proof that such an unfair influence has affected a grade rest with the student who appeals the grade. Grades may be formally appealed according to the academic hearing procedures, found in the [Student Handbook](#).

## **Incomplete Grades**

Giving an "I" is strongly discouraged and may only be given in extenuating circumstances where the student experiences undue hardships beyond his/her control. The Instructor must provide a detailed explanation of any "I" grade given and have the prior approval of the Dean and the VP of Instruction before assigning an "I" grade.

## **Absence Policy**

Regular and punctual attendance in all classes and labs is advisable. Instructors may, at their discretion, drop a student who is not passing without consultation with the student when absences accrued from the first day of class exceed the equivalent of two weeks of the class meetings. For classes that include a separate laboratory, a student may be dropped when absences exceed two weeks of the laboratory meetings or two weeks of the lecture meetings. An instructor cannot drop a student after 12 weeks of class instruction has been completed for the traditional 16-week term.

During a regular Fall or Spring semester, the following allowances apply:

- For a class that meets two times per week, a student is allowed four absences.

- For a class that meets one time per week, a student is allowed two absences.
- For an online or hybrid class, a student may be dropped after he/she fails to access the course website and/or participate in the class for a two-week period, and the professor deems the student to be failing.

Unofficial absences are counted from the first day of class as listed in the College Calendar regardless of the date of the student's registration. The only official absence is an authorized college activity or an approved leave of absence (leave of absence must be approved by the President). All work and/or assignments missed because of an official absence must be completed within one week, or the official absence will count as unofficial. An official absence during the two-week period does not extend the deadline for the completion of assignments. Attendance policies for Nursing and Cosmetology Programs are detailed in their respective Program Handbooks.

### **Administrative Drop**

"Regular attendance is necessary for satisfactory achievement. Therefore, it is the responsibility of the student to attend class in accordance with the requirements of the course as established by the instructor. Attendance and/or participation requirements in courses delivered electronically (telecourses and online courses) will be unique to the individual course. **Students who do not attend class on or prior to the census date will be administratively dropped from the classes they have not attended.**"

### **Dropping Students for Non-attendance**

The college will be required to submit a return of Title IV funds for all students receiving federal aid who receive no grade higher than 'F' due to non-attendance unless faculty can document that the student attended a class through the 60% date of the enrollment period. Faculty must maintain accurate attendance records, including first and last dates of attendance for all courses, regardless of location or format. Roster certification occurs, and course procedures are in place to minimize the amount of Title IV returns. See information under Census Date & Certification of the Official Class Roster and under Course Procedures & Submitting Course Records.

Faculty should drop students who have exceeded the absences allowed by the attendance policy published in the college catalog and who is failing. Drops should occur at the point in the semester that a student exceeds the allowed number of absences. Faculty should ensure that all students in excess of allowed absences and failing have been dropped by the W date for each term, but faculty should not wait until the W date to enter drops cumulatively for the term.

Faculty are not required to drop students who are failing but have not exceeded the absences allowed by the attendance policy. Faculty should engage students who are failing and approaching the allowed number of absences to plan accordingly for the student's best chance of successfully completing the course. **Faculty should consult the dean regarding any issues regarding the decision to drop a student.** Faculty should notify the Dual Credit office of any dual



credit students not attending class, in danger of being dropped due to non-attendance, or that have been dropped.

### **Learning Management System-Canvas**

At a minimum, each course must be set up in Canvas and contain a welcome announcement as well as the course syllabus. The Retention Center within Canvas will serve as the Institution's Early Alert Retention System. For grade and attendance requirements within Canvas, see pages 18 & 19.

### **Office/Work Hours**

Full-time faculty members are expected to maintain at least seven (7) office hours per week of their choosing during the fall and spring semesters between the days of Monday through Thursday. Faculty members are asked to be available to the students during the activity periods on Tuesdays and Thursdays. Full-time faculty teaching face-to-face during a summer term shall maintain two (2) office hours per week. Faculty members are to be on campus during their class times and during office hours. Other times are flexible in order to provide faculty the opportunity to best serve students and the College. Meetings may be scheduled for Fridays and will be called as needed by the Vice President of Instruction.

All full-time face to face faculty must have their office hours posted on their door and must be shared with the Dean and VPI. Off-site instructors shall share their designated times through email.

### **Dress Code**

Attire is "business" and "business casual." Ranger College employees are expected to dress in a manner appropriate for the position they hold at Ranger College. Complaints received regarding an employee's dress will be directed to the employee's supervisor. The supervisor will meet with the employee to address and resolve the complaint. Failure to meet the supervisor's recommendations may result in disciplinary action.

