











Texas A&M University- Kingsville is committed to providing an educational and work environment that is conducive to the personal and professional development of each individual student and employee. TAMUK does not discriminate on a person's race, color, religion, age, sexual orientation, gender identity, national origin, disability, veteran status or genetic information as defined by federal law and state statutes. These protections extend to employment and admissions decisions. In addition, TAMUK does not discriminate on the basis of sex in its education programs and activities, including admission and employment, in accordance with Title IX of the Education Amendments of 1972 and its implementing regulations.

If you have any questions or concerns related to equal employment opportunity, equal access, affirmative action or requests for disability accommodations, please direct them to the following individual who has been designated as the university's acting Section 504 and Americans with Disabilities Act Coordinator:

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The following individual is designated as the university's Coordinator for Title IX of the Education Amendments of 1972, responsible for inquiries and complaints alleging discrimination in educational programming and access based on sex:

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Questions concerning Title IX may also be directed to the Assistant Secretary for Civil Rights, U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW Washington, D.C., 20202-1100, 1-800-421-3481, [OCR@ed.gov](mailto:OCR@ed.gov). "

## A. HISTORY, MISSION, AND GOVERNANCE

### A.1 History

The completion of the St. Louis-Brownsville-Mexico Railroad from Houston to Brownsville in 1905 opened up a vast area of South Texas to an era of rapid settlement and development. Within a decade a movement had begun to provide for the training of teachers to serve the educational needs of this rapidly growing region. Following an organized campaign by pioneer educators and civic-minded citizens, the State Legislature enacted a law in April 1917 to establish a coeducational institution to be known as Texas Normal School.

Laws also provided for a locating committee and for a specified appropriation for the erection, equipment, and maintenance of the institution for the fiscal year ending August 31, 1919.

On July 14, 1917, the locating committee announced the selection of Kingsville as the site of the new school. The United States' entrance into World War I, however, delayed the mandated appropriation for the duration of the war. Progress toward establishing the South Texas School was not resumed until 1923. In April of that year a law was passed that changed all normal schools to state teachers' colleges.

The Thirty-Eighth Legislature, having accepted the land site of the college as a deed gift from the citizens of Kingsville, made an appropriation for constructing, equipping, and maintaining the main building and the president's home for the biennium of 1923-25.

The first academic building, now known as J.R. Manning Hall, was accepted May 26, 1925, and South Texas State Teachers College opened its doors in June, 1925. Within five years increases in population and industrialization called for a major institution of higher learning that would more adequately serve the area. To meet this need, regional communities joined with leading educators to promote a technological college for South Texas. On March 26, 1929, the Governor signed Senate Bill 293 which changed the school's name to Texas College of Arts and Industries and, at the same time, enlarged the purpose and scope of the College. Although the services of the institution were thus broadened, the teacher-training function was not reduced or impaired. Also, the bill organized the college into four major divisions: Liberal Arts, Industrial Arts and Commerce, Education, and Military Science, and specified that the college's nine-member governing board would be separate from and independent of all other boards of state-supported colleges.

During the following decade the college increased in enrollment, expanded its physical plant, progressed in technical development, and gained scholastic recognition. In the fall of 1935, the Board of Directors authorized the organization of a Graduate Division offering work leading to the degrees of Master of Arts and Master of Science. On September 1, 1947, the Texas College of Arts and Industries was reorganized into six Divisions: Agriculture, Arts and Sciences, Business Administration, Engineering, Teacher Education, and Graduate Studies.

In 1967 Senate Bill 533 of the Sixtieth Texas Legislature granted university status, and the name of Texas College of Arts and Industries was changed to Texas A&I University. In addition, the six "Divisions" were renamed as "Schools," and in 1972 the term "School" was changed to "College" for each of the six Colleges within the University.

In 1972 the Board of Directors of Texas A&I University created the Texas A&I University System (changed to University System of South Texas, on September 1, 1977, after its approval by the Coordinating Board, Texas College and University System). The USST was composed of three campuses: Corpus Christi State University (upper level), Laredo State University (upper level), Texas A&I University, including the Citrus Research Center at Weslaco. On September 1, 1989, the University System of South Texas was dissolved, and Texas A&I University became a part of The Texas A&M University System.

During the 1970s the University broadened its role as an educational institution. In June 1973, the Center for Continuing Education was formally established to extend academic programs and services to the surrounding communities. Six months later an elementary bilingual education degree program, believed to be the first of its kind at the undergraduate level in the United States, was begun. Soon thereafter what may also be the first master's level bilingual and bicultural education degree was instituted. Following the celebration of the Golden Anniversary of Texas A&I University, the Coordinating Board authorized a Doctorate of Education with a concentration in Bilingual Education. In the renewed commitment to quality, a core curriculum was developed to boost the general education requirements and to provide a sound liberal education to students no matter what their major may be.

The Caesar Kleberg Foundation's gift of nearly \$2 million to the University as it entered the 1980s represented the first phase of an overall comprehensive development fund-raising program to foster continued academic excellence and research. A two-year donation of \$5.2 million was used by the University to establish, on campus, the Caesar Kleberg Wildlife Research Institute and the Kleberg Hall of Natural History, part of the Conner Museum.

The College of Business Administration greatly expanded its outreach activities in economic development during this period. Under its direction the Office of Economic Development was established.

In 1990 the College of Engineering was expanded by the creation of the Department of Mechanical Engineering and Industrial Engineering and the establishment of an Office of Environmental Engineering (became a department in 1994). The Maquiladora Program was set up in the Rio Grande Valley, and a Minority Engineering Study Center was established to meet the needs of the South Texas area.

On August 27, 1993, the Board of Regents approved the name change of Texas A&I University to Texas A&M University-Kingsville effective September 1, 1993.

In 2001, the College of Engineering was renamed the Frank H. Dotterweich College of Engineering. In 2008, the College of Agriculture and Human Sciences was renamed the Dick and Mary Lewis Kleberg College of Agriculture, Natural Resources and Human Sciences. In 2010, the College of Education was renamed the College of Education and Human Performance.

The King Ranch Institute for Ranch Management opened in 2003 and offers an innovative master's program designed to train students in a systems approach to integrative ranch management. This one-of-a-kind program was born out of a need for highly skilled ranch managers throughout Texas, the United States and the world as well as a desire to advance responsible stewardship of natural resources. The institute and its unique degree program were created through a collaboration between Texas A&M University-Kingsville and the King Ranch, Inc.

Honors College grew out of the Honors Program and officially began operating in Fall 2010. The College recruits top students and offers opportunities to take classes together and live in Mesquite Village West, the Honors residence hall. Students who graduate from Honors College complete rigorous coursework and receive special recognition during commencement.

In 2000, Texas A&M-Kingsville began operating the System Center-Palo Alto on the campus of Palo Alto College in San Antonio. The partnership brought junior - and senior-level course offerings to the two-year institution and to South San Antonio. The name of the Center changed to Texas A&M-Kingsville System Center-San Antonio and later to Texas A&M-San Antonio when it became a stand-alone university in 2009.



## **A.2 Mission Statement**

The mission of Texas A&M University-Kingsville is to enrich lives through education, discovery, and service in South Texas and beyond.

## **A.3 Role and Scope**

As an institution of higher education, Texas A&M University-Kingsville is authorized to offer work leading to baccalaureate, master's, and doctoral degrees. Programs are offered in the following fields: agriculture and natural resources, biological sciences, business and management, communications, computer and information sciences, education, engineering, fine and applied arts, foreign languages, health professions, human sciences, letters, mathematics, physical sciences, psychology, public affairs and services, and social sciences.

## **A.4 Governance**

### **A.4.1 The Texas A&M University System**

The Texas A&M University System was created by the Board of Regents effective September 1, 1948, with the name of the System being changed on August 23, 1963. Texas A&I University (now Texas A&M University-Kingsville) became a member of the System on September 1, 1989. Other members of the System include System Offices, Prairie View A&M University, Tarleton State University, Texas A&M International University, Texas A&M University, Texas A&M University-Central Texas, Texas A&M University-Commerce, Texas A&M University-Corpus Christi, Texas A&M University-San Antonio, Texas A&M University-Texarkana, West Texas A&M University, Texas A&M Health Science Center, Texas AgriLife Research, Texas AgriLife Extension Service, Texas Engineering Experiment Station, Texas Engineering Extension Service, Texas Forest Service, Texas Transportation Institute, and Texas Veterinary Medical Diagnostic Laboratory. The System Offices are located at College Station, Texas.

### **A.4.2 Board of Regents**

The Board of Regents, The Texas A&M University System, is composed of nine members appointed by the Governor of Texas with the advice and consent of the State Senate. Board members hold office for staggered terms of six years, with the terms of three expiring February 1 of odd-numbered years, or until a successor is appointed by the Governor.

Procedures and responsibilities pertaining to the Board of Regents are contained in [Texas A&M System Policy 02.01-Board of Regents](#).

Policies enacted by the Board to govern the System and each of its members are found at [Texas A&M System Policy and Regulations Library](#).

### **A.4.3 Chancellor**

The Chief Executive Officer of The Texas A&M University System is the Chancellor. The Chancellor is authorized and directed to administer the members of the System through the chief executive officer in charge of each.

The Chancellor is responsible to the Board of Regents for the general management and success of the System, and is delegated authority to do all things necessary to fulfill such responsibility, as described in [Texas A&M System Policy 02.02-Office of the Chancellor](#).

### **A.4.4 President**

The President of Texas A&M University-Kingsville is the chief executive officer of the institution.

The duties of the President are subject to the guidelines and policies of the Board of Regents, and under the general authority of the Chancellor. The President shall:

1. Administer the total program of the institution under the President's jurisdiction, and recommend to the Chancellor and the Board of Regents the appropriate goals, purposes, and role and scope for the institution.
2. Recommend an organizational structure necessary to implement the purpose and mission of the institution and recommend the establishment of administrative offices appropriate thereto.
3. Recommend to the Chancellor the appointment of all personnel requiring appointment by the Board of Regents.
4. Conduct regular periodic evaluations of each administrative officer.
5. Coordinate the planning, development and operation of all activities and programs of the institution.
6. Develop and submit to the Chancellor for action by the Board of Regents legislative budget requests for the institution.
7. Submit annual budgets for operation and construction to the Chancellor for action and recommendation to the Board of Regents. These legislative requests are supervised and coordinated by the Chancellor.
8. Administer the business and financial management of the institution. The management function includes, but is not limited to, budget preparation and implementation, financial and property accounting, the auditing of all expenditures and bills presented for payment, the handling of time deposits with banks and the preparation of such financial reports as may be required. The management of all such business and financial affairs shall conform to programs, procedures and management systems developed for The Texas A&M University System.
9. Develop, with the approval of the Chancellor, procedures and standards for personnel administration, including those for employment, wage and salary administration, pay plans and classification, termination and conditions of employment in conformity with policies, practices and procedures of the System.
10. Provide for the operation and maintenance of the physical plant, the purchase of supplies and equipment, and the maintenance of appropriate inventories and records of real and personal properties under the jurisdiction of the institution.
11. Interpret System policy to the staff and explain the institution's program needs to the Chancellor.
12. Serve as the institutional representative with appropriate former student associations and any institutionally related development foundations.

#### **A.4.5 Provost and Vice President for Academic Affairs**

The Provost and Vice President for Academic Affairs is the chief academic officer of the University and exercises broad leadership and oversight responsibilities with regard to (1) the University's instructional, research and public service programs; (2) the employment, promotion, and termination of academic and support personnel; (3) academic performance standards; (4) budget preparation and monitoring; and (5) long-range and strategic planning regarding the academic affairs of the University. Reporting directly to the Provost are the Associate Vice President for Academic Affairs, the academic deans, and others.

The current structure of academic organizational and current reporting lines can be found at [Administration Organization Chart Webpage](#).

**A.4.6 College Deans**

The deans are responsible for the overall development, promotion and general operation of their respective colleges. Deans are responsible for coordinating, supervising, and developing current and long-range planning in areas of teaching, curricula, research programs, space, equipment, and budgets. Deans supervise, counsel, and evaluate department chairs/program directors and make recommendations on all personnel actions within their respective colleges. Deans supervise degree plan preparation, maintain records of student progress, and determine qualifications for graduation. The deans are responsible for interpreting and applying degree requirements to the individual student. Deans report to and advise the Provost and Vice President for Academic Affairs on the instructional programs of the University. Deans are evaluated annually by the Provost and Vice President for Academic Affairs.

**A.4.7 Department Chairs**

The department chairs are responsible for the overall development, promotion, and operation of their departments and faculty. In consultation with department faculty, chairs coordinate, supervise, and develop plans for hiring, instruction, curricula, research, office use, equipment, and the budget. Chairs supervise, counsel, and evaluate their department faculty members and office staff, and make recommendations to the appropriate dean.

Chairs serve at the discretion of the President. A faculty member cannot be tenured in a chair position.

Appointment to a chairship usually is initiated by the dean of that college seeking advice and/or counsel by the members of that department faculty. At times it may be in the best interest of the department to advertise nationally for the teaching/chair vacancy.

Chairs are evaluated annually by the dean of the college. Deans should seek faculty input when making a recommendation for appointment, retention, or reassignment of a chair. Appointment of a chair must be submitted to the President for final approval after being approved by the Provost and Vice President for Academic Affairs. The procedures for obtaining recommendations are established by the dean in consultation with members of the department.

Chairs are eligible to receive a six-hour load reduction during the fall and spring semesters. In addition, the chair receives a stipend of \$400.00 per month. Department chairs continuing to perform administrative duties during the summer sessions are eligible for half to full time salary plus a \$400.00 per month stipend for the summer months.

**A.4.8 Faculty Senate**

The Faculty Senate is the faculty's elected representative body for university-wide participation in university governance. The Faculty Senate serves as an advisory body to the President of the University. The Constitution of the General Faculty of Texas A&M University-Kingsville can be found in Appendix I. A listing of the various committees organized by and answering to the Faculty Senate can be found on the [Faculty Senate Webpage](#).

**A.4.9 Organizational Chart**

The current reporting lines can be found at:  
[http://www.tamuk.edu/administration/org\\_charts/index.html](http://www.tamuk.edu/administration/org_charts/index.html).

**A.4.10 Proposed Changes to the *Faculty Handbook***

All proposed changes to the *Faculty Handbook* must be submitted, along with the names of the originating persons and a rationale for the changes, to the Chair of the Faculty Senate

who must put such proposed changes on the agenda for the next regularly scheduled meeting of the Faculty Senate. All changes to the Handbook other than those mandated by law, A&M System policy, or University rules initiated by System policies, must be reviewed by the full Senate during a regularly scheduled meeting. Concurrence or non-concurrence shall be forwarded to the President before changes can take effect and before they can be posted in the Handbook.

#### **A.4.11 Responsibility and Authority of Faculty in University Governance**

The faculty, as represented by the Faculty Senate or various faculty committees, bears the responsibility and authority to participate in university governance. Specific governance roles are noted here:

The Faculty Senate serves as an advisory body to the University President.

1. The faculty approves each educational program for which credit is awarded. This approval process is normally conducted through the Curriculum Committees at department, college, and university levels.
2. The faculty delivers course content with full freedom to discuss the subject which they teach, while exercising academic responsibility as described in [Texas A&M System Policy 12.01-Academic Freedom, Responsibility and Tenure](#).
3. The faculty evaluates the performance of peers seeking tenure, promotion, and post-tenure review. These functions are performed by the various faculty committees described in this Faculty Handbook.
4. The faculty judges the merit of cases brought by peers regarding appeals and grievances as described in this Faculty Handbook [Academic Operating Procedure 1](#)
5. The faculty reviews the quality and effectiveness of academic programs as conducted by program-review committees populated only by faculty members.

## **B. ACADEMIC PERSONNEL POLICIES**

### **B.1 Academic Freedom and Responsibility**

The general standards and specific University policies concerning academic freedom, tenure, and responsibility have been designed to enable students, faculty members, administrators, and the Board of Regents to work together effectively and harmoniously for the common objective of academic excellence. [Please review [Texas A&M System Policy 12.01-Academic Freedom, Responsibility and Tenure](#) Section 1 (Academic Freedom) and Section 2 (Academic Responsibility of Faculty Members).]

Faculty members are entitled to freedom in the classroom in discussing their subject but should be careful not to introduce into their teaching controversial matter which has no relation to the subject.

Faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of other academic duties; but research for pecuniary return should be consistent with the policy stated in B.11, Faculty Consulting, Outside Professional Employment, and Conflicts of Interest.

Faculty members are members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of

others, and should make every effort to indicate that they are not speaking for the institution.

The rights and privileges of faculty members extended by society and protected by the Board of Regents and administrators through written policies and procedures on academic freedom and tenure, and as further protected by the courts, require reciprocally the assumption of certain responsibilities by faculty members. The fundamental responsibilities of faculty members as teachers and scholars include maintaining competence in their fields of specialization. This involves exhibition of such professional competence in the classroom, studio or laboratory, and in the public arena by such activities as discussions, lectures, consulting, publications, creative activities, or participation in professional organizations and meetings.

## **B.2 Appointment of Faculty**

(Reference [\*Texas A&M System Policy 12.01-Academic Freedom, Responsibility and Tenure\*](#) Section 3 Academic Freedom, Responsibility and Tenure)

Any prospective faculty member seeking or being sought for employment on this faculty is expected to complete an application form outlining basic personal data, details of training, degrees held, and complete years of employment experience - both educational and non-educational. In addition, he or she is expected to provide official transcripts showing degrees held and work taken at all institutions and three letters of recommendation. He/she is to list names and addresses of references who can attest to his/her character, training, experience, and scholarly contributions to the field. Application materials should be submitted according to guidelines in the official position announcement.

The consideration of a prospective tenure-track applicant should include a personal interview. After a satisfactory investigation, the chair concerned (with the advice and counsel of department faculty), the appropriate college dean and the Provost and Vice President for Academic Affairs or designee decide whether or not to extend a letter of appointment to the applicant.

### **B.2.1 Written Terms of Employment**

(See also [\*Texas A&M System Policy 12.01 Academic Freedom, Responsibility and Tenure\*](#), Section 3)

All new faculty members shall be provided with an appointment letter stating the initial terms and conditions of employment. Any subsequent modifications or special understandings in regard to the appointment, which may be made on an annual basis, should be stated in writing and a copy given to the faculty member. All faculty members, unless the terms and conditions of their appointment letter state otherwise, are expected to engage in teaching, scholarship, and service. Essential job functions for a position may vary depending upon the nature of the department in which the faculty member holds expertise, external funding requirements attached to the position, licensing or accreditation requirements, and other circumstances. The following items should be listed in the appointment letter as applicable: teaching responsibilities, scholarship expectations, office hours, responsibilities for advising students, independent and/or collaborative research responsibilities, engaging in patient care, conditions imposed by external accrediting agencies, conditions for holding a named professorship or endowed chair, administrative duties, and any other specific essential functions for the position in question. All appointment letters must indicate whether the appointment being offered is with tenure, tenure-accruing, or non-tenure accruing.

**B.2.2** Faculty members are expected to fulfill the terms and conditions of employment for the following year unless they resign prior to 30 days after receiving notice of the terms.

### **B.2.3 University Policies Related to Terms of Appointment**

1. Academic departments should strive such that at least 60 percent of their lower-division classes are taught by tenured or tenure-track faculty. Academic departments must ensure that at least 25 percent of course hours in each major at

the baccalaureate level are taught by faculty members holding the terminal degree in the discipline.

2. To insure high quality academic programs, the minimum qualifications for employment of part-time instructors should be expected to equal that of full-time faculty whenever possible. \*At a minimum, a master's degree in the area of specialization is required along with demonstrated teaching effectiveness. Individuals that are hired must exhibit personal characteristics that reflect the promise of being an effective classroom teacher and the potential to contribute to departmental goals. The terminal degree should be required for employing individuals who teach graduate level classes excepting cases of extraordinary qualifications. *\*as of 3/29/2019 the information is incorrect, but will be revised and updated in the fall of 2019*
3. Part-time instructors will be required to attend an orientation session in the first semester in which they are hired to teach. Each college dean will ensure that their part-time faculty attend an orientation session.
4. For part-time faculty, office hours for advising, counseling, and assisting students will be on a pro-rated basis relative to the requirements for full-time faculty.

#### **B.2.4 Definitions of Faculty and Conditions of Employment Pertaining Thereto**

In this *Faculty Handbook* the following definitions are used to describe faculty:

Full-time appointment (Applies to tenure-track and tenured faculty): an appointment in an academic assignment or the library, equivalent to a twelve (12) hour teaching load per semester, for a nine-month academic year (September through May).

Tenured and tenure-track faculty: faculty members holding the rank of assistant professor, associate professor, or professor.

Research Scientist: scientist working at a research institute, center, or similar unit and holding the position of assistant, associate, or full research scientist.

Non-tenured and non-tenure track faculty: Fixed term contract faculty, lecturers, retired faculty members with special contracts, and faculty members of any academic rank from lecturer through professor designated "visiting" faculty or faculty retired under the Early Retirement Program (ERP) are non-tenure-track and non-tenured faculty. Instructional time served as a lecturer does not count toward tenure. If a visiting faculty attains a tenure-track position, instructional time served under the visiting designation is negotiable as credit given for tenure. Non-tenured and non-tenure track appointments are subject to annual review.

1. Fixed Term Faculty: A fixed term faculty member is hired for a set contract period (up to five years in length), renewable at the end of the contract. See [Texas A&M System Policy 12.07-Fixed Term Academic Professional Track Faculty](#) for a description of this classification.
2. Visiting Faculty: Members of any rank designated as visiting are used (1) when needed to fill temporary appointments and (2) when the organization has a chance to procure the services of a distinguished professor for a predetermined short-term appointment. The appointee must have the equivalent qualifications a tenured or tenure-track faculty member would have in the same rank. If assigned to full-time responsibilities, the appointment shall not exceed a total of three academic years.

3. Lecturer: Members of this rank are used when a department has a need for faculty other than those in the tenure-track process. Members of this rank may or may not have the terminal degree, but must have the master's degree. The lecturer appointment may be part-time or full-time and is on a year-by-year basis based on need. Satisfactory performance by members of this rank (as determined by adequate supervision and evaluation) is required for and may warrant reappointment. The lecturer will be evaluated for teaching effectiveness, professional growth and activities, and non-teaching activities supportive of university programs. Lecturers should be provided with an appropriate level of support to allow them to perform their duties in the most effective manner.
4. Adjunct Faculty: An adjunct faculty member is appointed to perform duties on a temporary basis because of his/her professional qualifications. Typically an adjunct faculty member is not employed by the University but, in some instances, could be employed on a part-time temporary basis.

Part-time appointment: a part-time faculty member is one who is employed less than full-time and who does not hold a tenured or tenure-track appointment. Such faculty may be involved in advising, committee and other assignments as the department requires. For availability of benefits see Human Resources.

Graduate Assistant: A graduate assistant who is employed by the University should be enrolled as a full-time graduate student (9 credit hours during the long term and 6 credit hours during the summer). If the graduate student drops below the full-time course load requirement, the assistantship may be terminated. Graduate assistants may assist faculty members with teaching duties and may, under strictly prescribed conditions, serve as instructor of record for classes.

Graduate assistants with teaching duties work under the direct supervision of a faculty member who is experienced in the field of responsibility and can provide regular in-service training. The graduate assistant is regularly evaluated, and reappointment is contingent on receiving a good evaluation by his/her supervisor and department head. Appropriate corrective action may be initiated by the department head at any time during the semester. In case of termination, or non-reappointment, the graduate assistant shall have the right to appeal through normal administrative channels.

Graduate assistants must be properly oriented, supervised, and evaluated. The person in charge of the unit of employment is responsible for assuring that the candidate has the requisite training, background and qualifications. Graduate assistants who are instructors of record must meet relevant SACS guidelines. Exceptions to this policy are those graduate assistants teaching remedial courses for which the student receives institutional credit but the credit does not apply to any degree program.

In addition, all graduate assistants must maintain a minimum 3.0 graduate grade point average and be in good standing with the College of Graduate Studies.

Graduate assistants for whom English is a second language must have an appropriate level of English proficiency in oral and written communications. See Section B.2.7.

