

TEXAS A&M UNIVERSITY-TEXARKANA

FACULTY HANDBOOK

2010-2011



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FACULTY HANDBOOK

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ABOUT THIS HANDBOOK

This handbook provides quick access to information concerning the essential duties and responsibilities of faculty members at Texas A&M University-Texarkana. It also serves as a ready reference for information regarding policies that are important to faculty, especially those pertaining to teaching, service, tenure, and promotion.

The Texas A&M University System policies and regulations govern the rules and procedures at A&M-Texarkana (and at all other A&M System entities). The link to the Policy Manual for the A&M System is:

<http://www.tamus.edu/offices/policy/policies/index.html>

ABOUT TEXAS A&M UNIVERSITY-TEXARKANA

Texas A&M University-Texarkana, formerly East Texas State University at Texarkana, was established by the Texas Legislature in 1971 as an upper level, operationally separate unit of the East Texas University Complex. In September 1996 the university became a member of The Texas A&M University System and is governed by The Texas A&M University Board of Regents. Like other Texas public colleges and universities, A&M-Texarkana operates under the jurisdiction of the Texas Higher Education Coordinating Board.

The URL for A&M-Texarkana is:

<http://www.tamut.edu/>

MISSION STATEMENT

As a member of The Texas A&M University System, Texas A&M University-Texarkana is a comprehensive regional University that provides students with academically challenging, engaging, and rewarding educational experiences through quality teaching, scholarship, student support services, co-curricular programming, research, and service. Through the personal attention of our faculty and staff, students are afforded the opportunity to acquire the knowledge, abilities, and skills to become leaders in their chosen profession and to prepare for the opportunities of serving in a global environment.

<http://www.tamut.edu/administration/mission.html>

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**APPLIES TO ADJUNCT FACULTY*

GOVERNANCE

THE TEXAS A&M UNIVERSITY SYSTEM

The Texas A&M System is one of the largest systems of higher education in the nation, with a statewide network of eleven universities, seven state agencies and a comprehensive health science center. The A&M System educates more than 109,000 students and reaches another 15 million people through service each year. With nearly 27,000 faculty and staff, the A&M System has a physical presence in 250 of the state's 254 counties and a programmatic presence in every Texas county.

The table below lists the eleven institutions within The Texas A&M University System and includes their location, date of founding, and date of joining the A&M System listed below:

| INSTITUTION | LOCATION | FOUNDED | JOINED |
|-------------------------------------|-----------------|---------|--------|
| Texas A&M University | College Station | 1876 | 1876 |
| Prairie View A&M University | Prairie View | 1876 | 1876 |
| Texas A&M University-Commerce | Commerce | 1889 | 1996 |
| Tarleton State University | Stephenville | 1899 | 1917 |
| West Texas A&M University | Canyon | 1910 | 1990 |
| Texas A&M University-Kingsville | Kingsville | 1925 | 1989 |
| Texas A&M University-Corpus Christi | Corpus Christi | 1947 | 1989 |
| Texas A&M International University | Laredo | 1970 | 1989 |
| Texas A&M University-Texarkana | Texarkana | 1971 | 1996 |
| Texas A&M University-Central Texas | Killeen | 1999 | 2009 |
| Texas A&M University-San Antonio | San Antonio | 2000 | 2009 |

The system also includes the Texas A&M Health Science Center, and the following seven agencies:

- Texas AgriLife Research (formerly the Agricultural Experiment Station)
- Texas Engineering Experiment Station
- Texas AgriLife Extension Service
- Texas Engineering Extension Service
- Texas Forest Service
- Texas Transportation Institute
- Texas Veterinary Medical Diagnostic Laboratory

THE TEXAS A&M UNIVERSITY SYSTEM POLICY OFFICE

The Texas A&M University System Policy Office's mission is to coordinate and facilitate the process of defining, developing, maintaining, and accessing accurate, up-to-date policies, regulations, rules, and subject matter expert contacts through a high level of customer service and responsiveness. Access to this office and a listing of Texas A&M System policies is available here:

<http://tamus.edu/offices/policy>

TEXAS A&M UNIVERSITY REGENTS' PROFESSORSHIP

A&M -Texarkana participates in the Texas A&M System Regents' Professorship program. The purpose of the Regents' Professor Service Award is to honor individuals at the rank of professor or equivalent who have provided exemplary services as faculty members not only to their university, agency, or health science center component, but also to the community, the State of Texas and/or at the international level. Each recipient receives a \$9000 stipend, payable in the amount of \$3000 for three consecutive years, as a non-base award. In addition, recipients are given a special commemorative medallion encased in a wooden frame with an inscribed plaque, bearing the seal of the Texas A&M System. Information about the Regents' Professorship is available through your department or college.

