



Faculty Handbook

This document is continually updated
online on the Faculty and Staff
Homepage at

<http://www.lee.edu/faculty-staff/>

The links to Board Policies will
always be the most current versions.

Please send your comments to
parrigo@lee.edu

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I. About the College

A. Brief History of Lee College

Lee College was founded in 1934 as a part of the Goose Creek Independent School District. The main campus at the corner of Lee Drive and Gulf Street in Baytown was first used in 1951. Today it is a 37-acre campus with 31 buildings containing 81 classrooms, 43 laboratories, a gymnasium, a library, a Performing Arts Center, and a building devoted to student services that includes a snack bar, game room, and bookstore.

The College separated from the school district in 1965 and now has its own President and Board of Regents. In 1966 the College began the first program in Texas to award associate degrees to prison inmates. That program is now centered at the Lee College/Huntsville Center and is the largest in Texas, serving more than 1,200 inmates annually. Other off-campus education programs are located at the McNair Center, and in Anahuac, Liberty, Crosby, Hardin, Huffman, Dayton, Hull-Daisetta, and Mont Belvieu, as well as through the Internet and television.

With an enrollment of approximately 11,000 full-time equivalent (FTE) credit students per year, Lee College is a comprehensive community college. Besides taking credit courses, over 13,000 students enroll in continuing education courses every year.

B. College Organization

Lee College Purpose, Mission & Goals

Organizational Charts

College Committees and **Committee Minutes**: Lee College has a number of standing committees that help with shared college governance.

Accreditation

(6867) **MAP**

Lee College is accredited by the Commission on Colleges of the **Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)**, the regional accrediting organization of 11 states in the southeastern United States. Reaffirmation of accreditation is on a 10-year cycle, and the college was last affirmed in the 2006. The SACS liaison is Dr. Cathy Kemper, Vice President of Learning.

Board of Regents

Publications by the college

MAP

The Office of Marketing & Public Relations provides marketing and communications planning, publications, media relations, Web, advertising, marketing, photography, special-event and exhibit services to support the mission of Lee College. The office also works to build relationships within the community through associations, partnerships and outreach committees.

State Regulatory Agencies including the Academic Course Guide Manual and (ACGM) & Workforce Education Course Manual (WECM) The Texas Higher Education

Coordinating Board provides leadership and coordination for the Texas higher education system. Since being created by the Texas Legislature in 1965, the Board has worked to achieve excellence for the college education of Texas students. You will be most interested in accessing the **ACGM & WECM** the regulatory requirements for offered courses.

Curriculum and Academic Affairs Committee

(6809)

The primary purpose of the Lee College Curriculum and Academic Affairs Committee is to provide a single entity where all changes in academic programs and policies are presented, approved where appropriate and passed on to faculty and administrators throughout the college. These issues include, but are not limited to: new program introduction, new course approval, changes in existing programs, changes in the core curriculum, grading policy, instructional policy, avoiding course duplication and ensuring academic integrity. Please see the **flow chart** for a graphical representation of the curriculum approval process.

C. Institutional Planning, Programs, & Grant Initiatives

Information Technology MAP

Dr. Carolyn Lightfoot is the Chief Technology Officer. If you have any questions regarding information technology please contact Carolyn at 6455.

Institutional Research, Effectiveness and Planning (4453) MAP

Lee College is committed to continual improvement in all areas of the campus. The Office of Institutional Research, Effectiveness and Planning (IREP) manages all institutional effectiveness measurement and planning efforts of the college, provides information and analysis that supports the institutional decision-making and planning processes, complies with reporting requirements of external agencies, and responds to ad hoc requests for information. Dr. Michael K. Fleming is the Executive Director of IREP and can be reached at 4453. Utilize the **electronic form** to handle most requests for data and/or support.

Institutional Review Board The Institutional Review Board (IRB) exists as a safeguard to promote ethical and responsible treatment of human subjects/participants affiliated with Lee College involved in potential research. The IRB is composed of faculty members and administrators. The human subjects review process is administered through the Office of Institutional Research, Effectiveness and Planning.

Instructional Program Review

Every three years the Academic and Applied Sciences Divisions are required to perform a review of each of their degree/certificate programs including; analysis of strengths, weaknesses, opportunities and threats as well as input from internal and external stakeholders.

Student Learning Outcomes Assessment

All of the Lee College Academic & Applied Sciences Divisions are responsible for establishing and assessing student learning outcomes for their degree/certificate programs and courses. The faculty are called upon to provide these assessments to their Division Chairs on an annual basis. The assessment process involves 1) establishing clear measureable learning outcomes, 2) setting an achievement expectation level for student in their programs and courses, 3) collecting and analyzing student results and 4) using results to implement any necessary curricular or instructional changes to lead toward future improvement.

Student Success Alliance:

(6518) MAP

The Student Success Alliance is directed by DeDe Griffith. These initiatives include the following grants:

- **GC-Pass:**
The Gulf Coast Partners Achieving Student Success (GC PASS) grant is a partnership between Goose Creek Consolidated School District and Lee College. The primary goal is to:
 - Increase college readiness among high school graduates
 - Ease student transitions between high school and community college
 - Increase student success in community college developmental courses
- **HSI Stem Grant** Victoria Marron (6501) **MAP**
This grant's program primary is "to expand and enhance educational opportunities for and improve the academic attainment of Hispanic and other low-income students," The goals include: strengthening the STEM-preparatory pipeline from developmental math through baccalaureate degree completion; increasing Hispanic/low-income **students** enrollment in college-level STEM courses; increasing students' overall **success** in key math and science courses; etc....

These goals will be achieved through mentorship, business and industry partnerships, community outreach, curriculum development, real-world learning projects for students, campus research, and classroom enhancement.

II. Human Resources Information

Access to Personal Information:

Personnel Files – reviewing (DBA), records retention (GAA), etc.;
Public Information Act (Formerly known as Open Records Act):

Access to information: (GAA)
Requests for information: (GAB)

ADA Employee Accommodations:

Employment Objectives- Equal Employment Opportunity: (DAA)
Freedom from discrimination, harassment, & retaliation: (DOA)
Access to program, services, and activities: (GL)

Benefits

Eligibility: (DE thru DEE)

Employer Plans – health and supplemental benefits: (CKD)

Retirement: (DF)

Health & Wellness Benefits

(6439)

Full and part-time employees (excluding Student Assistants and Federal Work Study students) may use the Wellness Center at no cost. In addition, employees have access to the College's indoor walking concourse and swimming pool, free-weight room, gymnasium, racquetball courts, and tennis courts. Spouses of full-time employees may also use the facilities for free. **Wellness Benefit - Full-time**, benefit eligible employees who exercise at the Wellness Center 1.5 hours a week on their own time, may have up to 1.5 hours of work release time for exercising; employees must obtain prior approval from their supervisor. The Wellness Center will generate an attendance report at the request of the employee and/or the supervisor.

Educational Assistance Benefits (DEB local)

LC Employee/Dependent Scholarship

Full-time employees, their spouses, and dependent children are eligible to apply for the Lee College Employee/Dependent Scholarship.

