

The District President is responsible for the security of the College District's information resources. The District President or designee will develop procedures for ensuring the College District's compliance with applicable law.

Information Security Officer

The District President or designee will designate an information security officer (ISO) who is authorized to administer the information security requirements under law. The District President or designee must notify the Department of Information Resources (DIR) of the individual designated to serve as the ISO.

Information Security Program

The District President or designee will annually review and approve an information security program designed in accordance with law by the ISO to address the security of the information and information resources owned, leased, or under the custodianship of the College District against unauthorized or accidental modification, destruction, or disclosure. The program will include procedures for risk assessment and for information security awareness education for employees when hired and an ongoing program for all users.

The information security program must be submitted biennially for review by an individual designated by the District President and who is independent of the program to determine if the program complies with the mandatory security controls defined by DIR and any controls developed by the College District in accordance with law.

College District Website and Mobile Application Security

The District President or designee will adopt procedures addressing the privacy and security of the College District's website and mobile applications and submit the procedures to DIR for review.

The procedures must require the developer of a website or application for the College District that processes confidential information to submit information regarding the preservation of the confidentiality of the information. The College District must subject the website or application to a vulnerability and penetration test before deployment.

Covered Social Media Applications

The District President or designee will adopt procedures prohibiting the installation or use of a covered social media application, as defined by law, on a device owned or leased by the College District and requiring the removal of any covered applications from the device.

Exception

The procedures will permit the installation and use of a covered application for purposes of law enforcement and the development and implementation of information security measures. The procedures must address risk mitigation measures during the permitted

use of the covered application and the documentation of those measures.

Reports

Effectiveness of Policies, Procedures, and Practices

The ISO will report annually to the District President on the effectiveness of the College District's information security policies, procedures, and practices in accordance with law and administrative procedures.

Biennial Information Security Plan

The College District will submit a biennial information security plan to DIR in accordance with law.

~~Information Security Assessment~~

~~In accordance with law, at least every two years, the College District will submit the results of its information security assessment to DIR and, if requested, the office of the governor, lieutenant governor, and speaker of the house of representatives.~~

Security Incidents
By the College District

The College District will assess the significance of a security incident and report it to DIR and law enforcement in accordance with law and, if applicable, DIR requirements.

Generally

Security Breach and Cybersecurity Incident Notification

Upon discovering or receiving notification of a breach of system security or a cybersecurity incident, as defined by law, the College District will disclose the breach or incident to affected persons or entities in accordance with the time frames established by law.

The College District will give notice by using one or more of the following methods:

1. Written notice.
2. Electronic mail, if the College District has electronic mail addresses for the affected persons.
3. Conspicuous posting on the College District's website.
4. Publication through broadcast media.

By Vendors and Third Parties

The College District will include in any vendor or third-party contract the requirement that the vendor or third party report information security incidents to the College District in accordance with law and administrative procedures.

Term of Contract

All employment contracts for full-time faculty require approval by the District President.

No full-time faculty member will be placed on the College District's payroll in a regular full-time status without a fully executed contract on file with the human resources department, as well as appropriate documentation of credentials and other required personnel forms.

For full-time faculty, the length or term of a faculty contract is either one year or a different term as explained below.

If the faculty member opted into the faculty rank process, the contract term will be multi-year based on the rank the faculty member attained.

If the faculty member does not apply for or receive a faculty rank, then the faculty member will receive the title of "Teaching Faculty."

If the faculty member opted out of the faculty rank process or was unable to complete the faculty rank process for any reason, the contract term length will be one year.

**Contract
Renewal**

Unless a full-time faculty member on a multi-year contract is otherwise notified in writing by the District President or designee by **January 31**, the faculty member will be employed by the College District for the forthcoming one-year contract period, subject to a written approved contract being timely filed with the human resources department.

Unless a full-time faculty member on an annual teaching contract is otherwise notified in writing by the District President or designee by March 1, the faculty member will be employed by the College District for the forthcoming one-year contract period, subject to a written approved contract being timely filed with the human resources department.

Notification of
Nonrenewal

Notification of non-renewal of the faculty member's contract will occur in a face-to-face meeting. Thereafter, formal notification of non-renewal of the faculty member will be completed upon: (1) the date of hand-delivery to the faculty member in a meeting; (2) the date of delivery to the faculty member's division or department mailbox; (3) the date of placement of the notification in the U.S. mail to be sent by registered, certified, or tracked mail to the employee's last address of record on file with the human resources department; or (4) the date of an email containing the notification is sent to the faculty member.

