

# GALVESTON COLLEGE PROPOSED BOARD POLICIES

| Policy |       | Policy Title                                | Issued/<br>Adopted | Comments   |
|--------|-------|---|--------------------|--|
| DCB    | Local | Employment Practices: Tenure                |                    | Current Policy - moved from DDB, new title   |
| DDB    | Local | Contract and At-Will Employment: Tenure     |                    | Delete Policy at DDB - Move to DCB w/new title   |
| DCBA   | Local | Faculty Rank                                |                    | New Policy - Establishes in policy authority for awarding of Faculty Rank, includes provisions for Distinguished Professor and Professor Emeritus.   |
| DI     | Local | Assignment and Schedules                    |                    | Delete Current Policy at DI - Move to DJ   |
| DI     | Local | Employee Welfare                            |                    | Current Policy - Moved from DO. Policy revised to address and include electronic cigarettes.   |
| DJ     | Local | Assignment and Schedules                    |                    | Current Policy - Moved from DI   |
| DMBA   | Local | Contracts: Reduction in Force               |                    | Delete Policy at DMBA - Move to DMC  |
| DMC    | Local | Reduction in Force                          |                    | Current Policy - moved from DMBA, updated title  |
| DO     | Local | Employee Welfare                            |                    | Delete Policy at DO - Move to DI   |
|        |       |   |                    |  |
| EFBA   | Local | Degrees and General Graduation Requirements |                    | Updates AA and AS requirements to reflect the deletion of PE as a degree requirement for all degrees. Updates the AAS degree requirements to reflect that completion of BCIS1305 or COSC1301 will no longer be a requirement for all AAS degrees.      |
|        |       |   |                    |  |
| FKC    | Local | Student Clubs and Organizations             |                    | Updates to Club Eligibility standards to comply with current state and federal law, rules, and regulations. Updates the fiscal procedure to reflect that financial information for each club is available 24/7 through the College's Colleague system. |

~~CONTRACT AND AT-WILL EMPLOYMENT~~  
EMPLOYMENT PRACTICES  
TENURE

DDBDCB

(LOCAL)

DEFINITION

Tenure means assurance to an experienced faculty member that he or she may expect to continue in a position unless adequate cause for dismissal is demonstrated. Tenure shall be granted only by the Board upon recommendation of the College President.

Each full-time College District faculty member shall be required to serve under a term contract for at least five consecutive academic years (e.g., consecutive ten long-term semesters) before being eligible to establish tenure. The academic year consists of the period covered by the dates of the regular nine-month faculty contract. The vice president of instruction may, upon evaluation of the previous employment record of a faculty applicant who has been a tenured instructor at an institution of higher education, recommend to the College President a period of less than five years when, in the best interest of the College District, such action appears to be desirable.

The principles of tenure shall not be permitted to protect any person from dismissal for cause.

ELIGIBILITY

A faculty employee must meet the following minimum eligibility standards prior to submitting an application for tenure:

1. The candidate must be a full-time employee of the College District and meet any minimal legal requirements.
2. The candidate must have served as a full-time faculty member with the College District for a period of not less than five years and not more than six years, unless otherwise approved.
3. The candidate must not be employed in a position funded from special sources of a temporary nature.

CRITERIA FOR  
PROCEDURES

Eligibility for tenure shall not guarantee that tenure will be granted. The College President, working with the Rank, Tenure, and Sabbatical Committee, shall develop appropriate criteria and procedures for considering eligible employees for tenure. The final authority for granting or denying tenure rests solely with the Board. If the Board is unable to grant or continue tenure status, the College District shall provide the faculty member written notice.

FACULTY RANK

DCBA  
(LOCAL)

The Board of Regents authorizes the President of the College to develop criteria and procedures in consultation with the Vice President of Instruction and the Rank, Tenure, and Sabbatical Committee for the awarding of rank to full-time faculty. The system of rank shall be established to recognize and encourage advancement in the teaching profession through the acquisition of knowledge and/or professional skills. *The awarding of rank shall be independent of all salary considerations.*

CRITERIA FOR  
RANK

The criteria for faculty rank shall be established for faculty who teach primarily university transfer courses and/or programs of study (hereafter referred to as academic) and for faculty who teach primarily non-university transfer courses or programs of study (hereafter referred to as professional.) Faculty teaching in professional courses or programs may opt to be considered for rank according to criterion established for faculty teaching in academic courses and programs.

TITLES

In the awarding of faculty rank, the following titles are authorized: Instructor, Assistant Professor, Associate Professor, and Professor.