Graduate students who are employed at least 20 hours per week are eligible for A&M System benefits (excluding retirement). This eligibility is based on total employment of the student not on his/her employment status within a single department. If the student is employed for less than 20 hours per week, he/she is considered a part-time employee. Further details can be obtained from the Office of Human Resources. See Section H.13.

Terminal degree: an earned doctorate in the individual's discipline or such other degree as identified in established policies initiated by the department affected, and approved by the appropriate College Dean and the Provost and Vice President for Academic Affairs. For listings of commonly accepted terminal degrees and accredited institutions, see the annual editions of Earned Degrees Conferred, published by the U.S. Office of Education, and Accredited Institutions of Higher Education, published by the Federation of Regional Accrediting Commissions of Higher Education.

#### **B.2.5 Immigration Certification**

Incoming faculty members must comply with current immigration regulations, which require certification of citizenship and right to work on the first day of employment. Forms and instructions are available in the Office of Human Resources.

#### **B.2.6 Nepotism**

The basic criteria for the appointment and promotion of the faculty should be appropriate qualifications and performance as set forth in the policies of the University. Relationship by family or marriage should constitute neither an advantage nor a disadvantage providing the individual meets and fulfills the appropriate University appointment and promotion standards.

No individual shall be employed in a department or unit of the University under the supervision of a relative who has or may have a direct effect on the individual's progress and performance or welfare. For the purpose of this policy, relatives are defined as husband and wife, parent and children, brother and sister, and any in-laws of the foregoing. Departments may employ individuals who are related as spouse, as parent-child, or as sibling provided such employment does not cause one such relative to (a) have responsibility for the direct or indirect supervision of the other relative, or (b) have authority over the salary received or other terms and conditions of employment of the other relative. Employment under either of these conditions may be authorized only by the President. These conditions apply to the continuation of employment as well as the initial appointment.

Policies or practices which prohibit or limit the simultaneous employment of two members of the same family and which have an adverse impact upon one sex or the other have been deemed to be in violation of Federal civil rights regulations. However, it is permissible under Federal guidelines and in keeping with System policy to establish reasonable restrictions on an individual's capacity to function as a judge or advocate in specific situations (initial appointment, retention, promotion, salary, leaves of absence, etc.) involving a member of his or her immediate family. Heads of departments are cautioned to ensure that the provisions restricting supervision of relatives are not applied in any manner which would be discriminatory to members of either sex.

Additional information on the nepotism rule can be found under System Policy at <http://policies.tamus.edu/07-05.pdf>

#### **B.2.7 Proficiency in Spoken English**

Teaching personnel must have the ability to speak English clearly and to be easily understood by the students. Therefore, the following practices must be followed:

1. An oral presentation before a student and/or faculty group will be part of the interview process for all candidates for teaching positions. This will allow some opportunity for an initial assessment of the candidate's abilities in spoken English.
2. All faculty and instructional staff must provide information on country of origin, academic training history, or other evidence of English proficiency to their



respective department chairs.

#### **B.2.7.1 Exemptions to the Above**

1. A review of personnel files illustrating long academic training in the United States; history of employment within the United States; or any other suitable evidence may allow exemption. Chairs and deans can determine exemptions by review of personnel files, or
2. The individual's first language is English and his or her country of origin has English as its official language, or
3. Prior evaluation reflects that the individual has experienced no cited difficulties regarding his or her language proficiency with his or her students over the years.

### **B.3 Annual Evaluation of Faculty**

All faculty members are evaluated yearly. The faculty member is individually evaluated, according to a procedure developed by the faculty, by the appropriate department chair and reviewed by the college dean. Factors considered in the total evaluation procedure include (1) Teaching Performance, (2) Research and Scholarly Activities, (3) Professional Growth and Activities, and (4) Service. A College may choose to combine evaluation areas 3 and 4 into a single evaluation item (Professional Growth and Service) and so have only three evaluation areas. Specific weightings for the various performance factors for individual faculty members will be established in consensus between the faculty member and his or her department chair and/or dean. Ranges of obligation for each evaluation area may range between 0-100 percent. Written narratives are part of the evaluation process and are used when advising faculty of the outcomes of their yearly performance evaluations. The definition of research and appropriate scholarly activities at this institution can be found in Appendix II.

Each college and department is responsible for implementing established university procedures for evaluation including student evaluation of instruction. Evaluation methodology and/or metrics shall be clear and transparent to and for faculty across the college and each specific department. The major purpose of evaluating faculty by peers and students is to improve faculty performance. The results of such evaluations may be used along with other information in decisions regarding retention, promotion, and merit salary increases.

Early in each spring semester department chairs will hold an evaluation conference with individual faculty members. Each spring semester department chairs and deans will review and complete the annual evaluation for individual faculty members.

When advising faculty of the outcomes of yearly performance evaluations, department chairs do so in a written narrative explicitly communicating the rationales underlying the assessment outcome. These written narratives clearly describe the faculty member's positive contributions as well as any areas of professional performance that should be more fully developed.

An unsatisfactory rating in any one area (e.g., teaching effectiveness, research, creative activities and other scholarly endeavors, or service) will require the implementation of a written short-term development plan for the faculty member, including performance improvement benchmarks.

The written narratives serve as guides as faculty members strive toward achievement of their professional goals. In the written narrative, chairs and deans can suggest specific actions that faculty can take to achieve performance objectives.

Faculty members are to have sufficient opportunity for input into the initial, formative, and final process resulting in the written narrative.

Faculty being evaluated and chairs meet together and have verbal discussion concerning the faculty member's performance during the past year and their short and long-term career objectives. Performance objectives ("Proposed Activities") for the coming year are to be collaboratively established.

Finally, faculty and chairs, through open dialogue, attempt to reach consensus that the narrative fairly represents the faculty member's performance during the past year and that suggestions for improving the faculty member's performance during the present evaluation period are both realistic and equitable.

If consensus is reached, the narrative evaluation will be signed by the faculty member and the department chair. If consensus is not reached, faculty members have the opportunity to respond in writing to the chair. If resolution is not reached, the faculty member may present his/her case to the dean. The faculty member's response will be incorporated into the narrative evaluation.

Generally, all faculty members are entitled under Texas law to see their personnel files and to obtain a copy of the information in these files at their own expense.

## **B.4 Tenure-Track and Promotion in Rank**

Tenure means assurance to an experienced, ranked faculty member that he or she may expect to continue in his or her academic position unless adequate cause for dismissal is demonstrated, following established procedures of due process. (See Section B.9 on severance.)

### **B.4.1 Appointments—Tenured and Probationary (Tenure Track)**

All assistant professor, associate professor and full professor faculty appointments are of two kinds: probationary or tenured. The probationary period for a faculty member shall not exceed seven years. This period may, as stated in the letter of appointment, include appropriate full-time service in all institutions of higher education. In general, a maximum of two years of credit towards tenure may be considered. Credit given for tenure in rank at other institutions is negotiated and specified in the letter of appointment.

If credit for tenure is granted for service that was performed at TAMU-K in a non-tenure track full-time position, such as visiting faculty member, the professional accomplishments from that non-tenure track position, such as papers published, may be recognized towards the requirements for tenure as specified in the tenure-track appointment letter. Should it occur that appointments do not specify the faculty member's tenure status, it is the duty of the faculty member concerned to inquire about his/her status. The University shall without delay give the faculty member the required notice of tenure status.

When advising tenure-track faculty of recommendations to renew probationary contracts, Tenure Committees, deans and chairs should do so in a written narrative explicitly communicating the basis for the decision. This written narrative should clearly delineate each expectation for tenure within a specific college and whether or not the faculty member is fulfilling the expectations; therefore, the written evaluation should serve as a guideline for developing professional performance in preparation for tenure consideration. For retention/tenure-track recommendations in all colleges at Texas A&M University-Kingsville, written evaluations should begin in the first year of every tenure-track faculty member's employment and continue in each consecutive year until the tenure-decision year. The President makes the final decision on reappointment.

#### **B.4.1.1 Tenure on Arrival**

There are occasions when it is desirable to offer a prospective administrator or faculty member a tenured faculty position. With respect to administrators, it should be remembered that tenure does not apply to their administrative positions.

When there is a possibility that a prospective administrator or faculty member will be offered tenure on hire, advertising should clearly indicate that candidates must possess academic records of demonstrably superior quality to justify immediate tenure; otherwise, in ordinary circumstances, the dean or Provost will request from the department chair(s) of the department(s) closely related to the expertise of the candidate(s), an opinion as to the tenurability of the finalists for the position. Faculty participating in the review should focus on the person's qualifications and record of performance in his/her discipline.

#### **B.4.2 Locus of Tenure**

The locus of tenure is in an academic department or the library within the University. Assignment of tenured faculty will normally be to academic departments, but tenured faculty may by mutual consent be assigned to other non-faculty responsibilities in a non-tenured status. Also by mutual consent of the faculty member and a new department, the locus of a faculty member's tenure can be transferred from one academic department to another academic department.

#### **B.4.3 Principles of Tenure & Promotion**

1. Four basic areas are to be considered: (1) Teaching Performance, (2) Research and Scholarly Activities, (3) Professional Growth and Activities, (4) Service. Specific values for individual faculty members will be established in consensus between the faculty member and his or her department chair and/or dean. Each department and/or college should have descriptors for the Research and Scholarly Activities section of Faculty Evaluation forms that define and assign weights to the unique activities that constitute research in that department and/or college except as indicated in B.3.

The definition of research and appropriate scholarly activities at this institution can be found in Appendix II.

Teaching Performance: (a) Preparation for Teaching, (b) Classroom Presentation, (c) Evaluation of Student Achievement, (d) Response to Individual Student Needs, and (e) Professional Demeanor.

Research and Scholarly Activities: Involvement in basic and applied research, writing and publication, creative work, and presentations to professional and learned societies.

Professional Growth and Activities: Membership in professional organizations, continuing professional education, and professional service.

Service: Committee service, recruitment, advisement, degree planning, acquisition and development of facilities and equipment, program and curriculum development, attendance at and support of general university functions, other service, cooperation with colleagues and administration, displaying ethical behavior.

2. Advancement in rank is based on merit. Accordingly, mere attainment of minimum qualifications, fulfillment of the criteria for eligibility, or length of service do not guarantee tenure & promotion.
3. The review for tenure and promotion in rank will occur after five years in rank. The application will be submitted and reviewed in the faculty member's sixth year. The evaluation period is from the date of appointment to the tenure-track position to the date the faculty member submits his/her materials for review. If an individual joins the faculty at mid-year, the prospective faculty member,

chair, and dean will negotiate whether or not a year of credit will be counted toward promotion and tenure. This agreement will be explicitly stated in the letter of appointment.

4. Exceptions to Item 3 may be considered when the quality, competence, and excellence are such that waiting for the normal number of years in rank penalizes the candidate and fails to recognize truly outstanding merit and contributions.

#### **B.4.4 Minimum Qualifications Necessary for Consideration for Tenure and Promotion**

These guidelines for promotion in rank are the results of the cooperative efforts of the administration and the Faculty Senate. They represent an implementation of the general principle that peer judgment should be an important element in determining who will be promoted to a higher rank.

1. For Associate Professor: Terminal degree or the equivalent, as defined in Section B.2.4; sufficient length of service at this university to demonstrate ability, see B.4.3, Item 3; competent teaching; reasonable distinction in at least one of the following areas and preferably in all three: scholarly and artistic endeavor; professional growth and activities; and non-teaching activities supportive of university programs.
2. For Professor: Terminal degree or the equivalent, as defined in Section B.2.4; sufficient length of service at this university to demonstrate ability, see B.4.3, Item 3; competent teaching, reasonable distinction in all three of the following areas: scholarly and artistic endeavor; professional growth and activities; and non-teaching activities supportive of university programs.
3. For all ranks, college and/or departmental requirements may exceed university minimums. Specific standards for all faculty are maintained by the colleges.

#### **B.4.5 Procedure for Tenure-Track Continuation**

1. Complete bibliographic information on all claimed publications should be given. In addition, persons are encouraged to submit samples of their publications. Copies of these publications may be required. Claims of excellence or distinction in any of the areas of achievement must be supported.
2. Reported accomplishments in the areas of teaching performance, research and scholarly activities, professional growth and activities and non-teaching activities supportive of university programs should be weighed in favor of those that occurred since advancement to present rank.
3. All reports in the area of “scholarship and creativity” such as publications, recitals, exhibits, creative achievements, artistic performances, and papers read at professional meetings should be limited to those that have been completed or for which written evidence of completion of the scholarly work is demonstrated (e.g. acceptance of publications in case of yet unpublished material). Scholarly or creative work in progress should not be included for promotion purposes. University forms used in preparation of promotion or tenure files can be found at: [Tenure & Promotion Forms Webpage](#).
4. The Chair and Dean will provide all Departmental and College Continuation/Tenure/Promotion Committee members, respectively, with a copy of the sections of the *Faculty Handbook* that pertain to procedures for awarding continuation along with written instructions directing the Committee members to review and follow the procedures.

5. Each tenure-track faculty member will be responsible for developing an annual report. Faculty members holding concurrent appointments in two or more departments or colleges will be evaluated by the department and college where tenure, if awarded, will be held. Those units will consider input from the other unit leader[s].
6. Each tenure track member will undergo annual performance reviews for continuation in their 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> years of actual and credited services in the Spring semester. Fifth (5<sup>th</sup>) year review will occur in the Fall semester of the 5<sup>th</sup> year to provide timely feedback to the candidate. These reviews, based on the annual report submitted by the faculty member to his/her department chair, will be performed by the Departmental Tenure and Promotion Committee (formed as described in paragraph 8), the Department Chair, the College Tenure and Promotion Committee (formed as described in paragraph 10), and the College Dean. Whether or not to renew a faculty member on tenure track is decided by the college dean. The dean will notify the faculty member of reappointment or non-reappointment. The dean will also inform the candidate of the vote count and any recommendations from the departmental and college committees and from the department chair. Faculty members should be notified promptly. No rights are accrued by the faculty member as a result of the University failing to notify him/her.
7. In the Fall semester of the 4<sup>th</sup> year, in lieu of the annual performance review, all tenure-track faculty members shall receive a comprehensive review to determine progress toward meeting all tenure requirements in the tenure-track appointment. In accord with TAMUS Policy 12.01, if a tenure-track faculty member is not progressing adequately toward the requirements for tenure, action should be taken to non-renew the contract of the individual.

The faculty member should undergo the 4<sup>th</sup> year tenure review during the 4<sup>th</sup> year of actual and credited service. Example A: Faculty member A comes to TAMU-K and receives one year credit toward tenure for previous teaching. Faculty member A will undergo the 4<sup>th</sup> year tenure review in the third year of service at TAMU-K. Example B: Faculty member B comes to TAMU-K and receives two years credit toward tenure for previous teaching. Faculty member B will undergo the 4<sup>th</sup> year tenure review in the second year of service at TAMU-K.

As with the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 5<sup>th</sup> years, the 4<sup>th</sup> year reviews will be performed by the Departmental Tenure Committee, the Department Chair, the College Tenure Committee, and the College Dean. Whether or not to renew a faculty member on tenure track is decided by the college dean. The dean will notify the faculty member of reappointment or non-reappointment. The dean will also inform the candidate of the vote count and any recommendations from the departmental and college committees and from the department chair.

8. The department chair will call a meeting of all tenured faculty in his or her department as necessary to consider continuation recommendations of tenure-track faculty. This committee will constitute the Departmental Continuation/Tenure/Promotion Committee. The committee chair will be chosen by a secret ballot vote of all committee members. The dates for these faculty evaluations for continuation of tenure track are set each year by the Provost ([Promotion & Tenure Schedule](#)). The continuation portfolio will be provided to each tenured faculty member. Discussions will be held in closed sessions. A secret ballot will be taken regarding continuation status of each faculty member concerned. The department chair is prohibited from serving or voting on the

departmental committee and is prohibited from meeting with the department committee except for purposes of convening the committee.

Exceptions to the committee composition may be made in cases in which (1) there is no department organization, or (2) departments do not have sufficient personnel to function effectively in this manner. In such cases evaluation will be conducted by the college-level committee in the first case, and on the department chair level (if possible) in the second case. However, if a department has as few as one tenured faculty member, that member may exercise the right to be the sole member of the Departmental Continuation/Tenure/Promotion Committee.

The ballot on which committee members vote on candidates for continuation will provide for three alternatives: For, Against, and Abstain. The Committee will forward the results of their vote and a narrative to the department chair.

9. The department chair will forward the results of the above ballots, along with his/her recommendations, to the college dean. The department chair will provide to the dean a written narrative regarding his/her recommendation.
10. The dean of the college will arrange for the formation of the College Continuation/Tenure/Promotion Committee. The Committee will consist of at least one tenured faculty member from each department. The College Committee will consist of a minimum of five members. The committee chair will be chosen by a secret ballot vote of all committee members. This Committee reviews the continuation portfolios and meets as a committee and discusses all of the portfolios. In the event that an individual serves on both the department and college committees, that individual can vote on a candidate at only one level. A secret ballot will be taken by members of the College Committee with the options: For, Against, and Abstain. The voting results will be forwarded to the dean of the college. Written narratives will be provided by the College Committee chair to the college dean.
11. For continuation on tenure track, the decision whether or not to reappoint is made by the college dean.
12. Faculty may appeal the decision of non-renewal according to appropriate standard operating procedures located at [Academic Affairs Standard Operating Procedures](#).

#### **B.4.6 Procedure for Tenure and Promotion Consideration**

1. Tenure is granted only by the affirmative action of the Board of Regents upon positive recommendation of the President. See [Texas A&M System Policy 12.01-Academic Freedom, Responsibility and Tenure](#), paragraph 4.1.
2. The Chair and Dean will provide all Departmental and College Tenure Committee members, respectively, with a copy of the sections of the *Faculty Handbook* that pertain to procedures for awarding tenure and promotion along with written instructions directing the Committee members to review and follow the procedures.
3. The criteria used in judging whether a faculty member shall be granted tenure or receive notice of terminal appointment, shall include those factors specified under "Faculty Evaluation" in this handbook: (a) Teaching Performance, (b) Research and Scholarly Activities, (c) Professional Growth and Activities, and (d) Service. See [Texas A&M System Policy 12.02-Institutional Procedures for Implementing Tenure](#) for further details regarding criteria for tenure.

4. Complete bibliographic information on all claimed publications should be given. In addition, persons are encouraged to submit samples of their publications. Copies of these publications may be required. Claims of excellence or distinction in any of the areas of achievement must be supported.
5. Reported accomplishments in the areas of teaching performance, research and scholarly activities, professional growth and activities and non-teaching activities supportive of university programs should be weighed in favor of those that occurred since advancement to present rank.
6. All reports in the area of “scholarship and creativity” such as publications, recitals, exhibits, creative achievements, artistic performances, and papers read at professional meetings should be limited to those that have been completed or for which written evidence of completion of the scholarly work is demonstrated (e.g. acceptance of publications in case of yet unpublished material). Scholarly or creative work in progress should not be included for promotion purposes. University forms used in preparation of promotion or tenure files can be found at: [Tenure & Promotion Forms Webpage](#).
7. Each tenure-track faculty member will be responsible for submitting the tenure and promotion portfolio. Faculty members holding concurrent appointments in two or more departments or colleges will be evaluated by the department and college where tenure and promotion, if awarded, will be held. Those units will consider input from the other unit leader[s].
8. In general, an award of tenure and promotion will occur concurrently. The tenure and promotion recommendation will be made during the 6<sup>th</sup> year of total allowed probationary service. The evaluation period is from the date of appointment to the tenure-track position to the date the faculty member submits his/her materials for review. The tenure-track faculty member being considered for tenure and promotion must follow guidelines and timelines set by the Provost’s office for the submission of the tenure and promotion portfolio. Details regarding the tenure package can be found at: [Promotion, Tenure & Post-Tenure Review Webpage](#) and [Promotion, Tenure & Post-Tenure Review Forms](#).
9. The tenure-track faculty member is entitled to a separate meeting, up to 10 minutes long, with the department chair, the department committee and the college committee. If a request is not made by the tenure-track faculty member, the department chair, the department committee, and the college committee can request to meet with the candidate for up to 10 minutes before making their recommendation.
10. The department chair will call a meeting of all tenured faculty in his or her department as necessary to consider tenure and promotion recommendations of tenure-track faculty. This committee will constitute the Departmental Continuation/Tenure/Promotion Committee. The committee chair will be chosen by a secret ballot vote of all committee members present. The dates for these faculty evaluations for continuation of tenure track are set each year by the Provost. For faculty who are being considered for tenure beginning with the next academic year, the department will complete its evaluation process in time to meet any deadline set by the Provost. Copies of the tenure package will be circulated to each tenured faculty member at the meeting. Discussions will be held in closed sessions. A secret ballot will be taken regarding tenure status of each faculty member concerned. The department chair is prohibited from

serving or voting on the departmental committee and is prohibited from meeting with the department committee except for purposes of convening the committee.

Exceptions to the committee composition may be made in cases in which (1) there is no department organization, or (2) departments do not have sufficient personnel to function effectively in this manner. In such cases evaluation will be conducted by the college-level committee in the first case, and on the department chair level (if possible) in the second case. However, if a department has as few as one tenured faculty member, that member may exercise the right to be the sole member of the Departmental Continuation/Tenure/Promotion Committee.

The ballot on which committee members vote on candidates for tenure and promotion will provide for three alternatives: For, Against, and Abstain. The Committee will forward the results of their vote and a narrative to the department chair.

11. The department chair will forward the results of the above ballots, along with his/her recommendations, to the college dean. The department chair will provide to the dean a written narrative regarding his/her recommendation.
12. The dean of the college will arrange for the formation of the College Continuation/Tenure/Promotion Committee. The Committee will consist of at least one tenured faculty member from each department. The College Committee will consist of a minimum of five members. The committee chair will be chosen by a secret ballot vote of all committee members present. This Committee reviews the tenure and promotion portfolio and meets as a committee and discusses all of the portfolios. In the event that an individual serves on both the department and college committees, that individual can vote on a candidate at only one level. A secret ballot will be taken by members of the College Committee with the options: For, Against, and Abstain. The voting results will be forwarded to the dean of the college. Written narratives will be provided by the College Committee chair to the college dean.
13. For the evaluation for tenure and promotion portfolio, the college dean shall have a one-on-one meeting with each faculty prior to making their recommendation for tenure and promotion. The college dean will forward the results of all ballots, along with his or her recommendations and narratives, to the Provost and Vice President for Academic Affairs.
14. During the tenure and promotion review, the Provost and Vice President for Academic Affairs will review all materials and shall have a one-on-one meeting with each tenure-track faculty member prior to making their recommendation. The Provost will forward the recommendations, including his or her own, to the President of the University. The President of the University will then review the tenure and promotion portfolio and forward only his/her positive recommendations regarding the awarding of tenure to the Chancellor and the Board of Regents. The President will notify the faculty member in writing of his/her decision.
15. Faculty may appeal the decision of non-tenure and promotion according to appropriate standard operating procedures located at [Academic Affairs Standard Operating Procedures](#). Appeals to promotion to full profession rank will be head by the University Appeals committee (Section B.6.5)



## **B.5 Post-Tenure Review**

### **1. GENERAL**

Post-tenure review at Texas A&M University-Kingsville applies to tenured faculty members and is comprised of annual performance reviews benchmarked to faculty and administrator generated standards for satisfactory performance. Post-tenure review is intended to promote continued academic professional development and enable a faculty member who has fallen below performance norms to pursue a peer-coordinated professional development plan and return to expected productivity.

### **2. POST-TENURE ANNUAL REVIEW**

Annual reviews of performance are to be conducted for all faculty members and must result in a written document stating the department chair's evaluations of performance in scholarship, teaching, service, and other assigned responsibilities. In addition, the expectations for the ensuing evaluation period for each faculty member, commensurate with his or her rank and seniority, must also be in the document. In order for the annual review to be an integral part of post-tenure review, it will have the additional characteristics:

2.1 In each college and the library, stated criteria for applicable categories of performance (at least three categories from the following: Teaching, Professional Effectiveness, Scholarly Endeavor, Professional Development, and Service to the University and the Community) are assessed under general guidelines as explicated in the *Faculty Handbook* and relevant System and University Rules, as well as college specific documents and requirements. Each tenured faculty member will receive a score on a 7-point scale for each category; any score lower than 4 (1-3.999) may indicate faculty performance problems and three consecutive such scores in any single broad area will trigger a professional review. For further information refer to [System Policy 12.06 Post-Tenure Review of Faculty and Teaching Effectiveness](#).

