COLLIN COLLEGE

HANDBOOK FOR FACULTY & ADJUNCT FACULTY

Fall 2022

Updated August 5, 2022

To make suggestions or to report errors, please contact your Campus Provost.

CONTENTS

INTRODUCTION TO COLLIN COLLEGE

VISION

Delivering a brighter future for our students and communities.

MISSION

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

PHILOSOPHY

Through its campuses, centers, and programs, Collin College fulfills community and industry needs and its statutory charge by providing:
- Academic courses in the arts and sciences to transfer to senior institutions.
- Programs leading to baccalaureate degrees, associate degrees, or certificates, including technical programs, designed to develop marketable skills and promote economic development.
- Continuing adult education programs for academic, professional, occupational, and cultural enhancement.
- Developmental education and literacy programs designed to improve the basic skills of students.
- A program of student development services and learning resources designed to assist individuals in achieving their educational and career goals.
- Workforce, economic, and community development initiatives designed to meet local and statewide needs.
- Other purposes as may be directed by the Collin Board of Trustees and/or the laws of the State of Texas.

CORE VALUES

Collin College has a passion for:
- Learning
- Service and Involvement
- Creativity and Innovation
- Academic Excellence
- Dignity and Respect
- Integrity

ACCREDITATION

Collin County Community College District is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate degrees, associate degrees, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404.679.4500 for questions about the accreditation of Collin County Community College District. Note: The

Commission is to be contacted only if evidence appears to support the institution's significant non-compliance with a requirement or standard.

SHARED GOVERNANCE AT COLLIN COLLEGE

Since 1985, Collin College faculty, administrators, and staff have joined together in a collaborative shared governance process to translate the Board of Trustees' vision and strategic goals into a working plan of action. Through this collaborative process, much has been accomplished, as evidenced by our students' success and the development and maintenance of our beautiful campuses. To continue meeting the needs of the thousands of students who will be entering Collin in the coming months and years, it is essential that Collin employees actively participate in planning and other strategic initiatives. Employees are encouraged to provide input in their areas of particular expertise by serving on committees, councils, task forces, and other organizational and governance structures. The Collin College website maintains information regarding shared governance, including ways in which faculty can participate in the process. Board Policy BGC-Local discusses the structures and processes of shared governance at Collin College.

PROFESSIONAL EXPECTATIONS

Since all College District employees work in support of our students and communities as public servants, the College District holds all of its employees to the ethical standards of professional educators as expressed in our Board policies under Employee Standards of Conduct.

CAMPUS LOCATIONS AND HOURS

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

CAMPUS	VICE PRESIDENT/PROVOST OR OTHER CONTACT INFO	HOURS OF OPERATION
Collin Higher Education Center (CHEC) 3452 Spur 399 McKinney, TX 75069 972.599.3100	Chief Student Success Officer Dr. Jay Corwin 972.549.6320 jcorwin@collin.edu Chief Operating Officer, Corporate College Roger Widmer 972.985.3741 rwidmer@collin.edu	Monday – Thursday; 7 am – 11 pm Friday; 7 am – 7 pm Saturday; 8 am – 12 pm (Closed Saturday during the summer) Sunday; Closed
Courtyard Center (CYC) 4800 Preston Park Blvd. Plano, TX 75093 972.985.3790	Executive Dean Karen Musa 469.365.1961 kmusa@collin.edu	Monday – Friday; 7 am – 10:30 pm Saturday; 7 am – 9 pm Sunday; 12 pm – 7 pm

Frisco Campus 9700 Wade Boulevard Frisco, TX 75035 972.377.1790	Campus Provost Craig Leverette 972.377.1551 cleverette@collin.edu	Monday – Friday; 6:30 am – 11 pm Saturday; 7 am – 6 pm Sunday; 8 pm – 6 pm
McKinney Campus 2200 W. University Drive McKinney, TX 75071 972.548.6790	Campus Provost Dr. Mark Smith 972.548.6803 MASmith@collin.edu	Monday – Thursday; 7 am – 11 pm Friday & Saturday; 7 am – 5 pm Sunday; 1 pm – 5 pm
Plano Campus 2800 E Spring Creek Pkwy Plano, TX 75074 972.881.5790	Campus Provost Dr. Mary-Barnes-Tilley 972.881.5771 mbarnestilley@collin.edu	Monday – Saturday; 7 am – 11 pm Sunday; 11 am – 7 pm
Public Safety Training Center 3600 Redbud Boulevard McKinney, TX 75069 Fire Science 972.548.6521 Law Enforcement 972.548.6561	Campus Provost Dr. Mark Smith 972.548.6803 MASmith@collin.edu	Monday – Thursday; 7 am – 7 pm Friday; 7 am – 5 pm
Rockwall Center Dr. Gene Burton College and Career Academy 2301 S. John King Blvd. Rockwall, TX 75087 469.698.7499	Campus Provost Dr. Mary McRae 972.378.8888 mmcrae@collin.edu	Monday – Thursday; 8:30 am – 1 pm & 6 pm – 10 pm
Technical Campus 2550 Bending Branch Way Allen, TX 75013 972.553.1290	Interim Campus Provost Dr. Brenden Mesch 972.553.1112 bmesch@collin.edu	Monday – Thursday; 6 am – 10 pm Friday; 6 am – 5 pm Closed Saturday & Sunday
Wylie Campus 391 Country Club Rd Wylie, TX 75098 972.378.8790	Campus Provost Dr. Mary McRae 972.378.8888 mmcrae@collin.edu	Monday – Friday; 7 am – 11 pm Saturday; 7 am – 5 pm
Farmersville Campus 501 S. Collin Parkway Farmersville, TX 75442 972.549.6490	Executive Dean Dr. Diana Hopes 972.549.6476 dhopes@collin.edu	Monday – Friday; 7 am – 7 pm Saturday; 7 am – 5 pm
Celina Campus 2505 Kinship Parkway Celina, TX 75009 469.905.3590	Executive Dean Brenda Carter 469.365.1988 bcarter@collin.edu	Monday – Friday; 7am – 10 pm Saturday; 7 am – 6 pm

ENROLLMENT

Since offering its first classes at area high schools in 1985, Collin College has expanded to serve about 56,000 credit and continuing education students each year. The only public college in the county, Collin College offers more than 100 degrees and certificates in a wide range of disciplines.

DEGREES AND CERTIFICATES

Collin College awards academic transfer degrees and certificates, technical workforce degrees and awards, and three bachelor's degrees. Additionally, four types of associate-level degrees are awarded: the Associate of Arts (A.A.), the Associate of Science (A.S.), the Associate of Arts in Teaching (A.A.T.), and the Associate of Applied Science (A.A.S.). The three bachelor's degrees include a Bachelor's of Science in Nursing (B.S.N.), a Bachelor's of Applied Technology in Cybersecurity (B.A.T.), and a Bachelor's of Applied Science in Construction Management (B.A.S). Collin also awards Enhanced Skills Certificates (ESC) in select workforce programs in addition to Level One and Level Two Certificates and Occupational Skills Awards (OSA). More specific information is available on the Programs and Courses Collin webpage.

THE COLLIN COLLEGE FOUNDATION

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

ORGANIZATION CHART

See the online Collin College district organization chart in Workday for more information.

DISCIPLINE LEADS

Discipline Leads work in conjunction with a District Discipline Dean to plan and assess the discipline/program outcomes and curriculum and to complete program review documents and continuous improvement plans. They are nominated by the discipline faculty and selected by the District Discipline Dean to serve three-year terms. They receive an annual stipend of $3000, or $3500 in an area that completes a program review. See your Associate Dean or Director for a complete job description and nomination form or reference the Faculty Compensation Guidelines found on the Human Resources Compensation and Classification Information webpage.

COURSE DEVELOPMENT

CLASS SCHEDULES

Class schedules are developed in coordination with Academic Associate Deans/ Directors/Deans and are based on the needs of the College community. Full-time faculty are given courses based on the number of contact hours required by contract and on the needs of the division. Classes may be scheduled in a variety of formats (distance, dual credit, weekend, etc.) during a variety of days and times and on multiple campuses. Individual class schedules are subject to change and are located in CougarWeb on the Faculty Tab. See the following policies for additional information:

- [Assignment, Workload, and Schedules](#) (DJ-Local)

- [Employment Requirements and Restrictions](#) (DB-Local)

CURRICULUM DEVELOPMENT/CURRICULUM ADVISORY BOARD

Our course offerings are governed by the [Academic Course Guide Manual](#) (for transfer courses), [Workforce Education Course Manual](#) (WECM), and Guidelines for Instructional Programs in Workforce Education (GIPWE). Because of transfer and accountability issues, significant course or curriculum changes must be approved through our Curriculum Advisory Board (CAB). Information regarding CAB procedures, forms, and meetings can be found on CougarWeb under the [Curriculum Office](#) link. If more information or assistance is needed, please contact Wendy Gunderson, Dean of Academic Services, at wgunderson@collin.edu or 972.985.3713.

ELEARNING CENTERS (ELCS)

The mission of the eLearning Centers (login to CougarWeb required) is to help Collin College faculty learn and master teaching technologies online and in the classroom. The staff of experienced instructional designers and instructional technologists provides help and collaboration with course design, content creation, and using learning technologies through one-on-one appointments, group workshops, and webinars. eLCs are located on the McKinney, Frisco, Plano, and Wylie campuses. Faculty members can seek advice from eLC staff located on any campus.

Here are some of the best reasons to contact an eLC:
- Satisfying Collin's minimum use of Canvas requirements for all credit courses.
- Incorporating instructional technology in face-to-face and online courses.
- Teaching an online, blended, or hybrid course for the first time.
- Creating or enhancing an online course.

In CougarWeb click on "eLearning Centers" in the Faculty tab or Workplace tab.

eLearning Centers (eLC):

McKINNEY	FRISCO	PLANO	WYLIE
McKinney eLC Staff LA232	Dean, Campus Technology H230H	Director, eLearning Accessibility and Compliance	Wylie eLC Staff Library Building LB204
Senior Instructional Designer Ben Miro 972.372.1836 bmiro@collin.edu	Ann Blackman 972.516.5016 ablackman@collin.edu	J228 Pamela Darling-Facio 972.881.5914 pdarlingfacio@collin.edu	Instructional Designer Bridget Vosloo 469.365.1822 brvosloo@collin.edu
Instructional Technologist Matthew Stilson 972.549.6334 mbstilson@collin.edu	Frisco eLC Staff H207 Instructional Designer Andrew Campbell 972.881.5121 ajcampbell@collin.edu	Plano eLC Staff L257 Senior Instructional Designer Brad Hennigan 972.881.5130 bhennigan@collin.edu	Instructional Technologist Roy Brookshire 972.378.5189 rbrookshire@collin.edu
Manager of eLearning Projects and Production Summer Helm 972.549.6310 shelm@collin.edu	Instructional Technologist Tyler Coleman 972.377.1037 jmperez@collin.edu	Instructional Technologist Ophelia Eftekar 972.881.5150 oeftekar@collin.edu	
	iCollin eLC Staff H207 Senior Instructional Designer Francis Choy 972.377.1038 fchoy@collin.edu	iCollin eLC Staff D238 Instructional Designer (Vacant)	

ONLINE COURSE REVIEWS / DISTANCE LEARNING

The Online Advisory Board (OAB) is responsible for a faculty-led, internal review process to assure minimum quality standards for Collin College courses taught fully online, blended, hybrid, and synchronous online.

- OAB Course Review Process (login to CougarWeb required)

- OAB Resources (login to CougarWeb required)

LEARNING COMMUNITIES

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

SERVICE LEARNING

Service Learning is a service-based experiential application of knowledge in real-world situations in which the service benefits the community. Service-learning projects are a component of a credit-bearing class, aligned with specific academic learning objectives, and associated with a grade. This unique method of education connects a student's personal, career, and civic interests to learning in the classroom. Research, critical reflection and effective service are the core components of Collin College's award-winning Service Learning program.

INSTITUTIONAL EFFECTIVENESS AND ASSESSMENT OF LEARNING

Institutional Effectiveness (IE) is an ongoing, college-wide process of planning and outcomes assessment. The purpose of this process is to provide meaningful information that can be used to affect improvement. Such data can also be used to document the institution's achievement of its mission and goals as required by SACSCOC, our accrediting organization. Institutional Effectiveness is now part of Policy and Planning. In addition, the Office of Policy and Planning is responsible for coordinating and tracking the five-year Program Review process, including continuous improvement plans. Institutional Effectiveness data is not intended to be used for employee evaluation purposes. Workforce programs assess program learning outcomes each term in alignment with a Program Outcome and Curriculum Alignment (POCA) plan. Contact the Office of Policy and Planning for more information about Institutional Effectiveness.

The Curriculum Office assists the Core Objectives Assessment Team (COAT) with a yearly evaluation of the core objectives of the core curriculum by coordinating the faculty team's rating of student artifacts on their achievement of the six core objectives: Critical Thinking, Communication Skills, Teamwork, Personal Responsibility, Social Responsibility, and Empirical and Quantitative Skills. For more information on COAT, contact faculty co-chairs Sharon Fish, Ph.D. (sfish@collin.edu) or Levi R. Bryant, Ph.D. (lbryant@collin.edu). Rubrics and assessment cycle information can be found on the COAT webpage inside CougarWeb.

SYLLABI AND CVS

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

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

To comply with SACSCOC requirements and with House Bill 2504, the syllabus must contain specific information indicated on the checklist (see the section below) and must be in line with the syllabus template. Generic syllabi for all courses offered at Collin College are on file in the appropriate instructional division offices and can be obtained by reaching out to their Associate Dean/Director.

The Student Learning Outcomes (SLOs) that appear on the syllabi must be the same ones that appear on the corresponding course syllabi found in Concourse. The generic syllabi should be used by adjunct faculty for reference in the development of their individual syllabi, especially in terms of the Student Learning Objectives, which must appear verbatim on each syllabus. It is acceptable to add additional learning objectives.

In addition to the above, there is some variation among academic disciplines and Deans/Directors as to syllabi requirements. Some academic disciplines have a discipline syllabus and require faculty to follow it. Some Deans/Directors have preferences or requirements as to the form and order of the syllabus. Faculty will need to check with their Associate Dean/Director regarding these variations. Since the syllabus will be posted on the Internet, faculty members are encouraged to carefully proofread their syllabi, including the tone of the syllabi. Syllabi must be posted and updated through the Concourse program. Those links can be found near the bottom of the Faculty tab page on CougarWeb.

Faculty's CVs must also be posted online as mandated by HB2504 and must include the following information:
- All CVs must contain:
  - the instructor's postsecondary education, including the institution with their degree/field of study, typed out completely as shown on their transcript/diploma;
  - teaching experience; and
  - significant professional publications.

Additionally, the CV must NOT CONTAIN personal contact information for the faculty member as it is posted publicly.

If you have not yet submitted a CV, start by logging into Concourse. Under the "Account" drop-down menu, select "Profile" to begin entering your CV information. You may also access Concourse through Canvas by selecting a course, clicking on "Concourse Syllabus," and then navigating to your "Profile" under the "Account" tab. Please speak with your Associate Dean or Director for additional directions or assistance.

To access HB2504 public information, click on www.collin.edu/hb2504/ or follow the links from the Collin College homepage to Academics and then to HB2504. All students must receive a detailed course syllabus and class calendar, preferably on the first day of class. When possible, distribute the course syllabus electronically or post it online to save on copying costs. Each instructor's syllabus must also be forwarded to the Associate

Dean/Director prior to the beginning of the semester. *Please note the deadlines for submission of syllabi that are sent via email.*

SYLLABUS TEMPLATE AND CHECKLIST

WHAT SHOULD A SYLLABUS INCLUDE?

Please see the syllabus template located on CougarWeb (click on Curriculum Office on the Faculty tab under Faculty Links or on the My Workplace tab under Inside Collin). Check with your Associate Dean/Director for specific requirements for each class. All faculty CV's and syllabi are now entered through the Concourse system. See the link in the bottom right corner in the Faculty tab of Cougar Web.

GENERIC COURSE SYLLABUS CHECKLIST

- Course Information
  - Course Number
  - Course Title
  - Course Description
  - Course Credit Hours
    - Lecture Hours
    - Lab Hours
    - Clinical/Recitation Hours
- Prerequisite
- Prerequisite/Concurrent Enrollment
- Corequisite
- Student Learning Outcomes
  - State-mandated Outcomes
  - Additional Collin Outcomes
  - For Workforce Courses, SCANS
- Withdrawal Policy
- Course certification policy
- Collin College Academic Policies
- Americans with Disabilities Act
- Instructor Information
  - Instructor's Name
  - Office Number
  - Office Hours
  - Phone Number
  - Email
- Class Information
  - Section Number
  - Meeting Times
  - Meeting Location

- o If a Web, Blended, or Hybrid course, add any relevant information regarding:
  - ▪ Minimum Technology Requirement
  - ▪ Minimum Student Skills
  - ▪ Netiquette Expectations
- Course Resources
- Supplies
- Attendance Policy
- Additional Instructor Student Learning Outcomes
- Method of Evaluation
- If a Web, Blended, or Hybrid course, inform students of the following points:
  - o Requirements for participation in online discussion or collaborative activities
  - o Criteria used to evaluate participation in such activities
  - o Delivery method of feedback and/or graded material
  - o Standards for instructor response and availability
- Course Calendar

COPYRIGHT POLICY

Copyright is a form of protection the law provides to the authors of "original works of authorship" for their intellectual works that are "fixed in any tangible medium of expression," both published and unpublished (Title 17, United States Code). It is illegal to violate any of the rights provided by the law to protect the owner of a copyright. Collin College respects the ownership of intellectual material governed by copyright laws.
The faculty of Collin College must adhere to the parameters for use of copyrighted works established by the United States Copyright Act (1976) and the Digital Millennium Copyright Act, set forth at 17 U.S.C. Sec. 101 et seq., and its associated regulations, set forth at 37 CFR Chapter II.

In particular, the faculty member agrees to adhere to the following:
1. A faculty member agrees to obtain, or to have the student obtain, the permission of the appropriate party (whether the author, publisher, or otherwise) prior to permitting a student to:
   - (A) use a copyrighted work in any manner by which the work may be disseminated outside of classroom use;
   - (B) incorporate all or a portion of a copyrighted work into a new work that may be disseminated outside of classroom use;
   - (C) scan, copy, photograph, modify, or otherwise reproduce or use copyrighted images, text, or sounds in any manner by which the results may be disseminated outside of classroom use.
2. With respect to work created in whole or in part as a part of classroom instruction, a Collin College faculty member must approve in writing, and in advance, the use by any party of the work outside of Collin College internal activities. This restriction includes, without limitation, any works submitted for awards, publications, or third-party use outside of Collin College.

