TEXAS A&M INTERNATIONAL UNIVERSITY  
Faculty Senate Meeting  
Friday, November 01, 2013  
Western Hemispheric Trade Center (WHTC) Room 125  
12:00 p.m.

Agenda

I. Call to Order

II. Roll Call

III. Approval of Minutes from Last Meeting

IV. University Guest Speakers

   A. Dr. Ray M. Keck, President

   B. Dr. Pablo Arenaz, Provost

   C. Mr. Juan “Chelelo” Garcia, University Registrar

V. Reports from Committee Chairs

   A. Academic Affairs Oversight Committee—Dr. Leonel Prieto
   B. Budget and Finance Committee—Dr. George R. Clarke
   C. University Ethics Committee—Ms. Vivian Garcia
   D. Committee on Committees—Dr. Jim A. Norris
   E. Faculty Work Environment and Morale Committee—Dr. George R. Clarke
   F. Faculty Handbook Revision Committee—Mr. John Maxstadt
   G. Assessment Committee—Dr. Leonel Prieto
   H. University Grants—Dr. Miroslava Vargas
   I. Distance Education Committee—Dr. Jim A. Norris
   J. Technology Advisory Committee—Mr. Brendan Townsend

VI. Unfinished Business

   A. Graduate Faculty Status TAMU Policy  
      (see attachment A: pg. 03)

   B. Guidelines for Faculty Emeritus Status  
      (see attachment B; pg. 07)
VII. New Business

A. Thirteen (13) point grading system  
(see attachment C; pg. 09)

B. Selection of Student Fee Advisory Committee Representative  
(see attachment D; pg. 10)

C. Selection of Budget Advisory Committee Representative  
(see attachment E; pg. 11)

D. Sample Professional Development Plan for Post-Tenure Review  
(see attachment F; pg. 12)

E. Sample Grievance Form  
(see attachment G; pg. 13)

VIII. Adjourn
12.07 Fixed Term Academic Professional Track Faculty

Approved September 26, 2008 (MO 327-2008)
Revised August 8, 2013 (MO 327-2013)
Next Scheduled Review: August 8, 2018

Policy Statement

This policy establishes an option for the universities (academic institutions) of The Texas A&M University System (system) to provide long-term stable academic positions for non-tenure track faculty whose focus is heavily weighted toward either teaching or research.

Reason for Policy

Faculty who have a singular focus or area of expertise in teaching, research or service may experience impediments meeting the necessary requirements of the tenure track process and, as a result, are restricted to positions with little or no long-term stability. This policy is designed to provide a means to recruit and retain faculty whose excellence in teaching, research or service make them beneficial members of the system academic institution, while providing them with stable, long-term employment.

Procedures and Responsibilities

1. FACULTY DIFFERENTIATION

1.1 It is imperative that members of the faculty at system academic institutions are able to meet and sustain the highly competitive requirements necessary to excel in their positions. The granting of tenure is a recognition of excellence in the areas of teaching, research and service (See System Policy 12.01, Academic Freedom, Responsibility and Tenure). And, while system academic institutions are able to recognize the contributions that these individuals make, it is also essential that recognition be given to faculty whose interest, excellence or discipline does not include all three areas required for tenure.

1.2 The creation of the non-tenure track of Assistant Professional Track Faculty, Associate Professional Track Faculty, and Senior Professional Track Faculty provides a means of securing and retaining faculty who bring to the system academic institution excellence in teaching, research or service. This would include faculty whose position is in applied or clinical settings. These individuals provide a specific, professional skill to the system academic institution, faculty, staff and students. In creating these new
ranks, the system academic institution is acknowledging that its skills are an essential part to the overall success of the system academic institution and its mission.

2. PROFESSIONAL TRACK FACULTY RANKS

2.1 Assistant Professional Track Faculty. This is an entry-level rank. Appointment to this rank generally requires the appropriate terminal degree. Promotion criteria include excellence in teaching for faculty with teaching responsibilities, or excellence in research or service, as appropriate for other appointments. Overall superior performance and potential for development are also expected as criteria for promotion.

2.2 Associate Professional Track Faculty. Appointment to this rank generally requires the appropriate terminal degree. It also requires significant experience related to the position responsibilities. Individuals holding the rank of Assistant Professional Track Faculty are eligible to be considered for promotion to the rank of Associate Professional Track Faculty after at least five years as an Assistant Professional Track Faculty.

2.3 Senior Professional Track Faculty. Appointment to this rank generally requires the appropriate terminal degree and a record of sustained excellent performance in all areas of appointment. Individuals holding the rank of Associate Professional Track Faculty are eligible to be considered for promotion to the rank of Senior Professional Track Faculty after at least five years as an Associate Professional Track Faculty.

2.4 System academic institutions may adopt titles that vary from those listed above as long as they are differentiated from tenure track faculty titles.