AWARDING OF  
RANK

Upon recommendation of the President, faculty rank is granted by a specific action of the Galveston College Board of Regents. The awarding of faculty rank shall be independent of all salary considerations.

DISTINGUISHED  
PROFESSOR

The rank of Distinguished Professor may be awarded by the Board of Regents upon recommendation of the President without regard to the normal standards established for rank to a person who has brought distinction to himself or herself and to the College by outstanding / unusual scholarly teaching, research, publication, and/or achievement.

PROFESSOR  
EMERITUS

The Board of Regents authorizes the President of the College to develop criteria and procedures in consultation with the Vice President of Instruction and the Rank, Tenure, and Sabbatical Committee for the awarding of the title Professor Emeritus. The title is established to recognize an individual retired faculty member's service and dedication to Galveston



FACULTY RANK

DCBA  
(LOCAL)

College and to teaching and learning.

The criteria shall include a minimum of 20 years to service to the College while having earned the rank of Associate Professor or Professor or having been determined to be eligible for the rank of Associate Professor or Professor. The title of Professor Emeritus shall only be conveyed by an official action of the Board of Regents and shall be independent of any retirement benefits.

OTHER TITLES

Other titles are used at Galveston College only when they are descriptive of the work performed, i.e., counselor, division director, program coordinator, program director or dean. These titles are assigned at the time of appointment by the President.

The Board of Regents reserves the right to make changes in the Faculty Rank System when such changes seem to be in the best interest of the College.

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EMPLOYEE WELFARE

**DODI**  
(LOCAL)

DRUG-FREE  
AWARENESS

The drug-free awareness program shall be administered under the drug- /alcohol-free workplace personnel administrative procedure.

NO SMOKING

For the health of all employees, students, and visitors, **all forms of smoking, including electronic cigarettes**, shall be prohibited in all facilities owned or leased by the College District, including buildings, grounds, and vehicles.

Employees shall be encouraged to remind visitors to the campus who violate this policy that the College District is a no smoking facility / smoke free campus.

TOBACCO SALES

Tobacco sales shall be prohibited on any Galveston College campus or at College-sponsored events.

SIGNS

Signs conveying this policy shall be posted conspicuously on building entrance doors and in lobbies, elevators, restrooms, and other areas of public access.

VIOLATIONS

Appropriate disciplinary action, up to and including termination or dismissal, may be taken against any employee or student found to be in violation of this policy. A supervisor may recommend that an employee attend a smoking cessation program.

Campus security will ask visitors to any Galveston College campus to extinguish their smoking materials or leave the campus.

Faculty and staff shall be responsible for enforcing this policy. Administrators of campus facilities shall be responsible for enforcing this policy for all College District employees, students, and visitors.

ASSIGNMENT AND SCHEDULES

~~DH~~ DJ  
(LOCAL)

All employees shall be subject to assignment and reassignment by the College President at any time.

**CONTRACTS**  
**REDUCTION IN FORCE**

**DMBA DMC**  
**(LOCAL)**

The following provisions regarding reduction in force shall apply to both contract employees and tenured employees.

**DEFINITIONS**

Definitions used in this policy are as follows:

1. "Reduction in force (RIF)" means the dismissal of a contract-ed employee before the end of a contract term for reasons of financial exigency or program change. Nonrenewal of an employee's contract is not a "reduction in force" as used in this policy.
2. "Financial exigency" means any decline in the College Dis- trict's financial resources brought about by decline in enroll- ment, cuts in funding, decline in tax revenues, and/or any other actions or events that create a need for the College Dis- trict to reduce financial expenditures for personnel.
3. "Program change" means any elimination, curtailment, or re- organization of a curriculum offering, program, or school op- eration because of a lack of student response to particular course offerings, legislative revisions to program funding, and/or a reorganization or consolidation of two or more divi- sions or departments.

**GENERAL GROUNDS**

All contracts shall, unless excepted by the Board, contain a provi- sion that a reduction in force may take place when the Board de- termines that a financial exigency or program change requires that the contract of an employee be terminated. Such a determination constitutes the necessary cause for dismissal.

**CONTRACT  
EMPLOYMENT AREAS**

A reduction in force may be implemented in one, several, or all employment areas.

**CRITERIA**

Using the following criteria, the College President shall determine which positions shall be eliminated and shall submit the recom- mendation to the Board. These criteria are listed in order of im- portance, and the College President shall apply them sequentially to the selected employment areas until the number of staff reduc- tions necessary have been identified, i.e., if all necessary reduc- tions can be accomplished by applying the work/trade skills criteria, it is not necessary to apply the performance or subsequent criteria.