2.2 An annual review in which a less-than-good performance in any broad category is determined shall state in writing the basis for the ranking in accordance with the criteria.

2.3 Every tenured faculty member must undergo a professional review after five annual evaluations are completed, unless (a) the faculty member undergoes a successful review for promotion within the six year period, or (b) the professional review is mandated by three consecutive years of scores below 4 as explained in paragraph 2.1. If a faculty member applies for promotion in a year in which a PTR is scheduled, the application for promotion will also be the dossier for PTR (though the department chair may request additional information). If the faculty member is denied promotion, section 3.1.5 shall be followed. In either case, the annual evaluation clock starts over at that point.

### **3. PROFESSIONAL REVIEW PLAN**

3.1 Professional Review. A professional review will be initiated when a tenured faculty member receives three consecutive less than 4.0 scores on the annual review in any single broad category as described in 2.1. The department chair will inform the faculty member that he or she is subject to professional review, and of the nature and procedures of the review. A faculty member can be exempted from review upon recommendation of the department chair and approval of the dean when substantive mitigating circumstances (e.g. serious illness) exist. The faculty member may be aided by private legal counsel or another representative at any stage during the professional review process.

- 3.1.1 The purposes of professional review are to: identify and officially acknowledge substantial or chronic deficits in performance; develop a specific professional development plan by which to remedy deficiencies; and monitor progress toward achievement of the professional development plan.
- 3.1.2 The professional review will be conducted by an *ad hoc* review committee (hereafter referred to as the review committee), unless the faculty member requests that it be conducted by the department chair. The three member *ad hoc* faculty review committee will be appointed by the dean, in consultation with the department chair and faculty member to be reviewed. When appropriate, the committee membership may include faculty from other departments, colleges, or universities.
- 3.1.3 The faculty member to be reviewed will prepare a review dossier by providing all documents, materials, and statements he or she deems relevant and necessary for the review within one month of notification of professional review. All materials submitted by the faculty member are to be included in the dossier. Although review dossiers will differ, the dossier will include at minimum current curriculum vitae, a teaching portfolio (for faculty with teaching responsibilities), and a statement on current research, scholarship, or creative work.
- 3.1.4 The department chair will add to the dossier any further materials he or she deems necessary or relevant. The faculty member has the right to review and respond in writing to any materials added by the department chair with the written response included in the dossier. In addition, the faculty member has the right to add any materials at any time during the review process. Additions of any kind made to the dossier after the faculty member has submitted the dossier to the department chair will be added to a section at the end of the dossier, entitled "Materials Added." All such additions shall have the date of addition clearly posted on the initial page of the addition.
- 3.1.5 The professional review will be made in a timely fashion (normally less than three months after the faculty member under review submits the initial dossier). The professional review will result in one of two possible outcomes:
  - 3.1.5.1 Some deficiencies are identified but are determined not to be substantial or chronic. The review committee specifically elaborates the deficiencies in writing and a copy is provided to the faculty member, the department chair, and the dean.
  - 3.1.5.2 Substantial or chronic deficiencies are identified. The review committee specifically elaborates the deficiencies in writing and a copy is provided to the faculty member, department chair, and dean. The faculty member, review committee, and department chair shall then work together to draw up a professional development plan (see section 4) acceptable to the dean.

#### 4. THE PROFESSIONAL DEVELOPMENT PLAN

- 4.1 The Professional Development Plan shall indicate how specific deficiencies in a faculty member's performance (as measured against stated college and departmental criteria developed under the provision of this process) will be remedied. The plan will grow out of collaboration between the faculty member, the review committee, the department head and the dean, and should reflect the mutual aspirations of the faculty member, the department, and the college. The plan will be formulated with the assistance of and in consultation with the faculty member. It is the faculty member's

obligation to assist in the development of a meaningful and effective plan and to make a good faith effort to implement the plan adopted. Although each professional development plan is tailored to individual circumstances, the plan will:

4.1.1 identify specific deficiencies to be addressed;

4.1.2 define specific goals or outcomes necessary to remedy the deficiencies;

4.1.3 outline the activities to be undertaken to achieve the necessary outcomes;

4.1.4 set timelines for accomplishing the activities and achieving intermediate and ultimate outcomes;

4.1.5 indicate the criteria for assessment in annual reviews of progress in the plan;

4.1.6 identify institutional resources to be committed in support of the plan.

4.2 Assessment. The faculty member and department head will meet annually to review the faculty member's progress toward remedying deficiencies. A progress report will be forwarded to the dean. Further evaluation of the faculty member's performance within the regular faculty performance evaluation process (e.g. annual reviews) may draw upon the faculty member's progress in achieving the goals set out in the professional development plan.

4.3 Completion of the Plan. When the objectives of the plan have been met or the agreed timeline exceeded, or in any case, no later than three years after the start of the development plan, the department head shall make a final report to the faculty member and dean. The dean will approve the report and forward a copy of the approval to the Provost. The successful completion of the development plan is the positive outcome to which all faculty and administrators involved in the process must be committed. The re-engagement of faculty talents and energies reflects a success for the entire University community. If, after consulting with the review committee, the department head and dean agree that the faculty member has failed to meet the goals of the professional development plan and that the deficiencies in the completion of the plan separately constitute good cause for dismissal under applicable tenure policies, dismissal proceedings may be initiated by the Dean, in consultation with the Provost, under applicable policies governing tenure, academic freedom, and academic responsibility.

## 5. APPEAL

If at any point during the procedure the faculty member believes the provisions of this process are being unfairly applied, a grievance can be filed under the provisions of appropriate university standard operating procedures located at <http://www.tamuk.edu/academicaffairs/Standard%20Operating%20Procedures.html>. If the faculty member wishes to contest the professional review committee's finding of substantial or chronic deficiencies, the faculty member may appeal the finding to the dean, whose decision on such an appeal is final. If the faculty member, department head, and review committee fail to agree on a professional development plan acceptable to the dean, the plan will be determined through mediation by the Compliance Officer.

## 6. VOLUNTARY POST-TENURE REVIEW

A tenured faculty member desirous of the counsel of a professional review committee in evaluating his or her career may request such counsel by making a request to the department head.

## **B.6 Promotion in Rank - Guidelines**

These guidelines for promotion in rank are the results of the cooperative efforts of the administration and the Faculty Senate. They represent an implementation of the general principle that peer judgment should be an important element in determining who will be promoted to a higher rank. The guidelines are divided into five headings: (1) principles, (2) minimum qualifications, (3) procedures, (4) composition of promotion committees, and (5) deadlines.

### **B.6.1 Principles**

1. Four basic areas are to be considered: (1) Teaching Performance, (2) Research and Scholarly Activities, (3) Professional Growth and Activities, (4) Service. Specific values for individual faculty members will be established in consensus between the faculty member and his or her department chair and/or dean. Each department and/or college should have descriptors for the Research and Scholarly Activities section of Faculty Evaluation forms that define and assign weights to the unique activities that constitute research in that department and/or college except as indicated in B.3.

The definition of research and appropriate scholarly activities at this institution can be found in Appendix II.

Teaching Performance: (a) Preparation for Teaching, (b) Classroom Presentation, (c) Evaluation of Student Achievement, (d) Response to Individual Student Needs, and (e) Professional Demeanor.

Research and Scholarly Activities: Involvement in basic and applied research, writing and publication, creative work, and presentations to professional and learned societies.

Professional Growth and Activities: Membership in professional organizations, continuing professional education, and professional service.

Service: Committee service, recruitment, advisement, degree planning, acquisition and development of facilities and equipment, program and curriculum development, attendance at and support of general university functions, other service, cooperation with colleagues and administration, displaying ethical behavior.

2. Advancement in rank is based on merit. Accordingly, mere attainment of minimum qualifications, fulfillment of the criteria for eligibility, or length of service do not guarantee promotions.
3. Higher levels of attainment are expected as one advances in rank. Advancement to full professor requires a higher level of competence, distinction, and excellence than what is required for advancement to associate professor.
4. An associate professor may become eligible for review for promotion to full professor after completing four year in the rank of associate professor. The application will be submitted and reviewed in the faculty member's fifth year in rank. An applicant may submit for review all relevant materials subsequent to the date of application for rank of associate professor, excluding materials submitted for prior promotion.
5. Exceptions to Item 4 may be considered when the quality, competence, and excellence are such that waiting for the normal number of years in rank penalizes the candidate and fails to recognize truly outstanding merit and contributions.
6. The earned terminal degree is normally expected of those persons who make careers in university teaching; accordingly, those persons who do not earn the terminal degree and yet are permitted to teach on the university level should normally expect

to remain at the rank of lecturer. Exceptions to the rule would be few in number under usual circumstances and should, in any case, be limited to instances of truly exceptional merit. Such exceptions might include the following:

- a. A faculty member who demonstrates over a period of several years (considerably in excess of the time required for promotion under usual circumstances) a continuing commitment to research and the dissemination of his or her findings among the larger scholarly community might be advanced to associate professor and, if the commitment still continued, to professor. Such commitment might be shown, for example, by the publication of scholarly articles or, similarly, by the publication of a book in one's field by a reputable publisher. Key considerations in such a case should include the quality of the publications, as well as their number, and whether the commitment to such activity is a continuing one.
- b. A faculty member who possesses both a master's degree in a teaching field and a closely associated post-graduate professional degree, such as a J.D., D.D.S., or D.V.M. may be promoted. A main consideration here should be the relevance of the post-graduate professional degree to the courses being taught.
- c. A faculty member whose competence and standing in his or her field are of such unquestioned excellence, the contributions so meaningful, the demonstrable evidence of scholarly production so overwhelming, that acquisition of a terminal degree is not necessary for promotion.
- d. For library faculty, the Master of Library Science is considered the terminal degree.

#### **B.6.2 Minimum Qualifications Necessary for Consideration**

1. For Associate Professor: Terminal degree or the equivalent, as defined in Section B.6.1, Item 6; sufficient length of service at this university to demonstrate ability, see B.6.1, Item 4; competent teaching; reasonable distinction in at least one of the following areas and preferably in all three: scholarly and artistic endeavor; professional growth and activities; and non-teaching activities supportive of university programs.
2. For Professor: Terminal degree or the equivalent, as defined in Section B.6.1, Item 6; sufficient length of service at this university to demonstrate ability, see B.6.1, Item 4; competent teaching, reasonable distinction in all three of the following areas: scholarly and artistic endeavor; professional growth and activities; and non-teaching activities supportive of university programs.
3. For all ranks, college and/or departmental requirements may exceed university minimums. Specific standards for all faculty are maintained by the colleges.
4. For promotion to higher ranks, fixed-term faculty must meet similar professional standards as tenure-track faculty vis-à-vis their primary duties as outlined in the letter of hire. See Appendix V Research Track Faculty Policy.

#### **B.6.3 Composition of Promotion Committees**

Faculty members eligible to participate in evaluation of the candidate are those with higher rank than the candidate. A faculty member who is being considered for a promotion in rank shall at that time be ineligible to serve on any College Promotion Committee. In the event that a faculty member serves on two or more promotion committees, she/he shall vote only at one level and shall abstain from voting on that same candidate at all other levels.

1. Department level: All eligible members of the department shall constitute the departmental committee. The committee chair will be chosen by a secret ballot vote of all committee members present.
2. College level: The Dean shall arrange for the formation of the College Promotion Committee. The College Promotion Committee shall be composed of a minimum of five tenured faculty, of full professorial rank whenever possible, to be elected annually by the faculty of the college. No more than one member shall be chosen from the same department, except in colleges in which there are fewer than five departments, in which case the election shall be so designed as to insure that each department is represented on the committee and that there is an odd number of members.
3. Library level: Since library faculty are not members of an academic college, the library committee will function as a combination of the departmental and college committees. If no library faculty member is going up for promotion, the Library Director will choose a full professor library faculty member to serve on the University Appeals Committee, if necessary. If a Library faculty member is going up for promotion, the library committee will consist of all faculty members above the rank of the person(s) going for promotion (with a minimum membership of two members). If there are two separate ranks involved in a single year, only those faculty members above the rank of the person being considered will be able to vote. In instances in which there are insufficient persons of the proper rank to form committees, the Library Director will solicit membership from tenured faculty members of the appropriate rank within the academic colleges. On the transmittal sheet, the Library Director will signify approval/not approval and sign on the line for "dean."

#### **B.6.4 Procedures for Promotion**

1. Any eligible person may apply for consideration. All persons under consideration will be asked to provide supporting evidence, using the supporting data sheet. This supporting evidence, when assembled, will constitute the promotion portfolio. The promotion portfolio will follow the outline in the university format for the preparation of promotion portfolio.
2. The portfolio will be provided to the department promotion committee and department chair for evaluation in conformance with established procedures. The departmental or library promotion committee chair will be chosen by a secret ballot vote of all committee members. The Department Promotion committee will meet, discuss all of the portfolio, vote by secret ballot, and submit its recommendations to the department chair. The department chair is prohibited from serving on or voting with the college or department promotion committee and prohibited from meeting with the department committee except for purposes of convening the committee. The recommendation of the chair, along with the recommendation of the department promotion committee, documented on the form "[Recommendation for Promotion in Rank](#)," will be forwarded by the department chair to the appropriate dean.
3. The dean of the college or the library director collects all promotion portfolio for the college and submits them to the chair of the college or library committee for promotion. The committee chair will be chosen by a secret ballot vote of all committee members. This committee reviews the promotion portfolios; meets as a committee and discusses all of the portfolio; voting by secret ballot, makes its recommendations and forwards recommendation to the dean of the college or Provost in the case of the library director, who shall then add his/her evaluation and recommendation, and forwards the files to the Provost and Vice President for

Academic Affairs.

4. The Provost and Vice President for Academic Affairs reviews all promotion portfolio for the University, makes his/her recommendations, and forwards all promotion files to the President.
5. Faculty who have received denial of promotion should receive specific reasons and feedback at every level concerning areas of improvement, and the procedures for appeal should be included in the notification letter.
6. Fixed-term faculty will undergo a similar process of promotion as tenured faculty, but with some differences. Consideration of promotion will be by department faculty, chair/director, and Provost as specified in departmental policies and rules. Therefore specific procedures for these faculty may vary from tenured faculty.
7. After making the recommendations but prior to transmitting promotion portfolio to the next step in the procedure, each chair of a promotion committee or administrative office notifies each promotion candidate of the action taken.
8. All faculty committees and administrative reviewers act in an advisory capacity to the President.

#### **B.6.5 Promotion Appeals Process**

Negative recommendations by the departmental promotion committee, chair, dean, college promotion committee, or Provost may be appealed to the University Appeals Committee.

University Appeals Committee: All appeals will be considered by a University Appeals Committee, which will consist of persons of full professorial rank appointed by the Faculty Senate in the fall semester. The University Appeals Committee will be composed of a representative from each tenure-granting college who has not served during that year on a promotion committee. The committee chair will be chosen by a secret ballot vote of all committee members present. The University Appeals Committee will review the appeal, make a recommendation to the President of the University, notify the candidate of its action and provide a summary report to the Office of the Provost for placement in faculty member's file.

All appeals to the University Appeals Committee must be made in writing to the Provost and Vice President for Academic Affairs no later than five working days after the candidate has been notified (in writing) of the recommendation of the Provost and Vice President for Academic Affairs. The University Appeals Committee will consider all appeals during an interim period between the recommendation of the Provost and Vice President for Academic Affairs and the presentation of promotion portfolio to the President of the University. After the Provost's recommendations, no further administrative action will take place until the President reviews the University Appeals Committee's recommendation.

### **B.7 Retirement**

#### **B.7.1 Mandatory Retirement**

Federal and State regulations prohibit mandatory retirement of faculty members at any age.

#### **B.7.2 Early Retirement Program (ERP)**

##### **B.7.2.1 Early Retirement Agreement**

1. Texas A&M University-Kingsville may offer to eligible members of its faculty an early retirement plan under which the participant agrees to relinquish full-time status and tenure rights in exchange for an

agreement of part-time employment. The early retirement agreement is annually renegotiable. The agreement shall be renewable at the option of the University, in specified time intervals. If, for any reason, the participant chooses to fully retire at any time within the agreement period, the participant relinquishes all rights to participate in the early retirement program and is deemed to have irrevocably retired from the University.

As required by law, the agreement shall be for no more than half-time employment. The Early Retirement Program Agreement can be found at [Texas A&M University-Kingsville Early Retirement Program Agreement Form.](#)

See also [Texas A&M System Regulation 31.07.01-Retirement and Employment After Retirement.](#)

2. While participants in ERP have relinquished tenure rights, no faculty member participating in this program shall be dismissed, with or without cause, without having first been given reasonable pre-termination notice and the right of due process.
3. The participant and University agree that should the participant become physically or mentally ill during a semester, the University will continue to pay the salary of the participant until it is determined that the participant is unable to complete the semester. Once this determination is made, a replacement will be sought to complete the assignment. The participant will be dropped from the payroll on the date the replacement begins drawing salary, and may not return to active status prior to the start of the next long semester. Reasonable accommodations will be offered to assist the affected faculty member accomplish the essential duties of the position occupied.

The decision to continue or discontinue the faculty member's employment will be based on job-related factors and the performance level of the individual as assessed.

#### **B.7.2.2 Eligibility**

1. All current full-time tenured faculty are eligible to apply for the ERP. This includes all full-time tenured personnel of the academic rank of lecturer and above and all full-time tenured professional library personnel.
2. To be considered for ERP, a faculty member must:
  - A. have five or more years' credit with TRS or ORP or a combination of the two; and
  - B. be otherwise eligible for continued employment.
3. In exceptional cases, resulting from the nature of the appointment and the interests of the University, the President may waive the eligibility requirement and approve the faculty member's participation in the program.

#### **B.7.2.3 Election to Participate**

1. All applications for participation in ERP must have the administrative approval of the President, or designee, of Texas A&M University-Kingsville.



2. Faculty members applying to participate in ERP should notify the University of such intent at least six (6) months prior to the effective date of early retirement.
3. Notice of election to participate in ERP shall be presented in writing, through appropriate administrative channels, to the President of the University.

#### **B.7.2.4 Workload During Early Retirement**

1. The participant's workload, during each academic year of the ERP agreement, shall consist of no more than half-time employment for the fiscal year or of full-time employment for a period of no more than six months during a fiscal year. Normally, twelve credit hours of teaching duties per academic year will be the part-time workload. Part-time workloads of less than twelve credit hours of teaching may be mutually agreed upon by the University and the participant.

As described elsewhere in this *Faculty Handbook*, the full-time faculty workload, per semester, is 12 semester credit hours or more of teaching duties, student advising, committee work, office hours, remaining current through research and/or performance and other assignments. Therefore, for the purposes of this policy, the full-time faculty workload is considered to be in excess of 12 semester credit hours per semester, and in excess of 24 semester credit hours per academic year.

2. With the exception of maintaining appropriate office hours, participants are exempt from other duties (student advising, committee work, etc.) normally expected of full-time faculty.
3. At the specific request of the University and with the concurrence of the participant, other types of duties may be substituted for teaching assignments.
4. Teaching assignments during the summer are not included under the provisions of the early retirement program, but may be provided when indicated by department needs and upon mutual agreement between the University and the participant.
5. The assignment of part-time workloads during early retirement shall be based upon consultation with the participant regarding teaching preferences. Final decisions regarding the nature of the assignment shall remain the prerogative of the University.
6. Upon mutual agreement between the University and participant, the part-time workload may be fulfilled in one semester or in any combination of hours over two semesters during the academic year.

#### **B.7.2.5 Salary During Early Retirement**

1. During the term of the early retirement agreement, the part-time salary shall usually be calculated by multiplying the participant's base salary by the ratio of the participant's part-time workload to the full-time faculty workload. The initial after-retirement rate will not normally exceed that which was paid for service during the previous fiscal year except for situations in which a retiree accepts an overseas assignment requiring special salary consideration for hardship and cost of living.

The initial rate should be established with mutual consent before the post-retirement position begins. For the purpose of making this computation, the full-time faculty workload shall be considered to be fifteen (15) semester credit hours per semester which includes the teaching assignments and all of the other duties described in Section B.7.2.5.

2. The participant's base salary shall be his or her academic year (nine months) salary rate for teaching services, excluding any increments for other duties. Early Retirement Program faculty are eligible to receive discretionary salary \increases each year.

#### **B.7.2.6 Other Provisions**

1. Participants are entitled to all the amenities and privileges accorded to other retirees and part-time faculty.
2. Assignment of office space to the participant is subject to availability and needs of the University.
3. Decisions in the plan that call for mutual agreement will be reached between the participant and the University representative, usually the academic administrator who is the participant's immediate supervisor, and approved through appropriate administrative channels.
4. The provisions concerning promotion in rank as it relates to full retirement (prior to full retirement, see B.6.1, Item 6(a)) do not normally apply to this program.

#### **B.7.3 Full Retirement** See Section E.1.2.

### **B.8 Salary, Rank, and Summer Employment**

#### **B.8.1 Notification of Salary and Rank**

Because the University depends on the Legislature for appropriations, no specific deadlines can be established by which a faculty member can be notified of his or her salary for the ensuing year. Faculty members are encouraged to talk with their department head or dean and are free to discuss with the President or the Provost and Vice President for Academic Affairs their salary and rank expectations for the following year.

#### **B.8.2 Summer Employment**

Faculty members are not guaranteed employment during the summer sessions. Nonetheless, a significant number of faculty have the opportunity to teach during the summer based upon student enrollments, department and/or college needs, and budgetary considerations. Summer compensation is based on funding availability and is specified in the [Summer School Compensation Policy](#).

#### **B.8.3 Salary Policy on Administrators Holding Tenured Faculty Positions**

##### **B.8.3.1 Individuals Promoted from Faculty to Administrative Positions**

Administrative salaries will be negotiated by the President and Provost and Vice President for Academic Affairs. If the individual returns to the faculty, the individual's faculty salary will be his/her faculty salary at the time of the initial administrative appointment, plus the total dollar raise amount accrued during the administrative appointment.

### **B.8.3.2 Individuals Hired from Outside**

For individuals hired from outside the university, administrative salaries will be negotiated by the President and Provost. A corresponding faculty salary for administrators who carry faculty rank will be negotiated at the time of hiring. If the individual assumes full-time faculty responsibilities, the individual's faculty salary will be calculated at his/her faculty salary at the time of initial administrative appointment, plus the total dollar raise amount accrued during the administrative appointment.

## **B.9 Severance**

### **B.9.1 Dismissals, Non-Reappointments, and Terminations**

Refer to [Texas A&M System Policy 12.01-Academic Freedom, Responsibility and Tenure](#) and TAMUK Academic Affairs Standard Operating Procedures at <http://www.tamuk.edu/academicaffairs/Standard%20Operating%20Procedures.html>

### **B.9.2 Resignation of Faculty Member**

Any faculty member who does not intend to return to his or her position for the following year is expected to submit his or her resignation in writing prior to May 15. To resign to accept another position after May 15 is considered unprofessional on the part of the faculty member. Resignations after May 15 will be considered in good faith only when such resignations are due to conditions over which the faculty member has no control, such as a call to active military duty, or health, or when such a resignation is considered to be of mutual benefit to both the faculty member and to the University.

### **B.9.3 Check-out Procedures for Faculty Members Ending Their Employment with the University.**

For a copy of the checkout form, contact Human Resources Office.

## **B.10 Grievances**

The grievance procedure to be followed is to be determined by the status (faculty, staff, student) of the complainant. There are both Informal and Formal Grievance procedures.

(Note: The following Faculty Grievance Procedures are for matters other than Sexual Harassment, Discrimination, EEO Complaints, Faculty Dismissals, Non-Reappointments and Terminal Appointments. Refer to [Texas A&M System Regulation 08.01.01-Civil Rights Compliance](#).)