3. With respect to work created whole or in part by Collin College faculty, please refer to the "Intellectual Property Rights" policy of the College.
4. A student who creates or participates in the creation of a work as part of classroom instruction may use the work for inclusion in his/her portfolio or for informational purposes of demonstrating the student's skills or accomplishments.
5. If a faculty member is unsure of the copyright status of an existing work, he/she will assume that the work is protected by copyright and take the steps set forth above.

All users of Collin College technology resources are to comply with the copyright laws and the provisions of the licensing agreements that apply to software, printed, and electronic materials including documentation, graphics, photographs, multimedia, musical works, video productions, sound recordings, and dramatic works; and all other technological resources licensed and/or purchased by Collin College or accessible over network resources provided by Collin College. Individual author, publisher, patent holder, and manufacturer agreements are to be reviewed for specific stipulations.

In compliance with the Digital Millennium Copyright Act of 1998 (DMCA), any user of Collin College technology resources who violates the digital copyright laws for the first time will be reminded of the laws, and the software or licensing violations will be removed. A second violation will result in removing the software or licensing violations, retraining of the user in copyright procedures, and taking appropriate disciplinary action. A third violation will require Collin College to remove the user's network and Internet access and take further disciplinary action which may include termination of Collin College employment or student status.

All technological resources developed by Collin College employees, students, and contractors for use by Collin College or as part of their normal employment activities are considered "works for hire." As such, Collin College is considered the "author" and owner of these resources. For information regarding Intellectual Property Rights, refer to the Collin College Policy CT-Local.

To obtain a copyright brochure with more detail or for questions regarding the above policies, call 972.377.1575 or see the "Copyright" section found on the Library Guidelines and Procedures webpage.

TEXTBOOKS

Collin College Board Policy EDA-Legal specifies the requirements for listing, publishing and availability of textbooks.

OPEN EDUCATIONAL RESOURCES (OER)

Open Educational Resources (OER) are defined in Texas Education Code, Section 51.451, as teaching, learning, or research resources that are in the public domain or that have been released under an intellectual property license that permits their free use, adaptation, and redistribution by any person. The term may include full course curricula, course materials, modules, textbooks, media, assessments, software, and any other

tools, materials, or techniques, whether digital or otherwise, used to support access to knowledge.

FIRST DAY ACCESS

First Day Access is a program that allows students to pay for an electronic version of their text with a course fee. Ask your Associate Dean/Director about the program. Not all courses are appropriate for First Day Access, but students can save appreciable money through the program. Note that participating in the program requires the electronic text to be adopted much earlier than for other courses so that the fee can be built into the course prior to registration.

COURSE RECORDS

Access to student records is governed by [Board Policy FJ-Legal and FJ-Local](). The Official Roster is found under the Faculty Tab on CougarWeb and reflects changes when a student withdraws or is dropped from a course.

Records of student papers and tests should be kept until the end of the academic year plus one year, according to state guidelines.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (also known as the "Buckley Amendment" or FERPA) is a federal law that gives students the right to inspect and review their own education records. Under this law, students also have other rights, including the right to request amendment of records, and some control over the disclosure of personally identifiable information.

Student grades and exam scores constitute confidential information. FERPA prohibits posting grades for public view or giving out grades over the telephone. Information about grades and class attendance cannot be shared with anyone other than the student concerned, including parents, spouses, other students, or other family members. This is true even if the student is a minor. Faculty must be extremely careful not to discuss or comment upon student grades within the hearing of others and to avoid distributing graded assignments in such a way that they can be viewed by anyone except the student receiving the grade. The division office and the Associate Dean/Director both have material regarding FERPA requirements, and a number of workshops are available in addition to online training. It is vital for every instructor to be familiar with FERPA regulations, as the failure to follow them may result in serious sanctions for the College as a whole.

- [FERPA]()
- [FERPA Brochure]()
- [Federal Government General FERPA Information]()
- [Federal Government General FERPA Guidance for Students]()

For more information about FERPA training, please contact Tonya Jacobson via email at tjacobson@collin.edu

COMMUNICATION

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

CLASS CONTACT HOURS/LENGTH OF CLASS

Class contact hours are defined in Texas Administration Code. For a three-semester-hour course, 45 class contact hours are expected, with a week for final exams. Faculty must meet each class session promptly and for the specified, scheduled time, including the specific time scheduled during final exam week. THECB requires that a class meet for 50 minutes of actual instruction to constitute one contact hour. If a class is meeting outside of its usual room (e.g. having a library orientation), a sign must be posted on the classroom door so that students and emergency personnel know where to find that class. This information should also be conveyed to the Associate Dean/Director.

OFFICES AND OFFICE HOURS

Except for iCollin faculty, each full-time faculty member has an office on his/her primary campus. Faculty office spaces are assigned by the Campus Provost of the respective campus. iCollin faculty planning to be on campus should contact their associate dean about common/shared office spaces at specific campuses. Full-time faculty are required to post and observe a minimum of six office hours per week for purposes of academic advising and student consultation during the long semesters. The office hours are to be held at times which will be most convenient for students. Faculty are also expected to meet with students as needed by appointment. This information is listed under the essential job functions of the full-time faculty job description, which can be accessed on the Human Resources Compensation and Classification Information webpage.

INSTRUCTION OFFICES

Instruction Offices are located on each campus to provide a work/service area for adjunct faculty. Each office is equipped with computers, printers, telephones, and fax machines for adjunct faculty use. Scantron machines are also available but may not be located within the offices. The following services are available for adjunct faculty in the Instruction Offices:

SUPPORT SERVICES

The Instruction Offices are staffed with support personnel who will accommodate typing requests for classroom materials upon completion of the appropriate request form(s). Please allow two days for any typing services.

Instruction Offices:

MCKINNEY	WYLIE	FARMERSVILLE
B322 & LA234 **Mon – Thurs: 7 am – 8 pm** **Fri: 7 am – 4 pm** Wilma Eckhoff Phone: 972.548.6830 Fax: 972.548.6801 (B342) weckhoff@collin.edu **Health Science – H123**	**Student Center SC328** Paula Mills Phone: 972.378.8799 pmills@collin.edu	**Suite 129** **Administrative Assistant for Academic Affairs and Workforce** Marifrances Casey 972.549.6486 macasey@collin.edu
TECHNICAL CAMPUS	**FRISCO**	**PLANO**
Academic – A070 **Mon – Fri: 8 am – 5 pm** Cynthia Davis Phone: 972.533.1122 cldavis@collin.edu **Health Science – A210** Phone: 972.553.1150 **Nursing – A210** Phone: 972.553.1124 **Engineering & Engineering Technology – B216** Phone: 972.553.1180 **HVAC & Welding – B216** Phone: 972.553.1180 **Architecture & Construction – C211 & C213** Phone: 972.553.1251 **Automotive & Collision Technology – D214** Phone: 972.552.1188	**Lawler Hall – LH158** **Mon – Fri: 6:30 am – 3:30 pm** MaryJane Gibbons Phone: 972.377.1585 Fax: 972.377.1004 mjgibbons@collin.edu **IT Center – IT218** **Mon – Thurs: 12 pm – 8 pm** **Fri: 8 am – 5 pm** Kimberly Costello Phone: 972.377.1506 Fax: 972.377.1586 kcostello@collin.edu **"J" Building – J240** **Mon – Fri: 8 am – 5 pm** Amy Wetzel Phone: 972.377.1064 Fax: 972.377.1062 awetzel@collin.edu	**B103** **Mon – Wed: 7 am – 9 pm** **Thurs: 7 am – 8:30 pm** **Fri: 7 am – 4 pm** Claudio Rios Phone: 972.516.5090 Fax: 972.881.5659 claudioriosramirez@collin.edu **K237** **Mon – Wed: 7 am – 9 pm** **Thurs: 7 am – 8:30 pm** **Fri: 7 am – 4 pm** Joshua Johnson Phone: 972.881.5759 joshuajohnson@collin.edu **L215** **Mon – Wed: 7 am – 9 pm** **Thurs: 7 am – 8:30 pm** **Fri: 7 am – 4 pm** Claudio Rios Phone: 972.881.5756 Fax: 972.516.5097 claudioriosramirez@collin.edu
CELINA		
316D **Mon – Thurs: 7:30 am – 8 pm** **Fri: 7:30 am – 5 pm** **Sat: 8 am – 2 pm** Phone: 469.905.3578		

MAIL SERVICES

Incoming mail and messages will be placed in individual mailboxes in the Instruction Office, while incoming packages can be picked up at the secretary's desk. A box for outgoing mail is provided in the secretary's office.

Note: Please DO NOT instruct students to leave papers in faculty mailboxes. For security reasons, students are not allowed access to faculty mailboxes. Trays where students may leave papers for instructors are available in all Instruction Offices. Please be aware that leaving graded assignments for students to pick up violates FERPA guidelines if students can view others' grades as they retrieve their own work. Please leave any graded work in a sealed envelope with the student's name on the outside of the envelope.

EMAIL AND COMPUTER ACCESS

Adjunct faculty are welcome to use computers, scanners, and printers in the Instruction Offices and faculty computing centers. Adjunct faculty are required to have a Collin College email address and to obtain a computer network account. All adjunct faculty receive an email message from the Collin College Help Desk with initial access information for their Collin College account. This message is sent to the email address provided by the faculty member to Human Resources.

This Collin College account allows faculty to send and receive email and access the Internet, as well as utilize all software on the Collin College network. Please use the Collin College account, rather than a personal email, for all communication with students. If there is difficulty accessing the Collin College email or CougarWeb, please contact the Help Desk (972.548.6555). Be sure to update passwords when prompted to help eliminate the most common cause of connectivity problems from off campus. Cybersecurity training is mandatory. Follow the directions from Human Resources to comply.

COURSE MANAGEMENT

ADDS, DROPS, WITHDRAWALS, AND LATERAL CHANGES

ADDING A CLASS

Students can sign up on an automated course wait-list. The wait-list option opens up after the payment deadline date for the term and continues up to the day before classes start. Please encourage any students who want to sign up for your class to use this option through CougarWeb. Any requests for overloads or late adds must be approved through the Associate Dean or Director. Students are not permitted to attend courses for which they seek credit without being officially enrolled in the course.

Registration Hard Stop

16-week courses will have a hard stop deadline on the fourth day of the semester. Students are permitted to add a class up through the fourth business day of a 16-week semester term. Registration can be completed online. After the fourth day, students will be required to register for classes that have a late start date.

DROPPING OR WITHDRAWING FROM A CLASS

Students may drop classes any time prior to the census date at the beginning of every term without a "W" appearing on their transcripts. After the census date, students who withdraw will receive a "W" on their transcript. Texas college students are limited to a total of 6 withdrawals over the course of their college careers (exceptions can be considered for extenuating circumstances necessitating withdrawal from all courses). Students who wish to withdraw must initiate withdrawal procedures themselves; instructors cannot drop students from class. Students need to remain in contact with the Bursar's Office for specific details concerning possible course change fees. Late withdrawal requests should be directed to the Associate Dean/Director.

LATERAL CHANGES

Students who need to change courses, or sections of a course, following the census date may be able to do so by completing and submitting a Lateral Change Form to the Registrar's Office. Changes are made only with the approval of both faculty members impacted by the change, the Associate Dean/Director of the new course or section, and the Registrar's Office. Lateral changes will be approved by the division office for the following reasons only: course level change, involuntary work schedule or childcare arrangement change, registration error correction, and administrative purposes. If the lateral change is approved, the instructors involved must decide what to do about transferring grades for work completed, make-up work, and so on. Contact your associate dean or director for additional information or guidance.

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

ANIMALS ON CAMPUS

Collin College will allow certain animals to accompany a student or visitor on campus, in accordance with the following:

- Instructional animals that are required for use in teaching or research.
- Service animals that are trained to assist an individual with a disability.

Service animals are working animals, not pets. Service animals must be on a leash at all times and/or under the control of the individual with a disability. The care and supervision of the animal will be the sole responsibility of the handler. Students with allergies to a service animal may request reasonable accommodations by contacting the Accommodations at Collin College for Equal Support Services (ACCESS) Office at 972.881.5898 or access@collin.edu.

*Note: Emotional support animals (ESAs) are not considered service animals under the ADAAA. All other animals will not be permitted on any Collin College campus or in any Collin College facility.

CHILDREN ON CAMPUS

Unattended children will not be allowed in Collin College facilities at any time. Students may not bring children to orientations, classes, labs, testing centers, or other academic programs. Collin College employees are prohibited from bringing children to work other than for approved programs with Collin College.

EMAIL CORRESPONDENCE WITH STUDENTS

All official correspondence from the College will be through Collin College's Outlook 365 email system. Therefore, faculty should continually check their Collin College email as well as messages sent through Canvas. Faculty should use only their official College email and the student's official College email address when communicating with students. This permits Collin College to protect both the faculty member's and the student's rights should any issues arise. Please respond promptly to emails from students, Associate Deans, Directors, and Deans. In addition, continue to check email for a week after grades are due at the end of every term in order to promptly address student questions and concerns. Using the Canvas Inbox to communicate with students satisfies the above communication standards; additionally, Faculty can email students prior to the first day of classes using the Canvas Inbox provided their courses are published (students cannot access the course in Canvas until the first day of classes, even if the course is published).

FIELD TRIPS

Field Trip or Student Travel information can be found on the Student Travel Procedures webpage in Board Policy FK(LOCAL) and in the current *Collin College Student Handbook* found on the Student Handbook webpage. Field trips that occur outside of regularly scheduled class times are optional. All field trips (i.e., any activity scheduled outside of the regular class time, place, and date) must be approved in advance by the Associate Dean/Director. Once approved by the supervisor, faculty members coordinating field trips off campus must follow the guidelines found in the Student Travel Procedures in Board Policy FK(LOCAL) and in the current *Collin College Student Handbook.* Please remember

that College personnel must never transport students in their personal vehicles. If you need further information, please contact the Dean of Students on your [campus.](#)

Dean of Students Offices:

McKinney	Frisco	Plano
W200 Mon, Tues, & Thurs: 8 am – 5 pm Wed: 8 am – 7 pm Fri: 9 am – 5 pm Student Conduct Officer Maegan Beasley 972.881.5667 mbeasley@collin.edu	Suite 109, Room H Mon, Wed, & Thurs: 8 am – 5 pm Tues: 8 am – 7 pm Fri: 9 am – 5 pm Associate Dean of Students Cheri Jack 972.548.6771 cjack@collin.edu	D128 Mon: 8 am – 7 pm Tues – Thurs: 8 am – 5 pm Fri: 9 am – 5 pm Associate Dean of Students Carie Dippel 214.491.6222 cadippel@collin.edu Student Conduct Officer Victoria Harris-Karnes 972.578.5561 vharriskarnes@collin.edu
Technical Campus	**Wylie**	**CHEC**
Suite A130 Mon, Tues, & Thurs: 8 am – 5 pm Wed: 8 am – 7 pm Fri: 9 am – 5 pm Associate Dean of Students Amy Throop 972.553.1165 athroop@collin.edu	Campus Commons CC215 Mon, Tues, & Wed: 8 am – 5 pm Thurs: 8 am – 7 pm Fri: 9 am – 5 pm Student Conduct Officer Joe Guy 972.378.8292 jguy@collin.edu	Suite 457 Mon – Thurs: 8 am – 5 pm Fri: 9 am – 5 pm Dean of Students Terrence Brennan 972.881.5734 tbrennan@collin.edu Assistant to the Dean of Students Karla Tombaugh 972.881.5604 ktombaugh@collin.edu
Celina	**Farmersville**	
103E Mon: 8 am – 7 pm Tues – Thurs: 8 am – 5 pm Fri: 9 am – 5 pm	127G Mon – Thurs: 8 am – 5 pm Fri: 9 am – 5 pm	

STUDENT ATTENDANCE

Faculty should inform students of attendance requirements during the first-class meeting, emphasizing regular and punctual attendance. The attendance policy should also be included in the course syllabus.

Faculty will have access to class rolls before the term begins and continually during the semester through the Cougar Web portal. Faculty should check their class rolls every class period up to the census date and regularly thereafter. It is especially important to complete the roster certification process (starting on page 23) in order to support

students receiving financial aid. Faculty at the Technical Campus should contact their Associate Dean/Director to become familiar with CBORD attendance steps. Occasionally, students appear on rolls but never show up for class or suddenly quit coming to class. Faculty are encouraged to contact these students via Canvas email or CougarMail. As part of the Early Alert Referral System (EARS), when a student has discontinued attendance, the faculty member may send an email to studentsuccess@collin.edu with the student's name, CWID, course and section being taught, and a brief description of your concerns including the student's course status. In addition to the student success efforts that attendance data can support, it is also necessary to know the last date of attendance for any student earning an F. (See Course Completion-Grades in this handbook.) Faculty must assign a performance grade (usually an "F") for students who discontinue class attendance and do not officially drop. When final grades are submitted, faculty must assign a "last date of attendance" for all students receiving an "F."

Faculty members must keep an attendance record; however, faculty members are allowed to follow their own attendance policy within the sanctioned attendance rules (see the following link). The policy must be written on the course syllabus and must be fairly applied to all students in the course.

- Admissions and Attendance: Attendance (FC-Legal)

STUDENT CONDUCT AND DISCIPLINE

Policies and procedures governing student conduct and discipline are outlined in the Student Handbook and also discussed on the Dean of Students Student Conduct webpage.

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

STUDENT CODE OF CONDUCT

Students at Collin College are expected to follow the Student Code of Conduct, found in the current *Collin College Student Handbook*. The sections of particular importance to faculty are those dealing with scholastic dishonesty and disruptive behavior. To report violations of the Student Code of Conduct, please contact the Dean of Students on the campus where the offense took place. An online form can be used to report student misconduct. After logging on to CougarWeb, click on the My Workplace tab to find the Student Incident Report form under Crisis Response on the right-hand side of the page.

