



**GLS**

**FACULTY  
HANDBOOK**

**2013-2014**

This Handbook sets forth policies, procedures, and information that, by common consent, are those governing the Gulf Language School ( GLS) faculty . This Handbook is intended to aid faculty in locating information concerning the college, faculty appointment and evaluation, faculty development and resources, instruction and service, governance, rights and responsibilities and benefits.

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# 1. INTRODUCTION

This handbook sets forth policies, procedures, and information that, by common consent, are those governing the Gulf Language School (GLS) faculty as a whole. This handbook is intended to aid faculty in locating information concerning the GLS, faculty appointment and evaluation, faculty development and resources, instruction and service, governance, rights and responsibilities and benefits.

This handbook does not create a contract of employment. The contents of this handbook are presented as a matter of information only and do not modify the terms of employment. This handbook does not modify state or federal laws nor does it serve as legal advice.

Please contact your supervisor or the Office of Human Resources if further assistance is needed.

## 2. GULF LANGUAGE SCHOOL

### 2.1. History

Gulf Language School was established under the Texas Gulf Foundation (TGF), a non-profit educational organization founded in 2007. TGF's main objective is to contribute to statewide efforts to promote excellence in higher education in Texas. Toward this goal, the TGF Board of Directors established North American College (NAC) and Gulf Language School (GLS). With as few as ten students of two different nationalities, GLS opened its doors and began operation in 2007. Six years later, GLS has over one hundred twenty students from over fifteen different countries.

### 2.2. Mission

The Intensive English Program (IEP) at Gulf Language School (GLS) supports [the mission statement of North American College](#). In addition, GLS has its own mission statement:

The mission of Gulf Language School is to provide high quality English language instruction for students whose native language is not English. The program is dedicated to helping students attain the English proficiency level needed to successfully transition into academic programs and to achieve their professional and employment goals.

To achieve its mission, Gulf Language School will administer the following:

- High quality instruction by employing qualified instructors with education and experience in their field
- Continuing education and professional development opportunities for all instructors
- Up-to-date materials and technology in classrooms
- Detailed program descriptions, costs, calendars, and policy disclosures
- A classroom environment that promotes the individual learning process
- Assistance in the development of effective study habits
- Assistance for students adjusting to American culture

### **3. GOVERNANCE**

#### **3.1. The Board of Trustees**

The Board of Texas Gulf Foundation (TGF) functions as GLS's major policymaking body and planning unit. The management and legal authority for governance of GLS are vested in the Board of Trustees. The Board, is entitled to invest and manage GLS's funds and direct its affairs and interests. The voting members of the board do not receive any compensation from the institution. The Board of Trustees makes policies that will help GLS achieve its full potential, in accordance with the role and mission for which GLS was founded. These policies are administered and implemented by the administration and faculty.

Texas Gulf Foundation is a 501(c)(3) educational non-profit organization.

## **3.2. Administration**

Reg Pecen, Ph.D. President of North American College

John Topuz, D.B.A. Vice President for Academic Affairs/Provost

Can Dogan, Ph.D. Vice President for Administrative Affairs/CFO

Osman Kanlioglu, Ph.D. Dean of Students

Sean Namli, Ph.D. Interim Dean of Enrollment Management and Director of Admissions

Nicole A. Temple, M.Ed. Director of Gulf Language School

Mary Keena, Administrative Assistant and GLS Registrar

### **3.2.1. President**

The President is the chief executive officer of the North American College. The Board of Directors hires the President. During this process, the Board can seek input from other administrators as well as faculty members. The Board also evaluates the President's performance. The President has final authority on daily operations but can delegate some of his/her responsibilities to other administrators.

### **3.2. 2. Vice President for Academic Affairs/Provost**

The Vice President for Academic Affairs is appointed by the College President and approved by the Board of Trustees. The Vice President for Academic Affairs is the Chief Academic Officer of the College (CAO). The CAO acts on behalf of the President in the event of prolonged absence, resignation or incapacity of the President. The CAO will form an executive committee with program directors for daily academic operation. He can attend departmental and GLS faculty meetings, form committees, and seek input from faculty members. The CAO may be invited to attend board meetings upon the President's request.

### **3.2.3. Vice President for Administrative Affairs/CFO**

The Vice President for Administrative Affairs is the chief financial officer of the College. The Vice President for Administrative Affairs is appointed by the College President and approved by the Board of Trustees. The Vice President for Administrative Affairs directs business and financial services of North American College and GLS. The Vice President for Administrative Affairs also manages administrative units including Human Resources, Business Office, Facility Management, Institutional Legal Compliance. Other responsibilities may be assigned by the President from time to time. After the Provost, the Vice President for Administrative Affairs shall be the senior executive officer of the College.

### **3.2.3. Dean of Enrollment Management**

The Dean of Enrollment Management shall be the senior executive officer responsible for student enrollment in all GLS, certificate, and academic programs. The Dean of Enrollment Management shall oversee the work of the Registrar's office, Financial Aid, Scholarships, and the Admission Office at the College and the GLS. The Dean of Enrollment Management shall serve as chief enrollment officer and chief marketing officer of the College and GLS. He/she shall be responsible for student recruitment, marketing, and retention at NAC and GLS. He/she shall develop and manage complex budgets for the enrollment and marketing area at the College and GLS. Other duties shall include developing and overseeing the International Student Office (ISO), student information management, developing and executing a comprehensive enrollment strategic plan, strategic application of financial aid resources to achieve enrollment and retention, promoting diversity and cultural competencies within the enrollment area, directing College's GLS's enrollment efforts in the most productive directions, developing and implementing best practices for testing, enrollment and financial aid activities.

