



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

2008-2009
Faculty
Handbook

TEXAS A&M INTERNATIONAL UNIVERSITY

FACULTY HANDBOOK

PREFACE & LIST OF CHANGES FOR 2008-2009

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 on the university's website, in the Library, as well as in the offices of the Provost/Vice-President of Academic Affairs, of the Deans of each College, and of each Department Chair's office. 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 the *Faculty Handbook*. All Faculty Senate rosters since the reconstitution of the Senate are presented in Appendix C. Each Senate since 1995 has proposed revisions to the *Handbook*, which in turn have been voted on by the Faculty and approved by the President.

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, and the Offices of the Deans.

Important New Changes for the 2008-2009 Edition:

Revision:	Promotion & Tenure Process (Section 2.7)
Revision:	University Grievance Committee Pool (Section 2.29.C.g.)
Revision:	Faculty Awards (Section 2.28)
Addition:	Committee of Professors (Section 2.29.C. h.)
Addition:	Faculty Development Leave (Section 2.27.A.)
Addition:	Faculty Development Leave Committee (Section 2.29.C.i.)
Addition:	Honor Code (Appendix E)
Addition:	Honor Council (Section 2.29.C.j.)

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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 graduate 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.

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>.

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 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.

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.*

3. Faculty teaching load may be reduced for a faculty member serving as 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) full academic years of experience at Texas A&M International University prior to applying for promotion 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. Faculty promoted to the rank of full professor should model to junior faculty the highest professional, scholarly, and ethical standards of academic life. 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 be tenured and have a minimum of three (3) full academic years of faculty employment at Texas A&M International University prior to applying for promotion 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 positions that can be tenured.
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 yearly basis. 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, and they should all further the goals of recognizing and rewarding excellence and of identifying opportunities for professional growth. 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, to 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. The faculty member must receive the written evaluation and have an opportunity to meet with the evaluating chair or director prior to the beginning of final examinations for the spring semester.
2. A provision for a review of the evaluation by the Dean of the College (if the Dean was not involved in the initial evaluation procedure) and by the Provost.
3. A provision for the Dean of the College and the initial evaluator(s) to meet with the faculty member if the faculty member or the Chair or Director deem that further discussion of the evaluation is deemed necessary after the initial evaluation conference.

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.

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

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 accepted for the development of faculty in the given discipline.

C. Evaluation of Teaching

In addition to above-listed requirements, College evaluations of teaching performance must be based on a teaching portfolio created by individual faculty members. Teaching portfolios must include student evaluations and may include other documents, such as peer review of teaching, a statement of teaching philosophy, grade distributions, course syllabi, examples of graded course work, recommendation letters from students, documentation of teaching development activities (such as conferences and workshops), publications about teaching, and evidence of honors for teaching. Each College will establish clear guidelines for its faculty in regards to the materials to be included in teaching portfolios.

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 Promotion and Tenure

A. Promotion

Requirements for promotion from one faculty rank to another are outlined above in Section 2.4. Faculty members who believe that they have met the minimum appropriate education, experience, teaching, service, and scholarship requirements for promotion to all faculty ranks but

Professor must send a letter to their Dean by August 1 preceding the academic year in which they intend to apply for promotion. Associate Professors/Librarians wishing to apply for promotion to full professor must send their letters to the Provost by August 1. The Dean must certify in writing within two weeks that the appropriate education and experience standards have been met. 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. The Provost will follow the same procedure for certifying that Associate Professors/Librarians have met the appropriate education and experience standards to apply for promotion to Professor/Librarian, with the President the person to whom faculty may appeal the Provost's decision.

Administrators holding faculty appointments who apply for promotion and tenure must meet the same criteria for promotion and tenure as required of other faculty members. Thus, the merits of their applications will be based on their overall work as faculty members, not as administrators.

B. 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 must hold the academic rank of Assistant 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.

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. Acceptance of credit toward promotion and tenure obligates a faculty member to apply for promotion and tenure on the accelerated schedule agreed to in the letter of employment. 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.

For a tenure track faculty member to be considered for tenure, the College Dean must notify the faculty member of his or her eligibility by May 1 of the academic year preceding the year in which the faculty member is eligible for tenure. Should the Dean fail to notify the faculty member of his or her eligibility by May 1, the faculty member should seek written confirmation of eligibility from the Dean. If the Dean does not certify eligibility, for whatever reason, 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. Once certified as eligible to apply for tenure, the faculty member must send a letter to the Dean by August 1 preceding the commencement of the academic year in which the faculty member desires consideration.

Prior to the beginning of the last year (the seventh year) of the probationary period, the faculty member who has not received notice of a decision granting tenure should make a written request for such a decision from the Provost, and the Provost must respond within 30 days. If the decision is not to award tenure or if the candidate withdraws his or her application, the faculty member is entitled to serve for one additional year following the term or semester in which the notice is received. Faculty members who do not apply for tenure at the required time will have their positions revert immediately to non-tenure track status.

C. Procedures for Promotion and Tenure Decisions

1. Deadlines

May 1:	Deans notify prospective applicants for tenure of eligibility
August 1:	Eligible faculty submit letter of intent to Dean or Provost.
September 1:	Documentation (dossier) submitted to Department Office for all tenure and all promotions except to Professor. Applicants for promotion to Professor submit documentation to the Provost.
September 15:*	Deadline for Departmental Committee to vote on candidates
October 1:	Department Chair's recommendation to College Committee and Dean
October 15:*	Deadline for College Committee to vote on candidates
November 1:	Dean's recommendation to University P& T Committee and Provost
November 15:*	Deadline for University P & T Committee to vote on candidates. Deadline for Committee of Professors to make a

	recommendation to the Provost on applications for promotion to Professor.
December 1:	Provost's recommendation to President
January 2:	President's recommendation regarding award of tenure to Board of Regents.

** Unless circumstances prohibit it, Promotion and Tenure committees will meet on the Friday afternoon preceding the deadlines stated above.*

2. Promotion & Tenure Committees

- a. Limitation on Service: No faculty member will be allowed to serve on more than two levels of promotion and tenure committees. Faculty elected to serve on the University Promotion and Tenure Committee may not serve on a college promotion and tenure committee except for those academic units that do not have department or division committees.
- b. Qualification of Faculty for Service: All promotion and tenure committees must be comprised of tenured faculty members. Department committees consist of all tenured faculty members in the department. College committees consist of departmentally elected representatives who serve on the college committee primarily as representatives of their departments' views on the merits of candidate qualifications. They are not, however, bound to vote as the majority in their departments voted. Department and college committees should consist of at least 5 tenured faculty members. If a department does not have a sufficient number of tenured faculty to constitute a committee, then the Provost, in consultation with all tenured and tenure-track faculty of the department and the Dean, must appoint to the committee one or more tenured faculty members from related disciplines. Members appointed from other academic units must not exceed 50% of any college, department, or unit promotion and tenure committee even if this reduces the number of committee members to fewer than five. All members of promotion and tenure committees are required to vote positively or negatively on each candidate (no abstentions), with the exception of members who have a familial relation to the candidate. In such cases, the committee member cannot participate in either the deliberations or the vote.
- c. Replacement of Faculty on College and University Committees: Members of promotion and tenure committees are expected to give first priority to scheduled committee meetings (see dates in 2.7.C.1 above) and to attend scheduled meetings unless exceptional circumstances arise. Should such an unavoidable circumstance arise for a department or division committee member, he or she must notify the department chair immediately, and the chair will reschedule the meeting to allow all members to attend and the committee to meet its deadline. The chairs, deans, and the provost will announce the specific meeting time for their committees as far in advance as possible. If for some reason an inalterable scheduling conflict arises or for other reason an elected representative cannot attend a meeting, the representative must immediately resign his or

her position on the committee by notifying the department chair in writing. If the chair determines that sufficient time remains for a nomination and election process and for the new representative to study application materials, then the vacancy must be filled through a departmental election. If the vacancy is for the College committee, then the chair will conduct the election; if for the University committee, the Faculty Senate will conduct it. If the chair determines that there is not sufficient time for an election, then the Faculty Senate President, in consultation with the department chair, would name an eligible replacement. If no faculty member in the department remains eligible for service, then the Faculty Senate President, in consultation with the department chair, would name an eligible replacement from a related discipline.

