



TEXAS A&M INTERNATIONAL UNIVERSITY
A Member of The Texas A&M University System

2005-2006
Faculty
Handbook

TEXAS A&M INTERNATIONAL UNIVERSITY

FACULTY Handbook

PREFACE

The Texas A&M International University Faculty Handbook (hereafter Faculty Handbook) is the document wherein all parties may find the policies, procedures, rules and regulations that govern the role of the faculty within the University community, and the relationships of the faculty with other members of the University community and its stake-holders.

The *Faculty Handbook* serves as a basis for faculty employment contracts, and as such provides each faculty member with the basic rules of employment for Texas A&M International University faculty.

A copy of the *Faculty Handbook* will be provided to each faculty member. Copies are available in the Library, as well as in the Office of the Provost/Vice-President of Academic Affairs, the Office of the Dean of each College, and each Department Chair's office, and the Office of the President of the Faculty Senate. **The Secretary of the Faculty Senate, under the supervision of the President of the Faculty Senate, will be responsible for the maintenance of the *Faculty Handbook* and distribution of revisions.**

During the Fall 1995 semester, the Provost charged the Faculty Senate with a complete revision and rewriting of the *Faculty Handbook*. The Senate created a Handbook committee, which after careful research and review, designed and wrote this edition of the *Faculty Handbook*. All Faculty Senate rosters since the reconstitution of the Senate are presented in Appendix C.

The Faculty Handbook was designed and written by the Faculty Senate in collaboration with several University offices, primarily the Office of the President, the Office of the Provost, the Office of Human Resources, the Office of the Dean: College of Arts and Sciences, College of Business Administration, and the Office of the Director of the Institute for International Trade.

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Texas A&M International University Faculty Handbook

1.0 PURPOSE, ORGANIZATION AND GOVERNANCE

1.1 History

Texas A&M University at Laredo opened its doors as the first upper-level institution in the state of Texas in September 1970. Created primarily to serve regional needs, the school represented a new philosophy of higher education in Texas. Degrees offered included the Bachelor of Science in Secondary Education, the Bachelor of Science in Elementary Education, and the Bachelor of Business Administration. By the following year, a program of studies for students interested in bilingual education had been added to the curriculum. This program was designed specifically for incoming juniors majoring in elementary education. By September 1971, the number of students enrolled in the University had increased to 459.

A survey conducted in the Fall of 1972 indicated a substantial demand for graduaterd work. In response to this demand, authorization was requested and received from the 63rd Legislature to initiate a graduate program at Texas A&M University at Laredo.

Other changes came when the University's Board of Directors undertook a study to consider changing the name of the University. The committee, consisting of faculty and students, found that 69 percent of the University students favored a new name that would "permit the development of a separate identity, character and reputation of the institution." In January 1977, the Texas A&M Board of Directors voted to recommend to the legislature that the name of the school be changed to Laredo State University. On September 1, 1977, Texas A&M University at Laredo officially became Laredo State University.

Also during the 1970s, the Institute for International Trade came into existence as a result of talks between the University and the Laredo business community. With such assistance, the Institute quickly became recognized as one of the nation's leading information exchanges in the field.

The Institute was structured to complement the new Master of Business Administration degree in International Trade. The new degree, besides providing the traditional classroom instruction and library research, was designed to provide first-hand knowledge of many of the international operations associated with international trade such as warehousing, transportation, freight forwarding and customs clearance. The pragmatic curriculum included special courses in customs brokerage, international distribution, foreign freight forwarding, and international trade simulations. Furthermore, the prestige that came with the new Master of Business Administration in International Trade allowed the University to lure students from countries around the World such as: Malaysia, Taiwan, Ethiopia, Iran, Nigeria, Liberia, Canada, Ghana, Venezuela, Sierra Leone, and Mexico.

Another dimension of the University, which received considerable attention, was the University's Reading Clinic. The clinic trained University students to diagnose and correct reading problems of area school children. With a large percentage of the students in the clinic functionally bilingual in both Spanish and English, the clinical studies allowed students to become professionally qualified for careers, which required bilingual skills.

With increased curriculum and degree offerings, students were able to obtain Master's degrees in education, business administration, and international trade for the first time, and the number of students at LSU reached 637 by September 1972; 756 by September 1974; and 852 by January 1975.

One result of the addition of graduate degrees to the University was the expansion of the holdings of the Harold R. Yearly Library, which the University shared with Laredo Community College. By 1978, the University had accumulated one million dollars worth of books and periodicals. Designated an official regional depository of materials by the United States Superintendent of Documents, the Library also boasted 47,335 government documents. In the decade that followed the Harold R. Yearly Library would continue to expand, and by 1990, it had 164,664 books, 309,432 microforms, 5,477 audiovisuals, and was receiving 1,134 periodicals.

At the February 1976 meeting of the University System of South Texas Board of Directors, funds were appropriated for a building site feasibility study on the Laredo State University campus. The action was spurred by the announcement that the University had again reached a record enrollment and was quickly running out of space. As a result, a new building, christened University Hall, was completed and ready for occupancy by Fall 1979.

In 1988 talks were initiated with the Texas A&M University System that would eventually lead to a merger of the University System of South Texas with the Texas A&M University System. After more than sixty meetings over a period of eighteen months, the University System of South Texas Board of Directors voted to dissolve the system and clear the way for a merger. Within two weeks the Texas A&M University System Board of Regents also voted unanimously for a merger. The Texas Legislature hastily approved the merger of the two systems, and on September 1, 1989 Laredo State University became a part of the Texas A&M University System.

State Senate Bill 6, adopted by the 73rd Legislature, changed the name of the University from Laredo State University to Texas A&M International University in Fall of 1993. It also authorized the University to expand from upper-level to four-year status beginning in the Fall of 1995, and established an initiative to expand the scope of degrees offered to include doctoral degrees. It also uniquely authorized the awarding of joint degrees with colleges and universities in Mexico and Canada.

After several abortive attempts to establish a mechanism by which the faculty might

have an active voice in the governance of the institution, the Provost and Vice-President for Academic Affairs reconstituted the Texas A&M International University Faculty Senate in the Fall of 1994 for the purpose of allowing faculty to share in the responsibilities of the governance of the University. This new group institutionalized the concept of a Faculty Senate with the creation, approval and adoption of the Faculty Constitution (Appendix B). The University adopted a collegiate structure and now consists of the following Colleges: Arts & Humanities, Business Administration, Education, and Science and Technology.

In the Fall of 1995, the Texas A&M International University moved to its new home at 5201 University Boulevard, located on 300 acres of land donated by the Radcliffe Killam family, and occupied the first phase of the first university campus of the 21st Century. This \$42 million phase included the Radcliffe and Sue Killam Library, Bob Bullock Hall and a second academic building, and a physical plant facility. The \$30 million second phase of the campus includes buildings for the College of Business Administration and the College of Science and Technology, a kinesiology/convocation center, and another physical plant building. Phase II became available in the Fall of 1996.

For the Spring 1996 semester there were 2,464 students enrolled in the University's graduate and undergraduate programs. The number of full-time faculty reached 98.

1.2 Mission Statement

Texas A&M International University, a Member of The Texas A&M University System, is committed to the preparation of students for leadership roles in their chosen profession and in an increasingly complex, culturally diverse state, national, and global society. The University provides students with a learning environment anchored by the highest quality programs built on a solid academic foundation in the liberal arts and natural sciences. To fulfill its mission, the University offers baccalaureate and masters programs in the arts; humanities; business; education; physical, biological, and social sciences; and health professions, with authority for select doctoral programs. Programs focus on developing strong undergraduate and graduate offerings and progressive agenda for global study and understanding across all disciplines.

Through instruction, faculty and student research, and public service, Texas A&M International University is a strategic point of delivery for well-defined programs and services that improve the quality of life for citizens of the border region, the State of Texas, and national and international communities.

1.3 Accreditation

Texas A&M International University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelors, and masters degrees. The teacher education programs are accredited by the Texas Education Agency. The University is affiliated with the American Association of State Colleges and Universities and the American Association of Colleges for Teacher Education. The

College of Business Administration is a member of the American Assembly of Collegiate Schools of Business (AACSB) and has been awarded accreditation. The Canseco School of Nursing is accredited by the Texas Board of Nurse Examiners and the National League for Nursing Accrediting.

1.4 Governance and Administrative Structure (See Organization Chart, Appendix A).

A. TAMUS Board of Regents (hereafter the Board)

1. The Board shall provide the policy direction for the System and its component universities and agencies. The Board shall formulate, update, and publish official policies for the System.
2. The Board shall exercise the traditional and time-honored role for such boards as their role has evolved in the United States and shall constitute the keystone of the governance structure. (*TAMUS Policy Manual* Section 02.011).¹

B. President

1. The President of the University is appointed by the Board of Regents upon the recommendation of the Chancellor, and serves under the direction of the Chancellor.
2. The duties of the President include, but are not limited to, the administration of the total program of the institution under the President's jurisdiction. (*TAMUS Policy Manual*, Section 02.05).¹

C. Provost and Vice-President for Academic Affairs (hereafter the Provost)

1. The Provost and Vice-President for Academic Affairs of the University is the Chief Academic Officer and serves under the direction of the President.
2. The duties of the Provost include, but are not limited to, the administration and supervision of all academic programs within the institution.
3. In the event that the President of the University is unable to fulfill the duties and responsibilities of the office of President, those duties and responsibilities will pass to the Provost until such time as the President is

¹ Copies of *TAMUS Policy Manual* are available in the Offices of the President, Provost, Deans, Human Resources, President of the Faculty Senate, and the Library, and on the World Wide Web at <http://sago.tamu.edu>.

ready to resume those duties.

D. Vice-President for Finance and Administration

1. The Vice-President for Finance and Administration is the Chief Financial Officer of the University and serves under the direction of the President.
2. The duties of the V.P.F.A. will be defined by the President.

E. Vice -President for Institutional Advancement

1. The Vice- President for Institutional Advancement is the primary liaison between the University community and various external entities.
2. The duties of the V.P.I.A. will be defined by the President.

F. Academic Deans

1. The University is comprised of several Colleges/Schools, including: the College of Arts and Sciences, the College of Business Administration, the College of Education, the Canseco School of Nursing, and the Killam Library.
2. An Academic Dean serves as the chief academic and administrative officer of each College/School, and serves under the direction of the Provost.

G. Department Chairs

1. Colleges may be divided into Academic Departments² and/or Schools under the administrative direction of a faculty member designated as a Department Chair and/or School Director (hereafter equivalent to Department Chair).
2. Department Chairs serve under the direction of the Academic Dean of the College to which their Department is assigned.
3. Faculty teaching load may be reduced for a faculty member serving as

² For the purposes of this document the Sue & Radcliffe Killam Library (hereafter the Library) is considered an academic department; where references are made, herein, to departmental requirements those references will apply equally to the Library and its faculty. Likewise, since the Library supports all Colleges but is not an administrative part of any individual College, in the cases where a reference is made, herein, to College requirements those references will apply equally to the Library and its faculty.

Department Chair. (Section 3.3 of TAMUS Policy 12.03).

4. Normally, Department Chairs will be given annual, twelve- month contracts.

H. Other Academic Affairs Administrators

1. In most matters, the Director of the Library will hold status equivalent to a Department Chair, except in budgetary matters, wherein the Director's status would be the equivalent of an Academic Dean.

1.5 Organization Chart (See Appendix A).

1.6 General University Governance

A. University Executive Council

The University Executive Council composed of the President, the Provost, the Vice-Presidents and other members of the University Community as designated by the President.

B. Council of Deans

The Council of Deans is chaired by the Provost, and consists of all Academic Deans and the Dean of Student Affairs, as well as other members of the University Community as designated by the Provost or the President.

C. Council of Chairs

The Council of Chairs is chaired by the Provost, and consists of all heads of academic departments and schools, as well as other members of the University Community as designated by the Provost or the President.

D. Faculty Senate and Faculty Assembly

The University President, or the Provost, or the President of the Faculty Senate may call the faculty of Texas A&M International University into a general meeting; if a general meeting is called, the meeting shall be known as a Faculty Assembly. The Faculty shall have authority over all matters pertaining to educational and academic policy. As specified in Article II, Section 1-3 of the Faculty Constitution (Appendix B), the Faculty Senate is empowered to act as the representative and resolving authority of the Faculty. The Faculty Senate President will receive release time during the Fall Semester, and the Faculty Senate Secretary will receive release time during the Spring Semester to carry out additional duties as required by their respective positions.

E. Student Government Association

The Student Government Association is empowered to act as the representative authority of the Student Body.

F. Administrative Advisory Council

The Administrative Council is empowered to act as the representative authority of the University's administrators and staff.

G. University-wide Committees

It is an accepted responsibility of all members of a university community to provide service to the community by providing their contributions to various committees, both standing and ad hoc, within the university. It is a duty of the Faculty Senate to ensure, as much as possible, that this service is distributed equitably and that service for the greater good does not overly burden any member(s) of the university community. A complete discussion of committees including identification of standing committees and their purpose, assignment to committees, and committee service limits can be found in Section 2.30 (B) of this Handbook.

1.7 Faculty Handbook Revision Process

Any member of the University community may propose to the Faculty Senate additions, deletions, or revisions to the *Faculty Handbook*. The Faculty Senate will review the *Faculty Handbook* and by a majority vote of the Senate recommend to the Faculty changes to the document.

Each separate addition, deletion, or revision to the *Faculty Handbook* must be approved by a vote of the Faculty within 60 calendar days of having been endorsed by the Faculty Senate. With the exception of issues related directly to changes in Faculty self-governance (specifically, Articles II, III, and IV of the *Faculty Constitution*; see Appendix), all changes to the *Faculty Handbook* that have been approved by a vote of the Faculty also require the endorsement of the President of the University before they can be implemented.

The Secretary of the Faculty Senate will maintain an official copy of the most recent, approved revision of the *Faculty Handbook* and will make it available in print and electronic form to the University community.

2.0 FACULTY PERSONNEL POLICIES

2.1 Academic Freedom

Institutions of higher education are conducted for the common good. The common good depends upon a free search for truth and its free expression. Hence, it is essential

that the faculty member be free to pursue scholarly inquiry without undue restriction, and to voice and publish conclusions concerning the significance of evidence considered relevant to those conclusions. The faculty member must be free from the corrosive fear that others, inside or outside the University community, because their vision may differ, may threaten his or her professional career or the material benefits accruing from it.

Each faculty member is entitled to full freedom in the classroom in discussing the subject which he or she teaches, including the absence of pressure from the institution or from regulations which violate the First Amendment in insisting on orthodoxy in the classroom, but should be careful not to persistently introduce controversial matters which have no relation to the classroom subject.

Exercise of professional integrity by a faculty member includes recognition that the public may judge his or her profession and institution by statements made by the faculty member. Therefore, when speaking or acting as a private person, the faculty member should strive to be accurate, to exercise appropriate restraints, to show respect for the opinion of others, and to avoid creating the impression that he or she speaks or acts for the College or University.

Faculty members have constitutionally protected rights as citizens to freedom of expression on matters of public concern. A faculty member's comments are protected even though they may be highly critical in tone or content, or erroneous, but such statements are not protected free speech if they either substantially impede the faculty member's performance of daily duties or if they are part of a continuing pattern of expression of such nature as to destroy the ability to work cooperatively and undermine the morale of a Division, Department or College.

False statements and/or falsification of scholarly work made with knowledge of their falsity or in reckless disregard of the truth are not entitled to constitutional protection. Furthermore, public statements may be without sufficient foundation so as to call into question the fitness of the faculty member to perform his or her professional duties. In cases where the facts are in dispute, hearings will be conducted by a committee of academic administrators and faculty appointed by the Provost from persons recommended by the Faculty Senate. Due process will be followed. The controlling principle is that a faculty member's expression of opinion as a citizen cannot constitute grounds for dismissal unless it clearly demonstrates the faculty member's unfitness for his or her position, as described in the Non- reappointment Section of this Handbook. Extramural utterances rarely bear upon the faculty member's fitness for job performance. Moreover, a final decision should take into account the faculty member's entire record as a teacher and scholar.

2.2 Faculty Responsibilities

A. Teaching Faculty

Texas A&M International University is committed to excellence in instruction, a

concern for students, and the integrity of the institution. As such, all teaching faculty are expected to:

1. Make known to students in writing the goals and requirements of each course, the nature of the course content and the methods of evaluation to be employed.
2. Meet classes as scheduled.
3. Instruct so as to meet course objectives.
4. Maintain competence in teaching fields.
5. Be professional in conduct, in the classroom, and show respect for students.
6. Be available to students for consultation on course work during regular published office hours.
7. Serve as academic advisor in accordance with College policy on advisement.
8. Engage in service activities according to requirements for performance by rank as stated in Section 2.4 of this Handbook, and applicable College and Departmental policies.
9. Engage in scholarly activity according to requirements for performance by rank as stated in Section 2.4 of this Handbook, and applicable College and Departmental policies.

While these responsibilities provide the foundation of good teaching and professionalism, they do not alone qualify one for tenure or promotion. Sections 2.6-2.8 of this Handbook provide additional information concerning promotion and tenure.

B. Library Faculty

All Library faculty are expected to:

1. Adhere to the American Library Association Code of Ethics.
2. Maintain knowledge and competence in their areas of specialization.
3. Be professional in conduct and show respect for patrons.
4. Perform their professional assignments in a manner that supports the Library's mission within the University.

5. Engage in service activities according to requirements for performance by rank as stated in Section 2.4 of this Handbook, and applicable Library policies.
6. Engage in professional enrichment activities according to requirements for performance by rank as stated in Section 2.4 of this Handbook, and applicable Library policies.

2.3 Major Faculty Responsibilities

While Academic Preparation, Experience, and Professional Responsibilities form the basis for faculty competence, faculty seeking promotion and tenure must demonstrate achievements in the areas of Teaching, Service, and Scholarship.

A. Teaching

Texas A&M International University considers teaching its primary mission. Teaching includes knowledge in the field, quality in teaching, and academic advisement and career counseling. Consistent with its strong commitment to instruction, the University requires that teaching effectiveness count in promotion to all ranks. Each College must maintain a clear and fair process for evaluating teaching effectiveness. Student evaluation, peer review, and self-evaluation are recommended avenues for evaluating teaching performance. Teaching activities encompass classroom instruction as well as those professional development activities aimed at making one a better teacher or at enhancing one's expertise in a teaching subject area.

The teaching responsibility for Library faculty is fulfilled through professional assignment. Professional assignment includes acquisition of materials in various forms, organization of those materials for retrieval, aiding patrons in their use, electronic connection to the world, and responsible management of all resources. Texas A&M International University places high value on the opportunity for students and faculty to engage in independent learning and scholarly research. Consistent with its recognition of the importance of library service, the University requires that effectiveness in professional assignment count in promotion to all ranks. Self-evaluation, including position description as the basic criterion, with review by each librarian's supervisor, is the recommended avenue for evaluating performance.

B. Service

Service encompasses a variety of professionally related activities through which members of the faculty employ their academic expertise for the benefit of the University, the community, and the profession. Texas A&M International University places a strong emphasis on service to the University and its mission. A faculty member provides service to the University through active participation and leadership in college and university committees, councils, special projects, or duties for which the faculty member is held

accountable.

As a comprehensive university located on the South Texas-Mexico border, Texas A&M International University encourages community service in areas related to the development of multi-cultural and international issues. It also recognizes the emerging role of the institution in business and industrial development, work force development, and community, educational, health, and social development. For purposes of evaluation, however, activities must relate to one's academic field or discipline or else be clearly approved by the University.

The University encourages participation and leadership in professional activities and associations. A professional activity may be considered service when it does not include peer review. Certificates of recognition, letters of appreciation, official minutes, newsletters, products of projects, and other tangible evidence of service rendered may document Service of all types.

C. Scholarship

Fundamental to any definition of scholarship is the expansion and application of knowledge and understanding about the world in which we live. For an endeavor to be considered scholarship the following criteria must apply:

1. Scholarship involves a product, a more or less tangible result, something that observers can examine. In the case of oral presentations, some material evidence of the event must be provided.
2. Scholarship involves academic peer review of both the quality and quantity of the scholarly products.
3. Scholarship implies an activity that is novel, creative, imaginative, ingenious, or original, yet not accidental. Not necessarily all of these but at least some must apply to the outcome or it is not "scholarly."

Scholarship at Texas A&M International University consists of three separate, yet interconnected elements: Scholarship of Discovery, Scholarship of Integration and Teaching, and Scholarship of Application.

1. *The Scholarship of Discovery.* The scholarship of discovery involves the search for new knowledge and for a richer understanding of the existing knowledge. Creative achievements in the fine arts are considered enterprises of discovery. Productivity may be documented in the form of scholarly books, articles, oral presentations of research, artistic productions, and performances.
2. *Scholarship of Integration and Teaching.* The scholarship of integration emphasizes fitting one's own research, or the research of others, into

larger intellectual patterns. It involves making connections across the disciplines, placing the discipline in a larger context, illuminating data or concepts in a revealing way, and evaluating new pedagogical approaches. In addition to the more traditional forums for scholarship, such as academic writing, productivity) may take the form of a textbook, multi-media production, writing that makes one's field accessible to a wider audience, cross-curricular innovations, and interdisciplinary instructional achievements.

3. *Scholarship of Application.* The scholarship of application brings learning and knowledge to bear upon the solution of practical problems. It flows directly from one's professional expertise, encompassing activities that relate directly to the intellectual work of the faculty member. Productivity may take the form of publications and presentations derived from consultation, technical assistance, policy analysis, and program evaluation.

For Library faculty the scholarship responsibility is fulfilled by professional enrichment activities, which include professional development and scholarly activities. Professional development is defined as activity that enhances the professional skills, knowledge, and abilities of the Library faculty member to contribute to the mission of the Library and the University and to the library profession. Productivity may take the form of course work and continuing education activities, documented study and reading with an end product which leads to the improvement of library services, and participation in professional societies as a member and by attendance at professional meetings, documented by reports of findings or new knowledge required. Scholarly activities are defined as activities in librarianship or another academic discipline, which demonstrate the librarian's research, and scholarship in the chosen discipline. Productivity may take the form of professional and scholarly publications (including electronic publications).

2.4 Definition of Faculty Status

For the regularly appointed full-time faculty, there are four levels of academic rank: Instructor, Assistant Professor, Associate Professor and Professor. For regularly appointed full-time Library faculty, there are three levels of rank: Assistant Librarian, Associate Librarian, and Full Librarian.

A. Instructor

An individual entering the academic profession usually holds this rank. In addition to fulfilling faculty responsibilities, faculty holding this rank must meet the following requirements:

1. Academic Preparation: A minimum of a Master's Degree
2. Experience: Individuals holding a Master's Degree are required to supplement their degree by professional or work experience in the field,

special certification, license or other certification of proficiency in the field.

3. **Teaching:** Instructors must demonstrate a basic knowledge of the teaching area, careful classroom preparation, and a willingness to assist students. They must show continuing progress in teaching by expanding knowledge in the teaching specialty and developing effective instructional strategies and techniques. They must also participate in academic advisement and be familiar with university core curriculum, college degree requirements, and other matters related to academic advisement.
4. **Service:** Instructors must participate at an introductory level of responsibility in service to the College and University through committees, councils, and special projects.
5. **Scholarship:** They must show evidence of understanding advancements in scholarship that are related to the teaching specialty.