The Dean of Enrollment Management shall have such other responsibilities as may be assigned by the President as needed. The Dean of Enrollment Management is appointed by the College President and is approved by the Board of Trustees. The Dean

of Enrollment Management reports to the President and attends board meetings upon the President's request.

#### **3.2.4. Dean of Students**

The Dean of Students shall be senior executive officer for student affairs and be responsible for student success. The Dean of Students shall also help students prepare for responsible citizenship, and achieve personal fulfillment and success in life by supporting their efforts to learn through their experience, achieve their academic goals, and strive for excellence in all that they undertake. The Dean of Students shall also be responsible for developing environments that are safe, welcoming, inclusive, and healthy. The Dean of Students shall provide services that are professional, supportive and personalized; that foster meaningful student engagement on campus and in community life; that develop leadership, educate about diversity, and contribute to learning. The Dean of Students acts as a liaison between the administration and the students, leads the development of an effective living environment in the college dorms, supervises all student co-curricular activities, student activities, clubs, athletics, and student government, oversees the regulations regarding student conduct, and disciplinary action, oversees counseling services and health services, manages career and placement services, handles revisions of student handbooks and distributes a student handbook to each student, participates in the life and activities of the College and GLS, and, finally, assists in the retention efforts of the College and GLS. Other duties include overseeing disability and/or special education needs as well as housing, transportation, and meal/dining services.

The Dean of Students shall have such other responsibilities as may be assigned by the President as needed. The Dean of Students is appointed by the College President and is approved by the Board of Trustees. The Dean of Students reports to the President. The Dean of Students attends board meetings upon the President's request.

#### **3.2.5. Director of the Gulf Language School**



The Director of GLS plays a leadership role and is responsible for developing goals and strategic plans, coordinating GLS programs and related activities including accreditation efforts and updates, providing faculty training and professional development opportunities, and implementing and maintaining services within established guidelines and standards.

## **4. GULF LANGUAGE SCHOOL POLICIES**

### **4.1. Affirmative Action and Equal Employment Opportunity**

Gulf Language School sees itself as a community that welcomes, encourages, and supports individuals who seek to contribute to the achievement of the institution's missions of offering quality English-language instruction to students and helping students achieve higher levels of English proficiency. GLS also supports students' successful transition from the language school to university – level academic programs and achieve their professional and employment goals.

Members of the GLS community come from different geographical areas, and represent different ethnicities, religious beliefs, values, and points of view. They may be physically different, have different intellectual interests, or have different abilities. GLS not only welcomes such differences in its community members but, in fulfilling its own missions and in preparing the leaders of tomorrow's world who will necessarily be operating in a pluralistic and diverse environment.

GLS is explicit about its responsibilities under the law to provide equal opportunities for all persons regardless of age, color, disability, ethnicity, marital status, national origin, race, religion, gender, sexual orientation, or veteran status. Furthermore, GLS complies with all applicable non-discrimination laws in the administration of its policies, programs, and activities. GLS programs are designed to enhance the human dignity of all members of its community, and includes strategies that foster appreciation for the diversity of our community. Tolerance and appreciation of differences are essential to the success of the GLS mission.

GLS teaching and services are consistently directed to the enhancement of human dignity and the elimination of intolerance and discrimination. GLS values the principle of nondiscrimination and recognizes that absence of prejudice and bias is essential to its work.

The Vice President for Academic Affairs is designated as the affirmative action coordinator for faculty, and the Director of Human Resources is designated as the affirmative action coordinator for staff. The Vice President and the Director are responsible for the implementation of the affirmative action plan in their areas of responsibility.

## **4.2. Nepotism**

Members of the same family are eligible for employment at the GLS. However, a supervisor-subordinate relationship shall not exist between family members nor shall one member of a family assume for the other the role of advocate or judge with respect to conditions of employment or promotion. Likewise, either one of family members who hold positions in the same budgetary unit shall not be appointed to an executive or administrative position for that unit. Waivers may be granted by the President, but performance evaluations and recommendations shall be made by a supervisor not related to the individual being evaluated. If members of the same family are recommended to work for the same supervisor, the arrangement must be approved in advance by the Vice President for Administrative Affairs.

If a supervisor-subordinate relationship between family members develops during employment, family members must notify the Human Resources Office immediately. The institution must take action to ensure that the supervisor-subordinate relationship does not exist; such action may include transfer, reassignment or removal of one or more family members.

Family member, for this policy, is defined as spouse, parent, grandparent, great-grandparent, grandparent or great-grandparent of spouse, uncle or aunt, uncle or aunt of spouse; brother or sister; son or daughter; son-in-law or daughter-in-law; grandson or granddaughter of spouse; and great-grandson or granddaughter of spouse.