- d. Chairs of Promotion and Tenure Committees: Department chairs serve as the chair of their department committees; Deans serve as the chairs of their college committees; and the Provost serves as the chair of the University Promotion and Tenure Committee. In all cases, the role of the chair is to ensure that applicants' dossiers are available to committee members, to call the meeting, to review the role of the committee, to ensure that the committee considers the merits of each application for promotion and tenure, to conduct secret balloting to determine the committee's recommendation for each applicant, and to oversee the count and announcement of ballot results. Because the committee's purpose is to form a recommendation to make to the administrator chairing the committee, the chair is to observe but not to participate in the deliberations.
- e. Confidentiality: The recommendation of a promotion and tenure committee regarding an applicant for promotion and tenure is to be determined by secret ballot. Committee members are to keep the deliberations regarding the merits of an application confidential.

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 or her recommendations to the Board of Regents, which makes the final decision. At each level of review, candidates will be informed in writing within one week by the committee chair of recommendations concerning their applications. If there is a negative vote, candidates may withdraw their applications.

3. Documentation and Presentations in Support of Applications

Candidates for promotion and tenure must submit supporting documentation following the schedule specified above. Dossiers can 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.

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.

4. Final Promotion and Tenure Decisions

The President makes the final decision regarding faculty promotions and will communicate his or her decision in a timely manner after receiving the recommendation of the Provost.

The Board of Regents of the Texas A&M System makes the final decision regarding applications for tenure. The official decision by the Board of Regents to grant tenure will be conveyed in writing by the President to the individual faculty member as soon as possible after the Regents have voted to confer tenure. 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.

5. Appealing Promotion and Tenure Decisions

- a. At the conclusion of the promotion and/or tenure process, a faculty member who is not granted a promotion and/or not granted tenure may file an appeal with the Provost. The intention to appeal must be stated in writing and delivered to the office of the Provost within twenty (20) calendar days of receiving written notice of the decision to not grant a promotion and/or tenure. Appeals must be based on one or more of the following three claims: that the decision was made in violation of the individual's academic freedom, that the decision was made for illegal reasons, or that the decision was made without adequate consideration of the individual's record of professional achievement. For purposes of this section, an illegal reason is defined as a decision based on race, sex, sexual orientation, age, national origin, religion, creed, color, or disability unrelated to the performance of duties; or made in retaliation for the faculty member's exercise of protected First Amendment rights.
- b. An appeals committee will consist of a total of 7 faculty members: 4 members of the University Grievance Committee (2 selected by the faculty member and 2 selected by the Provost) and 3 tenured Faculty Senators appointed by the Faculty Senate President. No member of the appeals committee can have participated at any level in making the decision being appealed, nor can any member have any other relevant conflict of interest. The committee shall meet within fifteen (15) calendar days of the faculty member's written notice of appeal and determine if the faculty member has established a *prima facie* case that

the decision was made in violation of the faculty member's academic freedom, for an illegal reason, or without adequate consideration of the faculty member's record of professional achievement. If the preliminary review committee determines that the faculty member has not alleged a *prima facie* case, the allegations shall be dismissed and the decision not to recommend promotion and/or tenure shall stand. If the committee determines that the allegations do establish a *prima facie* case, the matter shall be referred for an evidentiary hearing by the same appeals committee. A *prima facie* case for purposes of this subsection means that the faculty member's evidence, alone and un rebutted, would establish that a violation as defined in 2.7.C.1 may have occurred.

c. In any evidentiary hearing, the burden of proving that the decision was made in violation of academic freedom or for an illegal reason, or without adequate consideration of the faculty member's record of professional achievement, shall rest with the faculty member. The burden of proof must be met by a preponderance of the evidence, i.e., that which is more convincing, more credible, and of greater weight than contrary evidence. Both the faculty member and the administration have the right of representation at this hearing. The committee shall complete its report to the Provost within fifteen (15) calendar days of the completion of the hearing. If the faculty member appealing the decision names the Provost as a party to the appeal, namely, charging the Provost with having violated his or her academic freedom, with having based the decision on an illegal reason, or with not having adequately considered his or her professional achievements in making the decision, then the committee's report would go to the President. If the President is a party to the appeal for any of the reasons cited above, then the committee would submit its report to the Chancellor.

2.8 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.

2.9 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.

2.10 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).

2.11 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. Faculty positions will be advertised in recognized national scholarly publications. The university is also committed to the principle that faculty should participate actively in the writing of job descriptions for faculty positions, in the screening of applicants, in the selection and interviewing of finalists, and in the formation of hiring recommendations to be submitted to department chairs and deans or directors. To ensure maximum faculty participation and to provide the university with the largest pool of qualified applicants, the search process for permanent, full-time tenure-track faculty (excepting library faculty) should commence and end, whenever possible, within the regular academic year and not carry-over into the summer. 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.

2.12 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*.

2.13 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".

2.14 Faculty Performance Review & Evaluation

The annual 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 based on established performance expectations (TAMUS Policy 12.06, Section 1). As a result of the annual 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 colleges or 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 provide a written evaluation and hold an evaluative conference with each faculty member of the department prior to the beginning of final exams for the spring semester. The criteria for promotion (as listed in the section concerning academic rank) will be used as the basis of evaluation. The written evaluation should identify faculty strengths, recognize areas of excellence, and note opportunities

for future professional growth. If a faculty member's performance is "seriously deficient" in some area, the Department Chair or Director will outline corrective measures (e.g. updating or modifying course syllabi, or reviewing techniques of presentation, or revising scholarly or service activities).

At the midpoint of the probationary period of a faculty member on the tenure track, the faculty member will receive a more thorough midpoint review addressing progress toward tenure based on established performance expectations. This normally occurs at the end of the third year of the six-year probationary period. The promotion and tenure committee of the department (or school or library) will meet, review the performance record of the faculty member, and make a recommendation to the chair or director. Based on this recommendation and his or her own observations, the chair or director will write a midpoint evaluation report, indicating one of the following possibilities:

1. *The faculty member's performance is strong in all areas. Areas of particular strength may be enumerated and detailed. Progress toward tenure requires that present performance levels be maintained.*
2. *The faculty member's performance is strong overall, but includes areas of weakness, which must be enumerated and detailed. Progress toward tenure requires that these weaknesses be addressed. Specific suggestions for improvement should be included as appropriate.*
3. *The faculty member's performance is not sufficient to indicate any realistic possibility of tenure. The faculty member should be offered a terminal contract.*

The exact wording of the midpoint report would be appropriate to the situation, as determined by the chair or director. The three options above indicate the information that must be presented to the faculty member and are not required text.

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.

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.

2.15 Post-Tenure Review

A. Introduction

In the Western academic tradition, universities have fostered excellence in teaching and in research by creating an intellectual environment in which faculty members and students are able to discover new knowledge and reexamine and contest old truths through the free exploration and exchange of ideas. Essential to creating and maintaining this spirit of free inquiry are the protections offered by academic tenure. Faculty members who earn tenure have proven themselves over an extended period of time to both their peers and the university's academic administration that they perform at admirably high levels as both teachers and scholars. By granting faculty members tenure, the university expresses its faith in their ability to continue to teach, conduct research, and serve the university and the community at sufficiently high levels of proficiency. Granting tenure to the best faculty benefits the university by greatly increasing the likelihood of retaining their professional services, a considerable benefit in an often competitive job market. With tenure, faculty members benefit from the protections of academic freedom and job security to exercise their professional expertise in the pursuit and expression of new and occasionally unpopular or simply misunderstood knowledge.