Renewal Terms

The renewal contract term will be determined by the College District, in its sole discretion, in the written approved faculty contract.

In no event will any full-time faculty member have any property right to continued employment with the College District beyond the term specified by the College District in faculty member's contract.

If the term of the contract is for one year, the faculty member will not have a property right to continued employment beyond the one-year period specified in the contract.

If the faculty member has attained faculty rank and a multi-year contract, the faculty member will not have a property right to continued employment beyond the specific term specified in the contract (for example, 3, 4, or 5 years) or a shorter term if notified by the College District. If the College District sends such a notification of termination, then the faculty member may receive the applicable buyout specified in the faculty contract.

If the full-time faculty member is not notified of nonrenewal as required above, the faculty member will not have any property right beyond the additional one-year contract period identified above.

For Teaching Faculty, nonrenewal may result at the end of any term contract. Additionally, nonrenewal may also result if, after peer review by the Council on Excellence if applicable, the campus provost or the senior vice president of campus operations does not recommend the Teaching Faculty for another contract, and the District President does not approve another contract.

For Ranked Faculty, nonrenewal may result at the end of the term specified in the contract or at the end of a shorter term if notified by the College District.

Annual Contracts and Faculty Rank

Beginning with appointment to a full-time faculty position, a College District faculty member will serve three (3) one-year contracts before becoming eligible to be considered for promotion through the faculty rank process. The initial designation of a faculty beginning employment at the college will be Teaching Faculty unless hired into a rank based on established procedures.

Teaching Faculty

After three (3) one-year contracts, the Teaching Faculty may: (1) opt into the faculty rank process; or (2) opt out of the faculty rank process and remain in the role of Teaching Faculty.

A Teaching Faculty member may continue to receive one-year contracts by maintaining teaching requirements and meeting standards set by the College District.

A Teaching Faculty member must undergo the peer review process conducted by the Council on Excellence **at the end of during** their third (3) year and every three (3) years thereafter. The Council on Excellence is focused primarily on reviewing teaching excellence.

Contracts for Teaching Faculty will be submitted each year based on recommendations from the campus provost and then from the senior vice president of campus operations, who, in turn, will present recommendations to the District President for final contract approval.

Additionally, in those years where a Teaching Faculty member undergoes peer review by the Council on Excellence, the **contract**-review process will also include the Council on Excellence's recommendation **regarding meeting standards of teaching excellence** which will be forwarded to the appropriate campus provost, then to the senior vice president of campus operations, who, in turn, will present recommendations to the District President for final contract approval.

A Teaching Faculty member's one year contract may be nonrenewed if notified by the College District as specified in this policy.

Faculty Ranks

A faculty member may seek promotion through the faculty rank process. The College District may approve placement of a faculty member in the following three ranks:

1. Assistant Professor;
2. Associate Professor; or
3. Full Professor.

Placement in any of the ranks listed above will result in the award of a multi-year contract with a length or term as specified in the faculty contract awarded (for example, 3, 4, or 5 years).

Multi-Year Contracts for Ranked Faculty

In order for a faculty member to secure a multi-year contract, the faculty must submit their intent to apply for promotion through the faculty rank process.

Those faculty members who have submitted their letter of intent for promotion, ~~promotion proposal form~~, and portfolio with required documents and forms, will be reviewed by the Faculty Rank Ad-Hoc Committee for recommendation for promotion or non-recommendation. The faculty rank process will be outlined in the Faculty Handbook.

The written recommendation of the Faculty Rank Ad-Hoc Committee for faculty promotion will be forwarded to the appropriate campus provost, who will review, prepare, and present written recommendations to the senior vice president of campus operations, who, in turn, will review and present recommendations to the District President for final approval.

After receiving the rank of Assistant Professor, the faculty member undergoes contract extension reviews and peer reviews by the Council on Excellence according to criteria and procedures specific to the rank.

After receiving the rank of Associate Professor, the faculty member undergoes contract extension reviews and peer reviews by the Council on Excellence according to criteria and procedures specific to the rank.

