

**Faculty Handbook  
Spring 09  
Round Rock Higher Education Center**

**Avery Building**

The purpose of this handbook is to provide you with information about policies and procedures unique to the RRHEC campus. The handbook also contains some useful suggestions to make your RRHEC teaching experience more enjoyable.

You should read the handbook completely before your first teaching assignment at the RRHEC. If you have suggestions for other things to include or ways to improve this handbook, please send them to Barbara Herdman, at [bh02@txstate.edu](mailto:bh02@txstate.edu).

**Dear RRHEC Faculty Member:**

For the RRHEC staff, the students are our first priority, but immediately after the students are our professors. We recognize the extra effort and time commitment required of anyone teaching here caused by either the commute or other full time responsibilities, so our goal is to insure that you are able to focus on what you are here to do – TEACH. In any one semester, our technical support staff and administrative staff assist over 200 instructors with numerous issues including; class rosters, classroom equipment, copying, and computer support. Please do not hesitate to contact my office (716-4400) if there is any assistance you need from me.  
Thank you again for your commitment.

Edna Rehbein  
Director

**CAMPUS INFORMATION**

**RRHEC OFFICE University Boulevard,  
Round Rock, TX 78664-8017  
512-716-4000**

[www.rrhec.txstate.edu](http://www.rrhec.txstate.edu)

**Avery Fall Building Hours:**

Monday – Thursday 7:30 a.m. – 10:00 p.m. Friday 7:30 a.m. – 5:00 p.m.  
Saturday 8:00 a.m. – 3:00 p.m.

**Administrative Offices (Suite 401)**

Monday – Thursday 8:00 a.m. – 7:00 p.m. Friday 8:00 a.m. – 4:00 p.m.

**Computer Open Labs (Rooms 303 and 305)**

Monday – Thursday 9:00 a.m. – 9:00 p.m. Friday 9:00 a.m. – 2:00 p.m.

**Counseling Clinic (Suite 111)**

Call 716-4250 for hours and appointments.

**Library (Suite 255)**

Monday – Thursday 8:30 a.m. – 8:30 p.m. Friday 8:30 a.m. – 4:00 p.m.

**One-Stop Center (OSC) (Suite 201)**

Monday – Thursday 8:00 a.m. – 8:00 p.m. Friday 8:00 a.m. – 5:00 p.m.

**Small Business Development Center (Suite 265)**

Monday – Friday 8:30 a.m. – 5:30 p.m.

**DIRECTIONS**

Traveling North on IH-35, take exit 256 (University Boulevard)

- Travel approximately 2 miles east.
- The RRHEC Campus is located on your right.

**BUILDING ACCESS**

University police will unlock the building at posted hours. Faculty should plan to work during hours when the building is open. Only a few key staff members and program coordinators will have keys for access at other hours.

**PARKING**

A parking permit is required for students, faculty and staff to park in the RRHEC lot and must be displayed as instructed.

- Faculty must purchase the parking permit from the employing institution. The permit will also allow parking on the institution's other campuses. The permit should be displayed at all times.
- Specific locations will be identified for faculty, staff, visitors and handicapped. If you park incorrectly, you will receive a citation.
- Texas State prorates fees, and the parking permits expire on August 31. Texas State faculty have the option of purchasing the Restricted permit or the Perimeter permit. Restricted permits will be allowed to park in the "Faculty" parking, both at the RRHEC and the San Marcos campus. Permits may be purchased online or in the OSC, Room 201. Vehicle year, make, type and license plate number must be supplied.
- ACC does not prorate fees, and the parking permits expire on August 31. Permits may be purchased at the OSC. The social security number, driver's license number and Vehicle license plate number are required.
- UPD officers patrol the lots and will issue parking tickets to anyone parked illegally. The current Texas State parking fees will be charged and collected by Texas State. Fees may be paid online using a credit card, at the OSC, Room 201, or mailed to the Texas State University-San Marcos Parking office.

**HANDICAPPED PARKING**

- **In addition to the Handicapped Permit, you must also display your ACC or Texas State Parking Permit in order to avoid a ticket.**

## **SECURITY**

UPD Officers are responsible for providing security for the building and grounds. If you see something suspicious or have a problem, please report it to an officer in the Police Office, Room 250, or call 6-4911.

## **SKATEBOARDS, BICYCLES**

Use of skateboards, roller blades, shoes with concealed wheels and other items, which may damage property or cause bodily injury, are prohibited. Bicycles are not permitted in the building

## **SMOKE-FREE CAMPUS**

The RRHEC is a smoke-free campus. The smoke-free zone includes outdoor property.

