

TAMIU Faculty Senate Meeting

September 3, 2021; WebEx

I. The meeting was called to order by the Faculty Senate President, Dr. Lourdes Viloría, at 12:03 p.m.

II. *Roll Call:* Dr. Lourdes Viloría, Dr. James Norris, Dr. Marvin Bennett, Ms. Malynda Dalton, Dr. Li-Zheng Brooks, Dr. Andrew Hilburn, Dr. Deepak Ganta, Dr. Puneet Gill, Dr. Ariadne Gonzalez, Dr. Tatiana Gorbunova, Dr. Kameron Jorgensen, Dr. Hayley Kazen, Dr. Runchang Lin, Dr. Gilberto Martinez, Ms. Angela Moran, Dr. Lola Norris, Dr. Leonel Prieto, Dr. Ruby Ynalvez

III. *Our Guests* were given the floor:

Dr. Pablo Arenaz

Dr. Arenaz reported that we had a very productive legislative session. They returned the 5% that was taken from us, adding almost \$2 M to our budget. This allowed us to add 9 new faculty lines this year and fill some holes at the staff level that were badly needed.

Our current enrollment is down by a little less than 1% in head count and down 2-3% in credit hour production, but he believes that we still may be able to have the 3% merit for this Fall semester.

We have had a few student complaints with air conditioning in some of the classrooms during the summer, starting in May. This has been due to ERCOT regulating our electricity during certain times and not due to any decision made on campus. This usually takes place between 2 and 5 p.m., during peak load times. So, in mornings and evenings the rooms should be cool and, if not, it should be reported to the Physical Plant.

Dr. Arenaz also updated the Senate on the recent COVID news:

- TAMIU continues to do rapid testing everyday and all are encouraged to take advantage of it. We currently have 10 to 15,000 rapid test kits available for use.
- We are going to get 100,000 masks that will be made available to the TAMIU community free when they arrive.
- We are going to begin random testing next week and hope to test over 600 people. And afterwards the hope is to test at least 500 people per week. This will be mandatory testing for the faculty, staff or students that are selected.
- As of last Friday, we have had 4 positive cases, all students. Everyone is suppose to have downloaded the Navica app for obtaining rapid testing results.
- For those students living in the dorms we now have isolation units for anyone who tests positive. We have also set up plans that will allow us to quarantine a dorm in case of an outbreak.

Dr. Stephen Duffy (Acting Provost and Vice President for Academic Affairs)

Dr. Duffy reported that the "Books Included" program seems to be going well. This is a year-long program, so it should continue into the Spring semester. Anything that can be purchased through the Book Store is included in this program. Hard copies for books and other materials can be ordered and picked up at the Book Store and the Book Store can also ship materials to online students.

Ms. Rosanne Palacios (Vice President for Institutional Advancement)

Ms. Palacios announced that the "VIVATAMIU Faculty and Staff Giving Campaign" is underway. The goal is 400 participants and we are currently at 250. The College that increases its participation the most will receive a \$5,000 prize.

Mr. Mike Munoa (Associate Vice President, OIT)

Mr. Munoa reported that Adobe Acrobat Pro licensing for all faculty will be available starting from mid September to the first week in October. If you are currently using a school-purchased version of Adobe Acrobat, that license will expire in November and there will be no need to renew it, as you can obtain it from the University's site license.

IV. Approval of May 9th Faculty Senate Minutes: the minutes were approved without corrections.

V. New Business:

A. Administrators' Evaluation:

Senator Ynalvez confirmed that the Senate had decided to do these evaluations every other year and not every year. That way, we could use the 'off-year' to improve the instrument. Senator Ynalvez also presented to the new senate members an over view of the previous year's Faculty Senate evaluation results (see attachment on the May 9, 2021 minutes for a copy of this evaluation).

B. Fixed-term Faculty Committee:

A motion was made to change this ad-hoc committee to a permanent Senate Committee. After discussion, the motion was voted on and approved unanimously.

C. An informational link was supplied for the COVID-19 Guidelines on Faculty reporting:

<https://www.tamtu.edu/studentsuccess/compact/4/index.html>

D. Faculty Senate Committees List: was presented to the Senate (see attached).

E. Coffee with the President:

The question was asked should it be virtual or face-to-face? A hybrid format was proposed, but it suggested to confirm with Dr. Arenaz if this is possible.

F. Technology Issues:

It was brought up that there have been TopHat issues due to problems with connecting on the internet. Also, there have been issues with the books supplied on Blackboard and it was requested as to who to contact if those issues continue?

VI. Old Business:

A. University Committees:

Senator Dalton reported the she will be sending out an updated list of University Committee Assignments to the Senate soon.