After receiving the rank of Full Professor, the faculty member undergoes contract extension reviews and peer reviews by the Council on Excellence according to criteria and procedures specific to the rank.

At any time after attaining Assistant **or Associate** Professor rank, a faculty member may opt-out of further promotion in rank. A faculty member opting out of further promotions will undergo contract extension reviews and peer reviews by the Council on Excellence according to criteria and procedures specific to the respective rank.

Personnel Report

All full-time faculty contracts approved by the District President are presented to the Board during the spring semester as part of the personnel report contained in the Board packet. The personnel report will also contain the rank awarded to the faculty member in the prior or the upcoming academic year, depending on the status of the rank process at the time.

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

Philosophy

The College is committed to maintaining a faculty, administrator, and staff compensation plan that is competitive with peer institutions within the state. [See also DEAA]

Objectives

The objectives of the College's compensation program are to:

Internal Equity

1. Establish pay relationships between jobs that are fair and equitable when compared to other jobs in the College;

External Competitiveness

2. Provide salary levels that are competitive and/or comparable with peer colleges and organizations in order to attract and retain well-qualified employees;

Continuity and Flexibility

3. Accommodate new jobs and changes in existing jobs, as well as adjust to changes in economic conditions and the job market; and

Effective Administration

4. Establish clearly defined policies, procedures, and guidelines for salary budgeting and administration and ensure a clear understanding among all employees of the College about how the compensation program works.

Pay Plan and Framework

The staff and administrative pay plan establishes compensation based on an analysis of the job-related duties of a position, including factors such as decision-making responsibilities. The compensation schedule is reviewed every two years and adjusted periodically to reflect market changes. Employees have no guarantee that the College will adjust their pay under the compensation schedule.

Administration

The District President or designee will administer and maintain compensation in accordance with this policy and the related procedures and guidelines for the College's compensation plan.

Annualized Salary

The College District shall pay all salaried employees in equal monthly or semimonthly installments, regardless of the number of months employed during the academic year. Salaried employees hired during the academic year shall be paid in accordance with administrative payroll procedures.

**Pay During
Emergency Closing**

Pay to employees during an emergency closure, as declared by a federal, state, or local official, or as approved by the Board, for which the workdays are not scheduled to be made up at a later date, must be authorized ~~in advance~~ either by the District President or designee, or through delegated emergency authority granted to the District President by the Board of Trustees, or by a vote of the Board. In any event, the authorization must reflect the public purpose served by the expenditure.

Collin College
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COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
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**Gifts, Grants, and
Donations for Salary
Supplements**

The College will not accept gifts, grants, donations, or other consideration designated for use as salary supplements.

EMPLOYEE PERFORMANCE
EVALUATION

DLA
(LOCAL)

**Employee
Evaluations**

The College District will routinely evaluate the performance of all College District employees.

Purpose

The purpose of the employee performance evaluation will be to:

1. Raise the quality of instruction and educational service to the College District's students and citizens of the community.
2. Maintain the standards of excellence within the College District.
3. Foster an employee's professional growth and development.
4. Determine the employee's future employment with the College District.

Evaluation of employees will be a cooperative and continuing process with formal appraisal following established procedures.

College District administrators will evaluate every full-time employee on a job-related basis according to the terms of the evaluation instruments. Employees participate in the evaluation process by completing a self-evaluation. In addition to the self-evaluation, the employee has the option to submit comments if, in the employee's opinion, additional information pertinent to the evaluation is needed. Comments are included in the employee's formal personnel record with the evaluation.

Definitions

The following words or phrases, for the purpose of this policy, are defined as follows:

1. Annual review period will be from September 1 to August 31.
2. Increase is an increase in salary based on meeting or exceeding performance standards, consistent with the increase for all College District employees. This is generally processed annually but is contingent upon approval of funding by the Board.
3. Performance indicator is a key accomplishment that is linked to the College District's mission, core values, Master Plan and Strategic plan, and Goals.
4. Performance goal is a planned project or level of performance, the result of which is measured in terms of quality, quantity, and/or timeliness.