GOVERNANCE AND ADMINISTRATION OF TEXAS A&M UNIVERSITY-TEXARKANA

The Texas A&M Board of Regents is the governing body for the Texas A&M System. A Chancellor oversees the entire system, reviews system guidelines, and makes recommendations to the Board of Regents. The Board delegates operational control of each institution to the respective President, who follows Board policies and regulations. In turn, the President delegates certain authority to other officers of the University. Therefore, governance of A&M -Texarkana resides in the Board of Regents, the President, and designated officers.

The Faculty Senate at A&M -Texarkana is an elected body of faculty members that reports to and advises the President of the University. More information is available on the A&M-Texarkana Faculty Senate website:

<http://www.tamut.edu/facsenate/index.html>

CIVIL RIGHTS PROTECTIONS AND COMPLIANCE

Equal Employment Opportunity will be afforded to all A&M -Texarkana employees and applicants regardless of protected class status (race, color, sex, religion, national origin, age, disability, or veteran status). This regulation applies to advertising, recruitment, employment, compensation, promotion, transfer, selection for training and all other privileges and conditions of employment, including termination decisions.

<http://www.tamus.edu/offices/policy/policies/pdf/08-01.pdf>

SYSTEM PROPERTY AND SERVICES

Employees of the Texas A&M System may not abuse their official capacity for gain or with intent to harm, and they may not misuse official information, state equipment or vehicles.

It is acceptable to use office equipment for incidental purposes that are not for personal gain, such as using the telephone to make local calls unrelated to A&M-Texarkana business. An employee may not, however, use A&M-Texarkana resources (phone, computer, copy machines, etc.) to perform work for or advertise for another business or entity. See System Policy 07.01 *Ethics*, Sec 4:

<http://www.tamus.edu/offices/policy/policies/pdf/33-04.pdf>

State law says that an employee may not accept any gift or benefit in exchange for his or her opinion, recommendation, vote, etc. Any benefit given in exchange for an official action is prohibited. However, food, lodging, and transportation (or reimbursement for them) may be accepted by a faculty member who, for example, has been invited to be a guest speaker at an event. Specific guidelines are stated in System Policy 07.01 *Ethics*, Sec. 5:

<http://www.tamus.edu/offices/policy/policies/pdf/07-04.pdf>

Honoraria for speaking engagements may be accepted under certain conditions, specifically, that the faculty member is being asked to speak because of his or her personal expertise on a subject, and not because of his or her official position at A&M-Texarkana.

USE OF SYSTEM RESOURCES

There are specific guidelines for properly utilizing System resources. For specific information regarding the designated use of System resources, please click on the following link:

<http://tamus.edu/offices/policy/policies/pdf/33-04.pdf>

For information regarding the System regulation use of system Resources for External Employment at:

<http://tamus.edu/offices/policy/policies/pdf/33-04-01.pdf>

RECORDS RETENTION

The use of electronic technologies that reduce expenses, increase efficiency or improve business processes is encouraged in all university departments. These technologies often allow more expeditious transmission, retrieval, and retention of records and information.

The electronic records created by the use of these technologies must be retained and disposed of in accordance with The Texas A&M University System Records Retention Schedule. All official university correspondence and business records must be treated in the same manner as defined in the Retention Schedule without regard to the medium of delivery or storage.

Transitory documents such as preliminary drafts of letters, memos, spreadsheets, and transitory e-mails (see E-Mail Guidelines) are normally not considered official records and do not need to be retained. However, you should routinely delete or remove transitory documents as soon as they have served their purpose. Each employee is responsible for timely and consistent management and disposition of transitory documents.

Below are some basic guidelines.

E-mail Retention Guidelines

E-mail is to be treated in the same manner as all other correspondence and State records. There are no separate provisions with regard to the medium in which a State record is delivered or stored and retained. E-mail is **not** a record series in and of itself. It is the **content** and **function** of a message that determines its retention requirements. Each message must be retained or disposed of according to The Texas A&M University System Retention Schedule.

E-mail may be categorized into any of the standard categories identified in the Retention Schedule depending upon the content and function of the message. This is no different than correspondence and memos delivered in a paper format or scanned for electronic storage.