Those who register under the program will be required to complete an [Employee/Dependent Scholarship Application](#). Applications are also available in both the Human Resources and Financial Aid Offices.

Those who register under the program will be required to enroll in a college credit course and to complete regular registration procedures. The plan will not include repeat course fees, books, or non-credit courses. **Dependents must meet federal guidelines to qualify for this scholarship.**

Tuition Reimbursement

Full-time administrative and faculty members are eligible to apply for the **Education Assistance Program**. The Education Assistance Program provides reimbursement to individuals for ½ of the actual costs of tuition, registration, and other regular instructional fees and required textbooks after deducting the amount of any other financial assistance toward these costs to which the individual is entitled under federal, state, or local legislation or from other institutional sources. The refund will be made upon successful completion of courses of study at accredited universities or vocational institutions approved by the appropriate Dean and Vice President. Prior to registration the appropriate Dean and Vice President must approve all courses. Any courses of study covered by the Education Assistance Program must clearly benefit the college as well as the individual.

Under the plan, employees will not be allowed to attend classes during their scheduled work hours. However, with the approval of the supervisor and the appropriate dean, the work schedule may be changed to permit attendance at the class when there is a time conflict. This is at the discretion of the supervisor and the appropriate dean; employees interested should consult with their immediate supervisor. (The administration may request employees to enroll in a course as in-service training. This may be allowed on college time.)

Coffee Club

Employee may elect to pay a small premium and participate in a “Coffee Club” on campus. Members of the coffee club receive unlimited coffee and/or tea (varies by location).

To sign up for this benefit, employees must complete a Coffee Club Deduction Form, which is available in both the Payroll and Human Resources Offices. To cancel membership, employees must submit a new form indicating that they wish to cancel participation to the Payroll Office. Premiums will be automatically deducted from the employee’s paycheck.

It is important to note that membership is designated to a specific coffee club “location”; hence, a membership does not allow access to other coffee club “locations” across campus. Each coffee club is independently funded and responsible for its own maintenance.

Employee Discounts:

Athletic Events Discount

(6487)

Lee College employees can attend athletic events for free. Employees must present an active Lee College badge to have free admission.

Bookstore Discount

(6360)

All full-time employees receive a 20% discount for most Bookstore purchases. Discounts are not available for family members.

Rental Discount

(4031)

Employees renting a Lee College facility for personal use may be eligible to receive a 50% discount.

Performing Arts Center Discount

(6255)

Employees may be eligible to receive a discounted rate on performances hosted by Lee College. For additional information, please contact the Box Office Specialist at 6255.

Change of Address, Telephone, Name, Marital Status: (6875) Employees wanting to update their mailing address, telephone number(s), name, or marital status need to contact the Human Resources Office at 6875 for assistance. This form can be found on the [Employee Portal](#).

Compensation

Salary Scales

Salary scales are on the Human Resources Website.

Rates for Adjuncts, Overloads, and Summer Faculty Under Construction

Paycheck Distribution:

Paychecks are distributed on the 15th (or the last working day prior to the 15th) and the last working day of the month.

Pay over 12 months versus 9 months

Direct Deposit

For your convenience, Lee College can provide direct deposit, which will automatically deposit your pay into your checking/savings account. Direct deposit is a voluntary benefit.

The advantages of direct deposit are:

- No special arrangements when you are out of town on payday.
- No possibility of losing or having your check stolen.
- No more wasted time waiting in line at the bank.

With automatic deposit being confidential and safe, there is no fear of your check being lost, stolen, or forged. Your money is automatically in your depository account on payday and is available for your immediate use.

To enroll, complete a [Direct Deposit Authorization Form](#) (to access the pdf form above, click on your Internet Browser) and submit it in to the Payroll Office. These forms are also available in the Payroll Office, Human Resources Office, and the Huntsville Center Office.

Direct deposit is the electronic deposit of your paycheck into your bank account. You must authorize Lee College to implement direct deposit for your paycheck. If necessary, Lee College may initiate debit entries and/or adjustments to credit entries made in error to your account. Sign-up for direct deposit will be an ongoing process at Lee College. You have the option to get out of direct deposit at any time. Lee College is required to deliver the payroll tape to the bank three (3) working days prior to payday. Your deposit will be available to you on the morning of payday. All direct deposit transactions are required to be submitted on a test basis prior to going live. There will not be a live transaction for you until there has been a test to verify that your paycheck has been credited to your account.

Questions concerning compensation

Contact HR at 281-425-6875

Contract and Non-Contract Statuses [DDA Local](#)

The District defines employment status for administrative and instructional personnel as follows:

1. **Probationary status.** During the first three to five years of service, personnel shall be limited to one-year probationary contracts.
2. **Regular status.** Contracts for personnel may be for a period not to exceed three years.
3. **Letters of Appointment.** Appointment of personnel by the President, for terms as specified in the letter of appointment.

Conditions of probationary status, requirements for being placed on regular status, and conditions of regular status are located in specific sections of this policy for administrative and instructional personnel. The District has no tenure policy for faculty.

Contract Days - Nine month faculty personnel are employed for 180 working days. Twelve month faculty personnel are employed 240 working days.

Contract Renewals - Recommendations of the College President on the renewal of contracts for administrative and instructional personnel will be heard by the Board no later than April 1 preceding the end of the employment term fixed in the contract.

Disciplinary Action

- [\(DH\)](#) Employee Standard of Conduct
- [\(DMAA\)](#) Term Contracts – Dismissal
- [\(DMAB\)](#) Term Contracts - Nonrenewal

Drug Free Workplace Policy

[\(DH local\)](#)

Employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at the College District or at College District-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drug

An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

An employee who manufactures, possesses, or dispenses a substance listed above as part of the employee’s job responsibilities, or who uses a drug authorized by a licensed physician prescribed for the employee’s personal use shall not be considered to have violated this policy.

Emergency Procedures

(6888) [MAP](#)

The emergency procedures are written and under the direction of Campus Security Department. Links to the current emergency procedures are listed on their homepage and below:

- [Active Shooter or Campus Violence](#)
- [Environmental Spills](#)
- [Evacuations](#)
- [Explosions](#)
- [Fires](#)
- [Infrastructure Failure](#)
- [Medical Emergencies](#)
- [Severe Weather \(Floods, Hurricanes, & Tornadoes\)](#)
- [Sexual Assault Prevention](#)
- [Shelter in Place](#)
- [Suspicious Person](#)

Text Messaging Emergency Notifications (MyLC Alerts): will notify you in the case of Inclement Weather/Class Dismissal and emergency conditions. You can also access the [quick reference guide](#).

Employee Assistance Plan (“EAP”)

Lee College, in conjunction with the University of Texas Health Science Center in Houston, has implemented an Employee Assistance Plan (EAP). An EAP is a professional assessment, short-term counseling, referral, and case management service offered as a benefit to employees. The primary goal is to help employees with personal problems so that these problems do not interfere with work performance.