**Conditions for Salary
Adjustments and
Faculty Promotion**

The following eligibility requirements for Board-approved salary adjustments or faculty rank promotion will apply:

1. Employees, including faculty members, with less than three months of service, as of August 31, will not be eligible to receive a salary increase.
2. Employees, including faculty members, who have received a Level 2 ~~performance-disciplinary~~ warning during the annual review period will not be eligible for a salary increase.
3. Employees, including faculty members, who receive an overall performance appraisal rating of “~~Improvement Needed~~ ~~Does not meet expectations~~” will not be eligible for consideration for a salary increase or merit-based compensation.
4. Faculty members ~~under Level 2 performance warning during the annual review period who are under an active Performance Improvement Plan (PIP), a Level 1, or Level 2 disciplinary warning in effect during the applicable~~ **faculty** rank cycle will not be eligible for promotion through the College District’s faculty rank process in accordance with the duration of the PIP or Level 1 or Level 2 disciplinary actions.
5. Faculty members who receive an overall performance appraisal rating of “~~Improvement Needed~~ ~~Does not meet expectations~~” in any of the **two annual review periods three years** preceding their rank application deadline will not be eligible for promotion through the faculty rank process.

**Full-Time Faculty
Evaluations**

For purposes of this policy, ~~the terms “evaluation” or “appraisal” may be used interchangeably. There there~~ are ~~three several~~ types of evaluation for full-time faculty:

1. An annual performance ~~evaluation-appraisal~~ by the Associate Dean/Director.
2. Class observation conducted on a rotating schedule.
- ~~4-3.~~ Student surveys of instruction.
4. An initial and periodic peer review by the Council on Excellence.
- ~~2-5.~~ Periodic administrative reviews.
- ~~3-6.~~ Promotion through the faculty rank process by the Faculty Rank Ad-Hoc Committee.

Faculty Annual
Performance
Evaluation

The Annual Performance ~~Evaluation-Appraisal~~ by the Associate Dean/Director for full-time faculty will be according to the terms of established criteria and the Annual Performance ~~Evaluation-Appraisal~~ instrument.

EMPLOYEE PERFORMANCE
EVALUATION

DLA
(LOCAL)

Council on
Excellence Peer
Review

Peer review by the Council on Excellence will be according to the established criteria and procedures. Council on Excellence will not be recommending faculty for promotion in rank, but the Council on Excellence's peer review of teaching excellence will be integral to the rank recommendations of the Faculty Rank Ad-Hoc Committee.

Faculty Rank Ad-
Hoc Committee
Review

Components of the review by the Faculty Rank Ad-Hoc Committee for full-time faculty will be according to the established criteria and procedures.

The Faculty Rank Ad-Hoc Committee is not a single at-large committee. The Faculty Rank Ad-Hoc Committee will be impaneled to review and recommend a faculty member's application for rank or rank promotion. The Faculty Rank Ad-Hoc Committee will have faculty participation with subject matter experts from the discipline or a closely aligned academic or professional field of the faculty member applicant, along with other administrative staff. After the documentation and eligibility for rank are verified, the Faculty Rank Ad-Hoc Committee will review and report their recommendations on whether or not a faculty member is to be recommended for a rank.

**Promotion of Faculty
Rank**

Full-time faculty who meet the rank eligibility criteria and are not disqualified from receiving Board-approved salary adjustments and faculty promotion (as those disqualifications are listed earlier in this policy) may elect to apply for rank promotion through the Faculty Rank process.

The primary areas of review for faculty rank promotion are:

1. Excellence in Teaching Teaching Excellence.
2. Excellence in Service Service and Engagement.
3. Excellence in Professional Engagement through Scholarly, Industry, Professional and/or Artistic Works.
- 3-4. Student Support.

Detailed information regarding faculty evaluation, review, and rank promotion processes are in the College District's Faculty Handbook and at a designated website or intranet page.

**Adjunct Faculty
Evaluation**

An important element of the instructional program at the College District is the adjunct faculty.

In a continual effort to improve the quality of the instructional process, all adjunct faculty members will be evaluated on a periodic basis by the associate dean/director or other assigned academic personnel. Adjunct faculty members are employed on a semester-

to-semester basis, as need dictates, and renewal, if any, of that employment is based in part on past evaluations.

Components of the evaluation of adjunct faculty members will include student surveys of instruction, class observation forms, and a review of disciplinary forms, if any.