### **B.10.1 General Information**

According to System Policy, 32.01.01, *Complaint and Appeal Process for Faculty Members*:

Each system employee has the right under the statutes of Texas to present complaints concerning wages, hours of work or conditions of work. A complaint may be presented individually or through a representative provided such representative does not claim the right to strike. Any retaliatory action taken against an employee for filing a complaint or otherwise participating in the processes established this regulation by an academic institution pursuant to this regulation is prohibited. Such retaliatory action will be regarded as a separate and distinct cause for complaint. The filing of a complaint, however, will not constrain an academic institution from taking appropriate employment action. An employee may be disciplined for the bad faith filing of a complaint.

A faculty member believing that there is cause for complaint or appeal concerning a matter covered by this regulation should discuss the matter in a personal conference with the department head. If the matter cannot be resolved by mutual consent at this point, the issue should be discussed with the dean or

equivalent administrator. (Note: The terms “complaint” and “grievance” may be used interchangeably in this section.)

The objective of these grievance procedures is to reconcile disagreements in a prompt and just manner. This should be accomplished by facilitating informal, mutually acceptable resolutions whenever possible through the Informal Grievance process. If a mutually acceptable resolution is not possible, and if the faculty member proceeds to file a formal grievance, it shall then be the duty of the Faculty Grievance Committee to collect and record all pertinent evidence swiftly and impartially and to submit its own recommendation of a resolution to the President. Although committed to the impartial discharge of its duties, the Committee should strive to avoid a courtroom atmosphere and to maintain a collegial environment in its proceedings.

**B.10.2 Designation of Parties to a Conflict**

The faculty member bringing the grievance shall be called the Petitioner. The faculty member, chair, administrator, or supervisor against whom the grievance is made shall be called the Respondent. Any their party brought in to serve as an objective and dispassionate mediator shall be called the Mediator.

**B.10.3 General Principles Governing Faculty Grievances**

1. Grievance may refer to a specific act or incident or to a series of acts or incidents but must be filed within six months of alleged grievance occurrence.
2. Faculty members with the same grievance may jointly initiate grievance procedures.
3. The initiation of informal or formal grievance proceedings is not in itself an indication of the validity of the grievance.
4. The Petitioner or Respondent may exercise the right to be accompanied by any person or his or her own choosing, including legal counsel. Such representative or counsel may participate as an advocate during the grievance process.
5. If the Respondent agrees, the Petitioner may terminate the informal or formal grievance process at any time by providing the Committee with a written request to withdraw the petition.

**B.10.4 Relationship Between Informal and Formal Grievance Procedures**

1. The Informal Grievance procedure is recommended as being the initial step to resolve a faculty member’s grievance.
2. In unresolved cases using Informal Grievance procedures a Formal Grievance may be initiated by the Petitioner. The faculty member with a grievance shall be the sole judge as to whether formal grievance procedures should be initiated in accordance with this section.
3. At the conclusion of an Informal Grievance process and receipt of the written summary and outcome of the Informal Grievance process, the Petitioner shall then have ten working days in which to file a Formal Grievance, proceedings should he/she so desire with the Provost and VP for Academic Affairs.
4. Without determining the merits of the grievance, the Provost and Vice President for Academic Affairs may seek a resolution. If a Formal Grievance is initiated by the Petitioner, the Provost and Vice President for Academic Affairs shall notify

the President in writing of the initiation of a Formal Grievance, with that communication copied to the Petitioner and Respondent.

5. The President shall withhold any final judgement until he or she has been informed of the recommendation of the Formal Grievance Committee.

#### **B.10.5 Informal Grievance Process**

The informal grievance process between parties aims at resolving a petitioner's grievance in an informal, collegial, professional, and fair manner.

1. Procedure for Informal Grievance Process

The informal grievance procedure is initiated by the Petitioner in writing to the Respondent's immediate supervisor or, in case of grievance with an immediate supervisor, that person's supervisor.

An informal grievance should at least contain the following information:

- a. Details of the complaint, including dates and alleged acts pertaining to the grievance.
- b. Names(s) of the person(s) against whom the grievance is filed.
- c. Indication of what the Petitioner would regard as satisfactory solution.

2. The Supervisor will acknowledge the Petitioner's grievance in writing within five working days. The Supervisor will communicate with the Respondent informing them of the Informal Grievance and request a written response to the grievance by the Respondent within five business days. The Supervisor then coordinates with the Petitioner and Respondent, as needed, toward a resolution of the grievance.

At any time, if the Supervisor, Respondent, or Petitioner requests, a mediator can be chosen that the Petitioner and Respondent agree to.

3. If the information grievance procedure results in resolving the Petitioner's grievance, the agreed upon resolution is memorialized in writing. The written resolution to the informal grievance must include a summation of the process, outcome, and resolution, including detail of the resolution and a timeline, if needed, for the resolution, and any other pertinent information. The resolution should be provided in writing to the Petitioner, Respondent, Supervisor of Respondent and, if utilized, the mediator. The resolution should be implemented based on the agreement. The Supervisor will maintain a copy.
4. If the Informal Grievance process does not result in resolving the Petitioner's grievance, the Petitioner has the option to file a Formal Grievance.
  - a. The supervisor and/or mediator will inform the Petitioner of the Procedure to move to a Formal Grievance as noted in policy B.10.6.
  - b. The Supervisor must memorialize in writing the process and outcome of the Informal Grievance process so it can be referred to, as needed, in the Formal Grievance process, should one be initiated by the Petitioner. This report should be provided to the Petitioner and Respondent within ten working days of the conclusion of the Informal Grievance process.
  - c. Within thirty working days of receipt of the Informal Grievance report from the Supervisor, the Petitioner has the option to file a Formal Grievance as outlined in B.10.6, or any future Formal Grievance will be considered untimely.

### **B.10.6 Formal Grievance Process**

The Formal Grievance Process between parties aims at resolving a Petitioner's grievance in a formal, collegial, professional, and fair manner.

1. If the Petitioner wishes to initiate a formal grievance, the following procedures will apply:

The petitioner files a Formal Grievance in writing with the Provost and VP for Academic Affairs that contains the following items:

- a. Description of allegations and claims with documentation, and if applicable, a copy of the Informal Grievance report;
  - b. List of witnesses, including a brief statement about anticipated testimony;
  - c. Explanation of how the Petitioner has been injured by the action or inaction of the Respondent;
  - d. Indication of whether the respondent has been informed of the Petitioner's grievance;
  - e. Indication of what the Petitioner would regard as a satisfactory solution.
2. From receipt of the Formal Grievance materials, the Provost and VP for Academic Affairs will have ten working days to attempt a resolution regarding the grievance or submit it to the President's office.
  3. If the Provost and VP for Academic Affairs cannot resolve the grievance within ten working days, he or she must inform the President of the Formal Grievance and deliver grievance documents by the end of the tenth business day.
  4. Within the additional five days, the President will form a Formal Grievance Committee and a chair will be elected by the committee membership.
    - a. The Grievance Committee shall be formed on an ad hoc basis as needed for individual grievances. The pool is place according to the [Texas A&M University-Kingsville, Academic Operating Procedure 1](#) will constitute the pool for the Formal Grievance Committee.
    - b. Challenges to Formal Grievance Committee membership are described in [TAMUK Academic Operating Procedure 1: Academic Freedom, Responsibility and Tenure](#) and will be followed in accordance with that policy.
  5. Purpose and Function of the Formal Grievance Committee
    - a. Purpose of Formal Grievance Committee

The purpose of the Formal Grievance Committee shall be to ensure swift and impartial consideration of grievances between faculty members, and faculty members against department chairs, university administrators, and supervisors. The Committee shall investigate all faculty grievances which are brought to its attention through written petition, with the exception of sexual harassment, discrimination, faculty dismissals, non-reappointments, and terminal appointments.
    - b. Function of Formal Grievance Committee

The functions of the Formal Grievance Committee shall be to gather and substantiate evidence, consider arguments, and receive testimony relating to faculty grievances; to mediate disagreements when possible; and to report its findings and recommendations to the President.

6. Operational Guidelines for Formal Grievance Committee
  - a. The Committee shall consist of five members.
  - b. The Committee shall elect its own chair.
  - c. All decisions shall be made by majority vote.
  - d. Three members shall constitute a quorum.
  - e. The Chair shall rule on all procedural matters, subject to appeal by any member, with a majority vote deciding the issue.
  - f. The Chair will have voting privileges.
  
7. Finalizing Formal Grievance Committee Members
 

The President's Office informs the Petitioner and Respondent of the Grievance Committee members and Chair of the Grievance Committee, once the Committee has elected a chair. The Petitioner and Respondent will have five working days to challenge any Committee members, as outlined in paragraph 4(b) above.
  
8. Informing Petitioner and Respondent of Committee Members and Chair
 

After committee membership is finalized, the Chair of the Formal Grievance Committee shall acknowledge the members of the committee to the President's Office, the Petitioner, and the Respondent. Upon receipt, the President's Office will forward the Formal Grievance documents to the Committee Chair, who will acknowledge receipt of the grievance materials.
  
9. Informing Petitioner, Respondent, and Committee of Formal Grievance Procedure
 

Within five working days of receiving the grievance documents, the Chair of the Formal Grievance Committee shall acknowledge this fact to the Petitioner; notify all committee members, the Respondent, and pertinent members of the Administration; and provide a copy of the Formal Grievance Procedure and any other relevant information to both the Petitioner and Respondent.

  - a. The Respondent will then have ten working days to provide documents, list of witnesses, or other evidence to the Committee Chair.
  - b. Upon receipt of the Respondent's evidence, the Committee Chair will provide it to the Petitioner, who will have five working days to ask for a summary judgement by the Committee or request a formal hearing.
  - c. If a summary judgement is requested by the Petitioner, the Committee shall have twenty-five working days in which to complete its investigation and make a recommendation to the President
  
10. Formal Grievance Hearing
 

The Petitioner and the Respondent shall each have the right to a formal hearing, though this right may be waived by the Petitioner without prejudicing the outcome of the case. If a formal hearing is requested, both the Petitioner and the Respondent will be provided with any evidence, list of the witnesses or other documentation provided by the other. The Committee Chair will coordinate the availability of materials for each.

  - a. Once a Formal Hearing is requested, the Committee will have thirty days for inspection of submitted evidence and, if necessary, their own investigation of the grievance, which may include additional witnesses, sources, or other information not provided by the Petitioner or Respondent. After that thirty-day period, the Formal Grievance Hearing

should be scheduled within fifteen business days. Notice and any additional documentation shall be provided to all parties at least ten working days prior to the hearing.

- b. The Formal Grievance hearing shall be held at a time and place mutually convenient to the Petitioner, the Respondent, and the Committee.
- c. The Committee proceedings to hear testimony shall be private and confidential and only in the presence to member of the Committee, the Petitioner, the Respondent, and the witness who is giving testimony. (Either party may have counsel present.)
- d. Committee deliberations shall occur with only Committee members present. However, the Committee, at its discretion, may call before it any person with relevant knowledge of the grievance.
- e. The Petitioner and Respondent shall each have the right to confront and cross-examine all witnesses. However, when a witness cannot or will not appear at the hearing, and if the Committee determines that the witness's statement is valuable, the Committee may obtain and disclose his or her statement, and if possible, provide for interrogatories.
- f. If any party, including an invited witness, chooses to present no evidence, the Chair shall so note in the record, and the proceedings shall continue on the basis of the evidence introduced by other parties.
- g. The Committee shall grant adjournments to enable either party to investigate evidence for which a valid claim of surprise is made. The Committee will decide on reasonable amount of time for this investigation and inform the parties.
- h. All evidence shall be made available to each Committee member individually in a convenient and secure place designated by the Chair, including electronic or online formats. (Note: The admissibility of any evidence may be challenged by either party and will be decided by Committee majority vote.)
- i. The Administration shall cooperate with the committee in securing witnesses, technology needs, staffing needs, and any other logistical requests by the committee. The University shall arrange for a verbatim record (either typewritten or electronically recorded) of all testimony and evidence presented at any hearing conducted during the course of the formal grievance proceedings.
- j. Extensions of various deadlines, not to exceed ten working days, may be decided upon by a simple majority vote of the Committee and require no further approval. The Committee Chair will notify all parties of any extensions.

#### 11. Committee Recommendation

Within seven working days after the Committee agrees on a recommendation by majority vote, the Committee Chair shall relay in writing to the President, Petitioner, and Respondent its recommendation, any minority opinions, and a summary of Committee's findings. A complete verbatim recording of the proceedings and any evidence presented at the hearing will be made available to them upon request. The complete record shall be filed at the President's Office.



12. Committee Recommendation

Upon receiving the Committee's recommendation, the President shall have ten working days to make a decision or to request further evidence on points which are not fully developed in the record.

- a. Should the President request additional evidence, the Committee shall have ten working days in which to provide it.
- b. Upon receiving the Committee's response to a request for additional evidence, the President shall have an additional ten working days in which to render a decision.
- c. The President's Decision shall be conveyed in writing and copies shall be sent to the Petitioner, the Respondent, and the Committee.
- d. The President's decision is final.

**B.10.7 Sexual Harassment**

Refer to [\*Texas A&M System Regulation 08.01.01–Civil Rights Compliance.\*](#)

**B.11 Faculty Consulting, External Employment, and Conflicts of Interest**

**B.11.1** Please refer to [\*Texas A&M System Regulation 31.05.01-Faculty Consulting and External Professional Employment\*](#) which applies to consulting and external professional employment by faculty members that is directly related to their academic and professional discipline.

For unrelated external faculty employment see [\*Texas A&M System Regulation 31.05.02-External Employment.\*](#)

**B.11.2 Reporting of Consulting and External Employment**

All reporting and requests for approval must be submitted to the President of the University through administrative channels by September 15 of each year, if possible. A report of these requests must be on file by October 1, in the event of an audit. Approval to engage in consulting or external employment expires at the end of each academic year.

**B.12 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 doctoral level in particular, the faculty must demonstrate research capability and competence in directing independent investigation.

**B.12.1 Categories and Requirements for Membership**

A. Graduate Membership:

1. A terminal degree in the teaching discipline or a related discipline as specified by SACS.
2. Tangible evidence of continued productive scholarship, as normally defined within the discipline concerned.
3. The Graduate Council approves applicants for membership to the graduate faculty. Applications are initiated by the department chair in consultation with the department faculty and are routed through the academic dean and the Associate Vice President for Research and Graduate Studies, each of whom will recommend for or against

approval to the Graduate Council.

- B. Adjunct Membership (This category is for persons not on the regular TAMU-K faculty):
1. A terminal degree. Each candidate will be certified by the Graduate Council, Graduate Dean, and the Provost's Office 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.
  2. Both the Graduate Council and the Provost's Office approve applicants for adjunct membership. Applications are initiated by the department chair in consultation with the department faculty and are routed through the academic dean and the Associate Vice President for Research and Graduate Studies, each of whom will recommend for or against approval to the Graduate Council. The recommendation from the chair or dean must state how the adjunct member will be involved in the graduate program.
  3. Appointment to adjunct 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 and the Provost's Office.

#### **B.12.2 Eligibility of the Graduate Faculty**

##### A. Graduate Members

1. Eligible to direct doctoral dissertations, masters' theses, and other graduate research.
2. Eligible to teach graduate-level courses, including doctoral.
3. Eligible to serve on graduate student committees, including doctoral.
4. Eligible to serve as graduate coordinators.
5. Eligible for membership on the Graduate Council, and in that position to help set policies for the Graduate College.
6. Eligible for membership on standing and special committees of the Graduate Council.
7. Eligible to vote in Council elections.
8. Eligible to serve as an officer (chair, etc.) of the Graduate Council.
9. Eligible to chair standing committees of the Graduate Council.

##### B. Adjunct Members

1. Eligible to co-chair master's-level or doctoral-level student committees, depending on credentials and certification; ineligible to chair such committees.
2. Eligible to teach master's-level or doctoral-level courses, depending on credentials and certification.
3. Eligible to serve on master's-level or doctoral-level student committees,

depending on credentials and certification.

**B.12.3 Examples of Tangible Evidence of Productive Scholarship for Consideration in Making Application to the Graduate Faculty**

Please submit evidence of activities in the following:

- A. Publications
  1. Technical journals
  2. Popular articles
  3. Newspaper articles
  4. Bulletins, reports, summaries
  5. Books, manuals, monographs
  6. Music
- B. Recitals or professional performances during past three years.
- C. Art Exhibits.
- D. Slide shows, movies, tapes.
- E. Papers presented at professional meetings during the past three years.
- F. Other presentations such as to civic organizations, etc.
- G. Membership in professional organizations.
- H. Membership in honorary organizations.
- I. Professional certifications.
- J. Research currently underway.
- K. Number of graduate courses taught during the past two years. Give course number and semester taught.
- L. Number of graduate student committee memberships during each of the past three years.
- M. Number of graduate student committees served (giving graduate students' names and the semesters involved) during the past three years.
- N. Offices held in professional organizations and year.
- O. Committee membership in professional organizations.
- P. Consultancies.
- Q. Number of theses or dissertations advised to completion in last three years. Give students' names and the years of completion.
- R. Number of graduate research projects advised to completion in last three years giving each student's name and year.
- S. Other evidence of continuing professional involvement such as editorial boards, directorships, advisory committees, etc.

## C. RESPONSIBILITIES, DUTIES AND PRIVILEGES

### C.1 Duties and Responsibilities of Teaching Personnel

Teaching responsibilities are delineated in the initial letter of hire. Such responsibilities may be altered by Administration after consultation with the faculty member, which must then be memorialized in writing for both parties and dated appropriately.

It is expected that all persons accepting the responsibility of teaching a course at the University will recognize and fulfill these obligations:

1. to offer the course in reasonable conformity with the current Catalog description of that course;
2. to meet the class each week the specific number of periods designated in the Catalog;
3. to hold the class meetings at the time and place designated on the official schedule for the term or semester until such time as an official change has been made through the Office of the Provost and Vice President for Academic Affairs;
4. to plan each class meeting carefully so that the class will begin and end at the time designated (this applies to laboratory sections as well as to lecture sections);
5. to distribute at the beginning of each semester in each class the course syllabus and requirements, such as field trips, reading and writing assignments, and tests;
6. to begin the course on the first class day of the semester or term and to hold a full class period on the first day through the last class day;
7. to promote the attendance of each student;
8. to recommend to the department chair and college dean that a student be dropped from class for excessive unexcused absences, at the faculty member's option (See also Section H.2), (appropriate forms are available in department offices);
9. to give students the opportunity to evaluate the course through the use of the standard "Student Rating of Instruction" form;
10. to give students an opportunity to review examinations (including final exams) and other graded materials. Examinations which are not returned to the student will be retained by the faculty member for a period of at least six months. Any faculty member leaving the employment of the University is to provide the department chair/dean with these documents.

Family of a faculty member shall not be allowed to take a graduate or undergraduate course taught by the faculty member unless all of the following conditions are met: the course is required in the program; the course itself and all courses recognized as substitutions for the course are not taught at any time by any non-family faculty members; and all course work submitted by the family member is graded by non-family faculty in the Department or Program (or, if necessary, by faculty external to the Department or University). Also, faculty shall not be allowed to supervise or to serve on Graduate Research Projects or Thesis or Dissertation committees of family members. This policy is to be implemented and enforced by the Chair of the Department in which the course or supervised research is taken. For the purposes of this policy, family is defined in Section B.2.6 of this Handbook.

## **C.2 Faculty Workload (See Procedure 12.03.99.K1.1)**

### General Statement of Faculty Teaching Load

Each full-time tenured, tenure-track faculty member, a person employed for instructional purposes, will teach classes and assume a reasonable workload of related activities to constitute a full-time instructional load normally construed to be twelve semester credit hours per semester, but this may vary at the discretion of Administration. Persons employed on a part-time basis from instructional funds are expected to assume a workload proportional to the percentage of employment from these funds. For purposes of workload calculation one semester credit hour is ordinarily the equivalent of one lecture hour per week. In some cases the contact hour equivalent may vary due to the nature of the required instructional activity.

Faculty members are expected to engage in those commonly accepted activities and duties which serve to enhance the teaching/learning process and the quality of the program with which they are involved. These activities and duties could include classroom teaching; remaining current in their discipline through scholarly study; basic and/or applied research and/or performance; student advising and counseling; course and curriculum development; serving on department, college and university level committees; outreach and recruitment, and assisting in the administration of the academic programs and other similar service and activities that are operated in the interest of the University.

A faculty member, teaching a full-time load, is expected to be available for a minimum of five posted office hours per week for conferences with students and academic advising. In lieu of office hours, instructors of on-line courses are expected to make reasonable accommodations to be accessible to students.

Part-time faculty and faculty with assignments split between teaching and other duties are expected to be available on a pro-rated basis; i.e., one-half teaching – two and one-half hours per week; one-quarter time teaching – one and one-quarter hours per week.

These activities and duties are of paramount importance in the life and work of a faculty member and are taken into account in considerations for promotion, tenure, and salary increases.

### **C.2.1 Classroom Teaching Credits**

The type of instruction determines how each course is calculated as a part of a faculty member's classroom teaching credits.

The various types of instruction include: (1) Classroom Lecture; (2) Laboratory; (3) Practicum, Student Teaching and Internships; (4) Seminar; (5) Independent Study (Special Problems); (6) Library Instruction; and (7) Research.

### **C.2.2 Classroom Teaching Credit Calculation**

One Teaching Load Credit will be referred to as one TLC in the following:

1. Lecture and Seminar
  - a. Undergraduate Courses - The lecture contact hour value of the course. A course listed as 3 hours lecture and 0 hours laboratory, 3 semester hours credit, yields a teaching credit of 3 TLCs. If the course is cross listed, or meets with another section, it is counted only once in determining the teaching credit received by the faculty member.
  - b. Graduate Courses - The lecture contact hour value of the course, multiplied by 1.5 if the course is doctoral level. A doctoral level course listed as (3-0) yields a teaching credit of 4.5 TLCs.
  - c. Three credit hour classes meet for 150 minutes per week.

2. For other Teaching Load Credit situations (laboratory instruction, kinesiology activities courses, art and music courses, drama laboratory, and independent study and research, for example), please refer to University Procedure 12.03.99.K1.

### **C.2.3 Other Duties/Course Release**

#### **C.2.3.1 Direct Instructional Activities**

##### **C.2.3.1.1 Supervision of Graduate Students**

Chair, Master's Thesis Committee (Supervising Professor) or Chair, Doctoral Committee. After completion of any combination of five theses and/or five dissertations, 3 hours of release time can be considered. That is, after a faculty member has supervised a combined five theses, and/or five dissertations, the faculty member may receive a three-credit teaching load reduction for one long semester, at a time deemed feasible by the chair and in consultation with the faculty member. The faculty member is responsible for keeping track and providing evidence of completed theses or dissertations and presenting them to the appropriate chair and dean upon completion so arrangements can be made for the next long semester or other agreed upon semester.

##### **C.2.3.1.2 Certain Teaching Situations**

###### **C.2.3.1.2.1 Teaching Overloads**

Teaching overloads are discouraged, however, situations arise in which faculty members agree or volunteer for programmatic reasons to teach more than standard full loads for their appointment. These should be limited to no more than one course (< 4 TLCs) per semester. Faculty members cannot be required to teach an overload. A department chair and the faculty member will decide how the overload will be compensated. Refer to [Teaching Load Credit policy](#).

- (a) A faculty member who is assigned a teaching overload will be compensated via supplemental pay at a minimum of \$933.34 per 1 TLC course. Specific details and compensation amount will be agreed upon in a signed contract between the faculty member, department chair, and college dean. Departments or Colleges may compensate at higher rates if a reasonable business basis is articulated.
- (b) It is discouraged, but if the faculty member and department chair agree to an overload as “banked hours” they must agree and sign a contract detailing how and when it will be used in the next three long semesters. Banked hours cannot be redeemed later than three long semesters following the semester in which the overload occurred.