### **Email Account**

Each employee (full-time and part-time) will be issued a Ranger College email account. The Information Technology Network Manager is responsible for contacting the new employee and establishing the account. Instructors shall use their official Ranger College email accounts for all email communications with students. The [Student Handbook](#) (page 6) requires students to use their Canvas account or Ranger College email account for all electronic communication with faculty members.

### **Technology Assistance**

For technology assistance, submit a [help ticket](#) on the linked website.

### **Firearms on Community College Campuses**

Ranger College is committed to providing a safe environment for students, employees, and visitors, and to respecting the right of individuals who are licensed to carry a handgun as permitted by Texas state law. On August 1, 2017 individuals who are licensed to carry may do so on campus premises except in locations and at activities prohibited by law or as is specified by Ranger College. Ranger College implemented a Taskforce to make recommendations on the Campus Carry policies that are appropriate for Ranger College-based on-campus population, specific safety considerations, and the uniqueness of the campus environment of Ranger College. Please note that open carry of firearms is not allowed on Ranger College Campuses. For more information: <https://www.rangercollege.edu/carryreport.pdf> , [SB 11 Text](#), [Policy CHF \(Legal\)](#)

## **Fund-raising**

All program fund-raising must be pre-approved by the Vice President or Dean over that program with final approval provided by the Administrative Council. All money raised will be deposited in a Ranger College “Restricted” account for the specific program and used to supplement the school budget as approved by the administrator over the program. A written request must be submitted and approved before any fundraising may begin.

## **Purchasing/Travel**

All purchases and travel must be approved by the immediate supervisor.

[Procedures](#), [Tax-Exempt Form](#), [Purchase Request Form](#), [Hotel Tax Exempt Certificate](#), [Policy DEE \(Local\)](#)

## **Title**

All full-time faculty are eligible to receive titles at Ranger College. Faculty rank is based on satisfactory years of service and will automatically be applied with no application necessary. Degrees held will not affect the title. A change in title will not result in a monetary award. All titles will be recorded in the faculty member’s personnel file in the Human Resources office and will appear on the annual employment contracts.

For full-time faculty, there are four levels of academic rank:

- Instructor: 0 to 2 years at Ranger College
- Assistant Professor: 2 to 6 years at Ranger College
- Associate Professor: 6 to 15 years at Ranger College
- Professor: 15+ years at Ranger College

The title for adjunct faculty will be “Instructor” for the duration of their service at Ranger College.

## **Student Evaluation of Faculty**

Student evaluations of faculty will be initiated by the Vice President of Instruction and will take place during the fall or spring term. Student evaluations forms/instruments will be approved by

an assigned committee and completed forms will be retained by the Vice President of Instruction for a period of time. Faculty will view a summary of the evaluation during the formal faculty evaluation session.

## **Section VI – Student Support Services**

Faculty members are often first in line to receive student questions, which makes them one of the College's most valuable resources for helping direct students to appropriate services located throughout the institution. Please refer students to appropriate services as needed.

### **Academic Advising**

Academic Advising is provided and available to all new and returning students. First Time In College (FTIC) students are required to use college advising services when registering for their first semester of classes, and students who have not demonstrated college readiness are required to use advising services during each semester's registration until such readiness has been achieved. Transfer students are also required to meet with an advisor to register for their first semester at RC.

Academic Advising Centers have been established at the home campus in Ranger (in the library), and also at the Erath County Center in Stephenville and the Brown County Center in Early, to assist students in attaining their educational goals. These centers provide guidance to students in planning and scheduling their coursework, and in monitoring their progression towards completion of their chosen educational program. Each Academic Advising Center is staffed by full-time and part-time faculty advisors representing various academic and workforce programs. These Centers are charged with monitoring the progress of all students located on their campus. Advisors reach out to students via email, phone, and text message to check on their progress in courses. Academic Advising is supported by academic mentors who are also able to build relationships with students and provide the necessary guidance for them to succeed at RC. The Lead Advisor is Ms. Stephanie Worrels ([sworrels@rangercollege.edu](mailto:sworrels@rangercollege.edu)) with oversight by the Vice President of Instruction, Ms. Dayna Prochaska. ([dprochaska@rangercollege.edu](mailto:dprochaska@rangercollege.edu)).

### **Admissions and Records**

The Registrar's Office is the initial entry point for students seeking degrees, certificates, or individual courses. Students can apply online through the College's website. Additional services include requests for transcripts, grades, class schedules, and term schedules (times, room assignments, etc.). These services can be accessed through the college's student portal (Campus Connect), the College's website, and in-person at the Registrar's Office or at off-site student services offices located at the College's Erath County and Brown County Centers. The Dean of Enrollment Management is Ms. Chrsitine Pruitt ([cpruitt@rangercollege.edu](mailto:cpruitt@rangercollege.edu)).