ACADEMIC ETHICS/SCHOLASTIC DISHONESTY

Every member of the Collin College community is expected to maintain the highest standards of academic integrity. All work submitted for credit is expected to be the student's own work. Collin College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. While specific examples are listed below, this is not an

exhaustive list and scholastic dishonesty may encompass other conduct, including any conduct through electronic or computerized means.

Scholastic dishonesty shall involve, but is not limited to, one or more of the following acts:

General Scholastic Dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment, credit or class work, research, and/or the award of a degree; falsifying academic records; using annotated texts or teacher's editions; using information about exams posted on the Internet or in any electronic medium; leaving a test site without authority; and/or failing to secure test materials. Students are expected to record honestly and accurately the results of all their research. Falsification of research results includes misrepresentations, distortions, or omissions in data or reports on research.

Plagiarism is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation or a paraphrase or using patchwriting, even when a source is cited. In the preparation of all papers and other written work, students must distinguish their own ideas and knowledge from information derived from other sources. The term "sources" includes not only published primary and secondary materials, but also information and opinions gained directly from other people. Whenever ideas or facts are derived from a source, the source must be indicated by the student.

Cheating is the willful giving or receiving of information in an unauthorized manner during an examination or to complete an assignment; collaborating with another student during an examination without authority; using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/or examination questions in advance; unauthorized copying of computer or Internet files; using someone else's work for assignments as if it were one's own; submitting or resubmitting an assignment (in whole or in part) for more than one (1) class or institution without permission from the professor(s); or any other dishonest means of attempting to fulfill the requirements of a course.

Collusion is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance or unauthorized collaboration; communicating answers to a classmate about an examination or any other course assignment; removing tests or answer sheets from a test site; and allowing a classmate to copy answers.

Falsifying records or evidence includes furnishing false or misleading information to any college office or representative.

In cases where an incident report has been filed for an alleged violation of scholastic dishonesty, the faculty member is requested to delay posting a grade for the academic work in question until the case is final. Students found responsible for scholastic

dishonesty offenses will receive an authorized disciplinary penalty or penalties from the Dean of Students Office. The student may also receive an academic penalty in the course where the scholastic dishonesty took place. The faculty member will determine the appropriate academic penalty.

See the current *Collin College Student Handbook* for additional information. Consequences for scholastic dishonesty may not be imposed without providing due process. Please refer to the Procedures to Initiate Disciplinary Action outlined below or contact the Dean of Students for more information.

CLASSROOM DISCIPLINE/DISRUPTIVE BEHAVIOR

Collin College students are both citizens and members of the academic community. As citizens and students, they enjoy the same freedom of speech, peaceful assembly, and the right to petition that other citizens enjoy. As members of the academic community, they are subject to the obligations which are theirs by virtue of this membership. The College expects its students to conduct themselves in such a way as to reflect credit upon the institution they represent.

In planning classroom management, the following ideas should be considered:

- Become familiar with the Student Code of Conduct found in the [Student Handbook](). Present expectations for classroom conduct at the first class meeting.
- Intervene at the first sign of inappropriate behavior–a general clarification to the entire class may be sufficient; or ask to speak with the student privately, whichever is most appropriate for the situation.
- Begin written documentation of behavior and interventions, including date, time, place, and description of occurrence; do not analyze or interpret events.
- If disruptive behavior persists, faculty have the right to remove a student from class one time. After asking the student to leave, immediately notify the division Dean and the Dean of Students. If it becomes necessary to notify the College Police, dial 5555 from one of the phones located on the podium of every classroom.
- Persistent disruptive behavior may warrant the initiation of disciplinary proceedings as outlined in the Student Code of Conduct.

The Dean of Students and the Counseling Office are available for consultation about behavioral concerns in the classroom or on campus. For any immediate threat of violence or for security concerns, contact the College Police Department 972.578.5555, dial 5555 from any campus phone, or dial 911.

Collin College's Strategies of Behavioral Intervention (SOBI) Committee serves as a central network focused on preventive and timely intervention before a crisis arises. SOBI has designed a process that reflects the best practices for referring, assessing, responding to, and assisting students who may display various levels of distressed, disturbed, and/or unregulated behavior. Please visit the [SOBI webpage]() for additional information on how to submit a SOBI referral.

PROCEDURES TO INITIATE DISCIPLINARY ACTION

Every College employee has a right to be treated with dignity and respect. Students are expected to adhere to College policies as detailed in the Student Code of Conduct in addition to federal, state, county, and city laws. Students are expected to neither interfere with nor show disrespect toward the orderly educational process of the College. Student disciplinary matters should be reported to the Dean of Students using the following procedures.

To File an Incident Report:
1. Log onto CougarWeb and click on the My Workplace tab.
2. Under Crisis Response on the right side of the page, look for the Student Incident Report (7th link from the top).
3. Complete the Incident Report Form.
4. To maintain a copy of the report, print before submitting.
5. If the violation involves scholastic dishonesty, documentation will need to be forwarded to the Dean of Students.

Incident Report Forms are also available in the Dean of Students Office at all campus locations.

STUDENT APPEALS

Students have the right to appeal disciplinary matters and grades. A formal appeals process for both is outlined in the Student Code of Conduct of the current *Collin College Student Handbook.* Please work with the Associate Dean/Director and Dean to defend any grade appeal. Turning in clear and complete grade records at the end of the semester is the first step in providing appropriate information for an Associate Dean/Director and/or the division offices to answer students' questions about grades. Being fair, reasonable, and consistent in terms of following the principles specified in the syllabus are essential to a student's rights and due process.

CERTIFICATION OF ROSTERS/CENSUS DATE

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

If a student attending the class does not appear on the roster, or is indicated as having been withdrawn, alert the student and send him/her to the Admissions Office immediately to rectify the situation. Any student who does not appear on the class roster should not be allowed to attend class until the situation is resolved and the student's name appears on the roster.

All class rosters must be certified in CougarWeb by 5:00 p.m. the day after the course census for all classes and all terms. There are no deadline extensions. Rosters must be

certified for every class, every part of term. Many classes have a unique census date; please be mindful of this throughout the semester. The certification due dates appear on the Roster Certification link in CougarWeb on the Faculty Tab. After the certification of class roster deadline, a report of missing roster certifications will be provided to the Academic Deans. For more details, please see the Certified Class Roster Instructions provided by the Registrar's Office on the following pages.

The following are the federal guidelines for determining attendance and financial aid qualifications:
(7)(i) "Academic attendance" and "attendance at an academically-related activity"—
(A) Include, but are not limited to—
    (1) Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
    (2) Submitting an academic assignment;
    (3) Taking an exam, an interactive tutorial, or computer-assisted instruction;
    (4) Attending a study group that is assigned by the institution;
    (5) Participating in an online discussion about academic matters; and
    (6) Initiating contact with a faculty member to ask a question about the academic subject studied in the course; and
(B) Does not include activities where a student may be present, but not academically engaged, such as
    (1) Living in institutional housing;
    (2) Participating in the institution's meal plan;
    (3) Logging into an online class without active participation; or
    (4) Participating in academic counseling or advisement.

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

PROCEDURES TO CERTIFY ROSTERS

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

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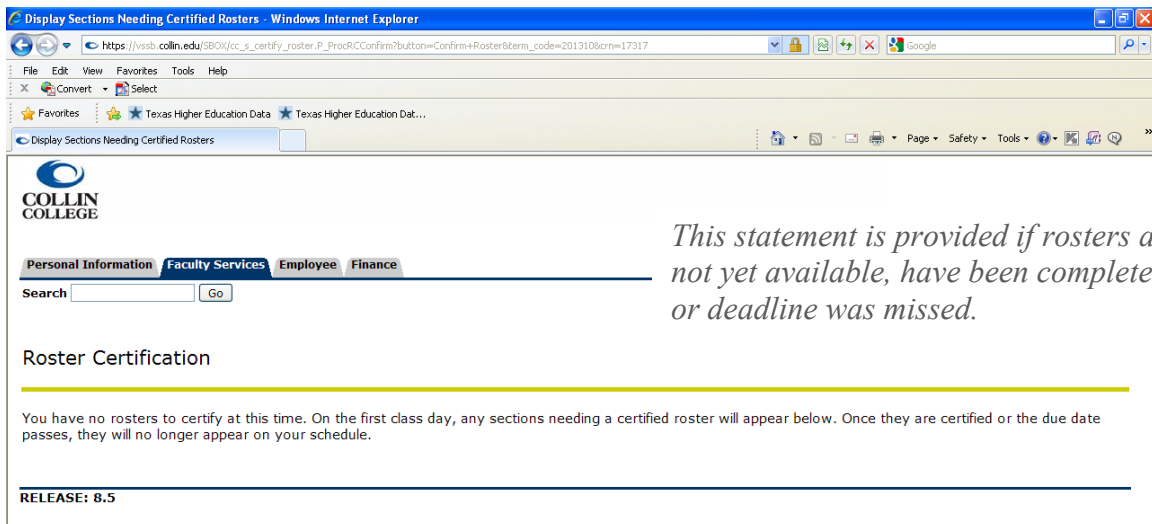
Alternate login location: Log in to CougarWeb. Under the Faculty tab inside the Faculty Registration Tools box the link Certify your Roster will appear. If you have a large Faculty

Schedule box, look below that for the Faculty Registration Tools box. Click the Certify your Roster link to begin roster certification.

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

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

OR

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

Once you click a course the full roster will be listed. Please mark any student who has NOT attended. Then submit.

You will be given a list of students who have never attended your class. You will have the opportunity to confirm the final roster or edit (redo) on this screen. If you have 100% participation you will just submit the roster and confirm the attendance statement.

List of students who have not attended class

OR

If you have 100% class participation

Repeat for all courses until the statement "You have no rosters to certify..." appears on the Roster Certification screen.

ADDITIONAL INFORMATION

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

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

Please contact Faculty/Staff Technical Support (HelpDesk@collin.edu or x6555) if you cannot access the Faculty tab, or for any other technical issues.

Should you need to confirm content that was submitted for the roster or have other questions, please contact Jennifer Waits, Registrar, at jwaits@collin.edu or 972.881.5174. Faculty members may also contact the Office of the Registrar to speak with an associate registrar.

COURSE COMPLETION

END-OF-SEMESTER CHECK-OUT

At the end of each semester, adjunct faculty must return all equipment and materials, software, textbooks, laboratory manuals, reference books, etc. to their respective Associate Dean/Director or division offices unless other arrangements have been made with the Associate Dean/Director. You may be required to submit electronic copies of grade books, including documentation of the method used to determine final grades. Other questions concerning semester check-out should be addressed to the Associate Dean/Director, division Dean, or the Human Resources Office.

Continuing Education to Credit Linked courses have unique end-of-semester requirements. If you are teaching a CE Linked course, please contact your Associate Dean/Director.

FINAL EXAMS

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

During final exam week (for 16-week semesters), faculty and students must follow the final exam schedule published in the Schedule of Classes. Instructors must meet classes during the regularly scheduled final exam period. During express, summer, and mini-semesters (fewer than 16 weeks), final exams are held during the last scheduled class meeting. Weekend or evening classes that meet only once a week during the regular long semesters will meet at their usual time and day during final exam week.

GRADES

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

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

When submitting an "F" grade, you must also report the last date of attendance or the system will not let you finish grading. If the student never attended class, place the first day of the term for the student.

Instructors cannot input "I" (Incomplete) grades in the system. Contracts for "I" grades must be submitted to the Office of the Registrar and must be agreed to and signed by the student, professor, Associate Dean/Director, and Dean (if applicable) before the end of

the term in order for a grade of "I" to be assigned. More detailed information on submitting an Incomplete can be found below under the "Incomplete Contract and Change of Grade" section. Faculty members must initiate the contract process online and are encouraged to contact the Office of the Registrar and their Associate Dean/Director for additional guidance. Instructions for extending the Canvas course availability for an Incomplete approved student can be found here.

End-of-the-semester grades will be submitted through the CougarWeb portal. The online grading system is accessible from both on and off campus. Deadlines for assigning grades will be posted on the Master Calendar in CougarWeb. All faculty also receive an email notification of grade due dates to their Collin College email address. Grades may be entered as soon as final exams for each class are completed and grades tabulated. A final grade of "F" requires a "last date of attendance." If a mistake is made, student grades may be changed any time before the grade posting deadline. When teaching dual credit classes, please remember that final numeric grades need to be submitted directly to Banner under the "Hours Attended" column along with the alpha grade under the "Final Grade" column. When submitting progress and final grades, please send a whole number. More information is provided under the Dual Credit section of this document.

Once grades are submitted, an electronic copy of the grade book(s) from the entire semester must be sent to the Associate Dean/Director and to the division office. Check with your supervising Associate Dean/Director to confirm the submission of your grade book if teaching a course at a campus or division other than your primary assignment(s). The grade book should contain the rubric by which grades are calculated so that the way a student's grade was derived is clear. Please continue to check email for one week after the deadline for grade submission to respond to students who may have questions.

Please be conscious of FERPA guidelines when communicating with students about grades. Never give out grade information over the phone or via non-college email. There are some questions about whether faculty members can respond to students' questions regarding their grades using CougarMail without violating FERPA regulations. If this method is chosen, please be discreet and cautious. Whatever the method, it is important to fully respond to student questions about grades promptly. Meeting in person on campus with any student who has a question about his or her grade is best. If returning to campus to meet with a student in a timely manner is not an option, work with the Associate Dean/Director and with the division office as necessary so that concerns are addressed.

GRADE APPEALS

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

- A clear statement in the course syllabus on the components of the grade and how the course grade will be computed and figured can go a long way in reducing

grade appeals. Transparent grading practices and procedures could help in limiting grade appeals.
- If the Grade Appeals Board Chair requests information about a grade appeal, please respond promptly and with all the requested information. This can facilitate the work of the Grade Appeals Board.
- The Grade Appeal form will need to be completed online:

INCOMPLETE CONTRACT AND CHANGE OF GRADE

A grade of "I" (Incomplete) is assigned only for extenuating circumstances. These circumstances include emergency situations which cause students to miss due dates or exams at the end of the semester, thereby leaving the students with no time to complete make-up work that might otherwise be allowed. Incompletes should be assigned rarely and only to students with truly extenuating circumstances who are otherwise passing the class. They should not be given to allow students a chance to re-do or make-up assignments they would ordinarily not be allowed to attempt again. Incomplete contracts must be agreed to and signed by the student, professor, Associate Dean/Director, and appropriate division Dean before the end of the term in order for a grade of "I" to be assigned. Grades of "I" must be submitted in a timely manner prior to the conclusion of each term according to deadlines established by the Office of the Registrar. Check with the Office of the Registrar to confirm all contract deadlines.

If a student is deemed otherwise eligible to receive an Incomplete but cannot sign the contract due to extenuating circumstances, for example, an emergency deployment or a severe injury or illness precluding effective communication, faculty members may take the otherwise completed form to the Associate Dean/Director or division Dean. Decisions regarding assigning an Incomplete in these circumstances will be made on a case-by-case basis.

Faculty must initiate the contract process for submitting an Incomplete online and are encouraged to contact the Office of the Registrar and their Associate Dean/Director for additional information. A completed contract for an "I" grade must define the exact requirements (not to exceed 20 percent of the coursework) the student is to fulfill in order to receive a performance grade and provisions must be made for the student to receive any required material or tests. If the remaining work is greater than 20 percent of the coursework, Vice President/Provost approval is required. The requirements included on the incomplete contract must be completed as specified in the contract but may not be scheduled for later than the end of the following 16-week term. If the work is not completed as specified, the grade will be changed to a performance grade based on the quality and quantity of work completed. If no performance grade is specified on the contract and the contract is not fulfilled, an "I" will revert to an "F" at the end of the next long semester.

Once the student has completed the work specified in the Incomplete Contract, you need to submit the online Change of Grade form to your Associate Dean/Director.

The "Grade Change Request Form" can be accessed by logging in to CougarWeb and going to the Faculty tab, which will offer the "Grade Change Request Form" link under "Faculty Registration Tools." This link will open the "Grade Change Request Form." Complete all the boxes and click NEXT and SUBMIT once complete.

For technical support on grade change workflow issues, contact Lisa Serafin at 972.599.3105 or at lserafin@collin.edu.

DUAL CREDIT

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

Dual Credit Guidelines

- All Collin College courses follow the College's calendar regarding holidays and seasonal breaks. The only exception is closure for bad weather. If a high school is forced to close due to inclement weather, Collin College courses offered on that site will also be canceled.
- Students are responsible for all the policies, procedures, and decisions of the College as outlined in the "Student Code of Conduct" and have signed a Dual Credit High School Permission form to this effect.
- According to the Family Educational Rights and Privacy Act of 1974 (FERPA), all rights of access to students' educational records transfer from the parents to the students when the students become 18 years of age *or* are enrolled in an institution of postsecondary education. Only with written consent from the student will Collin College disclose information from a student's education records, except with regard to the law that provides for disclosure without consent. Please refer to the "FERPA" section of this handbook and see the Collin College Catalog section under "Student Records" for more information. (This statement is on the contract signed by the student and by the student's parent if the student is under 18).
- Dual credit students are Collin College students and have access to all the resources provided by the institution (Writing Center, Library, tutoring, Math Lab, etc.).
- Dual credit students can register for up to 18 hours, just like a traditional student, unless limited by the high school. If their GPA falls below a 2.0, students will go on Academic Warning and need to follow the procedures outlined by Academic Advising.
- Registration is on a first-come, first-served basis – seats are not reserved for students continuing with the same professor.
- Dual credit students register online via CougarWeb, complete all required forms and meet college readiness standards based on SAT, ACT, STAAR English III or Algebra II, or TSI test scores. All dual credit students may be able to use temporary waivers (TSI waived during high school) with appropriate scores in PSAT, ACT-Aspire, STAAR English II, or Algebra I. The temporary waiver becomes a permanent exemption if the student receives a C or higher in their dual credit course. High school students must work directly with a Collin College staff member to ensure that requirements for dual credit are met.

Additional responsibilities for faculty teaching a Dual Credit course:
- Checking the course roster regularly throughout the semester. It is imperative that students who are not on the roster not be permitted to stay in the class, especially when taught onsite at the high schools.
- *All* progress grades need to be submitted in the Canvas DC Grade Submission page. Final numeric grades need to be submitted directly to Banner under the "Hours Attended" column along with the alpha grade under the "Final Grade" column. When submitting progress and final grades, please send as a whole number. The Special Admissions Coordinators report to the high school exactly what is reported in Canvas and Banner. Faculty need to contact the Special Admissions Coordinators with any grade changes as soon as possible.
- Faculty may be contacted to submit mid-term grades on an individual basis for dual credit students enrolled in a general section. This request will also be submitted in Canvas with final grades posted in Banner. Issuing a grade of "I" to a dual credit student will impact high school graduation eligibility. Incompletes should be assigned rarely and only to students with truly extenuating circumstances who are otherwise passing the class. For more information, please review the Incomplete Grades and Contracts section of this handbook.