### **4.3. Consensual Relations**

The GLS prohibits any sexual or amorous relationships between members of the GLS community and those students over whom they have a direct, current supervisory or evaluative relationship. Such relationships, even when consensual, are problematic because they may result in favoritism or the perception of favoritism which imperils the integrity of the educational environment. Such relationships may also lead to charges of sexual harassment.

### **4.4. Copyright and Fair Use Policy**

GLS acknowledges and encourages the appropriate use (i.e., reproduction, distribution, performance, and display) of copyrighted works and materials for teaching, scholarship, and research purposes consistent with federal copyright law and the standards for fair use.

### **4.5. Disability Accommodations**

GLS is committed to providing equal educational and employment opportunities for qualified individuals with disabilities, in accordance with state and federal laws and regulations, including the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. Further, GLS is committed to applying the strengths of its resources, talents, and ingenuity to maintain an inclusive environment for individuals with disabilities.

### **4.6. Dissent and Public Order**

#### **4.6.1. Standards of Conduct**

In compliance with the provisions of the law of the State of Texas, the principles, regulations, and procedures for the maintenance of public order upon this College campus or other college property areas are as follows.

No guest or member of the GLS community shall engage in the following behavior on College premises:

1. Obstruction or disruption of teaching or other GLS activities.
2. Prevention of free movement, pedestrian or vehicular.

3. Possession or use of firearms, explosives, dangerous, destructive, or noxious chemicals; or any dangerous or apparently dangerous weapons, other than those allowed by law and College regulation.
4. Detention, physical abuse, or conduct that threatens bodily harm or endangers the health of any person.
5. Intentional damage to or theft of College property or the property of any person when such property is located on the premises of the College.
6. Entry into living quarters, private offices, or the working area of another person, without express or implied permission of that person or an authorized GLS official; or invasion of the privacy of records, data, or communications belonging to individuals, to GLS, or to others.

#### **4.6.2. Procedures for Addressing Violations**

It is the right of any member of the GLS community to bring appropriate charges against any member of the GLS/NAC community if it is felt that his or her rights or these aforementioned standards have been violated.

If a violation of the aforementioned standards of conduct threatens to disrupt normal activity on the College campus or other College property, the person in charge of the activity, usually a staff or faculty member, should attempt to address those persons creating or threatening to create a disturbance. The primary aim should be to reestablish safe conditions so that the activity may proceed. If the person directing said activity is able to do this quickly, disciplinary charges may not be necessary.

If the individual in charge of the activity cannot re-establish order, he or she should, as far as is practical, (1) request that the party or parties cease the disruptive conduct and (2) state the perceived violation of the standards. It is then the obligation of the parties concerned to supply their names.

Any person who fails to comply with the above obligation may be removed and barred from the GLS activity. If removing the person(s) from the activity in question is not sufficient to remove a clear and present danger, the appropriate College official may eject and bar the person(s) from the College campus.

Proceedings under civil law do not bar College judicial proceedings.

In the event that any visitor to the College premises violates any of these regulations, the appropriate College official shall ask him or her to leave the College premises. If the visitor refuses to leave College premises promptly, the College shall, if necessary, seek the aid and cooperation of civil authorities.

Civil charges may be filed by the appropriate College official for any misconduct, disruption, or disorder on the campus, whether committed by visitors or members of the College.

#### **4.8. Drugs**

GLS is committed to the development and maintenance of a drug-free environment and, in accordance with the Drug-Free Workplace Act of 1988, will not tolerate the unlawful possession and use of controlled substances (drugs) on its premises. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in and on property owned or controlled by North American College. A more detailed statement on this subject can be found in the College's Employee Handbook.

#### **4.9. Harassment and Discrimination**

The success of GLS depends on an environment that fosters independent and vigorous thought and intellectual creativity as well as a learning environment in which diverse ideas can flourish.

As stated above, GLS seeks to provide an environment that respects the contributions of all the individuals comprising its community, that encourages intellectual and personal development, and that promotes the free exchange of ideas.

Any behavior, including verbal or physical conduct, that constitutes discrimination against or harassment of any student, faculty, or staff member of the GLS community in any form is prohibited.

Retaliation is strictly prohibited, in any form, against any person complaining of conduct reasonably believed to be discrimination or harassment

The GLS policy against discrimination and harassment includes procedures to be followed (as stated in the North American College Employee Handbook) if a person

believes that he or she has experienced harassment, discrimination, or retaliation, or is aware of such conduct occurring.

#### **4.10. Political Activity**

Recognition of its own purposes and compliance with federal and state laws for not-for-profit corporations require that GLS remain non-partisan and independent in politics.

Individual members of the GLS community have the right to participate in the political process so long as they do not speak or act in the name of GLS.

#### **4.11. Security**

Campus Security acts to prevent criminal activity and respond to it through such measures as prevention education, preventive patrols, and escorts. Members of the GLS community should always remain aware of their surroundings, learn and use self-protective measures, and report any potential threats to the GLS community to the appropriate authorities.

Security also serves as a liaison between the college and public law enforcement agencies. Cooperation between those outside agencies and the GLS community promotes awareness of the needs of one's neighbors and fosters a sense of common purpose and protection for all.

In an emergency, any College phone may be used to dial 911. For non-emergencies, 154 may be dialed.