The post-tenure process that follows is intended to promote the continued professional development of tenured faculty by reaffirming their continued excellence in teaching, research, and service or by providing a process by which those tenured faculty who have fallen below acceptable norms of performance in one or more areas are able to receive the benefit of a peer-coordinated plan for returning to their former productivity.

B. Post-tenure Review

The process for post-tenure review at Texas A&M International University will consist of annual performance reviews by department chairs and deans of the teaching, research, and service of tenured faculty members. These evaluations will be used to determine eligibility for merit pay increases as well as reaffirming the tenured faculty member's continued satisfactory performance. Should tenured faculty members receive unsatisfactory performance evaluations, they will pursue a professional development plan as delineated below when and if they meet the conditions also delineated below.

1. Annual Review

a. Evaluation Criteria: In each college or school, the faculty, with the approval of the dean of the college or the director (in the case of the Killam Library or the Canseco School of Nursing), will develop specific criteria for determining the evaluation weight given to teaching, scholarship, and service for tenured faculty pursuing different professional paths. Evaluation of tenured professional librarians will be based on their specific job duties. Thus, those faculty members receiving release time for research and a reduced teaching load would be expected to have a higher percentage of their performance evaluation dedicated to an evaluation of their research than would be the case with a

tenured faculty member teaching a full-load of classes and having no release time for research. The faculty in each college or school, with the approval of the dean or director, will develop a general standard for determining whether a tenured faculty member's overall performance is deemed seriously deficient. These general standards may be refined, as needed, by the faculty within individual departments and approved by the chair of the department and the dean or director.

b. General Evaluation Process: Faculty members will be given a written evaluation of their performance in the previous calendar year before the commencement of final examinations for the spring semester. All evaluations should identify documented strengths and weaknesses of the faculty member. The written evaluation will be given to the faculty member by the department or division chair at a conference in which both will discuss the evaluation and the faculty member's professional plans and expectations for the future year. The intent of this provision is to celebrate continued excellence and also to identify areas in which faculty members may further develop professionally.

c. Evaluation Process for Faculty with "Serious Deficiencies": For those faculty members whose annual performance reviews indicate serious deficiencies in one or more areas, as determined by the department or division chair and documented on the evaluation form, the chair must meet with the faculty member within two weeks of the written evaluation to develop written plans for improvement within the next year. Both the evaluation and the written plan for improvement will be submitted to the dean of the college or the director of the library or school of nursing. It is the intent of this provision to provide tenured faculty members with an immediate identification and means of remedying any professional shortcoming.

In those rare cases in which a faculty member's deficiencies are deemed egregious, the chair must immediately notify the faculty member in writing during the course of the year and work with the faculty member to remediate those deficiencies as quickly and as reasonably as possible. Should those "egregious deficiencies" not be remedied by the time of the annual evaluation, the chair, with the approval of the dean or director, may require that the faculty member immediately engage in the Professional Development Plan process outlined below. For purposes of this process, "egregious deficiencies" shall be defined as behavior that compromises the learning environment for our students and/or faculty.

2. Professional Development Plan

a. Professional Review: If tenured faculty members receive two consecutive annual performance reviews that indicate serious deficiencies or if on a single evaluation they have been found to have "egregious deficiencies" requiring immediate remediation, they must undergo a professional review.

1. Exemptions: When serious and mitigating circumstances exist for faculty members who would otherwise be required to undergo professional

review, department or division chairs may request in writing from their deans or directors approval of an exemption from the professional review process, with final approval of the provost and notification of the president.

2. Purposes: The purposes of performance reviews will be to identify and acknowledge patterns of seriously deficient performance, to create plans of action to eliminate these deficiencies, and to monitor the progress of faculty members as they implement their professional development plans.

3. Procedure: The professional review process must follow the following procedure.

-- First, Department or division chairs will notify affected faculty in writing that they are subject to professional review. They will also explain in writing the details of the process.

-- Second, an ad-hoc professional review committee of three faculty members will be created by the dean with the consultation and agreement of the chair and the affected faculty member. If the dean, chair, and faculty member cannot come to an agreement on the composition of the committee, then the following guidelines must be followed by the dean in appointing a committee: two of the members must be selected from the college's promotion and tenure committee, one selected by the dean and one selected by the faculty member; and the final member of the committee will be selected by the Faculty Senate President (or by the Faculty Senate Vice President if the President has a conflict of interest).

-- Third, within one month of being notified of the need for professional review, the faculty member will prepare a dossier to present to the committee. The dossier should contain all documents and supporting material that the faculty member wishes the professional review committee to consider. While it may contain much more, at the very least, the dossier will include a current curriculum vitae, a teaching portfolio (with the exception of librarians), a description of recent university and community service, and a description of recent scholarly or creative work.

-- Fourth, the chair will add to the dossier any additional material that the chair considers relevant to the development of a professional development plan for the faculty member under review. The faculty member under review may examine these materials and respond in writing prior to their submission to the ad-hoc professional review committee; the faculty member may also add additional materials to the dossier at any time during the review process.

-- Fifth, within one month of receiving the complete dossier, the ad-hoc professional review committee will review it, meet with both the faculty member under review and the department chair, and issue a report. The report must be submitted in writing to the faculty member, the department chair, the dean or director, and the provost. The report may reach one of three possible conclusions:

No Deficiencies: The committee reports that it identified no deficiencies of any consequence. The committee's report negates and supersedes the "unsatisfactory" prior annual review of the faculty member originally submitted by the department chair.

Some Deficiencies: The committee reports that it did identify some deficiencies of consequence but that these deficiencies were not substantial or chronic, much less egregious, and thus no professional development plan is required. The committee report, however, must describe these deficiencies, and it is expected that the faculty member and the chair will work together to insure that these minor deficiencies do not become serious and do not result in "unsatisfactory" evaluations in the future.

Serious Deficiencies: The committee reports that chronic or substantial deficiencies do indeed exist and must be addressed by a professional development plan. The report must elaborate on the nature of these deficiencies.

-- Sixth, within two weeks of receiving the committee's recommendation, the provost must accept, reject, or modify the findings of the committee and submit back to the committee, the chair, and the faculty member a written report that announces and justifies his or her ruling.

-- Seventh, within two weeks of the provost's issuing of a ruling that "serious deficiencies" exist, the ad-hoc professional review committee must meet with the faculty member and the department chair to begin working together to create a professional development plan to submit to the dean and the provost for approval.

b. The Professional Development Plan: The professional development plan describes in detail how the faculty member will remedy the specific deficiencies identified by the ad-hoc professional review committee.

1. Development: The written plan must be created with the collaboration of the ad-hoc professional review committee, the faculty member, the department chair, and the dean or director, and it should meet the needs of the faculty member, the department, and the college or school. It is the responsibility of the faculty member to cooperate fully in the development of this plan and to make a good faith effort to implement it. It is the responsibility of the committee, the chair, and the dean to insure that the plan is designed to be a meaningful and effective means of returning the tenured faculty member to full professional productivity.

Plans must be tailored to the specific circumstances of the faculty members for whom they are developed, but all plans must: (1) describe specifically the deficiencies to be addressed by the plan; (2) identify specific goals that must be met to remedy the deficiencies; (3) describe what the faculty member will do to meet these goals; (4) establish intermediate and final time lines for the completion of the activities necessary to meet the goals of the plan; (5)

identify the specific criteria to be used in assessing the faculty member's annual process toward meeting the goals of the plan; and (6) identify the resources that the university will devote to the support of the faculty member's efforts to complete the plan.