Confidential, professional assessment and referral services are provided to employees to address a variety of personal problems, such as family, marital, legal, financial, alcohol, or other drug related issues.

The EAP case managers can help employees identify the problem, offer guidance, and if necessary, refer them to an affordable, competent resource for appropriate care. EAP services are available to employees and their immediate family members.

Free, confidential counseling may be arranged by contacting:

University of Texas Health Science Center at Houston – Employee Assistance Program (EAP)

7000 Fannin, Suite 1670, Houston, TX 77030

Phone: (713) 500-3327 or Toll-Free (800) 346-3549

Web Address: <http://www.uthouston.edu/uteap/>

Employee Directory:

Employment

1. **General employment practice for faculty members (DC)**
2. **Instructor qualification and approval procedures** The College shall employ faculty who meet the minimum qualifications specified by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the Texas Higher Education Coordinating Board (THECB), and other appropriate accrediting or licensing authorities, whichever is highest. Only where employment emergencies exist may an employee be hired with less than the minimum qualifications, and then only on a semester-length letter of appointment. Such employee must submit within one month of employment a written professional development plan to remove the deficiencies. This plan must be approved in writing by the appropriate Dean and Vice of President of Learning. The College is under no obligation to retain any employee beyond one semester who does not meet requirements.
3. **Official transcripts** are required upon employment.
4. **Family Medical Leave Act (DECA legal)**
The College District shall grant leave to eligible employees:
 - a. For the birth of a son or daughter, and to care for the newborn child
 - b. For placement with the employee of a son or daughter for adoption or foster care. [For the definitions of “adoption” and “foster care,” see [29 CFR 825.122](#)]
 - c. To care for the employee's spouse, son or daughter, or parent with a serious health condition
 - d. Because of a serious health condition that makes the employee unable to perform the functions of the employee's job. [For the definition of “serious health condition,” see [29 CFR 825.113](#)]
 - e. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on covered active duty (or has been notified of an impending call or order to active duty). [For the definition of “covered military member,” see [29 CFR 825.126\(b\)](#). For the definition of “covered active duty,” see [29 U.S.C. 2611\(14\)](#)]; and
 - f. To care for a covered service member with a serious injury or illness incurred in the line of duty if the employee is the spouse, son, daughter, parent, or next of kin of the service member. [For the definitions of “covered service member” and “serious injury or illness,” see [29 U.S.C. 2611\(15\), \(18\)](#)].

General Information for All Employees

Badge/LC ID, keys, parking pass The Human Resources Office distributes badges, keys, and parking passes to Lee College employees. Contact the HR Office for more details.

Social Security:

All full-time employees of the college contribute to Social Security. Part-time employees do not.

Grievance Procedures

- Employee Rights and Privileges (DG)
- Employee Complaints (DGBA)
- Term Contracts – Nonrenewal (DMAB)
- Term Contracts - Dismissal (DMAA)

Leave/Paid Time Off

(DEC local)

Only regular, full-time employees shall be eligible for paid leaves and absences. For the purposes of this policy, “regular, full-time basis” is defined by the employees’ contract or the salary scale. All other categories of employees do not earn and shall not be eligible for any leave benefits.

Personal Illness (Sick Time)

(DEC local)

All employees are required to prepare and submit absence reports as requested by their immediate supervisors or other proper college officials.

Sick leave entitlement shall be earned at the rate of eight (8) hours for each month (or fraction of a month) of employment, and shall accumulate with the unused amount of such sick leave carried forward each month. Nine hundred sixty (960) hours maximum cumulative sick leave may accrue for eligible employees. No sick leave accrues for part-time employment, including summer teaching.

Employees using more than five (5) consecutive days of their accumulated sick leave are required to present a Lee College Physician’s Recommendation Form before returning to their scheduled duties.

In the event that an employee leaves the District and has used annual sick leave that has not accrued, a deduction for unearned sick leave shall be made in the employee’s final paycheck.

Employees will not be paid for unused, accrued sick leave upon termination. They will be offered an opportunity to donate up to 96 hours to the Sick Leave Bank.

In the event that a new employee does not report the first day of the college term, his/her salary and benefits shall not begin until he/she reports for duty. Regular sick leave policies shall apply to other employees who are absent the first day of a term.

Eligible employees who are on any type of sick leave shall not earn regular sick leave until they return to work on a regular full-time basis.

Family Emergency Due to Illness/Bereavement

(DEC local)

All full-time, regular employees shall be granted emergency leave with full pay for a period not to exceed sixty-four (64) working hours for family emergency due to illness/bereavement annually to be taken by the anniversary of the date of employment. This entitlement shall not be carried forward into subsequent years.

Relatives who qualify as family under the terms of this policy shall consist of the employee's spouse, the employee's spouse's son, daughter, parent, grandparent, brother, sister, aunt, uncle, grandchild, niece, or nephew (or the spouse of any of them) and shall include other related persons living as a family member in the employee's household.

The employee requesting a paid leave for family emergency due to illness/bereavement shall be responsible for providing a satisfactory explanation to support the request for leave within three (3) working days of commencement of the leave (the term "emergency", by definition, means the situation may possibly not be known in advance). However, this does not relieve the employee of the responsibility to notify his/her supervisor of the absence. The appropriate Dean and Vice President must approve paid leaves under the terms of this policy.

Time off with pay may be granted at the discretion of the appropriate Dean and Vice President to attend the funeral of associates or close family friends. Extensions and/or exceptions to this policy may be considered for approval at the discretion of the President, based upon evaluation of circumstances in individual cases.

Personal Leave Day: All full-time, benefit eligible college employees are eligible for one (1) personal day annually to be taken by the anniversary of the date of employment. All personal leave days shall have the prior approval of the appropriate supervisor and shall not interfere with the ongoing work of the unit. A personal leave day shall be charged for any personal leave day, or portion thereof, taken. A personal leave day is granted for each employment anniversary period. No pay is granted for unused personal leave days.

Sexual Harassment Prevention

- Preventing Sexual Harassment Training for Employees
- Sexual Harassment Policy

Vacation:

(DED local)

Faculty members are not eligible for vacation. However, Librarians and Counselors classified as faculty are the exception and can accrue vacation time.

Sabbatical Leave

(DEC local)

Any full-time faculty, administrator, librarian, or counselor who has served at the College District for five consecutive years and/or is eligible for a regular contract may apply for a professional development leave (sabbatical). The exception to this is full-time Huntsville faculty who have served the College District on a full-time basis with satisfactory evaluations for five consecutive years.

A review committee shall be responsible for accepting and evaluating applications and making recommendations to the College President. Not more than six percent of full-time faculty may be recommended. The College President shall recommend to the Board the awarding of sabbaticals. Awarding of sabbaticals is dependent upon funding availability.

A recipient shall receive full pay for a semester or one-half pay for two-semester leave. An employee on a sabbatical shall continue to receive all institutional benefits. Persons may not engage in employment during the sabbatical unless such paid employment is a condition of the professional development leave project for insurance or other reasons. Such pay shall be deducted from the salary component of the leave.