COLLIN COLLEGE CONTACTS FOR DUAL CREDIT

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

TECHNICAL CAMPUS	PLANO	FRISCO	MCKINNEY
Associate Vice President of P-12 Partnerships Raul Martinez 214.985.3725 rjmartinez@collin.edu Associate Dean of P-12 Partnerships Shawna Chamberlin 972.377.1505 schamberlin@collin.edu	Director of Collegiate Academies Dr. Lindsey Moore 972.881.5776 lemoore@collin.edu Special Admissions Coordinator Alma Martell 972.278.5585 amartell@collin.edu	Director of Collegiate Academies Dr. Tonya Cooper 972.377.1087 tonyacooper@collin.edu Special Admissions Coordinator Rachel Suit 972.377.1612 rmsuit@collin.edu	Special Admissions Coordinator Sara Sengelmann 972.548.6736 sesengelmann@collin.edu

Questions about your specific dual credit course should be addressed to your Associate Dean/Director.

AUXILIARY/SUPPORT PROGRAMS AND SERVICES

ACADEMIC ADVISING

[Academic Advisors](#) assist students with information on various academic and workforce programs, Collin College procedures and services, degree requirements, and college transfer. During the advising process, students interact with advisors, college and career counselors as well as workforce coaches to make decisions, solve problems, and develop long-term plans related to their academic goals. Students can connect with advising in a number of ways outlined on the [Connect With Us](#) website.

Advising Offices:

MCKINNEY	FRISCO	CELINA	PLANO
W200 Mon, Tues, & Thurs: 8 am – 5 pm Wed: 8 am – 7 pm Fri: 9 am – 5 pm	Founder's Hall F109 Mon, Wed, & Thurs: 8 am – 5 pm Tues: 8 am – 7 pm Fri: 9 am – 5 pm	102 Mon: 8 am – 7 pm Tues – Thurs: 8 am – 5 pm Fri: 9 am – 5 pm	G103 Mon: 8 am – 7 pm Tues – Thurs: 8 am – 5 pm Fri: 9 am – 5 pm
TECHNICAL CAMPUS	**WYLIE**	**FARMERSVILLE**	**COURTYARD CAMPUS**
A102 Mon, Tues, & Thurs: 8 am – 5 pm Wed: 8 am – 7 pm Fri: 9 am – 5 pm	Campus Commons CC100 Mon – Wed: 8 am – 5 pm Thurs: 8 am – 7 pm Fri: 9 am – 5 pm	123 Mon – Wed: 8 am – 5 pm Thurs: 8 am – 7 pm Fri: 9 am – 5 pm	101 Mon – Fri: 8 am – 5 pm

ACCESS OFFICE

The [ACCESS](#) (Accommodations at Collin College for Equal Support Services) Office is committed to improving equal access to education and safeguards against discrimination in compliance with Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act (ADA). ACCESS manages requests for reasonable academic modifications and auxiliary aids for qualified students.

Students apply for services through the ACCESS office and must provide the appropriate documentation before they may be granted accommodations. Application and documentation guidelines may be found on the ACCESS website and/or through meeting with an ACCESS advisor.

A student who has received accommodations from ACCESS will provide faculty an ACCESS Letter of Accommodation specifying the type of accommodation(s) required in the class. Students who indicate they have a need for accommodations but lack documentation should be referred to the ACCESS office to begin the application process. Faculty should NOT modify instruction or accommodate a student without ACCESS certification. Students are required to present a new accommodation letter each semester. Faculty are encouraged to privately discuss the accommodation(s) with the student once they receive the letter.

Accommodation types vary, so please contact the ACCESS office for clarification.

ACCESS Offices:

McKinney	Frisco	Plano	Wylie
W200 Mon & Tues: 8 am – 5 pm Wed: 8 am – 7 pm Thurs: 8 am – 5 pm Fri: 9 am – 5 pm 972.548.6648	F144 Mon: 8 am – 5 pm Tues: 8 am – 7 pm Wed & Thurs: 8 am – 5 pm Fri: 9 am – 5 pm 972.377.1781	D140 Mon: 8 am – 7 pm Tues – Thurs: 8 am – 5 pm Fri: 9 am – 5 pm 972.881.5898	Campus Commons CC215 Mon – Wed: 8 am – 5 pm Thurs: 8 am – 7 pm Fri: 9 am – 5 pm 972.378.8356
Technical Campus	**Celina**	**Farmersville**	
A130 Mon & Tues: 8 am – 5 pm Wed: 8 am – 7 pm Thurs: 8 am – 5 pm Fri: 9 am – 5 pm 972.881.5128	103D By appointment access@collin.edu	127G By appointment access@collin.edu	

AIM (Accelerated Individualized Math) Centers

The Accelerated Individualized Math (AIM) Center is an Emporium-Style Learning Center that allows developmental education students to accelerate their progression through the foundational course requirements well before the end of a traditional semester. The AIM Center utilizes the computer labs by providing technology for individualized instruction, watching videos, and working online practice examples and homework problems. Supplemental instruction sessions are available to provide active learning and small group activities. Faculty and staff function as learning facilitators, delivering on-demand help as students solve problems and make discoveries as independent, active learners.

Anthony Peterson Centers for Academic Assistance (APCAA)

The mission of the Anthony Peterson Center for Academic Assistance is to provide free learning support to students and community members in a welcoming environment of integrity, dignity, and creativity. By offering professional tutoring services and educational resources for improving key skills related to various content areas, the center strives to empower learners to become independent thinkers, poised for success in college and beyond.

Collin College Writing Centers, Math Labs, and Science Dens operate under the broader Anthony Peterson Centers for Academic Assistance, and hours vary depending on the semester and location. In addition to on-campus services, the APCAAs maintain a district-wide, synchronous, online tutoring schedule for writing, math, and other selected subjects. Day time, evening, and weekend appointments are available to all Collin College students. The online schedule is a convenient way for students to access academic support services at any time. Tutoring schedules can be found at the APCAA webpage and at each campus location.

APCAA Locations:

MCKINNEY	FRISCO	PLANO	WYLIE
Writing Center A104 972.548.6857 mckapcaa@collin.edu **Math Lab** C220 972.548.6896 mckapcaa@collin.edu **Science Den** LA117 972.548.6505 mckapcaa@collin.edu	**Writing Center** LH141 prcwritingcenter@collin.edu **Math Lab** F148 972.377.1639 friscomathlab@collin.edu **Science Den** LH202 scienceden@collin.edu	**Writing Center** D203 972.881.5843 planowc@collin.edu **Math Lab** D203 972.881.5921 planomathlab@collin.edu **Science Den** D203 972.881.5921 planomathlab@collin.edu	**Library (Room 217)** 972.378.8935 wylieapcaa@collin.edu
FARMERSVILLE	TECHNICAL CAMPUS	CELINA	
Room 120 972.549.6499 fvc-apcaa@collin.edu	**A280** 972.553.1236 technicalapcaa@collin.edu	**Library (Room 002)** 469.905.3528 celina-apcaa@collin.edu	

MATH LABS

Collin College Math Labs operate under the broader Anthony Peterson Centers for Academic Assistance and assist Collin College students enrolled in developmental math, college-level math, and natural sciences courses that have math-based assignments. The staff includes faculty, lab instructors, and student tutors. Students can either make an appointment or stop by campus locations. Hours for drop-in assistance vary and are posted at each campus. Tutoring services are free to all students.

SCIENCE DEN

The Science Den, located on the Frisco Campus in LH202, the McKinney Campus in LA117, and within the Anthony Peterson Centers for Academic Assistance at Wylie and Plano provides a place for science tutors and faculty to meet with students. The room is equipped with computers, models, and other items that assist students seeking to review what they have learned in class or supplement their knowledge. As always, tutoring is FREE for all Collin College students and open to students from all campuses.

WRITING CENTER

Each Writing Center's primary purpose is to help students become better writers by guiding them through the various stages of the writing process. English instructors and other qualified tutors are available to assist students with writing assignments and research papers from any class, in any subject. Tutors do not edit or proofread students' work but instead, assist students in learning to identify and correct errors on their own. Students can make appointments or drop in (at specific times) for consultations. Faculty whose students take advantage of the Writing Center frequently see improvement in the quality of their students' written work.

Whatever the academic discipline, please encourage students to seek assistance in one of the Writing Centers. The Writing Centers, in collaboration with other departments such as Student Development, also offer workshops geared toward specific student needs throughout the year. For information about hours, services, class visits, or tours, call the Writing Centers at the numbers listed.

Synchronous, one-on-one online tutoring consultations are available by visiting the Anthony Peterson Centers for Academic Assistance website and navigating to the Districtwide Online Tutoring section.

ADDITIONAL COURSE TUTORING

Some Anthony Peterson Centers for Academic Assistance offer expanded tutoring opportunities in subjects like Economics and Accounting. Contact your campus center for additional information.

ADMISSIONS OFFICE

The Admissions Office admits students to the College, determines residency, maintains educational records, and evaluates transcripts of incoming students. Admissions offices are located in the same suite as advising offices at all campuses.

BOOKSTORE

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

Bookstore Information:

MCKINNEY	PLANO	FRISCO	TECHNICAL CAMPUS
C120 Manager Toby Robinson 972.548.6680	F Wing, Level 1 Manager Michelle Moore 972.881.5680	Founder's Hall Manager Brandon Wilton 972.377.1680	Building B, Level 0 Manager Michelle Moore 972.553.1280
WYLIE	CELINA	FARMERSVILLE	
Student Center Manager Jessica Flores 972.378.8680	South Entrance, Level 1 Manager Michelle Moore 469.905.6081	126 Manager Michelle Moore 972.881.5680	

BUDGETS

Departmental budgets are developed by Academic Deans, with input from Associate Deans/Directors, faculty, and staff. When you are reminded of budget deadlines, let your Associate Dean/Director and/or your Dean know about items you think need to be included or adjusted.

CAMPUS TECHNOLOGY

Campus technology is provided at each campus to support the instructional programs of the College. Services include the provision and maintenance of a variety of audio/visual equipment and facilities and instruction on the use of equipment and facilities, including the new high-tech classroom podiums. Every classroom is equipped with a phone that can be used to dial Campus Technology using the last four digits of the Campus Technology phone number. For more information, please visit the Campus Technology webpage.

Campus Technology:

MCKINNEY	FRISCO	PLANO	WYLIE
B103 972.548.6871 cpc_media@collin.edu	H125 972.377.1577 prc_media@collin.edu	D205 972.881.5935 scc_media@collin.edu	Student Center SC220 972.378.8577 wylie-itservices@collin.edu
CHEC	**TECHNICAL CAMPUS**	**CELINA**	**FARMERSVILLE**
Room 214 972.559.3170 972.559.3171 chec_media@collin.edu	C030A 972.533.1200 ctcampustech@collin.edu	301B 469.905.3577 celina_technology@collin.edu	121F 972.549.6477 farmersville_technology@collin.edu

STUDENT TECHNICAL SUPPORT

Student technical support is available 24/7 from 972.377.1777 online or by emailing studenthelpdesk@collin.edu.

CENTER FOR ADVANCED STUDY OF MATHEMATICS AND NATURAL SCIENCES (CASMNS)

CASMNS is a specialized program for highly motivated students with interest in mathematics or the natural sciences that offers opportunities for students enrolled in Biology, Chemistry, Physics, Engineering, Geology, Environmental Science, and Mathematics courses to participate in a variety of undergraduate research activities and scholarly events at various Collin College campuses. Students interested in research or graduate study in the included disciplines will benefit from participating in the CASMNS program.

CENTER FOR SCHOLARLY AND CIVIC ENGAGEMENT (CSCE)

The Center for Scholarly and Civic Engagement fosters student learning, leadership development and civic responsibility through student and community-centered experiential programming that engages students, faculty and community partners in interactive, collaborative and reciprocal partnerships. These opportunities develop skills, strengthen character, challenge the intellect and address community global, national and local issues through critical thinking, research, service and hands-on application of knowledge. CSCE supports academic programming such as Book in Common, Distinguished Speaker Series, Constitution Day, the Leadership Development Institute and the Community College Day at the Capitol.

COPYING

Walk-up copier use is available at designated copiers throughout each campus. Copy codes correspond to the last six digits of the employee's CWID (unless the last six digits begin with a "0," then begin with the first number other than "0").

Each department's copying budget is limited; please post handouts and other material online through Canvas or email documents to the class as needed to avoid budget short-falls.

Copier Locations:

McKINNEY	PLANO	FRISCO	TECHNICAL CAMPUS
Main Building (B221, B334) **Library** (LA234) **Health Science Building** (H236)	**Main Building** (A Wing 2nd Floor, B103, J Wing 1st Floor, outside K237) **Library** (L215)	**Founder's Hall** (F210) **Alumni Hall** (Culinary Hallway) **Heritage Hall** (H109) **J Building** (J240) **L Building** (L241) **Lawler Hall** (LH158) **University Hall** (U155F) **IT Center** (IT218)	**Building A** (A070, A210) **Building B** (B216, B221) **Building C** (C213) **Building D** (D214)
WYLIE	CELINA	FARMERSVILLE	
Student Center (116, 202, 238, 331F) **Library** (117A, 118, 200) **Campus Commons** (201, 202, 218, 301)	**FT Faculty Swing Office** (108) **Adjunct Faculty Instructional Office** (316)	**One Stop Shop** (123A) **Student Support Office** (127B) **Hallway 113**	

COPY CENTER SERVICES

The Printing Express on the Plano Campus can be utilized for large or complex copying orders that cannot be delivered to students electronically. Upon receipt of the appropriate form(s), the Printing Express (printingexpress@collin.edu) can usually fill orders within a few days. Faculty can obtain Copy Request Forms in the Instruction Offices, from division offices, and in the Printing Express at the Plano Campus. Copy orders can also be submitted online. Include the copy code, mail station, and all copying requirements within the email.

COUGARWEB

CougarWeb is the College's Web portal. When faculty are hired by the College, a username and password are given, allowing faculty access to CougarWeb. CougarWeb contains tabs labeled Home, Library, Faculty, My Workplace, and Non-Credit Students (for CE Faculty/Staff Use).

The Faculty tab allows access to the following instructional resources:

- Advisor Dashboard
- Canvas
- Faculty Council and Committees (Contains links to Faculty Council, Council on Excellence, Institutional Review Board, Online Advisory Board, etc.)
- Faculty Dashboard (Contains the most recent, the current and the most future class information for each faculty member)
- Faculty Links (Contains links to Curriculum Office, eLearning Centers, Faculty Handbook, etc.)
- Faculty Registration Tools (Certify Your Roster, Look up Classes, Add or Drop Courses, etc.)
- Faculty Schedule
- Innovative Learning (Contains links to Weekend College, Honors Institute, Learning Communities, Service Learning, etc.)
- Rules & Regs (Contains links to the *Student Handbook*, Guide to Academic Etiquette, Grade Appeal Process, etc.)
- Student Support (Contains links to the various organizations in the Student Support area, such as Academic Advising, Career Coach, Counseling, etc.)
- Testing Center

The My Workplace tab allows faculty access to the following information:

- Employment Details (Information about your Benefits, Direct Deposit, Pay Stub, Employee Directory, W2 Consent, and W2 Tax and Earnings Statement)
- Crisis Response (Emergency/Safety Procedures, Emergency Response Plan, Pandemic Response Plan, CougarAlert Emergency System, SOBI, Student Incident Report, Campus Security Authority Training, College Police Office, Public Relations, What to Do if There is an Active Shooter on Campus).
- eProcurement (access to CougarMart)
- District Services (Bookstore, Business Administrative Services, Document Retention Schedule, Information Technology, Institutional Research, etc.).
- Organizational Effectiveness Links (Benefits Information, Board Policies, Calendars, Compensation, CougarHR, HR Forms, Professional Development, Internal Audit, Information Technology, and Policy and Planning)
- Banner Self-Service (Contains Folders about Personal Information, Employee Benefits, and Finance)
- Banner-Bookmarks
- Academic Software Center (Software distribution channel).
- Inside Collin (Links to various departments and information including Associate Dean Resource Handbook, Advisory Committee Handbook, Handbook for Faculty

- and Adjunct faculty, All College Council, Calendars, Committees/Task Forces, Counseling Services, Curriculum Office, Foundation, Strategic Goals, Teaching & Learning, Wellness)

- LinkedIn Learning (Online Training Library)

- The Chronicle of Higher Education (free access link and information).

CougarWeb is maintained by Collin College's Web Services Department.

COUNSELING SERVICES

Counseling Services offers mental health support to all currently enrolled students. Counselors aim to meet the needs of students with compassion, honesty and confidentiality. All issues are taken seriously, and no problem is "too small' to discuss. Counseling Services include crisis counseling, individual counseling, and group counseling as well as workshops, on-line resources, and referrals to community assistance.
Information shared in the counseling setting is protected by state and federal laws and will not be disclosed without written permission. In instances of imminent harm to self or others, permission may not be needed.

In-person and virtual counseling is available for all currently enrolled students and Licensed Professional Counselors are physically located at the McKinney, Frisco, Plano, and Wylie campuses. Counselling at all other campuses is by appointment only. Contact personalcounseling@collin.edu or call 972.881.5126 for more information.

Counseling Offices:

MCKINNEY	PLANO	FRISCO	WYLIE
B336	D134	F114	CC215
972.548.6648	972.881.5126	972.377.1781	972.378.8356

CULTIVATING SCHOLARS

Cultivating Scholars is an event held at the Frisco Campus every spring semester which highlights student research across the disciplines and allows students to showcase their research through poster sessions and presentations. Check the Cultivating Scholars website for opportunities for students. Announcements regarding this program will be sent out via email during the fall and spring semesters.

EQUIPMENT INVENTORY

Inventories of equipment and furniture are conducted throughout the year. Please respond promptly to requests from the Dean's office for information about items in your office, classrooms, or labs. If you notice any discrepancies, please contact your academic Dean. Some departments have unique processes for issuing and returning equipment so be sure to connect with your Associate Dean or Director for specific steps required for your department.