### **Bookstore**

Ranger College hosts a third-party owned and operated bookstore (Follett). Course supplies, school merchandise, and more can be purchased in the physical bookstore on the home campus or through the bookstore website.

Since 2016, Ranger and Follett have collaborated in a partnership entitled IncludEd, through which required textbooks and materials are purchased with a college fee and prepared and provided to the students as a rental agreement. Students receive materials at negotiated rental costs much lower than industry standards, and they receive the materials by the first day of class — something that has been shown by research to be linked to improved student success. Dual credit students, however, do not participate in the IncludEd program.

### **Bursar's Office**

The Bursar's Office serves as the central collection center for student financial transactions. The primary purpose of this office is the billing, receiving, depositing, disbursing, accounting, and financial record-keeping of student tuition, fees, and related charges as well as other funds deposited. Online tuition payment is available to students through their Campus Connect account. Off-site locations are staffed with personnel to complement the Bursar's Office, thus allowing in-person payments to be made at the College's two larger off-site locations in Brown and Erath Counties.

### **Cafeteria**

Cafeteria food service on the home campus in Ranger is provided by contracted vendors, Great Western Dining. Breakfast, lunch, and dinner are available to students, faculty, staff, and community members during regular operating hours, including weekends.

### **Computer Labs**

Each Ranger College facility maintains a general use computer lab available to all students. Computer labs are designed to house 20+ computer stations. Computer stations are maintained and upgraded by the Information Technology department. Printers, scanners, and other hardware are also available to students. Various software programs are available to students, including electronic mail services. All labs are wired with Internet connection services, in addition to wireless connection services throughout most RC's facilities.

## **Counseling Services**

Ranger College makes counseling services available to all students. Information about these services is made available on the College [website](#), in the College Catalog, in the Counseling Services offices located on the home campus, at the Erath County Center, and in the Business Office at the Brown County Center. The Director of Counseling is available to assist students with academic and personal concerns and to facilitate educational, career, and future planning. Counseling services include occupational information, services for students with disabilities, career/personal assessments, and placement testing.

The Director of Counseling, Mr. Gabe Lewis ([glewis@rangercollege.edu](mailto:glewis@rangercollege.edu)), offices in the library on the home campus and is available for individual appointments for any Ranger College Student. Counselor, Ms. Stephanie Worrels ([sworrels@rangercollege.edu](mailto:sworrels@rangercollege.edu)), offices at the Erath County Center and is also available for individual appointments as needed.

The College also contracts with outside providers such as the [Eastland County Crisis Center](#) to supplement the services provided by the Counseling Services office, and it makes students aware of third-party mental health services available in their geographical areas. Dual credit students, while they most often make use of the counselor services at their high schools, are free to access and use RC counseling services as well.

## **Disability Services**

Ranger College is committed to ensuring that students with disabilities have equal access to and participation in all programs of study. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, students receive reasonable accommodations to assure equal access to all programs and activities. They have access to the legal, procedural, and educational information regarding disability services through the Counseling Services office.

## **Financial Aid and Veteran Services**

[Financial Aid](#) is available to both traditional and distance learning students. The Financial Aid Office offers a comprehensive program of student assistance, which includes federal, state, institutional, private, and local funding sources. Financial Aid includes the Federal Pell Grant, Supplemental Educational Opportunity Grant, work-study, and state-approved grants.

The Financial Aid Office also oversees [Veteran Services](#). The college is approved to certify curriculum courses for veterans' educational assistance under the Montgomery G.I. Bill (MGIB). Each semester the college's Veteran Services coordinator assists students in initiating and certifying their educational benefits with the Veterans Administration (VA). The Director of Financial Aid is Mr. Don Hilton ([dhilton@rangercollege.edu](mailto:dhilton@rangercollege.edu)).

## **Student Life**

The Office of Student Services offers leadership, social, cultural, and recreational opportunities that enhance students' educational experience. The Phi Theta Kappa (PTK) organization (the international honor society for two-year college students), student clubs, and the Presidential Scholar programs are examples of leadership opportunities available to students at RC.

The Vice President of Student Services is Mr. Ahmy Arca ([aarca@rangercollege.edu](mailto:aarca@rangercollege.edu)). The sponsor of PTK is Mr. Lance Hawvermale ([lhawvermale@rangercollege.edu](mailto:lhawvermale@rangercollege.edu)). The sponsor of the Presidential Scholar program is Ms. Lindy Matthews ([lmattthews@rangercollege.edu](mailto:lmattthews@rangercollege.edu)).