#### **4.12. Smoking**

In light of the clear health hazards associated with tobacco smoke and as an institution committed to promoting the best possible health care for all, GLS has adopted the following College-wide smoke-free policy:

- All buildings and vehicles, regardless of location, that are owned or leased by the North American College will be entirely smoke free. This policy applies to all indoor air space, including individual faculty and administrative offices.

- It will be the obligation of GLS or NAC administrators to ensure that the smoke-free policy is observed.
- Individuals who wish to smoke outdoors must do so away from entryways, air intakes into the building, and other places that non-smokers must cross. The building manager will designate an outside area, away from pedestrian traffic and building air supply, where smoking is permitted.

### **4.13. Gulf Language School Letterhead**

When an individual or group uses GLS letterhead or the phrase "Gulf Language School" in a specially invented letterhead, the implication is that the communication has been sanctioned by GLS. Such letterheads shall not be used inappropriately in letters or other documents to pursue a personal goal or for social or political purposes that are not the directly related to GLS, however worthy the cause, whether the GLS members may be part of the group or not.

Examples of appropriate use of letterhead would include the following:

- a professor of English writing to a professional society or to a colleague about professional matters
- an official of a campus public speaking club writing about arrangements for a proposed tour of the club.

Inappropriate use would include the following example:

- a group of faculty writing to the mayor of Houston protesting the city's tax proposals
- a group of students urging the President of the United States to seek the release of a political prisoner

To use the GLS letterhead, the subject of the communication must be authorized business of GLS. Otherwise, a group or individual wishing to use the official GLS letterhead must seek authorization in writing from the President of NAC or the Vice President for Academic Affairs. Sponsorship of a cause that is not authorized by a department or group in GLS, for instance, does not constitute such authorization, nor

can anyone but the President of NAC or the Vice President for Academic Affairs grant such authorization.

If there is any doubt about the appropriate use of GLS letterhead, the GLS Director should be consulted.

#### **4.14. Computer Use**

Faculty members are obligated to comply with all applicable laws, regulations, contracts, licenses, policies, standards, organizational controls, and security rules related to computer use on campus. In particular, the individual computer user is responsible for understanding and complying with all copyright laws. GLS users of computers connected to the campus area network have a responsibility to fellow users to follow security policies designed to protect the campus network. This includes but is not limited to adhering to virus scan procedures, refraining from visiting risky web sites (such as game sites), following file download instructions and other security-based regulations issued by information technology services (ITS) and or listed in the information technology (IT) area of the NAC/GLS web site.

Certain programs, such as instant messaging and file sharing programs, constitute a network security risk and may not be installed on computers connected to the college network. The ITS section of the College intranet web site provides a current list of these programs. FTP and telnet protocols may be used only with specific approval of the IT staff. Other programs that consume significant resources or affect PC performance may also be prohibited on a case-by-case basis. If any dispute arises, the IT department has the institutional authority on all technology related issues to resolve the matter.

Computing equipment and networking infrastructure, including internet access, are provided to the College which reserves the right to monitor and record both usage and content of electronic communications that involve university equipment for purposes including but not limited to ensuring compliance with this policy. In addition, this policy recognizes the existence of state laws governing access to materials with sexually-explicit content. Prohibited activities include accessing, downloading, printing or storing information with sexually-explicit content as prohibited by law.



## **5. FACULTY POLICIES**

### **5.1. Faculty Classifications in GLS**

#### **5.1.1. Regular Full-Time Faculty**

An Employee is normally scheduled to work 40 hours per week (1.0 FTE – full time equivalent). Regular full-time faculty members are faculty who work at least 30 hours per work-week (0.75 FTE) and maintain continuous regular employment status.

#### **5.1.3. Regular Part-Time Faculty**

Regular Part-time faculty members are those faculty members who work less than 30 hours per week and who maintain continuous regular employee status. Employees in this classification may work more than 30 hours per week on occasion but should not average more than 30 hours per week during the appointment.

#### **5.1.4. Temporary Faculty**

Temporary faculty members are those faculty members whose employment is expected to last no more than one year. A temporary assignment should not be extended without the prior approval of the GLS Director or Vice President for Academic Affairs.

### **5.2. Length of Employment and Appointment**

Regular full-time GLS faculty members are hired on a yearly contract basis. Based on faculty evaluations, the contract may be renewed or terminated.

### **5.3. Rank and Promotion**

There is no rank in the Gulf Language School. All instructors are considered “faculty” except for the Director of GLS.

## **5.4. Confidentiality of personnel records**

The Gulf Language School is housed in a building with a centralized fire and burglary alarm system. The school stores current personnel records in fireproof and water-resistant file cabinets. The file cabinets are locked and the offices are locked when the staff is not in the offices.