FACILITIES-RESERVING

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

McKinney	Frisco	Plano	Wylie
G'Anna Saunders 972.548.6800	Renee Long 972.377.1550	Kelly Rossato 972.881.5770	Shelly Marchbanks 972.378.8889
CHEC	**Courtyard Campus**	**Technical Campus**	
Alexandra Mintle 972.599.3167	Lily Ayalew 469.365.1962	Jinger Peeples 972.553.1111	Brent Hamilton 972.549.6496

Internal requests for conference facilities and external district-wide requests for all College facilities (including conference centers) should be directed to Trevina Height at 972.881.5606.

FINANCIAL AID

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

FITNESS CENTER

Fitness facilities at Collin College Campuses are available free of charge for students, faculty and staff who show their Collin College ID cards. Faculty and staff are welcome to use various activity areas of the Fitness Center and outdoor facilities during fitness center hours when no formal activities or classes are scheduled. Visit the Collin College [Intramurals/Fitness Centers](#) webpage for links to each campus Fitness Center and daily schedules.

FOOD SERVICE

Faculty requesting food service for Collin College events should initiate the request through their Academic Dean. Food service request forms are available through the division office and should be submitted far enough in advance of the event to allow for proper review and approval. Collin College Catering has first refusal for all catering on Collin College Campuses. [Collin College Catering - Plano, TX (catertrax.com)](#)

HONORS INSTITUTE

[The Honors Institute](#) offers a selection of courses designed to help dedicated students hone classroom skills for real-world situations. Honors classes have a small faculty-student ratio through lower enrollment. Honors faculty are encouraged to build close mentoring relationships with students enrolled in honors courses. Honors students are also allowed exclusive access to a study room in the Honors suite at each campus. The qualification for admission into the Honors Institute is a cumulative GPA of 3.25 or higher from Collin College, a transfer institution, or from high school. Once students meet this criterion, they may enroll in any of the Honors courses available each semester. Some articulation agreements (e.g., TAMUC, TWU, UNT, etc.) allow for transfer of honors credit to university honors programs.

Honors Institute:

McKINNEY	PLANO	FRISCO	WYLIE
A323	F103	F135	WLB215
Director	Director	Director	Director
Keith Elphick	(Vacant)	Lauryn Angel	Michael Rose
972.548.6661	972.516.5003	469.365.1827	972.378.8878
kelphick@collin.edu		langel@collin.edu	mrose@collin.edu

ID CARDS

Faculty, staff, and credit students at Collin College are required to have Collin College ID cards in order to use the facilities and services provided by the College. The facilities include the Bookstore, Career Services, Computer Labs, Enrollment Management, Fitness Center, Library, Math Lab, Student Engagement, and the Testing Center. Please make students aware of the need to obtain a Collin College Student ID. You can get your ID card in any Student Engagement office.

If your ID card has been lost, stolen or damaged, if you had a name change, or if you simply prefer a new photo, a replacement card can be obtained for a $2.00 replacement fee. For more information, contact the Student Engagement Office. Specially coded ID's (CBOARD system ID's) are required for some facilities such as Technical Campus classrooms, the Frisco IT Center, and upper floors of the CHEC.

Student Engagement Offices:

McKINNEY	FRISCO	PLANO	TECHNICAL CAMPUS
C118A Mon, Tues, Thurs, & Fri: 8 am – 5 pm Wed: 8 am – 7 pm 972.548.6788	A186 Mon, Wed, Thurs, & Fri: 8 am – 5 pm Tues: 8 am – 7 pm 972.377.1788	F129 Mon: 8 am – 7 pm Tues – Fri: 8 am – 5 pm 972.881.5788	A145 Mon, Tues, Thurs, & Fri: 8 am – 5 pm Wed: 8 am – 7 pm 972.553.1144 *See Note
WYLIE	CELINA	FARMERSVILLE	
Student Center SC106A Mon, Tues, Wed, & Fri: 8 am – 5 pm Thurs: 8 am – 7 pm 972.378.8471	122 469.905.3518	125 972.549.6432	

*Contact your Dean's office to coordinate with the Provost to have the ID badge programmed for your specific access needs.

LEADERSHIP PROGRAMS

Collin College supports student leadership development. Leadership Empowerment and Development (LEAD) is a co-curricular program sponsored by Student Engagement that offers multiple interactive and experiential events including a Student Leadership Camp in the summer, leadership workshops, Ropes Course, field trips, Leadership in the

Movies, Strengths Quest, and special speakers. For more information, contact Student Engagement at studentlife@collin.edu.

The Leadership Development Institute (LDI) is a credit-bearing academic initiative that incorporates leadership, character, and skills development into academic core courses. For more information on LDI courses, contact the LDI District Director.

We are currently developing a yearlong leadership program called "Leadership Collin." More information on this program is forthcoming. Please contact Dr. Allison Venuto for more information (avenuto@collin.edu).

LEARNING COMMUNITIES

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

LIBRARY

The Collin College libraries house books, media collections and services, open labs, calculators, laptops that circulate for up to 5 days, and much more. Library personnel are always willing to provide teaching and learning materials and services to support the curriculum of Collin College and offer a wide variety of supplemental media and materials specifically geared to the classroom.

Collin College Libraries:

MCKINNEY	FRISCO	PLANO	TECHNICAL CAMPUS
Circulation & Reserves 972.548.6860	Circulation & Reserves 972.377.1560	Circulation & Reserves 972.881.5860	Circulation & Reserves 972.553.1123
Reference 972.548.6869	Reference 972.377.1571	Reference 972.881.5985	Reference 972.553.1173
Library Director Faye Davis 972.548.6866	Library Director Vidya Krishnaswamy 972.377.1575	Library Director (Vacant) 972.881.5917	Branch Manager SR Librarian Rebekah Lee 972.553.1136
WYLIE	**CELINA**	**FARMERSVILLE**	
Circulation & Reserves 972.378.8660	Circulation, Reserves, & Reference 469.905.3568	Circulation, Reserves, & Reference 972.549.6460	
Reference 972.378.8479	Branch Manager SR Librarian Joan Mendez 469.905.3569	Branch Manager SR Librarian Christy Tabors 972.549.6483	
Library Director Nicole Boone 972.378.8573			

The libraries also manage the [Digital Commons](). DigitalCommons@Collin captures, archives, and disseminates the original scholarly and creative works produced or sponsored by faculty members, students, staff members, organizations, or departments at Collin College.

Used by more than 500 colleges, Digital Commons houses images, videos, audio files, research papers by students, presentations, posters, and conference proceedings. Works appearing in DigitalCommons@Collin are indexed in Google and other major search engines. Currently back issues of the annual publication Forces are available in DigitalCommons@Collin. Faculty are encouraged to submit student research papers, honors projects, and other scholarly and creative works to [DigitalCommons@Collin.edu](). Makerspaces are available at each campus library. Open to Collin students, faculty and staff, the Makerspaces house resources such as 3D printers, digital media production areas, large format printers, sewing machines, vinyl cutters, and more. The Makerspaces have a focus on the needs of students and faculty on each campus and help students become engaged in project-based learning that will prepare them for entering the workforce. Faculty are encouraged to integrate Makerspace projects into their coursework. Contact the library Reference Desks about scheduling class visits.

Librarians partner with faculty members to:
- digitize any reserve materials
- offer customized library instruction in the classroom or the library
- design research assignments
- prepare handouts and libguides tailored to instructional objectives
- provide online tutorials for faculty course sites
- select course-related materials for library collections

The Campus Libraries offer instructional support to all faculty whether they are teaching dual credit, online, or on-campus classes. Library resources and services are also available to all students, including those taking dual credit classes.

Visit the [Library's]() website for information about the library's collections. These collections include books, journals, music CDs, books on CD, DVDs, software and electronic resources such as databases, full-text journals, and e-books. All electronic resources are available remotely. For convenience, forms for scheduling library instruction, submitting reserve materials, asking reference questions, and requesting interlibrary loans are also available on the library website. Click on the library tab after logging onto to CougarWeb to access resources specifically for faculty.

LIBRARY COMPUTER WORKSTATIONS

Each library at Collin College features computers for student use. High-speed, networked computers make conducting library research a convenient and efficient experience. Library computers also offer the Microsoft Office applications software most often needed to complete class assignments, including Word, Excel, Access, Publisher, and PowerPoint. Computers also feature Adobe Creative Suite, including Photoshop, Dreamweaver,

Illustrator and more Students are given 300 free pages of printing per semester, so even students without home Internet access can download material sent to them or complete online assignments. Scanners are available. The Libraries have ACCESS computers with software that can scan and read textbooks aloud, magnify computer screens, and read web pages audibly.

LOST AND FOUND

[Student Engagement](#) is the primary location for most Lost and Found at Collin College. Lost and found items will be held for a minimum length of one month to a maximum length of one semester. Items that are found should be turned in to the Lost and Found on their respective campus (making sure to let the staff there know when and where the item was found). For an item to be picked up, the owner must bring their photo ID with them and be able to describe the missing item in question.

Student Engagement Offices:

MCKINNEY	FRISCO	PLANO	TECHNICAL CAMPUS
C118A Mon, Tues, Thurs, & Fri: 8 am – 5 pm Wed: 8 am – 7 pm 972.548.6788	A186 Mon, Wed, Thurs, & Fri: 8 am – 5 pm Tues: 8 am – 7 pm 972.377.1788	F129 Mon: 8 am – 7 pm Tues – Fri: 8 am – 5 pm 972.881.5788	A145 Mon, Tues, Thurs, & Fri: 8 am – 5 pm Wed: 8 am – 7 pm 972.553.1144
WYLIE	CELINA	FARMERSVILLE	
Student Center SC106A Mon, Tues, Wed, & Fri: 8 am – 5 pm Thurs: 8 am – 7 pm 972.378.8471	122 469.905.3518	125 972.549.6432	

PURCHASING

If there are items you believe need to be purchased for your department or classes, please work with the office of your Associate Dean/Director to prepare the necessary paperwork to submit a request. All expenditures must have approval from the Academic Dean before any funds are spent.

SERVICE LEARNING

[Service Learning](#) integrates community service with academic learning, focusing on:
- critical and reflective thinking
- problem-solving
- social and personal development
- civic responsibility

Combining academics with community service provides a unique opportunity to put into practice those principles that are taught in the classroom. For more information on how to incorporate Service Learning into classes, please visit the [Service Learning webpage](#) or contact Dr. Rebecca Burton at rburton@collin.edu.

SOBI (STRATEGIES OF BEHAVIORAL INTERVENTION)

The SOBI Committee has designed a process that reflects best practices for referring, assessing, responding to and assisting students who display various types of distressed, disturbed, threatening, and/or unregulated behavior. SOBI reports are designed to centralize the collection and assessment of "red flag" behavior and to intervene early to provide support and respond appropriately to students' behavior. Concerns about a student who seems depressed, hostile, withdrawn, under the influence, or behaving in any way inappropriately, should be filed as a SOBI report. To do so, log on to CougarWeb, go to the My Workplace tab, and, under Intranet links, click on the link for reporting an incident of concern (5th link from the top).

STUDENT ORGANIZATIONS

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

All faculty/staff/students are automatically members of Cougar Connect, which allows them to see and connect with all the different organizations that are currently available at Collin.

To connect:
1. Go to collin.campuslabs.com/engage.
2. Select "Sign In."
3. Sign in with your current Collin email credentials.
4. Welcome to Cougar Connect!
5. Search for organizations you wish to connect and request to join.
6. The CORQ App (which works with Cougar Connect) is available on Google Play and the App Store

Currently enrolled students may also form student organizations by following the procedures outlined in the current Student Organization Procedures Manual (SOPM) located on the Student Organizations webpage. New or reorganizing organizations may not officially meet or hold an event until recognition from Student Engagement is complete. Contact your campus's Student Engagement office if you are interested in starting or advising an organization.

Student Engagement Offices:

MCKINNEY	FRISCO	PLANO	TECHNICAL CAMPUS
C118A	A186	F129	A145
Mon, Tues, Thurs, & Fri: 8 am – 5 pm	Mon, Wed, Thurs, & Fri: 8 am – 5 pm	Mon: 8 am – 7 pm	Mon, Tues, Thurs, & Fri: 8 am – 5 pm
Wed: 8 am – 7 pm	Tues: 8 am – 7 pm	Tues – Fri: 8 am – 5 pm	Wed: 8 am – 7 pm
972.548.6788	972.377.1788	972.881.5788	972.553.1144

WYLIE	CELINA	FARMERSVILLE	
Student Center SC106A Mon, Tues, Wed, & Fri: 8 am – 5 pm Thurs: 8 am – 7 pm 972.378.8471	122 469.905.3518	125 972.549.6432	

SUPPLIES

Many supplies are available in all Instruction Offices upon request, including pens, whiteboard markers, high-lighters, paper, folders, Scantron forms, etc.

TESTING CENTER AND ONLINE PROCTORING

The Testing Centers provide limited proctored testing for courses, assessments, CLEP, and other testing. Most faculty find it convenient to schedule make-up exams in the centers. Faculty can submit up to four (4) students per exam per section to the Testing Center on their campus for make-up exams. Students should schedule an appointment to complete exams 24 hours in advance. Exams can be picked up by the professor upon completion. Testing Center Test Administration forms are available in all instruction offices as well as in the Testing Center. To facilitate the process, please ensure the request form is filled out completely and the instructor's name and course information appear on all tests. The last classroom test is given out one hour before closing. Students must present a Collin College Student ID (with picture) in order to take a test.

If your course is fully online, blended or hybrid, please review the decision tree to facilitate proctored exams for online courses and additional instructions found here: Remote Proctoring (note: a CougarWeb login is required to open this page). The same rules for the number of tests allowed for in-person courses also apply to using the Testing Centers for online course exams.

Exceptions to these testing procedures must be discussed with your Associate Academic Dean or Workforce Dean, and the Director of Testing.

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

Testing Centers:

McKINNEY	FRISCO	PLANO
W206 Mon, Tues, & Thurs: 8 am – 5 pm Wed: 8 am – 7 pm Fri: 9 am – 5 pm 972.548.6849 testingcpc@collin.edu	F208 Mon, Wed, & Thurs: 8 am – 5 pm Tues: 8 am – 7 pm Fri: 9 am – 5 pm 972.377.1522 friscotesting@collin.edu	J232 Mon: 8 am – 7 pm Tues – Thurs: 8 am – 5 pm Fri: 9 am – 5 pm 972.881.5922 planotesting@collin.edu

TECHNICAL CAMPUS	WYLIE	CELINA
A001 Mon, Tues, & Thurs: 8 am – 5 pm Wed: 8 am – 7 pm Fri: 9 am – 5 pm 972.553.1234 cctctesting@collin.edu	Campus Commons CC201 Mon – Wed: 8 am – 5 pm Thurs: 8 am – 7 pm Fri: 9 am – 5 pm 972.378.8849 wylietesting@collin.edu	125 Mon: 8 am – 7 pm Tues – Thurs: 8 am – 5 pm Fri: 9 am – 5 pm 469.905.3599 celinatesting@collin.edu
FARMERSVILLE		
107 Mon – Wed: 8 am – 5 pm Thurs: 8 am – 7 pm Fri: 9 am – 5 pm 972.549.6450 farmersvilletesting@collin.edu		

TEXTBOOKS, LABORATORY MANUALS AND SOFTWARE

Associate Deans/Directors will provide each instructor with copies of appropriate texts, laboratory manuals, software, etc. (as applicable) prior to the start of the semester. These materials remain the property of Collin College and must be returned to the Associate Dean/Director at the end of the semester or after the faculty member is no longer working for the College unless other arrangements have been made with the Associate Dean/Director.

TRANSFER SERVICES

Many Collin students plan to eventually transfer for education beyond their associate's degree. Faculty can be an asset for students seeking transfer advice, since they are often familiar with university programs and can help students make decisions that will lead to success.

Currently, five university partners offer selected bachelor's and graduate degrees at the Collin Higher Education Center (CHEC), with some 3,000 students annually taking advantage of these programs. In addition, ten universities have pre-admission agreements allowing students admission to both Collin College and the senior institution with many of the benefits of their native students.

Information on transfer agreements, course equivalencies, transfer pathways, and CHEC programs is available on the Transfer/Preadmissions page, from the Academics tab on the Collin College website. Included in this information is the NTCCC Transfer Collaborative link which provides links to specific 2+2 transfer programs.

VEHICLES

District vehicles can only be reserved at the Plano campus. Contact Facilities and Plant Operations (972.881.5690) for more information about availability. A Vehicle Request

Form can be found online; after logging into CougarWeb, go to My Workplace, click on Facilities and Plant Operations in the District Services channel and then click on Forms.

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

WEEKEND COLLEGE

Weekend College offers students an alternative to the traditional course schedule. Its primary purpose is to provide students who are less able to attend college during a traditional time frame the opportunity to complete the entire core curriculum of the A.A., A.S., A.A.T. degrees, and some Workforce programs. on Friday evenings, Saturdays, and Sundays. A schedule of classes appears on the [Weekend College website](#).

WELLNESS PROGRAM

The [Wellness Program](#) is dedicated to helping employees, students, and community members enjoy a healthier and more productive way of living. Its goal is to provide programs and services that promote the practice of health responsibility. For more information, please contact the Human Resources Professional Development Team or Human Resources Benefits.

EMERGENCY RESOURCES

EMERGENCY SERVICES AND RESPONSE

The Collin College Police Department and Department of Emergency Management and Safety provides law enforcement and emergency services to Collin College 24 hours a day, seven days a week.

COLLIN COLLEGE POLICE

Collin College police officers respond to all emergencies on Collin College campuses. They coordinate with other local emergency services as needed. They conduct preventive patrols and provide educational programs to faculty, staff, and students as part of their mission to keep College campuses safe.

For any on-campus emergency, push the direct dial button or dial 5555 to connect to the Collin College Police Department from any campus phone. Phones are located on the podium of all classrooms. From an off-campus or cell phone, dial 972.578.5555.

OFFICE OF EMERGENCY MANAGEMENT

The Office of Emergency Management coordinates and plans for a full spectrum of hazards that could negatively impact operations at Collin College. This is accomplished through assessing, planning, training, and exercising. You can coordinate requests with the Department of Emergency Management and Safety for department level training and plans. Contact emergency.managment@collin.edu.