1. Work/Trade Skills: Appropriate work/trade skills required by the College District for support of the operation of the institu- tion.
2. Performance: Employee's effectiveness as reflected by the most recent written evaluations and/or other appraisal docu- mentation.

**CONTRACTS**  
REDUCTION IN FORCE

**DMBA DMC**  
(LOCAL)

3. Tenure and Seniority: Years of service in the College District.
4. Experience: Accumulated trade and work experience related to the current assignment.

BOARD ACTION

After considering the College President's recommendation, the Board shall determine which employees shall be dismissed. The employees shall be notified in writing of the Board's action.

RIGHT OF  
EMPLOYEES SUBJECT  
TO RIF

An employee dismissed pursuant to this policy, if subsequently reemployed by the College District, shall be credited with the amount of local sick leave that had accrued at the time of dismissal.



DEGREES AND GENERAL GRADUATION REQUIREMENTS

EFBA  
(LOCAL)

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ASSOCIATE OF ARTS    The Associate of Arts Degree from Galveston College will be granted to the student who has made formal application for graduation and who completes the following requirements:

1. The student must complete a minimum of 60 semester hours of college-level credit.\*
2. The student must complete all core curriculum / general education requirements for graduation ~~And in programs that include a THECB approved Field of Study curriculum, students must complete the required Field of Study curriculum. or all~~ courses in a THECB approved Field of Study curriculum.
3. The student must complete the general academic course requirements for the AA degree as outlined in the College Catalog.
4. The student must earn at least 18 semester credit hours required for the degree at Galveston College.
5. The student must have a 2.0 cumulative grade point average on all work from Galveston College.
6. The student must have satisfied the requirements of the Texas Success Initiative and demonstrate college readiness in reading, writing, and mathematics, unless exempt.
- ~~7. The student must successfully complete a minimum of one physical education activity course, unless a substitution for this requirement is petitioned for and approved by the Vice President of Instruction.~~
7. The student must have satisfactorily settled all college financial obligations.

\*Developmental courses may not be counted or used as hours towards the Associate in Arts Degree.

ASSOCIATE OF SCIENCE The Associate of Science Degree from Galveston College will be granted to the student who has made formal application for graduation and who completes the following requirements:

1. The student must complete a minimum of 60 semester hours of college-level credit.\*
2. The student must complete all core curriculum / general education requirements for graduation or all courses in a THECB approved Field of Study curriculum.
3. The student must complete the general academic course requirements for the AS degree as outlined in the College Catalog.
4. The student must earn at least 18 semester credit hours required for the degree at Galveston College.
5. The student must have a 2.0 cumulative grade point average on all work from Galveston College.
6. The student must have satisfied the requirements of the Texas Success Initiative and demonstrate college readiness in reading, writing, and mathematics, unless exempt.
- ~~7. The student must successfully complete a minimum of one physical education activity courses, unless a substitution for this requirement is petitioned and approved by the Dean of Instruction.~~
7. The student must have satisfactorily settled all college financial obligations.

\*Developmental courses may not be counted or used as hours towards the Associate in Science Degree.

ASSOCIATE OF APPLIED SCIENCE The Associate of Applied Science Degree from Galveston College will be granted to the student who has made formal application for graduation and who completes the following requirements:

1. The student must complete a minimum of 60 semester hours of college-level credit.\*

2. As part of the minimum 60 semester hour degree requirement, the student must complete a minimum of 15 semester hours of general education courses. The core of general education courses must include at least one course from each of the following areas: Humanities/Fine Arts, Social ~~and / Behavioral~~ Sciences, and Natural Sciences ~~and / Mathematics~~. ~~In addition, evidence of computer literacy must be satisfied by completion of specific curriculum requirements within the program or by completion BCIS 1305, COSC 1301, or a higher level computer science.~~
3. The student must complete the prescribed competencies and curriculum for a two-year occupational or work force education program as outlined in the degree plan (Galveston College Catalog).
4. The student must earn at least 18 semester credit hours of the total credit hours required for the degree and at least 50 percent of the technical/workforce education courses required for the degree at Galveston College.
5. The student must have a 2.0 cumulative grade point average on all work from Galveston College.\*
6. The student must have satisfied the requirements of the Texas Success Initiative and demonstrate college readiness in reading, writing, and mathematics, unless exempt.
7. The student must have satisfactorily settled all college financial obligations.