In general, professional development plans may allow for up to three years for the faculty member to return to full productivity. However, in those cases in which the faculty member's deficiencies are deemed "egregious," the plan may require reasonable improvement within as short a time as one year.

2. Assessment: The faculty member and the chair will meet at the end of each semester to discuss the faculty member's progress toward fulfilling the professional development plan. At the end of the academic year, the chair will submit a written progress report to the ad-hoc professional review committee, to the dean, and to the provost. A copy of the chair's written report must be sent to the faculty member. The chair's regular annual written evaluation of the faculty member in question should draw upon the findings of the progress report.

3. Successful Completion of the Plan: As soon as the faculty member has completed the professional development plan or by the deadline established by the plan, the department chair must write a final report to the faculty member, the ad-hoc professional review committee, the dean, and the provost. Because it is the commitment of the faculty and administrators involved in the process to support faculty members fully in their efforts to return to full productivity and thus benefit not only the faculty member but the entire university, it is expected that in all but a very small minority of cases the final report will be positive. These findings become final upon certification by the provost.

4. Unsuccessful Completion the Plan: On those rare occasions when a faculty member has not been successful in completing the professional development plan, the chair will consult with the ad-hoc professional review committee, the dean or the director, and the provost prior to writing a negative report. If the committee, the chair, the dean, and the provost agree that the faculty member's failure to meet the goals of the plan are minor and likely temporary, then they may grant the faculty member an additional year to remedy the remaining deficiencies. If they deem the faculty member's failure of such seriousness that they constitute separately good cause for dismissal under all current policies regarding tenure, academic responsibility, and academic freedom, then the provost may initiate dismissal proceedings. . These findings become final upon certification by the provost.

3. Appeals

If a faculty member disagrees with the finding of "serious deficiencies" by the ad-hoc professional review committees, the faculty member may appeal the decision to the dean or the director first and then the provost.

When a faculty member, department chair, and the dean or director cannot agree on a professional development plan, then the University Promotion and Tenure Committee will intercede, mediate the dispute, and issue a draft of the plan for the review and approval of the provost.

If at any stage in the post-tenure review process a faculty member believes that the provisions of the process are being applied unfairly, the faculty member may file a grievance as outlined in Section 2.31 of the *Faculty Handbook*.

4. Voluntary Post-Tenure Review

Faculty members have the right to request that an ad-hoc professional review committee review their work and counsel them on their career. To initiate this process, faculty members must make a request in writing to their department chairs.

2.16 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; and,
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.

2.17 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*.

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

2.18 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 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.
- 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.

2.19 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."

2.20 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).

2.21 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.

2.22 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).

2.23 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.

2.24 Political Activity

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)

2.25 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.

2.26 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).

2.27 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 (Faculty Development Leave)*

a. Purpose

The purpose of this policy is to meet the objectives of faculty development as outlined in the Texas Education Code, Section 51.102: to provide a program of leaves of absence that would enable faculty members to engage in study, research, writing, and similar projects. In effect, the legislature aims to improve higher education by providing opportunities for professional growth at colleges and universities, thereby increasing the value of the recipient's sustained contribution. Thus, faculty development leaves are part of a plan of compensation for faculty.

b. Eligibility

1. Faculty development leaves may be granted to persons employed by Texas A&M International University, who are full-time, tenured faculty or equivalent. Faculty duties include teaching, research, administration (who have no more than ¼ release time for administration) and/or professional services. Faculty development leaves may not be granted to persons in the classified personnel system of the university.
2. Eligibility is limited to tenured [full-time] faculty members:
 - (a) with at least seven years of service at this university;
 - (b) with at least six years of service since their last development leave; and
 - (c) who have submitted acceptable report(s) from previous leave(s).

c. The Faculty Development Leave Committee

1. The Faculty Development Leave Committee (FDLC) shall be chaired by the current president of the Faculty Senate and shall consist of one tenured faculty member (as defined in 2.28. A.2.b.1 above) from each College and/or free standing academic unit, with the exception of the College of Arts and Sciences, which shall have two representatives. The Faculty Senate will conduct elections during April, polling faculty from each College to determine its representative. Members elected in April will begin their terms the next school year, beginning in September. Faculty members are not eligible for faculty development leaves during their tenure on the committee.
2. Upon approval of the policy, the initial election of the six faculty members should be conducted by the Faculty Senate. After the election, members will determine by lot which ones shall have one-, two-, and three-year terms respectively.
3. All subsequent elections shall be for three-year terms. When vacancies occur, the Faculty Senate shall designate a replacement to fill the unexpired term. The president of the Faculty Senate is responsible for all matters pertaining to the election of FDLC members.

d. The Application and Selection Process

1. The FDLC will recommend an application deadline to the vice president for academic affairs who, in turn, will notify the faculty. Normally the application deadline will be no later than November 1 of the fall semester preceding the academic year for which the award is sought. (For example, if faculty members were seeking leave during the fall and/or spring term of 2009-2010, they would apply in November 2008.)
2. A faculty development leave application packet is attached to this policy.
3. An applicant will submit a completed application for approval to the appropriate department head in accord with the deadline established by the FDLC.
4. Upon receipt of the applications by the academic department, further routing will be as follows: from the department head, to the dean, and to the Office of the Vice President for Academic Affairs. The department chair must indicate how the faculty member's classes will be covered (including an estimate of costs). Each administrative officer will have one week to comment and forward the application packet. The VPAA will then forward packets to the FDLC for ranking.

5. The FDLC will return rankings to the vice president for academic affairs who will review and forward the rankings to the president. The FDLC reserves the right to interview applicants when needed for clarification in ranking applications. Leaves will be considered final upon recommendation by the president, who will cause to be provided written acknowledgement of approval to all applicants and the FDLC.
6. Applicants not receiving developmental leaves may apply in succeeding years but must formally reapply with updated documentation.

e. Criteria Used by the Faculty Development Leave Committee

1. The FDLC determines and reports the criteria to be used in making its selection recommendations to the vice president for academic affairs.
2. Current criteria are those cited in Chapter 51, Section 51.102 of the Texas Education Code:
 “On the application of a faculty member, the governing board of an institution of higher education may grant a faculty development leave of absence for study, research, writing, field observations, or other suitable purpose, to a faculty member if the board determines that the faculty member is eligible by reason of service, that the purpose for which a faculty development leave is sought is one for which a faculty development leave may be granted, and that granting the leave will not place on faculty development leave a greater number of faculty members than that authorized.”
3. More specific criteria will be provided by the FDLC during its first semester of operation.

f. Conditions of the Program

1. Requests for faculty development leaves must be approved or disapproved by the department head. Impact of the leave on the applicant’s department or program (i.e., describe how the leave will benefit the institution), and other pertinent information, should be addressed in the department head’s decision.
2. Faculty members may hold faculty development leaves for one academic year at one-half their regular salary, or for one-half an academic year at their full salary. (An academic year is defined as the nine-month period contained in the fall and spring semesters; development leaves are not authorized for summer sessions.)