The recipient of a sabbatical must agree in writing to return to the College District for a period of two years, or upon completion of leave, return the entire leave stipend (including benefits) to the College District.

Maternity Leave

(DEC local)

Maternity leave without pay may be granted upon recommendation of the President and approval of the Board of Regents. Such leave shall be for a specified time, not to exceed one (1) calendar year from the date this leave is granted. An employee who becomes pregnant, but does not enter leave status shall be entitled to regular and extended sick leave benefits as enumerated in the Personal Illness section above, but only for the time she is physically disabled as indicated by her medical doctor's certificate, and she must have a signed medical doctor's statement certifying her ability to return to work. Any additional time shall be treated as a maternity leave as outlined herein.

Professional Leave

(DEC local)

A faculty member on regular status may apply to the appropriate Dean and Vice President for a professional growth leave of absence. Professional growth leaves of absence shall be without pay and will be granted on the basis of a twelve (12) - month period or less. Granting of such leaves shall not be automatic and will depend on the staff requirements of the college at the time of application. Such application shall be made at least six (6) - months prior to the proposed leave period.

An administrator or faculty member on regular status may apply for partial leave of absence (reduced load with reduced pay). The faculty member's office hours, committee assignments, curriculum development, and other duties shall be proportionally reduced but not eliminated. A maximum of two faculty members and two administrators per semester may be on partial leave of absence.

Such leave may be renewed if it does not disrupt College staffing or cause other unusual institutional inconveniences. The time spent on this type of leave shall be counted for longevity purposes for salary step increases, and the following benefits shall be available: educational assistance, participation in the group medical insurance plan per ERS rules and policies, accumulation of pro rata share of sick leave, and participation in the approved retirement plan. The employee may have to pay all or a greater portion of his or her health insurance during the leave period. The employee should check with human resources regarding impact on benefits.

A faculty member must return to full-time status for five years before being eligible to apply for another professional leave of absence.

All professional leaves of absence require Board approval.

Leave with Pay

(DEC local)

Upon specific need of the College, as determined by the Board of Regents, leave with pay may be granted to an employee.

Military Business

(DECB)

Employees may use their sick leave to take required physical examinations for the Armed Forces.

Jury Duty

(DEC local)

An employee shall be granted, with regular base pay, whatever time is required for serving on jury duty. Proof of such service is required.

Extended sick leave (Short-Term Disability)

(DEC local)

After using his/her accumulated sick leave, vacation, and personal leave day, an employee shall receive 60% of his/her regular base pay for a period not to exceed six (6) months (1040 hours), inclusive of any holidays, at which time his/her pay shall cease until his/her return to work on a full-time basis.

An employee who has used 1040 hours of extended sick leave must return to work on a full-time basis for a minimum of six (6) consecutive months before again being eligible for extended sick leave benefits.

Employees utilizing for sick leave under this extended sick leave program are required to present a medical doctor's certification of illness. Before returning to work, the employee must present a Lee College Physician's Recommendation Form indicating his/her fitness to resume his/her normal assigned duties. Forms can be obtained from the Human Resources Office.

Sick Leave Bank

The Sick Leave Bank is a pool of hours available to any approved, benefit eligible employee who suffers a catastrophic illness or injury and has used all of their paid leave. You may apply to the sick leave bank if you suffer a catastrophic illness or injury and have exhausted all accrued leave. The amount of leave granted cannot exceed 720 hours or one-third (1/3) of the hours in the bank, whichever is less. For more information or for the application process, please contact the Human Resources Office at (281) 425-6875.

Any benefit eligible employee is eligible to contribute to the bank. You may contribute between eight (8) – ninety-six (96) hours (8 hour increments only) to the bank each fiscal year. However, you must maintain a balance of at least forty (40) hours of paid leave after the contribution. Terminating employees may contribute up to ninety-six (96) hours in addition to any hours contributed in the current fiscal year.

Service Awards

Lee College presents service awards to full-time faculty, administrators, and staff in recognition of their continuous years of service. The awards are presented in increments of five (5) years for years of service completed before September 1st of the relevant year. Service award recipients are recognized each year during the Fall Professional Development Day.

Special Assignments

Division Chairs

Division Chairs are nominated and elected by full-time, contract faculty members of each respective division on the main campus and permanent Letter of Appointment faculty at the Huntsville Campus.

The term for a Division Chair is three (3) years. Hence, nominations and elections for Division Chair positions occur every three (3) years (i.e. 2010, 2013, etc.). There is no limit on the number of terms a person may serve as Division Chair.

HR distributes the nominating and election ballots to eligible employees during the month of April.

Special Provisions:

1. Only those eligible to serve as a Division Chair are allowed to vote. Letter of Appointments (LOAs) and division secretaries are not eligible. (*** Permanent Letter of Appointments at the Huntsville Campus are the exception to this policy. ***)
2. The actual number of votes cast for each candidate will not be made public. Only the resulting Division Chair's name will be released.

Other assignments

(i.e., Online Learning Coordinator, Student Success Alliance Coordinator, etc)

Standards of Conduct

(DH local) A faculty member is expected to meet the education and experience requirements in his or her subject field and to demonstrate continuing professional growth beyond minimum requirements.

All faculty members are expected to support the philosophy of the College District and to be aware of and concerned with the broad range of objectives and capabilities of each student the College District seeks to serve. They shall seek to develop the most effective instructional techniques and shall be receptive to promising new approaches. Faculty members shall provide guidance that promotes a student's welfare and proper educational development.

Termination of Employment:

Term Contracts – Nonrenewal **(DMAB)**
Term Contracts - Dismissal **(DMAA)**

Worker's Compensation

(DEC local)

Program overview/rules:

All employees of the college are covered by Worker's Compensation for job related injuries. The appropriate supervisor and the Human Resources Office must be notified immediately of any job related injury. The Texas Worker's Compensation Commission and the insurance carrier must be notified in writing within seven (7) calendar days of the injury.

When an employee receives Worker's Compensation pay benefits, Lee College has elected to pay the difference between the weekly income benefit through Worker's Compensation and the employee's regular weekly compensation, up to 180 days. Employees will continue to earn accrual time while on Worker's Compensation leave.

If after the 180-day elimination period an employee is still receiving Worker's Compensation benefits, the employee shall be provided with an application for the Employees Retirement System (ERS) of Texas' Long-Term Disability (LTD) plan (if the employee has enrolled in ERS LTD plan).

An employee who has been receiving Worker's Compensation benefits, who returns to regular duties with an unrestricted release from his/her physician, and who subsequently misses work for the same medical condition will have the absence charged against accrued personal illness.

Employees must use their personal leave time for Worker's Compensation doctor visits and/or absences unless/until they have missed eight (8) consecutive work days. All doctor's visits and work releases must be documented with the Human Resources Office.

What do you do when injured at work: ---- The appropriate supervisor and the Human Resources Office must be notified immediately of any job related injury.