B. Assistant Professor

This rank is usually the entry level for a tenure-track position. In addition to fulfilling faculty responsibilities, the following qualifications must be met for consideration of appointment to this rank. The achievement of this academic preparation and experience does not in itself ensure appointment to this rank.

1. **Academic Preparation:**
 - a. Holds the earned doctorate or equivalent terminal degree, or
 - b. Is in the final stages of a doctoral dissertation, or terminal degree project.
2. **Experience:** Part-time teaching experience or related professional/work experience is required.

In addition, to be promoted to Assistant Professor, the faculty member must meet the following requirements:

1. **Teaching:** Show continuing progress in teaching proficiency by expanding knowledge in the teaching specialty and developing the expertise needed to teach graduate as well as undergraduate courses. Participate in professional development activities aimed at making one a better teacher or at enhancing one's expertise in a teaching subject area. Understand University and College degree requirements and other matters related to academic advisement as well as requirements for graduate study and professional entry into the field. Actively participate in academic advisement and career counseling.

2. Service: Participate in service to the College and University through committees, councils, and special projects. May also participate and lead in professional and community service insofar as the activities relate to the candidate's discipline and/or serves the University's mission.
3. Scholarship: Continue to advance in scholarly or creative activity beyond instructional assignments. Areas of accomplishment are appropriate to the academic discipline.

C. Associate Professor

This rank represents maturity, experience and leadership in the academic profession. In addition to fulfilling faculty responsibilities, the following qualifications must be met for consideration of appointment to this rank. The achievement of this academic preparation and experience does not in itself ensure appointment to this rank.

1. Academic Preparation: An earned doctorate or equivalent terminal degree.
2. Experience: A minimum of five years experience in full-time faculty employment at an accredited institution of higher education, including at least three years in the rank of Assistant Professor.

In addition, to be promoted to Associate Professor, the faculty member must have a minimum of two (2) years experience at Texas A&M International University and must meet the following requirements:

1. Teaching: has a broad knowledge of the discipline and an in- depth knowledge in one or more parts of the field. Has the ability, experience, and expertise to teach both undergraduate and graduate courses. May be involved in experimental, innovative teaching. Knows degree requirements for both undergraduates and graduates and is experienced in academic advisement and career counseling. Serves as a mentor for students desiring advanced degrees and career entry.
2. Service: has begun to assume a position of leadership in the College and the University by serving on committees or special projects. May also participate and lead in professional and community service insofar as the activities relate to the candidate's discipline and/or serve the University mission.
3. Scholarship: has demonstrated competence and productivity in scholarly or creative activities related to the candidate's discipline.

D. Full Professor

This is the summit of academic rank, representing a position of leadership in the

University. In addition to fulfilling faculty responsibilities, the following qualifications must be met for consideration of appointment to this rank. The achievement of this academic preparation and experience does not in itself ensure appointment to this rank.

1. Academic Preparation: an earned doctorate or equivalent terminal degree.
2. Experience: a minimum of ten years of full-time faculty employment at an accredited institution of higher education, including at least five years in the rank of Associate Professor.

In addition, to be promoted to Professor, the faculty member must have a minimum of three years full-time faculty employment at Texas A&M International University and meet the following requirements:

1. Teaching: has demonstrated maturity and skill in teaching, a proven record of teaching excellence, and continued demonstration of interest in improving pedagogical skills. Has assumed leadership in curriculum development and issues related to teaching improvement in the discipline. Is thoroughly familiar with University and College degree requirements and other matters related to academic advisement, career development and opportunities, and placement. Is a teacher and advisor to colleagues.
2. Service: has assumed a position of leadership and service to the University on committees, councils, and special projects. May also participate and lead in professional and community service insofar as the activities relate to the candidate's teaching or research and/ or serve the University's mission.
3. Scholarship: has recognized achievements in scholarly or creative activities and is capable of advising colleagues in such activities.

E. Assistant Librarian

This rank is the entry level for a tenure-track position, assigned to individuals who are beginning their Library professional careers. In addition to fulfilling Library faculty responsibilities, Library faculty holding this rank must meet the following requirements:

1. Academic Preparation: an earned Master's Degree in Library Science (M.L.S.) from an American Library Association (ALA) accredited program (ALA recognizes the M.L.S. as the terminal degree for librarians).
2. Professional Assignment: demonstrate a basic knowledge of librarianship, professional responsibilities, and a willingness to assist Library patrons.
3. Service: participate at an introductory level of responsibility in service to

the Library and university through committees, councils, and special projects.

4. Professional Enrichment: Participate in professional development activities and demonstrate understanding of current developments in librarianship.

F. Associate Librarian

This rank represents maturity, experience and leadership in the academic Library profession. In addition to fulfilling Library faculty responsibilities, the following qualifications must be met for consideration of appointment to this rank. The achievement of this academic Library preparation and experience does not in itself ensure appointment to this rank. The deciding factor in promotion to Associate Librarian is the evaluation of professional assignment.

1. Academic Preparation: an earned Master's Degree in Library Science from an ALA accredited program.
2. Experience: A minimum of five years experience in full-time Library professional employment, including at least three years in the rank of Assistant Librarian, and a minimum of two (2) years experience at Texas A&M International University.

In addition, to be promoted to Associate Librarian, the Library faculty member must have a minimum of two (2) years experience at Texas A&M International University and meet the following requirements:

1. Professional Assignment: The Associate Librarian has a broad knowledge of librarianship and an in-depth knowledge in one or more parts of the field; has the ability, experience and expertise to perform all duties in assignment area and is able to contribute to new services and innovative programs; assists in the training of new librarians and/or other employees; and demonstrates consistently meritorious professional performance.
2. Service: has begun to assume a position of leadership in the Library and the University by serving on committees or special projects. May also participate and lead in professional community service.
3. Professional Enrichment: has actively pursued opportunities for professional development in areas related to academic librarianship. May also have produced scholarly publications or engaged in other scholarly activities.

G. Full Librarian

This is the summit of Library academic rank conferred by the Library and is reserved

for individuals whose performance judged over an extended period of time has been considered exemplary. The standard of performance required for promotion to Full Librarian is substantially higher than that required for promotion to Associate Librarian. The deciding factor in promotion decisions is the evaluation of professional assignment; however, other criteria apply. The achievement of this academic Library preparation and experience does not in itself ensure appointment to this rank.

1. Academic Preparation: an earned Master's Degree in Library Science from an ALA accredited program.
2. Experience: a minimum of ten years experience in full-time Library professional employment, including at least five years in the rank of Associate Librarian.

In addition, to be promoted to Full Librarian, the Library faculty member must have a minimum of three (3) years of full-time experience at Texas A&M International University and meet the following requirements:

1. Professional Assignment: has demonstrated maturity and skill in Library specialty, a proven record of outstanding performance and continued demonstration of interest in improving Library services. Has assumed leadership in areas related to Library specialty, developing and managing new programs and services for the Library and improving existing programs and services. Is familiar with basic issues and developments in all areas of the Library and Library profession. Trains and acts as mentor to less-experienced librarians and other employees and is an advisor to colleagues.
2. Service: has assumed a position of leadership and service to the University on committees, councils, and special projects. May also participate and lead in professional and community service insofar as the activities relate to the candidate's discipline or serve the University's mission.
3. Professional Enrichment: The Full Librarian has established a consistent record of professional development; assists in the professional development of other librarians; and has produced a significant output of scholarly activity.

H. Others With Faculty Status

From time-to-time it may become necessary to add members of the faculty whose ranks and positions have not been previously defined. At the time of appointment, these definitions need to be clarified. Typical of ranks and positions not elsewhere defined are the following: Lecturer, Adjunct, Special Appointment, Emeritus, and Visiting.

1. **Lecturer.** Lecturers may be either full-time or part-time faculty members.

Typically, they will not be appointed to a tenure track position. Normally they will not possess the academic or professional qualifications necessary to be appointed to the rank of Instructor.

2. **Adjunct.** Adjunct faculty may be appointed at any rank for which they are qualified, on either a full-time or part-time basis. Normally the appointment is of a temporary, or part-time nature, and is made to ensure that classes that could not be offered by otherwise qualified full-time, tenure track faculty may be offered. These appointments are made at the discretion of the various Academic Deans, with the guidance and approval of the Provost.
3. **Special Appointment Faculty.** From time-to-time the University may appoint a faculty member as a Poet, Writer, or Artist in Residence, Special Funding faculty, or as some other title not elsewhere defined. Normally these appointments are of a temporary (usually one year or less) nature, and they are not normally tenurable positions.
4. **Emeritus.** The Emeritus title is conferred upon individuals who have made significant contributions to the University through long and distinguished service in administration, teaching, research, and/or service while holding positions identified by these titles. As a general rule, over ten (10) years of employment would be considered long service. Emeritus titles are granted by action of the Board of Regents upon nomination by the President and recommendation of the Chancellor. (For more detail see TAMUS Policy 31.08 Section 01).
5. **Visiting.** Visiting faculty may be appointed at any rank. They are not eligible for the rights and privileges granted to tenure-track and tenured faculty until they are given a tenure-track appointment. Normally these renewable, at the University's option, appointments are of one-year duration.
6. **Administrators with Faculty Rank.** Anyone who holds faculty status is expected to participate in the teaching process a minimum of once per year. Failure to participate in the teaching process for a period of more than two years is justification for the Faculty Senate to request that the Provost seek revocation of the faculty status, rights and privileges of the non-participating party. If Faculty Status is revoked, the administrator would be entitled to appeal as specified in the sections of the Handbook describing appeals in the promotion and tenure process.

2.5 Faculty Evaluation

By a majority vote of its faculty, and with approval of the Provost and Faculty

Senate, each College³ will establish procedures and criteria for evaluating faculty performance and development on a regular basis. Non-tenured faculty must be evaluated yearly; tenured faculty must be evaluated once every **five** years (*Rev. 11-13-98*). Each College will establish the forms, documents, and other materials to be used in the evaluation process. These materials will be consistent with the five major areas of academic preparation, experience, teaching, service, and scholarship. Documents on procedures, criteria and forms to be used in the evaluation process will be filed with the Faculty Senate and the Office of the Provost.

A. College Evaluation Procedure

The College Evaluation Procedure document must include the following:

1. A provision for the faculty member to receive a written evaluation, review the evaluation, and to respond to it in writing. This response will be placed in the faculty member's personnel file in the College.
2. A provision for a final review of the evaluation by the Dean of the College if the Dean was not involved in the initial evaluation procedure to discuss the evaluation.
3. A provision for the Dean of the College and the initial evaluator(s) to meet with the faculty member.

B. College Evaluation Criteria

The College's statement of criteria to be used in evaluating faculty performance must:

1. Specify the criteria to be used in evaluating academic preparation, experience, teaching, service, and scholarship.
2. Include a provision for a faculty member to identify, with the Chair's or Dean's approval, an area of primary academic development or activity for the coming year. This area is to be selected in the light of requirements for promotion, tenure, and professional development and mentioned in the written evaluation.
3. Describe the kinds of evidence to be considered in the evaluation. Indicate, whenever applicable, the priority given to items of evidence within an area.
4. Assure that the criteria and the evidence are consistent with those widely

³ *Wherever the term "college" appears in the Evaluation Section of this document, it also refers to the Library and to Schools.*

accepted for the development of faculty in the given discipline.

2.6 Promotion of Faculty

Appointment or promotion to an academic rank is based on past and anticipated success in performance, accomplishments and leadership in the following five areas:

1. Academic Preparation
2. Experience
3. Teaching
4. Service
5. Scholarship (Discovery, Integration and Teaching, and Application)

As they advance in rank, faculty members are expected to achieve increasing success both by progressively mastering all five areas and by improving in individual areas. The consistently sustained performance of faculty responsibilities is a requisite for all faculty promotions.

2.7 Procedures and Time Lines for Recommendation for Promotion and Tenure

A. Deadlines and Regulations for Promotion and Tenure Applicants

May 1:	Deans notify prospective applicants of eligibility
August 1:	Eligible faculty submit letter of intent to Dean
September 1:	Documentation (dossier) submitted to Department Office
September 15:	Departmental Committee vote on candidates
October 1:	Department Chair's recommendation to College Committee and Dean
October 15:	College Committee vote on candidates
November 1:	Dean's recommendation to University Promotion and Tenure Committee and Provost
November 15:	University Promotion and Tenure Committee votes and reports to Provost
December 1:	Provost's recommendation to President
January 2:	President's recommendation regarding award of tenure to Board of Regents.

At each level of review, the candidate will be informed of the decision and, if there is a negative vote, be afforded an opportunity to withdraw from the promotion or tenure process (Rev.5-19-00 Item #2).

The candidates for promotion and tenure shall, be allowed to address the Promotion and Tenure Committees or to make presentations at Department, College, or University-level for up to five minutes at each level of consideration, and be available to answer any questions or clarify any of the written documentation. The Committee at each level, may, at its discretion, extend the time for presentation provided that all candidates receive equitable consideration (Rev. 5-19-00 Item #3).

At each stage of this process, all previous reviews and recommendations will be forwarded to the next level of review. On tenure issues, the President of the University presents his/her recommendations to the Board of Regents, which makes the final decision.

A faculty member must request in writing that he or she be considered for promotion during the academic year in which they believe the appropriate education; experience, teaching, service, and scholarship standards will be met. To be considered for promotion, a faculty member must send a letter to the College Dean by August 1 of the academic year in which the faculty member desires consideration. The College Dean must certify that the appropriate education and experience standards have been met, and must respond to the faculty member in writing within two weeks. Should the Dean fail to certify that appropriate education and experience standards have been met, the faculty member has the right to appeal the case to the Provost, who shall make a final decision and respond to the faculty member in writing within two weeks.

Promotion and Tenure Candidates Dossiers:

Dossiers comprise no more than twenty pages. Ancillary materials will be included under separate cover. Dossiers will include an extended vita with an overview of materials that make reference to the supplementary documents. Examples of the supplementary documentation are copies of articles, conference presentations, letters of reference, course syllabi, final examinations, grant proposals, and bulk student evaluations (Rev.5-19-00 Item #1).

B. College Promotion Procedures

Written procedures for promoting faculty must be developed by the College and provided to all tenure track faculty. These procedures are to be approved by a majority of the College Faculty, the Dean of the College, the Faculty Senate, and the Provost and filed with the Faculty Senate. The Provost shall certify compliance with university standards. The procedures are subject to review by the College faculty and the Faculty Senate every two years.

The promotion procedures document must include:

1. A statement regarding certification by the College of a faculty member's eligibility for promotion consideration.
2. Guidelines for the selection of a faculty committee to review documentation offered by the candidate.
3. A statement naming all administrative personnel who are to take part in the tenure or promotion decision.

4. A statement of responsibilities of the committee and college administrative personnel in making the final recommendation.
5. Description of the protocol for:
 - a. submitting personnel documentation and records to the Department Chair for the Departmental Committee's consideration;
 - b. reviewing documentation and arriving at a recommendation;
 - c. submitting the final recommendation of the Departmental Committee to the College Dean for the College Committee's consideration;
 - d. notifying in writing the candidate of the promotion recommendation.
6. The following statement concerning the role of the Dean:

The Office of the Dean is responsible for maintaining the faculty member's personnel file and providing access to that file to the faculty promotion committees and other administrative personnel with a role in the promotion review process. The faculty member under consideration has a right to see and comment, in writing, on all items in the file that are provided to those involved in the promotion review process. The Dean is responsible for independently assessing the promotion candidate's record of performance and for reviewing the promotion recommendations of the faculty promotion committees and of any subordinate administrative personnel to whom College policy delegates a role in the promotion process.

C. Appeals Procedure

At the conclusion of the promotion process, the faculty member who is not promoted but still feels deserving, shall inform the Provost in writing of his or her desire to appeal the decision to not promote. An appeals committee will be constituted of six tenured faculty, two to be appointed by the Provost and two to be appointed by the Faculty Senate and two selected by the appellant. This committee will investigate the matter and make a final written recommendation to the Provost, who after making his or her determination forwards the results of his or her assessment to the University President.

2.8 Tenure

Tenure means the entitlement of a faculty member to continue in an appointed academic position unless dismissed for adequate cause. Professional incompetence, continuing or substantial neglect of professional responsibilities, moral turpitude, mental or physical disablement of a continuing nature adversely affecting the material and to a substantial degree the performance of duties, unprofessional conduct adversely affecting the material and to a substantial degree the performance of duties, and bona fide financial exigency or the phasing out of institutional programs requiring reduction of faculty constitute adequate causes for dismissal of a tenured faculty member. A faculty member with tenure will not be dismissed until he or she has received reasonable notice of the cause for dismissal and has an opportunity for a hearing that meets the requisites of

established procedures of due process. At this hearing, the institution will bear the burden of proving that the cause of dismissal is adequate.

To be eligible to apply for tenure, a faculty member must be a full-time employee of Texas A&M International University and should hold the academic rank of Associate Professor or above. Faculty members who hold joint appointments with other state, federal, or private agencies or with two or more parts of The Texas A&M University System may be entitled to tenured status as faculty members, if they meet the aggregate requirements for tenure and meet the minimum time in rank at Texas A&M International University. Administrative positions per se are not subject to tenure.

A. Consideration for Tenure

Beginning with appointment to the rank of full-time Assistant Professor/Librarian or above, the probationary period for a faculty member will not exceed seven years of full-time service at Texas A&M International University. Up to three years of appropriate full-time service at other institutions may be included as a portion of the probationary period if agreed on in writing at the time of initial appointment. Tenure is granted only by the affirmative action of the Board of Regents upon recommendation of the President of the University. At the conclusion of the probationary period and the tenure application procedure, the President will notify the faculty member in writing the decision of the Board of Regents.

All tenure track faculty members must come under tenure consideration no later than the sixth year of their service at Texas A&M International University. A faculty member who believes his/her teaching, scholarship, and service record merits early tenure may apply during the fifth year of service towards tenure.

To be considered for tenure, a faculty member must send a letter to the College Dean by October 1 of the academic year in which the faculty member desires consideration. The College Dean must certify that the length of service requirements have been met, and must respond to the faculty member in writing within two weeks. Should the Dean fail to certify the request, the faculty member has the right to appeal the case to the Provost, who shall respond to the faculty member in writing within two weeks.

The procedure used by the College for faculty promotion will also be used for tenure. If the College Dean does not recommend tenure, the faculty member will be notified in writing and the results of such consideration will be discussed with the faculty member, and the faculty member may be afforded the opportunity to withdraw his or her application.

Prior to the beginning of the last year (i.e. seventh year) of the probationary period, the faculty member who has not received notice of a decision relating to receipt of tenure should make a written request for such a decision from the Provost, and the Provost should respond within 30 days. If the decision is not to award tenure, the faculty member is entitled to serve for one additional contract year following the term or semester in

which the notice is received.

B. College Policy on Tenure

By a majority vote of its faculty, each College must establish a written policy regarding the criteria for recommending tenure. The policy must include a provision for faculty consultation in the decision process and must clearly stipulate the documents and forms of evidence to be used in the process. The College will make this policy available to all tenure-track faculty. The College policy must be filed with the Faculty Senate. The Provost, who shall certify compliance with university standards, shall approve the College policy. The policies are subject to review by the College Faculty and the Faculty Senate every two years.

The College policy on tenure must include the following:

1. A statement regarding certification by the College of a faculty member's eligibility for tenure consideration.
2. Guidelines for the selection of a faculty committee to review documentation offered by the candidate.
3. A statement naming all administrative personnel who are to take part in the tenure decision.
4. A statement of responsibilities of the committee and college administrative personnel in making the final recommendation.
5. Description of the protocol for:
 - a. submitting personnel documentation and records to the Department Chair for the Departmental Committee's consideration;
 - b. reviewing documentation and arriving at a recommendation;
 - c. submitting the final recommendation of the Departmental Committee to the College Dean for the College Committee's consideration;
 - d. notifying in writing the candidate of the tenure recommendation.
6. The following statement concerning the role of the Dean:

The Office of the Dean is responsible for maintaining the faculty member's personnel file and providing access to that file to the faculty tenure committees and other administrative personnel with a role in the tenure review process. The faculty member under consideration has a right to see and comment, in writing, on all items in the file that are provided to those involved in the tenure review process. The Dean is responsible for independently assessing the tenure candidate's record of performance and for reviewing the tenure recommendations of the faculty tenure committees and of any subordinate administrative personnel to whom College policy delegates a role in the tenure process.

In evaluating faculty for tenure, the College must assess, in addition to faculty responsibilities, the following five areas: academic preparation and experience, teaching, service, and scholarship. The College must clearly establish criteria for each area and must stipulate the types of evidence to be used for judging the candidate's performance in each. The criteria must be appropriate to the various disciplines within the College. If interviews are a part of the process, the protocol for conducting interviews must be described. In addition, the consistently sustained performance of faculty responsibilities is requisite for tenure.

C. Appeals Procedure

At the conclusion of the tenure process, the faculty member who is not granted tenure but still feels deserving, shall inform the Provost in writing of his or her desire to appeal the decision to not grant tenure. An appeals committee will be constituted of six tenured faculty, two to be appointed by the Provost and two to be appointed by the Faculty Senate and two selected by the appellant. This committee will investigate the matter and make a final written recommendation to the Provost, who after making his or her determination forwards the results of his or her assessment to the University President.

D. Granting of Tenure

The official decision regarding the granting of tenure by the Board of Regents will be conveyed in writing to the individual faculty member as soon as possible after the Regents have voted to confer tenure. The President will normally provide this communication. In the same manner, a decision of non-reappointment will be provided to the faculty member as soon as the decision has been reached. This communication will be provided by the Department Chair and may bear also the signature of other appropriate administrators. The formal notification of non-reappointment will be a simple statement to that effect and will not include any of the reasons for that decision.

2.9 University Promotion, Tenure and Retention Committee

A University committee shall be established to review promotion and tenure applications and make a recommendation to the Provost. This committee shall consist of two representatives from each College, two representatives of the Library, and two at large representatives appointed by the Provost. The Faculty Senate Committee on Creation, Composition and Responsibilities of Committees will solicit a slate of candidates from each College. The Faculty Senate Committee on Creation, Composition and Responsibilities of Committees will prepare a ballot for election of this committee and supervise the election. Staggered terms will be established for two-year periods. The committee shall be presided over by the Provost, who will hold non-voting status as the presiding officer.

To be eligible for election to this Committee, the faculty member must have:

1. Full-time faculty status at the level of Associate Professor or above and tenured or on the tenure-track.
2. A minimum of two years full-time faculty status at Texas A&M International University.