Often opportunities present themselves to faculty and staff to utilize their expertise in situations outside their job. Faculty members receiving release time for

programmatic reasons will not be considered for overload, off-campus teaching assignments. Employees generally can accept extra paying responsibilities if they are temporary, unrelated to their normal duties, and outside their regular work hours. Permission to perform outside employment can be obtained only through submission of the Faculty Outside Employment and Consulting Application and Approval Form. Exempt staff (administrative, professional) such as directors, deans, vice presidents, etc., on twelve-month contracts cannot receive extra compensation for extra assignments such as teaching, etc.

#### **C.2.3.1.3 Teaching Program Development**

Involvement in development of the teaching program by preparation of new course material, new teaching methods, and classroom or laboratory material or major curriculum development may be considered for release time as determined by the chair, academic dean and Provost and Vice President for Academic Affairs, but will not exceed 3 semester credit hours.

#### **C.2.3.2 Administrative Assignments and Other Professional Assignments**

Department Administration. Department chairs receive 6 hours of release time during long semesters and are eligible for 1.5 to 3 months administrator pay during the summer.

Supervision of Graduate Teaching Assistants. See Procedure 12.03.99.K1.

#### **C.2.3.3 Research (See Appendix II)**

See also Section G, Research.

#### **C.2.3.4 Committee Assignments**

Chair, Faculty Senate. The Chair of the Faculty Senate will receive a three hour teaching load reduction each long semester.

Chair, major university or college committee. If the nature of the assignment is such that the demands on the time of the chair will be excessive, a three hour teaching load reduction may be granted during a long semester as determined by the appropriate academic dean and the Provost and Vice President for Academic Affairs.

#### **C.2.3.5 Other Assignments Directly Related to the Teaching Function**

Assignments as approved by the appropriate academic dean and the Provost and Vice President for Academic Affairs. Teaching load reductions will be determined by the nature of the assignment.

### **C.3 Faculty Absence from Class**

#### **C.3.1 Faculty Member Absent from Class**

In the absence of the instructor, the class will be expected to remain no longer than 15 minutes unless the class has been notified that the instructor will be delayed.

#### **C.3.2 Due to Illness**

Anticipated absence from a class or classes due to illness must be reported by the faculty member to the department chair as soon as possible in order that the class or classes can be taught by an equally qualified instructor.

Upon return to work, the faculty member must submit his/her leave through LeaveTraQ. A doctor's certificate, or some other written statement of the facts concerning the illness, must be submitted for absences of more than three working days.

### **C.3.3 For Reasons Other Than Illness**

There are times when it is necessary for an instructor to miss a class either for compelling personal reasons other than illness or because of a need to attend a professional meeting or to serve the University in some other capacity. A "Travel Leave Request Form" should be submitted at least a week in advance in every such case, so that the responsibility for meeting classes can be transferred to an equally qualified faculty replacement. All absences must be approved by the department chair and college dean. The instructor should find a suitable temporary replacement or make appropriate arrangements for the classes missed, which are communicated to the appropriate class or classes and department chair.

If the faculty member expects to receive reimbursement from the University for official travel, the faculty member must obtain prior approval for such reimbursement from the department chair and college dean, in addition to completing the absence form. This request must be made even though no classes are missed. The faculty member must apply for out-of-state travel well in advance of the date of departure. See Section D.10, Travel.

## **C.4 Distance Learning and Instructional Technology**

### **C.4.1 Distance Learning, Off-Campus, and Correspondence Courses**

[Distance Learning and Instructional Technology Webpage](#)

Distance learning and off-campus courses are scheduled through the Center for Distance Learning and Instructional Technology in cooperation with the academic departments. Distance learning courses are offered fully on-line, in a hybrid format using a combination of face to face and on-line delivery methods, and through videoconferencing (TTVN).

Correspondence courses are offered at the freshman and sophomore levels, including many of the required general education courses. Distribution and receipt of course materials is facilitated through the Center for Distance Learning and Instructional Technology. Students have a maximum of one year in which to complete a correspondence course, and no course may be completed in less than 60 days.

### **C.4.2 Guidelines for Distance Learning and Off-Campus Faculty**

1. Compensation - Teaching distance learning or off-campus classes may be a part of a faculty member's regular teaching load. Nine-month faculty can teach overload off-campus courses. Faculty who have been granted "release time" from the normal 12 semester hour teaching assignment do not qualify for an overload. Twelve-month employees generally can accept extra pay responsibilities if they are temporary, unrelated to their normal duties, and outside their regular work hours. However, 12-month nonclassified staff (administrative, professional) such as directors, deans, vice-presidents, etc. cannot receive extra compensation for extra assignments such as teaching, etc.
2. Textbooks and Related Materials – For textbooks, please refer to state law: "Notice Regarding the Availability of Higher Education Textbooks Through Multiple Retailers" Chapter 4 – Rules Applying to All Public Institutions of Higher Education in Texas, Subchapter M.
3. Information concerning distance learning may be accessed at the Distance Learning and Instructional Technology website [Distance Learning and Instructional Technology Webpage](#).



## **C.5 Continuing Education – Non-Credit Programs and Classes**

- C.5.1** The Director of Continuing Education schedules all continuing education noncredit classes and programs. These classes may be taught on campus, in various locations throughout the state, nation, or internationally either face-to-face or on-line.
- C.5.2** Continuing Education Unit or CEU – Ten contact hours equals one CEU in an organized educational experience under responsible sponsorship, capable direction, and qualified instruction and not offered for academic credit.
- C.5.3** Most non-credit programs and classes are self-supporting and do not include academic credit and are not eligible for formula funding.

## **C.6 Commencement Ceremonies**

### **C.6.1 Faculty Participation in Commencement Ceremonies**

Faculty members participating in commencement ceremonies should wear academic regalia. The University expects faculty members to participate in at least one of the graduation exercises of their college per academic year.

## **C.7 Grading of Students**

The instructor in a course bears the full responsibility for grading his or her students. The final grade assigned a student should not be changed unless the instructor finds that he or she has made an error. To change a student's grade, the appropriate form must be picked up at the Office of the Registrar, completed, and approved by the instructor, chair, and college dean before it is returned to the Registrar's Office. Grades should be assigned using professional standards with the basis for establishing grades provided to students at the beginning of the semester or term. The grade of I is assigned whenever the instructor and the student mutually agree to delay the completion of coursework (and thus a final grade) beyond the end of the semester or session. The instructor is required to complete the standard university contract form for each course in which the temporary grade of I has been assigned. This contract must be sent to the Office of the Registrar.

### **C.7.1 Grade Reporting Policy**

Each faculty member is responsible for reporting his or her grades as soon as possible and by no later than the hour and day designated as the deadline at the end of each semester.

### **C.7.2 Grade Posting Policy**

Texas A&M University-Kingsville's grade posting policy conforms to the Family Educational Rights and Privacy Act (FERPA). As a general guideline, students must provide written consent (following the format specified in FERPA) before any institutional records may be released to anyone other than the student. Grades may be posted publicly only by assigning students unique, confidential numbers or codes, and ensuring that such codes or numbers are not alphabetic. Mailing grades via postcards violates Federal law.

### **C.7.3 Grade Change Policy**

A change to a student's grade can be submitted online via Blue and Gold Main Menu (then under "Faculty and Advisors"), and then selecting the "Grade Change Request" option. (Note: A paper Grade Change Request will need to be submitted if teaching a UNIV or NCB course, or if the instructor is no longer teaching at the University. Once completed, the paper form will require approval signatures from the instructor (or chair), chair, and college dean before submitting to the Registrar's Office for processing. The paper form can be picked up at the Javelina Enrollment Services Center, MSUB room 132).

### **C.7.4 Incomplete or "I" Grades**

The grade of "I" is assigned whenever the instructor and the student mutually agree to delay the completion of coursework (and thus a final grade) beyond the end of the semester

or session. The instructor is required to complete the standard university contract form for each course in which the temporary grade of “I” has been assigned. This contract must be sent to the Office of the Registrar who will post the “I” grade. Contact the Office of the Registrar for further information.

## **C.8 Leaves**

### **C.8.1 Leaves with Pay**

#### **C.8.1.1 Sick Leave**

Faculty members accrue sick leave with full pay at the rate of eight hours per month or fraction of a month of employment. Accumulated amounts of sick leave are carried forward from one year to the next. Accumulated sick leave ends on the last day of employment.

Sick leave may be taken when doctor appointments, actual illness, injury, or pregnancy and confinement of the faculty member or his or her immediate family prevent the faculty member from fulfilling his or her duties.

A sick leave pool is available for all benefits-eligible faculty members who have exhausted sick leave and vacation leave because of a catastrophic illness or injury. A catastrophic illness or injury is a severe condition affecting the mental or physical health of the employee, or the employee's immediate family, that requires the services of a licensed practitioner for a period of time in excess of 160 hours. Faculty may donate any amount of sick leave per year to fund the pool.

Leave of absence with pay for faculty members who have exhausted accrued sick leave is granted on an individual basis by the President upon the written request and recommendation of the Provost and Vice President for Academic Affairs.

#### **C.8.1.2 Funeral Leave**

Funeral leave is authorized for faculty members because of the death of a member of their immediate family or the death of a member of their spouse's immediate family. Normally, three days' emergency leave shall be granted. If travel requires more than three days of leave, faculty members may request additional leave.

#### **C.8.1.3 Military Leave**

Faculty members may receive leave for military training purposes of 15 work days annually without loss of pay or sick leave. Eligible faculty must be members of the Reserve Forces of the United States or National Guard of the State of Texas.

As a matter of general policy, employees having appointments of less than twelve months are expected to fulfill their training requirements during the period of nonemployment with the University. If the training period cannot be arranged, a complete statement of the circumstances will be included with the leave request.

See [Texas A&M System Regulation 31.03.06-Military Leave and Service](#) for complete details:

#### **C.8.1.4 Leave for Jury Duty**

Faculty members summoned for jury duty are granted an authorized leave which includes the necessary travel time to and from jury duty.

#### **C.8.1.5 Emergency Leave**

An emergency leave is leave resulting from circumstances over which the faculty member has no control and for which pay may be due. Emergency leave shall be

approved sparingly by the President or appropriate Vice President, in consultation with the faculty member's immediate supervisor and/or department chair. Three days' emergency leave shall be granted in the event of death in the family of the faculty member or spouse. Under unusual circumstances the faculty member may request additional emergency leave.

### **C.8.2 Leaves Without Pay**

Faculty members may request and receive leave without pay, generally for one academic semester, for compelling reasons associated with professional development and/or research activities, or for medical reasons. Extended leaves may be negotiated with the University administration.

Recommendations for such leave are to be made through the appropriate chair and academic dean, and forwarded to the Provost and Vice President for Academic Affairs who makes a final recommendation to the President for approval.

### **C.8.3 Family and Medical Leave**

Eligible employees may be granted up to 12 workweeks of leave during a fiscal year for one or more specified family and medical emergencies. All eligible paid leave must be used before the employee can take unpaid leave.

An eligible employee who takes Family and Medical Leave is entitled to be restored to the same position that the employee held when the leave started, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. For complete details see [Texas A&M System Regulation 31.03.05-Family and Medical Leave](#).

## **C.9 Teaching the Classes of Faculty on Leave**

The University recognizes the difficulty of faculty having to teach the classes of a colleague who is on leave for more than several days. University policy is to hire (when possible) someone to replace the faculty member on leave or ask a colleague to assume the responsibility and provide fair compensation or release time in a following fall or spring semester. ("Fair compensation" is defined as the amount paid for the current continuing education course rate for equivalent hours or appropriate fraction thereof.) If this is not possible, overload teaching salary shall be provided for the persons involved. If the leave extends beyond two weeks, the compensation shall be retroactive to the first day missed. After a faculty member has been absent for two weeks, the dean of the college involved shall analyze the situation carefully in consultation with the department faculty and develop a written plan for distributing the absent faculty member's academic responsibilities.

## **C.10 Faculty Development Leave**

The continuing professional growth of the faculty is essential for the intellectual vitality of a university. Therefore, to assist faculty members in improving performance, the faculty development program will operate according to the guidelines of TAMU-K Rule 12.99.01.K1 and [Texas A&M System Regulation 12.99.01-Faculty Development Leave](#).

## **C.11 Fee Scholarships for Faculty Attending Texas A&M University-Kingsville**

Full-time faculty members who enroll in credit courses at Texas A&M University-Kingsville during the Fall and/or Spring Semesters can obtain a loan for fees. The loan will be forgiven if all criteria are met. For Rule 31.99.01.K1 and the tuition assistance scholarship form, see the following websites: [TAMU-K Employee Tuition Assistance Fee Waiver Form](#)

## **C.12 Annual Faculty Lecture**

Through the cooperation of the administration and the Faculty Senate, the University has established a series of annual faculty lectures, given in the spring and open to the university community. Each year, a faculty committee solicits nominations for the honor and selects the lecturer. The President

of the University provides a \$1,500 honorarium to the selected lecturer and defrays the costs of publicizing the lecture and to hosting a reception for the honoree.

### **C.13 James C. Jernigan Library**

The mission of the Jernigan Library is to support the academic programs and research efforts of the University. The Library's on-line catalog is called OASIS and is available to anyone with Internet access. Please see [Jernigan Library Webpage](#) for further information.

### **C.14 Computing and Information Services Policies and Guidelines**

For policies and guidelines concerning access to and use of the TAMU-K network, email and computing infrastructure generally, please see: [IT Standard Administrative Procedures Webpage](#).

## **D. POLICIES AND PROCEDURES - PROFESSIONAL ISSUES**

### **D.1 Fiscal Regulations and Procedures**

Refer to The Texas A&M University System Policy Office website for information on fiscal policies, regulations, and rules: [Texas A&M System Policy and Regulation Library](#).

### **D.2 Resale of Complimentary Books**

In February 1988 the Ethics Committee of the Faculty Senate presented the following three recommendations to the faculty (1) it is unethical, and usually a breach of contract, to sell books which are requested; (2) it is debatable whether selling any free textbooks is ethical, and such sales adversely affect colleagues who are authors, though presumably benefitting some students elsewhere; and (3) faculty should cooperate with efforts to promote alternatives for redistributions of such books.

### **D.3 Patents, Inventions, and Copyrights**

For specific information on inventions, patents, or copyrights, see The Texas A&M University System Policy Office website: [Texas A&M System Policy and Regulation Library](#).

### **D.4 Granting of Honorary Degrees**

See Rule 11.07.99.K1 and Procedure 11.07.99.K1.01.

### **D.5 Emeritus Status**

A person designated with Emeritus Rank of Texas A&M University-Kingsville is an individual who has made significant contributions to the University through long and distinguished service in administration, teaching, research, and/or service. Activities that will be considered as contributing to distinguished service include important publications, excellent teaching, and notable administrative leadership.

Emeritus titles are granted by action of the Board of Regents on nomination by the President of the University and recommendation of the Chancellor of the System. The designation of "Emeritus" shall be added to the current designation of rank or position of a person after official retirement.

As a general rule, over ten (10) years of employment would be considered long service; however, exceptions can be made in the length of service, if recommended by the President. Persons who have been granted emeritus status may be reappointed for part-time service after official retirement in accordance with system policies and regulations; however, the payroll title for such appointments will be appropriate to the service performed and will not include the term "Emeritus."

[Texas A&M System Regulation 31.08.01-Granting Emeritus Status to Faculty and Staff](#) also applies.

#### **D.5.1 Procedure for Recommending Nominees**

The President of Texas A&M University-Kingsville shall each year appoint a standing Emeritus Rank Committee of seven members, one from each degree-granting college of the University except the College of Arts and Sciences which will have one representative from the arts and one representative from the sciences.

The committee shall meet before November 1 and shall choose a chair. The committee shall call for nominations from the general faculty for emeritus rank. The committee shall be authorized to designate the format and kind of supportive information it will require in making its decisions.

The Emeritus Rank Committee shall publicize the call for nominations through appropriate publications, including the Minutes of the Faculty Senate. Nominations shall close at the end of the last working day of each January.

A majority favorable vote of the committee shall be required for recommendation to the President.

The committee shall forward its recommendations to the President by March 15, in order for the President to present his recommendations to the Board of Regents for action. Recommendations must be accompanied with a one-page summary of the nominee's resume, as well as a detailed resume, along with other supporting materials. Emeritus recognition shall be conferred at a subsequent commencement.

Nominations not recommended by the committee during the year of their receipt will be held on file and considered by the committee in any subsequent year. It is not necessary for the nominator to file another nomination. The file is held by the Office of the President.

#### **D.6 Misconduct in Research**

Misconduct in university research undermines the research enterprise and is harmful to the university community, the research community generally, and the public. Institutions such as Texas A&M University-Kingsville have the responsibility not only to promote a research environment that opposes such misconduct in research but also to establish policies and procedures that deal effectively with allegations or evidence of misconduct. "Research misconduct" includes fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting or reporting research. See [Texas A&M System Regulation 15.99.03- Ethics in Research, Scholarship and Creative Work](#).

#### **D.7 Smoke-Free Environment**

See [Texas A&M University-Kingsville Rule 34.05.99.K1-Smoke-Free Environment](#).

#### **D.8 Soliciting and Accepting Gifts and Grants from Private Sources**

Funds from private sources are critical to the University's commitment to excellence in teaching, research, and service. The Texas A&M University-Kingsville Foundation, Inc. was organized with the sole purpose of supporting the University's mission and programs. It has a 501(c)3 IRS designation enabling it to receive private charitable donations on behalf of the university. Faculty members must coordinate their solicitation of private funds with the President or the Executive Director of the Foundation. Requests for private funds in support of research or other program support requested in the name of the University, rather than the Foundation, must be processed by the Office of Research and Sponsored Programs.

#### **D.9 Alcohol and Illegal Substance Abuse**

See [Texas A&M University-Kingsville Rule 34.02.01.K1-Alcohol and Illegal Substance Abuse](#).

See also [Texas A&M System Policy 34.02-Drug and Alcohol Abuse](#).

See also [Texas A&M System Regulation 34.02.01-Drug and Alcohol Abuse and Rehabilitation Programs](#).

## **D.10 Travel**

### **D.10.1 In-State and Out-of-State Travel**

Travel regulations are set by the Texas Legislature. All in-state, out-of-state, and Washington, D.C. travel go through the Concur System located at <https://sso.tamus.edu>.

### **D.10.2 Foreign Travel**

State policy requires approval of travel by the University President if traveling outside the United States (including Mexico, Canada, and U.S. possession) 30 days prior to the trip. The pre-trip authorization should be completed on the Concur System: [Single Sign On Webpage](#).

Foreign travel by any state employee on state business must benefit the State of Texas.

The State will issue travel warnings of countries that pose a high risk to travelers. Travelers should avoid or consider the risk of travel to such countries. A list is found on Concur ([Single Sign On Webpage](#)) under the “My Concur” tab in the “Welcome to Travel” section. Before traveling to a country that is found on the travel warnings list, contact the Office of Academic Affairs.

For further information about travel, please consult the following: [Travel Office Webpage](#)

## **D.11 Other Rules and Procedures**

Official TAMU-K rules and procedures can be accessed at: [University Rules and Procedures Webpage](#).

## **E. BENEFITS**

### **E.1 Fringe Benefits**

#### **E.1.1 Insurance**

**E.1.1.1** A number of employee insurance options are available to benefits-eligible faculty members including a self-insured preferred provider organization health plan which includes a basic life insurance provision. Benefits-eligibility is defined as employment for at least 4½ months at an appointment of 50% FTE or greater. Beginning the first of the month following 90 days of employment, the A&M System pays part of the cost of health insurance for the employee and his/her eligible dependents.

Optional benefit plans, such as Vision, Dental, Life, Dependent Life, Accidental Death and Dismemberment, Long-term Disability, and Long-term Care are also available.

Detailed information about The Texas A&M University System insurance plans can be obtained by contacting the Human Resources Office or on-line at [HR Benefits Webpage](#).

#### **E.1.1.2 Workers' Compensation Insurance**

The Texas A&M University System Workers' Compensation Insurance Program was created by the 52<sup>nd</sup> Legislature of the State of Texas to provide reasonable

and necessary medical coverage and indemnity payments to employees who sustain injuries or occupational disease while in the course and scope of their employment. Direct administration of the Workers' Compensation Insurance Program is provided by the Director of System Risk Management and Safety who, along with the Manager for Workers' Compensation Insurance, coordinates the program throughout the System and establishes uniform System-wide procedures. Faculty members must report their injuries promptly to their immediate supervisor who should submit an incident report to the Office of Human Resources. Additional information about the Workers' Compensation Program can be found at the following website: [TAMUS Workers' Compensation Webpage](#).

**E.1.1.3 Social Security and Medicare (Old Age, Survivor's and Disability Insurance)**

Faculty members participate in the federal Social Security and Medicare programs.

**E.1.1.4** Single Sign On is a web portal through which TAMUS employees can access and review their insurance benefits information via HRConnect as well as view other personal data and payroll information. Additionally, allowable insurance changes can be made using the iBenefits application also located under [Single Sign On Webpage](#).

**E.1.2 Retirement Programs**

Benefits-eligible faculty members must participate in a retirement program as a condition of employment. Full-time faculty members may elect to participate in an Optional Retirement Program (OR) in lieu of the Teacher Retirement System of Texas. Essentially, TRS is a defined benefit plan while ORP is a defined contribution plan.

Selecting a retirement plan is a crucial decision which demands that the faculty member carefully compare the benefits available under each program. An eligible faculty member has the option to elect the ORP plan during his/her first ninety days of employment. Electing to participate in the ORP is an irrevocable one-time-per-career decision.

State and employee contribution levels are established biennially by the State Legislature.

For more information on the retirement plans, please refer to the following System policies and regulations:

Retirement: [Texas A&M System Policy 31.07-Retirement](#)

Retirement and Employment after Retirement: [Texas A&M System Regulation 31.01.01-Compensation Administration](#)

Teacher Retirement System of Texas: [Texas A&M System Regulation 31.02.08-Retirement Programs](#).

Optional Retirement Program: System Regulation 31.02.09

Additional information on TRS, ORP and other supplemental retirement programs such as tax-deferred annuities (TDA) and deferred compensation plans (DCP) can be found on the [TAMUS Benefits Administration Webpage](#).

Detailed information is also available in the Office of Human Resources.

## **E.2 University-Sponsored Benefits**

### **E.2.1 Enrollment in Classes**

Information about faculty enrollment in classes at the University (Rule 31.99.01.K1) and the tuition assistance scholarship form can be found at the following websites: [TAMU-K Employee Tuition Assistance Fee Wavier Form](#)

### **E.2.2 Resident Tuition**

State law permits the families of faculty members (employed at least half-time on a regular monthly salary basis) from out-of-state to pay Texas resident tuition when registering for courses at the University.

### **E.2.3 Faculty Parking**

Vehicles parked on the University campus must be registered and must display an appropriate University permit. There are designated parking areas available to most faculty members which may be obtained by paying an annual parking fee. The University Police Department is responsible for these services ([TAMUK UPD Webpage](#)).

### **E.2.4 Payroll Payments**

It is recommended that employees choose to electronically deposit their paychecks. The deposit will be available on the first working day of each month. Employees may view or print their payroll advice statements (check stubs) via the web using HRConnect. Electronic deposit requires employee authorization. This may also be accomplished via the HRConnect website (Payroll tab) or by submitting a form available on the Payroll pages of the University website. Printed checks for those not electing direct deposit via ACH will be available in the Payroll Office the same day.

The first salary check of each contract year is dated the first working day of October. Faculty members are paid in nine or twelve monthly installments. Faculty budgeted for nine months may elect twelve monthly installments by completing Extended Pay Plan forms available in the Payroll Office or on the Payroll pages of the University website.

### **E.2.5 Use of University Facilities**

Faculty members and their dependents are eligible to use campus facilities including the James C. Jernigan Library, the Gilbert E. Steinke Physical Education Center, the Student Union Building and the Bookstore. Employees receive a 10% discount on merchandise purchased at the University Bookstore. Faculty identification cards are issued free of charge; spouse and dependent identification cards are issued for a nominal fee.

### **E.2.6 John E. Conner Museum**

Faculty members are urged to visit and to make use of the services of the John E. Conner Museum, one of the finest university museums in the country. The Museum offers a multitude of exhibits, programs and educational resources. Faculty in the disciplines of archeology, anthropology, geology, biology, history and sociology are encouraged to use the Museum for instructional and research purposes.