III. Instructional Policies and Procedures:

Instructional Philosophy

The overall instructional philosophy at Lee College is to do everything humanly possible to help the students to succeed both in and outside the classroom, and instill in them an appreciation of lifelong learning. This may entail the implementation of a variety of high impact practices and active learning techniques.

Off Campus Sites

Lee College has several different off campus site including: the Huntsville Center, through the Texas Department of Criminal Justice Institutional Division; the McNair Career Center, Weekend College, Continuing Education, and the Liberty Center, which hosts a part time advisor available to assist perspective and current students with enrollment advising and financial aid. The college is also facilitating a variety of Workforce and Community Education programs and workshops in Liberty as well.

New Faculty Orientation

(6849)

New Faculty Orientation includes six half day meetings spread out over the academic year, four in the Fall semester and two in the Spring semester.

Instructional Information for Main Campus Instructors

Prior to 1st Class Day

See Division Chair/Secretary for the following:

- ID's made in Human Resources
- Office Hours
- Keys and/or Access to Classroom
- Teaching Load and Schedule of Classes
- Textbook and Supplies
- Formatting and Posting Course Syllabi

1st Class Day Plus

Who's in my class?

Economically Disadvantaged

(6492)

(See Project Leeway Special Populations Office: under Section VII. Student Related Information)

Students with Disabilities

(4069)

(See Office for Student with Disabilities under Section VII. Student Related Information)

Dual credit enrollment and/or Audits

(6434) MAP

Dual Credit is a program that allows high school students to enroll in college level courses, offered by a College institution that may be academic or career technical thus allowing a student to receive simultaneous credit for the course from both the college and the high school. The Dual Credit program is designed for high school juniors and seniors. As with all students in college

level courses, high school students must satisfy TSIA requirements and/or prerequisite requirements for all college level courses. In general, high school students should not be enrolled in more than two courses per semester.

General Student Demographics

(6231)

Lee College facts provides the following student demographic information each semester: Gender, Age, Ethnicity, & Poverty breakdown; number of graduates by degree (AA, AAS, AAT, certificate, etc.); and faculty contact hours. Links to other reports listed on the left of the page include: Enrollment, Ethnicity, Grade Distribution, and Graduate reports.

MYLC Campus Site: Human Resources Department will initiate a work order request to the Information Technology (IT) Help Desk to create new logins for Full-Time Faculty and Adjunct Faculty to get access to the MYLC Campus Site. The IT Department will send the login and a temporary password directly to the Faculty member via Lee College email or corresponding Division Secretary. The temporary password will provide an option for the Faculty member to reset it to a new password. The new password needs to be at least 8 characters with at least two digits. The new password will expire after 90 days with a 14 day expiration warning period before it will expire.

You can get to the MYLC Campus site from the Lee College main site: <http://www.lee.edu/>. Then, move your cursor over students, then logins, and then click on MyLC Campus. OR, you can get MYLC Campus site directly from the following URL:

<https://mylccampus.lee.edu/psp/mylccampus/?cmd=login&languageCd=ENG>

Class Rolls See Class Rolls under 12th Class Day below.

Attendance: See Reporting Non-Attendance directly below.
(6399)

Reporting Non-Attendance

While not required, it is recommended that instructors keep some system of attendance for their own use. Even after rolls are returned for a class, students who stop attending class without any agreement should be dropped after 3 or more class meetings are missed. For classes meeting in condensed or hybrid or online format, a student may be dropped sooner if lack of participation is noted. A form for dropping students for nonattendance is available from division secretaries or at the Admissions Office. Instructors can also monitor whether students have dropped a class by checking their MyLC class roster frequently.

See Division Chair/Secretary for

- Absence Procedure for Faculty
- Substitution Policy
- Guest Lecturers
- Field Trips

Key Points in the Semester

1st Day of Term/Session

On and after this date, drops by students are refunded on a state-approved, pro-rated basis (even if the specific class has not yet met).

Census Date

This is the 12th day in semester (exclusive of campus closure dates/weekends) for the fall and spring 16-week sessions. Census falls earlier for shorter sessions (contact your division secretary for a list of census dates as needed).

Last Day for Student Drops

This is the point in a term or session when students have a last chance to drop a class (receiving a W grade) without approval of instructor. Consult with your division for these dates, as plans are pending to shorten this window. After this date students may still drop a class, before the start of finals week in a long term, with consent. Once finals week starts, drops are not to be approved.

Student Resignation Deadline

Students are permitted to resign (drop all classes) through end of term (inclusive of finals week). This is a major decision with many impacts. Students should be referred to the Admissions and Records Office.

Other important information regarding records and dates:

Class Rolls: The Admissions Office prints official class rolls after the census date of any class is reached. Official class rolls are distributed to the instructors through the divisions and require the instructor's attention. This is the only attendance instrument used at the college, so any student not attending or attending but not on the roster should be reported per the instructions that come with the roll. This is essential to accurate reporting, which is key to the college's funding. Here are the instructions on [how to print the class roll](#).

Academic Calendar: Academic Calendars are printed in the Lee College Catalog, printed annually. Starting in 2011, the college develops two year calendars each odd year. The calendars provide starting dates of classes in the four terms (Fall, Spring, Summer I and Summer II). There are sessions within these terms which are not detailed in the calendar. Registration dates are not found in the calendar.

Other dates in the calendars include the primary professional development dates prior to the Fall and Spring terms, and college holidays along with office closure dates for Winter Break.

Registration dates and dates for sessions with a term are found in the schedule of classes (online).

For further information about dates, contact the Registrar at (6399)

Grading Expectations

Grade rosters open within the last few days of any session. All grades are to be entered by the instructor of record using his/her secure MyLC Campus sign on. See the division secretary before end of term if you have any questions about how to grade classes. Note that effective Fall 2014, grades of W cannot be recorded by instructors. It is critical that grades be entered by the grading deadline (usually the day after the last day of finals (or classes in a short session) at noon. This is important for meeting transcript requests made by students and for satisfaction of prerequisites for upcoming semesters. Discuss any issue with meeting the grade deadline with the division chair and the registrar.

Professional Development (CTE) Events MAP JBH 124

The Faculty Professional Development Committee focused attention on Blackboard training this past year and ongoing training in Bb will be available throughout the 2014-15 year. The focus in the fall will be centered on organizing the new standing committees' efforts and supporting the All College Read.

The Center for Teaching Excellence (CTE) is located in JBH 124 and is staffed by LeAnn Allison, the college's Instructional Designer supported by the HSI-STEM grant. Students learn and retain more information and persist and succeed at higher levels when they are actively involved in learning, rather than passively receiving information. The instructional designer can assist faculty in creating the active environment by integrating new technologies and learning strategies leading to an increase in student success.

Requests and Electronic Forms

Most of the electronic forms that you will need are all gathered in one place on the Employee Portal. You will need to logon to the portal the same way you logon to your office computer.

Technology (IT) Help Request form (6952) MAP

Maintenance

Lee College has a Physical Plant Department, often called maintenance, however, we do more than maintain. We are, in fact, the keepers of the physical well-being of the campus's facilities, the proverbial landlord. They are office to call when you need something that pertains to your physical well-being anywhere on campus. For your convenience, a [work order web site](#) has been created that you can use any time you have an opportunity for them to assist you.