2.10 Terms of Appointment

Texas A&M International University, a part of The Texas A&M University System, recognizes that the faculty is the heart of any teaching institution and much care is given to the selection of each faculty member. A serious attempt is made to include a variety of geographic, cultural, and ethnic backgrounds and to represent a distribution of undergraduate and graduate colleges and universities. In compliance with Title VI of the Civil Rights Act of 1964 and Executive Order of 11246, Texas A&M International University is an Equal Opportunity Employer and no applicant or employee shall be discriminated against on the basis of race, color, religion, sex, national origin, age, or handicapped status. This University will not enter knowingly into any contractual agreement for services or supplies with any firm failing to follow fair employment practices.

2.11 Contract Form

The University shall provide all faculty members with an annual statement in writing of the terms of their employment, including special conditions, responsibilities and any special prerequisites. Such a document should cover such items as rank, salary, tenure provisions, whether the position is full-time or part-time, and the inclusive dates of service. When the document includes a reference to a specific rule of the institution, the rule should be excerpted from its source and affixed to the document. If the document refers to a large part of a lengthy publication (*TAMIU Faculty Handbook* or *TAMUS Policy Manual*) a copy of the publication should be placed in several readily accessible locations or be provided to the faculty member. (TAMUS Policy 12.01 Section 6).

2.12 Search, Appointment, and Orientation of New Faculty

A. Search Procedures

The faculty search procedures employed by Texas A&M International University will strive to recruit the most qualified faculty members without discrimination or violation of appropriate equal opportunity policies. Typically, faculty positions will be advertised in recognized national publications; a College or Departmental committee will screen the pool of applicants, and some potential candidates may be invited to campus for the purpose of interviewing with the appropriate entities within the University. Search policies are available from the Office of Human Resources.

B. Equal Opportunity / Affirmative Action

Texas A&M International University shall provide equal opportunity for employment to all persons regardless of race, color, religion, sex, national origin, disability, age, or veteran status, and shall strive to achieve full and equal employment opportunities for faculty and staff employees. (TAMUS Policy 33.02).

C. Application for Employment

Applications for teaching positions are normally submitted to the Dean of the College wherein the position exists. Normally applications are accompanied by a complete curriculum vita. Appropriate transcripts are required, and letters of recommendation may be required.

D. Appointment Procedures

Potential new faculty will be notified by an academic administrator of the University's offer to appoint the faculty member to the faculty. The notification will include all terms and conditions of employment as well as an acceptance deadline.

E. Orientation

New faculty members will receive an orientation from University Administration and/or Human Resources concerning university policies, employment benefits, rights, privileges, responsibilities, and restrictions.

New faculty members will receive an academic orientation from senior faculty and/or academic unit administrators assigned to the academic unit wherein the new faculty has been assigned. Insofar as resources permit, new faculty members (especially faculty members in their first tenure track appointment) may expect to be assigned to a senior faculty mentor.

2.13 Pre-employment

A. Employee's Affidavit

Each faculty member is required to sign an Employee's Affidavit prior to the beginning of employment. This affidavit consists of an oath of office, a statement concerning holding of more than one office or position, a statement regarding nepotism and certification of receipt of certain State laws relating to accountability and responsibility for State owned property, legislative influence, political aid, and use of State owned automobiles.

B. Faculty Handbook

During orientation the new faculty member will be given the current version of the

TAMIU *Faculty Handbook*, which is the basis for the employment contract of all faculty. Acceptance of the employment contract is an explicit acceptance of the terms and conditions of employment described in the TAMIU *Faculty Handbook*.

2.14 Personnel Records

Personnel records on employees are maintained in the President's Office, the Office of the Provost, the Office of the Dean of the Colleges, and the Office of Human Resources. It is important to keep these records updated when significant changes occur in professional training or qualifications. This is accomplished by notifying the Chair of the respective Department; the Chair will in turn notify the President's Office, the Office of the Provost, the Office of the Dean of the Colleges, and the Office of Human Resources.

A. Official File

The "official file" for each faculty member is maintained in the Office of the Provost. The Human Resources Office maintains records of all salary data, elections, deductions, etc...

B. Grievance File

If a faculty member is a party to a grievance, the records of that proceeding will become a part of the "official file".

2.15 Faculty Performance Review & Evaluation

Subsequent to awarding tenure, the performance review of a faculty member provides a mechanism to gauge the productivity of the individual and should be designed to encourage a high level of sustained performance. (TAMUS Policy 12.06, Section 1). As a result of the evaluation, the non-tenured faculty member should have an understanding of his or her progress toward tenure.

Post-tenure evaluations are made on the basis of typical criteria and factors developed by each academic unit as the basis for the recommendation of the awarding of tenure, and not all departments will use the same weighting of factors. The evaluations are designed to encourage a continued high level of sustained performance and quality of programs.

Formal evaluation is the responsibility of Department Chairs and will be conducted by them. Each year the Department Chair will hold an evaluative conference with each faculty member of the department following the dates of Student Evaluations of teaching performance. The criteria for promotion (as listed in the section concerning academic rank) will be used as the basis of evaluation. If the evaluation reveals weaknesses or deficiencies in the faculty member's performance, the Department Chairs will outline corrective measures (e.g. updating or modifying course syllabi, or reviewing techniques

of presentation, or revising scholarly or service activities).

It is the policy of the University to review carefully all individuals during their first and second years of service at Texas A&M International University. The Department Chair shall communicate a general evaluation of these reviews to the individual. The purpose of those reviews is to provide a candid evaluation of the individual's achievements so that both the individual and the institution may benefit by improved performance or by the encouragement to continue exemplary performance. In addition to these two reviews, there is generally a thorough review of the non-tenured faculty at about the midpoint in the probationary service for each faculty member.

Should the faculty member be in his/her probationary period, a term normally lasting six years, the Chair will, at the end of the third year, provide a more thorough evaluation of the faculty member's progress toward tenure. The report will include one of the three following possibilities:

- 1. Your work is going very well. If things continue as they are going, you are an excellent candidate for both promotion and tenure.***
- 2. While there are bright spots, there is a potential problem in the area(s) of***
- 3. TAMIU is not a good fit for you. We are prepared to offer you a terminal contract for next year.***

Should the faculty member at the time of hiring receive, because of experience or seniority, time toward tenure, the formal review will come at the mid-point between beginning work and reaching the sixth year of employment (Rev. 5-19-00 Item #4).

These reviews are intended to indicate to the individual the general degree of successful development, which the faculty member has attained. In addition, these reviews are intended to strengthen the accomplishments of all non-tenured faculty members and to provide them with a preliminary view of the possible result of a tenure decision.

It is the policy of the University to review all individuals in regard to tenure in the next-to-last (typically the sixth) year of their probationary service. Similarly, it is the policy of the University to make this review whether the individual requests such a review or not. It is prudent, however, for each faculty member serving in the next-to-last year of probationary service to call to the attention of her/his Department Chair the fact that the year for a tenure decision has been reached. This communication must be made in writing.

2.16 Post-tenure Review

A. Frequency of Review

As professional educators, the Faculty of Texas A&M International University seek to systematically provide the highest quality of education possible to the students of this University. As a matter of principle systems tend to perform at a sub-optimal level if they do not incorporate some feedback mechanism(s); the post-tenure review process is a feedback mechanism not designed to be either punitive or personal. As described in the evaluation, promotion and tenure sections of this *Faculty Handbook* (Sections 2.5 – 2.8), in the **fifth** year following the award of tenure, and at least every **fifth** year thereafter, a faculty member's professional performance will be reviewed by the faculty member's peers (*Rev. 11-13-98, letter from TAMU Chancellor*).

B. College Post-tenure Review Procedures

Individual Colleges' procedures for post-tenure review are included in Appendix D. When a College develops new procedures and/or modifies existing procedures, these changes will be forwarded to the Faculty Senate for review and inclusion in the *Faculty Handbook*.

C. Grievance Procedure

The faculty member who has been reviewed and disagrees with the findings of the review committee may file a formal appeal by following the guidelines established in the grievance procedures described in the *Faculty Handbook*.

D. Unsatisfactory Evaluation

Repeated unsatisfactory evaluations, as defined by the Colleges' procedures, may be defined as "continuing or repeated substantial neglect of professional responsibilities", which is defined as adequate cause for dismissal of tenured or tenure-track faculty. (TAMUS Policy 12.01, Section 4.3, Subsection (3)).

E. Dismissal Appeal Procedure

In cases of dismissal of tenured faculty members or non-tenured faculty members during the term of contract, Texas A&M International University provides an appeal procedure consistent with the provisions in the System policy. (TAMUS Policy 12.06).

2.17 Phasing Out of Programs or Financial Exigencies

A. Notice of Reduction in Force

The phasing out of institutional programs or financial exigencies, which cause a

reduction of faculty, may require exceptions to the normal tenure policy. In these cases, the faculty involved in the reduction will be given every advanced notice possible and every effort will be made by the University to place the affected faculty in other available positions in the University's employment for which they are qualified. (TAMUS Policy 12.01, Section 7.2).

B. Hearings

Faculty members whose appointments are to be terminated as a result of phasing out of institutional programs or financial exigencies, which cause a reduction of faculty, will be entitled to a hearing before an appropriate faculty committee. The hearing shall include the following procedures: (TAMUS Policy 12.01, Section 7.3.4)

1. the faculty member will be furnished with adequate written statements of the basis for the initial decision to lay off;
2. the faculty member will be furnished with a reasonably adequate description of the manner in which the initial decision was made;
3. the faculty member will be provided with adequate disclosure of all information and data upon which the decision-makers have relied;
4. the faculty member will be provided with adequate opportunity to respond.

In a hearing the burden of proof rests with the faculty member to establish by a preponderance of the evidence that his or her termination was based upon an illegal reason, or was arbitrary or unreasonable. Also, any faculty member involved in such a readjustment process has the right to reappointment to his or her previous position if it is re-established within two calendar years. (TAMUS Policy 12.01, Section 7.3.5).

C. Individual's Value to Program

A person's value to a department will be the prime consideration in a staff reduction. Tenured faculty will have retention preference over non-tenured faculty unless the termination of a program would result from the loss of the non-tenured member. In the latter situation, if deemed feasible by the Department Chair involved, a tenured person may be given an opportunity to become competent in an area essential to a program and thus regain priority. In situations where all other factors are equal, decisions will be based on merit, rank and then length of service.

2.18 Non-reappointment

Notice of non-reappointment, or of intention not to reappoint a tenure-track faculty member, shall be given in writing in accord with the following standards:

1. Not later than March 1 of the first academic year of probationary service, if the appointment expires at the end of the academic year; or, if a one-year appointment terminates during a year, at least three months in advance of its termination;
2. Not later than December 15 of the second year of probationary service, if the appointment expires at the end of that academic year; or if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination;
3. At least twelve months before the expiration of a probationary appointment after two or more years in the institution.

Good cause for dismissal of a faculty member with tenure will relate directly and substantially to the performance of professional duties, and may include, but shall not be limited to: (TAMUS Policy 12.01, Section 4.3)

1. Professional incompetence;
2. Continuing or repeated failure to perform duties or meet responsibilities to the institution or to students or associate;
3. Failure to successfully complete a post-tenure review professional development program;
4. Moral turpitude adversely affecting the performance of duties or the meeting of responsibilities to the University, or to students or associates;
5. Violation of System Policies, System Regulations, university or agency rules, or laws substantially related to performance of faculty duties or meeting of responsibilities to the institution, students or associates;
6. Conviction of a crime substantially related to the fitness of a faculty member to engage in teaching, research, service/outreach, and/ or administration;
7. Unprofessional conduct adversely affecting to a material and substantial degree the performance of duties or the meeting of responsibilities to the University, or to students or associates;
8. Falsification of academic credentials;
9. Bona fide financial exigency or the phasing out of institutional programs requiring reduction of faculty; Bona fide financial exigency means a pressing need to reorder the nature and magnitude of financial obligations in such a way as to restore or preserve the financial stability of any

component of The Texas A&M University System. A bona fide financial exigency may exist without the entire component being affected. (TAMUS Policy 12.01, Section 8.2.1) or

10. The reduction or discontinuance of institutional programs based on educational considerations and requiring the termination of faculty members.

A faculty member with tenure shall not be dismissed until she/he has received reasonable notice of the cause for dismissal and only after an opportunity for a hearing, which shall meet the established procedures of due process and in which the University shall bear the burden of proving, by a preponderance of the evidence good cause for dismissal.

A non-tenured faculty member, having grievance regarding the non-renewal of his or her contract, has the right to have a hearing before a University Administrator (TAMU Board of Regents Agenda Item #35, July 28, 2000).⁴ The Procedure at Texas A&M International University, approved by the President, September 3, 2000, ordains that the grieving faculty member select a dean, other than that of his or her own college, who will hear the grievance. The outcome of the hearing will be communicated to the faculty member concerned and the Provost, who will in turn present the report together with a recommendation to the President. The President's decision will be final. In cases in which the faculty member challenges the non-renewal on grounds of discrimination, infringement of academic freedom, or the existence of an illegal reason [e.g., a decision based on race, sex, age, national origin, or made in retaliation for the faculty member's exercise of protected First Amendments rights], {See paragraph E 1.b. of the Faculty Handbook}, he or she is entitled to the due process procedures as provided under section E. 2, of the Faculty Handbook.

2.19 Separation (Other)

A. Resignation

As professional educators and scholars, it is expected that a statement of resignation will be made in writing, and it will be presented to the appropriate College Dean and Department Chair with adequate notice so as not to inconvenience the student body.⁴

B. Retirement

Employment of a formerly tenured faculty member after retirement will be on a non-tenured status. Such post-retirement employment does not accrue toward resumption of tenure status. These positions filled by retired faculty may not exceed a total of 10 percent of the FTE positions in a College. Complete retirement conditions, definitions and constraints are detailed in TAMUS Policy 31.07 and are available from the Office of

⁴ This portion of the text constitutes explanatory text that was added to the State's directive.

Human Resources.

C. Failure to Meet Standards

All employees of the University, including faculty, are employed with the expectation that they are able to fulfill the standards of the position for which they were hired or into which they are promoted.

D. Layoff / Reduction in Force

Cases of bona fide financial exigency, or the phasing out of institutional programs requiring reduction of faculty, may permit exceptions to tenure regulations in unusual circumstances, as described in TAMUS Policy 12.01 Section 7.2.

E. Discharge for Cause - Criteria and Procedure

1. Non-renewal of Non-tenured Faculty

The procedure for non-renewal of non-tenured faculty members at the end of any term contract (other than a one-year only contract which has not been renewed) shall have the following components:

- a. The University is not legally required to give a non-tenured faculty member a reason for a decision not to reappoint for another term or to provide a hearing. Generally, faculty members are entitled to see their personnel files and to obtain a copy of those files at the faculty member's expense.
- b. A decision not to re-appoint a non-tenured faculty member may not be made in violation of the academic freedom of the individual or for an illegal reason. If a non-tenured faculty member makes allegations concerning the decision not to reappoint which, if proved, would establish a violation of academic freedom or the existence of an illegal reason (e.g., a decision based on race, sex, age, national origin or made in retaliation for the faculty member's exercise of protected First Amendment rights), the faculty member is entitled to the due process procedures provided in the following subsections to determine the validity of his or her allegations. It is the responsibility of the faculty member to make the administration aware of his or her allegations, in writing.
- c. On request, the faculty member is entitled to a preliminary consideration by a faculty committee of his or her allegations of a violation of academic freedom or of the existence of an illegal reason for the decision not to re-appoint. If the committee determines that there is adequate evidence to support the faculty member's allegations, then the faculty member will be entitled to the due process procedure as specified in Section 2.19.E.2 (below).

2. General Due Process Procedure

Due process, as set forth in this statement embodies a course of professional proceedings in line with the rules and principles recognized in the academic community. Among these is the right of tenured and non-tenured faculty members, during the term of their contracts, to a fair hearing before a faculty hearing committee.

Due Process Procedure:

- a. When a reason arises to question the fitness of a faculty member, the appropriate administrative officers should discuss the matter with the faculty member in a personal conference. The matter may be resolved by mutual consent or it may be taken up by an advisory committee.
- b. The Faculty Senate will appoint the advisory committee. It will make such inquiry as it deems necessary, offer confidential advice to both the faculty member and administration, and attempt to affect an adjustment or resolution.
- c. The Provost of the University may initiate a hearing whether or not one is recommended by the advisory committee or requested by the faculty member within 30 days of the notification of termination.
- d. The Provost shall notify the faculty, in writing, within 30 days of the decision to conduct a hearing, that the hearing is to be initiated, and that there is reasonable cause to believe that the charges constitute good cause for dismissal.
- e. If the faculty member desires a hearing rather than resigning or accepting termination, he or she should notify the Provost within 30 days of notification of non-renewal. The Provost and the Faculty Senate will assign a hearing committee, and notified the President that a hearing has been requested. From a panel selected by the Faculty Senate, the Provost should appoint the hearing committee. This committee should not overlap the advisory committee.
- f. Both the University and the faculty member have the right to call witness and to be represented during the hearing. The faculty hearing committee will review evidence, written and oral statements, and determine its findings. ***The hearing procedures shall be spelled out, known in advance and shared with the concerned parties (Rev. 5-19-00 Item #5).***
- g. The findings of the hearing committee and its recommendations will be conveyed in writing to the faculty member, the President, the Provost and other appropriate administrative officers.
- h. The faculty member may appeal the decision to the President. The faculty member should submit a written appeal to the President within 20 days of the forwarding of recommendations to the President. The President will make a final decision within 20 days of the receipt of an

appeal. Decisions regarding non-renewal of non-tenure track faculty members made by the President are final.

- i. If the President recommends termination of the faculty member, the recommendation will be forwarded to the Chancellor according to TAMUS Policy.

2.20 Professional Standards

All personnel of Texas A&M International University shall conform in every respect to the laws of the State of Texas relative to their employment. Each employee must understand the Standards of Conduct of State Officers and Employees adopted by the Legislature of Texas (outlined below) and of the specific matters of conduct stated in the General Appropriations Act.

The following rules are cited from the Standards of Conduct of State Officers and Employees (Section 572.051 Texas Government Code):

“A state officer or employee should not:

- (1) accept or solicit any gift, favor, or service that might reasonably tend to influence the office or employee in the discharge of official duties or that the officer or employee knows or should know is being offered to him with the intent to influence the officer’s or employee’s official conduct;
- (2) accept other employment or engage in any business or professional activity that the officer or employee might reasonably expect would require or induce the officer or employee to disclose confidential information acquired by reason of the official position;
- (3) accept other employment or compensation that might reasonably be expected to impair the officer’s or employee’s independence of judgment in the performance of the officer’s or employee’s official duties;
- (4) make personal investments that could reasonably be expected to create a substantial conflict between the officer’s or the employee’s private interest and the public interest; or
- (5) intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the officer’s or employee’s official powers or performed the officer’s or employee’s official duties in favor of another.”

2.21 Professional Ethics

The fundamental responsibilities of faculty members as teachers and scholars include maintenance of competence in their field of specialization and the exhibition of professional competence in the classroom, studio, or laboratory and in the public arena through activities such as discussions, lectures, consulting, publications and participation

in professional organizations and meetings. (TAMUS Policy 12.01 Section 2.1).

Faculty members should be professional in their conduct in the classroom and in their relationships with students. They should maintain respect for the student and for the student's posture as a learner and should be appropriately available to students for consultation on course work. (TAMUS Policy 12.01 Section 2.5).

2.22 Sexual Harassment

The employment and educational environment of the University shall be free from all forms of sexual discrimination and sexual harassment. Conduct constituting sexual harassment is specifically prohibited and will result in appropriate sanctions. Sexual harassment, as defined in TAMUS Policy 34.01 Section 2, is a Class A misdemeanor under Texas Penal Code.

2.23 Conflicts of Interest

TAMIU employees shall not hold financial interests that are in conflict with the conscientious performance of their official duties and responsibilities. TAMIU employees shall not engage in outside employment or activities, including seeking or negotiating for employment that conflict with official duties and responsibilities. (TAMUS Policy 07.01).

2.24 Conflicts of Interest and Outside Employment

The first priority of full-time employees, insofar as their vocation is concerned, is the accomplishment of the duties and responsibilities assigned to their position of employment with Texas A&M International University. Outside employment and consulting activities of such employees are considered as secondary activities, which may be engaged in only after their duties, and responsibilities to the University are fulfilled.

Full-time faculty are expected to devote their time and talents on a full-time basis to their assigned duties and responsibilities at the University. Outside employment may be authorized provided that the following conditions are met: (Section 1, TAMUS Policy 3 1.05)

- (1) it does not interfere with the regular work of the faculty member;
- (2) it is reasonable in amount;
- (3) it avoids unfair competition with private business and those in private professional practice;
- (4) it does not cause a conflict between the personal interests of the faculty member and the interests of the State of Texas;
- (5) it does not involve the unauthorized use of any resources (facilities,

equipment, or personnel) of the Texas A&M University System or the University;

- (6) it is approved in advance by the appropriate TAMUS or component official, and all reports required by policy are properly filed;
- (7) the standards of conduct prescribed by law for state employees are observed; and
- (8) any research done in connection with such outside employment is conducted in an objective and scientific manner, and in accordance with the highest ethical standards of the employee's profession.

Faculty carry the prestige of the University with them in all places and at all times, and they have a responsibility to protect and preserve that prestige in all actions and utterances. Exercise of professional integrity by a faculty member includes recognition that the public may judge his or her profession and institution by statements made by the faculty member. Therefore, when speaking or acting as a private person, the faculty member should strive to be accurate, to exercise appropriate restraints, to show respect for the opinion of others, and to avoid creating the impression that he or she speaks or acts for the College or University.

Administrative approval of outside employment and consultation is necessary to protect the prestige of the institution, as well as to insure that employees meet the obligations of their positions. In order to achieve the necessary administrative review, each employment and consultation arrangement entered into by professional personnel is to be approved in advance through administrative channels. All authorizations terminate on August 31 of each year.

Outside employment by or consulting work through a firm or company in which the employee is a principal owner is also governed by this policy.