\*Developmental courses may not be counted or used as hours towards the Associate of Applied Science Degree.

~~\*Students seeking a AAS in Nursing (Associate Degree Nursing) must achieve a C(75) or better in all nursing courses.~~

#### CERTIFICATE OF TECHNOLOGY

The Certificate of Technology from Galveston College will be granted to the student who makes formal application for graduation and completes the following requirements:

1. The student must complete a minimum of 45 semester hours.
2. The student must complete the prescribed technical competencies and curriculum for the work force education or

occupational program as outlined in the Galveston College Catalog.\*

3. The student must earn at least 25 percent of the total credit hours required for the certificate and at least 50 percent of the technical/workforce education courses required for the certificate at Galveston College.
4. The student must have a 2.0 grade point average on all work from Galveston College.
5. The student must have satisfied the requirements of the Texas Success Initiative, unless exempt.
6. The student must have satisfactorily settled all college financial obligations.

\*Developmental courses may not be counted or used as hours toward the Certificate of Technology.

CERTIFICATE  
OF  
COMPLETION

The Certificate of Completion from Galveston College will be granted to the student who has made formal application for graduation and who completes the following requirements:

1. The student must complete the prescribed technical competencies and curriculum for the work force education or occupational program as outlined in the Galveston College Catalog.\*
2. The student must earn at least 25 percent of the total credit hours required for the degree and at least 50 percent of the technical/workforce education courses required for the degree at Galveston College.
3. The student must have a 2.0 grade point average on all work from Galveston College.±
4. If the Certificate of Completion is a Level II Certificate, the student must have satisfied the requirements of the Texas Success Initiative, unless exempt.
5. The student must have satisfactorily settled all college financial obligations.



\*Developmental courses may not be counted or used as hours towards the Certificate of Completion.

~~+Students completing a Certificate of Completion in Vocational Nursing must earn a 'C' (75) or better in each nursing course and each related course (including any pre-requisite courses).~~

#### ADVANCED TECHNICAL CERTIFICATE

The Advanced Technical Certificate from Galveston College will be granted to the student who has made formal application for graduation and who completes the following requirements:

1. The student must complete the prescribed technical competencies and curriculum for the work force education or occupational program as outlined in the Galveston College Catalog.\*
2. The student must earn at least 25 percent of the total credit hours required for the certificate and at least 50 percent of the technical/workforce education courses required for the certificate at Galveston College.
3. The student must have a 2.0 grade point average on all work from Galveston College.
4. The student must have satisfactorily settled all college financial obligations.
5. The student must have satisfied the requirements of the Texas Success Initiative, unless exempt.

\*Developmental courses may not be counted or used as hours towards the Certificate.

#### SECOND ASSOCIATE DEGREE

Students desiring to earn a second associate degree must complete a minimum of an additional 18 semester hours in residence.

## STUDENT CLUBS AND ORGANIZATIONS

FKC  
(LOCAL)

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### STUDENT GOVERNMENT

The purpose of an authorized student government organization shall be to further coordinate student activities with the programs of the faculty and administration, to develop among the student body a greater and more enlightened interest in those matters affecting students and the College, to provide a means of discovering opinion, to provide a means of making known to the College administration the thinking and feelings of the students, and to encourage a more responsible participation in the governance functions and student activities.

### STUDENT ACTIVITIES; CLUBS AND ORGANIZATIONS

Galveston College encourages student activities and the formation of student clubs and organizations in order to promote and encourage social interactions, social development, develop and promote leadership, provide recreational opportunities, and enhance the educational/learning environment. Student activity funds may be used to implement such programs and activities.

As a prerequisite to operation on campus, all clubs must be recognized by the College and must agree to abide by Board policy, College regulations, and club rules as developed and issued by the administration. No club, organization, or activity shall be established or allowed to operate on or off campus that discriminates against staff members or students in violation of federal, state, or local law, Board policy, or College rules and regulations.

### REGISTRATION REQUIRED

Any club or organization in which membership is limited to students, staff, and faculty may become a registered student organization by complying with the registration procedures established by the Vice President of Student Services.

All registered student clubs and organizations must have a faculty or college employee sponsor nominated by the Vice President of Student Services or designee and approved by the President. In addition, to be recognized the group

seeking recognition must be composed of seven or more students. Approval for registration of an organization on any one campus or center is effective college-wide.

Any student group seeking to use District facilities shall have the approval of the Vice President for Administration or designee. The District may require payment for use of District facilities in accordance with Board policy. [See GF]

Each registered student organization has the responsibility to abide by the policies and procedures of the District and local, state, and federal laws.