B. Faculty Handbook changes regarding the Fixed-term Faculty:

The Handbook Committee met to look at the Fixed-Term Faculty changes to the body of the Handbook (chapter 2) and to the Appendix. It was reported that the Appendix is ready to be voted on by the Senate, but there were still some issues to be reconciled with the changes to be made to the body of the Handbook. It was decided that at the September meeting of the Senate Executive Committee with the President and the Provost that representatives of the Fixed-Term Faculty Committee be invited to help clear up these issues so that this document could get to the Senate and to the Faculty for a vote.

A motion was made to approve the changes to the Appendix. After discussion, the motion was voted on and approved unanimously.

C. Report on Electronic Faculty Teaching Portfolio:

Senator Vilorio reported that the expectation now is that we will be using the AEFIS repository to submit an Electronic Teaching Portfolio as part of the yearly evaluation of all Faculty. They are, however, not ready yet for Faculty to begin uploading their information to the repository. They are still trying to finalize the electronic template for each academic unit. The Senate Academic Oversight Committee was asked if they could work with Dr. Manganaro to try to get the Faculty Development portion of the AEFIS repository operating as soon as possible.

VII. Committee Reports:

It was requested that all Faculty Senate Committees should meet and for those committees whose chairs are not assigned by the Handbook to choose a chair for the committee and report back during the October meeting. It was announced that the official printed copy of the 2021 Faculty Handbook is available and has been placed in the Library's *Special Collections* as always.

VIII. Announcements and Other Business:

Senator Jim Norris informed the Senate that a Faculty member who teaches online had one of her QM-certified courses taken over by an Adjunct Faculty member without her permission. This was a violation of her Intellectual Property Rights. It was suggested that this is something that could possibly be placed in the Handbook, spelling out a Faculty Member's rights to their Intellectual Property.

There was also an objection brought up as to why certain online courses must be QM-certified if they are something that may only be taught once, or even very seldom, online. It was suggested that this be brought up to the Senate DEITC and, possibly, the TAC.

It was brought up that in some departments Faculty are not given the opportunity to participate in selecting which courses they will be teaching the following semester. It was suggested that this is something that could be brought up in Dean's Council to make the deans aware of this issue.

It was announced that University College is currently revising their rubric for Faculty Evaluations and it was inquired as to whether or not the Senate should be involved in the process? The answer is yes, the Senate is usually made aware of changes to Faculty Evaluations and is invited to have an input in them.

IX. The meeting was adjourned at 2:11 p.m.

TAMIU Faculty Senate 2021-2022 Committee
(9-6-21) Assignments

Committee	Member	Member	Member
The Budget and Finance Committee	Ganta, D.	Prieto, L.	Lin, R
The Academic Oversight Committee	Norris, J	Gonzalez, A.	Ynalvez, R.
The University Ethics Committee	Moran, M.	Norris, L.	Jorgensen, K.
The Committee on Committees	Dalton, M.	Jorgensen, K.	Norris, L.
The Awards Committee	Gonzalez, A Prieto, Leonel	Gill, P	Brooks, L.
The Faculty Handbook Revision Committee	Dalton, M.	Bennett, M	X
The Assessment Committee	Gill, P. Gorbunova, T.	Ynalvez, R.	Martinez, G.
The Technology Advisory Committee	Kazen, H	Bennett, M	Hernandez, S.
The Distance Education and Instructional Technology Committee	Norris, J.	Momen, M.	Moran, M.
Ad Hoc Committee on Fixed-Term Faculty	Gorbunova, T.	Martinez, G.	Garcia, M.

TAMIU Faculty Senate 2021-2022
Committees per Senator

Senator	Committee	Committee
Bennett, Marvin	Faculty Handbook Revision Committee	Technology Advisory Committee
Brooks, Li Zheng	The Awards Committee	
Dalton, Malynda	Faculty Handbook Revision Committee	Committee on Committees
Ganta, Deepak	The Budget and Finance Committee	
Garcia, Melissa	Ad Hoc Committee on Fixed-Term Faculty	The University Ethics Committee
Gill, Puneet.	Awards Committee	Assessment Committee
Gonzalez, Ariadne	Academic Oversight Committee	Awards Committee
Gorbunova, Tatiana	Ad Hoc Committee on Fixed-Term Faculty	
Hernandez, San Juanita	The Technology Advisory Committee	
Jorgensen, Kameron	The University Ethics Committee	The Committee on Committees
Kazen, Hayley	The Technology Advisory Committee	
Lin, Runchang	Budget and Finance Committee	
Martinez, Gilberto	Assessment Committee	Ad-Hoc Committee Fixed Term Faculty
Momen, Mehnaaz	Distance Education Committee	
Moran, Marcela	University Ethics Committee	Distance Education Committee
Norris, James	Distance Education Committee	Academic Oversight Committee
Norris, Lola	The University Ethics Committee	The Committee on Committees
Prieto, Leonel	Budget and Finance Committee	
Viloria, Lourdes		
Ynalvez, Ruby	Academic Oversight Committee	Assessment Committee

**Fixed-Term Faculty
Appointment, Retention, and Promotion
Texas A&M International University**

Introduction

As authorized by Texas A&M University System Policy 12.07, fixed-term, non-tenure track faculty provide a specific, professional skill -- in teaching or in research -- to the academic institution, faculty, staff and students. In creating these new ranks, the academic institution is acknowledging that those skills are an essential part to the overall success of the academic institution and its mission.