2.25 Political Activity (Rev. 5-19-00 Item #6)

Non-elective State or Federal Office: TAMUS employees may hold non-elective offices with boards, commissions, and other state and federal entities provided that the holding of such office, (1) is of benefit to the State of Texas, or is required by state or federal law, and (2) is not in conflict with the employee's position within TAMUS. The responsible CEO must approve such appointments. Prior to the Chancellor or a CEO accepting an invitation to serve in an additional non-elective office, the Board of Regents must determine that the appointment meets the two requirements stated above. The Board must also make an official record of any compensation to be received by the Chancellor or CEO from such appointment, including salary, bonus, per diem or other types of compensation. (TAMU System Policy, Section 7.01 Number 6.1)

Positions of Employment with Government Agencies: TAMUS employees may hold other positions of employment with agencies, boards, commissions, or other entities of government so long as the holding of such positions is consistent with the prohibitions against dual office holding in the Texas Constitution. Consulting arrangements with federal, state, or local governmental agencies of a detached and independent advisory nature are not considered to be appointments with such agencies. (TAMU System Policy, Section 7.01 Number 6.2)

Public Officials and Political Activities:

Entertainment: If a TAMUS component provides tickets to a public official to allow the official and/or his or her guests to attend an event, an officer or employee of the TAMUS component will serve as host to the official, and must attend the event. (TAMU System Policy, Section 7.01 Number 7.1)

Perishable Food Items: TAMUS components may provide public officials with small, infrequent gifts of perishable food items delivered to their offices if such gifts are unsolicited and are not offered in exchange for action or inaction on the part of the public official. (TAMU System Policy, Section 7.01 Number 7.2)

Expenses for Public Officials: TAMUS components may pay expenses in order to furnish information to state officials relevant to their official position, including presentations about the programs and services of TAMUS. (TAMU System Policy, Section 7.01 Number 7.3)

Use of Official Authority Prohibited: No TAMUS employee may use his or her official authority or influence, or permit the use of a program administered by TAMUS to interfere with or affect the result of an election or nomination of a candidate or to achieve any other political purpose. No TAMUS employee may coerce, attempt to coerce, command, restrict, attempt to restrict, or prevent the payment, loan, or contribution of any thing of value to a person or political organization for political purposes. Any TAMUS employee who violates either of these provisions is subject to immediate termination of employment, in accordance with the Texas Government Code. (TAMU System Policy, Section 7.01 Number 7.4)

Use of TAMUS Funds or Property: No TAMUS employee shall expend or authorize the expenditure of any TAMUS funds, services or supplies for the purpose of financing or otherwise supporting the candidacy of a person for an office in the legislative, executive, or judicial branch of state government or of the government of the United States, or influencing the outcome of any election, or the passage or defeat of any legislative measure. No appropriated funds may be expended for the payment of full or partial salary of any employee who is also required by Tex. Govt. Code Chapter 305 to register as a lobbyist. TAMUS facilities may be used as polling places for local, state, and national elections. (TAMU System Policy, Section 7.01 Number 7.5)

Voting and Political Participation: As employees of the State of Texas,

TAMUS employees have the rights of freedom of association and political participation guaranteed by the state and federal constitutions, except as limited by valid state laws. TAMUS employees shall be allowed sufficient time off to vote in public elections without a deduction from pay or from accrued leave time. (TAMU System Policy, Section 7.01 Number 7.6)

Political Campaign Events on TAMUS Property: See, [System Regulation 33.01.01](#). (TAMU System Policy, Section 7.01 Number 7.7)

Employees as Candidates and Officeholders:

TAMUS employees may run for election and serve as members of the governing bodies of school districts, cities, towns, or other local governmental districts. No campaign activities may be conducted during official business hours unless the employee has requested and received permission to use leave time for such purpose. Any employee elected to such a position may not receive any salary for serving as a member of such governing bodies. (TAMU System Policy, Section 7.01 Number 7.8.1)

If an employee wishes to announce as a candidate and seek election to other than a local office, such employee must seek approval to be granted an unpaid leave of absence until the final election is over. If the employee is elected, a resignation from employment is deemed to be automatic and the employment ends when the person assumes office. If the chief executive officer is not willing to grant a leave of absence for the election process, the employee must choose between the position of employment and the desire to be elected to another position. (TAMU System Policy, Section 7.01 Number 7.8.2)

Political Contributions from Employees: TAMUS employees may make personal contributions to candidates for office and political organizations, with the exception that no TAMUS employee may contribute personal services, money, or goods of value to a candidate campaigning for Speaker of the Texas House of Representatives. (TAMU System Policy, Section 7.01 Number 7.9)

2.26 Outside Employment / Consulting

A faculty member, by virtue of his/her connection with the University, obligates him/herself professionally to the institution. Such an obligation includes preparing for and meeting classes, participating in committee work, and keeping adequate posted office hours. Any outside activity should be consistent with this responsibility.

Appropriate outside activity for a faculty member which enhances his performance of duties in the teaching staff is encouraged as furthering the interest of both the individual and the University. Consulting, professional performance and other appropriate outside activities can contribute to the effectiveness of the faculty member as

a teacher and as a productive scholar, and can meet the institution's obligations of public service.

A faculty member desiring to engage in outside activity relevant as described above, whether paid or not, shall, previous to making a firm commitment in this matter, submit a "Plan for Continuing Outside Activity." Unless advised to the contrary in writing, the faculty member may consider the plan operative. If a faculty member intends to receive credit on the Professional Performance Profile for a continuing activity, he/she must have submitted the appropriate "Plan."

It is presumed that the professor's presence at assigned classes and at posted office hours is of considerable importance to the University and the students; any serious failure to meet these obligations will adversely affect the performance legitimately expected of a full-time faculty member. As a practical guideline in this matter, however, it is presumed that such additional responsibilities may be approved if the professor's absence from a regular class meeting during a given semester for the purpose of outside public activity (but for which adequate alternative plans are made) does not exceed the number of times that class is scheduled to meet in a week of that semester. The Provost may make exceptions to this rule.

Faculty members should consider that outside public activity excess of an average 1/4 time load may adversely affect professional performance.

2.27 Extramural Utterances

Each faculty member is entitled to full freedom in the classroom in discussing the subject, which he or she teaches but is expected not to introduce controversial matters, which have no relation to the classroom subject. Each faculty member is also a citizen of the nation, state and community; and when speaking, writing, or acting as such, must be free from institutional censorship or discipline, subject to academic responsibility. In such instances, the faculty member must make it clear that he or she is not speaking for the College or University. (TAMUS Policy 12.01.1.2).

2.28 Sabbatical Leave - Leaves of Absence

Faculty on leave will be given the same consideration as faculty on campus with regard to salary, tenure, seniority and all other rights and privileges, except as explicitly exempted in the terms of the request for leave and the approval of the leave.

A. Study

1. *Without Pay.* Upon recommendation and approval of the Dean, Provost and President and submission to the Chancellor for approval by the TAMUS Board of Regents, a leave of absence without pay for travel or study may be granted to a teaching member of the faculty who has been employed for at least three years. A leave will not be granted for longer

than 12 months at one time, but an extension for additional time may be granted if conditions warrant and permit it.

2. *With Pay.* A qualified faculty member may be recommended by the Dean, the Provost and the President to the Chancellor for approval by the TAMUS Board of Regents to be granted a “Development Leave” for one semester at a full salary or nine months at one-half salary to undertake a particular project or study plan for potential benefit to the University and to the faculty member as well. This “Development Leave” may be granted only when the State Legislature has appropriated funds for such purpose or when such funds become available by grants or gifts from sources other than State appropriated funds. A sabbatical leave with pay may be requested only after the faculty member has completed five years of full time service to the University.

B. Other Leaves of Absence

Information concerning, but not limited to, vacation leave, sick leave, emergency leave, parental leave, family and medical leave, and military leave is available from the University’s Department of Human Resources.

If a faculty member is to be absent from normal duties, he or she is expected to prepare a Faculty Leave Request and submit it to his or her Department Chair or Dean prior to the absence, or as soon thereafter as is reasonable.

2.29 Procedures and Requirements For Annual Faculty Awards

The Annual Faculty Awards are an attempt on the part of the faculty to recognize outstanding professionalism among its peers. The faculty recognize that exceptional professionalism is measured by different criteria in different disciplines; however, it is the opinion of the faculty that it is extremely important that, regardless of how it is measured, professionalism be recognized. These Awards provide a public recognition for quality, as defined by colleagues, peers and fellow professors.

Annually, a circular Medallion attached to an appropriate ribbon, is presented by the Provost, prior to (or during) Spring Graduation, to the selected faculty members. The Medallion will be appropriate for, and should be worn as part of the recipient’s academic regalia. The Medallion should be inscribed “University Scholar, [year]”, or “University Teacher, [year].” Special parking and a small stipend may also be included. In addition, the University Scholar and Teacher of the Year will be invited to give short lectures during Fall Convocation.

A. Procedure

At the beginning of each spring semester, each College/School’s Promotion and Tenure Committee will call for nominations for the College/School’s Scholar of the Year

and Teacher of the Year. Each College/School's Promotion and Tenure Committee will decide how the nomination process will work within their purview (whether that be an open nominations process or one in which departments forward nominees to the College/School's P&T Committee). The only limitation to eligibility will be that a faculty member must not be in her/his first year of employment at Texas A&M International University.

Nominees for College/School Scholar and Teacher of the Year will be required to submit a brief (no more than 20 pages) portfolio highlighting their achievements (similar to the promotion/tenure portfolio) for the use of the respective P&T Committees in the decision-making process.

College/School P&T Committees will meet no later than March 31 to review nominees' portfolios and select the College/School Scholar and Teacher of the Year award recipients. The College of Arts and Sciences will choose two Scholars and two Teachers of the Year; the College of Business Administration, College of Education, and Canseco School of Nursing will each choose one Scholar and one Teacher of the Year. These winners then become the nominees for the University Scholar and Teacher of the Year.

Once College/School award recipients have been designated, the chair of each College/School P&T Committee will forward their colleagues' names in a recommendation letter to the chair of the Faculty Senate Work Environment and Morale Committee. The College/School winners' portfolios will be made available to members of the Faculty Senate for their information and review during the month of April.

At the May meeting of the Faculty Senate, the entire Senate will vote for a University Scholar of the Year and University Teacher of the Year from the five nominees for each award (2 COAS, 1 each COBA, COED, and CSON). Award recipients, as well as the College/School winners in both categories, will be announced at Spring Graduation and Fall Convocation. Once recognized as University Scholar or Teacher of the Year, faculty members will not be eligible for consideration for any Faculty award for three years.

2.30 Faculty Workload

“It is recognized that the nature of a full-time teaching load will vary from institution to institution (and between departments in the same institution) because of differences in the nature of instructional programs, the stages of development of the institutions, the natures of student bodies, and other factors. In all institutions, faculty members are expected to engage in those commonly accepted duties, which will enhance the teaching/learning process and the quality of the institution's programs. Recognized duties include classroom teaching, scholarly study, basic and applied research, professional development, student advising and counseling, course and curriculum development, continuing education, public service, assistance in the administration of the academic program, and similar academic activities.” (TAMUS Policy 12.03 Section 1.2).

A. Teaching:

The full-time teaching assignment for TAMIU is 12 Semester Credit Hour Equivalent (SCH) per semester. A commitment to excellence in teaching is the first requirement for all faculty at TAMIU. Faculty should be expected to provide evidence of intellectual contributions to their discipline, the university, and the community at a level that ensures that they remain current in their fields. Because of the unique and extensive growth at this moment in the University's history, expectations for Service are high for all. The administration, in conjunction with the Faculty Senate and faculty, will establish for all faculty a peer review process, including a portfolio, to evaluate and improve teaching. Classes must be scheduled at times suited to the demonstrated needs of our students. At the same time, chairs are expected to try, insofar as is possible, to schedule classes so as to reduce the number of preparations. Expectations, outcomes, and rationale must be clear for any faculty member who teaches fewer than twelve SCH.

B. Release time for research:

1. Tenure-track faculty are eligible to release time in order to establish their research agenda and to demonstrate scholarly productivity during their probationary period. The amount and terms of their release time will be negotiated with the dean or director of their school or college at the time of their initial appointment. This process is separate from release time for research for tenured faculty.
2. Faculty are eligible to apply for a two-course release time per year to pursue research. Expectations for excellence in teaching remain the same for faculty awarded release time for research as they do for all faculty. For faculty receiving release time for research, scholarly efforts should continue with the same scope and intensity as during probationary period (see Baseline Expectations). An application (submitted by filling out a common form) will outline the research plan.

Research plans will be reviewed every year.

- a. A College Research Committee, represented proportionately by all departments and whose members are elected by tenured faculty, will determine the acceptable level of research and review research plans.
- b. The College Research Committee will make recommendations to the Dean or Director of its college/school.
- c. Recommendations will be forwarded to the Provost, who will make the final decision.

Baseline Expectations for Faculty Awarded Release Time for Research:

- a. Documentation of scholarly effort each year.
- b. Normally, a publication or equivalent in the second year.

- c. Normally, faculty should plan to make at least one scholarly presentation or equivalent every year.
- d. If faculty do not meet baseline requirements, they must submit a written explanation justifying continuance for release time to the College Research Committee who will forward their recommendations to the dean. Recommendations will be forwarded to the Provost, who will make the final decision on whether release time will be awarded in the following year.

C. Additional release time for intensive research

Faculty whose scholarly achievements are characterized by consistently high levels of productivity over a sustained period of time are eligible to apply for one additional course release time per academic year, or a total of three courses release time per academic year, to support their research efforts. Faculty receiving three courses release time under the terms of this policy are expected to produce one refereed article per year or to make substantial progress toward completion of a book, or the equivalent. Expectations for excellence in teaching remain the same as for all faculty. Faculty members with three courses of release time for research should pursue all appropriate avenues for securing sponsored research through grants. The review process for faculty seeking three courses release time for research is the same as for faculty seeking two courses release time for research, with the following additional requirement: faculty requesting three courses release time for intensive research must submit their application for external review.

D. General Considerations

1. The importance of having a Faculty Developmental Leave Program is recognized. Implementation is contingent on securing the necessary funding. All faculty are encouraged to pursue opportunities to secure release time that is funded through external sources.
2. Considerations other than the merit of proposals or the performance of faculty may, from time to time, be a factor in the number of tenured faculty who teach full-time or who have research release time. Such considerations may include changes in college or departmental missions or programs, college commitments to equitable support for disciplines within the college or for faculty careers, and, of course, budgetary considerations. In the event that university resources are insufficient to fund all qualifying applications, the president in consultation with the provost will determine the amount of release time that will be made in a given year.
3. Faculty teaching a doctoral seminar will receive one course release time in

the semester prior to the semester in which the seminar is delivered, and one course release time during the semester in which the seminar is delivered. Faculty teaching a doctoral seminar are expected to engage in a level of scholarly activity consistent with that of faculty receiving release time for research. Faculty teaching exclusively graduate level courses may receive appropriate release time in recognition of the need for extensive research and course preparation. It is expected that faculty will follow the application and review process of applying for release time and will meet or exceed the baseline expectations for research.

4. Faculty may submit proposals of a more limited scope, requesting a one-course release for one semester. An outcome clearly achievable in a short time should accompany the proposal.
5. Additional release time may be granted for research projects of exceptional merit that require an extensive commitment of time.
6. The minimum teaching load for full-time faculty who do not have administrative assignments and who are not on development leave is 6 semester credit hours or equivalent per semester. Exceptions must be approved by the president upon the recommendations of the chair, dean, and provost.

B. Committees

It is an accepted responsibility of all members of a university community to provide service to this community by providing their contributions to various committees, both standing and ad hoc, within the University. A committee is defined as any group of two or more faculty, staff, and/or administrators who meet for the purpose of accomplishing a defined goal or set of goals, regardless of the name given to the group (e.g. task force, council, work group, etc.). It is a duty of the Faculty Senate (hereafter, in this section, the Senate) to ensure, as much as possible, that this service is distributed equitably and that service for the greater good does not overly burden any individual member(s) of the University community.

1. At-large Senators may be deemed to represent their colleges for the purpose of committee assignments. *Senators from the Canseco School of Nursing and Killam Library may be assigned to committees in the same way as any other Senator, but they are not required to be on any particular committee.* Faculty Senate Committees, whose meetings are open to the public, include seven standing committees:
 - a. **The Budget and Finance Committee.** The purpose of this committee is to monitor financial matters affecting the faculty, instructional matters, and other matters deemed within the purview of the Senate,

and assist in the University budgeting process. Membership in the committee will be by appointment by the President of the Senate; members will be Faculty Senators, including at least one Senator from each of the *three* colleges, with the Chair elected by the Committee membership.

- b. **The Academic Oversight Committee.** The purpose of this committee is to evaluate and make recommendations to the Senate pertaining to all matters relating to the faculty that do not fall within the purview of the other Senate committees. Membership in the committee will be by appointment by the President of the Senate; members will be Faculty Senators, including at least one Senator from each of the *three* colleges, with the Chair elected by the Committee membership.
- c. **University Ethics Committee.** The purpose of this committee is to consider issues and proposals related to academic honesty and integrity and ethical practices involving students and faculty and other university employees, and to report to the Senate and make such recommendations as are deemed advisable. Membership in the committee will be by appointment of the President of the Senate; members will be Faculty Senators, including at least one Senator from each of the three colleges, with the Chair elected by the Committee membership.
- d. **The Committee on Creation, Composition, and Responsibilities of Committees.** The purpose of this committee is to make recommendations to the Senate concerning the management of University committees and to provide guidance to the Colleges with regard to the composition of College and department level committees. Membership in this committee will be by appointment by the President of the Senate; members will be Faculty Senators, including at least one Senator from each of the *three* colleges, with the Chair elected by the Committee membership.
- e. **The Committee on Faculty Work Environment and Morale.** The purpose of this committee is to monitor and make recommendations to the Senate regarding campus issues and administrative policies that affect the work environment and/or morale of the faculty. Membership in the Committee will be by appointment of the President of the Senate. Members will be Faculty Senators, including at least one Senator from each of the *three* colleges, with the Chair elected by the Committee membership.
- f. **The University Grants Committee.** The purpose of this committee is to solicit, review, and evaluate proposals for small research grants

from a fund administered by the Provost's Office. The committee makes recommendations for approval or rejection or modification of proposals to the Provost, who makes the final decisions. Membership on this committee will be by appointment of the President of the Senate; members will be Faculty Senators, including at least one Senator from each of the three colleges, with the Chair elected by the Committee membership.

- g. **The Faculty Handbook Revision Committee.** The purpose of this committee is to receive proposals for Faculty Handbook revision from any member of the university community, to consider those proposals, and to submit draft proposals to the Faculty Senate for consideration, following the process described in section 1.7 of this handbook. Membership in this committee will be by appointment by the President of the Senate; members will be Faculty Senators, including at least one Senator from each of the three colleges, with the Chair elected by the Committee membership.

2. University Committees

At the University level, there will be various standing committees as deemed necessary by the administration and faculty to ensure the accomplishment of the mission of the University. Additionally, ad hoc committees may, from time to time, be appointed as needed and as approved by the Faculty Senate. The exact number of these committees will change over time. The control and administration of these committees is the responsibility of the Faculty Senate; by concurrence it is meant that the Senate shall ensure that committee assignments are apportioned equitably and that no individual is assigned to an inordinate number of committees. In the interest of clarity and flexibility, the phrase “free-standing academic unit” applies to any academic division (e.g. the Canseco School of Nursing or the Killam Library) not aligned with one of the colleges and whose head, therefore, reports directly to the Provost. In cases where the appointments are made by department chairs, it is understood that chairs will do this in consultation with their deans. Standing committees include the following:

- a. **The University Committee on Admission Standards and Exceptions.** Faculty composition will be two representatives from each academic College and one representative from each free-standing academic unit; faculty appointments will be made by deans (or heads of academic units), who will submit their choices through the Provost to the Faculty Senate for concurrence. Administrative composition will be the University Registrar, the Director of Admissions, Director of Financial Aid, and the Director of the Academic Enrichment Center, and the Dean of Student Affairs as Chair. Faculty appointments to this committee will be for staggered terms of two years.

- b. **The University Curriculum Committee.** Composition will be one representative per department or free-standing academic unit and the University Registrar, with the Chair appointed by the Provost from the faculty committee membership; faculty appointments will be made by department chairs (or heads of academic units), who will submit their choices through the Provost to the Faculty Senate for concurrence. The Associate Provost will chair the committee as an ex-officio member.
- c. **The Computer Services Users Advisory Committee.** Composition will be one representative per department or free-standing academic unit and one representative per administrative division, with the Chair appointed by the Provost from the committee membership. Faculty appointments will be made by department chairs (or heads of academic units); administrative appointments will be made by heads of administrative divisions. Appointments will be submitted through the Provost to the Faculty Senate for concurrence.
- d. **The University Library Committee.** Composition will be one representative per department or free-standing academic unit, with the Chair appointed by the Provost from the faculty membership; faculty appointments will be made by department chairs (or heads of academic units) who will submit their choices through the Provost to the Faculty Senate for concurrence. The Director of the Library or his/her designate will serve as an ex-officio member.
- e. **The University Risk Management Committee.** Composition will be one representative per department or free-standing academic unit and one representative per administrative division, with the Chair appointed by the Provost from the committee membership. Faculty appointments will be made by department chairs (or heads of academic units); administrative appointments will be made by heads of administrative divisions. Appointments will be submitted through the Provost to the Faculty Senate for concurrence.
- f. **The University Promotion, Tenure and Retention Committee.** Membership in this committee will consist of one tenured representative per department or free-standing academic unit and two at-large tenured representatives appointed by the Provost. In the event that no tenured faculty member is available for this committee, a senior tenure-track faculty member may be nominated. Deans should make every effort to ensure that, when possible, faculty members serving on Promotion, Tenure, and Retention committees serve at no more than one level (department, college, university) in the same year. The Faculty Senate Secretary, assisted by the Faculty Senate Committee on Committees, will solicit a slate of candidates from each department and free-standing academic unit, prepare a ballot for

election of this committee and supervise the election. Deans, associate deans, department chairs, and heads of academic units may not serve on this committee. Terms will be established for two-year periods. The committee shall be presided over by the Provost, who will hold non-voting status as the presiding officer.

- g. **The University Grievance Committee Pool.** This pool will be comprised of two tenured faculty per College and one tenured faculty per free-standing academic unit, to be elected in the same manner and at the same time as PTR elections; additionally, the Provost will appoint two tenured at-large faculty representatives. Deans, associate deans, department chairs, and heads of academic units may not serve on this committee. When a grievance is filed, each party will select two committee members from the pool, and the Faculty Senate President will select a fifth member from the pool. In the event of the Faculty Senate President's involvement in the grievance, the Vice-President will select the fifth member. The resulting five-member committee for each grievance will elect its own chair from its membership.

3. Committee Assignment Policy

While both the composition and general standards will be set by the Senate with regard to University committees, only standards will be promulgated to the Colleges pertaining to committees at the College and department level. The intent is to provide equality in the area of committee assignments for members of the faculty. In that regard, the following guidelines are established pertaining to committee service by faculty and the functioning of committees at all levels within the University.

- a. No person shall chair a committee, when the purpose of that committee is to provide advice or oversight to a department or function that is under the direct control of that person.
- b. It is expected that positions on all University committees will be filled by full-time teaching faculty, except as noted in the committee compositions above (for example, the Associate Provost chairs the University Curriculum Committee ex-officio). Other exceptions may be made in cases of necessity (for example, if not enough qualified faculty members are available in a department or unit) or for other compelling reasons. However, as noted above, faculty with administrative appointments (deans, associate deans, department chairs, and heads of academic units) cannot serve on the University Promotion, Tenure and Retention Committee or the University Grievance Pool.

- c. No person shall be compelled (Rev. 5-19-00 Item # 13) to serve on more than a total of three committees at any given time, regardless of the level (i.e., Texas A&M System, University, College or department), without the express consent of both the Provost and the Faculty Senate. This applies to both standing and ad hoc committees.
- d. Service as a member of the Faculty Senate and its standing committees constitutes University committee participation.
- e. At the end of each academic year, before the final spring meeting of the Faculty Senate, a listing of all committees to convene in the fall, to include membership of each, will be provided by the chair of each department or head of each free-standing academic unit, to the Provost, who will then provide a copy to the Faculty Senate. This will be accomplished no later than April 30 of each academic year. The Faculty Senate will be responsible for reviewing committee assignments at all levels to ensure compliance with the guidelines established herein.
- f. In the event, that a faculty member is inadvertently assigned to more than three (3) committees outside of the Senate, the Chair of the Senate Committee on Creation, Composition and Responsibilities of Committees will notify the Provost immediately upon discovery. The Provost and/or the Senate will seek a qualified and available faculty member to replace the faculty member previously identified.
- g. Aside from the *Committee on Admissions Standards and Exceptions* and the *Grievance Pool*, standing University Committees with faculty membership will meet only during the nine-month academic calendar.

