

## PRE AND POST TENURE REVIEW

The purpose of pre and post-tenure review is to determine levels of performance efficiently, equitably, and in conformity with pre and post tenure rights. The Pre and Post Tenure Review Policy ensures that all faculty members will receive an annual review.

The procedures include an annual written evaluation, a summary of student's evaluations of teaching, and will include the faculty member's contribution to reaching established criteria for the department.

Department Chairs will conduct, sign, and submit reviews for each faculty member every year. The faculty member will also sign the review. The reviews will be sent to the Division Director for consideration and, if needed, recommendation.

Each Division Director will then submit the reviews to the VPES for final evaluation.

All completed reviews will be stored in the Human Resource Office .

### **STATEMENT OF ETHICS FOR FACULTY\***

Professional Educators affirm the inherent worth and dignity of all persons and the right of all persons to learn. Learning best occurs in an environment devoted to the pursuit of truth, excellence, and liberty. These flourish where both freedom and responsibility are esteemed.

In order to express more adequately the affirmation of our professional responsibilities, we, the members of the Texas Community College Teachers Association, do adopt, and hold ourselves and each other subject to, the following Code of Professional Ethics:

The Professional Educator;

Shall treat all persons with respect, dignity, and justice, discriminating against no one on any arbitrary basis such as ethnicity, creed, gender, disability, or age.

Shall strive to help each student realize his or her full potential as a learner and as a human being.

Shall by example and action encourage and defend the unfettered pursuit of truth by both colleagues\*\* and students, supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.

Shall work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel.

Shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor which might damage or embarrass or violate the privacy of any other person.

**Shall maintain competence through continued professional development, shall demonstrate that competence through consistently adequate preparation and performance, and shall seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.**

Shall make the most judicious and effective use of the college's time and resources.

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.

Shall support the goals and ideals of the college and shall act in public and private affairs in such a manner as to bring credit to the college.

Shall not engage in sexual harassment of students or colleagues and shall adhere to the college's policy on sexual conduct listed within this handbook. Each Faculty Member will participate in a training program designed to prevent sexual harassment.

Shall observe the stated policies and procedures of the college, reserving the right to seek revision in a judicious and appropriate manner.

Shall participate in the governance of the college by accepting a fair share of committee and institutional responsibilities.

Shall support the right of all colleagues to academic freedom and due process and defend and assist a professional colleague accused of wrongdoing, incompetence, or other serious offense so long as the colleague's innocence may reasonably be maintained.

Shall not support a colleague whose persistently unethical conduct or professional incompetence has been demonstrated through due process.

Shall accept all rights and responsibilities of citizenship, always avoiding use of the privileges of his or her public position for private or partisan advantage.

\*Adopted in its entirety from the Texas Community College Teachers Association, Code of Professional Ethics, (Revised February 20, 1997).

\*\*In this Code the term "colleague" refers to all persons employed by the College in the educational enterprise.

### **FULL-TIME DESIGNATION**

Full-time is designated as 100% (1.0 FTE) of a standard 15-semester hour load, 30 semester hours per year. It also includes a minimum of 75 students per semester, 150 students per year. Student load may be adjusted based upon classes offered and Vice President of Educational Services approval. Full time for summer is designated as 9 semester hours (See Section VIII, Page 20 and 21 for additional guidelines and Section V for benefits guidelines).

### **TRANSCRIPTS**

Official copies of instructor's transcripts are to be on file in the Human Resource Office. Transcripts are to be sent directly from the conferring institution to the HR Office. Transcripts that are issued to the student will not be accepted.

### **NONRENEWAL OF CONTRACT, DISMISSAL, OR SUSPENSION FOR NON-TENURED, PROBATIONARY FACULTY**

#### Nonrenewal of Contract

As it pertains to the faculty, nonrenewal of contract is applicable only to non-tenured, probationary faculty members.