### **E.2.7 Art Department Gallery**

Several exhibitions per year are presented to the public at the University Gallery, located in the Ben Bailey Art Building. Faculty exhibits, student exhibits, and visiting exhibits both national and international reflect the full range of artistic expression. The Gallery is a showcase of the considerable artistic talent of the South Texas region.

### **E.2.8 The Javelina Alumni Association of Texas A&M University-Kingsville**

Faculty members are encouraged to join the very active Alumni Association which assists the University in recruiting students, obtaining student scholarship funds, and enhancing the University's image and reputation. The Association also funds annual faculty awards for excellence in teaching and in research.



### **E.2.9 Texas A&M University-Kingsville Women's Club**

The University Women's Club extends membership to any woman faculty member, woman administrator, woman contracted staff member, active or retired, and any spouse or hostess of the above mentioned or widow who was eligible at the time of the death of her husband. Honorary membership shall be extended to the wife of any past or present president of the university. The club has two business and three social meetings per year to promote social fellowship within the University circle and interaction between the University and the community.

### **E.2.10 Around Javelina Nation**

Around Javelina Nation is a weekly digest of campus news and announcements, coordinated through the Office of Marketing and Communications. Faculty members are encouraged to send newsworthy items and announcements to the editor for inclusion in this publication and others published by Marketing and Communications. Newsworthy items include faculty presentations or awards, nomination deadlines for academic honors, research projects, student achievements or activities, notices of upcoming events, etc.

## **F. PROFESSIONAL ORGANIZATIONS**

### **F.1 American Association of University Professors**

There have been members of the American Association of University Professors at Texas A&M University-Kingsville since 1945. In May 1972, faculty members of the University organized a local chapter of the AAUP, the nation's largest, most active and prestigious organization representing the interests of faculty. The organization provides advice and service to individual faculty and faculty groups. Liability insurance is available to members. Faculty interested in joining AAUP should contact the national AAUP Office: [AAUP Webpage](#).

### **F.2 Texas Association of College Teachers**

In 1956, faculty members at Texas A&M University-Kingsville created a local chapter of TACT. Through its publications, TACT informs its membership on the current state of higher education in Texas. TACT maintains a lobbyist in Austin to advocate issues of interest to faculty and higher education. Legal protection is provided through TACT's professional liability insurance and its Academic Freedom and Defense Fund. Faculty, administrators, librarians, counselors and research personnel are eligible for membership. Those interested in joining TACT should contact the organization's website: [TACT Webpage](#).

### **F.3 Texas Faculty Association**

The local chapter of the Texas Faculty Association (TFA) was organized on February 11, 1987. In the spring of 1988, the Texas Faculty Association voted to affiliate with TSTA/NEA. The purposes of the organization are as follows: to unite all faculty members and educational professionals into a single organization; to advance the tenure system; to place collegial faculty participation in governance among its highest priorities; to help develop and support appropriate legislation and public policy concerning higher education; to provide forums through publications and meetings for faculty to exchange ideas, develop policies and plan programs; to provide assistance in resolution of grievances through institutional channels and mediation when appropriate and to offer legal services for members; to work cooperatively with teachers in the primary and secondary schools and their associations in recognition that higher education cannot prosper in isolation from the educational system as a whole. Active membership is open to all higher education faculty members, including temporary or part-time faculty, assistant instructors, professional librarians, counselors, researchers, and retired faculty members who have served in any of these capacities in Texas or elsewhere. Those interested in joining TFA should contact the organization's website: [TFA Webpage](#).

## **G. RESEARCH**

### **G.1 Research Goals**

Texas A&M University-Kingsville has the following research goals:

1. To use research and other creative activities as a means to improve the quality of undergraduate and graduate education.
2. To provide an opportunity for faculty members to incorporate teaching with research so that the latest developments and knowledge will be included in their teaching.
3. To provide opportunities and experiences for undergraduate and graduate students by involving them in research activities.
4. To provide a means by which faculty can be on the cutting edge of creativity in both practical and purely intellectual endeavors.
5. To encourage research in areas where emerging technologies have the potential of benefitting the local and national communities.
6. To provide an opportunity for faculty to participate in cooperative research projects collectively with other University faculty and/or other universities and institutions to solve problems more efficiently.
7. To provide faculty with the opportunity to be involved in externally funded programs so as to expand research facilities, add equipment, support faculty seminars and attend faculty development activities.
8. To share the results of research and creative activity with other researchers/scholars/artists and the general public as a means of contributing to the store of human knowledge.

### **G.2 Copyright Ownership**

Students shall own the copyright on their theses or dissertations. Primary authorship on manuscripts derived from a dissertation, thesis or research project must be agreed upon by the mentor and the student prior to submission for publication. Data collected in the process of research shall be the mutual property of all collaborators unless otherwise stated in writing. For policies regarding copyrights and royalties of faculty members' scholarly works, see [Texas A&M System Policy 17.01-Intellectual Property Management and Commercialization](#), paragraphs 2.1.2-2.1.4.

### **G.3 Office of Research and Sponsored Programs**

The Office of Research and Sponsored Programs is responsible for the authorization and the approval of submission of all University proposals for external support for research and sponsored projects from all sources. The office is also responsible for the fiscal oversight of funded projects and programs. Negotiation and acceptance of award on behalf of the university is part of this administrative responsibility. Additionally the office provides the following services to faculty and staff:

- a. Identification and dissemination of potential funding sources for research and institutional programs, currently funded projects, and pending proposals;
- b. Assistance in the development of proposals including budgetary as well as regulatory requirements;
- c. Liaison between the University and various state and federal agencies;

- d. Encouragement and facilitation of cooperative and interdisciplinary research and scholarly activities; and
- e. Administration of University policies and procedures relating to research and sponsored projects.
- f. Requests for matching funds required for submission of proposals should be submitted to the Office of Research and Sponsored Programs once appropriate approvals from the chair and dean have been obtained.
- g. In instances where numbers of proposal submissions are restricted by funding agencies, the Office of Research and Sponsored Programs determines which proposals will be submitted.

#### **G.4 Purchasing Guidelines for Research Projects**

Research staff must become familiar with the Procurement Policies and Procedures of the University. The Procurement Manual is available from the Office of Procurement and General Services and can be found at: [TAMU-K Procurement Procedure Manual Webpage](#).

#### **G.5 Misconduct in Research**

See Section D.6.

### **H. STUDENT-RELATED ACADEMIC POLICIES**

#### **H.1 Student Academic Rights and Responsibilities**

Faculty are expected to know and follow the Student Academic Rights and Privileges. Please refer to the current *Student Handbook* for all student-related topics at [Student Handbook Webpage](#).

##### **H.1.1 Expressive Activity on Campus**

The University support freedom of expression as outlined in Policy 08.99.99.K1 Expressive Activity on Campus <https://www.tamuk.edu/policy/files/pdf/08-99-99-K1.pdf>

#### **H.2 Class Attendance Policy**

Regular, punctual class attendance is important in attaining the educational objectives of the University. Each faculty member should formulate an attendance policy consistent with University regulations in class syllabi and explain the policy in detail to the class at the beginning of the semester. Each faculty member is encouraged to keep a current attendance record on all students.

The University defines certain types of absences as "official" or "excused" absences (see H.3 for a list of "official" or "excused" absences). For official or excused absences, it is the student's responsibility to inform the instructor with documentation from the appropriate authority. A student wishing to be excused for any other reason must obtain the approval of each instructor concerned.

A student will not be penalized for official or excused absences. If a student's absence is excused, it is incumbent on the student to make arrangements to complete missed assignments, while the instructor must either provide the student an opportunity to make up quiz, exam or other work that contributes to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. Faculty members should not place any undue burden nor additional requirements on students beyond providing documentation of the absence (such as requiring this document as specified number of days before the absence). If a student is absent for any other reason, each faculty member concerned will determine whether or not the student will be permitted to make up the written work missed during the absence.

Students who persist in being absent from class without satisfactory explanation to their instructors may be dropped from the course regardless of whether or not they are passing. Faculty members who wish to have such a student dropped from their class must fill out the appropriate form and submit it to the Registrar's Office through appropriate channels.

### **H.3 Student Absences**

#### **H.3.1 Illness or Death in the Family**

A student with an excused absence due to an illness, confining illness, serious illness, or death in the family should present justification for the absence to each faculty member concerned. The Office of the Dean of Students provides notification to faculty about student absences due to illness or other urgent circumstances, upon the student's request.

#### **H.3.2 Student Absences on Religious Holy Days**

A student who is absent from classes to observe a religious holy day will be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time before or after the absence. The student should notify each faculty member of this proposed absence as early in the semester as possible. The instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence.

#### **H.3.3 Student Field Trips and Other Official Off-Campus Trips**

Class field trips, when carefully planned, often have significant value; however, the value of such trips must be weighed not only against that of the faculty member's own class to be missed, but also against that of all the other classes which students will miss.

Field trips not involving class absences, especially those scheduled on Saturdays and holidays and for short distances, may be planned on short notice. They should, however, be approved by the department chair or dean of the college.

Field trips involving class absences should be justified by (1) identifying the value which cannot be obtained by some other means and (2) relating this value to the objectives of a specific course. If a field trip involving class absences is considered indispensable, it should be carefully planned, approved by the chair and college dean, and scheduled well in advance of the trip date.

Trips by student performers and contestants, such as band, athletic teams, and debaters officially representing the University, are scheduled by coaches and faculty sponsors. Trip sponsors are responsible for compiling travel lists and providing official documentation to students. Students are responsible for providing the documentation to faculty members and make arrangements for missed assignments. Documentation should be provided at least one week prior to departure or, if that is not feasible, at the time the departure plans are finalized. Student teachers cannot be excused to represent the University on official trips unless complete satisfactory arrangements are made well in advance with the Dean of the College of Education and Human Performance.

All travel involving students must comply with established University guidelines regarding planning, mode of travel, safety requirements, and advance completion of travel forms including liability waivers for the individuals traveling. The travel guidelines apply to any student who travels more than 25 miles from campus to an activity or event that is organized or sponsored by the University, funded by the University, using a vehicle owned or leased by the University; or travel required by a student organization registered at the University. These provisions apply to faculty, staff, and students who engage in transporting students off campus on any University business or related travel activities. Information about Travel Procedures and the forms can be found at [Dean of Students](#)

[Travel Procedure.](#)

**H.4 Academic Misconduct**

Please refer to the *Student Handbook* at [Student Handbook Webpage](#).

**H.5 Study Day and Study Week**

To support the learning environment, the University will adhere to a one school-day period of student study before the first scheduled final examinations each long semester. During this time, no required quizzes, tests or examinations (except make-up tests and/or final examinations for graduating seniors) shall be administered. The day before final examinations are scheduled to begin will be designated as Study Day. No classes will be held on this day to allow preparation time for students and faculty. Scheduling of other University events or functions that involve students is discouraged and should be limited during this period.

**Study Week: Partial Week of Classes before Study Day**

During the partial week of classes leading up to Study Day, no comprehensive tests (known as a “Final”) will be administered to students, except under special circumstances (e.g. graduating seniors). Faculty should refrain from administering required tests, quizzes, or examinations during this time, and instead, consider including any such material part of the Final Exam given during Finals Week. Presentations, projects, and papers may be turned in during the partial week of classes.

**H.6 Grade Point Average**

The minimum grade point requirement for students who are considered to be making satisfactory academic progress is a 2.0 overall grade point average and is the GPA required for graduation, unless a specific program requires a higher GPA. All transfer students must have a cumulative 2.0 GPA to transfer into A&M-Kingsville. For further information, please refer to the current *Undergraduate or Graduate Catalog*.

**H.7 Repetition of a Course**

If a student repeats a course that may not be taken for additional credit, it is the policy of the university to count as part of a student's cumulative grade point average only the last grade received in the course, whether passing or failing, other than a grade of Q. The previous course grade will be excluded

**H.8 Adds, Drops, and Withdrawals**

Please refer to the current *Undergraduate Catalog*.

**H.9 Student Advisement and Counseling**

In addition to advising and counseling one's own students during regular office hours, a faculty member may be asked by the department chair or college dean to advise and counsel students during registration and at other times during the academic year. These duties may include assisting students in effective career planning, in recommending academic programs best suited to career and life goals, in developing degree plans, and in aiding students to seek employment and worthwhile career opportunities.

**H.10 Degree Planning**

Degree plans are prepared by the student's academic advisor. They should be made no later than the student's junior year. Any substitution of one required course for another must be approved, in writing, by the chair of the student's major department and by the dean of the student's college. An official substitution permit should be completed prior to the student's taking any course in lieu of the one appearing on his or her degree plan or listed in the curriculum in the Catalog. Substitution

permit forms are obtained in the offices of the college deans. Any waiving or reduction of Catalog prerequisites must be approved, in writing, by the chair of the department offering the course, the dean of the college offering the course, and the dean of the student's college. Special forms to request a waiver of prerequisites are available in the offices of the college deans.

### **H.11 Sponsorship of Student Organizations**

Each of the student organizations currently registered on campus must have at least one faculty sponsor. Faculty members are urged to participate in organizations which contribute to the growth and development of students.

The Student Activities Office oversees all campus student organizations. Further information can be found at [Student Organizations Webpage](#).

State law mandates that all faculty advisors for student organizations complete a risk management training session on advising. Faculty advisors will be notified of these sessions as they are scheduled.

### **H.12 Classroom Emergencies**

In the case of an accident or illness within the classroom or laboratory setting, faculty members should immediately contact the University Police Department for assistance. In the event of a life-threatening situation, faculty members should dial 911 (9-911 if a campus phone) and then notify the University Police Department at Extension 2611.

### **H.13 Assistantships, Graduate Fellowships, and Scholarships**

See Section B.2.4 for information regarding graduate assistantships. For graduate fellowships and scholarships, graduate students should be enrolled for a minimum of nine (9) graduate semester credit hours during the long terms and should take at least six (6) graduate semester credit hours during the summer.

## **I. FACULTY REFERENCE GUIDE TO STUDENT SERVICES**

In order to advise students more effectively and to assist students with special needs or problems, faculty members are encouraged to familiarize themselves with the wide range of student services available. Additional information on these services is found in the current *Undergraduate Catalog* and the current *Student Handbook*.

### **I.1 Student Health and Wellness**

Student Health and Wellness is located in the Student Health Center and serves the physical needs, emotional needs, and special academic needs of Texas A&M University-Kingsville students. Special emphasis is placed on preventive services and lifestyle management encouraging students to lead healthy and emotionally fulfilling lives. Student Health and Wellness consists of four programs:

#### **I.1.1 Health Care Clinic**

The Student Health Care Clinic provides care for minor medical situations and related problems to students enrolled at Texas A&M-Kingsville while classes are in session. All registered students pay a health service fee. Most services are covered under the health service fee. Additional lab services are minimal. Students are responsible for any financial obligations stemming from referral to a private physician's office, lab tests, x-ray, or hospital. Health services are not intended to be construed as health insurance. A student health insurance policy is available.

#### **I.1.2 Wellness Program**

The general goals of the Wellness Program at Texas A&M-Kingsville are to assess present health status and practices, to educate and counsel, and to provide opportunities for individuals to participate and experience positive lifestyle practices. Opportunities provided include fitness competitions, activity classes, health fairs, alcohol and other drug

education, prevention and intervention, organization membership in peer education programs. Personal development workshops are also offered through the “Don’t Cancel Class” program. A “Healthy Javelina” program is also available for those interested in nutrition, fitness, and stress management classes.

### **I.1.3 Personal and Career Counseling**

Challenge, frustration, growth, and change are all a part of the college experience. Professional staff trained to counsel in personal, educational, and life-decision concerns are readily available to Texas A&M-Kingsville students. All services, with the exception of specialized tests, are free. All testing and counseling sessions are confidential to the limits provided by the law, and no information can be released within or outside the university without the individual’s consent. Services provided include: individual counseling, group counseling, career counseling, crisis intervention, consultation, and outreach.

### **I.1.4 Disability Resource Center (DRC)**

DRC assesses students with temporary or permanent disabilities as per Section 504 of the Americans with Disabilities Act. Services provided include but are not limited to: (1) academic accommodations including letters to faculty informing them of student accommodations, test accommodations, note-taking services, interpreter services and counseling; (2) provision of accessible dormitories and apartments with the assistance of campus housing. Federal law defines disability as “any mental or physical condition that substantially limits an individual’s ability to perform one or more of major life activities” including: physical disabilities, learning disabilities, neurological impairments, chronic or temporary health problems, visual or hearing impairments, communication disorders, and psychological disabilities.

## **I.2 Financial Aid Office**

The Financial Aid Office helps students obtain financial assistance through a variety of federal, state, and private sources. Students may apply for scholarships, grants, loans, and part-time employment.

## **I.3 Career Services**

The Career Services Center exists to provide career counseling and assistance to students and alumni in planning careers and securing employment. The Center is designed to provide a diverse student population with a variety of information and assistance to achieve their professional goals. Students seeking part-time off-campus employment, cooperative education work experiences, summer internships, or full-time graduate employment should register with Career Services via the website. Career/job fairs, on-campus interviewing, employment skills workshops, and career counseling are scheduled through this office.

## **I.4 Office of Student Activities**

This office provides ongoing leadership training programs for student officers and potential campus leaders; advises the Student Government Association; gives students experience in cooperative decision making; coordinates Family Day, Orientation, Homecoming, and other special University programs; supervises the campus Greek system; and coordinates all recognized student organizations.

## **I.5 Orientation Programs**

Every summer, several pre-entry orientation programs (Hoggie Days) are offered to incoming students to acquaint them and their parents with the programs and services available at Texas A&M University-Kingsville. During the two-day programs, the participants tour the campus, meet their prospective deans and other university personnel, obtain academic counseling, and register for courses. Also, at the beginning of each semester, new student orientation programs (Javelina

Welcome) are conducted for incoming freshmen and transfer students to help them become acquainted with each other, build traditions, familiarize them with the University and its policies, and provide them with information that will enhance their academic and social opportunities. The Office of Admission and Orientation is responsible for these programs.

## **I.6 University Police**

The University Police Department provides assistance during all emergencies and is responsible for regulating traffic and parking, providing information to visitors, and issuing visitors' parking permits. Vehicles parked on the University campus must be registered and display an appropriate University parking permit. More detailed information regarding University parking and traffic regulations may be found in a brochure available at the University Police Department or at [TAMU-K Campus Map, Parking Rules & Regulations Webpage](#). The department maintains a Lost and Found section as well.

## **I.7 University Bookstore**

The University Bookstore sells textbooks (new and used) and supplies needed for course work. The Bookstore also stocks personal items, souvenirs, greeting cards, general merchandise, books for pleasure reading, and reference books. In addition, the Bookstore provides a textbook reservation program, processes special orders, and buys back used textbooks at the end of each semester. Bookstore hours are posted, with extended evening and Saturday hours at the beginning of each semester.

## **I.8 Student Government Association**

The Student Government Association (SGA) is the governing body for students at Texas A&M University-Kingsville. The association is funded by student fees to conduct its affairs on a yearly basis. The association plays an active role in campus affairs and makes recommendations to the administration for the improvement of student life. The weekly meetings are open to the public and provide an opportunity for discussion for student problems, establish goals and priorities for its various committees, and promote the implementation of policies that lead to the improvement of university life. The President of SGA works with the administration in appointing students to key university committees.

## **I.9 Student Newspaper**

*The South Texan* covers campus and college community news of interest to students and faculty and is distributed weekly during long semesters. Volunteers from the student body contribute news, features, and letters to the editor. Many official announcements and articles of interest appear in *The South Texan*. Students may also read *The South Texan* on-line at the website listed above. The website is updated weekly throughout the year.

## **I.10 Radio and Television Stations**

KTAI-FM 91.1 and TAMU-K TV-2 are operated under the auspices of the Radio and Television unit of the Communications and Theatre Arts Department. Radio/television majors and others are trained in audio and video production and editing. Students earn credit while operating KTAI as on-air disk jockeys and participating in live remote productions as well. Among its many promotions, KTAI, also known as 91.1 The One, promotes a variety of events on campus and broadcasts athletic events. TAMU-K TV-2 offers opportunities for students to design, write, produce, direct, and air local news, talk, information and educational television shows.

## **I.11 Campus Recreation and Fitness**

Department of Campus Recreation and Fitness is housed in the 33,000 square foot Student Recreation Center (SRC). The SRC provides opportunities for TAMU-K students to partake in indoor recreational, intramural sports, and fitness activities. The SRC includes two full size



multipurpose basketball courts, a 6,100 square foot cardio fitness and free weight room, and a 1/8 mile elevated indoor jogging track. The SRC is available to all full-time students with a validated TAMU-K ID. Faculty and staff membership will be available on a semester and annual basis for a fee.

**I.12 Special Programs**

The purpose of the Department of Special Programs is to promote the completion of high school, the pursuit of college, and the acquisition of higher education degrees for first generation and low income students. For further information, refer to the above website.

**I.13 Testing Services**

Students and prospective students are eligible for testing services, including TOEFL, CLEP, LSAT, and many other offerings of standardized academic tests. In addition, Testing Services provides proctored testing for students of on-line or traditional courses as requested or required by course instructors.

## **APPENDICES**

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## APPENDIX I

### CONSTITUTION OF THE GENERAL FACULTY OF TEXAS A&M UNIVERSITY-KINGSVILLE

#### Article I. THE GENERAL FACULTY

The General Faculty, subject to the laws of the State of Texas and the general policies of the Board of Regents of The Texas A&M University System, shall have the responsibility for the overall educational policies of the University.

- Section 1. (a) The General Faculty shall consist of all full-time personnel of the academic rank of Lecturer and above and full-time professional library personnel with faculty status. In the case of questioned status under this provision, the decision of the Faculty Senate shall be final.
- (b) Full-time faculty members and professional library personnel not meeting the criteria for membership in the General Faculty given in Article 1, Section 1, shall have the privilege of participating in faculty deliberations exclusive of the voting rights herein specified.
- Section 2. All General Faculty members at Texas A&M University-Kingsville shall be eligible to vote in
- (a) elections of their representatives to the Faculty Senate,
- (b) referendums, and
- (c) General Faculty meetings.
- Section 3. There shall be at least one General Faculty meeting per year that is arranged by the President of the University.
- Section 4. Additional General Faculty meetings may be called by
- (a) the President or the Provost of the University, or
- (b) the Faculty Senate, either on its own initiative or upon Faculty Senate approval of a written petition of fifteen members of the General Faculty.
- Section 5. The President of the University shall preside at General Faculty meetings, or, in his or her absence, the Provost, the President of the Faculty Senate, or the Senior Dean of a College, in that order. Seniority among the Deans of the Colleges shall be determined by date of appointment to the Texas A&M University-Kingsville faculty. The Secretary of the Faculty Senate shall serve as Secretary of the General Faculty.
- Section 6. The latest edition of *Robert's Rules of Order* shall govern the conduct of General Faculty meetings. However, failure to follow such procedure shall not be grounds for contesting any decision made at such meetings unless the breach of procedure was challenged at the time of occurrence.

- Section 7. Voting in any General Faculty meeting shall be by show of hands or, if called for by a faculty member and favorably voted by the members present, a roll-call vote or secret written ballot.
- Section 8. The President of the University, or a representative of the Office of the President, shall be requested to report to the General Faculty meeting regarding his or her implementation of Faculty Senate recommendations.

**Article II. THE FACULTY SENATE MEMBERSHIP AND MEETINGS**

The Faculty Senate shall serve as an advisory body to the President of the University in matters concerning the University. The Faculty Senate is the faculty's elected representative body for university-wide participation in the governance of Texas A&M University-Kingsville. Under most circumstances, the President of the University should concur with the Faculty Senate's advice and recommendations on matters where the faculty has primary responsibility, subject to the laws of the State of Texas and the general policies of the Board of Regents of The Texas A&M University System.