C. Scholarly Activity

The University further accepts the fundamental obligation to maintain a faculty that is professionally creative and productive. Faculty members are encouraged and rewarded for a sustained professional growth achieved through creative investigation and the publication of their research. TAMUS research policies; restrictions and constraints are outlined in TAMUS Policy 15.01.

D. Student Advising

Each full-time faculty member is expected to advise and council a designated group of students concerning academic course requirements, as well as personal matters related to their overall educational experiences. The faculty member's basic responsibilities are to assist assigned graduate and/or undergraduate advisees in enrolling in appropriate courses as specified by individual degree plans provided by the Office of Admissions and Advisement, and to monitor each student's total course load with respect to degree of

difficulty and the student's non-academic responsibilities, e.g. full-time work or familial responsibilities.

E. Office Hours

Each faculty member is expected to establish, post and maintain a reasonable number of office hours. The determination of the number of office hours will be made in consultation with the faculty member's Department Chair. The following constraints should be considered:

1. All faculty members are expected to have office hours,
2. Office hours will be scheduled for the convenience of students,
3. Office hours must be posted outside the faculty member's office, and recorded with the Department Chair.
4. All faculty members, regardless of their assignments, are expected to maintain an absolute minimum of three and an absolute maximum of forty office hours per week. (TAMUS Policy 33.06).

F. Summer Teaching

Unless specifically stated otherwise, some faculty members are employed for nine months and are thus not guaranteed employment during the summer session. Nonetheless, a significant number of faculty have the opportunity to teach during the summer based on student enrollments, department and/or college needs, and budgetary considerations. When possible, all faculty will be offered the opportunity to teach one session (i.e., class) in the summer. Any additional classes would be offered to faculty based upon rank/seniority within the department.⁵

2.31 Faculty Complaint, Grievance and Appeal Procedures

Each faculty member will have free access through proper channels to the offices of immediate and higher supervisors, Human Resources representatives, or other official alternate dispute resolution programs to discuss problems and complaints regarding the employment relationship. (TAMUS Policy 32.011). A faculty member of Texas A&M International University has the right under the statutes of Texas to present grievances concerning wages, hours of work, or terms and conditions of work, individually or through a representative, provided such representative does not claim the right to strike or bargain collectively. (TAMUS APRM B.4.5).

⁵ *Texas A&M International University offers two sessions each summer. As of September 1996, a "full-time teaching load" is defined as six semester credit hours, or the equivalent, per summer session.*

Grievances or disputes involving faculty can be categorized by the participants to the disagreement. These categories are:

- Faculty – Student
- Faculty – Faculty
- Faculty – Administrative Service or Administration (hereafter Administrator).

It is assumed that attempts at reconciliation and/or mitigation will occur immediately and the grievance or dispute procedures will not be activated. Nevertheless, if the dispute or grievance cannot be resolved, the procedures outlined below will be followed.

The time periods given in the procedure are deliberately brief in order that grievances may be resolved swiftly and in order to preserve the grievant's right to other remedies within State and federal statutes of limitation. The time limits within the faculty-student procedures are briefest of all those described, so that students will be able to return to their studies with as little disruption as possible; however, all three parties in any given step (i.e., the grievant, the person against whom the complaint has been filed, and the mediator/mediating committee) may agree in writing to extend or shorten the deadline. If the health or well being of one of the parties is involved, the period of time allowed for each step will be accelerated (see below). Whenever a step in the procedure is not accomplished within the given time period (or the time agreed upon by all parties), the matter will proceed immediately to the next step.

A. Faculty-Student

The University recognizes a distinction between grievances between faculty members and students and disputes involving the faculty member's implementation of academic policies and procedures.

1. Disputes over Academic Matters

Faculty members are responsible for determining the curriculum of a course, for developing appropriate methods of evaluating student learning, for evaluating fairly, for upholding academic standards, and for enforcing policies concerning academic honesty. Decisions made by faculty members regarding the quality or honesty of student work – especially decisions about course grades – are, as a matter of routine, accepted as authoritative and cannot be overturned by administrative officers. Students, however, have a right to expect faculty members to have defensible course policies and to implement them in a reasonable, equitable manner. Students who believe that they have grounds for challenging faculty members' decisions regarding academic issues -- excepting those pertaining to matters of academic freedom -- may appeal using the procedure outlined below [based on one recommended by the *American Association of University Professors in Policy Documents & Reports*, 9th edition, Baltimore: The Johns Hopkins University Press and the American Association of University Professors, 2001, pp. 113-14.]. It should be noted that in cases of academic dishonesty students may be

subject not only to grade sanctions in courses but to disciplinary action. (See Section 5.7). Faculty members are required to report such serious breaches of academic honesty to their chair, their dean, the Provost and Vice President of Academic Affairs, and the Executive Director of Student Life.

Grade sanctions may be imposed only by faculty members, but suspension or expulsion may be imposed only by the Provost and Vice President of Academic Affairs, as specified in the Student Handbook. As with disputes about course grades, students may appeal grade sanctions for academic dishonesty only by following the procedure outlined below. However, if they wish to appeal the Provost's decision to suspend or to expel them because of academic dishonesty, they must initiate their appeal with the President of the university following the procedure the President has established for such cases.

Except under unusual circumstances, the process outlined below for student appeals of faculty academic decisions should be completed within three (3) academic work weeks (15 days) after the student's first meeting with the faculty member to question the faculty member's decision.

- a. The student must first meet with the faculty member and discuss the faculty member's decision. This meeting should occur as soon as possible after the decision has been made, normally within one week of the student's being notified of the decision. The faculty member is expected to listen to the student, to provide an explanation for his or her decision, and to be willing to change the grade (or decision) should the student's argument be persuasive. To change final course grades, a faculty member must submit a "Grade Change Form" and attach an accompanying memorandum justifying the decision to change the grade. The faculty member's department chair and dean must approve the change.
- b. If the faculty member refuses to alter his or her decision or grade, the student may then discuss the matter with the faculty member's department chair or immediate academic supervisor [hereafter, "chair" will be used to mean either the department chair or the immediate academic supervisor]. If the chair believes that the student's claims may have merit, the chair would discuss the matter with the faculty member.
- c. If the student is not satisfied with the chair's assessment of the issue or if the faculty member refuses to alter his or her decision after discussing it with the chair, the student may then request that an ad-hoc committee of faculty members review the matter. This committee would consist of three tenured faculty members within the same discipline or department. If in some unusual case the chair determines that a sufficient number of tenured faculty members cannot be selected from the same discipline or department, then the chair may add

tenured faculty members from closely related disciplines. From the pool of eligible tenured faculty members designated by the chair, the faculty member, the student, and the chair would each nominate one faculty member to serve on the committee.

- d. The ad-hoc committee of faculty members would hear from the student, the faculty member, and the chair and examine relevant documents. If the committee concludes that the faculty member's original decision was justified, then the committee would provide the student with a written statement explaining the reasons for the committee's decision. The student may request in writing that the committee reconsider its decision and provide reasons for so doing. If the committee refuses to reconsider or if it reaffirms its original recommendation, then the matter is considered settled and the faculty member's original decision stands. If the committee concludes that the faculty member should alter his or her original decision, the committee would provide the faculty member with a written recommendation explaining the committee's reasons. If the faculty member disagrees with the committee's recommendation, he or she must provide the committee with a written explanation for the refusal.
- e. If after considering the faculty member's explanation for refusing to alter his or her decision the ad-hoc committee is still persuaded that in the interest of justice to the student the decision should be overturned, then the committee may recommend in writing to the chair that the faculty member's decision be overturned. Of course, the committee may also make this recommendation to the chair if the faculty member fails to alter his decision and also fails to respond to the committee's original recommendation. The faculty member would receive a copy of the recommendation to the chair and would have a final opportunity to alter his or her original decision. If the faculty member does not do so, then the chair, and only the chair, would be empowered by the written recommendation of the committee to override the faculty member's original decision and, if pertinent to the case, to alter the student's course grade. In order to certify that the grade dispute process outlined above has been followed appropriately, the dean of the college or director of the school and the Provost and Vice President of Academic Affairs will review all decisions by chairs to change grades against the will of a faculty member.

2. Grievances

Conflicts between faculty members and students that do not relate to faculty decisions regarding such academic issues as course policies and grades will be considered the subject of grievances. The process for resolving grievances between faculty members and students is as follows.

- a. Before a grievance is filed, the aggrieved faculty member or student must make a good faith effort to meet with the other party about his or her concerns. If the other party is unwilling to meet, if the aggrieved party has reasonable concerns about his or her physical safety, or if the meeting produces no resolution to the conflict, then the aggrieved party may initiate a grievance by following the steps outlined below.
- b. If the grievant is a faculty member, he or she will file a written complaint with the Executive Director of Student Life. If the grievant is a student, he or she will file a written complaint with the faculty member's department chair. In either case, both parties will receive a written acknowledgment of the complaint within five (5) working days.
- c. The student and faculty member will meet with the Executive Director of Student Life (or a designated staff member from Student Affairs) and the faculty member's chair. Both the faculty member and the student must be present, unless one party waives that right. This meeting will take place within five (5) working days of the acknowledgment of the grievance.
- d. If the complaint remains unresolved after meeting with the department chair or the Executive Director of Student Life, then within five (5) working days of the meeting with the chair or the Executive Director of Student Life, both the student and the faculty member will meet with either the Dean of the respective college (or academic administrator to whom the chair reports) if the grievant is a student or with the Vice President of Student Affairs, if the grievant is a faculty member. Both the faculty member and the student must be present, unless one party waives that right.
- e. If the complaint remains unresolved after that meeting, it will then be heard within five (5) working days by an ad-hoc committee consisting of the faculty member's department chair, the Executive Director for Student Life (or a designated staff member from Student Affairs), a member of the Student Government Association selected by the President of the Student Government Association, a member of the Faculty Senate selected by the Faculty Senate President, and a person selected by the non-grieving party from his or her peers. The chair of the committee will be the Executive Director for Student Life (or the Vice President of Student Affairs' designate), if the grievant is a faculty member, or the department chair, if the grievant is a student. The chair of the committee will insure that the committee is formed appropriately and meets on schedule. After hearing from both sides in the dispute and examining whatever documentation has been provided

by the parties involved, the ad-hoc committee will make its recommendation in writing to either the Provost and Vice President of Academic Affairs or the Vice President of Student Affairs, as appropriate. Both parties involved in the complaint should receive the written recommendation within three (3) working days after the committee concludes its deliberations.

- f. The Provost and Vice President of Academic Affairs or the Vice President of Student Affairs will notify in writing both parties of his or her final decision to resolve the grievance within three (3) working days of receiving the committee's recommendation.
- g. If the complaint is unresolved to the satisfaction of either party, he or she may appeal in writing to the President within three (3) working days of receipt of the written decision of the Provost and Vice President of Academic Affairs or the Vice President of Student Affairs. Should the President choose to do so, he or she may seek the advice of the University Grievance Committee. In this special case of Faculty- Student grievances, the President may expand the University Grievance Committee to balance faculty representation with an appropriate number of representatives selected from the Student Government Association or from the professional staff in Student Affairs or some combination of both. The President's decision is final.

B. Faculty-Faculty

1. The grievant will file a written complaint with the next immediate academic superior to both parties with the following stipulations:
 - a. If both faculty members are members of the same department, then the complaint would go to the department chair. If the faculty members reside in different colleges, then the complaint would immediately go to the Provost.
 - b. If one of the faculty members is the department chair, then the complaint would go to the Dean of the College wherein the department resides.
 - c. If one of the faculty members is the Dean of the College, then the complaint would go to the Provost.
 - d. If the Provost is one of the parties to the complaint, then the complaint will be filed immediately with the University Grievance Committee, which will act as dictated by the *TAMIU Faculty Handbook*, paragraph 2.31 Section A.4 (cited above). In any case, both parties will receive a written acknowledgment within five (5) working days.

2. The original recipient of the complaint will have fifteen (15) working days in which to meet with the parties. If a satisfactory resolution is not found, the grievance may be appealed to the next line of authority, until it reaches the University Grievance Committee. No step may take more than fifteen (15) working days. If the health of one of the parties is at stake, then the period allotted to each step of the process will be no more than five (5) working days.
3. If the complaint reaches the University Grievance Committee, the committee will hear appropriate evidence and witnesses. Both parties may be represented; however, the committee may define the role of the representatives as appropriate. It will write its recommendations and submit them to the President or the Chancellor, as the Grievance Committee deems appropriate. It will advise the parties to the grievance of its recommendation, in writing, within five (5) working days after the hearing. The Faculty Senate will maintain records of the hearing for a period of not less than ten (10) years.
4. Should either party desire to file an appeal, then the appellant must direct the appeal to the next level of authority (e.g., from department chair to Dean to Provost). If the administrator in the chain of authority is party to the grievance, then the appeal would move to the next level of authority. If the complaint reaches the Provost and either party is dissatisfied with the decision, then an appeal may be made to the University Grievance Committee.

C. Faculty-Administrator⁶

1. The grievant will file a written complaint with the University Grievance Committee, which will issue a written acknowledgment to both parties within five (5) working days.
2. Within fifteen (15) working days, the University Grievance Committee will hear appropriate evidence and witnesses. If the health of one of the parties is at stake, then the period allotted to each step of the process will be no more than five (5) working days. Both parties may be represented; however, the committee may define the role of the representatives as appropriate. It will write its recommendations and submit them to the President or the Chancellor, as the Grievance Committee deems appropriate. It will advise the parties to the grievance of its

⁶ *Grievances against academic administrators with faculty status will follow the procedures in the faculty-faculty section.*

recommendation, in writing, within five (5) working days after the hearing. The Faculty Senate will maintain records of the hearing for a period of not less than ten (10) years.

3. Should either party desire to file an appeal, then the appellant must direct the appeal to the next level of authority (e.g., from department chair to Dean to Provost). If the administrator in the chain of authority is party to the grievance, then the appeal would move to the next level of authority. If the complaint reaches the Provost and either party is dissatisfied with the decision, then an appeal may be made to the University Grievance Committee.

2.32 Other Issues

A. Research Policies

TAMUS research policies, restrictions and constraints are outlined in TAMUS Policy 15.0 1.

B. Copyright Policy

“Copyright is the ownership and control of the intellectual property in original works of authorship that is subject to copyright law. Copyright ownership and the rights thereof are defined by Federal law. It is the policy of the Texas A&M University System that all rights in copyright shall remain with the creator of the work unless the work is supported by a direct allocation of funds ... for the pursuit of a specific project, is commissioned by the System ... or otherwise subject to contractual or legal obligations, or is a ‘work made for hire’ as that term is defined in the Copyright Law.” (TAMUS Policy 17.02.02).

C. Human Subjects Policy

All research projects conducted by members of the TAMIU community involving human subjects must be approved by the University’s Institutional Review Board (IRB) or be exempt from IRB review by federal statute. Both faculty and student researchers must contact the office of the Provost and Vice President for Academic Affairs for the latest information regarding IRB approval and exemption procedures.

The University’s IRB number registered with the Department of Health and Human Services (DHHS) is as follows: IRB 00002613.

The Federal-Wide number for the Assurance for the Protection of Human Subjects (see DHHS website) is as follows: FWA 00003404.

D. Hazardous Waste

The Texas Hazard Communication Act of 1985, Texas Civil Statutes, Article 5182b requires that Texas A&M International University provide faculty with certain specific

information concerning the use and disposal of hazardous materials. For a complete description of the statute and its implications see TAMUS Policy 34.04.02.

E. Offices and Equipment

No faculty member shall entrust state property to any state official or employee or to anyone else to be used for other than state purposes.

F. Scientific Misconduct

TAMUS research policies; restrictions and constraints are outlined in TAMUS Policy 15.0 1.

G. Animal Research

TAMUS research policies, restrictions and constraints are outlined in TAMUS Policy 15.0 1.

H. Inventions and Creations

The University policy concerning inventions, creations, patents, etc. will be the same as the policy concerning copyrights. The ownership rests with the creator, unless the University commissions the creation.

I. Drug-Free Workplace

The University seeks to maintain work and teaming environments free of the unlawful manufacture, distribution, dispensation, sale, possession, or use of illicit drugs or alcohol. Drug and alcohol abuse affects the responsible conduct of business, teaching and teaming, and therefore will not be tolerated of any TAMIU employee.

J. Use of Alcoholic Beverages

Texas A&M International University considers the abuse of alcohol and/or illicit drug use by its faculty, staff and students to be unacceptable. The unlawful manufacture, distribution, dispensation, sale, possession, or use of illicit drugs or alcohol and the abuse of alcohol are strictly prohibited and will not be tolerated. Any employee found in violation of this policy shall be subject to disciplinary action, up to and including dismissal, and may be required to participate in an appropriate abuse assistance or rehabilitation program.

K. Communicable Diseases

In accordance with federal and state laws and regulations regarding health and safety, measures will be taken to protect the health and safety of students, faculty,

employees and visitors to the University.

L. Family Educational Rights and Privacy Act (FERPA) of 1974 (Student Records)

The University accumulates data and keeps records to enable staff and faculty to plan educational opportunities to meet the needs of individual students, to better understand students to counsel them more effectively, and to assist to placement in graduate education or employment programs after graduation. These records should be considered confidential and the privacy of the student protected.

M. Use of Property and Equipment

No employee of the University shall use for his/her own personal benefit or pleasure any property of the University, except books from the Library and other such items of well-established usage. Property and equipment of all types, either owned by the University or entrusted to the University by others, are to be used only for official business. Should there be a need to use property or equipment off campus, for official purposes, the off campus property use permit must be completed and approved. Personal telephone calls are not to be charged to official telephones.

N. Personal Leaves

1. Sick Leave

Eligible employees earn sick leave at the rate of eight hours per month or a fraction of a month's service. Part-time eligible employees earn sick leave in the same proportion as their work is to full-time employment. Sick leave may be accumulated without limit and there is no waiting period before sick leave may be taken.

A continuing employee who reduces employment to less than is necessary to qualify as an eligible employee shall earn no additional sick leave nor use any sick leave while holding the non-qualifying position.

Sick leave may be taken when sickness, injury, or pregnancy and confinement prevent the employee's performance of duty, or when the employee is needed to care for and assist a member of the employee's immediate family who is actually ill. For purposes relating to sick leave, immediate family is defined as those individuals related by kinship, adoption, marriage, or foster children who are certified by the Department of Human Services who are living in the same household.

An employee's use of sick leave for family members not residing in that employee's household is strictly limited to the time necessary to provide care and assistance to a child or parent of the employee, or parent of the

employee's spouse that needs such care and assistance as a direct result of a documented medical condition.

2. Sick Leave Pool

A sick leave pool is available for all eligible employees who have exhausted their sick and vacation leave due to a catastrophic illness or injury. The pool is intended to ease the hardship caused by an illness or injury, which would otherwise force the employee to lose income from the State. For purposes of this policy, a catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee, or the employee's immediate family, and requires the services of a licensed practitioner for a prolonged period of time. A prolonged period of time is that in excess of thirty (30) calendar days.

3. Military Leave

Leaves of absence are granted for military training and active duty. Military leave is generally unpaid. However, if you are a member of the National Guard or Reserves, you will be granted paid leave for up to 15 days each federal fiscal year for military training or duty. You are also entitled to emergency leave with pay if you are a member of a National Guard called to emergency active duty by the governor.

4. Civil Duty

Jury Duty Leave is authorized as an excused absence for full-time faculty in order to meet the institution's civic responsibilities. It is the faculty member's responsibility to notify the respective Department Chairperson and the Provost in order to make appropriate arrangements. The faculty member must submit a completed "Leave of Absence Form" and a "Jury Duty Certification Form" to the Office of the Provost to cover the leave of absence. Forms should be forwarded to the Human Resources Office. A faculty member will be granted a leave of absence with pay for jury service. A deduction shall not be made from the salary or wages of any faculty member who is called for jury service, nor shall such faculty member be required to account to the University for any fee or compensation received.

5. Emergency Leave of Absence

Emergency leave with pay will be granted to eligible employees upon request because of the death of the employee's spouse, or the employee's or spouse's child, parent, brother, sister, grandparent, or grandchild.

6. Parental Leave of Absence

Employees are entitled to a parental leave of absence, not to exceed 12 weeks, for the birth of a natural child or the adoption of a child under three years of age. This period begins with the date of birth or the first day the adoptive child is formally placed in the home. Employees may elect to use any combination of available vacation leave, compensatory time off, or leave without pay for this period.

7. Family and Medical Leave

The Family and Medical Leave Act of 1993 (FMLA) provides eligible employees up to 12 weeks of unpaid, job-protected leave each fiscal year for the following family and medical reasons:

- for the care of your child immediately following birth or placement in your home for adoption or foster care;
- for the care of your spouse, child or parent who has a serious health condition; or
- for a serious health condition that makes you unable to perform your job.

Employees are eligible, if they have at least one year of service with the State and have worked 1,250 hours for the State in the 12 calendar months immediately prior to the beginning of the leave.

All eligible paid leave must be taken before using unpaid leave and advance notice and medical certification is required prior to the commencement of leave. If medically necessary, intermittent or reduced leave may be taken.

Jobs and benefits are protected while on FMLA leave. Upon return from FMLA leave, employees are restored to the original or equivalent position with equivalent pay, benefits and other employment terms, unless the employee would not otherwise have been employed at that time.

For the duration of FMLA leave, the State will pay its contribution toward employees insurance coverage under the condition coverage would have been provided if the employee had continued working.

8. Vacation

Details of TAMIU Policy are available from the Office of Human Resources, and they will be provided to a new faculty member during his/her orientation.

2.33 Fringe Benefits

A. Mandatory Notice of Benefits

Details of TAMIU Policy and benefits are available from the Office of Human Resources, and they will be provided to a new faculty member during his/her orientation.

B. Institutional

Details of TAMIU benefits are available from the Office of Human Resources, and they will be provided to a new faculty member during his/her orientation.

2.34 Compensation Policies

A. Salary Schedule or Rationale

Details of TAMIU Policy are available from the Office of Human Resources and the Dean of the College to which the faculty member belongs, and they will be provided to a new faculty member during his/her orientation.

B. Payroll Deductions

Details of TAMIU Policy are available from the Office of Human Resources, and they will be provided to a new faculty member during his/her orientation, and the faculty member will be notified when changes occur.

3.0 ACADEMIC POLICIES AND SERVICES

3.1 Library Policies

The Killam Library offers reserve service to faculty members so that students may have access to printed materials for class assignments. Circulation Desk staff can answer questions about reserve policies and assist faculty in putting items on reserve.