3. APPOINTMENT OF PROFESSIONAL TRACK FACULTY

3.1 All new Professional Track faculty members shall be provided with an appointment letter stating the initial terms and conditions of employment. Any subsequent modifications or special understandings in regard to the appointment, which may be made on an annual basis, should be stated in writing and a copy given to the faculty member. The appointment letter shall explicitly indicate the necessary teaching, research and/or service requirements expected of the Professional Track faculty member. Essential job functions for a position may vary depending upon the nature of the department in which the faculty member holds expertise, external funding requirements attached to the position, licensing or accreditation requirements, and other circumstances. It is, therefore, important that essential job functions for each faculty position be listed in the initial appointment letter. For example, all of the following that are applicable should be listed: teaching responsibilities, responsibilities for advising students, independent and/or collaborative research responsibilities, engaging in patient care, committee assignments, conditions imposed by external accrediting agencies, conditions for holding a named professorship or endowed chair, or a position that combines academic and administrative duties, and any other specific essential functions for the position in question. All appointment letters must indicate that the appointment is non-tenure track, and will expire upon the completion of the appointment, unless the appointment is extended pursuant to Section 3.2 of this policy, or unless the faculty member is dismissed pursuant to Section 5 of this policy.
3.2 Professional Track faculty member appointments may be made for periods not to exceed five years in length. If, during the course of an existing appointment, the system academic institution chooses to extend the duration of an existing appointment, the extension may not exceed an additional five years. For beginning Assistant Professional Track Faculty, an appointment of no more than three years may be appropriate.

3.3 The system academic institution shall notify faculty members annually, in writing, of their salary. Any other changes or additions to the appointment also should be included.

3.4 Faculty members are expected to fulfill the terms and conditions of employment for the following year unless they resign prior to thirty (30) calendar days after receiving notice of the terms. This provision should be included in all letters of appointment and annual reviews.

4. EVALUATION OF PROFESSIONAL TRACK FACULTY

All Professional Track academic faculty will be reviewed on an annual basis by their department head or supervisor. Such review will include all requirements established in the initial letter of appointment and any additional requirements added during annual reviews.

5. DISMISSAL OF A PROFESSIONAL TRACK FACULTY MEMBER

5.1 Professional Track Faculty members whose appointment has not expired may be dismissed for cause on the same basis that tenured faculty may be dismissed for cause under System Policy 12.01, Section 4.3.

5.2 System academic institutions shall follow System Policy 12.01, Section 6, when dismissing a Professional Track faculty member for cause.

5.3 Professional Track faculty members may be placed on administrative leave pending investigation as described in System Policy 12.01, Section 5.

5.4 Professional Track faculty are subject to the provisions of System Policy 12.01, Section 9, relating to financial exigency or termination or reduction of existing programs, and may be dismissed subject to this policy.

Related Statutes, Policies, or Requirements

System Policy 12.01, Academic Freedom, Responsibility and Tenure
No rule is required to supplement this policy.

Contact Office

Office of Academic Affairs
(979) 458-6072
Guidelines for Faculty Emeritus Status

1. GENERAL

Every faculty member who, at the time of retirement, holds a tenured appointment at Texas A&M International University and has served the University at least 10 years must be considered for emeritus status unless the faculty member requests in writing that he/she not be so considered. Non-tenured faculty cases may also be considered.

2. PROCEDURE

2.1 When an individual is to be considered for emeritus status, the department or unit head shall convene the departmental tenure and promotion committee (or the college committee where departmental committees do not exist) to begin procedures. The decision for granting emeritus status must be based on comprehensive consideration of the conditions existing at Texas A&M International during the whole career.

2.2 Each candidate for emeritus status, working with the appropriate tenure and promotion committee, will prepare a dossier that contains the following:
2.2.1 a recommendation cover sheet.
2.2.2 a comprehensive vitae;
2.2.3 a narrative statement of no more than two pages regarding the candidate's teaching, research and service prepared by the department/division tenure and promotion committee, i.e. courses taught, graduate committees chaired, major grants and projects obtained;
2.2.4 an autobiographic statement of no more than two pages of the candidate's career history at Texas A&M International University indicating involvement with the University and its subdivisions, as well as personal accomplishments beyond those delineated in the vitae;
2.2.5 a letter of recommendation from the head of the department/division; and
2.2.6 a letter of recommendation from the dean of the college/school.
2.3 A departmental/divisional meeting will be scheduled to which all available tenured faculty members are invited for discussion of the dossier and recommendation. The tenured faculty in the departments should be provided access to the dossier for ten (10) working days before conducting the discussion meeting and all tenured faculty shall be polled and may vote yes, no, or abstain. In many departments a paper ballot has worked well for this step. The dossier at this time would include items (2.2.1)-(2.2.4) above.

2.4 The recommendation of the tenured faculty in the department/division (including any information gained from the discussion meeting) shall be forwarded to the department/division head for his/her endorsement/non-endorsement and comments. The department/division head's recommendation, along with the complete dossier, is forwarded to the dean.

2.5 The dean adds his/her recommendation and letter of support or non-support.

2.6 The entire dossier is forwarded to the Office of the Provost, who will, in turn, forward the recommendations to the University P&T Committee. The University P&T Committee shall review all nominations, both favorable and unfavorable, and forward its recommendations to the Provost. The Provost shall consider the recommendations of the departments/divisions, the Deans, and the University P&T Committee making recommendations to the President. Recommendations from the President are sent to the Chancellor, who will make recommendations to the Board of Regents for their confirmation.