## **5.5. Termination, Dismissal and Suspension Policy**

Causes for termination, dismissal and suspension of faculty may include, but are not limited to, the following:

- a. Committing a felony or other serious violation of law that is admitted or proved before a competent court, preventing the faculty member from satisfactory fulfillment of professional duties or responsibilities, or violation of a court order which relates to the faculty member's proper performance of professional responsibilities
- b. Moral turpitude
- c. Insubordination
- d. Professional incompetence or dishonesty
- e. Substantial or repeated failure to fulfill professional duties or responsibilities or substantial or repeated failure to adhere to the GLS policies
- f. Personal behavior preventing the faculty member from satisfactory fulfillment of professional duties or responsibilities
- g. An act or acts which demonstrate unfitness to be a member of the faculty
- h. Falsification of academic credentials
- i. Two consecutive unsatisfactory performance evaluations
- j. Reduction in student enrollments in the GLS
- k. Necessity for financial retrenchment

The President shall have the final authority to suspend any faculty member formally accused of a, b, c, d, e, f, g, h, or i (listed above). A faculty member should be suspended only if harm to the faculty or students is possible or disruption of proper conditions for teaching and learning are threatened by the faculty member's continuance. During the suspension period, compensation for the suspended person should be continued. If during the suspension period the faculty member is convicted of or admits to the

commission of a felony or a crime involving moral turpitude or other serious violation of law referenced above, the institution shall not continue compensation.

## **5.6. Dismissal Proceedings of Faculty Member for Cause**

Dismissal proceedings shall begin with a conference between the faculty member and the Director of the GLS. The conference may result in agreement that the dismissal proceedings should be discontinued or that the best interest of the faculty member and the institution would be served by the faculty member's resignation. If so, the faculty member shall submit a resignation in writing, effective on a mutually agreed upon date. If this conference does not result in mutual agreement, the Director will submit a recommendation in writing with rationale to the faculty member and to the Vice President for Academic Affairs. Within ten (10) days, the Vice President for Academic Affairs should have a conference with the faculty member.

The conference with the Vice President for Academic Affairs may result in agreement that the dismissal proceedings should be dropped. On the other hand, the conference may result in mutual agreement that the best interest of the faculty member and the institution would be served by the faculty member's resignation. If so, the faculty member shall submit a resignation in writing, effective on a mutually-agreed-upon date. If this conference does not result in mutual agreement, the Vice President for Academic Affairs will submit his/her decision in writing with rationale to the faculty member and forward his/her decision to the President. If the President concurs with the recommendations for dismissal, the President shall send a written statement to the faculty member within ten (10) school days of his/her receipt of the Vice President for Academic Affairs' recommendation. Copies of this written statement should be sent to the Vice President for Academic Affairs and the department chair. When the President notifies a faculty member of the intention to recommend dismissal for cause, the faculty member must be informed in writing, in detail, of the specific charges against him or her and be informed of the procedural rights that will be accorded to him or her. Every reasonable effort must be made by the President to ensure that the communication of this action is received by such faculty members without delay. Such notification must be made by registered or certified mail with return receipt requested.

## **5.7. The Right of Appeal of Faculty**

Gulf Language School shall institute an Appellate Committee on Dismissal of Faculty Members. The committee shall not exceed three faculty members elected by the faculty governing body of the GLS. One or more alternate members of the committee shall be elected to serve in the event that a regular member is unable to serve. If any member of the committee is an interested party in a case which comes before the committee, said committee member shall not serve on that case.

The decision of the committee will be based on majority vote. The committee will elect its own chair, who will have the right to vote.

If a faculty member receives notice of pending dismissal he or she may request and shall be accorded a hearing before the Appellate Committee on Dismissal of Faculty Members. Failure to make a request in writing to the Director within ten (10) days after receipt of notification shall constitute a waiver by such faculty member of his or her right to a hearing before the Appellate Committee on Dismissal of Faculty Members.

## **5.8. Appeal Procedures for Faculty**

- a. After a faculty member has requested a hearing before the Appellate Committee on Dismissal of Faculty Members, service of notice of hearing with specific charges in writing will be made at least ten (10) days prior to the hearing. The faculty member may respond by waiving the hearing and filing a written brief or the matter may proceed to a hearing. If the faculty member waives a hearing, but denies the charge or asserts that the charges do not support a finding of adequate cause, the Appellate Committee on Dismissal of Faculty Members will evaluate all available evidence, including testimony and documentary evidence presented by GLS, and make its recommendation based upon the evidence in the record.
- b. If the faculty member requests a hearing, the Appellate Committee on Dismissal of Faculty Members shall, with due diligence, and considering the interests of both the GLS and the faculty member affected, hold a hearing and report its findings and recommendations to the President of NAC and to the involved faculty member.
- c. The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence, and the administration of GLS will

attempt to secure the cooperation of such witnesses and make available the necessary documents and other evidence within its control. No employee of the institution, regardless of position, should be excluded or excused from appearing before the committee, if available.

- d. The faculty member and the GLS committee will have the right to cross examine all witnesses present. Depositions are admissible whenever a witness cannot appear.
- e. The committee may conclude (a) that adequate cause for dismissal has been established by the evidence, or (b) that adequate cause for dismissal has not been established by the evidence. The committee may make any other recommendations it determines to be appropriate. The committee's findings and recommendations shall be made to the President. The committee shall send a copy of its findings and recommendations to the affected faculty member.
- f. Based on the committee findings and recommendations, the President shall make a decision within ten (10) days and notify the affected faculty member.

## **6. GRIEVANCE**

Grievances of any kind related to conditions of employment, salary, benefits, matters of teaching duties, office space, real or potential conflicts of interest and the like should be settled informally when possible, i.e., in discussion between the aggrieved faculty member and the Director of GLS.