Reference librarians are available for pre-scheduled tours and class instruction sessions. Instruction may cover general information about the Library or may cover sources available in a particular discipline or for a specific research project, according to the preferences of the faculty member requesting the session. Any one of the reference librarians can provide further information and assist in scheduling a tour or class. Please make your requests at least one week in advance to permit for schedule changes made necessary by the sessions and to allow the librarians to prepare instructional materials.

Also available is the TexShare card, which gives TAMIU faculty the ability to check out books at approximately 50 other public universities in Texas. Applications for the TexShare card can be filled out at the Circulation Desk

3.2 Classroom Policies

Institutions of higher education exist for the common good. The common good depends upon an uninhibited search for truth and its open expression. The classroom is one forum wherein a faculty member may express the truth without the corrosive fear that others, inside or outside the University community, because their vision may differ, may threaten the faculty member's professional career or the material benefits accruing from it. (TAMUS Policy 12.01 Section 1. 1).

3.3 Registrar's Policies

A. Registration and Advising

Registration and advising may involve every faculty member. The Department Chair makes registration and advising assignments. Times for these activities are set by the Office of the Registrar in consultation with the Deans and Chairs.

B. Student Records

Preliminary (first day) class rolls are distributed as soon as possible after registration. These rolls should be checked by faculty and discrepancies reported to the Office of the Registrar. Corrections are incorporated in the final class roll, which reflects registration as of the official census date (twelfth class day for long semesters, fourth class day for summer sessions). These final class rolls must be signed by the instructor as correct and returned to the Office of the Registrar in a timely manner.

Forms for assigning grades are distributed after the final day for dropping classes. These forms must be completed by faculty and returned to the Office of the Registrar by the specified due date. The Office of the Registrar will not release grades to students until final grade reports are prepared and mailed.

These records are required by the State of Texas and may be audited as part of the funding process.

C. Posting Grades

Faculty are legally prohibited from publicly posting student grades in such a fashion that students can be identified by anyone other than themselves or their designated representatives; however, it is often necessary to disseminate information outside the classroom about student performance. Therefore, when such necessity occurs, instructors may post grades in such a way that the student's privacy is protected. This means that student names or complete social security numbers may not be used. Instructors may use whatever method they devise so long as individual privacy is protected.

3.4 Program Evaluation Policies

It is the responsibility of every faculty member to remain current in his/her area of expertise. If in their expert opinion, a program should be added, revised, or dropped, the faculty member has a responsibility to share their opinion with the appropriate curriculum committee or to bring their opinion to the Academic Oversight Committee of the Faculty Senate.

3.5 Academic Services and Support (Media, Computer, etc.)

A faculty member should reasonably expect support from the University for the successful accomplishment of the faculty member's teaching, research and service responsibilities. The faculty member should expect to utilize adequate care to ensure that the support provided by the University is not misused.

4.0 ADMINISTRATIVE AND FINANCIAL POLICIES

4.1 Emergency Closing

In the event of emergency, appropriate notice will be provided via radio and/or television and/or electronic mail and/or other public broadcast media.

4.2 Keys

Keys will be issued to faculty through the various academic administrators. Keys remain the property of the University and will be returned upon request or separation. Keys are not to be duplicated.

4.3 Mail & E-Mail

Faculty members may expect the University to provide normal mail services to facilitate the accomplishments of the faculty members' professional responsibilities. It is assumed that mail services provided by the University will be protected by appropriate federal and state law, and the privacy of the faculty member's mail, both electronic and paper, will be respected by the University.

4.4 Bulletin Boards

Bulletin boards are provided at several campus locations. Faculty members may utilize these bulletin boards for appropriate and approved general communications.

4.5 Telephones

Telephone service is provided to the faculty to permit and facilitate the

accomplishment of the faculty member's professional responsibilities. Abuse of telephones and/or long distance access will not be tolerated.

From time to time faculty members may need to make personal telephone calls during working hours. Normally, such use does not result in additional costs or damage to TAMIU and generally will not hinder the day-to-day operation of an office. Incidental use of TAMIU phones during working hours by faculty members for local calls is not considered a misapplication of state property, and is permissible so long as it does not duly interfere with the faculty member's assigned responsibilities or the normal functioning of an office. Use of telephones, facsimile machines, electronic mail, and other means of communication is considered to be a misapplication of state equipment if it results in additional costs being incurred by TAMIU, including long distance charges, or damage to equipment.

4.6 Purchase Orders / Requisitions

Faculty members may initiate purchase requisitions. Complete purchasing policies and procedures are available through the Purchasing Office.

5.0 STUDENT AFFAIRS POLICIES

5.1 Student Handbook

The *Office of the Dean, Division of Student Affairs, publishes the Student Handbook*. It is available from the Office of the Dean, Division of Student Affairs and in the Library.

5.2 Student Conduct Code

The Student Conduct Code is defined in the *Student Handbook*.

5.3 Student Records Privacy

See section 2.32.L "Family Educational Rights and Privacy Act of 1974", of the *Faculty Handbook*.

5.4 Student Discipline Code

The Student Discipline Code is defined in the *Student Handbook*.

5.5 Student Rights and Responsibilities

Student rights and responsibilities are defined in the *Student Handbook*.

5.6 Sponsorship / Organizations

A complete list of Chartered Organizations may be found on the World Wide Web at

tamiu.edu. The Office of Student Development maintains regulations and procedures for the establishment of student organizations.

5.7 Student Violations of Academic Integrity (Cheating, Plagiarism)

Students are expected to maintain high ethical standards in their academic work, and faculty members are expected to maintain the fairness and integrity of course grades. Students who are caught claiming credit for work that they did not do – whether the dishonesty consists of cheating on exams, intentionally plagiarizing papers or course projects, or other forms of academic misrepresentation and dishonesty – can expect to receive failing grades in the course in question. Faculty members are required to report such serious breaches of academic honesty to their chair, their dean, the Provost and Vice President of Academic Affairs, and the Executive Director of Student Life.

In addition to grade penalties, students guilty of academic dishonesty may be placed on probation, temporarily suspended, or permanently expelled from the university by the Provost and Vice President of Academic Affairs, as specified in the Student Handbook.

6.0 EXTERNAL RELATIONS POLICIES

6.1 Communications Channels

Except as explicitly stated elsewhere in this document, communications channels are the lines of authority presented in the Organization Chart (Appendix A).

6.2 Publicity for Faculty Activities

Using their standard policies and procedures, the Office of Public Information should disseminate publicity for all University activities. All items will be submitted to media outlets, but their use is not guaranteed.

6.3 Grants Policy

Grant policy is disseminated through the Office of the Dean of the Colleges.

6.4 Use of Institutional Letterhead, Trademarks, Trade names

Personal use of Institutional Letterhead, Trademarks, Trade names is not allowed. However, faculty members are entitled to use the Institutional Letterhead, Trademarks, Trade names for professional activities. Only official Institutional Letterhead, Trademarks, Trade names are to be used. Faculty and staff of TAMIU are not authorized to design their own. The resolving authority concerning legitimate use of the Institutional Letterhead, Trademarks, Trade names is the Office of the Vice-President for Advancement and External Affairs.

6.5 Political Activity

The University recognizes the right of all citizens to participate in the democratic

process. Faculty members recognize that their activities reflect on the University as well as themselves and, therefore, utilize due caution in their public activities. See Section 2.25 of this *Handbook* for the TAMU System Policy on political activity.

6.6 Fund-raising

Fund-raising is encouraged, but it must be coordinated through the Office of the Vice-President for Advancement and External Affairs.

7.0 GRADUATE STUDIES AND RESEARCH

7.1 Graduate Faculty

All Graduate Faculty categories must have demonstration of commitment to the academic community, institution, discipline, and students. In addition, they must possess a high level of competence in teaching. At the full level in particular, the faculty must demonstrate research capability and competence in directing independent investigation. Qualifications and responsibilities not found in membership categories at lower levels are highlighted with an asterisk ().*

Categories and Requirements for Membership

FULL/DOCTORAL MEMBERSHIP

Full Members of the Graduate Faculty must:

be tenured or on a tenure track on the Texas A&M International Faculty;
 hold the rank of Assistant Professor, Associate Professor or Full Professor;
 *have earned a doctorate in the teaching discipline or a related discipline;
 produce tangible evidence of continued productive scholarship, as normally defined within the discipline concerned; and,
 be recommended, at their request or with their consent, to the Graduate Council via the OGS Director by the department Chair or school director or department (or college) promotion and tenure committee. The Chair or Dean may consult with and seek approval of the full members of the Graduate Faculty within the department. College Deans or school Directors will make the recommendations where department Chairs do not exist.

Full Members are appointed to the Graduate Faculty for a term of five years and will be subject to re-evaluation at the end of the term. This membership must be approved by the Graduate Council.

Full members of the Graduate Faculty are eligible to:

- *direct doctoral dissertations, masters' theses, and other graduate research;
- *teach graduate-level courses, including doctoral;

- *serve on graduate student committees, including doctoral;
- serve as graduate coordinators;
- sit on the Graduate Council, and in that position to help set policies for the Office of Graduate Studies;
- sit on standing and special committees of the Graduate Council;
- serve as an officer (Chair, etc.) of the Graduate Council; and,
- *chair standing committees of the Graduate Council.

ASSOCIATE/MASTERS MEMBERSHIP

Associate Members of the Graduate Faculty must:

- *be tenured or on a tenure track on the Texas A&M International Faculty;
- have earned a doctorate or other terminal degree, or of such a level of distinction in one's field as to make the degree irrelevant. In case of such exception, a letter of verification by the person making the nomination should be submitted to such effect (Note: Associate Membership differs from Full Membership in that Associate Membership allows for terminal degrees such as the M.F.A., masters' degrees, qualified first-time faculty applicants, and faculty with doctorates who have less than exceptional evidence of continued productive scholarship);
- produce tangible evidence of continued productive scholarship as normally defined within the discipline concerned; and,
- be recommended, at their request or with their consent, to the Graduate Council via the OGS Director by the department Chair or school director or department (or college) promotion and tenure committee. The Chair or Dean may consult with and seek approval of the full members of the Graduate Faculty within the department. College Deans will make the recommendations where department Chairs do not exist.

Appointment to associate membership on the Graduate Faculty is for a term of five years and will be subject to re-evaluation at the end of the term. This membership must be approved by the Graduate Council.

Review of the associate member's qualifications for possible advancement to full membership shall be made by the Chair of the department with optional assistance of the full members in the department. When an advancement appears to be warranted, the department Chair shall recommend in writing such advancement to the Graduate Council via the OGS Director and shall include a rationale for the recommendation based on the stated criteria for the higher membership classification.

Associate members of the Graduate Faculty are eligible to:

- direct masters-level theses but not doctoral-level dissertations;
- teach masters-level but not doctoral-level courses;
- serve on masters-level but not doctoral-level committees;
- sit on the Graduate Council, and in that position to help set policies for the Office of Graduate Studies;

- sit on standing and special committees of the Graduate Council.

EXTERNAL MEMBERSHIP

(This category is for persons not on the TAMU faculty)

External Members of the Graduate Faculty must:

- have a terminal, or master's degree, or be considered an outstanding person from government, industry, the professions, education foundations, a TAMU system component institution, or another academic or professional institution of higher education who holds a visiting or part-time faculty position at TAMU;
- show actual involvement in the departmental graduate program either in teaching 5000- or 6000-level courses or serving on graduate student committees;
- be recommended, at their request or with their consent, to the Graduate Council via the OGS Director by the department Chair or Dean. The Chair or Dean may consult with and seek approval of the full and associate members of the Graduate Faculty within the department. College Deans and school Directors will make this recommendation where department Chairs do not exist. The recommendation from the Chair or Dean must state how the external member will be involved in the graduate program, especially noting whether the candidate will be teaching doctoral-level courses.

Appointment to external membership on the Graduate Faculty is for a term of three years and will be subject to re-evaluation at the end of the term. This membership must be approved by the Graduate Council.

Other provisions regarding External Membership:

- Each candidate will be certified by the Graduate Council and Dean either to teach doctoral-level and masters-level courses or to teach only masters-level courses, in accordance with the statement of involvement in the candidate's recommendation letter (see description below).
- External members who are to be involved in doctoral programs must hold an earned doctorate in the teaching discipline or a related discipline.
- External members who are to be involved in masters' programs must hold a master's degree at minimum, and if the doctorate is not held, must have demonstrated such a level of distinction in one's field as to make the degree irrelevant. In case of such exception, a letter of verification by the person making the nomination should be submitted to such effect.
- In order to chair a graduate student committee, external members must hold a terminal degree or its equivalent.

External members of the Graduate Faculty are eligible to:

- co-chair masters-level or doctoral-level student committees, depending on

- credentials and certification (ineligible to chair such committees);
- teach masters-level or doctoral-level courses, depending on credentials and certification; and,
- serve on masters-level or doctoral-level student committees, depending on credentials and certification.

TEMPORARY MEMBERSHIP

(This category is for those who teach masters-level courses and are not otherwise involved in the departmental graduate programs)

Any faculty member holding the master's degree or what is generally considered to be a terminal degree in his or her discipline may be appointed, at his or her request or with his or her consent, as a temporary member of the Graduate Faculty upon approval by the OGS Director of a request in writing from both the faculty member and the Chair of the faculty member's department. The college Dean or school director will present the corresponding request where department Chairs do not exist.

Review of the temporary member's qualifications for possible advancement to a higher membership category shall be made by the Chair of the department with the optional assistance of the full members of the Graduate Faculty in the department. When an advancement appears to be warranted, the department Chair shall recommend in writing such advancement to the OGS Director and shall include a rationale for the recommendation based on the stated criteria for the higher membership classification. College Deans will make this recommendation where department Chairs do not exist.

Appointment to temporary membership is for a one semester period. This membership need only be approved by the OGS Director.

Temporary members of the Graduate Faculty are eligible to:

- teach masters-level courses.

Procedures for Nomination to the Graduate Faculty

Faculty are nominated, with their consent, for inclusion on the Graduate Faculty by department Chairs, department promotion and tenure committees (or college promotion and tenure committees) or by college Deans where department Chairs do not exist, according to established criteria of the Graduate Council. The nomination must have evidence of continuing productive scholarship as defined in the pertinent discipline.

For external members, evidence of recent involvement in the program and a statement of type of involvement anticipated in the program must be provided.

Nominations are received by the OGS Director and kept on file. The OGS Director will

annually report to the Graduate Council the current membership in each category.

The Graduate Council will act to evaluate nominations which have been questioned. The membership committee will report their recommendations to the Graduate Council.

The executive committee of the Graduate Council will hear complaints from faculty who feel they were not treated fairly in matters of graduate appointment.

Full and associate members of the Graduate Faculty are nominated for terms of five years. External members are to serve terms of three years. Temporary members are appointed for terms of one semester. Members may be renominated for the same category, or a higher one, if they qualify.

The responsibility for keeping those records and notifying department Chairs or college Deans of those faculty members up for periodic review, or renomination, will be that of the OGS Director or Director of the Office of Graduate Studies.

7.2 Graduate Council

RESPONSIBILITIES

It is the responsibility of the Graduate Council to review all proposals for graduate degree programs and courses and, at its option, existing programs; to establish and review the criteria for membership on the Graduate Faculty. Furthermore, the council is to establish the minimum admission standards, the standards for continuation of graduate students, and the residency requirements; to act upon petitions and appeals from the decision of the Director of the Office of Graduate Studies; and to consider any other matters relevant to the Office of Graduate Studies.

COMPOSITION

The graduate council shall be composed of the following members:

The Director of the Office of Graduate Studies (chair);
 One appointed member from each college or school;
 One member elected by each college or school;
 Four at-large members with no more than two from any single college or school;
 University Registrar (ex-officio);
 Graduate Student, appointed by Provost (ex-officio); and,
 Faculty Senate President or his or her representative (ex-officio).

MEMBERSHIP

With the exception of the graduate student representative, the University Registrar, and the Faculty Senate President, all members of the Graduate Council shall be full or associate members of the Graduate Faculty. Elected or appointed members shall serve a term of two years from the beginning of the fall semester following their election or

appointment, which shall occur in the spring.

Terms for elected or appointed members shall be staggered.

ELECTIONS AND APPOINTMENTS

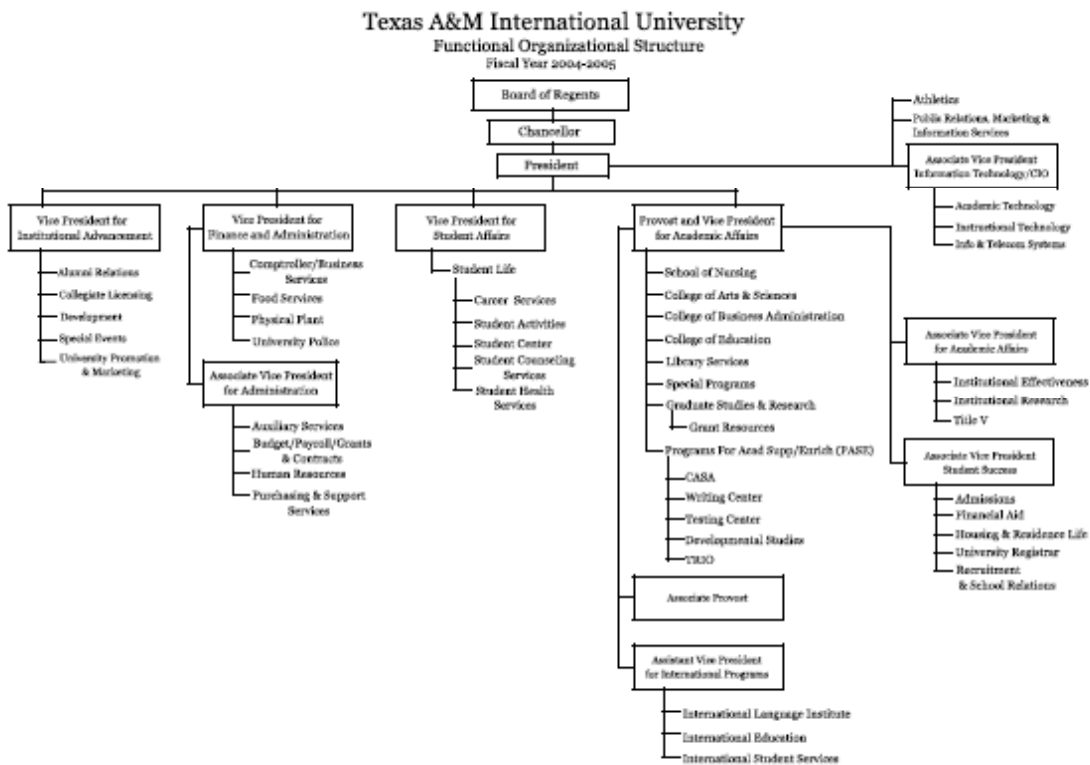
All tenured and tenure-track faculty with a terminal degree are eligible to vote in Council Elections.

College representatives to the Council shall be elected by April 21 of the appropriate year of selection. Such representatives may be nominated by all tenured and tenure-track faculty; the election will be conducted at the time and in the manner of the Faculty Senate elections conducted by the Faculty Senate Secretary.

The Dean's and Provost's appointments shall be made by May 1st.

APPENDIX A Organization Chart Texas A&M International University

Organizational Structure



Revised 06/07/2005

APPENDIX B
Faculty Constitution
TEXAS A&M INTERNATIONAL UNIVERSITY

FACULTY CONSTITUTION
19 April 1995

PREAMBLE:

The purpose of this constitution is to implement the principle that the Texas A&M International University is a collegium (i.e. association of professionals) in which the responsibility for the educational objectives lies with the faculty. This constitution provides the rules and principles of governance for the Faculty upon its acceptance by the membership of the faculty, except where limitations are imposed upon it by the laws of the United States of America, the state of Texas and The Administrative Policy and Reporting Manual of the Texas A&M System (p. 3-19, May 20, 1991, or the latest edition).

ARTICLE I. Organization of the Faculty

Section 1. Membership

As used herein the term “Faculty” or “The Faculty” or any indication of “membership” in the Faculty is inclusive Faculty.

- a. The Faculty consists of the President, the Provost, Deans, all full professors, associate professors, assistant professors, instructors, and librarians and administrators holding faculty status.
- b. Voting Members of the Faculty shall be those members of the faculty with tenure or with full-time tenure track appointments.
- c. Associate Members of the Faculty shall be those members of the faculty with part-time and/or non-tenure track appointments. An associate member shall have all membership privileges except those of voting and the right to serve in the Faculty Senate *however, an associate faculty member with a full-time appointment may vote as of the beginning of the second consecutive year of full-time service. This faculty member, however, may not vote on issues pertaining to Promotion and Tenure; University-wide issues or serve on the Faculty Senate. Associate faculty members with full-time appointments should also consult the Faculty Handbook for other limitations of their voting rights (Rev. 5-19-00 Item # 14 and 4-17-01 Item #1).*
- d. Emeritus Members of the Faculty shall be those members of the faculty with emeritus status; they shall have the same privileges as associate members.

ARTICLE II. Authority of the Faculty

Section 1. Authority of the Faculty (subject to Article II Section 3, below).

The faculty shall have authority over matters pertaining to educational policy. By authority is meant the responsibility for developing rules, establishing and acting upon procedures, and recommending policies relating to all matters of educational concern for the welfare of the University. The following are indicative:

- a. Standards for admission, selection and retention of students.
- b. Requirements for granting degrees and compliance with the certification requirements in teacher education programs.
- c. Curricular requirements and the structure of the University with reference to academic matters.
- d. Instructional standards and standards for the evaluation of faculty.
- e. Promotion and facilitation of academic and instructional research.
- f. Procedures for faculty participation in the selection and retention of chairpersons of Departments/Schools and the Deans.
- g. Standards for public information programs dealing with educational matters.
- h. Standards for academic freedom and the protection of faculty interests.
- i. Standards for students' affairs, conduct and discipline.
- j. Appointment, promotion, tenure and dismissal of faculty members.
- k. Standards for faculty affairs, conduct, and discipline.

Section 2. Faculty Resolving Authority

The faculty may express, by formal resolution and/or written petition, their opinion on any other matter pertaining to the policies and administration of the University. The following matters are indicative:

- a. Selection, retention, or removal of the President and principal academic officers, as well as the creation or abolition of such offices.
- b. Expenditures of funds allocated to instructional and academic or instructionally-related research.
- c. Major issues affecting current or projected budget decisions.

- d. Programs impacting welfare of the Faculty such as salaries, insurance, leaves of absence, University reorganization and accreditation.

Section 3. Responsibility of the Faculty Senate

- a. The Faculty Senate is empowered to act on behalf of the Faculty, subject to:
 - i. The limitations of this constitution (see Article IV, Section 1), and
 - ii. Administrative Policy and Reporting Manual of the Texas A&M System (p. 3-19, May 20, 1991, or latest edition).
- b. In the event of a conflict between the Faculty and the Faculty Senate, the will of the Faculty shall prevail.

