



Standard Administrative Procedure (SAP)

12.99.99.L0.04 Faculty Participation in Shared Governance

First Approved: March 23, 2023

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Procedure Statement and Reason for Procedure

Texas A&M International University recognizes the need for its faculty to be deeply invested in the creation, monitoring, and revision of academic policies, procedures, and programs. Faculty share with academic and institutional administrators the responsibility for creating and maintaining high quality educational programs in a healthy work environment. This Standard Administrative Procedure is meant to document the means by which faculty routinely participate in the shared governance of Texas A&M International University.

Procedures and Responsibilities

1. FACULTY SENATE

Tenure-track and tenured faculty, as well as the fixed-term professional faculty serve on the Faculty Senate as representatives of their academic units. These Faculty Senators are elected according to the criteria and process specified in the *TAMIU Faculty Handbook*. The Faculty Senate is the official institutional organization to represent faculty in all governance matters. The Faculty Senate must approve additions and revisions to the *TAMIU Faculty Handbook*. It consults regularly with the university administration over any issue affecting the academic enterprise. The President of the Faculty Senate is a member of the President's Executive Council, which meets bi-monthly.

2. FACULTY HIRING

Faculty are involved in the hiring processes of their colleagues. Though final decisions about hiring reside with the provost, faculty search committees are composed of faculty in the discipline and/or related discipline of the faculty position to be filled but with at least one committee member from another department. Appointment to these committees is made by the college dean. These committees draft job descriptions, review applications, check references,

invite finalists for on-campus interviews with the committee and other relevant parties, and make recommendations to the dean of their college, who in turn makes a recommendation to the provost, who is charged with making official job offers.

3. FACULTY EVALUATIONS, PROMOTIONS, TENURE DECISIONS, AND RECLASSIFICATION OF FIXED-TERM FACULTY

3.1 Tenure-Track and Tenured Faculty

- 3.1.1. Mid-Term Reviews: Tenured faculty members of a department participate in evaluating a tenure-track faculty member's progress toward tenure and make written recommendations to the department chair and college dean as to whether the faculty member is making adequate progress, needs to improve in one or more areas, or is not making adequate progress and should be given a terminal year.
- 3.1.2. Tenure & Promotion: Tenured faculty members participate in making recommendations regarding faculty applications for tenure and for promotion at all levels – department, college, and university. The *TAMU Faculty Handbook*, TAMU Rule 12.01.01.L1 *Institutional Rule for Implementing Tenure*, and System Regulation 12.01.01, *Institutional Rules for Implementing Tenure*. provide details on the process.
- 3.1.3. Post-Tenure Review: Tenured faculty members form the committees which work with tenured faculty members placed on post-tenure review to improve their performance. These same committees issue a final recommendation to the dean and provost as to whether or not the faculty member has successfully completed their improvement plan and thus should retain their tenured status.

3.2 Fixed-Term Professional Faculty

- 3.2.1. Appointment: Fixed-Term Professional Faculty begin as either Instructional Assistant Professors or as Clinical Assistant Professors. Their first appointment is for no more than 3 years and is renewable in subsequent appointments for up to five years at a time. See Texas A&M University System Policy 12.07.
- 3.2.2. Promotion: Fixed-Term Professional Faculty may apply for promotion after 5 full years in rank. The process for promotion will follow the process in place for tenure-track and tenured faculty in terms of the timeline and review of materials by the department and college committees (see 3.1.2 and the *TAMU Faculty Handbook*).

3.3 Reclassification of Fixed-Term Professional Faculty

- 3.3.1 Application: Fixed-Term faculty can apply no earlier than the beginning of their third year of their fixed-term appointment to be considered for reclassification as tenure-track faculty.
- 3.3.2 Timeline: The application timeline follows the timeline for promotion and tenure.
- 3.3.3 Process: Fixed-term faculty must submit to the department chair a letter of application along with a dossier. The department chair will make these materials available to

members of the department promotion and tenure committee for at least one week prior to its annual meeting in September to consider all applications for promotion, tenure, and/or reclassification.

The applicant's research presentation will also be scheduled at least one week prior to the department's annual promotion and tenure committee meeting. The department promotion and tenure committee will follow its standard procedures for a confidential discussion and vote on the merits of the application. A member of the committee will write a report to the department chair stating the committee's recommendation and rationale. The department chair, college dean, and provost will then write letters to the president either in support of or against the reclassification. The president will make the final decision and if he/she approves the reclassification, the faculty will start their tenure-track position the following fall semester (See *TAMIU Faculty Handbook*).

4. ANNUAL FACULTY EVALUATIONS

- 4.1 By majority vote of the college faculty, and with the approval of the provost and Faculty Senate, each college will establish criteria for evaluating the performance of faculty in teaching, research (if applicable), and service.
- 4.2 Every faculty member will be evaluated using the guidelines set forth in the TAMIU Handbook and TAMIU SAP 12.01.99.L0.03 *Performance Evaluations for Faculty*. The formal evaluation of faculty is the responsibility of the department chair and dean with the final evaluation of faculty conducted by the provost.

5. CURRICULUM

Faculty members constitute curriculum review committees at the department, college, and university levels. Faculty assess the quality of their degrees and course offerings through systematic assessment of learning outcomes. Based on the results of those assessments, they recommend revisions to both degree and course offerings as well as propose new course and degree offerings. The addition of new programs or courses or the revision of current degrees and courses requires the approval of the faculty serving on curriculum committees at the department, college, and university. Academic administrators at each of these levels must also approve of these changes. The President (or designee) has the final approval of curriculum changes.

6. GRADES AND GRADE APPEALS

Faculty control the assessment of student work and course grades. Should a student challenge a grade and not be able to persuade the instructor of the course, the student may request that the department chair form a Faculty Grade Appeals Committee of tenured faculty members in the discipline or related discipline to hear the student's appeal and the instructor's justifications for the grade. Should this committee find that the grade was incorrect or unjustified, the committee may rule, in writing, that the grade should be changed. Then, and only then, would a department chair or dean be allowed to change the grade.

7. GRIEVANCES

Tenured faculty members serve on a rotation basis as members of the faculty Grievance Pool, from which grievance committees are formed to hear formal grievances of faculty members

against other faculty members, including academic administrators, and to make recommendations to the provost for resolutions of the grievance.

8. STANDING COMMITTEES

As detailed in the *TAMU Faculty Handbook*, faculty serve on a variety of committees that directly impact faculty work. They have representation on the Budget Advisory Committee, Technology Committee, Distance Education and Instructional Technology Committee, University Risk Management Committee, University Library Committee, University Promotion and Tenure Committee, and the Grievance Pool. Faculty also have representation on ad-hoc search committees for deans, provosts, and presidents.

Related Statutes, Policies, Regulations, or Rules

[System Regulation 12.01.01, *Institutional Rules for Implementing Tenure*](#)
[TAMU Rule 12.01.01.L1, *Institutional Rule for Implementing Tenure*](#)
[TAMU SAP 12.01.99.L0.03, *Performance Evaluations for Faculty*](#)
[TAMU Faculty Handbook](#)

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