Correspondence to be Filed with Project Files

E-mail correspondence that pertains to another record series should be filed with and retained for the same retention period as that series. For example, correspondence about a particular building project would be filed with other documentation about that project and is subject to the same retention period as all other records pertaining to that project.

A note regarding transitory information

Much of the e-mail correspondence received may be classified as transitory information. These are messages that would not be classified in other record series and do not pertain to a specific project file. These would include announcements and memos about non-business-related staff events, personal e-mails, unsolicited advertisements, and information announcements. See The Texas A&M University System Record Retention Schedule for more information about transitory information. You should routinely delete or remove transitory e-mails as soon as they have served their purpose. Each employee is responsible for timely and consistent management and disposition of transitory e-mails.

Questions directly related to e-mail retention:

Do I keep incoming or outgoing messages?

Keep an incoming message if you do not respond to it by e-mail. If there is a response, or a series of responses (a thread), keep the last outgoing e-mail showing your final response, or the last incoming e-mail that shows the final resolution of the correspondence. If you forward an e-mail for resolution by someone else, retain the forwarding e-mail.

How do I retain an e-mail?

You may print a hard copy or retain the e-mail in an electronic format. According to State law you are also required to retain transmission data (known as metadata) which describes the context, content, and structure of records. This is normally found in the

header of the e-mail. This information is for the purpose of establishing the authenticity and integrity of the record.

At minimum, this data must include:

- Name of sender
- Name of recipient/addressee(s)
- Date/time the message was sent
- Attachments

Note: State law regarding electronic records requires that they be **individually** identifiable and retrievable for the entire retention period. Backup tapes cannot be considered a method of retaining e-mail records.

Am I required to submit a request for disposal of official state records request prior to deleting e-mails?

E-mails follow the same guidelines as for any other form of state records. E-mails categorized as transitory records do not require authorization. All other e-mail records require authorization to dispose and should be listed on disposal request form in the same manner as all other records. Do not list e-mail correspondence separately from correspondence in the same category delivered or retained in other media formats on the request form. You may delete email without listing on the disposal request form if it is printed and stored for retention as the official state record.

How do I dispose of e-mail records once I have obtained authorization?

Simply delete them. Although deleted e-mail is retrievable after being deleted from the user mailbox and remains as residual information in university media and hardware for a period of time, State law has requirements which regulate the way media and hardware are destroyed or reformatted prior to release from state custody. This protects the final disposition of any residual Electronically Stored Information (ESI) through regulation of the way media and hardware are destroyed or reformatted prior to release from state custody.

Caution: *As with all forms of State records, e-mails may not be destroyed, even if they have met retention requirements, if an action has been initiated or is anticipated to be initiated in which the record may be relevant. Such actions may include audits, litigation, public information requests, or administrative reviews. All records, without regard to storage format, must be retained until the resolution of the action and all issues arising from it.*

Information regarding the designated time for keeping or purging records can be found at the following links:

<http://www.tamus.edu/offices/admin/records/PDFs/2008%20Recertification.pdf>

<http://www.tamut.edu/administrative/recordreten/>

EMPLOYMENT ISSUES

UNIVERSAL IDENTIFICATION NUMBER

UIN numbers are assigned to every student and employee, and are used on official forms and documents instead of a social security number. The UIN will also appear on documentation you receive from Payroll Services. The Human Resources Office automatically assigns a new employee a UIN. Among other things, the UIN is used to log into *HR Connect* and *Leave Traq* (used by employees to track and request vacation or sick leave hours).

HR CONNECT

The A&M-System *HR Connect* web site is the Texas A&M-System portal for information regarding payroll, benefits, leave data, and policies as well as for required training and other aspects of faculty employment. *HR Connect* is an online system that is available 24-hours a day from any computer. *HR Connect* allows you to:

- View and copy pay stubs
- Review insurance coverage and costs
- Review benefits summary and costs
- Amend benefits coverage during the annual enrollment period
- Update personal information (mailing address, telephone and email address)

The login screen for *HR Connect* can be accessed through a Single Sign-On site:

<https://sso.tamus.edu/>

The Universal Identification Number (UIN) is necessary to log in.

Contact Human Resources at A&M-Texarkana for more information.