Classroom Management

Under Student Conduct: Student Behavior p. 46

Disruptive Classroom Behavior

There are several student policies that will help you with extraordinary disruptive behavior and they are the Student Conduct Policy, under the sections labeled "[Student Behavior](#)" and "[Disruption of Operations or Events](#)", and the [Student Appeals Policy](#). Your Division Chair and the V.P. of learning are also a good resource for you should you run into any problems.

Student Assessment

(6231)

In 2014-15 the academic courses in the core curriculum will be assessing communication, personal responsibility, and social responsibility. The course level mapped student learning outcomes were first assessed in 2012-13. Once the data is collected faculty will analyze and create action plans to adjust both in class and assessment processes. The student work will be collected and scored in the fall. The analysis and next steps will be completed in the spring. Academic divisions will be working on mapping degree program level outcomes and creating assessment plans for those outcomes throughout the year.

Grades

(6399)

Instructors are responsible for posting grades for their classes using the [MyLC Campus portal](#). Grades are normally due by noon the day after finals end. Most classes allow the following grade entries: A- F or I. Plus/minus grades are not allowed. Some classes are graded P/F. Developmental grades do NOT affect GPA and are not counted in earned or attempted hours. Effective Fall 2014, W grades are only assigned when a student drops a class or an instructor submits a drop card. Drop cards from students are accepted without instructor consent through about the ¾ point in a session (the division secretary can provide these dates); after that date all drops must be initiated or approved by an instructor. Individual class drop cards are not honored once finals have begun in a long semester.

Final Exams

You are required to have an academic meeting during final exam week of 16 week courses. The final exam schedule is on the website. Including a link in Blackboard or on your syllabus is strongly recommended.

Incompletes/Grade Changes/Grade Appeals

Incomplete (I) means that an instructor and student have agreed to a plan for completion of the course. Normally, student is very close to completion when an (I) is granted. See the division chair for more specifics on incomplete grade contracts. Students who receive an (I) should NOT register again for the same course unless they are abandoning their incomplete contract. I grades will lapse to a F grade after one semester.

Privacy Restrictions (FERPA)

Grade Posting/Paper Distribution
(6399)

- Admissions and attendance – transfers (FB)
- Public Information Program – Access to Information (GAA)
- Public Information Program – Request for Information (GAB)

End of Semester Procedures

Online Learning Courses

At the end of the semester online learning courses should be “backed up” for future reference. For information about how to back up your courses please see refer to the **Online Learning Faculty Handbook. Section III. What to do before, during and after the online course.**

Posting Grades Power Point (6399)

Using the **MyLC portal**, instructors post grades for their classes at the end of the term. Appropriate grades include A-F, and I in most classes (incomplete grades are not allowed in developmental courses).

Upon recording grades in the grade roster, the roster must be saved. If all grades are recorded and the instructor is finished grading, the roster should be saved in “Approved” status. A partial roster or one that still might change can be saved as “Not Reviewed, or “Ready for Review” but must be changed to “Approved” before the grading deadline.

Division Secretaries are responsible for training on MyLC Campus functionality, and should be consulted first when instructors need training in MyLC Campus.

Evaluations

Student Generated Class Climate Surveys are electronic surveys given to students towards the end of the semester asking them to evaluate your teaching for that class session. Warnings about the implementation of these evaluations are usually given well in advance of their administration which will give you plenty of time to plan for them. Faculty who schedule computer labs for survey administration have a higher participation rate. See your Division Chair for more information.

Annual Faculty Evaluation Process

Under Construction

Evaluation procedures, **forms** & timetable

Student Evaluation of the Faculty Member

Evaluation Forms

Evaluation Conference

Faculty Personnel Records - reviewing **DBA**, records retention **GAA**, etc.;

Faculty Annual Goals Form (**Currently Under Construction**)

IV. Supplemental Policies and Procedures

Academic Integrity & Academic Freedom and Responsibility

DGC & DH (Exhibits)

Copyright and Fair Use Policy

(6497) **MAP**



Video
Introduction
by Jeannie
Colson (Use
with Internet
Explorer)

When Lee College faculty members utilize the intellectual property of others; it is incumbent upon them to ensure that the use is ethical. The Campus Copyright Advisor, located in the library, has provided a variety of **web-based tools** to assist in determining the copyright status of works as well as whether the proposed use is fair according to the doctrine of Fair Use. The Advisor is available to aid in these investigations, to seek permissions from copyright holders (and pay for them), to develop Best Practices in collaboration with campus stakeholders, and to provide instruction on the topic of ethical use of information. Faculty members are encouraged to use all the resources and services provided by the Copyright Advisor.

Employee Standards of Conduct including Faculty Code of Professional Ethics DH
(Exhibit)

Faculty duties outside the classroom, required

Full time faculty are required to: participate on Committees; attend the annual Spring graduation ceremony, presidential honor's day, and Spring and Fall professional development days; maintain regular office hours for your students (check with your Division Chair on the number of hours required); help with student registration; and participate in professional development opportunities throughout the year.

Faculty Assembly



Video Introduction by Ray Whitlow (Use Internet Explorer)

The Faculty Assembly serves in an advisory capacity to the administration of the District on matters affecting employee interest. All communications from this organization or its designees shall be directed to the administration for consideration and action.

- [Committee's](#)
- [Constitution](#)
- [Professional Development Funds Request Form](#)

Information specific to Adjuncts and LOA's

Intellectual Property Rights

V. Computer/Media Support:

Campus Labs

(6231)

Campus Labs, formerly called Compliance Assist, is an online management system that the Administration uses to help Lee College comply with SACSCOC requirements. You use Campus Labs whenever you make changes to your course syllabi at the beginning of the year.

Computer classrooms & facilities requests

(4031) [MAP](#)

Lee College faculty and staff may book facilities for college use by filling out the online facility request form (link above) which goes to the Information Service Specialist. Rooms are officially reserved when entered into PeopleSoft, but you can get an idea of what is already scheduled by viewing the public folder calendars in the Employee Portal. Instructors have access to several facilities including computer labs for special assignments and lecture halls for guest speakers.

MYLC Helpdesk

(6952) MAP

This technology service is provided free of charge Monday through Friday, 40 hours per week. Support for students, faculty and staff includes computer hardware and software troubleshooting, security issues, email, as well as assistance with printers, scanners, and other peripheral devices. Assistance is available via e-mail at helpdesk@lee.edu, by [electronic form](#), or by calling **281.425.MyLC (6952)** Hours are as follows: Fall and Spring semesters: M-Th 7:30-7:30 and F 7:30-12:30 Summer, May and Winter Mini, and in between semesters: M-Th 7:30-5:15 and F 7:30-12:30

Online Learning Committee

Online Learning (Distance Education) Handbook & Standards

What are the basic computer requirements? Faculty must have high speed internet access. Online courses will need at least 2 internet browsers; for PC users, Internet Explorer and Mozilla Firefox, and for MAC users, Safari and Mozilla Firefox. PC users need an operating system of Windows XP, Windows Vista, or Windows 7. MAC users will need an operating system of 10.5 or 10.6. To view all information, including pop-ups, etc, Java should be installed on the computer. For WebCT services, section requests, and troubleshooting contact [Paula Lee](#) (X6285)

Employee Portal

(6215)

The Employee Portal is the campus's SharePoint Intranet portal where most of the internal collaboration and communication take place between the various departments. The authorized employees are allowed to share documents, calendar events, announcements, and useful Internet links. If you have any portal related questions then please contact to SharePoint Administrator/Developer [Shital Parikh](#).