REPORTING AN EMERGENCY, CRIME, OR REQUESTING ASSISTANCE

Keeping Collin College safe requires the collective eyes and ears of everyone on all our campuses. As always, we ask that you immediately report all campus emergencies to the Collin College police at ext. 5555 or 972.578.5555. Remember: If you see something, say something.

Reporting an Emergency

All calls to the College Police are answered by trained, licensed telecommunicators who direct police officers to requests for service on their respective campuses. For any on-campus emergency push the direct dial emergency button or dial 5555 to connect to the Collin College Police Department and from any campus phone. Phones are located on the podium of all classrooms. From an off-campus or cell phone, dial 972.578.5555. Provide as much of the following information as possible:

- What is happening
- The exact location of the incident
- Detailed description of the assailant(s)
- Direction of travel, if known
- Type of weapon(s) used, if any
- Your name

All campus classrooms have signs posted that are visible from the phone. They are primarily red and blue and have the Collin College logo at the top. Each sign states campus, building name and room number with the emergency number to the Collin College Police at the bottom.

Reporting Loss/Damage

Students, faculty, or staff experiencing loss or damage on campus property, including accidents on campus parking lots, should notify College Police at 5555 from any district phone or 972.578.5555 from a cell or off-campus phone. More information regarding services of [Collin College Police Department](#) can be found on their website.

DISTRICT SAFETY COMMITTEE

The District President will appoint a standing committee, the Collin College Safety Committee, that is chaired by the Executive Vice President and includes representatives from the administration, faculty, staff, and student government. The committee will be charged with meeting as needed, but at least once each fall and spring semester to review the College's policy, any new legislation and legal decisions relating to this issue, and the effectiveness of the implementation of the College's policy. Advisory notes and recommendations from the committee will be forwarded for review and consideration by the Executive Leadership Team, District President, and Board, as necessary. If you have any campus safety suggestions or concerns for the committee's consideration, please submit them via email to safety@collin.edu.

EMERGENCY RESPONSE TEAM

Each campus has an Emergency Response Team, made up of campus personnel trained to respond to emergencies. The lead for the ERT is the campus provost or designee.

EMERGENCY PROCEDURES

MEDICAL EMERGENCY

In the event of a medical emergency, dial 911. Immediately after speaking with the 911 dispatcher, notify Collin College Police at 972.578.5555 from any cell phone or 5555 from a campus phone. If the emergency occurs within the Fitness Center, also contact the fitness center desk.

Automated external defibrillators (AED) and first aid kits can be found in various locations on each campus and center. While on campus, faculty and staff should make themselves aware of these locations.

Provide the affected individual privacy and space for emergency responders. Do not transport the individual unless it is to prevent further injuries.

For more information regarding what you should do in the event of medical emergency or AED locations, visit the [Emergency Maps](#) website maintained by the Office of Emergency Management.

INCLEMENT WEATHER

In the event of severe weather (e.g., tornadoes), the administration will monitor weather information. If an emergency develops, emergency warning sirens in the community will sound and announcements will be sent to the podium phones in the classrooms. If the warning system activates, move the class to interior hallways or restrooms, away from glass windows or doors. Generally, the ground floor is safer than upper stories. Look for rooms marked with red "Severe Weather Shelter" signs. Evacuate the building only if instructed to do so by the College Police. Otherwise, it is safer to remain in place. Encourage students to stay in a severe-weather-safe location. An official "All Clear" will be given as soon as the danger has passed.

If classes are cancelled or postponed, the announcement will be made through CougarAlert, Collin College's website www.collin.edu, and the local radio and television stations. A decision to cancel classes will usually be made by 6:00 a.m. for day classes and 4:00 p.m. for evening classes. If a closure notice is not posted on the website, Collin College Campus is open.

FIRE ALARMS

If the fire alarm sounds, students, faculty, and staff should follow evacuation procedures as posted in all classrooms and major hallways or as announced on the loudspeaker. When evacuating a class, walk calmly to the nearest exit, taking all personal belongings. Feel door, top and bottom, for heat (use back of hand). If hot, do not open. If door is not hot, open slowly. Stand behind door and to one side; be prepared to close it quickly if fire is present. Use the stairways - *do not use elevators.* Close the stairwell door behind you. Stay low when moving through smoke; walk down to the ground floor and exit. Assist disabled persons when possible. Rescue chairs are located near elevators or stairwells in most buildings. Please be sure to have students move far away from the building and advise them not to block exits to the building or campus. When emergency response personnel arrive on scene, immediately let them know about any people who may still be in the building. Do not re-enter the building until the College Police issue an "All Clear."

CRIMINAL ACTIVITY

Call College Police at 972.578.5555; give your name, location of the incident, and type of activity. Give a contact phone number for further information. Dial 911 if instructed by College Police. Do not attempt to interfere with the activity, except in the case of self-defense or self-preservation.

THREATS

If a threatening phone call is received, remain calm and obtain as much information as possible from the caller. Ask the caller questions such as location of threat, type of threat and time for the incident. Call College Police at 972.578.5555; give your name, location, type of threat and a contact phone number. Officials will contact you for further information.

ACTIVE SHOOTER

If there is an active shooter, call 5555 and/or 911. Be prepared to provide as much information as possible:
- What is happening
- The exact location of the incident
- Detailed description of the assailant(s)
- Direction of travel, if known
- Type of weapon(s) used, if any
- Your name

Response and Notification

College Police will respond, and local municipal police agencies will be notified. An emergency notification will be activated. If you are in a campus building where an active shooter incident is occurring and cannot safely evacuate, lock and barricade yourself in an office or classroom away from the assailant (s).

Active shooter situations are unpredictable and evolve quickly. Because active shooting situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter.
- Avoid – move away from the source of the threat as quickly as possible
- Deny – create barriers, turn of all lights, lock the doors, silence all cell phones, and remain out of sight and quiet by hiding behind large objects
- Defend – be aggressive and commit to your actions

When safe, dial 911 to report a medical emergency. Immediately after speaking with the 911 dispatcher, notify Collin College Police at 972.578.5555 from any cell phone or 5555 from a campus phone.

Police Response/Police Actions

Collin College Police will pursue the threat and restore order by whatever means necessary. All surrounding buildings will be locked down. Collin College Police will respond, and local municipal police agencies will be notified. An emergency notification will be activated. DO NOT ATTEMPT TO INTERVENE, except in the case of self-defense or self-preservation.

More information regarding what you should do in the event of an active shooter can be found online or by contacting emergency management at emergencymanagement@collin.edu.

All occupants will need to remain within these areas or will be told to move to a safe zone established by the College or will be required to leave the campus as directed by College officials. The College Police will be in charge of the scene and will work closely with other law enforcement agencies until all danger is removed.

CLASSROOM AWARENESS INFORMATION

All campus classrooms have signs posted that are visible from the phone. They are primarily red and blue and have the Collin College logo at the top. Each sign states campus, building name and room number with the emergency number to the Collin College Police at the bottom.

PERMITLESS CARRY LAW AND CAMPUS CARRY

The college is subject to Texas campus open carry law and the permitless carry law that became effective September 1, 2021. The college's current Board policy, CHF(Local), outlines the college's policy on the use or prohibition of firearms in certain areas.

EVACUATION

The campus facility is evaluated in the event of a fire, gas leak, or bomb threat. When indoor alarms sound or strobe lights flash to signal there is danger inside or near a building, such as a fire, leave the building immediately using the nearest marked exit, unless otherwise instructed. Go outside the building and assist those who are disabled. Take all valuables (e.g., backpack, cellphone, purse) with you. Assemble outside as directed by Collin College officials and stay at least 300 feet away from the building. Notify the Collin College Police Department or emergency crews if you suspect someone is still in the building. Wait for Collin College officials to notify you when it is safe to return to normal activities.

More information regarding what you should do in the event of an evacuation can be found online or by contacting emergency management at emergencymanagement@collin.edu.

EMERGENCY NOTIFICATION–COUGAR ALERT SYSTEM

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

COUGARALERT SUBSCRIPTIONS

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

STUDENT CONCERNS

Collin College's [Strategies of Behavioral Intervention](#) (SOBI) Committee has designed a process that reflects the best practices for reporting, assessing, responding, and assisting students who may display various levels of distress or disturbed and/or unregulated behavior. Procedures for current students, faculty, or staff members to file a SOBI Referral are online.

This process includes the [SOBI Referral Form](#) can be submitted online. The Committee's purpose is to stop and/or redirect behavior that might otherwise undermine instruction and negatively impact student learning. SOBI actions are not a substitute for disciplinary procedures, and reports of [Student Code of Conduct](#) violations will be referred directly for disciplinary intervention.

ANNUAL SECURITY REPORTS

Collin College prepares an Annual Security and Fire Safety Report (ASR) in order to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092(f) (Clery Act). Included in the ASR are the campus crime, arrest, and referral statistics (i.e., campus crime statistics), which include incidents reported to the Collin College Police Department, designated campus security authorities, and local law enforcement agencies.

Each ASR is prepared in cooperation with the local law enforcement agencies surrounding Collin College's main campuses and alternative sites, Student Housing, the Dean of Students Office (DOS), and the Human Resources Office (HR). Each entity provides updated information on their educational efforts and programs to comply with the Clery Act. The Collin College website maintains records of past and present [Annual Security and Fire Safety Reports](#).

CORONAVIRUS (COVID-19) INFORMATION

Collin College prioritizes the health and safety of students, employees, and campus visitors. For more information related to COVID-19 reporting, procedures, and questions, please visit the [Coronavirus (COVID-19) Information webpage](#).

HUMAN RESOURCES

College policies, procedures, and guidelines are found on the Human Resources website or the My Workplace section in CougarWeb.

Human Resources Contact Information:

MCKINNEY, PUBLIC SAFETY TRAINING CENTER	FRISCO	PLANO, ICOLLIN, & ROCKWALL
C332G (McKinney) Mon – Fri: 7:30 am – 4:30 pm (Vacant) 972.599.3161 afowler@collin.edu	J230C (Frisco) Mon – Fri: 8 am – 5 pm Monica Conklin 972.377.1508 mpconklin@collin.edu	G227 (Plano) Mon – Fri: 8 am – 5 pm Daisy Santos 972.758.3857 daisysantos@collin.edu
TECHNICAL CAMPUS & COURTYARD CENTER	**WYLIE**	**FARMERSVILLE**
A202 (Technical Campus) Mon, Tues, Wed, Fri: 8 am – 5 pm 403E (Courtyard Center) Thurs: 8 am – 5 pm Christy Phoenix 214.491.6237 cphoenix@collin.edu	Campus Commons CC303B Mon – Fri: 8 am – 5 pm Sally Rosete 972.549.6448 sfrosete@collin.edu	127H Mon – Thurs: 9 am – 1 pm Fri: 9 am – 12 pm Sally Rosete 972.549.6448 sfrosete@collin.edu
CHEC	**CELINA**	
Suite 339 Benefits Team 972.599.3152 benefits@collin.edu	302F Mon & Tues: 8:30 am – 3 pm Thurs: 8:30 am – 2 pm Adrianna Guney 469.905.6063 aguney@collin.edu	

ABSENCE PROCEDURES AND TIME OFF

ABSENCE PROCEDURES

Information about Faculty Absence Procedures can be found on the Human Resources Compensation and Classification Information web page. Attendance is required for full-time faculty at All College Day (August), All College Planning Day (January) and assigned Graduation (December and/or May).

The Associate Dean/Director and/or Division Office should be notified in the case of an unanticipated absence. If after normal working hours, contact the Instruction Office. Official notices will be posted, students will be asked to sign in and any course assignments provided by the absent instructor will be disseminated and/or posted in Canvas. Although substitute instructors are difficult to find, every effort will be made to

locate one for lab classes. If advance notification is possible, provide as much notice as possible to the Associate Dean. Arrange the class schedule so a substitute can be located, and substantive class work can continue during the absence.

Special Information for Full-Time Faculty: When an absence occurs, you must login to WorkDay and record the absence including time used for professional development.

Special Information for Adjunct faculty: When an adjunct member is absent from class, the Associate Dean is to submit an "Application for Leave" Form indicating the reason for the absence. If the reason checked is "sick", the HR/Records Team will apply the hours missed to available sick time for the adjunct. The hours used are then deducted from their available balance. The LWOP form can be found in the MyWorkplace Tab in Cougarweb or on the HR Forms website. Sick time used is rounded up. For example, 1.5 hours is rounded up to 2 hours.

TIME OFF

For full-time employees, sick time is earned at a rate of 8 hours per month. Up to 24 hours of personal time is awarded per year on September 1st (prorated for first year based on employee's eligibility date). Personal time off may not be carried over.

Contact the office of your Associate Dean/Director as soon as possible when you are absent. Your AD/Dean will then notify HR/Benefits or complete the necessary paperwork for HR/Records Full-time employees who have worked at least 12 months and 1250 hours within the 12 months prior to the leave begin date may be eligible for Family and Medical Leave under federal guidelines. For employees with less than 12 months or less than 1250 hours in the 12 months prior to the leave begin date, Collin College does offer other leave options (such as up to 20 days of unpaid time off, with appropriate documentation).

Reach out to the HR/Benefits team for more information. Note that personal time off is designed for *personal business that cannot be handled outside of normal business hours*. Unpaid time off is designed for *extraordinary circumstances that cannot be addressed within the paid leave benefits*. Neither is designed to be used for vacation, if applicable.

Personal time off is generally not allowed for the dates/circumstances identified below. However, you should discuss with your supervisor or the HR/Benefits Team your reasons for requesting personal time for these dates/circumstances.

- All College Day
- Division meetings
- The week prior to semesters
- The first week of semesters
- Graduation
- Days immediately prior to or immediately following a holiday and/or a college break for non-contract days (Thanksgiving, spring break, spring holiday, etc.) and dates on which you are scheduled to administer a final exam

- Patterns of dates, such as consecutive dates resulting in significant absence from classes (reach out to HR/Benefits to discuss FMLA or medical leave eligibility)

Board of Trustee's policies and/or Human Resource information:
- Assignment, Workload, and Schedules – Board Policy DJ-Local
- Leaves and Absences – Board Policy DEC-Legal/Local
- Family and Medical Leave – Board Policy DECA-Legal
- Military Leave – Board Policy DECB-Legal
- Human Resources Homepage

BENEFITS

Information on benefits can be found on the Benefits homepage, including specific information on Leave Benefits, Part-time Benefits, and Job-Related Accommodations.

GENERAL CONTACT INFORMATION FOR FACULTY

CONTACT	POSITION
Nathanial Walker 972.599.3160 (P) 972.599.3156 (F) nwalker@collin.edu	HR Director, Benefits, Compensation & HR Systems
Christina Canales 972.559.3164 (P) 972.559.3156 (F) ccanales@collin.edu	HR Manager, Benefits
Tara Rice 972.758.3849 (P) 972.559.3156 (F) tcrice@collin.edu	HR Generalist, Benefits
(vacant) 972.758.3886 (P) 972.985.3778 (F)	HR Specialist, Benefits
Ivy Garcia 972.559.3163 (P) 972.985.3778 (F) igarcia@collin.edu	HR Specialist, Records
Vina Cook 972.559.3152 (P) 972.559.3156 (F) benefits@collin.edu	HR Generalist, Benefits (Part-time)
Toya Hunter 972.548.6659 (P) 972.985.3778 (F) tlhunter@collin.edu	HR Specialist, Records
Vernita Williams 972.881.5440 (P) vwilliams@collin.edu	HR Supervisor, Records

TIMELYCARE – FOR ADJUNCT FACULTY, PART-TIME STAFF, AND STUDENTS

Through TimelyCare, medical and mental telehealth services are available 24/7 at no cost.
- Medical: On-demand access to a medical provider who can treat a wide range of common illnesses like cold and flu, sinus infection, allergies, and more.

- TalkNow: On-demand access to a mental health professional to talk about anything at any time. For Collin's credit students, the "Talk Now" program helps provide after-hours and weekend support to the counseling and mental health services provided by the College's current Counseling Services that are available to all students during regular business hours. For more information, please visit the TimelyCare website.
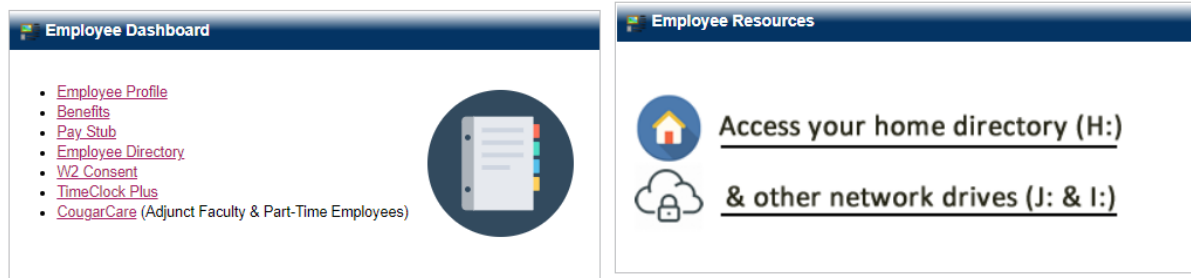
EAP/EMPLOYEE ASSISTANCE PROGRAM: FOR FULL-TIME EMPLOYEES AND THEIR HOUSEHOLD MEMBERS

Provides free, 24/7 confidential and voluntary assistance. The EAP offers a wide variety of counseling, referral and consultation services designed to help with life's stresses - personal, legal and/or financial problems in order to live happier, healthier, more balanced lives. In addition, Deer Oaks offers Online Seminars and monthly Employee Enhancement Newsletters.

- Contact Deer Oaks EAP at 866.327.2400, email eap@deeroaks.com or www.deeroakseap.com (member login, username and password: collin).

INSURANCE BENEFITS

Eligibility

According to the Texas Insurance Code (TIC) 1551.1021, some adjunct faculty may be eligible for benefits. To affect the law, the procedures are as follows:
1. Receives compensation for services rendered to a public institution of higher education as an adjunct faculty member,
2. Was employed as a faculty member by the same public institution of higher education and taught at least one course in the regular fall and spring semester at the public institution of higher education in the preceding academic year, and
3. Is under contract or is scheduled to teach at least 12 semester credit hours in the current academic year of coverage or, if the person is also employed by the public institution of higher education to perform nonteaching duties, is under contract or is scheduled to teach at least six semester credit hours in the academic year of coverage and has been approved by the public institution of higher education to participate in the group benefits program.