3. Faculty members having signed a legal agreement to serve one full academic year after completion of the leave shall be required to reimburse the university in the amount they receive as salary and fringe benefits if they should fail to fulfill the year of service after the leave. Permanent disability attested to by a medical doctor would constitute reason for exemption, or an equivalent condition as judged by the VPAA.
4. Faculty members on leave will retain their rights and eligibility for benefits to hospitalization, medical insurance, income protection, life insurance, and other such programs (including retirement) in force for full-time faculty members. The university administration shall cause to be deducted from the leave recipient's salary the cost of such benefits as permitted by law.
5. Within three months of their return from leave, recipients of faculty development leaves must provide a written report of their activities to their respective department head, who in turn will route the report to the dean, and then vice president for academic affairs. Recipients will also conduct a forum for discussion with members of their respective colleges. A copy of the written report, and the agenda for the college discussion, will be submitted to the FDLC, who will report their work to the Faculty Senate at the September meeting of the Faculty Senate.
6. This program is restricted to those departments or academic units that are able to release a faculty member without affecting their academic functions and without hiring a replacement, unless funds are available.

g. Financial Support

1. Appropriate funding for faculty developmental leaves is authorized by Title 3, Chapter 51, Section 51.105 of the Texas Education Code:
 - a. "The governing board may grant to a faculty member a faculty development leave either for one academic year at one-half of his [sic] regular salary or for one-half academic year at his [sic] full regular salary. Payment of salary to the faculty member on faculty development leave may be made from the funds appropriated by the legislature specifically for that purpose, or from such other funds as might be available to the institution.
 - b. A faculty member on faculty development leave may accept a grant for study, research, or travel from any institution of higher education or governmental agency. A faculty member on faculty development leave may not accept employment from any other person, corporation, or government, unless the

governing board determines that it would be in the public interest to do so and expressly approves the employment.

- c. It is not required that faculty members obtain matching funds to be eligible for development leave; however, faculty members who are granted development leave are encouraged to seek additional funding from authorized and appropriate external sources. Applicants must follow guidelines established by the Office of Grant Resources when seeking additional funding.”
 - d. The University will supplement the faculty member’s grant or salary paid by the entity sponsoring the development program so that the University compensation will equal half the faculty member’s regular salary for one academic year or his or her full regular salary for half an academic year, subject to availability of funds. In order for the faculty member to remain eligible for state-paid benefits, the department must submit a Memorandum of Employment covering the absence period and attach a copy of the approval of the faculty member’s developmental leave request to the Office of Human Resources.
2. As stated in Title 3, Chapter 51, Section 51.106, not more than six percent of the faculty members of any institution of higher education may be on faculty development leaves at any one time. Additionally, the actual leaves awarded are dependent upon the availability of funds as well as the extent to which proposed leave requires funding.

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.

2.28 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.

Procedure:

1. During the fall semester an open nomination process will be conducted for the Minnie Piper Stevens teacher award and nominees for the previous year's Teacher of the Year will be strongly encouraged to participate. At the beginning of each spring semester, each College's Promotion and Tenure Committee will call for nominations for the College's Scholar of the Year and Teacher of the Year. Each College'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'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.

2. Nominees for College 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.

3. College P&T Committees will meet no later than March 31 to review nominees' portfolios and select the College 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 College of Nursing will each choose one Scholar, and one Teacher of the Year. These winners then become the nominees for the University Scholar and the University Teacher of the Year.

4. Once College/School award recipients have been designated, the chair of each College 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 winners' portfolios will be made available to members of the Faculty Senate for their information and review during the month of April.

5. 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). The winner of the University Teacher of the Year will be the university's nominee for the next year's Golden Apple award. Award recipients, as well as the College winners in both categories, will be announced at Spring Graduation and Fall Convocation. Once recognized as University Scholar or the University Teacher of the Year faculty members will not be eligible for consideration for any additional Faculty award for three years.

2.29 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 Equivalents (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.

3. 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.

4. General Considerations

- a. 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.
- b. 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.

c. 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.

d. 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.

e. Additional release time may be granted for research projects of exceptional merit that require an extensive commitment of time.

f. 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.

C. 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. Faculty Senate Committees:

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 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. **Technology Advisory Council.** Composition will be two representatives per college or free-standing academic unit (appointed by the dean or academic unit head), one member of the Faculty Senate (appointed by the senate), one representative for each administrative Vice President (or Associate Vice President with approval of the appropriate Vice President), and one member from each of the following areas: Public Affairs, Student Government Association, and Office of Graduate Studies. One faculty member of the council will be selected as chair as appointed by the council. All members will be appointed to one-year terms. Appointments will be submitted through the Provost to the Faculty Senate for concurrence. The Associate Vice President for Information Technology/CIO will serve ex-officio. The Technology Advisory Council will have a standing Instructional Technology Subcommittee, and may generate additional ad hoc subcommittees; standing committees and ad-hoc subcommittees must be chaired by a member of the Technology Advisory Council, but they may contain membership from outside the Technology Advisory Council..

- 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. All tenured faculty members serve on their department promotion and tenure committees, but none may serve on both College and the University promotion and tenure committees. In cases where an academic unit does not have the equivalent of a departmental committee, then tenured faculty members of the unit may serve on both their unit's promotion and tenure committee and the University committee. The Faculty Senate Parliamentarian and Elections Officer, 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. See section 2.7 for more information about the promotion and tenure process, including the procedure for replacing vacancies on this committee.

- g. **The University Grievance Committee Pool.** This pool will be comprised of six tenured faculty from the College of Arts & Sciences, four tenured faculty from each of the other colleges, and two 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, within one week of the Grievance Pool election, two tenured at-large faculty representatives. Since the Grievance Pool provides the membership of Grievance Committees (2.31) as well as a majority of committee members for appeals of promotion or tenure decisions (2.7 C.2), its membership should be established early in the year before individual grievances or appeals emerge. Once elections and appointments are complete, the pool will consist of twenty-one members, enough to manage four grievances or four appeals without duplication of personnel. 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. Once the Grievance Pool has been constituted, it will meet to elect a secretary to manage the receipt of complaints and requests for information and to keep a record of ongoing activity, which will be filed each semester with the secretary of the Faculty Senate. Since membership on a grievance committee can be a strenuous experience, no member of the grievance pool should participate in more than one proceeding in the same academic year. If events require additional members to be added to the pool, a special election will be held for an appropriate number of

additional members at the earliest possible time. The number of members necessary will be determined for each situation by the Grievance Pool members, chaired on this occasion by the Faculty Senate President.

- h. **Committee of Professors.** A committee composed of all Professors of the University whose current duties are primarily those of faculty and not administration will study applications by Associate Professors and Associate Librarians for promotion to the rank of Professor or Librarian and make recommendations to the Provost by the deadlines established for the University Promotion and Tenure Committee. The Committee of Professors will solicit external reviews of an applicant's work prior to developing a recommendation. The Provost will also receive independently the recommendations of the department chair and dean of each applicant.
- i. **Faculty Development Leave Committee.** The Faculty Development Leave Committee (FDLC) shall be chaired by the current president of the Faculty Senate and shall consist of one tenured faculty member from each College and/or free standing academic unit, with the exception of the College of Arts and Sciences, which shall have two representatives. The Faculty Senate will conduct elections during April, polling faculty from each College to determine its representative. Members elected in April will begin their terms the next school year, beginning in September. Faculty members are not eligible for faculty development leaves during their tenure on the committee. See Section 2.27.A. for more details.
- j. **Honor Council.** The Honor Council consists of faculty and students who have been elected by their peers or appointed by the Provost and Vice President of Academic Affairs and who have undergone training in order to serve as case investigators and/or hearing panelists. The Honor Council serves to provide students with a means by which they may report academic dishonesty, to provide students with a means of appealing charges of academic dishonesty, and to provide the Provost with recommendations regarding general academic sanctions or remedial efforts appropriate to specific cases. This Council shall have the authority to create processes and operating procedures to implement the Honor System and to enforce the rules described in the Honor Code. Through the Provost's Office, this Council shall be the central body responsible for maintaining records and for coordinating communication, prevention, training, remediation, and adjudication efforts for the Honor System. The Honor Council shall consist of 9 members: 4 students elected by the student body, 3 faculty members elected by the faculty at large, and 2 faculty or student appointees of the Provost. The Student Government Association will conduct the elections of the student representatives, and the Faculty Senate will conduct the elections of the faculty representatives. Members must be

elected and appointed by September 1 of each academic year and will serve through the following August. The Honor Council will hold general meetings at least twice each semester, and members of the council will serve on 3-5 member case hearing panels when selected by the Chair of the Honor Council and the Provost.