Faculty Resource Computer Lab in the CTE

(6577) MAP

LeAnn Allison, the Center for Teaching Excellence Computer Lab helps Lee College faculty to create, explore, and collaborate on innovated, high-quality, student-centered teaching methods in a diverse learning site that focuses on lifelong learning and student success. In order to support and promote the scholarship of teaching and learning, the CTE Computer Lab has an in-house collection of books, webinars, and professional development. The CTE provides use of the computer lab, Smart Boards, Document Cameras, Noise Cancelling Headsets, Mobis, and a variety of computers.

Lee College Credit Card System

(6320) [Purchasing Office Map](#)

The Cardholder User's Guide provides the general guidelines for using the purchasing card. Please read it carefully. Your signature on the [Purchasing Card Request and Cardholder Agreement](#) indicates that you understand the intent of the program and agree to follow the established guidelines.

Library Services

(6379) [MAP](#)



Video Introduction

Located on the first floor of the Academic Technology Center (ATC) at 150 Lee Dr. Baytown, TX, we are constantly updating our print and electronic materials to give our patrons a variety of resources that can be accessed both in-person and remotely. We house over 70,000 book volumes, and over 600 periodicals. We also have electronic resources in the form of e-books (>27,000), government documents, and access to over 133 article databases.

Media Services

(6952) [MAP](#)

Media services support audio, video and computer presentations of the Lee College community. This includes setting up an audio system for guest speakers, Board of Regents meetings, LCD projection systems for computer/video presentations as well as "smart classroom" technology. We also support and maintain all instructional presentation systems in the classrooms on the Lee College campuses. Assistance is available by submitting an online request at [Media Request](#), via email at helpdesk@lee.edu, or by calling **281.425.MyLC (6952)**

Network Account Creation

Newly hired Faculty obtain their network accounts from the Human Relations Office.

PeopleSoft Account Creation

(6451)

Oracle/PS Financial System Access The process for new employees that need PS access is initiated by HR in a form of a Work Order which then goes to the Help Desk for processing.

Financial (Purchasing and Budget System) The process for new employees that need PS access is initiated by HR in a form of a Work Order which then goes to the Help Desk for processing.

Oracle/PS Financial System Link

This is the link to the PeopleSoft system with budget information.

Student Computer Labs + Library

There are several computer labs on campus dedicated to student use. The open lab (20 computers) and the library (56 computers) are non-dedicated computer labs. The others are dedicated for students majoring in Nursing, Computer Information Systems & Computer Science, Drafting, and other disciplines.

Technology Support Forms

Provides a list of technology access request forms such as PeopleSoft Financial System Access Request, Student Administration System Access Request, Network Access, Telephone Service Request and VPN Access forms.

Telephone Services

(4580)

Telephone Services (Kenny Flock) Telecommunications support services provide telephone installation and moves. As well as cabling for all phones, faxes, and computers on campus, maintains the wireless network, the emergency and parking lot phones, security cameras, time clocks and billing reports to accounting. Each person with a long-distance authorization code is charged for long distance calls. The billing system keeps track of time called, destination, time spent on calls, extension, account number, and customer profile.

VI. Faculty Support Services

Bookstore

(6360) [MAP](#)

The Lee College Bookstore proudly provides the academic community with the supplies needed for a successful future. Textbooks, study aids, school supplies, electronic items and Lee College imprinted clothing are some of what can be found inside the bookstore. Full-time employees can take advantage of a 20% discount on select items. The bookstore also assists faculty with the textbooks that will be needed for their courses. The textbook adoption form can be printed from the bookstore webpage, www.leecollegebooks.com. It can be found at the top-right by clicking on the owl (representing our wise faculty).

Center for Teaching Excellence

(6577) [MAP](#)

A Hyper-instruction Studio, Center for Teaching Excellence, will allow instructors to explore a variety of pedagogies via the utilization of various technologies designed to facilitate collaboration and interaction. These innovative teaching approaches will engage students and allow them to acquire knowledge and skills beyond their particular academic discipline, leading ultimately to improved student success. State of the art resources include mobile interactive whiteboards, laptops for checkout, video conferencing, and other equipment.

Financial Support for Instruction

Faculty Assembly Professional Development Funds



View introduction by Cheryl Willard ([Please use Internet Explorer](#))

This Faculty Assembly Committee accepts, reviews, and recommends faculty, counselor, and librarian requests for professional development funds, which are provided by the Administration. Consider and make recommendations on all matters related to the following: Developmental leaves or grants, instruction, research, and curriculum.

Professional Development Mini-grants

(6577) [MAP](#)

As part of developing a revised improvement plan, Lee College awards Mini-grants to those programs that meet these criteria: a focus on enhanced learning leadership, planning, continuous assessment, and process evaluation that fosters active and collaborative learning. The Mini-grant awarded to the English and Humanities Division provided the kernel for a re-visioning of how the division intends to teach the first year composition courses in the future. For instruction mini-grants contact Dr. Cathy Kemper at ckemper@lee.edu or (6867). For STEM mini-grants contact Victoria Marron at vmarron@lee.edu or (6501).

Texas A&M Assessment Conference Grants Map

(4075)

Up to four faculty can apply for and get financial assistance to attend the annual Texas A&M Assessment Conference. Preference will be given to I-LOC members or first-time A&M Assessment Conference participants. Contact Michelle Hernandez-Perez at 4075 or at mhernandezperez@lee.edu.

Instructional Designer

(6577) [MAP](#)

Although LeAnn primary function is to collaborate with STEM faculty to enhance their face-to-face, hybrid, and online learning sections, her services are available to all faculty. She assists STEM faculty in completing curriculum maps and in aligning courses to what is being taught in feeder high schools. LeAnn mentors faculty in the effective use of an online learning management system and assisting in providing pedagogical instruction on assessment and active learning techniques. She also provides workshops on group and individualized training in LMS, active learning techniques, and effective use of technology. Contact LeAnn Allison at callison@lee.edu or at (6577).

Travel Policy & Vehicle Request Information

Instructors are subject to the travel policy when seeking reimbursement for professional development expenses. It is best to contact your Division Secretary for a clearer explanation of the travel process. If an instructor wishes to use a campus car, a driving and criminal history must be performed before she/he can be considered an approved driver.