PRINCIPLES OF ETHICAL CONDUCT

The responsibility for educating and training the future leaders of the state and nation carries with it the duty to adhere to the highest ethical standards and principles. The Texas A&M University System employees have the responsibility to conduct themselves in accordance with the highest standards and to embrace the principles of honesty, accountability, respect, and trust. They must ensure that their integrity is of the highest caliber and their conduct is indisputable and beyond reproach.

Texas A&M System Policy 07.01 *Ethics* states that System board members and system employees:

1. Shall not hold financial interests that are in conflict with the conscientious performance of their official duties and responsibilities;
2. Shall not engage in any financial transaction in order to further any private interest using nonpublic information which they obtain in the course of their employment;
3. Shall be honest and ethical in their conduct and performance of their duties.
4. Shall not make unauthorized commitments or promises of any kind purporting to bind the system;
5. Shall not use their public offices for private gain;
6. Shall act impartially and not give preferential treatment to any private or public organization or individual;
7. Shall protect and conserve system resources and shall not use them for other than authorized activities;
8. Shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official duties and responsibilities;
9. Shall promptly disclose fraud, waste, abuse, and corruption in accordance with System Policy 21.04, *Control of Fraud, Waste, and Abuse*;
10. Shall adhere to all laws, regulations, and policies, including those that provide equal opportunity for all persons regardless of race, color, religion, sex, national origin, age, or disability;
11. Shall endeavor to avoid any actions that would create the appearance that they are violating the law or the ethical standards of the system;
12. Shall strictly adhere to all system policies and regulations regarding sexual harassment.

<http://www.tamus.edu/offices/policy/policies/pdf/07-01.pdf>

CONFLICT OF INTEREST

Employees of Texas A&M University-Texarkana must disclose any involvement that might constitute a conflict of interest. A conflict of interest is any situation in which an employee has significant financial or other personal considerations that may compromise (or have the appearance of compromising) professional judgment in teaching or otherwise performing University obligations. In addition, any System employee who has supervision of, or input with regard to the investment of funds under control of the System must file an Annual Financial Disclosure.

<http://www.tamus.edu/offices/policy/policies/pdf/07-03.pdf>

CIVIL RIGHTS PROTECTIONS

System Policy 8.01 *Civil Rights Protections and Compliance* protects the civil rights of students, faculty and staff. The System encourages all individuals, including third parties interacting with System employees in the business environment, to report discrimination promptly. The procedures and responsibilities of the System are found at the following link:

<http://www.tamus.edu/offices/policy/policies/pdf/08-01.pdf>

ACADEMIC FREEDOM, RESPONSIBILITY, AND TENURE

The relationship between tenure/tenure-track faculty and Texas A&M University-Texarkana is a balance between the responsibilities and obligations of the faculty with the requirements and demands of the system academic institution. Faculty are provided with the ability to receive a tenured position which allows them the freedom to carry out teaching, research and service which is consistent with their disciplines, expertise and interests. This policy provides the basis upon which tenure/tenure-track faculty may be hired, tenured, and dismissed. The responsibilities of the tenure/tenure-track faculty are described as are the criteria by which they will be evaluated. The manner in which

tenure/tenure-track faculty may be dismissed is also described. The System policy as well as the A&M-Texarkana procedure is available via the following links:

<http://www.tamus.edu/offices/policy/policies/pdf/12-01.pdf>

<http://www.tamut.edu/administrative/12.01.99.pdf>

ONLINE ETHICS AND EQUAL OPPORTUNITY EMPLOYMENT TRAINING (MANDATORY)

The State of Texas requires all new employees to complete online Ethics Training and Equal Employment Opportunity Training (“*Creating a Discrimination Free Workplace*”), both of which can be found at the Texas A&M University-System *HRConnect* web site:

<https://sso.tamus.edu/main.aspx>

All employees must complete this online training within 30 days of employment and complete supplemental training every two years.

For more information regarding required training, see the following web site:

<http://www.tamus.edu/offices/policy/policies/pdf/33-05-02.pdf>

ACADEMIC CALENDAR

The Academic calendar lists significant dates and deadlines at the university and is available on the A&M-Texarkana website. The link to the Academic Calendars is:

<http://www.tamut.edu/calendar/index.php?pageid=39>

SICK LEAVE

A faculty member is eligible to use and accrue sick leave as long as the member is in a 50% position for at least four and one-half months. A faculty member may accrue and use sick leave as governed by A&M-System regulations.