Evaluation of Staff and Administrators

Annual written supervisory ~~evaluations~~ appraisals of the College District employees in staff, administrative, and leadership positions will also play a significant role in maintaining an excellent educational program. By promoting the growth and development of employees through acknowledging strengths and developing action plans for improving skills, the College District continually strives to meet and exceed its standards for excellence.

Components of the ~~evaluation~~ appraisal for full-time staff and administrators include the following items, which are measured/evaluated in relationship to accomplishment of objectives outlined in the College District-wide strategic plan:

1. Goals;
2. Achievements; and
3. Performance indicators, such as essential job functions and demonstration of core values.

Recognition and Merit Compensation

Purpose

The College District recognizes that some employees perform at an exemplary level by either doing significantly more than what is normally expected of the position by working on special projects of major importance in addition to assigned duties and responsibilities, or by performing their regular duties at a level that far exceeds expectations over a sustained period of time. The use of merit and bonus awards is a positive way to inspire excellence in performance and an appropriate way to reward those employees who contribute beyond expectations.

General Guidelines

For purposes of this policy, Merit awards generally fall into two categories:

1. non-recurring bonuses, and

2. other forms of recognition (such as days off, letters of commendation, plaques, etc.), which may be more appropriate in certain circumstances or for some employees.

Individual awards will not be construed as establishing automatic or mandatory increases for attainment of certain ratings on performance ~~evaluations~~ appraisals.

EMPLOYEE PERFORMANCE
EVALUATION

DLA
(LOCAL)

Types of Merit Awards		A non-recurring bonus is a lump sum or cash-equivalent award granted on a one-time basis that does not alter the current base salary of the employee. The use of bonuses is appropriate for special recognition of exceptional performance on a project, activity, or initiative of major importance <u>that reflects exemplary performance</u> to the department or to the College District.
<i>Non-Recurring Bonus</i>		
<i>Other Forms of Recognition</i>		Other forms of recognition, such as days off, letters of commendation, plaques, etc., may also be used when appropriate to recognize performance that is deemed to be exemplary on a project, task, or initiative.
Conditions		Non-recurring bonuses and other forms of recognition are considered annually during the performance appraisal period. The total number of awards will be within the annual merit compensation budget.
Approval		Supporting documentation will be added to a written recommendation from the appropriate administrator with the rationale for the award. The recommendation will be forwarded for review/consideration up through the Leadership Team. Final approval rests with the District President, except in the case of a non-recurring bonus that exceeds five percent of an individual's annualized base salary. In that case, a non-recurring bonus must be submitted for consideration by the Board.
Effective Date		The effective date for a non-recurring bonus or merit <u>increase award</u> will be on the regular September payroll following the final level of approval <u>or another designated payroll date</u> .
Complaints		Complaints related to an employee's overall rating or the box checked on an Annual Performance <u>Evaluation Appraisal</u> are not allowed. However, an employee may file a complaint for any other reason as listed in DGBA(LOCAL). Such complaints will be handled through the complaint process outlined in DGBA(LOCAL).
Appeals		A faculty member may appeal against the denial of faculty rank through the established appeal process.

Open Admissions

The College District has an open admissions policy that ensures that all persons who can benefit from postsecondary education have an opportunity to enroll. The College District will not discriminate on the basis of race, color, sex, national origin, religion, disability, age, or military status in admissions in accordance with federal and state laws.

Admissions to Programs of Study

Admission to the College District does not guarantee admittance to a particular course or program of study. A student may be required to satisfy certain requirements before enrolling in particular courses of study.

Procedures

The Board, in collaboration with the District President or designee, will develop procedures for student admissions, including any additional course admission requirements. The procedures will be published in the College District catalog and other relevant College District publications.

Academic Fresh Start

A resident of Texas may apply for admission and enroll as a student under the Academic Fresh Start program pursuant to the admissions procedures.

If an applicant elects to seek admission under the Academic Fresh Start program, the College District, in considering an applicant for admission, will not consider academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. The College District will disregard ~~all course those credits or grades earned during the 10 years prior to the student's enrollment and may not award any and grades and will not award~~ credit for those courses.
[See EGA]

NEW POLICY

Residence Status Determination Official

The Board shall designate a residence status determination official for the College District. The legal residence of each applicant, for tuition purposes, shall be determined by the residence status determination official in accordance with procedures adopted for that purpose to comply with state law.