VII. Student Related Information

Admissions and Records

(6393) [MAP](#)

Located in Rundell Hall (effective late 2014 or early 2015), this office processes applications and handles all student records including transcripts, enrollment transactions and graduation files. Official class rosters (with instructions) are sent from and should be returned to this office. International student admission needs are also served in this office. In addition, the registrar and assistant registrar are available to assist faculty with many situations.

Most student affairs offices (including Counseling, Admissions and Financial Aid), along with the cashier, are open late on Monday and Tuesday (until 7:30 p.m.). On Fridays, student affairs offices close at 12:30 p.m.

Counseling/Advising

(6384) [MAP](#)

Lee College employs a staff of professional counselors and advisors whose major tasks include helping students select courses in which they can succeed and lead to the realization of their educational goals. Services include academic advising, career counseling and exploration, group advising sessions for continuing students, freshman follow up seminars for first time in college students and limited personal counseling in a confidential manner. In addition, counselors and advisors can answer questions related to [Texas Success Initiative](#), initial testing, and the transferability of courses either to or from Lee College.

TRiO - Educational Opportunity Center (TRIO Grant)

(4505) [MAP](#)

The EOC helps adults prepare for college, including GED assistance. Since 2002 the **TRiO** Educational Opportunity Center at Lee College has provided person to person services to over 8,000 prospective college students. They also assist students with financial aid and admissions applications.

Financial Aid Office

(6389) [MAP](#)

The Financial Aid Office (FAO) at Lee College administers grants, scholarships, work-study, and loans for students. This aid is funded from federal, state, and institutional sources and is awarded based on need and by academic achievement. Grants and scholarships do not need to be repaid. Work-study is on-campus employment. Students with loans must notify the FAO each year to re-certify their loans; Lee College is currently participating in any private student loans for some students at their request.

The mission of the financial aid office is to provide assistance for our students to pay for their Lee College expenses and possibly some living expenses whenever possible. The amount of assistance a student can receive is determined using a number of factors such as the Estimated Family Contribution (EFC) calculated by the Department of Education, the Cost of Attendance calculations required by the Department of Education, Number of credit hours being attempted, residency status, and degree or certificate program to name a few.

International Education Program

at Lee College, students will find a world of opportunity as they gain knowledge and skills needed for citizenship and careers. Lee College is committed to helping students learn about their community and the world and provides students with opportunities to enhance their education with an international and multicultural dimension. Study abroad opportunities and financial support for the travel exist for students.

Math Lab

(6891) [MAP](#)

The College provides a math lab staffed by peer tutors and paraprofessionals for students enrolled in math classes - both developmental and college credit. Students are encouraged to visit the lab to obtain help with their course assignments. Students may work at the computer work stations by utilizing mathematics computer software and video lessons which accompany their textbook. The math lab also provides textbook and calculator check-out services for students.

Access Services Office

(4069) [MAP](#)

The purpose of the Access Services Center at Lee College is to assist individuals with disabilities with accommodations and services that will promote their success and integration into college and college related activities. The Counselor for Students with Disabilities works with students, faculty, and staff to ensure equal opportunity to all programs. For credit courses, continuing education, and community events, individuals will be provided equal access.

Open Lab

(6493) [MAP](#)

The open computer lab offers 25 networked computers with a variety of campus software. Including, Microsoft Office Suite 2013. The open lab also offers printing and scanners for student use. Lab assistants are always on duty to help.

Policies and Procedures

- [Academic Honesty Code](#)
- [Drug and Alcohol Abuse Policy](#)
- [Internet Resources Acceptable Use Policy](#)
- [Library Acceptable Use Policy](#)
- [Tuition & Fee Refund Policy](#)
- [Student Appeals Process](#)

Project Leeway / Special Populations Office

(6492) [MAP](#)

The Project Leeway program is designed to promote and facilitate access to vocational/technical education and training at Lee College. It is focused toward low-income students seeking non-traditional careers, single parents, displaced homemakers, & single pregnant women. The program is funded by Carl Perkins basic grant. The program is administered through the Lee College Special Populations Office.

Campus Activities Board

(6861)

The Campus Activities Board is an event planning group on campus that brings speakers, musicians, comedians and other novelty acts to Lee College. Major events include Welcome Week, Fall Fiesta and Spring Fling. Faculty are encouraged to submit speaker requests to Mike Spletter in the student activities office. Recreational opportunities are also available through the student activities office. Please go to the Rebel Recreation page on the Lee College website.

Student Career and Employment Office (SCEO)

(4013) [MAP](#)



[Video introduction by Cindy Fletcher](#)

SCEO is dedicated to promoting the success of students & alumni by providing career resources to enhance the skills necessary to be competitive in the Global market. This office provides career advising, job opening databases, job fairs, on-campus jobs, and many career resource tools for students.

Student Success Center

(4579) [MAP](#)

The Student Success Center is located on the first floor of Rundell Hall. Computers and small conference tables are available to students offering a casual place to study and work on course assignments. The SSC also provides assistance with: online registration; printing; HigherOne Account Creation; password resets (MyLC and HigherOne); and online applications for Lee College. The SSC also assists with: Financial Aid-FAFSA, Loan Applications, Scholarship Applications, HigherOne Accounts, and Payment Plans. The SSC is the go to place for Lee College services that require the use of a computer.

Testing Center

(6430) [MAP](#)

The Lee College Testing Center is located in the Counseling Center in Moler Hall. The Testing Center offers a variety of tests: state mandated college entrance placement testing, Instructor (individualized/makeup), VCT, Online Learning, GED®, and also proctored exams from other colleges. Students and faculty are encouraged to become familiar with our services and the information we provide online. Testing Services information:

<http://www.lee.edu/testing/>

TRiO Student Support Services

(6245) [MAP](#)

Funded to assist low-income, first generation college students and students with disabilities with the goal of successfully completing a certificate or associate degree and transferring to a four-year university. They also assist students with financial aid and admissions applications.

Veteran Services

(832.556.4300 or va@lee.edu) [MAP](#)



Veteran's Services Video

"In an effort to meet the needs of increasing numbers of veterans returning home, Lee College has established a Veterans Center to meet those needs and to provide information, counseling and resources to all veterans and their dependents. Our goal at the Veterans Center is to provide a successful transition into academic and civilian life. The Veterans Center provides almost a one stop shop for veterans. Other services available are priority registration, academic counseling, peer to peer tutoring, and step by step support."

Writing Center

(6534) [MAP](#)



Video Introduction

Welcome to the Writing Center! We support all writers at Lee College, including students, faculty, and staff. Our tutors are available to help you during any stage of the writing process. So, if you need help getting started, if you need help with organization, or if you would just like some feedback on your writing, we can help! [Brochure](#).

VIII. Instructional Information for Adjunct Faculty

Appointments

[Under Construction](#)

Benefits All part time employees have free use of the wellness center and pool during our hours of operation plus faculty parking privileges.

Payroll Information & Substitute Forms

Workload Policy

Eligibility Lists

[Under Construction](#)

Recruitment and Hiring

[Under Construction](#)

Scheduling

[Under Construction](#)

Summary of Responsibilities

[Under Construction](#)

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