## **SOLICITATION**

There will be no unauthorized solicitations on the campus.

## **AVERY BUILDING INFORMATION AND POLICIES**

### **ADMINISTRATIVE OFFICES**

The Administrative Offices are located in suite 401. Edna Rehbein, Director, can be reached at [er04@txstate.edu](mailto:er04@txstate.edu) or 716-4422. The staff in this area coordinate these activities:

- Assessment of RRHEC Service and Program Needs
- Contact for Business and Industry
- Day-to-Day RRHEC Operations
- Faculty Support and Orientation
- Financial Operations
- Liaison to Texas State-San Marcos
- Special Events

### **ANIMALS IN THE BUILDING**

- Comfort animals will not be permitted in the building.
- Service animals will be permitted in the classrooms if the student has a documented need.

### **CLASSROOM INFORMATION AND ROOM SCHEDULING**

Issues relating to classrooms and room scheduling should be addressed with the Site Coordinator, Barbara Herdman. She may be contacted at [bh02@txstate.edu](mailto:bh02@txstate.edu) or 716-4424. Her office is in 464-J and

her work schedule is Monday through Thursday, 9:30 a.m. – 8:30 p.m.

### **Room Scheduling**

- Changes in class days and times or instructional methods (such as internet) will only be made by the chair or program director, in consultation with Barbara Herdman. Faculty may not make such changes without prior approval.
- If you do not hold class on your regularly scheduled class day, please inform Barbara Herdman (716-4424). UPD will be notified to keep the classroom door locked, and a note will be posted on the classroom door.

### **Cancellation of Classes**

- **Due to Weather or Other Emergency Conditions:** Occasionally it is necessary to close the campus due to weather conditions or other emergency conditions. This notice will be posted immediately to the RRHEC site: [www.rrhec.txstate.edu](http://www.rrhec.txstate.edu) Note that closures in San Marcos may not affect the closure of the RRHEC classes.
- Do not move your class from one room to another without first checking with Barbara Herdman to make sure it is available. If a room is vacant at a particular time it does not necessarily mean the classroom is available.

### **Computer Classrooms and Labs**

The RRHEC Walk-in Computer Labs, Rooms 303 and 305, are primarily for students to do homework. Classes which require students to use a computer during the class time are scheduled in computer classrooms. Contact Barbara Herdman to schedule a computerized classroom. If instructors need access to computers on an occasional basis during class, contact Yanti Muljono to reserve an open lab. She can be reached at 716-4321, or by email ([ym11@txstate.edu](mailto:ym11@txstate.edu)). Make sure you do this as early in the semester as possible, and no later than one week prior to the date needed.

### **Classroom Furniture Arrangement**

- Furniture has been arranged to maximize the number of students per room. In some specialized classrooms, such as computer classrooms and the ITV rooms, the furniture is arranged specifically to meet the instructional needs for that room.
- All furniture, including tables and chairs, must remain in the classroom. If a particular class needs to rearrange the furniture, it is the responsibility of the faculty member to make sure all furniture is returned to its original arrangement before leaving class.

### **Classroom Boards**

- When posting information relevant to your classes and of interest to your students, use the tack strips and bulletin boards. Remember that other faculty use the room and may also need to use the board space. If you wish to put up a special display that will remain throughout the semester, please submit your request to Barbara Herdman before doing so. Otherwise, the information must be removed before leaving class.
- All materials will be taken down and discarded at the end of each semester.
- **By the Professor:** If a class must be canceled at the last minute, the faculty member or department should attempt to notify students via email. The faculty member should inform Barbara Herdman (716-4424) of the cancellation. A notice of the cancellation will be posted on the classroom door.

## **Classroom Cleanliness**

- Follow the food and drink policy posted in each classroom.
- Be sure trash is picked up before leaving your room, so the next class will not have to do so.
- As a courtesy to the instructor after you and to prevent permanent ghosting of images, please erase all white boards at the end of your class period.

## **Classroom Equipment**

Standard equipment in each classroom includes a data projector, media center with a PC and DVD/VCR player, an overhead or Elmo and internet access. If you need other equipment or have difficulty with the equipment, contact Vincent Ledesma at [vl15@txstate.edu](mailto:vl15@txstate.edu) or call 716-4200.