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.

D. 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.

E. 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.

F. 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:

- 2. All faculty members are expected to have office hours,
- 3. Office hours will be scheduled for the convenience of students,
- 4. Office hours must be posted outside the faculty member's office, and recorded with the Department Chair.

5. 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

2.30 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).

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

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.*

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 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.

2.31 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).

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

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.

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.

2. 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.

3. 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, not shall such faculty member be required to account to the University for any fee or compensation received.

4. 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.

5. 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.

6. 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.

7. 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.

2.32 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.

2.33 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. The Honor Council review each case reported to the Provost and Vice President of Academic Affairs and make recommendations. (See the Honor Code in the Appendix.)

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 (*).

A. Categories and Requirements for Membership

1. FULL/DOCTORAL MEMBERSHIP

Full Members of the Graduate Faculty must:

1. be tenured or on a tenure track on the Texas A&M International Faculty;
2. hold the rank of Assistant Professor, Associate Professor or Full Professor;
3. *have earned a doctorate in the teaching discipline or a related discipline;
4. produce tangible evidence of continued productive scholarship, as normally defined within the discipline concerned; and,
5. 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.

2. ASSOCIATE/MASTERS MEMBERSHIP

Associate Members of the Graduate Faculty must:

1. *be tenured or on a tenure track on the Texas A&M International Faculty;
2. 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);
3. produce tangible evidence of continued productive scholarship as normally defined within the discipline concerned; and,
4. 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.

3. EXTERNAL MEMBERSHIP

This category is for persons not on the TAMIU faculty. External Members of the Graduate Faculty must:

1. 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 TAMIU;
2. show actual involvement in the departmental graduate program either in teaching 5000- or 6000-level courses or serving on graduate student committees;
3. 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.

4. 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.

B. 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 re-nominated 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 re-nomination, will be that of the OGS Director or Director of the Office of Graduate Studies.

7.2 Graduate Council

A. 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.

B. 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).

C. 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.

D. Elections and Appointments

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

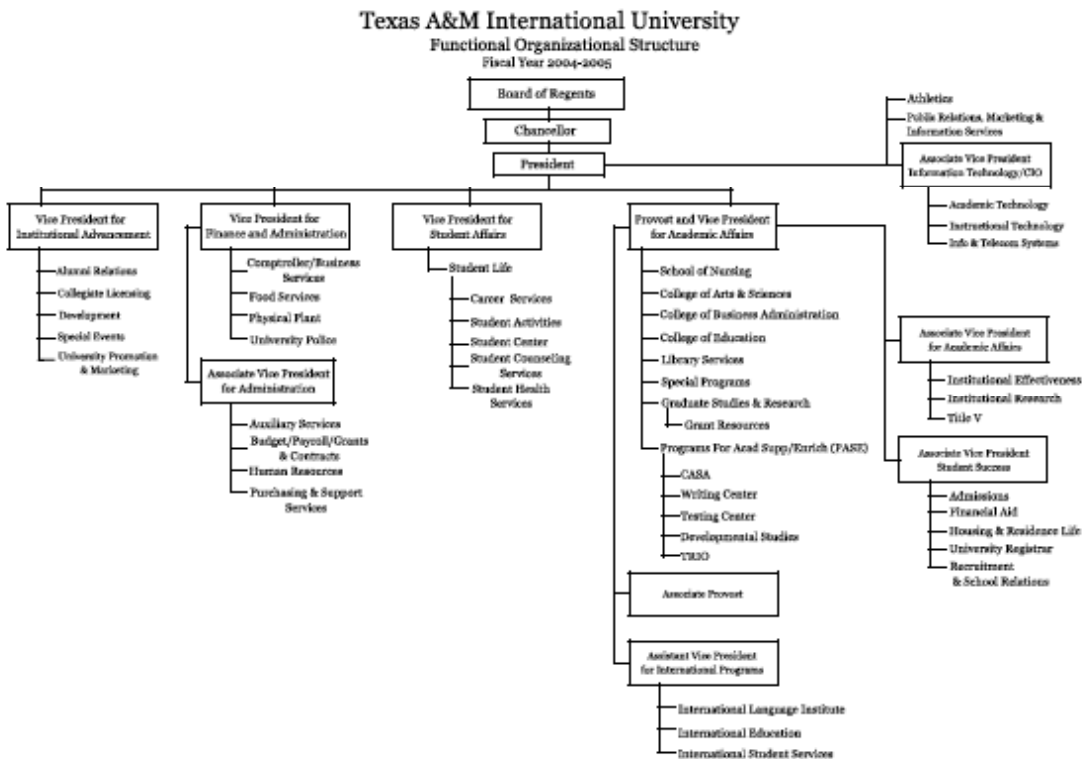
College representatives to the Council shall be elected by April 21 of the appropriate year of selection. Such representatives may be nominated by all tenured and tenure-track faculty; the election will be conducted at the time and in the manner of the Faculty Senate elections conducted by the Faculty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

Originally Approved on 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.
- 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.
- 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. 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 full-time faculty in a department or division petition in writing to the Faculty Senate President to hold a special election on whether or not to recall its representative in the Faculty Senate, then the President will call for a special election within one week of receipt of the

petition. The Secretary of the Senate will announce the special election and conduct it following the procedures used in other Senate elections. Only those department or division faculty eligible to vote in Faculty Senate elections (see Article 1) may vote to retain or recall their Faculty Senator. A majority of those voting will determine the results of the election.

f. Dismissal of Senators: Faculty Senators who miss more than two regularly scheduled monthly meetings of the Senate during the year will be dismissed from the Senate. Senators who have legitimate reasons for missing more than two such meetings may petition the Senate to exempt them from this rule. The President of the Senate will notify the department or the division of the dismissal and call for a special election of a new Senator if the dismissal occurs more than two months before the regular spring elections.

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 chair of the Academic Affairs Oversight Committee of the Senate.
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.
4. Parliamentarian and Elections Officer. The Parliamentarian will advise the President on parliamentary procedures and will supervise all elections, polls, and evaluations sponsored by the Faculty Senate.

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 late April or May 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 slip 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

Amendments to the Faculty Constitution must be approved using the same procedure as that used to approve changes to the *Faculty Handbook*. The Faculty Senate must approve the changes, distribute the proposed changes to all faculty members, present the changes for discussion at a general meeting of the faculty, and hold a general faculty election to approve or reject the changes.

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

*Dr. Frances Rhodes, At-Large Representative, Language, Literature and Arts, replaced Dr. Keck in Spring 2000 when Dr. Keck became Provost.