If the case is not solved informally, the faculty member can make a written request to the Director of GLS for a formal hearing of the grievance. The Appellate Committee will be designated to serve as the grievance committee in this process.

Within ten (10) days, the committee makes a decision on grievance issue. If the decision is not satisfactory to the faculty member, he or she has the right to appeal to the Vice President for Academic Affairs. The same procedure shall be followed there, but no new information can be introduced at this time. If new information has become available, the committee must have an opportunity to study that. Within ten days (10), the Vice President for Academic Affairs shall report the decision to the faculty member and the department chair. This decision is final.

It is the policy of North American College to prevent illegal, unethical, and unprofessional conduct that deviate from law or from the guidelines published in official institutional documents. Any faculty who is asked to participate in such activity, or is a witness to, or comes in contact with information related to an actual or attempted case of such activity should report this information as soon as possible without fear of reprisal and in full confidentiality within the boundaries of state and federal law.

The types of misconduct include, but are not limited to, any activity that does not conform to the policy on professional and ethical conduct published in the Institute's official documents such as the Faculty Handbook.

The College implements an anonymous reporting solution. Students and Faculty who witness such misconduct or come in contact with related information should go to the website **[www.mysafecampus.com](http://www.mysafecampus.com)** and submit a confidential report or call 1-800-716-9007. All inquiries must be in English. The administrator who receives a confidential report will call the related office/department to investigate the matter.

## **7. STUDENT RELATED POLICIES**

### **7.1. Faculty/Student Relationships**

Professional relationships between faculty members and students should be maintained as a key factor to promote educational mission of the GLS. It is the responsibility of the faculty to refrain from violating the dignity, trust and rights of those whom they serve. Relationships of an intimate nature compromise the integrity of a faculty-student relationship whenever the faculty member has a professional responsibility for the student. The GLS prohibits intimate relationships including sexual and romantic relationships between a faculty member and a student even if those relationships are consensual.

Faculty members must not engage in consensual romantic and sexual relationships with students, since the faculty member is in a position of professional authority with respect to the student. It is understood that a faculty member has the primary obligation to discourage such a relationship and to discontinue the relationship if it should develop. A

faculty member who violates this prohibition will be subject to disciplinary action ranging from verbal warning to termination of employment.

The Vice President for Academic Affairs, or his or her designee, shall be responsible for the investigating complaints of violation of this policy. Confidentiality will be maintained in any investigation to the extent possible and practical.

## **7.2. Academic Honesty**

GLS is dedicated to improve the teaching and learning process by ensuring that high ethical standards prevail in all academic matters. Academic dishonesty is a serious violation of the trust upon which an academic community depends. Intentional or unintentional use of phrase, source, idea, full or a part of an article without appropriately citing resources, falsification, fabrication of data, or other forms of deliberate misrepresentation are all considered academic dishonesty and are strictly prohibited. In addition, copying information without including one's own efforts and properly citing the original information is considered plagiarism. Similar acts that represent other's work as one's own is considered an academically dishonest act.

Other forms of academic dishonesty include but are not limited to cheating, providing unauthorized aid during an examination, misuse of library materials and not returning materials that other students need on time. .

Such behaviors will not be tolerated and must be reported so that the necessary disciplinary action may be taken. Faculty members are responsible for initiating the disciplinary process, according to the guidelines, that deals with cases of alleged academic dishonesty. Ignorance of these standards will not be considered a valid excuse or defense.

## **7.3. Religious Observance**

Students who miss exams on certain days because of their religious beliefs will be given an opportunity to make up the exam without penalty. The attendance policy, as stated in the GLS Student Handbook, applies to all students regardless of religious observance.

Students must inform their instructors a minimum of one week prior to the religious observance day or days.

#### **7.4. Medical Excuses**

Students who miss exams on certain days due to medical reasons will be given an opportunity to make up the exam without penalty. The attendance policy, as stated in GLS Student Handbook, will not apply to medical excuses. Students must present documentation of medical treatment to their instructors.

#### **7.5. Confidentiality of Student Files**

GLS complies fully with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Under FERPA, students have, with certain limits, the right to inspect and review their educational records and to request amendment of their records to ensure that they are accurate, misleading, or otherwise in violation of the student's privacy or other rights. All policies and practices governing the collection, maintenance, review, and release of records will be based upon the principles of confidentiality and the student's right to privacy, consistent with FERPA.

### **8. FACULTY COMPENSATION AND BENEFITS**

#### **8.1. Compensation**

The compensation program of Gulf Language School is administered by the Human Resources Office. Faculty members are paid according to the fiscal year payroll schedule, which is available at the Human Resources Office. All new faculty members are given a current payroll schedule upon completion of payroll sign up. Any changes to the schedule are announced in advance to the faculty.

The salaries of faculty members are reviewed at the beginning of the fiscal year during budget preparation for the next fiscal year. Any salary adjustments are based on work performance, labor market conditions, legislative actions and budget constraints.



## **8.2. Leave Policies**

Faculty members are required to submit a Leave Request Form to the GLS Director for approval. In case of an illness or an emergency when conditions do not permit a request in advance, the employee is required to notify the GLS Director as far in advance as possible. Any absence of a faculty member from the campus that involves any interference with his or her normal instructional, advising, or other duties requires a discussion between the faculty member and the Director about arrangements for said absence. In agreement with the Director, the faculty member requesting the leave has the responsibility for assuring that his or her classes are covered, that students are advised, and that other academic responsibilities are properly managed.