System Regulation 31.03.02 *Sick Leave* can be viewed at the following internet address:

<http://tamus.edu/offices/policy/policies/word/31-03-02.doc>

VACATION

Vacation is accrued only by faculty with twelve-month appointments. A faculty member with an appointment of fewer than twelve months, as stated in the annual appointment letter that reflects terms and conditions of his or her appointment for the next fiscal year, does not accrue vacation leave unless official action is taken to revise his or her appointment to twelve-months. A faculty member with an appointment of fewer than twelve months, even if the faculty member happens to be employed during the summer (for example, to teach a summer session course), will not be considered a twelve-month employee unless his or her annual appointment letter (or revised letter) states the length of their employment to be twelve-months.

Faculty members who are eligible to accrue vacation leave must request approval to utilize accrued vacation leave whenever the vacation days requested occur during days when the university is open for normal business. However, any faculty member with a less than twelve-month appointment may take time off during scheduled university holidays or on days when no classes are meeting on the university (including Spring Break and inter-semester days when the university is open but classes do not meet) without an obligation to request or report the leave.

The system policy on vacation accrual may be viewed at the following address:

<http://tamus.edu/offices/policy/policies/word/31.03.01.doc>

HOLIDAYS

A&M-Texarkana employees receive holidays each year as allowed by the Texas state legislature. Based on the recommendations of the Chancellor, the A&M System Board of Regents approves the specific day a holiday is celebrated. There are four official times when Texas A&M institutions will be closed. These are:

- Thanksgiving
- Christmas Day
- Martin Luther King, Jr. Day
- Independence Day

In addition, special holidays are sometimes declared by the Governor of Texas. The Office of the President at Texas A&M-Texarkana will notify faculty of any special holiday which may be declared by the Governor. The Academic Calendar will reflect the scheduled dates for official employee holidays during the academic year.

FACULTY DEVELOPMENT LEAVE

The A&M System specifies that “All System components qualify for the faculty development leave program.” A faculty development leave may be granted for study, research, writing, field observations, or other suitable purposes. Interested faculty members should consult with the respective dean regarding developmental leave.

For more information about faculty development leave at A&M-Texarkana, see:

<http://www.tamut.edu/administrative/12.99.01.H1.01.pdf>

ACADEMIC AND FACULTY ISSUES

ACADEMIC COLLEGES

Texas A&M University-Texarkana is composed of the following colleges:

- [The College of Business](#) (COB)
- [The College of Education and Liberal Arts](#) (CELA)
- [The College of Health and Behavioral Sciences](#) (CHBS)
- [The College of Science, Technology, Engineering and Mathematics](#) (STEM)

UNIVERSITY COLLEGE

The purpose of University College (UC) is to provide learning experiences for students which will enable them to earn a degree from Texas A&M University-Texarkana. Through student engagement programming and services, UC provides a first academic home for all entering first-time, first-year students and entering students with less than 42 SCH. UC is available to help students adjust to their first-year or semester at A&M-Texarkana. Specific UC goals include:

1. Serve as a resource for students as they adjust to college life
2. Assist students if they are undecided about their career interests or major
3. Provide programs and support for student leadership and campus engagement
4. Encourage students to become engaged in the campus community
5. Offer sound advice regarding matters pertaining to academic issues and personal growth

UC offers programming and services to meet the above goals which include developmental advising, leadership development, a first-year experience courses, early alert/early intervention, Texas Success Initiative (TSI) counseling, and other programming as needed related to student success and retention.

Academic Advising

All UC students are advised by a UC staff member. UC staff members assist students with adjustment to college life, monitor student's academic progress as needed, and assist students with course selection and scheduling. When a student has earned 42 SCH, the

student will transition to the college of their major for academic advising and continued mentorship in their chosen major and career field.

Academic Skills and Knowledge (ASK) Center

The ASK Center provides academic support for all students, especially for first-year students. Services such as focused study groups, and peer tutoring, and early alert/early intervention are available.

Developmental Education

Students who have not completed all sections of the TSI must meet with a UC staff member to create a developmental education plan. UC staff will monitor student's academic progress.

New Student Orientation

In collaboration with Student Services, all students are required to attend a new student orientation which will allow the student to become engaged in the life of the University, meet fellow students, learn more about campus programs and services, and register for classes.

Student Leadership Program

University College offers students the opportunity to grow as individuals, as well as excel as campus and community leaders. Several opportunities are offered for students to learn more about themselves and the University, and develop their leadership skills.