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 Folse, 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

Senate Officers:

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
 Mr. 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
 Mr. 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, 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
 Mr. 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. Deborah 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

Faculty Senate: 2006-2007

Senate Officers:

Dr. Thomas R. Mitchell, President, Language and Literature
 Mr. John Maxstadt, Vice President, Killam Library
 Dr. Frances Rhodes, Secretary, At-Large
 Dr. Deborah Blackwell, Parliamentarian, At-Large

Senators:

Dr. Randel Brown (At-Large)
 Ms. Vivian Garcia (Canseco School of Nursing)
 Dr. Friedrich Gechter (Fine and Performing Arts)
 Dr. Juan Homero Hinojosa (Mathematical and Physical Sciences)
 Dr. Barbara Hong (Professional Programs)
 Dr. Jaclyn Jeffrey (Social Sciences)
 Dr. Sushma Krishnamurthy (At-Large)
 Dr. Sukho Lee (Teacher Preparation):
 Dr. Michael Patrick (International Banking and Finance Studies)
 Dr. Lem Railsback (Curriculum & Instruction)
 Dr. Rolando Pena-Sanchez (International Business & Tech. Studies)
 Dr. Christy Teranishi (Behavioral, Applied Sciences & C.J.)
 Dr. Ken Tobin (Biology and Chemistry)

Faculty Senate 2007-2008

Senate Officers:

Dr. Thomas R. Mitchell, President, Language and Literature
 Dr. Deborah Blackwell, Vice President, At-Large
 Dr. Barbara Hong, Secretary, Professional Programs
 Dr. Ken Tobin, Parliamentarian and Elections Officer, Biology and Chemistry

Senators:

Dr. Randel Brown, At-Large
 Ms. Vivian Garcia , Canseco School of Nursing
 Dr. Robert Haynes, At-Large
 Dr. Juan Homero Hinojosa, Mathematical and Physical Sciences
 Dr. Jaclyn Jeffrey, Social Sciences
 Dr. Sukho Lee , Teacher Preparation,
 Ms. Linda McCreight, Killam Library
 Dr. Lem Railsback, Curriculum & Instruction
 Dr. Frances Rhodes, At-Large
 Dr. Rolando Pena-Sanchez International Business & Tech. Studies
 Dr. Christy Teranishi, Behavioral, Applied Sciences & C.J.
 Mr. Brendan Townsend, Fine and Performing Arts
 International Banking and Finance Studies (Vacancy to be Filled in Fall 2007)

APPENDIX D: 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: Contact X * X 1 X E.T.L.C.
 Laboratory courses hours

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/>
	$F > 30$	12 hours
Multi-Section Course Coordinator	$S = \text{No. of Sections}$	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. $0 < \text{ETLC} \leq 4.5$ hrs

Research

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

APPENDIX E



TEXAS A&M INTERNATIONAL UNIVERSITY

HONOR CODE

“As a Member of the Texas A&M International University community, I _____, pledge, on my honor that I have not violated any provisions of the TAMIU Honor Code for the work submitted nor have I given or received any unauthorized assistance on this assignment/examination.

I have read the TAMIU Honor Code Constitution, and understand what is expected of me, including my obligation to report violations to which I am a witness or of which I am aware.

MY SIGNATURE

DATE

It is the policy of Texas A&M International University that all faculty, administrators, staff, and students conduct themselves in a manner that does not compromise the values, integrity, reputation, and public trust of this University. In particular, the Honor Code at TAMIU is set forth in writing in the following pages in order to give all employees and students general notice of prohibited academic conduct. It is the responsibility of the faculty, staff, administration, and students of TAMIU to become familiar with the information presented in the TAMIU Honor Code and to observe all regulations and procedures relating to the Code. In no case will the Honor Code be waived or an exception be granted because any party pleads ignorance of or contends that he or she was not informed of the regulations and procedures.

PHILOSOPHY INFORMING THE HONOR CODE

Academic integrity is the most critical core value of any learning community. Learning depends on honesty and trust between students and faculty. Academic dishonesty destroys that trust. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act: failure to confront and deter it will reinforce, perpetuate, and enlarge the scope of such misconduct.

Academic dishonesty degrades the learning process. It depreciates the meaning of grades and degrees; it undermines the value of the achievements of individuals; and it destroys the morale of learning communities which depend upon the integrity of peers and the justice of faculty evaluation.

Texas A&M International University joins other universities in affirming that honesty, truthfulness, trust, fairness, respect, moral conduct, and individual responsibility form the pillars of academic integrity. These ideals should guide the conduct of the University community. They are critical to a community that values academic achievement.

Thus, the Honor Code becomes the fundamental social contract within which the University community --its faculty, administrators, staff, and students-- agrees to live. This contract requires from all of us the conviction, the commitment, the practice that the personal and academic integrity of each individual validates the intellectual work of the entire academic community.

THE TAMIU HONOR COUNCIL

Mission Statement

It is the mission of the TAMIU Honor Council to serve as a centralized system established to respond fairly to academic violations of the TAMIU Code of Honor.

Essential Functions of the Honor Council

The Honor Council consists of faculty and students who have been elected by their peers or appointed by the Provost and Vice President of Academic Affairs and who have undergone training in order to serve as case investigators and/or hearing panelists. The Honor Council serves to provide students with a means by which they may report academic dishonesty, to provide students with a means of appealing charges of academic dishonesty, and to provide the Provost with recommendations regarding general academic sanctions or remedial efforts appropriate to specific cases. This Council shall have the authority to create processes and operating procedures to implement the Honor System and to enforce the rules described in the following sections. Through the Provost's Office, this Council shall be the central body responsible for maintaining records and for coordinating communication, prevention, training, remediation, and adjudication efforts for the Honor System.

Membership of the Honor Council

The Honor Council shall consist of 9 members: 4 students elected by the student body, 3 faculty members elected by the faculty at large, and 2 faculty or student appointees of the Provost. The Student Government Association will conduct the elections of the student representatives, and the Faculty Senate will conduct the elections of the faculty representatives. Members must be elected and appointed by September 1 of each academic year and will serve through the following August. The Honor Council will hold general meetings at least twice each semester, and members of the council will serve on 3-5 member case hearing panels when selected by the Chair of the Honor Council and the Provost.

At the first meeting of each year, the Honor Council will elect a Chair, Vice-Chair, and Secretary. The duties of the Chair will be to call regular meetings, conduct meetings, serve as the official liaison with the Office of the Provost, and provide leadership to the Council. The duties of the Vice-Chair will be to assist the Chair and to perform the duties of the Chair when the Chair cannot perform them. The duties of the Secretary are to take minutes of Council meetings and, with the assistance of the Office of the Provost, to maintain records of cases and of Council actions.

Members of the Honor Council are expected to attend all general meetings of the Council and to fulfill the following duties:

- ◆ Serve as an educator - inform students, faculty, staff, and administrators about the TAMIU Honor System and its mission and policies; promote academic integrity on campus.
- ◆ Serve as a case investigator – investigate and gather information with reporter(s), witness(es), and alleged violator(s).
- ◆ Serve as a hearing panel member - hear all information and help determine whether a student is responsible or not responsible for an Honor Code violation, and, if found responsible, to help formulate a recommendation to the Provost regarding a fair and educational sanction for a particular case.

FACULTY REPORTING OF VIOLATIONS OF THE HONOR CODE AND ADJUDICATION

Responsibilities of Faculty

Instructors (including adjuncts), administrators, and staff share in the responsibility and authority to challenge and make known acts that violate the TAMIU Honor Code.

Instructors are expected to take proactive steps to promote academic integrity including, but not limited to, adding language to their syllabi that describes prohibited academic behavior and the consequences of such activity, and having an open discussion about academic integrity with students in their courses early in the semester. Additionally, instructors are expected to enforce prohibitions against academic dishonesty as required by the TAMIU Faculty Handbook, Section 5.7 (page 81, 2007-2008 edition). Specifically, they are expected to enforce specified grade penalties for cheating or

plagiarism, as outlined in their syllabi or as required by their department, college, or the Faculty Handbook(Section 5.7). When the grade penalty for a severe breach of the Honor Code leads to an automatic “F” in the course (as is likely to be the case for extensive or intentional plagiarism, cheating on an exam, etc.), faculty must report such cases to their chairs, deans, and the provost, who will in turn notify the Honors Council so that a record may be kept of the incident. Less severe breaches of the Honor Code may also be reported in the same manner and for the same reason.

Responsibility of Academic Administrators

Academic administrators are expected to provide support to the faculty and the students in enforcing the Honor Code. Specifically, they should encourage faculty to be proactive in informing students about the Honor Code and in teaching them appropriate ways to conduct and acknowledge research, and they should provide strong support to faculty who are appropriately and fairly enforcing the Honor Code.