If the adjunct faculty member elects benefits, coverage begins the month following election, except for medical insurance which has a 60-day waiting period for initial eligibility.

Eligible Coverage (paid for by the employee, no state funding):

- Medical insurance with $5,000 basic term life and the opportunity to add dependents (evidence of insurability may be required).
    - Two plans available: HealthSelect and Consumer Directed HealthSelect
- Dental insurance and the opportunity to add dependents.
- Vision
- Optional Term Life insurance: Election I, II, III or IV (evidence of insurability may be required)
- Voluntary Accidental Death and Dismemberment insurance Dependent Term Life insurance for $5,000 of life insurance coverage (evidence of insurability may be required)
- TEXFLEX Reimbursement Accounts
- HSA Option, with enrollment in Consumer Directed HealthSelect
- Short-term Disability (evidence of insurability may be required)
- Long-term Disability (evidence of insurability may be required)
- Eligible to participate in the Collin Invests 403b plan (with no Collin College match)

Enrollment

The Collin College Human Resources Department will notify adjunct faculty members who are identified as eligible to participate in the benefit plans through an initial email to their campus email addresses. Faculty members are responsible for obtaining and monitoring their email for information throughout the year. Annual enrollment reminders will be sent to your college email.

Adjunct faculty who enroll in the GBP, must remain in the program for the duration of the plan (through 8/31), unless there is a qualifying event

Adjunct faculty who decline coverage may enroll mid-year should they have a qualifying event. Major life events are defined by the Federal Government and include birth of a child, marriage, divorce, gain/loss of outside coverage, etc. and evidence of insurability may be required. Contact the Human Resources Department and ask to speak to the Benefits area should you have questions should you have questions regarding a qualifying event.

Premiums

The adjunct faculty member is responsible for all premiums for self and/or dependent coverage. Premiums are collected through payroll deduction. If a monthly payroll check amount is less than the monthly premium payment required, the employee is responsible for paying the difference from other funds. Personal payments must be received by the College Payroll Office by the end of month of coverage. Failure to remit payment for benefit coverage may result in cancellation of coverage. Once canceled, coverage cannot be reinstated until eligibility has been met in the next academic year. Additional considerations of ERS rules and evidence of insurability requirements may apply.

Coverage amounts and premiums for Optional Term Life, Short-term Disability and Long-term Disability will be based on teaching 12-credit hours per academic year. Premiums and coverage options are subject to change at the discretion of ERS.

Loss of Coverage

Adjunct faculty GBP coverage will terminate under the following circumstances:

1. End of the academic year, unless the employee is scheduled to teach 12-semester credit hours the following year; or
2. Termination of employment; or
3. Non-payment of premiums.

If coverage terminates the adjunct faculty member will receive notification from ERS of their rights for continuing coverage, under federal COBRA law, if applicable.

Disclaimer: ERS & state rules and regulations governing the group benefit plan are subject to change. In the event of discrepancies between the Collin College guidelines and ERS & state rules, ERS & state rules prevail.

Links and Contact Information

For information regarding these insurance plans, visit the Employees Retirement System of Texas website at www.ers.texas.gov

ERS
P.O. Box 13207   Benefits
Austin, TX 78711-3207   972.599.3152
Toll Free Telephone: 877.275.4377

COLLEGE SERVICE & STUDENT SUPPORT

As a full-time faculty, service to Collin College offers the opportunity to engage with students, faculty, administrators, and staff throughout the college district in order to further the mission of Collin College. Service, broadly defined as any endeavor that supports, through effort, Collin College and the Collin College community, are activities for which a faculty member is not additionally compensated (e.g., extra service pay, course releases) and falls outside of the faculty member's teaching responsibilities. Required meetings such as All College Day, Division Meetings, Graduation, etc. are not college service. Faculty are expected to engage in both long-term (on-going committee work) and short-term (one-time event) service opportunities every semester. In a three-year period, a faculty's service record should include service to district-wide efforts, division efforts, and discipline/department efforts.

FACULTY COMPLAINT PROCESS

Collin College has in place complaint/grievance policies and procedures for community members, employees, and students. Links to policies, procedures and online forms can be found at the Complaint Information and Forms webpage.

FACULTY CONTRACTS/RENEWALS/MULTI-YEAR CONTRACTS

Full-time faculty contracts, renewals and multi-year contracts are handled according to Board Policy DDA-Legal/Local. The Council on Excellence (COE) has published procedures and eligibility requirements for faculty contracts on CougarWeb. To view these guidelines, login to CougarWeb, click on the Faculty Tab and then click on Council on Excellence.

Faculty eligible for a multi-year contract but receiving a one-year contract will be placed on a Performance Improvement Plan created by their associate dean/director to address areas of improvement noted by COE. This plan becomes a part of the next year's contract process. Faculty members are eligible to receive no more than five one-year contracts.

Details on full-time faculty contracts can be found in the Full-time Faculty Contracts addendum on page 73.

FACULTY CREDENTIALS

The minimum requirement for teaching lower division credit courses intended for transfer into baccalaureate degrees is a master's degree in the discipline to be taught from an institutionally accredited institution or a master's degree in a related field with at least 18 graduate semester credit hours in the discipline to be taught.

For workforce programs, Collin College prefers to employ individuals with training and credentials in the field they are teaching. However, individuals who do not have formal training in the discipline being taught at the level indicated in the guidelines above, but that have demonstrable work experience in the field may be considered for faculty positions on an individual basis utilizing the Guidelines for Alternative Credentialing.

To follow the guidelines and standards set forth by the Southern Association of College and Schools Commission on Colleges (SACSCOC) in the Principles of Accreditation, the Texas Higher Education Coordinating Board, programmatic accrediting bodies, and the Collin College Board of Trustees, Collin College utilizes the guidelines set forth in the Faculty Credentialing Manual maintained by the Office of the Vice President for Academic Affairs (CougarWeb login required). The manual includes a table that identifies the rubrics for all courses taught at the College, the minimum credentialing requirements, and acceptable disciplines/qualifying fields routinely used to justify the qualifications of an individual to teach in a particular discipline (or in some cases for specific courses within a discipline). The College also provides the opportunity for an alternative credentialing process for those individuals that have a documented record of accomplishment that can justify their qualifications to teach courses for the college. Transcripts and credential documentation must demonstrate compliance with all applicable guidelines and/or standards.

FACULTY LOAD

Faculty Load Guidelines provide information on full-time faculty loads and part-time (associate) faculty loads. Please access the current faculty load guidelines on the HR [Compensation and Classification Information](#) webpage.

Faculty may submit a proposed course schedule, including extra service courses, to their respective Associate Dean/Director. The assignment of classes to faculty for purpose of faculty load resides with the Associate Dean/Director/Dean.

FACULTY SEARCH GUIDELINES

Human Resources has developed specific procedures and forms for full-time faculty searches. More information can be found on the [Search Committees webpage](#).

HONORARIA AND EXPENSES

A public servant commits an offense if the public servant solicits, accepts, or agrees to accept an honorarium in consideration for services that the public servant would not have been requested to provide but for the public servant's official position or duties. Penal Code 36.07 does not prohibit a public servant from accepting transportation and lodging expenses in connection with a conference or similar event in which the public servant renders services, such as addressing an audience or engaging in a seminar, to the extent those services are more than merely perfunctory, or from accepting meals in connection with such an event.

Penal Code 36.07(a)–(b) See Board Policy [DBD-Legal/Local](#)

INTELLECTUAL PROPERTY RIGHTS

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

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

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

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

(Additional information about College intellectual property rights can be found in Board [Policies CT-Legal](#) and [CT-Local](#) in the Board Policy Manual on the College website.

JOB DESCRIPTIONS

Information regarding exempt status and faculty job descriptions are available from Human Resources or your Associate Dean/Director.

LOCAL TRAVEL

Local travel includes travel within the North Texas area required to perform regular duties/responsibilities by employees. The local travel reimbursement form found in Workday should be used when travel does not require an overnight stay or prepayment of a registration. Guidelines can be found online on the [Travel Procedures webpage](#).

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

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

NON-SCHOOL EMPLOYMENT

An employee shall disclose in writing to his or her immediate supervisor any outside employment that in any way creates a conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the College District. Non-school employment that would be considered as detracting from the efficiency of the employee includes but is not limited to situations that:

1. Result in an employee's absence from work.
2. Adversely affect an employee's physical or mental well-being.
3. Interfere with an employee's duties during regular work hours.
4. Cause an employee to be unprepared for duties with the College District.
5. Involve the use of College District materials or resources.

PAYROLL

Full-time faculty are generally paid on the 30th of each month or on the last workday of the month, whichever applies. Full-time and adjunct faculty pay rates may be found in the Faculty Load Compensation Guidelines found on the [Compensation and Classification Information](#) webpage of Human Resources. The payroll schedule can be found under the My Workplace tab in [CougarWeb](#).

PERFORMANCE EVALUATION

FULL-TIME FACULTY PERFORMANCE EVALUATIONS

Full-time faculty are first evaluated after 90 days of employment, during which time goals are set for the first academic year. Under ordinary circumstances, full-time faculty performance is evaluated by your Associate Dean/Director each academic year.

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

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

ADJUNCT FACULTY TEACHING EVALUATIONS

Adjunct faculty are integral to the instructional programming at Collin College. In a continual effort to improve the quality of the instructional process, all adjunct faculty are evaluated on an annual basis. Adjunct faculty are employed on a semester-to-semester basis, as need dictates, and renewal of that employment is based in part on the overall evaluation received the previous academic year.

INSTRUCTIONAL EVALUATION

Student Survey of Instruction

The Student Survey of Instruction is administered to all class sections taught at Collin College during the fall and spring semesters. The raw data from these surveys is available to all faculty members and the Associate Deans/Directors at the end of each semester and can be discussed at a performance review session.

Class Visit

At least once during each academic year, the Dean, Associate Dean/Director or designee conducts a class visit of the adjunct faculty member. At the conclusion of the class visit, the evaluator completes a class visitation form, and the observations are discussed at a performance review meeting between the evaluator and the adjunct faculty member. After an adjunct faculty member has completed six (6) long semesters of employment (not necessarily consecutive semesters), he/she may be evaluated through the class visit process only once every two (2) years. The frequency of class visits is at the discretion of the Dean and/or Associate Dean/Director.

PROFESSIONAL DEVELOPMENT

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

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

- Professional development courses must be related to your current job.

- Any class listed in the Continuing Education schedule is eligible if approved by your supervisor as work related.

- Distance Learning classes are eligible if approved by your supervisor as work related.

- To be eligible to participate in professional development requiring travel or other expenses, employees must complete 90-day probationary period.

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

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

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

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

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

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

The Council on Excellence Funding Request Form can be found on the COE's intranet site. Effective September 1, 2021, all Professional Leave and Travel for full-time faculty must be requested through WorkDay. Additional information on Professional Leave and Travel and Local Travel is found below.

ADDITIONAL PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Workshops featuring the teaching/learning process, computer skills, interpersonal relationships, diversity, and personal development are offered periodically and are open to all full-time and adjunct faculty. Division and department meetings, All-College meetings, and College-sponsored activities are likewise open to all full-time and adjunct faculty. Brochures on these activities are distributed to division offices and to the Instruction offices on all campuses. Limited staff development funds are available to adjunct faculty for professional development. An academic conference for adjunct faculty is held once a year; a call for papers and registration forms will be sent to the Collin College email accounts. For more information, contact any Associate Dean/Director or Dean.

PROFESSIONAL LEAVE AND TRAVEL

Professional leave (PL) and travel includes travel to attend workshops, conferences, or events that provide job related training and may require the employee to stay overnight or prepay a registration fee. Effective September 1, 2021, all professional leave and travel requests must be made through Workday.

Guidelines and reimbursable expenditures include:

- Mileage: The allowable mileage between two points is the shortest route between those two points. Mileage will not be reimbursed above what the state mileage charts allow. In the event someone chooses to drive to a destination instead of flying, the College will only reimburse the lower expenditure. Workday will calculate the mileage for you.

- Car rental: A Car Rental Tax Exempt Form must be given to the vendor each time a vehicle is rented within the State of Texas. Both the name of the faculty member renting the vehicle and Collin College should be included on the rental agreement. The Car Rental Tax Exempt Form can be found on CougarWeb under Business Administrative Services/Travel on the My Workplace tab. Car rental is booked with a pcard. Final invoices must be attached to the Expense Report in Workday.

- Airline tickets: Airline tickets are bought with a tcard. The itinerary/invoice for flights must be attached to Expense Report in Workday.

- Parking/toll fees and bus/taxi fares: Receipt or signed statement of expenditures must be attached to the Expense report in Workday.

- Meals: Meals are reimbursed at the College-approved per diem rate.

- Registration fees: Registration fees can be prepaid with your tcard.

- Lodging expenses: Lodging expenses will be charged to your tcard. When traveling within the State of Texas, a Texas Hotel Occupancy Tax Exemption Certificate must be given to the hotel. It will be assumed that phone calls are personal unless marked otherwise. Reimbursement cannot be made for movies, alcohol, etc. The Hotel Occupancy Form can be found on CougarWeb under Business Administrative Services/Travel on the My Workplace tab.

- Mode of travel (airline vs. automobile) to the destination should be the mode which provides the lowest total cost to the District. Mode of transportation from the airport to the conference, training, or event location (taxi, shuttle, rental car) should also be the most economical to the District.

- To be eligible to participate in professional development requiring travel or other expenses, employees must complete their 90-day probationary period.

- Please refer to the Business Administrative Services Travel page on the intranet for more details. (http://inside.collin.edu/businessoffice/travel.html)

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

Professional Leave and Travel Funding

The College provides full-time faculty with funds for professional travel through the Council on Excellence (COE). Funds are limited, so advance planning is important. If the connection between your desired travel and your teaching assignment is not obvious, you

should be prepared to explain the connection. For more detailed information, please consult the following:

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

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

SABBATICAL LEAVE

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

TEACHING LOAD

The standard full-time teaching load is 15-18 instructional units each regular 16-week semester plus a minimum of six posted and observed office hours per week for academic advising and student consultation. Extra service appointments may include projects or additional courses taught. Extra service assignments must be approved by the Associate Dean/Director and Dean and should not be assumed to be available to all full-time faculty. Guidelines are in the Faculty Load Compensation Guidelines document.

The Professional Educator shall fulfill the employment agreement both in spirit and in fact, shall give reasonable notice upon resignation, and shall neither accept tasks for which he or she is not qualified nor assign tasks to unqualified persons.

Resignations Ending Employment. All Employees. All exiting employees (full-time and part-time) must submit a written letter (or email) of resignation to their supervisor and Human Resources indicating the last day worked and reason for leaving. If the employee does not provide advance written notice, the employee's supervisor should notify Human Resources of the separation in writing.

VOLUNTARY SEPARATION (FACULTY)

Teaching faculty members requesting to terminate employment with the college must complete the FT Faculty Resignation Form by March 2 of that academic year.

TECHNOLOGY RESOURCES

TECHNOLOGY USE POLICY

All Collin College users of technological and information resources are responsible for the protection of College District assets to which they are assigned and for not compromising the accuracy, integrity, and confidentiality of the information to which they have access. Faculty may access the Collin College Technology Use Policy under Technology Resources – CR(Local).

TECHNOLOGY SUPPORT

Problems related to online access, work-assigned computers, printers, software, Banner, and other employee systems should be reported to the Technology Support Help Desk. Online resources to create a help ticket, set up OneLogin, and more are available on the Technology Support web pages.

- The staff and faculty Technology Support Help Desk can be reached at 972.548.6555 or by emailing helpdesk@collin.edu
- Student Technical Support resources are also available on Technology Support web page. Students can also receive assistance at 972.377.1777 or by emailing studenthelpdesk@collin.edu

Collin College uses OneLogin as single-sign on and identity management for online applications. All staff, faculty, and students are required to use OneLogin to access your college-assigned email (Outlook), Office365, Canvas Learning Management System, Workday and other tools.

To find information on setting up your account or resetting your password, please go to: http://www.collin.edu/academics/ecollin/onelogin.html

For information on using your phone or voicemail, please go to: http://inside.collin.edu/it/telecomm/ (must be logged into CougarWeb to access this page)

SOFTWARE SUPPORT

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

ADOBE CREATIVE CLOUD

All employees of Collin College, except student assistants, have access to the Adobe Creative Cloud suite of software. Employees can have Adobe Creative Cloud active on two computers at once. Your Adobe account login is your Collin email address and password. To install Adobe Creative Cloud applications at home, go to www.adobe.com and click "Sign In."

CANVAS STUDIO

Canvas Studio is a program that allows you to capture the computer screen and record audio as you are demonstrating or lecturing. You can also create quizzes with Canvas Studio recordings to check for understanding. Recording can be done from any computer using Canvas. Information about Studio can be found on the eLC Canvas Studio page. If you prefer a different environment, the eLC's Instructional Technologists can provide access to a recording studio. Please contact them via email at elc@collin.edu to schedule a time to use a recording studio.

EXAM PROCTORING

Honorlock is a tool for proctoring high-stakes exams in fully online course. Honorlock is integrated into Canvas. Exams can be created on publisher sites and proctored via Honorlock or as quizzes in Canvas. Visit Exam Proctoring Information for Faculty for more information about using Honorlock (CougarWeb login required).

FARONICS DEEP FREEZE

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

LINKEDIN LEARNING

All employees have access to LinkedIn Learning courses through CougarWeb under "My Workplace" and "Professional Development."

MICROSOFT OFFICE365

All Collin employees have access to Office 365. To access Office 365, log into OneLogin and click on the Office link. Office365 resources are available HERE.

RESPONDUS

Respondus is a tool for creating and managing exams that can be printed to paper or exported for use in Canvas. Exams can be created offline using a familiar Windows environment or moved from one eLearning system to another. Visit Respondus Information for Faculty for more information (CougarWeb login required).

STUDYMATE

StudyMate is an authoring tool that lets you create 10 Flash-based activities and games using three simple templates. The Flash activities can be published directly to your Canvas courses. Visit the StudyMate site for more information.

TURNITIN

TurnItIn is a tool that allows educators to detect plagiarism in student papers and provides an online platform for grading and feedback. TurnItIn also allows students to review each other's assignments via digital peer review TurnItIn is integrated into Canvas, and all instructors at Collin College may use the tool. Visit Turnitin Resources for Faculty for more information and instructions (CougarWeb login required).