All A&M-Texarkana students must successfully complete two courses which are designed to assist with transitioning to A&M University-Texarkana and developing leadership skills. Both courses are part of the A&M-Texarkana Core Curriculum.

LEAD 1101: Foundations for Leadership is designed to assist first-year students at A&M-Texarkana make a successful transition with regard to academic success and personal growth. All first-time in college students must successfully complete this course.

Students who satisfy one of the following conditions do not need to complete this course:

- Students who transfer to A&M-Texarkana from another institution with more than 30 SCH (excluding credit by exam and dual credit hours)
- Students who have completed such a course at another institution
- Transfer students who have completed the Core Curriculum at their former institution

LEAD 1201: Student Leadership Challenge provides a solid foundation for students to develop leadership skills, and builds upon *LEAD 1101: Foundation for Leadership*. All first-time in college students and transfer students with less than 60 SCH must complete

this course. Students who have transferred with the Core Curriculum completed are not required to take this course.

Eagle Experience is a leadership development program designed to assist students in becoming leaders at the university and in their communities.

LIBRARY

A&M-Texarkana's John F. Moss Library, named in honor of the University's founding president, contains over 170,000 print volumes in the monograph collection, 822 print serial subscriptions, 6,991 electronic journals, 13 printed newspapers, and older periodicals in microform including 1,244 microfilm titles and 2,255 microfich titles. Computer workstations provide networked access to 100+ databases, including access to 54,270 e-books and 67 audio books. Some electronic databases available are InfoTrac Expanded Academic Index, Academic Search Elite, Cumulative Index to Nursing and Allied Health Literature, PsycINFO, Modern Language Association, ERIC, and Criminal Justice. The EAGLIT, our electronic card catalog is web based making it easy to access from any computer with Internet access. The URL for access to the library is below:

<http://library.tamut.edu/>

ANNUAL PERFORMANCE REVIEW

To facilitate and encourage dialogue between the college dean and faculty member and to aid in the constructive development of faculty, an annual performance review is conducted for all faculty members.

For tenured or tenure track faculty, the annual review focuses on their progress in a long-term scholarly career. (The review will be conducted differently depending upon the different stages of the faculty member's career.) For tenure track assistant professors and instructors, the annual review process must also provide an indication as to their progress toward tenure and promotion. Three areas are targeted for review: teaching, service, and scholarship.

The annual review will be part of the ongoing process of communication between the faculty member and the institution in which both institutional and individual goals and programmatic directions are clarified, the contributions of the faculty member toward meeting those goals are evaluated, and the development of the faculty member and the University is enhanced.

Reviews for non-tenure track faculty (such as lecturer, instructor, or clinical faculty) focus on performance in areas aligned with the faculty member's appointment or reappointment letter. Faculty holding any of these titles shall be evaluated for teaching effectiveness, professional growth and service, and non-teaching activities supportive of designated university programs

For more information about the annual performance reviews refer to A&M-Texarkana procedure 12.01.99 *Academic Freedom, Responsibility, Tenure, and Promotion* Sec.11 at:

<http://tamut.edu/administrative/12.01.99.pdf>

TENURE, PROMOTION, AND POST-TENURE REVIEW

Tenure is the entitlement of a faculty member to continue in the academic position held unless dismissed for good cause. Tenure is based on the need to protect academic freedom and is irrevocable except as specified in Texas A&M University System Policy *12.01 Academic Freedom, Responsibility, and Tenure*. The following link provides additional information:

<http://www.tamus.edu/offices/policy/policies/pdf/12-01.pdf>

There are three categories of performance which are examined for tenure and promotion. The three categories of performance are:

- **Teaching**—classroom and laboratory instruction, development of new courses, labs and teaching methods, publication of instructional materials, supervision of graduate students;
- **Scholarship**—creation and dissemination of new knowledge, or other creative activities;
- **Service**—to the University and its students, to colleagues, to the department, to the college, the community, and to the faculty member's profession.

The A&M-*Texarkana* rule for tenure and promotion can be found here:

<http://www.tamut.edu/administrative/12.01.99.pdf>

Each college also has tenure and promotion guidelines that extend or clarify the Tenure and Promotion expectations for their respective faculty members.

Once a faculty member has achieved tenure at A&M-*Texarkana* participation in the post-tenure review process occurs every sixth year of employment. Some faculty members may be required to participate in the post-tenure review process prior to the sixth year of employment.