Initial Appointment to Fixed-Term Track Faculty

Initial appointments are made by the Provost on the recommendation of the Dean of the college. Rank placement is made considering the candidate's education, experience and expertise together with the needs of the college or school. Initial appointments are for three years with renewal appointments for up to five years at a time. Appointment and renewal letters will specify the title, job duties and expectations, and annual salary. All appointment letters must indicate that the appointment is non-tenure track and will expire upon the completion of the appointment, unless the appointment is extended pursuant to Section 3.2 (TAMUS Policy 12.07), or the faculty member is dismissed pursuant to Section 5 (TAMUS Policy 12.07).

Annual Evaluation of Fixed-Term Faculty

All fixed-term academic faculty will be reviewed on an annual basis by their Department Chair or supervisor. The evaluation will be based on the faculty member's performance of all requirements established in the initial letter of appointment and any additional requirements added during annual reviews. In preparation for the annual evaluation, fixed-term faculty will prepare a Professional Portfolio Evaluation (PPE) in accordance with the specific requirements of each individual college or school.

Promotion of Fixed-Term Faculty

A review of fixed-term faculty for promotion shall be in conjunction with the process used for tenure-track faculty. The Promotion & Tenure committees from each college and/or school's departments will oversee this process. The process will apply for all fixed-term faculty -- both Instructional Academic Professors on the Professional Track and for Lecturers seeking promotion to senior status.

Promotion Review Process

Fixed-Term faculty interested in promotion will submit a letter of intent to their Dean by August 1, and a dossier (up to 25 pages) to their Department Chair by September 1. A binder of supplementary supporting documents may also be submitted with the 25-page dossier. The letter of application, the dossier, and any supporting documents will be made available to all faculty committees and academic administrators involved in the promotion process

A. The dossier for promotion should include the following:

1. A copy of the letter to the Dean requesting the promotion.
2. A statement outlining the faculty member's philosophy of teaching and service, including a discussion of their relationship with the mission of their college or school and the university.
3. Current curriculum vita (10 pages maximum).
4. A synopsis of their achievements in service and in teaching or research. Emphasis in teaching should be given to any evidence of success and growth, such as evidence of student achievement, curriculum development, implementation of successful pedagogical innovations. Emphasis in service should be given to active engagement in department, college, or university committees, especially evidence of leadership, and in engagement with student organizations or the community at large. Fixed-term faculty hired to conduct research rather than to teach should emphasize how their research has made a significant contribution to their field.
5. Copies of annual performance evaluations since being hired or since last promoted.
6. If hired to teach and provide service, a narrative delineating the faculty member's summative course evaluations and grade distributions over the previous three years.

B. A supplementary binder of supporting documents may also be submitted along with the dossier, as long as it is understood that faculty and administrators are required to study only the dossier and to consult the supplementary binder as needed. A supplementary binder might include such items as the following:

- Examples of supportive documents for teaching may include a statement of teaching goals; teaching load information, including level and class size; evaluation of curriculum development, including sample syllabi and course materials; evidence of use of technology and innovative pedagogy to complement instruction; and/or professional development in teaching, including workshops and seminars presented and attended.
- Examples from students regarding teaching may include student evaluations, articles co-authored with students, Honors and awards to supervise students, and/or community-based projects guided and produced in connection with courses. Examples from peers regarding teaching may include letters from peers who have

observed classes or reviewed course materials, Honors or awards for teaching excellence, extramural funds awarded for instructional innovation, and/or student support.

- Examples of supportive documents for service to the University may include service on departmental, College, or University committees; student advising; and/or faculty or staff mentoring. Examples of service to community, regional, national, or international organizations may include service on boards, consulting work, letters from professionals, organizational leadership on project development, Honors, and/or awards for mentorship.

- Examples of research may include copies of publications, reviews of publications, awards, and external letters from prominent scholars in the field evaluating the faculty members contribution to the field.

B. The P&T committee will make a recommendation, along with a rationale for the recommendation, to the Department chair prior to October 1. The report of the committee will state its recommendation and provide a justification for that recommendation.

C. The Department Chair will write a letter either agreeing or disagreeing with the committee's recommendation and forward the committee's recommendation to the Dean by October 1.

D. The Dean will forward the P&T Committee's report, the Department Chair's letter, and the Dean's recommendation to the Provost by November 1.

E. The Provost will submit by December 1 a letter of recommendation along with the committee report and the letters of the Department Chair and the Dean to the President for a final decision.

F. The President will make a final decision and notify the faculty member by December 15.

G. Promotions go into effect at the beginning of the following academic year. Faculty denied promotion remain in their current rank, and, if applicable, such faculty will be informed as to how they may improve qualifications for promotion.