## **Teaching Supplies**

Classrooms will be stocked with normal teaching supplies – Whiteboard markers, erasers, stapler, paper clips, etc. If you do not find the supplies you need, contact Barbara Herdman.

## **Classroom Etiquette**

- Remind students to put cell phones on “silent” so others can hear the lecture or discussion and not be disturbed by personal conversations. Any concerns about student conduct need to be reported to Dr. Edna Rehbein (716-4400).
- Do not let students place shoes on the furniture or do other things to cause destruction.
- Children of faculty or students should only be present in the classroom if they are part of a class project for the day. Minor children should not be left unattended.
- If an accident happens during class and cleaning is needed, please contact Barbara Herdman, and she will relay the information to the custodian on duty.

## **EMERGENCY PROCEDURES**

- If an emergency occurs in the classroom, the faculty member should call UPD at 6-4911. Phones are located in the halls. The police officer will take appropriate action.

## **FOOD AND DRINKS**

- **Offices:** Faculty and staff may have a drink at their desk, but should use a break room or the lounge for eating. Spill-proof containers are encouraged for beverages.
- **Classrooms:** No food allowed. Drinks are allowed if they are in a cup with a lid or a bottle with a cap. Food and drinks in open containers are restricted to the Student Lounge on the second floor.
- Students or staff should report emergencies to Campus Police. If calling from a campus phone, dial 6-4911. If calling from a personal phone, call 716-4911.

## **LIBRARY**

The Library is located in Room 255 and is available for students to do homework, research and study. Library staff welcome the opportunity to make class presentations on how to use the library resources. Many of the resources are available online, but you may also request items to be placed on reserve. You may contact Anthony Guardado, Librarian, Alan Matthews, Assistant Librarian or Carol Maxwell, Assistant Librarian. Anthony may be reached via email at [ag20@txstate.edu](mailto:ag20@txstate.edu) or call 716-4701. Alan may be reached via email at [rm67@txstate.edu](mailto:rm67@txstate.edu) or call 716-4702. Carol may be reached via email at [cm63@txstate.edu](mailto:cm63@txstate.edu) or call 6-4703.

## **LOST AND FOUND**

Valuable items such as billfolds, keys, credit cards, etc. are turned in to the UPD Office, Room 250. Other items are retained in the One Stop Center, Room 201.

## **LOUNGE, SNACK BAR, VENDING**

The lounge is a place to eat, study and relax. Chartwells is also located in the lounge and they offer sandwiches, smoothies, salads, ice cream, fountain drinks, and other hot food items during much of the day. Soft drink and snack vending machines are also in the lounge. The hours of operation are posted on the lounge door.

## **MAIL SERVICE**

- Mailboxes for faculty and staff are located in Room 461, which is also the Duplicating Room. Each semester faculty are assigned mailboxes, and the assigned mailbox numbers are listed at the RRHEC website, sent to faculty via email, and are also posted in the Mailroom Vestibule, Room 459. Alex Lengua will be available during part of the day to provide assistance (Monday – Thursday, 9:30 a.m. – 6:30 p.m.). Hours will also be posted outside the mailroom door. The room will be locked when Alex is not available, and you will need to contact Barbara Herdman, Room 464-J or Vanessa Lopez, Room 464, to gain access.

- Students can insert assignments in mailboxes through the mail slots in the Mailroom Vestibule, Room 459. A list of the mailbox assignments is posted on the bulletin board in Room 459.

- The RRHEC will have regular postal service. In addition, each institution will courier materials to other campuses daily (See Courier Service).

- US Mail will be delivered by the courier to the Texas State Post Office for processing. Large bulk mailings will also be delivered to the Texas State Post Office for processing.

## **PHONES**

Calls from a phone on the RRHEC campus to Texas State San Marcos are not long distance. Simply press 5, and then the 4-digit San Marcos Campus extension. To call another office within the RRHEC building, simply dial 6 plus the extension number. Check with Vincent Ledesma (716-4200) for specific information on using the phone system.

## **PRINTING AND COPYING**

Single page printing/copying is allowed within the faculty suite, Room 464. A printer is located in the Adjunct Faculty area, Room 462. Please use the Duplicating Center for multiple copies or large print jobs. Printing and copying will be tracked and charged to respective departments. Because the entire Avery Building is on a networked printing/copying system that is high quality and cost efficient, the use of

individual printers is discouraged.

## **SIGNS AND POSTING**

No signs or posters should be taped or otherwise affixed to the walls or doors. Instead postings should be placed on public bulletin boards. All postings must be approved at the OSC Counter. Postings will be removed after two weeks.