For specific language regarding this rule, click on the following link:

<http://www.tamut.edu/administrative/12.06.99.pdf>

DAYS OF RELIGIOUS OBSERVANCE

According to Texas House Bill 256 (9/1/03):

“An institution of higher education shall excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused.”

<http://www.tamus.edu/offices/policy/policies/pdf/31-04-01.pdf>

SYLLABUS REQUIREMENTS

A new course syllabus should be developed at least a semester before a course is offered. Doing so allows time for the syllabus to progress through the appropriate approval process. Preparation of a syllabus for a new course should involve consultation with other members of the department or college. The Professor must provide students with a copy of the syllabus at the beginning of each semester.

The minimum requirements for a syllabus are as follows:

- Course Title and Number
- Instructor Information (Name, Office Location, Telephone, Email)
- Prerequisites for the Course (if any)
- Calendar or Listing of Course Topics for the Semester
- Grading, Assignments, Tests, etc.
- Textbook(s) and/or Resource Materials Listing
- Student Learning Outcome Objectives
- Disability Statement
- Academic Honesty Statement

More information regarding syllabus construction is available here:

http://www.tamut.edu/currcomm/syllabus_guidelines.htm
(Undergraduate)

<http://www.tamut.edu/~allard/gc/Syllabus%20Template.pdf>
(Graduate)

The steps to follow for approval of a syllabus are listed below.

- Develop the syllabus (preferably at least a semester before offering the course) in consultation with other members of the College.
- Circulate syllabus to College Faculty. Place syllabus on agenda for College meeting for vote from members. If vote is favorable, continue to next step. If vote is not favorable, discuss with College Faculty for possible revision and

resubmission.

- Complete paperwork using the appropriate form and request your Dean to sign off.
- Submit the completed form and syllabus to the respective Chair ten days prior to the scheduled meeting Graduate Council or the Undergraduate Curriculum Committee. The committee Chair will place the syllabus on the agenda. The faculty member should attend the meeting or at least be available if the Graduate Council or Undergraduate Curriculum Committee has any questions. Approval of a syllabus may be tabled if the Graduate Council or Undergraduate Curriculum Committee is unable to receive answers to questions.
- If approved, the Chairperson will forward the recommendation to the Provost and Vice-President for Academic Affairs.
- However, if not approved or if tabled, the Chairperson will return the syllabus to the faculty member for possible revision.
- When approved by the Provost and Vice-President for Academic Affairs, the syllabus is forwarded to the Registrar for inclusion in the University Catalog.

(These same steps apply to substantive syllabus changes, program approval, or program changes, except that different forms may be used.)

For the required forms, click the following link:

<http://www.tamut.edu/admissions/fforms.php?pageid=5>

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES (ADA GUIDELINES)

It is the responsibility of a student to provide the instructor with documentation showing that he/she has requested assistance for disability accommodations from the Office of Student Services. Instructors then have the responsibility to provide reasonable accommodations.

Below are some guidelines to consider when working with students who have disabilities:

ADA Policy Statement: The official ADA Policy Statement should be included on all syllabi (see the “*Syllabus Requirements*” section).

Confidentiality: All records and requests pertaining to a student with disabilities must remain confidential.

For more information click the link below:

<http://www.tamut.edu/student-services/disability-accommodations.htm>

CLASS MEETINGS AND ABSENCES FROM CLASS

Instructors are expected to hold class each week of the semester for the specified number of days/periods designated in the official schedule. Class meetings should be held at the time and place designated on the official schedule unless a change is approved by the Admissions Office. Such requests can be made through your college.

All faculty members must notify their college dean of expected absences and class cancellations. Faculty members should enter their absence in the *LeaveTraq* System.

OFFICE HOURS

Full-time faculty are expected to maintain a schedule of ***ten office hours weekly*** to be available to students for academic or course-related consultation, to discuss career opportunities, to consider options within a major or discipline, and to provide service to the college and university. Office hours should be scheduled to meet the needs of evening or part-time students as well as those who attend classes during the day.

Faculty members appointed on a nine-month employment agreement with Program Coordination or Administrative duties are expected to be available to students as scheduled during all advising, enrollment, and registration periods as well as during office hours. Program Coordinators who are given a semester course load reduction for administrative duties are expected to be available for an additional ***three office hours*** weekly for on-site program coordination and faculty consultation. Program Coordinators may also be called for assistance at other times, as needed by the Dean.