ZOOM

Zoom allows for video/web conferencing, and group collaboration. Please contact the Help Desk at helpdesk@collin.edu to obtain a Zoom account. Zoom can also be incorporated into Canvas. For more information on usage and incorporation into your courses, visit Connecting with Your Students via Zoom (CougarWeb login required). Alternatively, faculty may contact the eLearning Centers at 972.881.5870 or by emailing elc@collin.edu.

PODIUM PHONES

Podium phones are located in each classroom. They can only be used to contact Campus Police or the Campus Technology staff for assistance (see Campus Technology on page 38 for campus extensions). Campus police can be reached using extension 5555.

TECHNOLOGY DEVICE AND SOFTWARE PURCHASES

All requests for technology applications or software, whether cloud-based or housed on Collin servers or desktops, should be directed to the Chief Information Officer, David Stephens (dsstephens@collin.edu). Those requests will be vetted through the Technology Advisory Committee for review and approval.

ADDENDUMS

FULL-TIME FACULTY CONTRACTS

	FT PROFESSOR – 9 MONTH CONTRACT	COLLEGIATE ACADEMY PROFESSOR	DUAL CREDIT PROFESSOR
Reporting Structure	Reports to Associate Dean or Director.	Reports to Director of Collegiate Academy if applicable, or to an Associate Dean or Director.	Reports to Director of Collegiate Academy if applicable, or to an Associate Dean or Director.
Hiring	National search process to include full search committee, review of transcripts, interviews, teaching demonstration, etc. as established by the search committee.	Internal search process to include full search committee, review of transcripts, interviews, teaching demonstration, etc. as established by the search committee. If position is not filled, open to national search.	Internal search process to include full search committee, review of transcripts, interviews, teaching demonstration, etc. as established by the search committee. If position is not filled, open to national search.
Faculty Credentials Inventory	Required	Required	Required
Workdays	170 Contracted Workdays (August – May).	170-180 Contracted Workdays (August – May). Adhere to Collin calendar for start and end of semester. May conform to ISD schedule including scheduled breaks (Thanksgiving, Spring Break, etc.).	170-180 Contracted Workdays (August – May). Adhere to Collin calendar for start and end of semester. May conform to ISD schedule including scheduled breaks (Thanksgiving, Spring Break, etc.). May teach for multiple ISDs to make load.
Load	15-18 workload units each regular 16-week semester.	15-18 workload units each regular 16-week semester.	15-18 workload units each regular 16-week semester.
Extra Service Assignments / Overloads	See the Overload, Extra Service, and Summer Assignments section for details and maximum overload assignments.	See the Overload, Extra Service, and Summer Assignments section for details and maximum overload assignments. Collegiate Academy Director will coordinate with Associate Dean, where applicable, to assign overloads. Collegiate Academy needs will be prioritized over campus needs when assigning overloads.	See the Overload, Extra Service, and Summer Assignments section for details and maximum overload assignments. Collegiate Academy Director will coordinate with Associate Dean, where applicable, to assign overloads. Dual credit needs will be prioritized over campus needs when assigning overloads.

Private Office Assigned	May be semiprivate depending on space.	Primary teaching assignment is at the Collegiate Academy. Office space at Collegiate Academy, if available.	Primary teaching assignment is off campus. Office space on campus provided, if available.
Eligible for Dual Credit Stipend	Yes, eligible for all levels depending on assignment.	Yes, eligible for base dual credit stipend.	Yes, eligible for all levels depending on assignment.
Work Location	District with an assigned primary campus.	Single assigned ISD, except summer terms.	Any assigned ISDs, except summer terms.
Office Hours	Six hours per week required (fall and spring semesters) for academic advising and student consultation. **Summer office hours:** May be one to four hours per week depending on the summer load.	Six hours per week required (fall and spring semesters) for academic advising and student consultation. May modify modality based on collegiate academy space availability. **Summer office hours:** May be one to four hours per week depending on the summer load.	Six hours per week required (fall and spring semesters) for academic advising and student consultation. May modify modality based on high school space availability. **Summer office hours:** May be one to four hours per week depending on the summer load.
Professional Development	Expected to remain current and competent in their discipline and professional development will be a component of the multi-year evaluation process.	Expected to remain current and competent in their discipline and professional development will be a component of the multi-year evaluation process.	Expected to remain current and competent in their discipline and professional development will be a component of the multi-year evaluation process.
Council on Excellence (CoE) Funds for Professional Development	Yes, may apply for CoE travel funds.	Yes, may apply for CoE travel funds.	Yes, may apply for CoE travel funds.
College Service	Required	Required. May include modifications for collegiate academy assignment.	Required. May include modifications for dual credit assignment.
New Faculty Orientation & New Faculty Academy	Required	Required, may include session modified for collegiate academy assignment.	Required, may include session modified for dual credit assignment.
Faculty Council Representation	Yes	Yes	Yes
Annual Appraisal	Yes, to include student evaluations and classroom visits, 90-day probationary period, goal setting, etc.	Yes, to include student evaluations and classroom visits, 90-day probationary period, goal setting, etc.	Yes, to include student evaluations and classroom visits, 90-day probationary period, goal setting, etc.
Peer Review	Yes, through the multi-year evaluation process conducted by CoE.	Yes, through the multi-year evaluation process conducted by CoE, taking collegiate academy and off campus duties into consideration.	Yes, through the multi-year evaluation process conducted by CoE, taking dual credit and off campus duties into consideration.

Multi-year Contract	Yes, eligible for multi-year contract after first three (3) one-year contracts.	Yes, eligible for multi-year contract after first three (3) one-year contracts.	Yes, eligible for multi-year contract after first three (3) one-year contracts.
Personal Days	3 Days	3 Days	3 Days
Sick Leave	12 Days (accrued at 8 hours per month)	12 Days (accrued at 8 hours per month)	12 Days (accrued at 8 hours per month)
Paid Holidays	No	No	No
Vacation	No	No	No
Additional Functions	None	May be assigned to cover management of CA space, represent college to ISD, attend High School graduation when CA students graduate, and/or provide tutoring to collegiate academy students from time to time as needed.	None

	FT PROFESSOR – 225-DAY CONTRACT	FT PROFESSOR – 260-DAY CONTRACT
Reporting Structure	Reports to Associate Dean or Director.	Reports to Associate Dean or Director.
Hiring	National search process to include full search committee, review of transcripts, interviews, teaching demonstration, etc. as established by the search committee.	National search process to include full search committee, review of transcripts, interviews, teaching demonstration, etc. as established by the search committee.
Faculty Credentials Inventory	Required	Required
Workdays	225 Contracted Workdays (August-August)	260 Contracted Workdays (August-August)
Load	15-18 workload units each regular 16-week semester; Eligible to teach 15-18 workload units over the summer. (Reference Overload, Extra Service, and Summer Assignments section for details on maximum overload assignment.)	40-hour work week to include teaching and non-teaching assignments. May include CE teaching assignments.
Extra Service Assignments / Overloads	May teach one course as an overload in the fall, spring, and summer semesters. Additional overloads must receive division and provost approval and result from a unique division need.	May teach one course as an overload in the fall, spring, and summer semesters. Additional overloads must receive division and provost approval and result from a unique division need.
Private Office Assigned	Yes. May be semi-private depending on space.	Yes. May be semi-private depending on space.
Eligible for Dual Credit Stipend	Yes, eligible for all levels depending on assignment.	Yes, eligible for all levels depending on assignment.
Office Hours	Six hours per week required (fall and spring semesters) for academic advising and student consultation. **Summer office hours**: May be one to	Academic advising and student consultation expected year-round, may include additional time spent in labs assisting students.

	four hours per week depending on the summer load.	
Professional Development	Expected to stay current in their field and maintain appropriate industry/discipline certifications as needed.	Expected to stay current in their field and maintain appropriate industry/discipline certifications as needed.
Council on Excellence (CoE) Funds for Professional Development	Yes, may apply for CoE travel funds and may also be eligible for college funds to support industry licensure and certification.	Yes, may apply for CoE travel funds and may also be eligible for college funds to support industry licensure and certification.
College Service	Required	Required
New Faculty Orientation & New Faculty Academy	Required	Required
Faculty Council Representation	Yes	Yes
Annual Appraisal	Yes, to include student evaluations and classroom visits, 90-day probationary period, goal setting, etc.	Yes, to include student evaluations and classroom visits, 90-day probationary period, goal setting, etc.
Peer Review	Yes	Yes
Multi-year Contract	Yes, eligible for multi-year contract after first three (3) one-year contracts.	Yes, eligible for multi-year contract after first three (3) one-year contracts.
Personal Days	3 Days	3 Days
Sick Leave	12 Days (accrued at 8 hours per month)	12 Days (accrued at 8 hours per month)
Paid Holidays	No	16 Paid Holidays
Vacation	No	10-21 days based on years of service
Additional Functions	None	May be assigned to cover management of CA space, represent college to ISD, attend High School graduation when CA students graduate, and/or provide tutoring to collegiate academy students from time to time as needed.

	ICOLLIN PROFESSOR	TEMPORARY FULL-TIME FACULTY
Reporting Structure	Reports to Associate Dean or Director.	Reports to Associate Dean or Director.
Hiring	Internal search for Collin faculty meeting established qualifications for transfer to iCollin. External searches include national search process with full search committee, review of transcripts, interviews, demonstration of content created for online courses, etc. as established by the search committee. Candidate must meet established expectations for iCollin faculty.	May be an appointment of current adjunct faculty or external to the organization.
Hiring Salary Calculation	Education level and experience used to calculate base pay.	Education level used to calculate pay (Masters, Masters + 24, Masters + 48, Doctorate) - additional compensation is not awarded for work experience.

Faculty Credentials Inventory	Required	Required
Workdays	170 Contracted workdays (August – May).	170 contracted workdays (August-May) for benefits/may be a one-semester appointment without benefits, generally limited to one contract.
Load	15-18 workload units each regular 16-week semester.	15-18 workload units each regular 16-week semester.
Extra Service Assignments / Overloads	See the Overload, Extra Service, and Summer Assignments section for details and maximum overload assignments.	May be assigned extra service teaching assignments depending on departmental need. Summer assignments will be paid at the adjunct faculty rate.
Private Office Assigned	Faculty may work exclusively from a home office or remote location. Collin faculty planning to be on campus may retain their assigned private offices for FY 2022. In the future, dedicated shared spaces for iCollin faculty on multiple campuses are being planned.	Assignment to a private office will be dependent on availability. May be assigned shared office space or provided with access to private shared office space.
Eligible for Dual Credit Stipend	Yes, eligible for all levels depending on assignment.	Yes, eligible for all levels depending on credentials and need.
Office Hours	Six (6) hours of virtual office hours per week required (fall and spring semesters) for academic advising and student consultation. Summer office hours may be one to four hours of virtual office hours per week depending on the summer load.	Six hours per week required (fall and spring semesters) for academic advising and student consultation. May be in shared/collaborative office space.
Professional Development	Expected to remain current and competent in their discipline and professional development will be a component of the multi-year evaluation process.	Expected to remain current and competent in their discipline. Encouraged to take advantage of in-house professional development opportunities to include Faculty Development Day, access to ELCs, etc. (Temp FT workforce faculty should consult the associate dean/director for discipline specific expectations.)
Council on Excellence (CoE) Funds for Professional Development	Yes, may apply for CoE travel funds.	No, not eligible for CoE travel funds.
College Service	Required, but can be done via virtual attendance at meetings and may be defined to include student recruitment opportunities and other activities that may be done remotely.	Encouraged to volunteer and participate in college service with the exception of committees requiring appointment or election. College service is not required. (Temp FT faculty will not conduct class visits to evaluate adjunct faculty.)
New Faculty Orientation & New Faculty Academy	Faculty are expected to attend the fall All College Day, Discipline and Division meetings in-person. Faculty are	No, New Faculty Orientation & New Faculty Academy is geared towards new FT faculty.

	required to attend other meetings in-person as determined by associate dean, dean, or executive dean during long semesters. Travel expenses will be reimbursable up to a pre-determined cap based on institutional policy on such travel.	
Faculty Council Representation	Yes	Yes
Annual Appraisal	Yes, to include student evaluations and classroom visits, 90-day probationary period, goal setting, etc.	Yes, modified process to include classrooms visit and conference with the Associate Dean/Director in the first 90 days. No goal setting. Student evaluations reviewed.
Peer Review	Yes, through the multi-year evaluation process conducted by CoE with consideration for the remote nature of the work and unique opportunities for service.	No, this is a one-year contract and is not intended to be renewed.
Multi-year Contract	Yes, eligible for multi-year contract after first three (3) one-year contracts.	No, Temp FT contract year will not be counted as a contract year if the individual is subsequently hired as a FT Professor.
Personal Days	3 Days	3 Days
Sick Leave	12 Days (accrued at 8 hours per month)	12 Days (accrued at 8 hours per month)
Paid Holidays	No	No
Vacation	No	No
Additional Functions	Technology Requirements: An internet connection of at least 50 Mbps is required for the faculty's working location. Collin will provide faculty with a computer with appropriate software, webcam, and speakers needed for online instruction. Working Environment: Faculty are expected to maintain a noise-free, professional environment to limit distractions and disruptions, consistent with a professional office environment. Virtual backgrounds may be used to help establish a professional image.	NOTE: If a Temp FT faculty participates in the faculty search process and is hired as a FT Professor subsequent to their Temp FT contract, they will have their salary recalculated to include education level as well as years of experience. Temp FT year will count as one year of service for base pay; however, they will not be eligible for the GPI increase until completing a year of regular (not temporary) service. Eligible for matching 3% savings program benefit. Their contract status will be considered their first one-year contract and they must participate in the New Faculty Orientation. They will also have a 90-day probationary period during which they will have a class visit and meet with the associate dean/director to set goals.

CAMPUS DIRECTORIES

SERVICE	MCKINNEY	FRISCO	PLANO	WYLIE	TECH CAMPUS	CELINA	FARMERSVILLE
ACCESS Office	972.548.6816 W200	972.377.5950 F144C	972.881.5898 D140	972.378.8362 CC 215	972.553.1282 A130	469.905.3598 103D	127K
Admissions	972.548.6710 W100	972.377.1744 972.377.1710 F109	972.881.5710 G103	972.548.6710 CC 100	972.553.1210 A102	469.905.3518 102	972-549-6432 123
Advising	972.548.6710 W100	972.377.1770 F109	972.881.5710 G103	972.377.1710	972.377.1710 A102	469.905.3518 102	972-549-6439 123B
Bookstore	972.548.6680 C122	972.377.1680 F159	972.881.5680 F161	972.378.8680 SC 103	972.553.1175 B001	469.905.6081	972.549.6440 126
Cashier/ Bursar	972.548.6616 W100	972.377.1636 F109P	972.881.5634 G115	972.378.8816 CC 100A	972.553.1220 A102	469.905.3516	972.549.6298 123C
Counseling Services	972.548.6648 W200	972.377.1671 972.377.1735 F144	972.881.5126 C225	972.378.8364 CC 215	972.553.1282 A130		127K
Dean of Students	972.881.5667 W101E	972.548.6771 F136	214.491.6222 D128	972.378.8695 CC 124	972.553.1282 A130		127J
eLearning Centers	972.881.5870 LA232	972.881.5870 H207	972.881.5870 L257	972.378.1822 LB 204D	972.881.5870 eLC@collin.edu		
Financial Aid Office	972.548.6760 W100	972.377.1760 F109	972.881.5760 G103	972.548.6760 CC 100	972.553.1210 A102	469.905.3527 102D	972.549.6436 123E
Fitness Center	972.548.6891 E Wing	972.377.1758 A109	972.881.5848 A Wing	972.378.8891 CC 134			
Food Service	First Floor Library	972.377.1548 A100	972.881.5949 F108	972.378.8789 SC 102	972.553.1119 A170		
Help Desk	972.548.6555	972.548.6555	972.548.6555	972.548.6555	972.548.6555	972.548.6555	972.548.6555
Information Center	972.548.6790 Atrium	972.377.1790 LH100	972.881.5790 Atrium	972.378.8790 SC Atrium	972.553.1290 A101	469.905.3590	972.549.6490 Atrium
Library Reference	972.548.6860 972.548.6869	972.377.1560 972.377.1571	972.881.5860 972.881.5985	972.378.8479 WLB 100	972.553.1123 972.553.1173 A290	469.905.3568	972.549.6460 121
Math Lab	972.548.6896 C237	972.377.1639 F148	972.881.5921 D203	972.378.8935 LB 217	972.553.1236 A280	469.905.3528 002	972-549-6499 120
Technology Services	972.548.6871 B103	972.377.1577 F161	972.881.5935 D205	972.378.8577 SC 220	972.553.1200 C030	469.905.3577 301	972.549.6477 121F
Plant Operations	972.548.6690 E Wing	972.377.1690 Plant Building	972.881.5690 Basement	972.378.8690 CUP 106	972.553.1190 D010A	469.905.3557	972.549-6453 144A
Police Office (College Police)	972.548.6795 C121	972.377.1795 LH179	972.881.5795 972.881.5696 K123	972.378.8647 CC 139	972.553.1247 972.553.1242 C010	129	972.549-6495 103
Provost Office	972.548.6803 C332	972.377.1550 J230	972.881.5770 G227	972.378.8889 CC 303	972.553.1112 A202	469.905.3571 302	972-549-6476 127G
Science Lab Manager	972.548.6792 A316	972.377.1624 LH206	972.881.5988 H111	972.378.8394 CC 311A	972.553.1140 A006C	469.905.3576 316C	972-549-6454 129F
Student Engagement	972.548.6788 C118	972.377.1788 A186	972.881.5788 F129	972.378.8471 SC 106A	A145	469.905.3518 102	124
Testing Center	972.548.6849 W206	972.377.1523 F208	972.881.5922 J232	972.378.8849 CC 201	972.553.1234 A001	469.905.3599 125	972.549.6450 107
Transfer Services Office	972.985.3734 CHEC 127	972.985.3734 CHEC 127	972.985.3734 CHEC 127	972.985.3734 CHEC 127	972.985.3734 CHEC 127		
Writing Center	972.548.6857 A104	972.377.1576 LH141	972.881.5843 D203	972.378.8935 LB 217	972.553.1236 A280	469.905.3528 002	972-549-6499 120

INDEX