STUDENT REPORTING OF VIOLATIONS OF THE HONOR CODE AND ADJUDICATION

Reporting Options

Students have two options when reporting an alleged violation. They may report an alleged violation either to the TAMIU HONOR COUNCIL through the Office of the Provost or to the instructor of the course in which the alleged violation occurred. Initiating formal procedures is a necessary and obligatory remedy when other methods are inappropriate or have failed (i.e., drawing attention to a suspected violation, moral suasion, etc.).

If a student is alleged to have violated the Honor Code but the class, department, and instructor cannot be identified, charges may be brought by anyone who has knowledge of the violation.

False and malicious reporting of an incident shall be considered a violation of the TAMIU Code of Honor, and shall be adjudicated by the Honor Council and Office of Student Affairs.

Reporting Formats

There are three reporting formats for Honor Code violations: (1) general reporting, (2) confidential reporting, and (3) anonymous reporting. Each reporting format will initiate some action by the TAMIU Honor Council and can potentially lead to the initiation of a case. All reports must be made in writing.

1. General Reporting

General reporting constitutes a submission of a report in which the reporting party is willing to fully identify him/herself to all involved in the case. This is the preferred reporting format and will ensure that all facts are obtainable.

2. Confidential Reporting

Confidential reporting constitutes a submission of reports in which the reporting parties are willing to provide their names to instructors and/or the TAMIU Honor Council, but wish to have their names remain confidential through the proceedings of the case. Confidential reporting allows instructors and/or the TAMIU Honor Council to contact the reporting party to gather further information when necessary.

3. Anonymous Reporting

Anonymous reporting constitutes a submission of a report in which the reporting party desires to remain anonymous. This report will be considered a tip and handled as such. The reporting party will not be identifiable and cannot be contacted for further information on the case. An anonymous tip is not sufficient ground to initiate a charge; however, the tip can initiate an investigation.

SANCTIONS FOR VIOLATIONS OF THE HONOR CODE

Instances of academic misconduct represent behavior that is of an especially serious nature. Sanctions assigned to instances of academic misconduct should convey the message that this type of behavior can serve as a destructive force within the academic community. However, a wide range of sanctions can be employed in order to strike an appropriate balance between sending a message of accountability and enhancing a violator's moral and cognitive development. While this list is not designed to be exhaustive, it demonstrates the wide range of sanctions that can be utilized to respond to findings of responsibility for academic misconduct.

1. Grade Sanctions: Faculty alone are responsible for assigning grade penalties in their courses for violations of the Honor Code. In most cases, this penalty will be a grade of "F" in the course followed by a report to the chair, the dean, the Provost, and the Honor Council of the incident so that appropriate records may be kept.

A student who is assessed a grade of "F*" shall have it documented on his/her transcript with the notation "FAILURE DUE TO ACADEMIC DISHONESTY." The grade of "F*" is intended to recognize a student for failing to uphold the values of academic integrity at Texas A&M International University. The grade of "F*" shall be treated in the same way as an "F" for the purposes of calculating Grade Point Ratio and determination of academic class standing.

2. General Sanctions: In addition to any grade penalty imposed by a faculty member, upon receiving a report from the faculty member of an Honor Code violation, the Honor Council must recommend to the Provost within 10 university business days of receiving the faculty member's report that one of the following actions outlined below should be taken. The Provost will make the final decision within 15 university business days of receiving the recommendation of the Honor Council.

- Expulsion of the student from the specific program of study or from the University.
- Suspension of the student from the specific program of study or from the University.
- Probation for Academic Dishonesty with a statement of the consequences for a second infraction and a description of the conditions which must be met to end probationary status.
- Required completion of an appropriate training or remediation program, whether or not probationary status is imposed.
- No sanction or action required beyond the grade penalty for the infraction.

A student who is on "Honor Violation Probation" is subject to the following restrictions:

- Ineligibility to hold an office in any student organization recognized by the University or to hold any elected or appointed position within the University.
- Ineligibility to represent the University to anyone outside the University community in any way, including representing the University at any official function.
- Ineligibility to receive a University-administered scholarship or fellowship when the "Honor Violation Probation" is in place for longer than one semester. Some scholarships adhere to stricter guidelines, and, therefore, ineligibility may result from a lesser length of time on "Honor Violation Probation."

Additional restrictions or conditions also may be imposed, depending on the timing, nature and severity of the misconduct. Examples are inability to pre-register, to receive an official transcript, or to participate in commencement exercises.

APPEAL PROCESS

A student who is found responsible for an Honor Code violation and assessed a sanction has ten [10] University business days from the date of notification of the sanction to file an appeal. The appeal must be stated in writing (using the appeals form available in the Office of the Provost) and addressed to the Provost. The Provost will determine if there is sufficient justification to merit a hearing on the appeal.

Following the notification of intent to appeal and pending the appeal hearing, the disciplinary action taken by the University shall be stayed unless the University has determined in a case involving suspension, dismissal or expulsion that the continued presence on campus of the charged student poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

A. Appeals of Faculty Imposed Grade Sanctions

Faculty alone determine grades for a course, including grades earned for academic dishonesty. Thus, students may not appeal their grades in a course using this process (see below), but they may appeal a faculty member's charge that they committed an act of academic dishonesty. An appeal of a faculty member's charge of academic dishonesty must be based on one of the following reasons:

- Insufficient or Misinterpreted Evidence
- New Evidence Now Available

The appeal would be heard by a 3-5 case hearing panel consisting of both faculty and student representatives from the Honor Council. If the Honor Council rules that a violation did not occur, then the student's record would be corrected to reflect that and the Honor Council would notify the student, the faculty member, and the Provost of its findings.

Should such an appeal be successful then the faculty member could voluntarily change the student's grade or the student could challenge the grade following the procedure for appealing grades (TAMU Faculty Handbook, Section 2.31).

Students who do not wish to challenge the charge of academic dishonesty but who believe that the grade sanction was excessive for the offense may file an appeal of the grade using the procedure for appealing grades alluded to above.

B. Appeals of Provost Imposed Sanctions Based on Honor Council Recommendations

There are four bases of appeal:

- Substantial new evidence not available at the time of the original Honor Council hearing: To consider new information that is sufficient to alter a decision or other relevant facts not brought out in the original hearing because such information and/or facts were not known to the person appealing at the time of the original hearing.
- Procedural irregularities: To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the accused student a reasonable opportunity to prepare and present rebuttal of allegations.

- The sanction is not commensurate with the violation: To determine whether the sanction(s) imposed were appropriate for the violation of the Code of Honor which the student was found to have committed.
- The finding of responsibility is inconsistent with the facts presented in the hearing: To determine whether the decision reached regarding the accused student was based on a preponderance of evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Code of Honor occurred.

1. Appeal of Sanctions other than Separation from the University

If the Provost finds that there is adequate basis for an appeal, the President of the Honor Council will appoint a case hearing panel of Honor Council members to hear the appeal (see above). The members of the appeals subcommittee shall not have participated in any proceeding related to any appeal that they consider. The appeals subcommittee shall consist of at least 3 members. If for some reason fewer than 3 members of the Honor Council are eligible to serve, then the President of the Honor Council in consultation with the Provost may name faculty or students not on the Honor Council to hear the appeal. Its decisions are final.

2. Appeal of Separation from the University

A student who has been assessed by the Provost on a recommendation by a case hearing panel of a disciplinary sanction of expulsion, dismissal, or suspension from the University by the Honor Council may file an appeal with the Provost within 10 university business days of receiving notification of separation from the university. A panel of Honor Council members who did not serve on the original case hearing panel which made the original recommendation will hear the appeal and make a recommendation to the Provost within 10 university business days of the student's notification of appeal.

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