**Membership**

- Section 1. (a) The Faculty Senate will be constituted in the following manner. Each Department/Academic Unit will be represented by a minimum of one Senator. The number of Senators per Department/Academic Unit will be apportioned by the number of General Faculty in the Department/Academic Unit divided by the total number of General Faculty times the number of Departments/Academic Units rounded to the nearest whole number. Senators-at-large will be apportioned across each College based on the following formula, rounded to the nearest whole number: The number of General Faculty in each College divided by the total number of General Faculty times ten. No Department/Academic Unit may have more than one Senator-at-large.
- (b) The apportionment of Senators shall be determined by the Faculty Senate Election Committee.
- (c) The President, Provost, and College Deans shall be *Ex-Officio* members of the Faculty Senate with voice but no vote.
- (d) If an *Ex-Officio* member is unable to attend the Faculty Senate Meeting, a representative may attend in his or her stead.
- Section 2. (a) All members of the General Faculty are eligible to serve as members of the Faculty Senate, excluding *Ex-Officio* members as mentioned in Article II, Section 1 (c).
- (b) Senators-at-large from each eligible College shall be elected by the General Faculty of that College.
- (c) Senators from each Department/Academic Unit shall be elected by the General Faculty of that Department/Unit.
- Section 3. Senators will be elected by plurality by secret ballot. Procedures for electing Senators shall be: The Department Chair, Unit Dean or Director, or College Dean shall have their respective ballots prepared and distributed to all eligible voters. Ballots shall be signed in a manner that provides for the removal of signatures without damage to the ballot. The ballots shall be sent to the Faculty Senate Election Committee. In the presence of at least three witnesses, the Faculty Senate Election Committee shall check the ballots for

eligibility of voters, remove signatures, and count the ballots. The time and place of the vote count shall be publicized so any General Faculty member can witness the count. If a tie occurs, the position shall be determined from among those tied candidates by lot.

The Election Committee shall record votes. The tally of votes for each candidate shall be forwarded to the Faculty Senate office and remain on file. The voting record shall become the basis for eligibility to fill Senate vacancies.

- Section 4.
- (a) Apportionment of Senators shall occur on an annual basis in early November using the Provost's report on the number of faculty.
  - (b) Election of Department/Unit Senators shall take place during early February.
  - (c) Election of Senators-at-large shall take place during early March.
  - (d) Terms of out-going Senators shall expire at the conclusion of Old Business at the regular April meeting. Newly elected Senators shall take office at the initiation of New Business at this meeting.

Section 5. A vacancy among Senators shall be filled by special election in the affected College or Department/Unit. Senators filling unexpired terms shall serve only the balance of the unexpired term.

- Section 6.
- (a) The Senators of the Faculty Senate shall serve for two years.
  - (b) The terms of Senators shall be staggered.
  - (c) No Senator shall serve for more than two consecutive terms.
  - (d) No Senator may serve more than four years of any six-year period.

Section 7. Officers of the Faculty Senate shall be:

- 1. President,
  - 2. President-Elect (who will serve as the following year's President),
  - 3. Secretary (who will serve as Secretary to the General Faculty), and
  - 4. Parliamentarian.
- (a) All officers of the Faculty Senate shall be elected by the Faculty Senate by secret ballot from among its members.
  - (b) Upon the Senate President's assuming office, the Senate seat the President held shall be declared vacant and shall be filled for the duration of the President's term by the procedures set forth in Article II, Section 5. The President shall be ineligible for re-election to the Senate until a year after leaving office as President. The President shall be ineligible to serve two consecutive terms as President.
  - (c) The Senate President shall be granted 25 percent reassigned time per semester. In addition, the Senate President may choose to assign a weight of zero percent to both Categories II (Research and Scholarly Activity) and III (Professional Growth and Activities) of the Annual Evaluation of Faculty for those evaluation years that overlap the year of service as President of the Faculty Senate.

- Section 8. (a) The Faculty Senate shall hold a regular meeting each month of the academic year. The General Faculty shall be notified of the date, hour, place of the meeting, and agenda, including full text of resolutions, at least one calendar week in advance of each monthly meeting.
- (b) Special meetings of the Faculty Senate may be called by the President of the University, by decision of the Faculty Senate at a previous meeting, by the President of the Faculty Senate, or by petition signed by five members of the Faculty Senate and presented to the President of the Faculty Senate. The General Faculty shall be notified of special meetings at least one week prior to such meetings.
- (c) The rules contained in the latest edition of *Robert's Rules of Order* shall govern the Faculty Senate in all cases to which they are consistent with By-laws and any special rules of order the Faculty Senate may adopt.
- (d) An interpretation of the Constitution and its By-laws by a simple majority of Senators, present and voting, supersedes an interpretation by the Senate President and the Parliamentarian.
- Section 9. A quorum shall consist of 3/5 of Senators, rounding fractions to the nearest whole number.
- Section 10. (a) Each Senator shall have one vote.
- (b) There shall be a quorum call before each vote on any Resolution and on Amendments to the Constitution or By-laws.
- Section 11. The Faculty Senate shall make any By-laws it deems necessary to facilitate transactions of its business as long as such By-laws are consistent with the provisions of the Constitution and approved at two successive meetings by a two-thirds (2/3) majority of Senators present and voting.
- Section 12. The Faculty Senate shall consider any resolutions forwarded by the Resolution and By-laws Committee. To be adopted, the resolution must be read and approved at two successive meetings by majority vote of Senators present and voting.
- Section 13. A Faculty Senate seat shall be declared vacant upon a Senator's three successive absences or seven total absences at regular meetings during a two-year term.
- Section 14. (a) Minutes taken by the Faculty Senate must be available to the General Faculty on the Faculty Senate website once approved by the Senate. Such action shall be considered as approved by the General Faculty unless letters from fifteen percent of the General Faculty stating reasons for the objection to a given action of the Faculty Senate are received by the Secretary of the Faculty Senate within ten working days of the publication of the minutes.
- (b) Any item of action by the Faculty Senate that receives the objection in writing by fifteen percent of the General Faculty shall be submitted to the Faculty Senate for a called General Faculty meeting.
- (c) A report of action by the Faculty Senate shall be forwarded by the President of the Faculty Senate to the President of the University on a regular and systematic basis.

- (d) Any action of the General Faculty or the Faculty Senate shall be approved or vetoed by the President of the University within sixty days of receipt of formal notification of the action by the Office of the President. If the action of the General Faculty or the Faculty Senate is such that the President of the University requires more than sixty days to approve or veto, the President of the University shall so inform the General Faculty through the President of the Faculty Senate. In case of a veto, the President of the University shall give his or her reasons for the veto. Any matter to which the President of the University has not responded within sixty days of receipt of formal notification of the action shall be included on the agenda of the next Faculty Senate meeting.
  - (e) For the last official meeting of the current Faculty Senate, the Secretary of the Faculty Senate shall compile and distribute to the Faculty Senate members a list of resolutions passed, committee reports adopted and/or accepted, and the status of each with regard to the University President's action on such matters as of that date.
- Section 15. The Faculty Senate shall give an annual report to the General Faculty and members of the Board of Regents by the first week of the fall semester of each year. The report shall cover the period of the previous Faculty Senate year, which begins and ends with the adjournments of consecutive April meetings, and its preparation shall be the responsibility of the previous year's Faculty Senate President. If he or she is unable or unwilling to do so, the previous year's Secretary, with the help of the previous year's Executive Committee, shall assume this responsibility.
- Section 16. The Faculty Senate shall serve as an advisory body to the President of the University in matters concerning the University.
- Section 17. The Faculty Senate may consider subjects of interest to the University and make recommendations to the President of the University.
- Section 18.
- (a) The Faculty Senate shall consider any matter of University interest that the President of the University places before it.
  - (b) The Faculty Senate may request information from any member of the University Community and invite any such person for consultation and advice.
  - (c) The Faculty Senate shall give consideration to any written recommendation submitted by fifteen voting members of the General Faculty. If these recommendations pertain to matters which are relevant to the Resolutions and By-laws Committee, then the written recommendations shall be forwarded to this committee for deliberation before any other further action is taken.
- Section 19. The responsibility of the Faculty Senate is to participate in establishing curricula, setting standards of instruction, determining requirements for degrees, and in general determining the educational policies of the University.
- Section 20. The responsibility of the Faculty Senate is to share in the consideration of principles governing faculty salaries, faculty salary raises, tenure, promotions, appointments, dismissals of faculty members, leaves, work loads, retirement, and all matters affecting the welfare of the faculty.
- Section 21. The responsibility of the Faculty Senate is to share in the consideration of principles governing such student affairs as orientation and guidance, financial aids and scholarship, extracurricular activities, standards of behavior, student housing, and student rights.

Section 22. The responsibility of the Faculty Senate is to participate in the consideration of principles governing official University publications.

Section 23. The Faculty Senate recognizes the special competencies of the several Departments and Colleges of the University in matters pertaining to their respective disciplines; however, the Faculty Senate reserves the right to review any actions of these administrative units which affect the University as a whole and to make recommendations concerning them to the President of the University.

### **Article III. THE FACULTY SENATE COMMITTEES**

The Faculty Senate shall have the authority to create Standing and Special Committees. All committee reports to be considered by the Faculty Senate shall be distributed to Faculty Senate members no later than one calendar week prior to the Faculty Senate meeting at which the report is to be considered by the Faculty Senate.

Section 1. (a) The Faculty Senate shall have an Executive Committee.

(b) The Faculty Senate Executive Committee shall consist of the Senate President, President-Elect, Parliamentarian, Secretary of the Faculty Senate, and five additional Senators, one from each of the following Colleges: Agriculture, and Human Sciences, Arts and Sciences, Business Administration, Education, and Engineering.

(c) At its first meeting in April, the new Faculty Senate shall elect, by secret ballot, the President-Elect, Parliamentarian, Secretary of the Faculty Senate, and the five additional Senators.

(d) A quorum call shall occur before the election of the Executive Committee.

Section 2. The Executive Committee shall:

(a) act for the Faculty Senate during the summer months when the Faculty Senate does not normally convene,

(b) notify all Senators at least one week in advance of Executive Committee meetings to allow them to attend if they so desire,

(c) make the agenda for Faculty Senate meetings, and

(d) report actions to the Faculty Senate at its next regular meeting.

Section 3. (a) The Faculty Senate shall elect a Committee on Committees.

(b) The Committee on Committees shall:

(1) consist of a minimum of seven members with representation from each undergraduate College and the Library,

(2) appoint members to all Senate Committees (see list of Faculty Senate standing committees on Faculty Senate website),

(3) issue the notices of appointment that shall include definitions of the duties and authority of the respective committees, and



- (4) to ensure that any annual and/or special reports from such committees are submitted to the Faculty Senate.
- Section 4.
- (a) The Faculty Senate shall elect an Election Committee.
  - (b) The Election Committee shall consist of five Senators elected by secret ballot. No more than one Senator shall be from any one Department/Academic Unit.
  - (c) The Election Committee shall:
    - (1) establish a timetable and guidelines for Senate elections,
    - (2) conduct the apportionment of Senators,
    - (3) keep lists of faculty eligible to be Senators and eligible to vote as General Faculty, and
  - (4) ensure that the ballots are prepared in advance of the elections.
  - (5) ensure validity of election: The Faculty Senate Election Committee is responsible for ensuring that all elections are fair and valid. Concerns about the validity of a Senate election should be directed to the Faculty Senate Election Committee. When the validity of a department or Library election is challenged, the Faculty Senate Election Committee shall decide whether the election results should stand or be invalidated.
- Section 5.
- (a) The Faculty Senate shall elect a Resolutions and By-laws Committee.
  - (b) The Resolutions and By-laws Committee shall consist of six Senators elected by secret ballot. No more than one Senator shall be from any one College or the Library.
  - (c) It shall be the duty of the Resolutions and By-laws Committee to ensure that resolutions, position papers, amendments, and similar proposals to the Faculty Senate, which seek to establish policy or action, are made appropriate to and ready for consideration by the Senate. The Committee shall not process proposals submitted from the floor of the Senate as new business.
  - (d) The Resolutions and By-laws Committee shall act on all proposals submitted to it. Its functions shall include:
    - (1) returning to the originators with appropriate explanations those proposals which lack clarity or are duplicative, non-substantive, poorly formulated, or inconsistent with the Faculty Senate Constitution or By-laws,
    - (2) referring to proper committees or officials of the University those proposals appropriate for their action or for preliminary processing or study prior to submission to the Senate,
    - (3) clarifying, consolidating, and coordinating those proposals wherein potential confusion or duplication exists, and
    - (4) presenting to the Executive Committee, at least one week in advance of the next Senate meeting, those proposals which are appropriate to and ready for action by the Senate, in order to be included on the agenda, and

- (5) reporting to the originator the disposition of any proposal that is not presented to the Senate for action.
- (e) The Resolutions and By-laws Committee shall establish guidelines for submission of proposed actions, resolutions, and amendments, and establish timetables for consideration of such proposals.
- (f) After 30 days of inaction by the Resolutions and By-laws Committee, proposals shall be forwarded to the Senate Executive Committee, including reasons for such inaction.

**Article IV. CONSTITUTIONAL AMENDMENTS, RATIFICATION AND REVIEWS**

Section 1. Amendments to this Constitution may be proposed by:

- (a) The Faculty Senate by a two-thirds (2/3) majority of those present and voting at two successive meetings.
- (b) Petition of fifteen members of the General Faculty to the Faculty Senate subject to a favorable vote of a two-thirds (2/3) majority of those present and voting at two successive meetings.
- (c) Petition by twenty percent of the General Faculty submitted to the Faculty Senate to place the initiative on a ballot for a vote by the General Faculty.
- (d) Given the large number of General Faculty who are absent in the summer, no amendment or petition for an amendment to this Constitution or the By-laws can be considered between the regular April meeting of the Faculty Senate and the regular September meeting.

Section 2. The ratification procedure for amendments to the Constitution shall be as follows. When Article IV, Section 1, paragraph (a), (b), or (c) has been met, the General Faculty shall be sent a copy of the amendment(s) by electronic means and a hard copy sent to each Department/Academic Unit. Within thirty days of receipt of the electronic copy, all Departments/Academic Units will call a meeting to vote upon the ratification of the amendment(s) by a special ballot prepared by the Faculty Senate. All ballots will be returned to the Chair of the Election Committee by the date specified. In the presence of a quorum of the Election Committee and at least three independent witnesses, the ballots shall be tallied. The time and place of the vote count shall be publicized at least twenty-four hours in advance so that any member of the General Faculty who wishes may witness this process. If a two-thirds (2/3) majority of the eligible General Faculty voting approves the amendment, it shall be ratified. Blank or unmarked ballots will not be counted in the total.

## APPENDIX II

### \*DEFINITION OF RESEARCH AND APPROPRIATE SCHOLARLY ACTIVITY AT TAMU-K

The following definitions apply to the faculty as a whole and are based upon three premises: First is the premise that every faculty member must be intellectually lively. Second, the faculty should be continuously engaged in scholarship and professional development. Third, the faculty must participate in the process of documenting and proving the intellectual vigor of their scholarship and professional development.

For the purposes of this definition, scholarship is defined to include four types of intellectual activity. They are: (1) the scholarship of discovery, (2) the scholarship of application, (3) the scholarship of teaching, and (4) the scholarship of integration. These four types of scholarship are to be equally recognized, accepted, and respected, and the overall performance of each faculty member is to be carefully assessed and held to a high standard of excellence. Further discussion of these areas is found below.

### RESEARCH

#### Scholarship of Discovery

Discovery and creativity both have the important aspect of originality. Both are forms of scholarly work that match most closely with the usual image of “basic research.” Any piece of such original work represents a mixture of both, although the proportions can vary substantially. Many disciplines prefer a term other than “research” to specifically denote the work of this type that is normally done in their fields.

In detail, the nature of what constitutes discovery or creativity is discipline-specific. Each discipline in an institution of higher education can identify appropriate scholarly or professional activities for its academic area, in keeping with established standards that would satisfy peers in the discipline.

#### Scholarship of Application

The scholarship of application will encourage the faculty to direct research to practical activities in their fields.

The scholarship of application moves toward the active engagement of the scholar. It focuses on the responsible application of knowledge to consequential problems, and requires intellectual creativity and critical thinking in analyzing those problems. This type of research is also referred to as applied research

\*Note: The definitions of scholarship used in this appendix are derived from Scholarship Reconsidered by Ernest L. Boyer, The Carnegie Foundation for the Advancement of Teaching, 1990. and/or development. The scholarship of application must be tied directly to one’s field of knowledge and relate to and flow directly out of creative professional activity. The engagement in applied research and/or development may take the form of contract research, consultation, technical assistance, policy analysis, or program evaluation.

### SCHOLARLY ACTIVITIES

#### Scholarship of Teaching

The scholarship of teaching starts with what the teacher knows - teachers must be widely read and engaged in their fields; but teaching is consequential only when knowledge is conveyed and can be understood, internalized, and acted upon. The scholarship of teaching has to do with understanding how students learn in different fields. Being a good teacher means more than knowing one’s field; it also means knowing one’s self as a teacher and, as importantly, understanding and using the most effective teaching methodologies to bridge the knowledge gap between one’s students as novice learners and oneself as expert mentor. This includes the development of new teaching materials and the conceptualization of new curricular sequences, the development and evaluation of new methods of instruction (e.g., cooperative learning, collaborative field-based instruction), and the development of techniques to evaluate the effectiveness of instruction. Each of these activities must be documented and assessed. Documentation could include

publications dealing with pedagogy and/or teaching techniques, participation in workshops and seminars resulting in an action plan for improving teaching skills, written evaluations of teaching materials, and the development of outcomes assessment tools.

### Scholarship of Integration

The scholarship of integration is defined as interpreting, drawing together, and bringing new insights into larger intellectual patterns either within or between disciplines. Therefore, the scholarship of integration is necessary in dealing with the boundaries of the human problems of today which do not always neatly fall within defined disciplines. It is essential to integrate ideas and then apply them to the world in which we live. Therefore, comprehensive articles and monographs, participating in curricular innovation, conducting interdisciplinary seminars, and textbook writing are examples of the scholarship of integration.

### SUMMARY

In summary, the research and scholarly activities reviewed in this document comprise what is meant by ‘research’ and have in common (1) the creation of a discipline-appropriate product and (2) the discipline-appropriate presentation of that product. The types of research and scholarly activities include but are not limited to applied, artistic, basic causal-comparative, correlation, descriptive, experimental, explanatory, exploratory, historical, improvement-oriented, predictive, qualitative, quantitative, and theoretical. The evidence of research and scholarly activities includes, but is not limited to, such formats as published refereed works, reviews, technical reports, shows, exhibits, displays, performances of artistic works and talents, research grants, contracts, editorial contributions, invited papers, citation indices, and other recognitions.

**APPENDIX III**

**IMPLEMENTATION GUIDE**

**ANNUAL EVALUATION OF FACULTY**

**TEXAS A&M UNIVERSITY-KINGSVILLE**

## INTRODUCTION

Each faculty member at Texas A&M University-Kingsville, whether tenured, probationary, or non-tenure track will be evaluated annually for purposes of reappointment (in the cases of probationary and non-tenure track faculty), promotion in rank, reassignment, and discretionary salary increases. All faculty are evaluated individually utilizing a process that conforms to the overall university policy for *Annual Evaluation of Faculty*. (Section B.3, *Faculty Handbook and Appendix A*)

*The Annual Report by Faculty (Appendix B)* shall serve as the measure of individual performance regarding personnel decisions related to reappointment, reassignment, promotion, tenure, discretionary salary increases, and tenured faculty developmental review. Each college and department is responsible for implementing established university procedures for faculty evaluation including student rating of instruction. It is important to remember that the annual evaluation of faculty is the basis for all personnel decisions related to the subject areas listed above. Therefore, the process must be consistently applied for all faculty by chairs and deans with a thorough understanding that the annual evaluation will be used as the basis for decision making regarding not only a faculty member's professional growth and development but also the personnel decisions listed above.

The major purpose for annual evaluation of faculty is to improve the quality of instruction throughout the university. The annual evaluation process is intended to facilitate the continuous development of faculty relative to their academic assignments, their own professional goals, and the mission of the university.

## ANNUAL EVALUATION PROCESS

The following procedures are to be adhered to by the academic colleges in their implementation of current policy for the Annual Evaluation of Faculty. The exact procedure can, with approval of the Senate and President, vary to some extent among the colleges, but the end result must culminate in completion of the *TAMU-K ANNUAL EVALUATION OF FACULTY* form (*Appendix A*), complete with all supporting data. *In special situations where a faculty member has a unique appointment requiring an adjustment of category weights outside the approved ranges, it must be approved by the dean with concurrence of the Provost.*

Special care should be taken to ensure that consistency is maintained in the annual evaluation of faculty and future recommendations are made on their performance as it relates to tenure, promotion, and merit pay decisions. Faculty who receive strong annual evaluations and positive narrative reports each year from chairs should logically expect that tenure, promotion, and merit pay decisions would be viewed accordingly. It would be under only very unusual circumstances that this would not be the case.

## PROCEDURE FOR IMPLEMENTING THE ANNUAL EVALUATION OF FACULTY

1. Application for and approval of any special tracks will occur preferably in the preceding Fall semester but no later than the beginning of the calendar year, before the spring semester begins. There is no standard form for such an application. At the time of application, the current year's weightings for teaching, research, growth, and service will not be established. Regardless whether the normal academic assignment track or a specialized track is taken, weightings for teaching, research, growth, and service will be established for the current year only after the evaluation of the previous year's performance has occurred.
2. Early in the spring semester, department chairs will review the previous year's *Annual Report by Faculty Members (Appendix B)* relative to the *Proposed Activities Form (Appendix C)* as it was completed the previous spring. The chair will complete the *Summary of Annual Evaluation of Faculty (Appendix A)* by assigning individualized scores for each of the four performance categories and sign the form. A copy of the *Proposed Activities Form* signed by the chair must be included with the *Annual Evaluation of Faculty* so that a clear understanding of the criteria by which the faculty member was evaluated can be understood by all. This will be especially important in

decisions regarding tenure and promotion when professional credentials are reviewed by peers both inside and outside the faculty member's own college.

3. Department chairs will meet with the individual faculty member to review the annual evaluation and discuss the rationale for the individual scores. Prior to the meeting, written narrative (*Appendix D*) will be prepared and signed by the chair and discussed with the faculty member explicitly communicating the rationale underlying the evaluation scores. If specific areas of the overall performance are judged as needing improvement, the narrative must address in detail: (a) those areas; and (b) the university's obligation in providing resources to address improvement in those areas. Thus, the faculty member knows the areas of their performance that require attention in the future and what resources will be available. A copy of the written narrative must be included with the Annual Evaluation of Faculty form.
4. If the department chair and the faculty member agree relative to the final score and narrative given by the department chair, a copy of the evaluation signed by the department chair and faculty member will be forwarded to the dean for his/her approval. If the chair and the faculty member do not agree as to the appropriateness of the evaluation, a copy signed by the chair but unsigned by the faculty member will be forwarded to the dean for resolution.
5. In cases where consensus is lacking, the faculty member, chair, and dean, in open dialog, will attempt to reach consensus on whether the evaluation and the written narrative fairly represent the faculty member's performance during the evaluation period. They will also seek a consensus regarding any suggestions for improving performance for the coming year. If consensus is reached, the written narrative and the evaluation will or will not be revised as appropriate and signed by all parties. Where consensus is not reached, the faculty member, chair, or dean shall respond in writing as to why, and these responses will be attached to the annual evaluation documents.
6. To fully link the annual evaluation process with continuance, tenure, promotion, and merit decisions, the most recent annual report and relevant (i.e., those reports covering the most recent year and previous years being reviewed for promotion, tenure, or continuance) annual evaluations by the department chair will be made available to departmental tenure, promotion, continuance, or merit committees. For continuance decisions, the faculty member would update the most recent annual report as necessary to include activities completed since the most recent annual evaluation. For promotion and tenure reasons, the promotion or tenure portfolio will serve this purpose. The promotion/tenure portfolios should include annual evaluation forms and the department chair's narratives.
7. Documentation for the annual evaluation should be kept to the minimum necessary to demonstrate or reflect a faculty member's level of performance in a given section (I, II, III, IV) and will be found in the appendix. The following are intended as guidelines to reduce documentation of submitted materials.