## **Testing Centers**

Led by the Testing Coordinator, Ranger College offers proctored testing services at its home campus and off-site Centers in Brown and Erath Counties. Trained proctors at each location oversee all operations involving the administration of proctored exams. All proctors are required to abide by a formal agreement regarding proctor duties and responsibilities.

Each testing center provides testing services to meet a wide range of needs. College readiness is assessed through the administration of the Texas Success Initiative (TSIA2) Assessment per the Texas Education Code. RC is an official TSIA2 testing site, and such testing currently makes up the bulk of testing activities for all centers. TSIA2 testing is provided on a weekly schedule, with the schedule being increased during enrollment periods. TSI testing is also available by appointment, by emailing [testing@rangercollege.edu](mailto:testing@rangercollege.edu).

Ranger College testing centers also serve as proctored testing sites for regular classroom exams, final exams, and exams for distance education and hybrid courses. Proctored testing services are also made available to the community, including the offering of proctoring services for students from other colleges, universities, or agencies. Dual credit students receive proctored testing at their high school sites during the fall and spring academic semesters. During the two mini-mesters (Maymester and Wintermester) and the summer semesters, they generally travel to RC locations for proctored testing (usually final exams).

RC has also contracted with the online proctoring service ProctorU to provide another option, especially for distance students. ProctorU provides professional test proctors who supervise students through their computer webcam. This option is available to dual credit students in addition to all other RC students.

The testing centers assist RC programs by administering admission and certification exams, such as the Test of Essential Academic Skills (TEAS) for entry into the Nursing programs. Additional services include the administration of tests for students with testing accommodations approved by the Director of Counseling.

## **Tutoring Services**

### **S.T.A.R.T. – Study Time All Rangers Team**

The purpose of S.T.A.R.T. is to provide all Ranger students an opportunity to receive tutoring assistance from educational professionals. S.T.A.R.T. is to provide additional resources to those students who need additional teaching or assistance. Ranger College faculty, staff, and administration will be on hand to assist students wishing to receive academic tutoring in a quiet space conducive to learning. The use of laptops, books, and Brainfuse is encouraged.

### **Online Tutoring Service**

Brainfuse is the online tutoring service used at Ranger College since 2018. In addition to providing live one-on-one tutoring for students in a multitude of academic subject fields, it provides pre-created lessons on a variety of topics, an online writing center with 24-hour turnaround, lessons calibrated to ESL needs, an online meeting room for student academic collaboration, and integration with Canvas so that individual faculty members can use Brainfuse to assign and track student work in the system.

### **TRIO Student Support Services**

Ranger College participates in the grant-funded TRIO [Student Support Services](#) program, which is available to students on the home campus and is a federal program that helps students stay in college, thus improving retention and graduation rates. Its basic strategy is to enhance students' academic skills through a combination of academic advising and tutoring, accompanied by training and assistance in such things as applying for financial aid, transferring to a four-year institution, researching possible career directions, and improving study skills, time management, and financial literacy. The program strives to make the transition to college as smooth as possible for participating students. To be eligible for TRIO SSS, students must be enrolled full-time, show a need for academic support, and be classified as either low-income, first-generation college students, or disabled. A review of RC's TRIO SSS reports shows the College regularly serving its funded number of 140 students, with the most heavily used services being 1) academic tutoring and academic advising/course selection, 2) education for financial/economic literacy, and 3) assistance in applying for admission to a four-year institution and obtaining Federal student aid.

An important part of TRIO SSS is the [Upward Bound program](#), which provides tutoring, enrichment activities, a residential on-campus summer experience, and financial incentives for first-generation college students who come from disadvantaged economic circumstances. All participants in upward bound are current high school students.



## **Section VII – Duties & Responsibilities**

### **Full-time Faculty Duties & Responsibilities**

Each faculty member reports to his/her Dean or Program Director and then to the Vice President of Instruction. All duties and responsibilities apply to all courses and programs, regardless of delivery method or location, including dual credit. The major duties and responsibilities include:

1. Providing quality learning experiences for students and maintaining the integrity of course standards and objectives.
2. Meeting class punctually and keeping class throughout the scheduled time as appropriate to provide quality learning experiences.
3. Preparing course syllabi for each course taught following the College's guidelines which are located at the Vice President of Instruction Office.
4. Preparing and submitting personal vita for placement online. All full-time faculty members are required to have a CV posted on the college website.
5. Submitting budget requests to the Immediate Supervisor.
6. Maintaining records of attendance, student progress, and grade distributions of students enrolled in the faculty member's classes and making all required student reports to the registrar and administrators on the dates required.
7. Maintaining required office hours in order to assist students. Post hours on the office door and submit hours to the Dean and Vice President of Instruction.
8. Notifying the Dean or Program Director and the Vice President of Instruction if a scheduled class/lab will be canceled or moved to another location.
9. Maintaining discipline and order during instructional activities and reporting all student problems in need of attention to the Vice President of Student Services.
10. Supporting the mission of the College by serving on College committees, attending division and faculty meetings, and submitting all required paperwork by due date.
11. Participating in academic advising and registration with a positive attitude toward helping students and staying current on advising policies.
12. Counseling students when there is a need and opportunity, realizing that the faculty member is often in the best position for effective guidance.
13. Assisting with divisional duties including but not limited to scheduling, program planning, and curriculum and catalog development.
14. Seeking to stay current in the instructional discipline and in teaching by participating in professional development.
15. Analyzing library holdings and making recommendations for purchase of library materials.
16. Attending graduation, the two Phi Theta Kappa induction ceremonies, and the Day of Champions (for RC home campus assigned employees only).
17. Assuming other duties assigned by the Vice President of Instruction, the Dean or Program Director.

## **Adjunct Faculty Duties and Responsibilities**

Each faculty member reports to his/her Dean or Program Director and then to the Vice President of Instruction. The major duties and responsibilities include:

1. Provide quality learning experiences for students and maintain the integrity of course standards and objectives.
2. Meet class punctually and keep class throughout the scheduled time as appropriate to provide quality learning experiences.
3. Follow the College's guidelines for course syllabi and state clear learning objectives and assessment criteria.
4. Maintain records of attendance, student progress, and grade distributions of students enrolled in the faculty member's classes and make all required student reports to the registrar and administrators on the dates required.
5. Notify the Dean or Program Director and the Vice President of Instruction if a scheduled class/lab will be canceled or moved to another location.
6. Participate in special staff development activities for adjunct faculty.
7. Maintain discipline and order during instructional activities and reporting all student problems in need of attention to the Dean of Students.
8. Counseling students when there is a need and opportunity, realizing that the faculty member is often in the best position for effective guidance.

## **Dean Duties and Responsibilities**

Each Dean serves in an administrative/supervisory position with the following duties and responsibilities for all courses and programs, regardless of delivery method or location, including dual credit:

1. Serve as spokesperson for the department and promote interdepartmental cooperation and effective formal communication within the Division of Instruction.
2. Assist the Vice President of Instruction in formulating Educational Goals and Outcomes for the Division of Instruction and lead in the development of learner outcomes and goals of the instruction in the department.
3. Projecting to the VP of Instruction the personnel needs of the department, recruiting qualified candidates for both full-time and adjunct faculty for all on-campus and off-campus positions, and participating in the search committee process when new employees are to be hired in the respective department and recommending faculty for employment.
4. Assist in conducting course and/or program development, evaluation, and revision as needed in order to meet the needs of students served by the department/program.
5. Orient all full-time and part-time faculty assigned to the division and provide the resources available for support of their assignment.
6. Recommend the annual division budget and maintaining effective budgetary control over the programs/disciplines for which the Dean is responsible.

7. Prepare the class schedules in conjunction with the other Deans for each term of instruction.
8. Assist the administration in formulating policy and procedures affecting faculty and instruction.
9. Ensure academic standards are maintained within all on-campus and off-campus disciplines/courses in the division and assist the Vice President of Instruction in ascertaining that all full-time and part-time faculty, both on-campus and off-campus, fulfill their instructional assignments as stated in their respective job descriptions.
10. Report any issues and/or concerns within the department and assist the Vice President of Instruction in resolving any problems which may arise.
11. Assume any other duties as assigned by the Vice President of Instruction or the President.
12. Maintain a teaching load of 4/4/0/0.

### **Dean Position**

Faculty members interested in the position of Dean or Program Director should submit letters of application to the Vice President of Instruction. Deans will be recommended to the President. A Dean or Program Director may be reappointed indefinitely.

Criteria for the selection of a Dean are as follows:

1. The candidate's academic preparation and/or occupational experience.
2. The candidate's successful teaching experiences and/or prior experiences in instructional administration.
3. The candidate's rapport with faculty and administrative colleagues.
4. The candidate's demonstrated leadership ability.
5. The candidate's demonstrated support for the administration's approach to delivering a cost-effective instructional program.
6. The special needs of the department and its programs for administrative leadership at that point in time.
7. The candidate's being approved by a state agency as a program director where applicable.