Registration does not imply approval by the District of the activities of the registered organization.

## ELIGIBILITY

A group shall be eligible for registration if:

- ~~1.~~ 1. Its membership consists of seven or more students.
- ~~2.~~ ~~It does not deny membership to anyone on the basis of sex, disability, color, age, race, nationality, or religion.~~
- ~~3.~~ 2. It has an approved advisor who is a member of the faculty or the staff.
- ~~4.~~ 3. It is not under disciplinary penalty prohibiting registration.
- ~~5.~~ 4. It conducts its affairs in accordance with District policies, procedures, rules, and regulations; and in accordance with local, state, and federal laws.
- ~~6.~~ 5. Its membership is limited only to students, staff, and faculty of the District.

## APPLICATION

A group shall apply for recognition as a registered student organization on an official District form. The completed form shall include:

1. The name and mailing address of the proposed organization.

2. The names and signatures of its officers, members, and its advisor.
3. A general description of its purposes.
4. Other information reasonably required by the appropriate Vice-President.

The Vice-President of Student Services shall recommend approval or rejection of the application to the College President. The College President may approve or reject the application.

#### REJECTION OF APPLICATION

If the College President does not approve the application for registration, he or she shall provide the applicant with a copy of a written statement of the reasons for refusal. The College President's decision may be appealed to the Board.

#### RIGHTS AND DUTIES

A registered organization shall be entitled to sponsor or present a public performance on District property in accordance with the rules and regulations governing such use.

A registered organization may not advertise or promote events or activities or other functions in a manner that suggests falsely that the event or activity is sponsored by the District or in a manner that violates the policy on use of District facilities and/or the policy on student discipline and penalties.

#### CASHIERING AND PURCHASING FOR CLUBS AND ORGANIZATIONS

All funds collected for any reason by any club or organization recognized by Galveston College must be accounted for in the Business Office of Galveston College. A separate account will be maintained for each club or organization revealing both receipts and disbursements. Periodic financial reports will be made.

Purchases for a club or organization will follow the same requisition/purchase order system as used for other college purchases. In no case will a student's signature be acceptable for payment from these funds.

#### FISCAL PROCEDURE

~~Each registered organization shall be required to fill out a~~



~~financial statement form supplied by the business office and to file such statement semi-annually on the first workday of July and January with the Vice President of Student Services.~~

No organization, whether registered or not, may use the facilities of the District as long as it owes a monetary debt to the District and the debt is considered delinquent by the District.

## LOSS OF REGISTRATION

A registered student organization may have its registered status cancelled by the Vice President of Student Services if it:

1. No longer meets the eligibility requirements set forth herein.
2. Violates the rights and duties of organizations set forth herein.
3. Fails to comply with the fiscal procedure set forth herein.

A student organization whose registered status has been cancelled may appeal to the College President, who may take appropriate action regarding the issue.

A registered student organization whose registered status has been cancelled may re-apply for registration not less than four months following the date of such cancellation; the cancellation shall be effective Districtwide.

## VIOLATIONS

Violations of District policy shall subject the student organization to disciplinary action or revocation of registration as a student organization.

The College President shall require registered student organizations to furnish to the Vice-President of Student Services or designee at the beginning of each semester a complete list of officers or other representatives of the organization who are authorized to receive official notices, directives, or information from the District on behalf of the organization. The list shall be kept current and accurate by the organization.

At the beginning of each semester, each registered student organization or group must file with the Vice President of Student Services an affidavit stating that the organization or group does not, and will not accept any member who is not a student or a member of the faculty or staff of the District.

No registered student organization or group may have any person as a member who is not either a student or a member of the faculty or staff of the institution.

A registered student organization whose registration has been revoked by the College President may re-apply for registration not less than four months following the date of such revocation.

#### RISK MANAGEMENT FOR STUDENT ORGANIZATIONS

The College shall provide a risk management program for student organizations and shall require representation from each student club or organization to participate in the risk management program at least once each academic year. Representatives required to attend the risk management program shall report on the program's contents at a meeting of the full membership of the club or organization.

The risk management program content at a minimum must address the following:

1. Possession and use of alcoholic beverages and illegal drugs, including the penalties that may be imposed for possession and use;
  2. Hazing;
  3. Sexual abuse and harassment;
  4. Fire and other safety issues;
  5. Travel;
  6. Behavior at parties and other events held by the student club or organization; and,
  7. Adoption by a student club or organization of a risk management policy.
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