### **8.2.1. Sick Leave**

Regular full-time faculty members are eligible for 40 hours (5 days) of sick leave per year. Sick leaves can be used for medical, dental, surgical, optical examinations or treatments, illness, injury or a health-related issues that make a faculty member unable to work. If requested, the faculty member is responsible for providing the Director with a doctor's report.

Sick leave will not be earned by faculty during leave of absence without pay, unpaid maternity leave, suspension, layoff, or removal from the payroll for any reason. Sick leave will not be paid for any illness or injury incurred while committing a crime, nor will it be paid on any illness or injury resulting from paid employment elsewhere.

Sick leave is accrued monthly and accumulates during the year. Up to 10 days of unused sick leave may be carried over from the prior year. Wages do not accrue for unused sick leave and are not payable to an employee upon termination of employment.

A faculty member who is absent in excess of accrued sick days due to an illness or injury will be placed on medical leave of absence. The length of this leave will be paid in accordance with the employee's combined accumulated sick leave, vacation leave (unused and prorated), and personal leave. When the accumulated leave time has been exhausted, the employee will be placed on unpaid medical leave under the Family and Medical Leave Act of 1993.

Absence due to the illness of an employee's immediate family may be counted as sick leave. Immediate family, for this policy, is defined as a spouse, a parent and a child or stepchild of the employee. Also included are foster children and legal wards, but no in-laws.

### **8.2.2. Personal Leave**

Regular full-time employees are eligible for 24 hours (3 days) of personal leave per year. Supervisor approval is required for all personal leave hours used. Medical and dental appointments, short term care of family members who are ill and require care that only the employee can provide, inclement weather and other short term absences of a personal nature can be considered legitimate reasons for requesting personal leave. However, Personal leave is not a vacation leave; therefore, it is not intended to supplement vacation leave periods. Immediately before and after a holiday period, employees must be at work and cannot take personal leave unless it is approved by the supervisor. Events that could have been scheduled during nonworking hours will be deducted from vacation leave.

Unused personal leave days are not carried forward. For new hires, the time is prorated the first year.

### **8.2.3. Vacation Leave**

Regular full-time faculty members are eligible for 15 business-day vacation leave per year. Vacations are generally given during the summer season when there are no scheduled classes.

Requests for vacation leave must be submitted to the Director by completing a Leave Request Form. The Director must approve any vacation requests. Due to various school workload requirements, the Director reserves the right to refuse to approve vacation leave at certain times during the year. However, supervisors will make every effort to minimize these restrictions and will only reject vacation leave requests if it is determined to be in the best interest of GLS.

#### **8.2.4. Holiday Leave**

Gulf Language School observes certain holidays which are announced by the President of North American College. Typical holidays are Independence Day, Labor Day, Thanksgiving, Christmas Day, New Year's Day, Easter, Memorial Day, and additional days as designated by the President of the College. Only regular full-time faculty members are granted paid holiday leave.

Immediately before and after a holiday period, employees have to be back at work and cannot use vacation days that fall immediately before and after a holiday day or period, Said days are not covered by sick leave or vacation leave policy.

#### **8.3. Health Insurance**

The Gulf Language School provides health insurance through the Texas Gulf Foundation Medical Insurance Plan, which is administered by Blue Cross Blue Shield of Texas. It provides comprehensive benefits and access to the largest network of physicians and hospitals in Texas to faculty members and their families. The Blue Cross Blue Shield plans offer GLS employees two levels of benefits. --- network and non-network. Employees may choose their preferred level of benefits, including choice of physicians each time they receive care.

The Gulf Language School pays 80% of the health insurance premiums for regular full-time and full-time employees. New employees are eligible for health insurance on the first day of the month, following their first day of employment. GLS does not pay premiums for dependents, However, eligible employees are allowed to include their dependents on their policy. Dependents are covered at the employee's own expense.

Employees cannot make changes to benefits during the fiscal year unless they have a qualifying family status change. These will include the following situations:

- An eligible employee marries and would like to add his or her spouse to their policy.
- An eligible employee has a newborn or adopted child and would like to add the child to his or her policy.

An eligible employee who declines coverage at the time of the initial enrollment will not be able to enroll and receive benefits until the next enrollment period, which is 12 months after the initial enrollment period unless he or she has a qualifying family status change. For example, an eligible employee, who declines coverage because he or she is covered by his or her spouse's insurance, gets divorced and would like to carry his or her own insurance.

In the aforementioned example, enrollment must occur within thirty days of the event with written documentation that verifies the reason for the change.

In case of termination (except for gross misconduct) or change from full time to part time employment, employees may continue coverage, at their own expense, through the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Reasons for a dependent spouse to continue coverage under COBRA include the following:

- death of the employee
- termination of employment
- change from full time to part time employment
- divorce
- legal separation
- eligibility for Medicare

If an eligible child becomes ineligible due to any of these same reasons, or due to age requirements that child is also eligible to continue coverage through COBRA.

### **8.3.1 Optional Vision**

Gulf Language School, through Texas Gulf Foundation, also offers optional group vision insurance. The employee pays for this optional policy. Employees may contact the Human Resources Office for current information on optional benefits.