## **BEGINNING OF THE SEMESTER**

The suggestions below will assist you in preparing for a successful semester. They are based on past experience.

### **START OF SEMESTER CHECKLIST**

\_\_\_ Review Faculty Handbook at the RRHEC website: [www.rrhec.txstate.edu](http://www.rrhec.txstate.edu)

\_\_\_ Attend Faculty Orientation sessions when scheduled.

\_\_\_ Email the date and time you will be giving your final exam to Barbara Herdman ([bh02@txstate.edu](mailto:bh02@txstate.edu) )

\_\_\_ Check your mailbox regularly in 461 to pick up messages and other mail.

\_\_\_ Ask students to record their daytime phone number and e-mail addresses, so you can contact them if you are unable to attend class. You can also automatically send your students an email by pulling up the class roster on CatsWeb, under Business Menu. You will need your username and password to enter this program.

\_\_\_ If you are unable to teach a class during the semester, notify Barbara Herdman, [bh02@txstate.edu](mailto:bh02@txstate.edu) (716-4424).

\_\_\_ If you need a location to hold office hours, please contact Barbara Herdman ([bh02@txstate.edu](mailto:bh02@txstate.edu) ) or call 716-4424. If you want to use your classroom, she will check to make sure it's available for the time you request.

**SYLLABUS INFORMATION** It is extremely important that each student receive a syllabus for your class. You might want to consider adding the following information to the syllabus:

- Office location: If you have an office, list your office number. If you are using adjunct space, indicate Room 462 and list your office hours. They should be able to easily find you.
- Phone and Fax Numbers: If you have an office, we suggest you provide your office number so students can leave a message if you are not there. If you do not have an office, list 512-716-4424. This is the phone number for Barbara Herdman, RRHEC Site Coordinator, and she will place a message in your mailbox. The faculty fax number is 716-7510, which is located in the Faculty Suite, Room 464. The message will be placed in your mailbox.
- E-mail address: Email is the preferred method of communication for many students.
- Final Exam date and time: Please include this information in your syllabus, and notify Barbara Herdman [bh02@txstate.edu](mailto:bh02@txstate.edu).
- Attendance Policy: Students are expected to attend classes in order to progress satisfactorily toward completion of course objectives. Because objectives vary from department to department and course to course, faculty should inform students of specific course attendance policies at the first class meeting.

## **FACULTY SERVICES ASSESSMENT**

The RRHEC is required by SACS to assess its services, and we are always looking for ways to improve what we do. The RRHEC Student Satisfaction Questionnaire focuses on student services, not instructional quality. Near the end of the semester students will receive an e-mail asking them to go to a web site and complete the questionnaire.

Faculty will also be given the opportunity, near the end of the semester, to assess services provided. You will receive an email referring you to a web address. Results of these surveys will be available from the

RRHEC Office.

### **COURIER SERVICE**

**Texas State:** The Courier will carry materials between the RRHEC Campus and the San Marcos Campus. The service will begin at the RRHEC, picking up materials and delivering them to the Texas State University San Marcos Campus. The current schedule is:

**Monday thru Thursday:** Leave RRHEC Campus at 12:30 p.m., and arrive in San Marcos at approximately 2:00 p.m. Depart San Marcos at approximately 2:30 p.m. and arrive at the RRHEC Campus at approximately 4:30 p.m.

**Friday:** Leave RRHEC Campus at 9:00 a.m., and arrive in San Marcos at approximately 10:30 a.m. Depart San Marcos at 11:00 a.m. and arrive at the RRHEC Campus at approximately 1:00 p.m.

Courier schedules may vary, depending on the number of pick ups and deliveries and traffic. Please make sure your envelope is addressed correctly for proper delivery.

- On the outside of the envelope or package write the name of the person to receive it and any special instructions.

- If you want to have something delivered to the RRHEC Campus, the envelope should be addressed to:

Name of the person or department

RRHEC Mailbox, Texas State Post Office.

If it's a "hot" delivery, it can be hand-carried to the Texas State Post Office and placed in the RRHEC Mailbox for our courier to pick up. If you want the mail to reach us on the same day it's delivered to our Texas State mailbox, you need to have it in the mailbox no later than 1:30 p.m.

- If you are teaching an ITV class, we recommend that you send the materials and/or tests a day in advance. You could also email the test to Barbara Herdman ([bh02@txstate.edu](mailto:bh02@txstate.edu)) as a back up just in case the test does not arrive in time for the class.