ARTICLE III. Conducting Faculty Business

Section 1. Meetings of Faculty

The President of Texas A&M International University may call a meeting of the Faculty at any time to report on any item that the President deems appropriate. Likewise the Faculty has the right to assemble at any time for the purpose of conducting Faculty business. The meeting may be in the nature of a forum, which the Faculty is encouraged to attend and participate. The meeting also may be in the nature of a hearing which the Faculty is encouraged to attend and, if appropriate, to testify.

Section 2. Special Meetings

Special meetings of the Faculty shall be called as follows:

- (a) Upon request of the Faculty Senate, a special meeting of the Faculty shall be called by the Secretary of the Faculty Senate.
- (b) A special meeting of the Faculty shall be called upon receipt by the Faculty Senate of a petition signed by ten (10) or more voting members of the Faculty.

Section 3. Notice of Meetings

The Secretary of the Faculty Senate shall notify the Faculty in writing at least two weeks prior to the meeting date. The Secretary of the Faculty Senate shall prepare minutes of all actions taken by the Faculty, and file a copy with the President of Texas A&M International University. Another copy of those minutes shall be filed with the President of the Faculty Senate. The Secretary of the Faculty Senate shall distribute the minutes within two weeks after the end of the Faculty meeting.

Section 4. Approval Process for the Minutes of a Faculty Meeting

To obtain approval, or not, of the minutes of a Faculty meeting, a blank approval form shall be attached to, and distributed with the minutes to all voting Faculty within two weeks after the faculty meeting. The following options shall be on the approval instrument:

- (a) Minutes approved as they are.
- (b) Minutes approved, with the following changes:
- (c) Minutes not approved until the following changes are incorporated:
- (d) Minutes are not approved.

The faculty shall return the completed approval instrument to the Secretary of the Faculty Senate within one week after receipt of the minutes by the Faculty.

The vote of a quorum of the Faculty, returning the completed approval instrument, shall determine whether the minutes are approved or not. In case of a tie vote, the President of the Faculty Senate shall cast the deciding vote.

Section 5. Faculty Voting Mechanism

The mechanics of Faculty voting shall be as follows

- (a) A simple majority of voting members of the Faculty shall constitute a quorum.
- (b) A Faculty voting committee, consisting of Faculty Senators, and chaired by the Secretary of the Faculty Senate, shall prepare and mail secret ballots to the voting Faculty. These ballots are to be returned to the Faculty Senate Voting Committee within one week after receipt of the ballot.
- (c) Results of the Faculty vote shall be determined by the Faculty Senate Voting Committee, and reported by the Faculty Senate Secretary to the President of the Faculty Senate, who in turn will report the results to the Faculty.

Section 6. Assistance of the Faculty Senate Secretary

In all Faculty business matters in which the Faculty Senate Secretary acts as liaison between the Faculty Senate and the Faculty, the Secretary may request the assistance of any and/or all members of the Faculty Senate as the Secretary deems appropriate.

ARTICLE IV. Faculty Senate

Section 1. Function of the Faculty Senate

- a. Legislative Functions.

The Faculty Senate may consider all matters appropriate for faculty action under

Article 111, Section 1. The Faculty Senate may act or refer such matters with recommendations to the Faculty.

b. Administrative Functions.

The Faculty Senate shall:

1. adopt Faculty Senate bylaws to the Faculty constitution.
2. prepare its own agenda.
3. initiate proposals for its own and Faculty consideration.
4. elect committees whenever necessary for the discharge of its functions.
5. fill vacancies for unexpired terms which occur in any elected faculty office or in any elected committee.
6. continuously study the effects of past and current legislative actions.

c. Consultative Functions.

The Faculty Senate shall be available to act in an advisory or consultative capacity with members of the administration on all matters of university policy.

Section 2. Eligibility for Senate Membership

- a. All members other than student members must be voting members of the Faculty.
- b. Members-at-large. *Four tenured or tenure-track members to be elected by the vote of the Faculty members (Rev. 4-17-01 Item # 2).*
- c. Departments/Schools, within Colleges, Members. One full- time **tenured or tenure-track** faculty member from department/school within a College to be elected by the voting membership of that department/school within a College (*Rev. 4-17-01 Item # 3*). The Library will be considered as a department/ school and will be represented by one full-time faculty member.
- d. Student Members. One undergraduate student and one graduate student to be elected by their respective constituents. The student members shall be non-voting members.
- e. Recall of Senators. If a majority of the faculty in a department petition the Faculty Senate to recall their representative in the Senate, then that particular Senator will be recalled. If ten (10) percent of the faculty at large petition the Faculty Senate to recall an at- large Senator, then the Secretary of the Senate will prepare a recall ballot. If the majority of the University faculty voting vote yes to recall, that particular Senator will be recalled. In both cases if the recalls were successful, the Secretary of the Senate will prepare for a special election to fill the vacancy or vacancies in the Senate.

Section 3. Senate Officers

a. Designation and Responsibilities.

1. President. The President calls meetings and presides at meetings. The officer represents the Senate to the public and the administration. The President's right of discussion is limited. The chair must be temporarily relinquished for the period of the discussion of that point in order for the President to participate in the discussion. The President has the right to vote on all issues. In the event of a tie, the issue fails for lack of a majority.
2. Vice President. This officer fulfills the President's responsibilities in the President's absence, and serves as the Faculty Senate's liaison to the Dean of Student Affairs.
3. Secretary. The Secretary prepares the minutes of Senate proceedings and debates; distributes minutes among the faculty; and corresponds with others as required by Senate decisions, and serves as Chair of Faculty Senate election committees, as required.
4. Parliamentarian. The Parliamentarian will advise the President on parliamentary procedures.

b. Term of Office. Senate officers serve for one year and may be re-elected.

c. Method of Election. Senate officers are elected by majority vote of the Senate. A special session of the new Senate will be convened in March or April for the purpose of electing officers.

Section 4. Election Procedures for Senate Representatives

- a. During the first full month of the Spring Semester, the Secretary of the Senate will notify all voting members of the Faculty that nominations for Senate membership are open for the appropriate categories (see Section 2).
- b. Voting members of the Faculty who wish to run for office will inform the Senate Secretary within two weeks of the announcement that nominations are open. Each member desiring to run will also let the Secretary know the membership category, which he/she is seeking to fill.
- c. A ballot or ballots will be prepared by the Senate and distributed to the voting faculty as appropriate. That is, each faculty member should receive a ballot for only those offices for which he/she is eligible to vote.
- d. A Senate committee will be assigned the task of receiving and tabulating the votes. The election results will then be affirmed by the Senate and announced.

- e. In order to insure the secrecy of the ballot, all faculty voting will be held in the Deans' offices. Each Dean's secretary will be provided with the list of faculty who are eligible to participate in voting. A faculty member will be able to sip his/her name and cast his/her ballot.

Section 5. Ex-Officio Member

The President or the President's appointed representative shall be the non-voting ex-officio member.

Section 6. Special Elections

A special election May be called by the Senate President to fill vacancies in Senate membership when the Senate is notified that a vacancy exists.

Section 7. Term of Office of Elected Representatives

- a. The term of office for all elected representatives other than student members is three years.
- b. Student members shall serve for one year terms.
- c. Senate representatives may be re-elected; the only constraints on terms will be imposed by the will of the representative's constituents.
- d. In the year of the first election, five of the members shall serve for one year; five of the members shall serve for two years, and five of the members shall serve for three years. This determination shall be made by lot as the first item of business at the first meeting and shall be presided over by the University President or his appointed representative.

Section 8. Meetings

- a. Regular meetings will be held once per month.
- b. Special meetings may be called by the President of the Senate at the discretion of the President of the Senate or when requested by any three voting members of the Senate.

Section 9. Quorum

A simple majority of the voting members shall constitute a quorum.

Section 10. Voting Rules

A majority of those voting members present passes a motion. The voting method will be voice vote and/or show of hands unless a secret ballot is requested by a member and

approved by majority vote.

Section 11. Outsider Attendance

- a. Senate meetings are open to all members of the University community.
- b. By majority vote, the Senate may go into closed session to be only by its voting members.

Section 12. Distribution of Minutes

The Secretary shall distribute the minutes to the Faculty within two weeks of a regular meeting. Minutes of special meetings may be distributed along with those of the next regular meeting.

Section 13. Agenda Provisions

- a. Items may be placed on the agenda by any Senate member, or as requested by other faculty if adopted by majority vote.
- b. Items approved by a majority vote of the Assembly must be placed on the Senate agenda, by at least the next meeting of the Senate.

ARTICLE V. Procedures

Section 1. Amendments

When an amendment of the constitution is proposed, the procedure shall be as follows. A proposal to amend the constitution shall be presented to and discussed by the Faculty Senate. If the Senate votes to recommend that the Faculty consider an amendment, the Secretary of the Faculty Senate shall circulate the document to the voting members of the Faculty. A waiting period of thirty class days (exclusive of summer sessions) shall then elapse during which time faculty members may request the Faculty Senate to call a meeting of the Faculty to discuss the proposed amendment. Immediately after the waiting period one of two steps shall be taken.

- a. If during the waiting period described above, ten or more faculty members have requested a meeting of The Faculty, the Secretary of the Faculty Senate shall inform the Secretary of the Faculty that a faculty meeting should be held. The date of the meeting shall be within thirty class days after the end of the waiting period, or by October 15 of the same year if the amendment is introduced after March 1. Consideration of the proposed amendment shall be the first order of business. The vote on the proposal shall be by mail ballot within two weeks after the faculty has voted that discussion on the proposal is closed. The mail ballot shall be accompanied by a summary of the arguments presented during the discussion at the meeting of The Faculty.

- b. If fewer than ten faculty members have requested a meeting of The Faculty, the Secretary of the Faculty Senate shall inform the Secretary of the Faculty that a mail ballot on the proposed amendment should be initiated. The mail ballot shall be distributed within two weeks after the end of the waiting period. The Secretary of the Faculty shall circulate the ballot to the voting members of the Faculty, count the ballots, and report the results to the Faculty. A two-thirds vote of those voting by mail shall be necessary for the adoption of the amendment.

APPENDIX C Faculty Senate Members
Faculty Senate: 1994-1995

Senate Officers:

Dr. Clifford Dorne, At-Large Representative, President
Dr. Charlotte Torres, School of Nursing, Vice-president
Dr. Stephen Lunce, At-Large Representative, Secretary
Dr. Henry Smith, Accounting & Information Systems, Parliamentarian

Senators:

Dr. Richard Johnson, At-Large Representative
Dr. Nasser Momayezi, Criminal Justice, History, and Political Science
Dr. Jack Hazlerig, English, Fine Arts & Foreign Language
Dr. Todd Russell, Psychology & Sociology
Dr. Barry Carr, Economics & Finance
Dr. Michael Landeck, Management & Marketing
Dr. Cathy Sakta, Curriculum & Instruction
Dr. Roberto Perez, Professional Programs
Dr. Ralph Hausman, Special Populations
Dr. Henry Crowson, Natural Science
Mr. Gary Woods, Library
Mr. Sam Touchet, Student, ex-officio

Faculty Senate: 1995-1996**Senate Officers:**

Dr. Stephen Lunce, At-Large Representative, President
Dr. Charlotte Torres, School of Nursing, Vice-President
Dr. Jeffrey Cass, English, Fine Arts & Foreign Language, Secretary
Dr. Henry Smith, Accounting & Information Systems, Parliamentarian

Senators:

Dr. Kurt Jesswein, At-Large Representative
Dr. Richard Johnson, At-Large Representative
Dr. Linda Medearis, At-Large Representative
Dr. Nasser Momayezi, Criminal Justice, History & Political Science
Dr. Todd Russell, Psychology & Sociology
Dr. Barry Carr, Economics & Finance
Dr. Michael Landeck, Management & Marketing
Dr. Cathy Sakta, Curriculum & Instruction
Dr. Roberto Perez, Professional Programs
Dr. Ralph Hausman, Special Populations
Dr. Henry Crowson, Natural Science
Ms. Verla Peterson, Library
Mr. Michael Long, Student, ex-officio

Faculty Senate: 1996-1997**Senate Officers:**

Dr. Stephen Lunce, At-Large Representative, President
Dr. Nasser Momayezi, Criminal Justice, History & Political Science, Vice-President
Dr. Jeffrey Cass, English, Fine Arts & Foreign Language, Secretary
Dr. Henry Smith, Accounting & Information Systems, Parliamentarian

Senators:

Dr. Cecilia Garza, At-Large Representative
Dr. Kurt Jesswein, At-Large Representative
Dr. Linda Medearis, At-Large Representative
Dr. Todd Russell, Psychology & Sociology
Dr. Stephanie Smith, Economics & Finance
Dr. James Giermanski, Management & Marketing
Dr. Cathy Sakta, Curriculum & Instruction
Dr. Roberto Perez, Professional Programs
Dr. Ralph Hausman, Special Populations
Dr. Henry Crowson, Natural Science
Dr. Susan Baker, School of Nursing
Ms. Verla Peterson, Library
Mr. Michael Long, Student, ex-officio

Faculty Senate: 1997-1998**Senate Officers:**

Dr. Henry Smith, Accounting & Information Systems, President
Dr. Nasser Momayezi, Criminal Justice, History, & Political Science, Vice-president
Dr. Cecilia Garza, At-Large Representative, Secretary
Ms. Verla Peterson, Library, Parliamentarian

Senators:

Dr. Jeffrey Cass, English, Fine Arts & Foreign Language
Dr. Kurt Jesswein, At-Large Representative
Dr. Linda Medearis, At-Large Representative
Dr. Todd Russell, Psychology & Sociology
Dr. Stephanie Smith, Economics & Finance
Dr. James Giermanski, Management & Marketing
Dr. Cathy Sakta, Curriculum & Instruction
Dr. Ramon Alaniz, Professional Programs
Dr. Brigido Lopez, Special Populations
Dr. Sanjay Rai, Natural Science
Dr. Susan Baker, School of Nursing
Mr. Arturo Sanchez, Student, ex-officio

Faculty Senate: 1998-1999**Senate Officers:**

Dr. Jeffrey D. Cass, President, English, Fine Arts & Foreign Languages
Dr. Cecilia Garza, Vice-President and At-Large Representative, Psychology & Sociology
Dr. Faridoun Farrokh, Secretary, At-Large Representative
Dr. Stephanie Smith, Parliamentarian, Economics and Finance

Senators:

Dr. Michael Yoder, At-Large Representative
Dr. Ray Keck, At-Large Representative, Language, Literature and Arts
Dr. Todd Russell, Psychology and Sociology
Dr. Nasser Momayezi, Social Sciences
Dr. Jacqueline L. Power, Accounting and Information Systems
Dr. James Giermanski, Management and Marketing
Dr. Bambi L. Bailey, Curriculum and Instruction
Dr. Ramon Alaniz, Professional Programs
Dr. David Herrington, Special Populations
Mr. John Maxstadt, Library
Dr. Sanjay Rai, Natural Sciences
Dr. Susan Baker, School of Nursing

Faculty Senate: 1999-2000**Senate Officers:**

Dr. Ramon Alaniz, President, Special Populations
Dr. Michael Landeck, Vice-President, Management and Marketing
Dr. Carol Waters, Secretary, At-Large Representative, Social Sciences
Dr. Stephanie Smith, Parliamentarian, At-Large Representative

Senators:

Dr. Michael Yoder, At-Large Representative, Social Sciences
Dr. Jeffrey Cass, Language, Literature and Arts
Dr. Jeffrey Brown, Psychology and Sociology
Dr. Beau Duncan, Social Sciences
Dr. Ray Keck, At-Large Representative, Language, Literature and Arts
Dr. Jacqueline Power, Accounting and Information Systems
Dr. Antonio Rodriguez, Economics and Finance
Dr. Bambi L. Bailey, Curriculum and Instruction
Dr. Humberto Gonzalez, Professional Programs
Mr. John Maxstadt, Library
Dr. Terry Shepherd, Special Populations
Dr. Susan Baker, School of Nursing

Faculty Senate: 2000-2001**Senate Officers:**

Dr. Jeffrey D. Cass, President, Language, Literature and Arts
Dr. Frances Rhodes, Vice-President, Language, Literature and Arts
Dr. Bambi Bailey, Secretary, Curriculum and Instruction
Dr. Firooz Khosraviyani, Parliamentarian, Natural Sciences

Senators:

Dr. Michael Yoder, At-Large Representative
Dr. Kimberly Folsie, Psychology and Sociology
Dr. Mohamed A. Ben-Ruwin, Social Sciences
Dr. Jacqueline Power, Accounting and Information Systems
Dr. Antonio Rodriguez, At-Large Representative, Economics and Finance
Dr. Michael Patrick, Economics and Finance
Dr. Michael Landeck, Management and Marketing
Dr. Humberto Gonzalez, Professional Programs
Dr. Terry L. Shepherd, Special Populations
Ms. ReneeJ. LaPerriere de Gutierrez, Library
Dr. Doris J. Rosenow, School of Nursing
Dr. Carol Waters, At-Large Representative, Social Sciences

Faculty Senate: 2001-2002**Senate Officers:**

Dr. Michael Landeck, President, Management and Marketing
Dr. Kimberly A. Folse, Vice-President, Psychology and Sociology
Dr. Cecilia Garza, Secretary, At-Large Representative, Psychology and Sociology
Dr. Michael S. Yoder, Parliamentarian, At-Large Representative, Social Sciences

Senators:

Dr. Mohammed A. Ben-Ruwin, Social Sciences
Dr. Cathy L. Guerra, Curriculum and Instruction
Dr. Humberto Gonzalez, Professional Programs
Dr. Robert Haynes, Language, Literature and Arts
Dr. Firooz Khosraviyani, Natural Sciences
Ms. Renee J. LaPerriere de Gutierrez, Library
Dr. Stephen E. Lunce, Accounting and Information Systems
Dr. Van V. Miller, Economics and Finance
Dr. Frances Rhodes, At-Large Representative, Language and Literature
Dr. Doris J. Rosenow, School of Nursing
Dr. Terry L. Shepherd, Special Populations
Dr. Carol Waters, At-Large Representative, Social Sciences
Dr. Richard Wright, Fine and Performing Arts
Mr. Joseph Holland, Student, ex-officio

Faculty Senate: 2002-2003

Dr. Kimberly Folse, President, Psychology & Sociology
Dr. Steve Lunce, Vice-President, Accounting & Information Systems
Dr. Frances Rhodes, Secretary, At-Large
Dr. Michael Yoder, Parliamentarian, At-Large

Senators

Dr. Mohamed A. Ben-Ruwin, Social Sciences
Dr. Sean M. Chadwell, At-Large
Dr. Humberto Gonzalez, Professional Programs
Dr. Cathy Guerra-Sakta, Curriculum & Instruction
Dr. Robert Haynes, Languages & Literature
Dr. Hamid R. Kusha, At-Large
Ms. Renee LaPerriere de Gutierrez, Killam Library
Dr. Van V. Miller, Economics & Finance
Dr. Fernando Quintana, Natural Sciences
Dr. Doris Rosenow, Canseco School of Nursing
Dr. Terry Shepherd, Special Populations
Dr. Richard Wright, Fine and Performing Arts
Dr. Pedro Hurtado, COBA, Management & Marketing [2002-2003 / 3]

Faculty Senate: 2003-2004**Senate Officers:**

Dr. Frances G. Rhodes, President, At-Large
Dr. Mohamed Ben-Ruwin, Vice-President, Social Science
John Maxstadt, Secretary, Killam Library
Dr. Sean Chadwell, Parliamentarian, At-Large

Senators:

Dr. Willie N. Cargill, Accounting, Economics and Finance
Dr. Cathy Guerra, Curriculum and Instruction
Dr. Robert Haynes, Language and Literature
Dr. Roberto Heredia, Psychology, Sociology, and Social Work
Dr. Juan Homero Hinojosa, Mathematical and Physical Science
Dr. Hamid R. Kusha, Behavioral, Applied Sciences and Criminal Justice
Dr. Michael Landeck, Management, Marketing, and International Business
Dr. C. Neal McReynolds, Biology and Chemistry
Dr. William Newman, Management Information Systems and Decision Science
Dr. Doris Rosenow, Canseco School of Nursing
Dr. Claudio Salinas, Professional Programs
Dr. Terry L. Shepherd, Special Populations
Dr. Richard Wright, Fine and Performing Arts
Dr. Michael Yoder, At-Large

Faculty Senate: 2004-2005**Senate Officers:**

Dr. Mohamed A. Ben-Ruwin, President, Social Science
Dr. Sean Chadwell, Vice-President, At-Large
Dr. Terry L. Shepherd, Secretary, Special Populations
John Maxstadt, Parliamentarian, Killam Library

Senators:

Dr. Willie N. Cargill, Accounting, Economics and Finance
Dr. Friedrich C. Gechter, Fine and Performing Arts
Dr. Roberto Heredia, Psychology, Sociology, and Social Work
Dr. Juan Homero Hinojosa, Mathematical and Physical Science
Dr. Sushma Krishnamurthy, At-Large
Dr. Hamid R. Kusha, Behavioral, Applied Sciences and Criminal Justice
Dr. Michael Landeck, Management, Marketing, and International Business
Dr. C. Neal McReynolds, Biology and Chemistry
Dr. Thomas R. Mitchell, Parliamentarian, Language and Literature
Dr. William Newman, Management Information Systems and Decision Science
Dr. Lem L. Railsback, Curriculum and Instruction
Dr. Doris Rosenow, Canseco School of Nursing
Dr. Claudio Salinas, Professional Programs

Faculty Senate: 2005-2006**Senate Officers:**

Dr. Terry L. Shepherd, President, Special Populations
John Maxstadt, Vice-President, Killam Library
Dr. Frances Rhodes, Secretary, At-Large
Dr. Thomas R. Mitchell, Parliamentarian, Language and Literature

Senators:

Dr. Mohamed A. Ben-Ruwin, Social Sciences
Dr. Debra Blackwell, At-Large
Dr. Randel D. Brown, At-Large
Dr. Willie N. Cargill, Accounting, Economics and Finance
Dr. Friedrich C. Gechter, Fine and Performing Arts
Dr. Roberto Heredia, Psychology, Sociology, and Social Work
Dr. Juan Homero Hinojosa, Mathematical and Physical Science
Dr. Sushma Krishnamurthy, At-Large
Dr. Michael Landeck, Management, Marketing, and International Business
Dr. C. Neal McReynolds, Biology and Chemistry
Dr. Lem L. Railsback, Curriculum and Instruction
Dr. Doris Rosenow, Canseco School of Nursing
Dr. Claudio Salinas, Professional Programs
Dr. Rolando Sanchez, Management Information Systems and Decision Science

APPENDIX D Post-tenure Review Procedures

TEXAS A&M INTERNATIONAL UNIVERSITY POST-TENURE REVIEW GENERAL UNIVERSITY PROCEDURES

Tenure serves to protect the academic freedom of a university faculty member. Moreover, a tenured member of the faculty possesses a degree of protection from arbitrary termination. The purpose of post-tenure review is to reaffirm that a tenured faculty member is performing consistently at an acceptable, professional level, or, in the event that a faculty member has not performed up to the standards established by the university, to provide a mechanism by which the faculty member may be made aware of these deficiencies and provided with an opportunity and a mechanism whereby the faculty member may effectively improve his or her performance. The current annual evaluation process will remain in effect.