In the annual evaluation report itself, a summary should be written for each section (I, II, III, IV). For example, in section I (Teaching Performance), the report itself might read as follows:

1. List of courses taught - number of students enrolled in each course in appendix
2. Course syllabi - in appendix
3. Computerized summaries of student rating of instruction - in appendix
4. Describe teaching load (number of courses taught, overload, release time), whether courses taught were required courses or electives, explanation of results of student rating of instruction and possible biases affecting results
5. Summary discussion of other evidence of teaching performance (teaching portfolio, educational workshops conducted, peer reviews, feedback from current students or alumni, dissertations and theses directed, in-service training, etc.; documentation should appear in appendix).

In Section II (Research and Scholarly Activities), the report itself should include a list of publications, grants submitted and/or awarded, exhibits or performances, and a listing of other research and scholarly activities. Documentation should be included in the appendix. For publications, documentation will be the first page of the published journal article, front matter of a book, or letter of acceptance from publisher. For grants, executive summary of grant, listing of principal investigators, and budget pages of grant submitted and letter of award (if successful) will appear in appendix. Documentation of other research and scholarly activity should follow a similar model. In section III (Professional Growth and Activities), information as requested should be listed, and the report should contain a discussion of how the activities resulted in professional growth. Other documentation, such as dates of meetings attended, sessions attended, etc., should be included in appendix. In section IV (Service), the report should include a listing or summary of the meetings, committees, other administrative activities, and other service activities. For committees, the name of the chair of the committee, dates of meetings attended, number of meetings attended and number missed, and approximate hours of involvement should be included in the report in addition to any special role played on the committee. Letter of appointment may be included in the appendix but announcements of meeting dates and committee reports should not.

In all cases, faculty should maintain records and documentation for the annual evaluation that can be provided upon request following submission of the annual report to the department chair.

8. To insure that College and Departmental requirements for tenure and promotion are reflected in the annual review process, each college/department should make certain that any specific requirements that may not be reflected in the University's annual evaluation process are taken into account in the annual evaluation. So long as they do not contradict university wide guidelines and criteria, departments and colleges are allowed to supplement the basic annual evaluation instrument. Any such additional requirements or changes must be approved by the Faculty Senate and President. An example follows. Below the rating for research and scholarly activity, there may be an insertion like this:

The department requires:

for tenure: two articles published in refereed journals or equivalent (e.g., competitive grants acquired, presentations of research or scholarly activity at regional/state/national conference [peer reviewed-either prior to acceptance for presentation or at conference], invited presentations of research or scholarly activity at regional/state/national conference, conduct of interdisciplinary seminars at regional/state/national meetings)

for promotion to associate professor: same as above

for promotion to professor: same as above but published after promotion to associate professor and while at this university

- faculty member is making satisfactory progress on the requirement toward tenure, promotion to associate professor, promotion to full professor (underline applicable terms)
- faculty member has not met this requirement and needs to make additional efforts to do so
- faculty member has already met or exceeded this minimum requirement  
In any requirements specified by the department or college, maximum flexibility should be provided for the faculty member to meet the requirements (e.g., in the above example of research and scholarly activity, "two articles published in refereed journals OR grants acquired OR presentations made").

9. Reasons for denial of promotion or tenure should consist of an explanation that provides specific reasons or cites evidence lacking (e.g., insufficient scholarly activity should be explained).



10. After evaluations have been completed for the previous calendar year, department chairs will hold a conference with their faculty to complete the *Proposed Activities Form (Appendix C)*. Discussion will occur relative to proposed activities for the current year, and the establishment of weights for the four evaluation categories that comprise the annual evaluation: (1) Teaching Performance; (2) Research and Scholarly Activity; (3) Professional Growth and Activities; and (4) Service. The completion of the appropriate form, with approval by the chair and dean, will collaboratively establish the criteria by which the faculty member will be evaluated for the current year. A clear understanding of the criteria by which the faculty member will be evaluated during the current year must be understood by all. If unanticipated circumstances should arise during the year such that the agreed weightings no longer fit the circumstances, the faculty member may request in writing that the weightings be changed. The new weightings can become effective by agreement of the chair and dean. If there is no agreement between the faculty member and chair or dean, the faculty member may seek to follow a formal grievance procedure.

TEXAS A&M UNIVERSITY-KINGSVILLE  
SUMMARY OF ANNUAL EVALUATION OF FACULTY

(Appendix A)

SPRING \_\_\_\_\_ Through FALL \_\_\_\_\_

Name:	Dept.:	Chair:
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Specific parameters for each of the evaluation sections II, III, and IV are to be determined at the college level, subject to approval by the Faculty Senate and President, and consistent with TAMU-K Tenured Faculty Development Review Policy, System Policy 12.06.

	Rating (1-7)	Weight	Score (0-100%)						
I. <u>TEACHING PERFORMANCE</u> (See Appendix III, Faculty Handbook)	_____ X _____		= _____						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center; padding: 2px;">Does Not Meet Expectations</td> <td style="width: 33%; text-align: center; padding: 2px;">Meets Expectations</td> <td style="width: 33%; text-align: center; padding: 2px;">Exceeds Expectations</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations						
Does Not Meet Expectations	Meets Expectations	Exceeds Expectations							

	Rating (1-7)	Weight	Score (0-100%)						
II. <u>RESEARCH AND SCHOLARLY ACTIVITIES</u> Involvement in the scholarship of discovery or application (research) or teaching or integration (scholarly activities) (See Appendix II, Faculty Handbook)	_____ X _____		= _____						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center; padding: 2px;">Does Not Meet Expectations</td> <td style="width: 33%; text-align: center; padding: 2px;">Meets Expectations</td> <td style="width: 33%; text-align: center; padding: 2px;">Exceeds Expectations</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations						
Does Not Meet Expectations	Meets Expectations	Exceeds Expectations							

	Rating (1-7)	Weight	Score (0-100%)						
III. <u>PROFESSIONAL GROWTH AND ACTIVITIES</u> Membership in professional organizations, attendance at professional meetings, professional consulting and lectures, professional service, continuing professional education	_____ X _____		= _____						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center; padding: 2px;">Does Not Meet Expectations</td> <td style="width: 33%; text-align: center; padding: 2px;">Meets Expectations</td> <td style="width: 33%; text-align: center; padding: 2px;">Exceeds Expectations</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations						
Does Not Meet Expectations	Meets Expectations	Exceeds Expectations							

	Rating (1-7)	Weight	Score (0-100%)						
IV. <u>SERVICE</u> Committee service, recruitment, advisement, degree planning, acquisition or development of facilities and equipment, program and curriculum development, attendance and support for general university functions, other service. Cooperates with colleagues, engages in professional conduct, and displays ethical behavior.	_____ X _____		= _____						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center; padding: 2px;">Does Not Meet Expectations</td> <td style="width: 33%; text-align: center; padding: 2px;">Meets Expectations</td> <td style="width: 33%; text-align: center; padding: 2px;">Exceeds Expectations</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations						
Does Not Meet Expectations	Meets Expectations	Exceeds Expectations							

Total of Weights and Scores (weights must total 100%) \_\_\_\_\_ = \_\_\_\_\_

Signature of the faculty member indicates that a discussion, between the faculty members and the supervisor, regarding the Annual Evaluation has been conducted.

Chairperson's Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

A post-tenure review plan is mandatory for tenured faculty members receiving a rating of Does Not Meet Expectations in any one of the following areas: Teaching Effectiveness; Research, Creative Activities and other Scholarly Endeavors; or Service. Specifically, the implementation of a written short-term development plan for the faculty member is required, as well as performance benchmarks to aid in returning to satisfactory performance.

## I. TEACHING PERFORMANCE

(Appendix A, page 2)

The criteria for establishing the quality of Teaching Performance is outlined below and should be consistently applied by all academic colleges. (Library faculty will be evaluated in this section for "Professional Performance" according to the "Statement of Criteria for Appointment, Promotion, and Tenure for University Librarians" 1995).

Student Rating of Instruction: Adjustments should be made in the following ratings based on known biases or other factors as explained in the "Guidelines for Interpretation and Use of Student Ratings of Instruction." Ratings from the student rating instrument should be rounded to one decimal place. This section of assessing teaching performance can account for a minimum of 25% and a maximum of 50% of the overall score for teaching performance, the proportion to be determined by the faculty member and agreed upon by the department chair. Other evidence of teaching performance (next page) accounts for 50-75% of the overall score for teaching performance. The percentages must add up to 100%.

### Dimension

1. Value (questions 4, 12) \_\_\_\_\_
2. Enthusiasm (question 13) \_\_\_\_\_
3. Organization (questions 2, 7) \_\_\_\_\_
4. Group interaction (questions 1, 11) \_\_\_\_\_
5. Individual rapport (questions 1, 6, 10, 14) \_\_\_\_\_
6. Breadth of coverage (question 15) \_\_\_\_\_
7. Examinations/grading (questions 3, 5, 8) \_\_\_\_\_
8. Assignments (questions 3, 9) \_\_\_\_\_
9. Workload/difficulty (questions 16, 17) \_\_\_\_\_

A rating of 3.0 or above (out of 5.0) for all nine dimensions would result in the maximum score agreed upon for this page being awarded. A rating of less than 3.0 on one or more dimensions would result in a reduction in the maximum score by 1/9 for each dimension rating less than 3.0 unless known biases or other explanations are judged to be responsible for the rating of less than 3.0.

% (range of 25-50, see above, expressed as decimal) \_\_\_\_\_ X 7.0 = \_\_\_\_\_ maximum weighted score this page

maximum weighted score this page X \_\_\_\_\_ X 1/9 or 0.111 = \_\_\_\_\_ score for student rating of instruction  
dimensions in which  
score is 3.0 or greater

SCORE THIS PAGE \_\_\_\_\_

OTHER EVIDENCE OF TEACHING PERFORMANCE

(Appendix A, page 3)

(range of 50-75% of overall score for teaching performance consistent with percentage used for “Score for Student Rating of Instruction”)

All faculty are expected to demonstrate appropriate professional demeanor in teaching situations. They are also expected to be punctual and dependable and to adhere to teaching philosophy consistent with the role and mission of the university. Included in this section is evidence of preparation for teaching (e.g., maintain currency in field, development of instructional materials [e.g., syllabi, outlines, handouts, etc.], incorporation of technology in classroom where appropriate).

In addition, consistent with System Policy 12.06, other evidence of effective teaching includes efforts and activities that impact teaching effectiveness. Examples include: teaching portfolio, reflective self-review, workshops or other training conducted or provided for others excluding continuing education courses taught, peer reviews, colleague reviews, trained observers, feedback from current students (student comments on SRI or other informal sources of feedback including interviews, e.g., of graduating seniors), performance of students in subsequent courses, feedback from alumni and employers of graduates, direction of dissertations and theses, participation in workshops on effective teaching, in-service training, results from conduct of recognized assessments of teaching effectiveness, use of instructional consultant, use of on-campus technology centers and other programs to support integration of new technology into teaching, service as mentor for other faculty, enrollment in elective courses taught, student performance on standardized exams (e.g., ExCET, certification exams).

% (range of 50-75, see above, expressed as decimal) \_\_\_\_\_ X 7.0 = \_\_\_\_\_ maximum weighted score this page  
maximum weighted score this page \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ score for other evidence of teaching  
rating by department performance  
chair (% expressed as decimal)

SCORE THIS PAGE \_\_\_\_\_

Score for student rating of instruction (previous page) \_\_\_\_\_

Score for other evidence of teaching performance (this page) \_\_\_\_\_

Overall Score for Teaching Performance \_\_\_\_\_  
(enter this score in “Summary of Annual Evaluation of Faculty” sheet)

TEXAS A&M UNIVERSITY-KINGSVILLE  
ANNUAL REPORT BY FACULTY MEMBER  
Spring\_\_\_\_\_ through Fall\_\_\_\_\_

(Appendix B)

This report serves multiple purposes: (1) to annually update your personnel file, (2) to provide information on job performance as it relates to decisions affecting tenure and promotion, (3) to form the basis for the Tenured Faculty Developmental Review, and (4) to serve as a basis for merit pay recommendations.

Report only those activities for the current evaluation period. All information related to a faculty member's professional accomplishments should be included on this form. Include supporting information for the sections (I - IV) in an appendix.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Rank

\_\_\_\_\_  
Department

\_\_\_\_\_  
Highest Degree

\_\_\_\_\_  
Institution Granting Degree

\_\_\_\_\_  
Date of Initial Appointment  
at TAMU-K

\_\_\_\_\_  
Tenured?                      \_\_\_\_\_  
Tenure-Track?

\_\_\_\_\_  
Date of Present Rank

\_\_\_\_\_  
Institution Where Appointed

## I. TEACHING PERFORMANCE

(Appendix B, page 2)

Present in summary form evidence of your teaching performance. Include supporting data in an appendix. Use such evidence as student rating of instruction, preparation for teaching (e.g., maintain currency in field, development of instructional materials, incorporation of technology in classroom where appropriate); development of new courses or curriculum (not accounted for under scholarly activities); consistent with System Policy 12.06, other evidence of effective teaching including efforts and activities that impact teaching performance (e.g., teaching portfolio, reflective self-review, workshops or other training conducted or provided for others excluding continuing education courses taught, peer reviews, colleague reviews, trained observers, feedback from current students [student comments on SRI or other informal sources of feedback including interviews e.g. of graduating seniors], performance of students in subsequent courses, feedback from alumni and employers of graduates, direction of dissertations and theses, participation in workshops on effective teaching, in-service training, results from conduct of recognized assessments of teaching effectiveness, use of instructional consultant, use of on-campus technology centers and programs to support integration of new technology into teaching, service as mentor for other faculty, enrollment in elective courses taught, student performance on standardized exams [e.g., ExCET, certification exams]).

## II. RESEARCH AND SCHOLARLY ACTIVITIES

(Appendix B, page 3)

List articles, monographs, books, book reviews, presentations to professional and learned societies, creative and artistic endeavors, grantsmanship, contract research, consultation (which focuses on application of knowledge to consequential problems), technical assistance, policy analysis, program evaluation, participation in workshops and seminars resulting in an action plan for improving teaching skills, written evaluations of teaching materials, development of teaching/learning outcomes assessment tools, participation in curricular innovation, and conduct of interdisciplinary seminars. Submit a copy of each publication, review, contract, policy, program evaluation, action plan, evaluation of teaching materials, and outcomes assessment tools (if available). Any research in progress that is listed must have documentation to indicate the extent of the progress during this reporting period. The activities and documentation listed are illustrative, but not exhaustive.

NOTE: For a more detailed and complete discussion of research and scholarly activities, see Appendix II in the Faculty Handbook (“Definition of Research and Appropriate Scholarly Activity at TAMU-K”).

### III. PROFESSIONAL GROWTH AND ACTIVITIES

(Appendix B, page 4)

List information in the following order:

1. Membership in professional organizations, including offices held during the year;
2. Attendance at professional meetings (in an appendix attach dates of meetings, list of sessions attended, and other professional activities engaged in at meetings);
3. Professional consulting and lectures (not accounted for in scholarship of application or integration, include supporting data);
4. Professional service (moderator, facilitator, journal editor, reviewer [e.g., manuscripts, [grants], etc., include supporting data);
5. Professional honors received;
6. Continuing professional education (status of doctorate if not conferred; post-graduate or post-doctoral work at a university; training received in workshops and non-university courses).



#### IV. SERVICE

(Appendix B, page 5)

List information in the following order:

1. Significant committee and administrative assignments on campus (indicate number of meetings and hours of work during reporting period);
2. Sponsorship of student organizations (indicate number of meetings and hours of work during reporting period);
3. Recruitment and retention activities (including sponsorship of co-curricular and extra-curricular activities);
4. Student advisement;
5. Acquisition and development of facilities; program and curriculum development (not accounted under teaching performance or in scholarship of teaching);
6. Attendance at and support of general university functions;
7. Other service supportive of the university (i.e., community).

Texas A&M University-Kingsville  
Proposed Activities Form

(Appendix C)

Spring \_\_\_\_\_ through Fall \_\_\_\_\_

Name \_\_\_\_\_ Dept.: \_\_\_\_\_ Date: \_\_\_\_\_

I am proposing that the evaluation of my performance for the calendar year noted above be determined by the weights assigned to each of the four categories listed on the *Annual Evaluation of Faculty* form as follows. My proposed activities for the current year are noted below. Suggested weights are in parentheses.

I.	Teaching Performance	_____
		Weight
II.	Research and Scholarly Activities	_____
		Weight
III.	Professional Growth and Activities	_____
		Weight
IV.	Service	_____
		Weight

Weights must total 100%.

Proposed Activities for Current Year:

(Attach additional pages as necessary)

(To be completed for faculty on a normal teaching assignment.)

Approved by:

Faculty Member \_\_\_\_\_

Date: \_\_\_\_\_

Dept. Chair \_\_\_\_\_

Date: \_\_\_\_\_

College Dean \_\_\_\_\_

Date: \_\_\_\_\_

Texas A&M University-Kingsville  
Narrative of the Annual Evaluation of Faculty  
Spring \_\_\_\_ through Fall \_\_\_\_

(Appendix D)

Faculty Member \_\_\_\_\_ Department \_\_\_\_\_

Tenured: Yes \_\_\_\_ No \_\_\_\_

Date of Initial Appointment at TAMU-K: \_\_\_\_\_

Rank: \_\_\_\_\_

Date of Present Rank: \_\_\_\_\_ / \_\_\_\_\_

NARRATIVE REPORT

Signatures:

Chair \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Member \_\_\_\_\_ Date: \_\_\_\_\_

Dean \_\_\_\_\_ Date: \_\_\_\_\_

APPENDIX IV



**ADJUNCT FACULTY  
PERFORMANCE EVALUATION**

**Employee Name:** \_\_\_\_\_

<b>Department:</b> _____	<b>Semester:</b> _____
Course: _____	CRN: _____
Course: _____	CRN: _____
Course: _____	CRN: _____
Course: _____	CRN: _____
Course: _____	CRN: _____

**Overall Score for Teaching Performance:** \_\_\_\_\_  
(Scale of 1 to 7 with 1 Low and 7 High)

**SRI Summary:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Department Chair's Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Department Chair's Printed Name:** \_\_\_\_\_

**Department Chair's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Adjunct's Printed Name:** \_\_\_\_\_

**Adjunct's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Adjunct's Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## APPENDIX V



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### RESEARCH TRACK FACULTY POLICY

This policy is governed by the Texas A&M System Policies including System Policy 12.01, section 5 and 6, System Policy 12.07 and as appropriate, follows the University statements on Academic Freedom, Responsibility, Tenure and Promotion.

Research Track Faculty positions provide a career path that allows for scientific growth, innovation, and the opportunity for promotion through scientific ranks. Research Track Faculty appointments parallel academic tenure-track appointments without direct teaching responsibilities and without eligibility for tenure. Research faculty are appointed with academic rank equivalent to tenure-track faculty (i.e., Research Assistant Professor, Research Associate Professor or Research Full Professor). The faculty rank of instructor is not available for Research Faculty. Qualifications for the three Research Faculty ranks are comparable to those of tenure-track ranks, but with primary focus on research credentials.

Individuals appointed to Research Faculty positions will:

- Engage in activities that support the academic and scholarly life of the University, particularly those that enhance the research mission of the University.
- Possess outstanding research credentials, similar to the research credentials of tenure-track and tenured faculty at comparable rank.
- Possess a doctorate or appropriate terminal degree in their field of research.
- Participate in activities that enhance professional growth.
- Develop and lead independent research programs.

The primary responsibilities of Research Track Faculty are research and research-related activities such as proposal writing, project supervision and teaching/mentorship specifically linked to their scholarship and research programs (e.g., supervision and graduation of undergraduates and graduate students and mentoring of Postdoctoral Research Associates). Although Research Faculty do not have regular teaching duties, it is recognized that instances may occur when it is essential to engage students in specialized expertise areas. In cases where a Research Faculty member is considered for a limited teaching assignment, a separate part-time teaching appointment is required. In such exceptions, part-time teaching appointments must be approved by the appropriate Dean, the Associate Vice President for Research and Provost. Research track faculty may be appointed at less than a full-time basis if clearly specified by workload percentages in the letter of appointment. These special circumstances must be approved by the Provost.

Research Faculty positions must be primarily supported by extramural or non-general funds. It is recognized that certain effort (e.g., proposal writing, serving on graduate student advisory committees and other activities not related to the objectives of funded research projects) cannot be compensated by extramural funds. Therefore, at the discretion of the appointing unit and subject to the availability of funds, alternative sources of extramural funding, including gift funds and unrestricted, internal university funds (e.g., general funds) may be appropriated by the appointing unit for partial support of Research Faculty. Support from internal university funds (e.g., general funds) may not exceed 25% of the total annual compensation of each Research Faculty position. The ability to secure external funding does not automatically qualify individuals for Research Faculty appointments. Appointees are professional investigators who are interested in and capable of independent investigation and publication, and who support the research mission of the University by assisting the department or center to achieve its research goals. Thus, these appointments are embedded in department or center processes, even though they may be supported in full or in part by a sponsoring regular faculty member. Research track faculty are expected to be an integral part of the academic unit and to actively participate in departmental and college activities within the policies, procedures and guidelines of the University and the A&M System procedures and rules.

Research Faculty ranks include the following requirements:

1. Research Assistant Professor – This is an entry rank level position requiring a terminal degree in discipline germane to the research program with evidence of strong research abilities and potential for scholarship.
2. Research Associate Professor – This position requires a terminal degree and five years of experience as a Research Assistant Professor. This rank requires an exemplary level of accomplishment as measured against the contribution of others in his or her field; professional conduct conducive to a collegial work environment and standards of professional integrity that will advance the interest of the university; and evidence indicating a commitment to maintaining the level of competence in research expected of a faculty member.
3. Research Full Professor – This position requires a terminal degree and five years of experience at the Research Associate Professor rank. A research full professor must demonstrate continuing accomplishments and evidence of national and international recognition in research; and evidence of valuable professional service.

Contracts for Research Assistant Professor will be on an annual basis, contracts for Research Associate Professor may be up to two years. Contracts for Research Full Professors may be up to three years. Application for promotion in rank shall follow standard department/center, college, and university criteria and processes with the exception that the dossier shall include required documentation for only those areas of research/creative activity that have been part of the faculty member's responsibility.

#### **APPOINTMENT, PERFORMANCE AND EVALUATION**

All Research Track Faculty members will be provided with a letter of appointment indicating the initial terms and conditions of employment. The letter will explicitly list the necessary teaching and/or research/creative activity and/or service expectations of the position. All appointment letters will specify that the position is non-tenure track and will expire upon completion of the appointment unless extended in accordance with section 3.2 of System Policy 12.07 or dismissal of the faculty member under this policy.

All Research Track Faculty members will be evaluated annually using standard faculty review processes. A research faculty member's research activity, including publications, grant applications, and external funding, should be reviewed at the time of any reappointment or promotion. The review will include an examination of all the requirements established in the original letter of appointment and all other requirements that may be added during annual reviews. Appointees are normally judged by their success in securing external funding and their potential for continued independence, autonomy, and excellence. It is expected that an appointee will be reviewed for promotion after an appropriate number of years of service in the assistant or associate professor rank. Evaluations will be filed in the Dean's Office and will accompany any subsequent recommendations for re-hiring. All recommendations for promotion must be approved by the Associate Vice President for Research and the Provost.

#### **REAPPOINTMENT**

The reappointment procedure is the same as initial appointment. The request for reappointment should include a current CV; a review of recent research activity, including publications and grant activity; and letters of support from the faculty sponsor and the department chair or University center director evaluating the research activity and contribution to the department or center research effort, as well as the appointee's record with respect to securing independent external funding.

#### **DISMISSAL**

All Research Track Faculty whose appointment has not expired may be dismissed for cause on the same basis as tenured faculty members as outlined in System Policy 12.01. When dismissing research track faculty members for cause, Texas A&M University-Kingsville will follow System Policy 12.01, Section 6. Pending an investigation as described in System Policy 12.01, Section 5, research track faculty members may be placed on administrative leave. Research track faculty are subject to dismissal in the event of financial exigency or the termination or reduction of existing programs as provided in System Policy 12.01, Section 9.