- Courier schedules are dependent on weather, traffic, etc. It is best to plan on getting materials to the RRHEC mailbox in the Texas State Post Office early.

### **DUPLICATING**

Duplicating/Mailroom, Room 461, is where the large copier is located for high-volume print jobs. It's a faster machine, has more capabilities, the cost per copy is less expensive to you and your department, and someone else will do the work for you.

Alex Lengua will process the print jobs for you. You may also email your documents to Alex at [ikon-rrhec@txstate.edu](mailto:ikon-rrhec@txstate.edu). When emailing the document, please make sure you give the necessary information to process your job; i.e., number of copies, single or double-sided, name of department, etc. If you bring you document in, you will need to fill out a print request form. Your department will be charged at the end of the semester. You are encouraged to send very large jobs to Duplicating Services in San Marcos.

### **OFFICE SPACE**

Faculty office space is requested by the program coordinators and assigned on a semester-by-semester basis. There are three types of space:

- **Private office** space for program coordinators
- **Shared space** for faculty who are assigned to the RRHEC or teach at least three classes and spend substantial time at the RRHEC

- **Adjunct office** space for part-time faculty or full-time faculty teaching fewer than 3 classes.

Faculty offices contain a desk, chair, bookcase, filing cabinet computer and telephone. A copy machine, fax machine and high-speed printer are also available in the workroom. Adjunct faculty space is open, and available first-come, first serve. Not all adjunct spaces have a computer, so you may need to share. A printer is also located in the Faculty Adjunct area.

## **PAYROLL**

Salary records for Texas State faculty are processed by departmental offices

- Texas State adjunct faculty are paid on a per-course basis, in equal installments throughout the semester.
- Adjunct faculty do not receive travel reimbursement.
- Faculty teaching an over-load are paid on a per-course basis.
- If you would like to have your payroll check automatically deposited into your account, you can download the, Authorization for Direct Deposit Form #PR-01, by going to [www.vpfss.txstate.edu/gao/payroll\\_directdeposit.htm](http://www.vpfss.txstate.edu/gao/payroll_directdeposit.htm) NOTE: You will need to attach your voided check to the form if you want it to go into your checking account, or attach a copy of your account number card for savings, and return the completed form to the Payroll Office, 580 JCK, via our courier mail service. The due date is the 10th of each month for the following month's deposit.

## **TRAVEL**

Full-time faculty who meet the guidelines will receive travel reimbursement for teaching at the RRHEC Campus. For detailed informed, please click on Travel Reimbursement on the RRHEC Website. If you have additional questions, please contact Lupita Mireles at [mm73@txstate.edu](mailto:mm73@txstate.edu) or call 716-4423.

## **STUDENT CONCERNS**

The Director, Dr. Edna Rehbein, is in charge of student conduct and other student concerns. Students who are unable to attend class and wish to notify a professor should contact the professor via email. Professor email addresses should be available in the Syllabus. Students who have a concern about another student, a professor or other person should address that concern with the Director. Faculty who have a concern with a student, except for academic dishonesty, should address the concern with the Director. Academic dishonesty issues are handled by the department chair.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

- Students have the rights accorded by the U.S. Constitution to freedom of speech, peaceful assembly, petition and association. These rights carry with them the responsibility to accord the same rights to others on campus and not to interfere with or disrupt the educational process.
- Institutional Provisions: Students are bound by the policies and provisions of the institution they attend.
- Parking: A parking permit is required for students, faculty and staff to park in the RRHEC lot and must be displayed as instructed.
- Due Process and Student Discipline: Due process, through an investigation and appeal process, is assured to any student involved in disciplinary action. For issues centered around academic dishonesty, this begins with the appropriate institutional academic officer. For other issues it begins with the RRHEC Director. The Director will coordinate the process, including any discipline, with appropriate institutional officials.

**TESTING**

The following tests will be administered at the One-Stop Center:

Texas State Academic Tests (make-up exams)  
Distance Education courses (online)  
Correspondence Courses  
GSP (for Mass Communication students)

**NOTE:** Tests must be scheduled in advance by appointment only.

ACC and Texas State students with special needs will also be accommodated at the OSC, at no extra charge other than the general fees. The needs must be verified by an official at the institution providing the test.

For more information on testing procedures, please contact the One Stop Center at 716-4001. Students will need to contact the testing administrator to schedule their exam appointment.

All tests will be proctored by camera surveillance in the testing room.