2.7. The dates in which the above should take place are the same than those indicated for the tenure process.
Dear President Ramirez and colleagues;

I would like to include on the agenda for next Senate meeting a discussion on adopting a 13 point grading system (A+/A/A - etc) to replace the current 5 point system (A/B/C/D/F). I have been approached by more than one faculty member asking why this could not be done, and have replied that it would need to be approved as a change by the senate (at the very least). Our new registrar - Juan Garcia - thinks it can be done in Banner. Whether it can be implemented immediately is in question, it may have to wait until the Spring.

Sincerely

Bren

Brendan Townsend
Assistant Professor, Music
Director of Music Programs
Music Director, The Laredo Phil
Dept. of Fine & Performing Arts
CFPA 216 C
Phone: (956) 326-3039
Email: btownsend@tamiu.edu
Alfredo and Laura,

Even though we have been told we will not be permitted to raise tuition or fees, we will still need to reconvene the Student Fee Advisory Committee to see if the students want to put forth a referendum. As you may know, the committee consists of five students and four employees who represent the University community. Dr. Minita Ramirez and I are standing members with the other two employee members coming from the faculty and staff senates. Your representatives last year were George Potter and Sylvia Barrera, respectively. We only request that the faculty representative have some involvement with students in addition to his/her teaching duties (i.e. club sponsor, etc.).

At your earliest convenience, and no later than Friday, November 8, would you please send me your representatives? Thanks.
Alfredo and Laura, the call for volunteers will be going out tomorrow to fill openings for various college and professional/support staff openings on the budget advisory committee, or BAC. Faculty senate and staff senate representatives are appointed annually (for one-year terms) by their respective bodies. Please name your representatives for this year by Friday, November 8. Thanks.
TEXAS A&M INTERNATIONAL UNIVERSITY
Professional Development Plan Guidelines
(Draft)

Name: ___________________________ Dean: ___________________________

College: _________________________ Discipline: ______________________

Professional Development Plan Period: __________________________________

Framework for post-tenure review committee to consider when developing a professional development plan for faculty under post-tenure review.

1. Notice of areas of job performance in which improvement or change is needed by faculty member.

2. Offer of (or directive for) assistance and support through professional growth activities.

3. Time lines and evidence that will be used to determine if professional growth activities have been completed.

4. Directives for changes in behavior plus time lines and evidence that will be used to determine if professional growth has occurred or is occurring.
INDIANA UNIVERSITY SOUTHEAST
GRIEVANCE FORM

Please read the IU Southeast Grievance Process (flow chart) prior to filing a complaint: http://www.ius.edu/studentaffairs/pdf/GrievanceProcessChart.pdf

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Issue of Grievance: (Please read the list of issues that are grievable on the back of this form.)

List specific problem(s)/issue(s). Example: harassment, violation of federal and state employment laws, etc.

For clarification of the issue(s) of your grievance, please provide statements regarding the alleged discriminatory practice, decision and or circumstance which is the subject of this grievance. (Describe what happened, when and where, how your employment or student experience has been affected, and indicate names of others involved. Attach any supporting documentation.)

Relief Requested: Indicate the action(s) that would resolve your grievance.

My signature indicates that the information contained on this form and attachments to this form are true and factual to the best of my knowledge.

Date ____________________________ Complainant's Signature ____________________________

Group Grievance: If this is a group grievance, attach a list of all persons who are parties to the grievance. The list must include each person's name, university ID, day time phone number, and signature. The list must also designate one individual as spokesperson for the group.

For University Office Use Only

Date Received ____________________________ Signature of University Office ____________________________

Note: Grievance is not officially filed until this form is submitted to one of the University Offices (see back) Dev. 308
Grievable Issues—discrimination or violations regarding the following:

- EEO/AA (defined)
  - Race or Ethnic Group
  - Color
  - Religion
  - Disability
  - Gender
  - Age (over 40)
  - Status as a Disabled Veteran
  - Status as a Vietnam-era Veteran
  - Sexual Harassment

- Violations to the IU Code of Student Rights, Responsibilities, and Conduct
- Violations to University policy
- Law Violations
- HR Policy Violations
- Condition of Work Violations
- Employee Disciplinary Action Violations

To submit the Grievance Form, mail, email, fax, or hand-deliver the form to the applicable office below (see Grievance Process Chart):

**Office of Equity & Diversity**
4201 Grant Line Road, US Room 231
(812) 941-2306
(812) 941-2549
EqDiv@ius.edu

**Office of Student Affairs**
4201 Grant Line Road, US Room 155
(812) 941-2420
(812) 941-2693
seatua@ius.edu

**Office of Academic Affairs**
4201 Grant Line Road, US Room 152
(812) 941-2208
(812) 941-2170
seacad@ius.edu

**Office of Human Resources**
4201 Grant Line Road, US Room 244
(812) 941-2356
(812) 941-2556
HR@ius.edu

For Students (link)

For Staff: http://ius.edu/diversity/staff-equity-diversity/complaint-process.html

For Faculty (link)