As specified in the *Faculty Handbook*, all tenured faculty will undergo post-tenure review once every five (5) years after receiving tenure. This process will include a review of the faculty by a selected post-tenure review committee. This committee will be made up of peer faculty from the college, school, or library of those undergoing review, with any member outside the college to be selected by the Faculty Senate. Each college, school, or library will specify the selection process for the internal committee. The members are subject to the approval of the college dean or director.

The faculty member under review will prepare a portfolio of material for the review committee. This portfolio shall be completed and submitted to the appropriate dean or director by the last day of September in the year of review (i.e., the fourth September following the granting of tenure; the September following five (5) complete years of tenured service). The post-tenure review committee will conduct an in-depth review of the performance of the faculty member over the last five (5) years. This review must include consideration for teaching, scholarship, and service and contain a segment with student evaluation input. Each college, school, or library will establish written criteria for performance assessment incorporating the above stipulations. These written criteria will be shared with all faculty members of that college, school, or library and copies kept on file in the dean's or director's office.

The post-tenure review committee will report their findings to the dean or director of the faculty member's college, school, or library, and this report will become a permanent part of the personnel file of the faculty member. The dean or director will notify the candidate of the outcome. A faculty member who has demonstrated outstanding performance shall be commended. A faculty member who receives a negative review must consult with his or her department chair and dean or director to discuss the committee's report. In cases where there is disagreement between the findings of the committee and the dean or director or the department head, an appeal will be made to the provost and then the president. The president will make the final determination of

whether there is in fact unsatisfactory performance.

If, in the end, a faculty member's post-tenure review is negative, the faculty member, prior to the next academic year, must develop, in conjunction with his or her dean or director and chair, a deficiency plan for improvement. The plan must include benchmarks, milestones and time lines for measurement of progress toward identified objectives. The deficiency plan must be acceptable to the review committee and the faculty member's department chair and dean or director. In cases where there is disagreement between the committee and the dean or director and department chair, an appeal shall be made to the provost and then the president. The president will make the final determination as to an acceptable deficiency plan.

The faculty member will proceed to follow the approved plan for improvement with reports made to the dean or director and the department chair at the close of each fall and spring academic semester. The department chair and the dean or director will assess the faculty member's progress and consult with the faculty member concerning their evaluation. They will keep records of these meetings in the personnel file of the faculty member in the provost's office. Should differences of opinion occur regarding the faculty member's progress, the provost will resolve these differences.

During the third year, following an unacceptable finding, the post-tenure review committee will review the faculty member in question again. Should this committee find the faculty member to be performing at an unsatisfactory level for the second consecutive time, the faculty member will be subject to the terms and conditions detailed in the Texas A&M System Policy (12.01) and the Texas A&M International University Faculty Handbook.

ACADEMIC POST-TENURE TRACKS SYSTEM

1. Teaching-Intensive Track. Faculty members may declare their choice of this option at the beginning of any or all of the five-year periods which frame this university's periods of review after a faculty member is granted tenure. Those who opt for this track carry a teaching load not to exceed the equivalent of 12 hours per semester (nine-month contract) and are not required to publish research in a refereed forum. However, in addition to compiling outstanding reviews of their teaching by students, peers, and their chair, they are required to demonstrate their commitment to excellence in teaching by:
 - A. Attending regional and/or national conferences sponsored by professional organizations in their related discipline. The frequency of attendance and intensity of involvement in these conferences in the course of each post-tenure review period is to be determined by the chair and dean or director.
 - B. Participating in the internal activities of their department, such as chairing committees, proposing courses, degree plans and the like. The volume of such activity for the post-tenure review period is to be determined by the chair and dean or director.

- C. Submitting, as always, the yearly Professional Portfolio Evaluation (PPE), which will continue to serve as the tracking instrument for all post-tenure work.
2. Research-Intensive Track. Faculty who wish during a five-year post-tenure review period to emphasize research and have firm plans as to the product that that research will produce may submit to their chairs a research plan for the five-year period. It is understood that the dean or director and chair are finally responsible for delivering appropriate classes to allow all student to complete their degrees in a timely manner. Thus, in addition to considering the strength of the research proposal, the chair and the dean or director will also consider the staffing needs of the university. If the chair approves the plan, it is forwarded to the dean or director. If the dean or director feels the plan warrants a positive response, he or she will present the plan to a council to consist of the academic deans and directors, the provost, associate provost and President of the Faculty Senate or his or her designee. It is this group's responsibility to maintain consistent and university-wide standards and criteria to grant release time for research.

If the research proposal is not rejected at any one of the levels described above, the faculty member may appeal the decision to the appropriate faculty promotion and tenure committee (department or college/school or university), which will forward its recommendation to the next level of approval. The last level of appeal will be the President of the University.

If the research proposal is given final approval, a faculty member will teach a course load not to exceed the equivalent of 9 hours per semester (nine-month contract) and will devote to research activities roughly the amount of time in a semester that an additional class assignment would have required. In addition, faculty members on the research track are required to do the following:

- A. Maintain yearly progress toward fulfilling the research goals set forth in the approved research proposal. Each year faculty members on the research track must submit a PPE. The PPE must provide evidence of research activities during the year. Faculty must also describe and justify on the PPE any modifications they have made or wish to make in their original research proposal. If, in reviewing the PPE at the end of any year, the chair and the dean or director conclude that execution of the original research proposal is unsatisfactory and/or that the requested revision of the original research proposal is unacceptable, the faculty member under review may be required to revert to the teaching track. On the other hand, the faculty member may petition the chair and dean or director at any time during the five-year cycle to revert to the teaching track. To do so requires the consent of the chair, the dean or director, and the provost.

- B. Compile a satisfactory record of teaching and peer review commensurate with the standards set by the department and college or school.
- C. Participate actively in the internal governance of their department, college or school, and university.

**TEXAS A&M INTERNATIONAL UNIVERSITY
POST-TENURE REVIEW PROCEDURES
COLLEGE-SPECIFIC PROCEDURES
COLLEGE OF ARTS AND SCIENCES**

Post-Tenure In-Depth Review of Faculty

Tenure serves to protect the academic freedom of a university faculty member. Moreover, a tenured member of the faculty possesses a degree of protection from arbitrary termination. Tenure, however, is not a guarantee of lifetime employment. The purpose of the post-tenure review is to develop evidence that a tenured faculty member is performing consistently at an acceptable, professional level, and in the event that a faculty member's performance has not met the standards established by the College of Arts and Sciences, to provide a mechanism by which the faculty member may be made aware of these deficiencies and provided with an opportunity and a mechanism whereby the faculty member may effectively improve his or her performance.

The College Promotion and Tenure Committee is responsible for conducting periodic, in-depth evaluations of each tenured faculty member. During the in-depth evaluation, the individual's department chair will serve as an ex-officio member. The Dean will notify tenured faculty when they are due for in-depth review. All tenured faculty must participate in the in-depth review every **fifth** year, although the faculty member may choose to undergo the evaluation more frequently. For example, the in-depth evaluation might be useful for faculty who anticipate applying for promotion (*Rev. 11-13-98*).

The in-depth evaluation will include all phases of the Professional Performance Profile. If the in-depth review indicates a poor performance, the tenured faculty will be notified in writing by the department chair. Such notification will include suggestions on improving areas of teaching, scholarship, collegiality, and community and University service in which the faculty member was found deficient. The faculty member will present written plan of action to the Chairperson and Dean explaining how all deficiencies will be rectified.

The tenured faculty may appeal any deficiency notification to the Dean and then the Provost. If the tenured faculty is deemed deficient in the in-depth review and all appeals have failed, a probationary period of three years will be granted. During the third year probationary period, a second in-depth evaluation is required. The faculty member, however, may choose to undergo the in-depth evaluation sooner. If the tenured faculty member is still deficient after the second in-depth review, and all appeals to the Dean and Provost have failed, the individual's contract will be subject to the provisions of the *Faculty Handbook* with respect to tenured employment.

**TEXAS A&M INTERNATIONAL UNIVERSITY
POST-TENURE REVIEW PROCEDURES
COLLEGE OF BUSINESS ADMINISTRATION**

PURPOSE

A tenured member of the faculty possesses a degree of protection from arbitrary termination; however, tenure is not a guarantee of life-time employment. The purpose of the post-tenure review is to develop evidence that a tenured faculty member is performing consistently at an acceptable, professional level, and in the event that a faculty member's performance has diminished to provide a mechanism by which the faculty member may be made aware of these deficiencies and provided with an opportunity and a mechanism whereby the faculty member may effectively improve his or her performance.

DEFINITIONS

Peer: With respect to post-tenure review, a peer is a full-time faculty member in the ranks of Associate Professor or Professor who is filling a tenure track position.

Peer Committee: The peer committee is a committee of the College of Business Administration and Graduate School of International Trade consisting of 7 members, 1 to be chosen by the Dean, 2 (at least 1 must be tenured) by the Department Chair and 4 (at least 2 must be tenured) to be chosen by the tenured professor under review. At least 3 members must be in the field of the professor either by academic preparation or current work, publication or national reputation. At least fifty percent (50%) of the committee must be made up of tenured and twenty-five percent (25%) non-tenured professors.

The appropriate overall composition of the committee with respect to those from the field and tenured members will be determined through joint discussions with and cooperation of the Dean, Department Chair, and Tenured professor under review.

PROCESS

1. The Dean is responsible for setting up the peer review process and the peer committee, which will be conducting periodic, in-depth evaluations of each tenured faculty member. This shall be in the Fall of the **fifth** year of tenure, and routinely in each **fifth** year thereafter (*Rev. 11-13-98*).
2. The Dean will notify tenured faculty members when they are due for in-depth review. All tenured faculty must participate in the in-depth review every **fifth** year.
3. The in-depth evaluation will include all phases of performance criteria for tenure set forth in the *Faculty Handbook* in effect at the time of the review. The review will be completed during the Spring Semester.
4. If the in-depth review indicates an unsatisfactory performance, the tenured faculty will

be notified in writing by the Dean through his or her department chair. Such notification will include suggestions on improving areas of teaching, scholarship, and community and University service in which the faculty member was found to be less than satisfactory. This notification will be within four weeks after the completion of the review process.

4.1 In response to the advisement of the Dean of a finding of unsatisfactory performance and suggestions on improving performance, the faculty member will develop a plan to eliminate deficiencies.

4.2 The tenured faculty member may appeal in writing, in response to any unsatisfactory notification by the Dean, to the Dean and then to the Provost.

5. If the tenured faculty member's performance is deemed unsatisfactory in the in-depth review and all appeals have failed, a remedy period of three years will be granted. During the third year of the remedy period, a second in-depth evaluation is required. The faculty member, however, may choose to undergo the in-depth evaluation sooner.
7. If tenure faculty member's performance is still unsatisfactory after the second in-depth review, and all appeals to the Dean and Provost have failed, the individual's contract will be subject to the provisions of the *Faculty Handbook* with respect to tenured employment.

**TEXAS A&M INTERNATIONAL UNIVERSITY
POST-TENURE REVIEW PROCEDURES
COLLEGE OF EDUCATION**

PURPOSE

The purpose of the post-tenure review is to present evidence that a faculty member is performing consistently at an acceptable, professional level and, in the event that a faculty member's performance has diminished, to provide a mechanism whereby the faculty member may effectively improve his/her performance.

DEFINITIONS

Peer: A full-time faculty member who is tenured or who is on tenure track.

Peer Review Committee: This committee will consist of 5 members, 1 to be chosen by the dean, 1 to be chosen by the department chair and 3 to be chosen by the faculty member under review. The appropriate overall composition of the committee with respect to those from the field and tenured members will be determined through joint discussions with the cooperation of the dean, department chair, and tenured professor under review.

PROCESS

1. The dean is responsible for setting up the peer review process and the peer review committee, which will be conducting periodic evaluations of each faculty member. This shall occur during the fall semester of in each **fifth** year of tenure, and routinely in each **fifth** year thereafter (*Rev. 11-13-98*).
2. The dean will notify tenured faculty members when they are due for review, as stipulated by the *TAMIU Faculty Handbook*. All tenured faculty must participate in the review every **fifth** year (*Rev. 11-13-98*).
3. The evaluation will include all phases of the Professional Performance Profile (PPP) as approved by the College of Education.
4. If the review indicates an unsatisfactory performance, the tenured faculty will be notified in writing by the dean. Such notification will include suggestions on improving areas of TEACHING, RESEARCH and SERVICE in which the faculty member was found to be less than satisfactory. The notification will be within four weeks after the completion of the review process.
 - 4.1 In response to the advisement of the dean in a finding of an unsatisfactory performance and suggestions for improving performance, the faculty member will develop a plan to eliminate deficiencies.
 - 4.2 The tenured faculty member may appeal in writing, in response to any unsatisfactory notification by the dean, to the dean, then to the provost.

5. If the tenured faculty member's performance is deemed unsatisfactory in the review and all appeals have failed, a remedy period of three years will be granted. During the third year of the remedy period, a second evaluation is required. The faculty member, however, may choose to undergo the evaluation sooner.
6. If the tenured faculty member's performance is still unsatisfactory after the second review, and all appeals as per 4.2 above have failed, the individual's contract will be subject to the provisions of the TAMIU *Faculty Handbook*.

**TEXAS A&M INTERNATIONAL UNIVERSITY
POST-TENURE REVIEW PROCEDURES
KILLAM LIBRARY**

Each tenured librarian will receive post-tenure peer review every **five years** (*Rev. 11-13-98*). The schedule and target dates for post-tenure review will be determined by the University administration. The post-tenure review committee for each tenured librarian will consist of all the other librarians (including the Library Director) who have been employed by TAMIU for at least one full year.

When a tenured librarian is notified of post-tenure review, that librarian must assemble a dossier of written materials supporting his or her performance in the following areas: professional assignment, professional enrichment, and service. Documentation and tangible evidence of professional activities and accomplishment should be included.

The post-tenure review committee will read the dossier and evaluate the librarian's performance in the areas of professional assignment, professional enrichment, and service, according to the criteria set forth in the Library's promotion and tenure policy. The committee will determine areas of strength and weaknesses and suggest any needed improvements. The committee will specify areas in which performance must be improved. A member of the committee will be assigned to write up the committee's evaluation report, which will then be returned to the committee for approval or amendment. When the committee approves the evaluation report, a copy will be given to the librarian who is being evaluated.

If the committee decides that a librarian's performance has been unsatisfactory, the librarian will be invited to address the committee and defend his or her performance before the final report is compiled. After the report has been written and submitted, the librarian may also appeal an unsatisfactory evaluation to the Library Director and to the Provost.

Any librarian receiving an unsatisfactory evaluation must prepare a written plan for performance improvement in the areas specified as unsatisfactory. The details of this plan should be negotiated between the librarian and the Library Director, and must be approved by the post-tenure review committee. The librarian will then implement the improvement plan. At the end of each Fall and Spring semester, the post-tenure review committee will determine whether improvement has been sufficient for a satisfactory evaluation. If so, the librarian will have completed the post-tenure review process until the next scheduled post-tenure review **five years** later (*Rev. 11-13-98*). If not, the librarian will enter a probationary period in which further improvements in performance may be demonstrated. During the **third** year of the probationary period, if the post-tenure committee decides that the librarian's performance is still not satisfactory, the librarian will be recommended for action as specified by the TAMIU *Faculty Handbook*.

APPENDIX E An Ideal Model for Faculty Workload Equivalent Units

NOTE: This is a recommended ideal situation. As of the adoption of the TAMIU *Faculty Handbook*, it is not nor does it represent itself as the Official Policy of the University.

FACULTY WORKLOAD MODELS

“Although each institution may establish standards for teaching loads to meet the instructional obligations of the institution and its students, to operate efficiently within the range of resources available to the institution, and to comply with the faculty workload guidelines and standard reports issued by the Texas Higher Education Coordinating Board, the following minimum teaching workload standards will apply:” (TAMUS Policy 12.03 Section 3).

1. “A minimum teaching load for undergraduate courses shall be nine semester credit hours of normal classroom teaching; a minimum teaching load for graduate courses shall be six semester credit hours of normal classroom teaching. Participation in the teaching of undergraduate students by senior faculty is strongly encouraged.” (TAMUS Policy 12.03 Section 3.1).
2. “Adjustments to these amounts of normal classroom teaching may be made to account for large class sizes; duplicate sections taught; laboratory, seminar, lecture, clinical, or field-type courses; availability of support services; situations where both graduate and undergraduate work are involved; courses which involve individualized instruction; and overload from previous long semesters.” (TAMUS Policy 12.03 Section 3.2).
3. “The President of each university of the System will prepare, in consultation with the faculty, a faculty workload policy for that institution. The policy shall establish the faculty workload standards, provide guidelines for adjustments of workloads reflecting different kinds of instruction, and provide a schedule for awarding equivalent teaching load credit for the assignment of other academic duties.” (TAMUS Policy 12.03 Section 4. 1).
4. On occasion, for the benefit of students, the faculty member’s Department, College or the University, assignments other than classroom/laboratory teaching may replace normal teaching assignments. These replacement assignments are commonly called “releases” or “release time”, referring to a “release from teaching duty.” Not every faculty member will receive, or be entitled to receive release time. The granting of release time is subject to individual negotiations between the faculty member and the Provost and/or the faculty member’s Dean and/or Department Chair. It is not the policy of TAMIU to grant release time to any faculty based upon any equivalencies or equivalence model other than those negotiated on an individual basis. Historically, release time has been granted to some faculty for certain recognizable and definable assignments (e.g. funded research, less-than-full-time administrative appointments); some of these equivalent assignments may be found in this Appendix, “Model for Faculty

Workload Equivalent Units”.

The Faculty Senate is aware of all of the foregoing policies; it is also aware that no formal equivalency models existed prior to September 1994. Therefore, the Senate moved to investigate workload models from other universities throughout the U.S. The research found that TAMIU’s 12 SCH load was not unique, but that in all other cases substitutable equivalent were defined. Faculty Senate Resolution 95- 6, adopted October 1995, sought to define, as specified in TAMUS policy, a set of equivalent for teaching assignments. Faculty Senate Resolution 95-7, adopted February, 1996, sought to define an idealized model that might become a “target” for implementation at some undefined time in the future when the University’s financial situation would support said implementation. SR 95-7 thus becomes a goal in the strategy of building an outstanding University. The models were distributed to the Faculty at large, who ratified these suggestions.

TABLE 1

Faculty Appointment Codes as Funded from the Faculty Salaries Element of Cost*

Appointment Code	Explanation
1	Direct instructional activities, which include interaction with students, related to instruction, preparation for such instruction, and evaluation of student performance. The various types of instruction include: lecture, laboratory, practicum, seminar, independent study and research.
2	Administrative assignments directly related to the teaching function such as: chairs of teaching departments and coordinators of special program or multi-section courses.
3	Other professional assignments directly related to the teaching function, and which are funded from faculty salaries.

*Data contained herein were developed from the Texas A&M Policy Manual on Faculty Academic Workload Rules and Regulations dated November 23, 1987.

CHART FOR FACULTY WORKLOAD REPORTS

APPOINTMENT Code 01 – Direct Institutional Activities

Workload	No. of Hours	X	Enrollment Factor (See Table 2)	X	Weight Factor	X	Equivalent Teaching Load Credit
Undergraduate: Regularly scheduled Organized courses	Semester Hours	X	*	X	1	X	E.T.L.C.
Undergraduate: Laboratory courses	Contact Hours	X	*	X	0.667	X	E.T.L.C.
Graduate: Regularly scheduled Organized courses	Semester Hours	X	*	X	1.5	X	E.T.L.C.
Graduate: Laboratory courses	Contact hours	X	*	X	1	X	E.T.L.C.

TABLE 2

Enrollment Factors

Class Size	59 or less	60-69	70-79	80-89	90-99	100 or more
Factor	1	1.1	1.2	1.3	1.4	1.5

Appointment Code 01 – Direct Instructional Activities
(continued)

Graduate Research Supervision

No. of Students Supervised	1	2	3	4	5	6	>6	Equivalent Teaching Load Credit
Member, Masters Thesis Committee	0.25	0.5	0.75	1	1	1	1	E.T.L.C.
Chair, Masters Thesis Committee	0.5	1	1.5	2	2.5	3	3	E.T.L.C.
Member, Ph.D. Dissertation Committee	0.5	1	1	1	2	2	2	E.T.L.C.
Chair, Ph.D. Dissertation Committee	1	2	3	4	5	6		E.T.L.C.

Appointment Code 01 – Direct Instructional Activities (continued)

Teaching Program Development

Activity	Equivalent Teaching Load Credit
New course preparation, to include development of teaching methods and classroom or laboratory material	$0 < \text{E.T.L.C.} \leq 3$ hours
Curriculum revision or development.	E.T.L.C. = 3 hours
New faculty instructional development, in conjunction with, and not in addition to teaching load credit for basic and/or applied research	$0 < \text{E.T.L.C.} \leq 3$ hours each semester for new tenure track faculty during their first calendar year at TAMIU

Appointment Code 02 – Administrative Assignment

Coordination and Teaching Program Administration	F = Number of Faculty	Equivalent Teaching Load Credit
Department Administrator*	$F < 15$	6 hours
	<hr/> $15 \leq F \leq 30$ <hr/>	<hr/> 9 hours <hr/>
	<hr/> $F > 30$ <hr/>	<hr/> 12 hours <hr/>
Multi-Section Course Coordinator	S = No. of Sections	E.T.L.C.
	<hr/> $6 \leq S \leq 11$ <hr/>	<hr/> 1 hour <hr/>
	<hr/> $12 \leq S \leq 24$ <hr/>	<hr/> 2 hours <hr/>
	<hr/> $S \leq 24$ <hr/>	<hr/> 3 hours <hr/>

*Each department administrator must teach at least one course per semester.
 Appointment Code 03 – Other Professional Assignments

Class Related Contact	S=Number of Students	Equivalent Teaching Load Credit
Department	$0 < S \leq 19$	1 hour
Graduate Student	$20 \leq S \leq 40$	2 hour
Advisor	$S > 40$	3 hour
Department	$0 < S \leq 40$	1 hour
Undergraduate Student	$41 \leq S \leq 60$	2 hour
Advisor	$S > 60$	3 hour
Interdepartmental	$0 < S \leq 40$	1 hour
Academic Program	$41 \leq S \leq 60$	2 hour
Advisor	$S > 60$	3 hour

Professional Development

Faculty approved for academic study programs such as Fulbright Scholar, sabbatical, etc. 12 hours

Faculty engaged in professional development activities to include mentoring new faculty members. $0 < \text{ETLC} \leq 4.5 \text{ hrs}$

Research

Faculty engaged in basic or applied research to include scholarship and creative work. $0 < \text{ETLC} \leq 6.0 \text{ hrs}$

Committee Assignments

Chair, major university or college Committee
Other assignments directly related to teaching function. $0 < \text{ETLC} < 3.0 \text{ hrs}$
As jointly agreed upon between TAMIU Provost and TAMIU Faculty Senate

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