## **8.4. Social Security**

Gulf Language School and each faculty member contribute to Social Security. Social Security currently pays reduced retirement benefits as early as age 62. Social Security also provides disability benefits at any age to those insured and eligible under the program.

## **9. TEACHING LOAD AND COURSE ASSIGNMENTS**

Gulf Language School assigns a maximum of 28 teaching hours per week for regular full-time and full-time faculty and 20 hours per week for part-time faculty. Full-time faculty is provided a two hours per week, and part-time faculty is provided one hour per week for lesson planning.

Course assignments for faculty are based on the following qualifications:

- previous teaching experience, personal interest, need for instructors for certain courses

Based on student and administrative evaluations, the director determines the continuation of faculty assignments or the need for changing faculty course assignments.

### **9.1. Syllabus**

Faculty members are expected to prepare and implement the standardized GLS syllabus template according to the levels and courses they are teaching. Syllabi shall be submitted to the Director of GLS during the first week of the academic semester and be distributed to students during the first class session.

## **9.2. Faculty Meetings, Committees, Administrative Assignments**

Attending faculty meetings regularly is mandatory. Faculty members are expected to serve on standing committees as needed by the administration. Administrative assignments are based upon the needs of the GLS program.

## **10. FACULTY PROFESSIONAL DEVELOPMENT POLICY**

The GLS supports high-quality teaching and learning at all levels. Therefore, GLS is committed to promoting a spirit of innovation, collaboration, and love of learning as well as enhancing a sense of collegiality among faculty. Faculty members are encouraged to participate in associations and clubs related to their discipline.

GLS encourages faculty members to participate in professional development activities. At the start of every academic year, all GLS faculty prepare a Professional Development Plan and submit it to the Director. Upon approval from the Director, faculty may proceed with their planned professional development activities.

Full-time faculty is required to complete six Continuing Professional Education (CPE) hours annually, and part-time GLS faculty is required to complete three CPE hours annually.

Acceptable CPE hours include courses, workshops, webinars, and training programs offered by local or national institutions, universities, or organizations and must be related to ESL teaching. Faculty is required to provide proof of participation, typically an official certification or certificate from the institution which clearly indicates that the CPE hours have been completed. The GLS Director determines whether the faculty has met these requirements at the end of each semester.

Additionally, GLS provides a professional TESOL membership for its faculty to encourage instructors to stay up to date with professional trends in their fields, and faculty members to complete TESOL certification within one year after they are hired.

Administrators and support staff are subject to same policies.

# **11. FACULTY EVALUATION**

GLS conducts regular evaluations to ensure that faculty members provide the best quality of teaching and services to its student body and to help guide faculty in their professional development and ethical conduct. In addition, evaluations help identify areas where improvement is needed.

The performance of faculty members is evaluated annually by the Director of GLS, and the results of the evaluation are placed in the personnel record of the faculty member. The faculty member is given a copy of the evaluation.

The Director of GLS coordinates annual faculty evaluations. The GLS faculty evaluation process includes the following components:

## **1. Faculty Professional Development Plan**

Faculty members are required to prepare and submit a Professional Development Plan and carry out that plan annually. The Faculty Professional Development Plan must be submitted at the beginning of each academic year.

## **2. Classroom Observations**

The GLS Director schedules at least one formal classroom observation in the beginning of the fall semester for faculty evaluation purposes. Three skills are measured: instructional, organizational and classroom management. Based on feedback from classroom observations, the Director and faculty member may make modifications to the Professional Development Plan during the course of the school year. Additionally, a post-classroom observation conference will be conducted and faculty will be given the opportunity to respond in writing to their results and the conference.

## **3. Student Evaluations**

Student evaluations for faculty are conducted at the end of each session. A post-student evaluation conference is conducted and faculty is given the opportunity to respond in writing to their results.

The GLS Annual Faculty Evaluation Summary Form is completed by the Director based on collected data that supports each component. After the form is completed by the director, it is presented to the faculty member for review. If both the Director and the faculty member are in agreement with the results of the observation and conference, they sign and date the form. Upon completion, the Director of GLS, submits the signed review to the Office of Human Resources to be filed. At that point, the evaluation results become confidential.

The annual faculty review may constitute one basis for decisions regarding renewal of contract and promotion.

### **11.1. Evaluation of Administrators and Support Staff**

The administrators of the GLS program are evaluated annually by their immediate supervisors using the GLS Evaluation Form for Administrators and the GLS Evaluation Form for Director. The support staff in the GLS program are evaluated annually by their immediate supervisors using the GLS Evaluation Form for Administrative Assistants, the GLS Evaluation Form for International Student Advisors, and GLS Evaluation Form for Technology Specialist In addition, administrators are required to submit a professional development plan at the beginning of each academic year.

Once hired, administrators and support staff are given a written job description. At that time they are informed of the criteria and procedures for evaluation. They receive their copies of their evaluation form and engage in a post-conference discussion of their results with their supervisors.

Upon completion of the evaluation process, the signed reviews, the supervisor submits the signed review to the Office of Human Resources to be filed. At that point, the evaluation process results become confidential.

The annual administrative and support staff reviews may constitute one basis for decisions regarding renewal of contract and promotion.