Faculty serving as Department Chairs are expected to maintain an office hour schedule of *twenty hours weekly* to be available to students for academic or course-related consultation, successful program administration and management, and consultation with the respective Dean. These additional office hours should be scheduled to meet the needs of students as well as other department faculty and the Dean. Department Chairs who are appointed on an extended year employment agreement (i.e., greater than nine months) are expected to continue their regular work schedule during semester breaks and throughout the additional salaried months.

Adjunct faculty members must make arrangements to be available to students outside of class to consult with students about specific course issues. Availability may be via telephone, email, and/or face-to-face.

College Deans have the authority to make reasonable adjustments to an individual faculty member's office hours on a semester to semester basis. For example, the Dean might reduce the office hour requirement of a faculty member who teaches one or more Web based courses. Faculty office hours must be approved by the Dean, included in all course syllabi, and posted outside the faculty member's office door. Faculty are expected to notify the Dean or his/her designee when office hours must be adjusted temporarily (e.g., for illness) or permanently.

ACADEMIC ADVISING

Academic advising is an important role in developing within students a solid understanding of their curriculum of study. Students are encouraged to meet with a faculty advisor for guidance in areas such as meeting degree requirements, choosing internships, and making course selections. Advising also helps to prepare students for advanced study in the discipline. Faculty members should be available for conferences related to their field of study, especially regarding employment opportunities in that field and opportunities for post-graduate study and fellowships.

BLACKBOARD, ONLINE COURSE PLATFORM

Texas A&M University-Texarkana utilizes Blackboard as the platform for Online (Web-based) courses. Please utilize the following link to access Blackboard:

<http://webcta.tamut.edu/webct/entryPageIns.dowebct>

TRAVEL

International Travel

Class travel outside the United States or participation in study-abroad programs must be approved prior to student participation in the programs. Contact your Dean before making arrangements for foreign travel involving students. For more information, visit the following site:

<http://www.tamut.edu/administrative/stuttravel/intl/index.php>

Class Field Trips

Faculty members may take classes on field trips related to class content and may also decide whether or not the trip is required for students. However, the faculty member must get written approval (in advance) from the Department Head or the Dean of their respective college before planning any off-campus field trip, required or optional.

If a trip requires a fee from students, the fee must also be approved before the start of the semester when the trip will occur. (If the field trip is optional, the fee may be approved shortly after the start of the semester.)

Faculty Travel to Workshops/Conferences

Faculty members are encouraged to attend appropriate seminars and workshops directly related to their teaching or research activities. In many cases travel and other expenses may be reimbursed by the University. Check with your college dean for details. (***Note: Travel to Washington D.C. and International travel require special processing.***)

GRANTS AND FELLOWSHIPS

Information regarding grants and fellowships available at Texas A&M University-Texarkana is available from the Dean of Sponsored Programs, Research, and Graduate Studies.

EXTERNAL EMPLOYMENT

Full-time Texas A&M System employees are expected to devote time to assigned duties and responsibilities on a full-time basis. Permission to engage in external employment may be granted in accordance with regulations and rules adopted by the System and Texas A&M-*Texarkana*. To accept external employment each of the following conditions must be met:

1. Permission to engage in the employment is requested and received prior to the time the employee accepts external employment.
2. Activities related to the external employment are not reasonably expected to interfere with the regular work of the employee.
3. The employee complies with all applicable laws and professional standards of conduct.
4. The employee certifies that research performed in connection with the external employment will be conducted in an objective and scientific manner, and in accordance with the highest ethical standards of the employee's profession.

Failure to comply with any of these conditions may result in withdrawal of permission to engage in external employment.

<http://www.tamus.edu/offices/policy/policies/pdf/31-05-02.pdf>

GRADUATE FACULTY

Faculty who teach graduate courses or serve on graduate student committees must apply for and be approved as graduate faculty by the college dean and Graduate Council. The purpose of this process is not to confer recognition upon an individual, but to assure competence in the directing and counseling of graduate students and in the teaching of graduate courses. Tenure track and tenured faculty are eligible to become members of the graduate faculty, as are non-tenure track individuals employed by Texas A&M University-*Texarkana*.

The Office of Graduate Studies is a valuable resource for graduate students and graduate faculty. This office maintains the official record for each graduate student admitted to the university (except for transcripts), facilitates progression towards the completion of a graduate degree, and provides clearance for graduation (including final review of theses and dissertations when required).

The Office of Graduate Studies also provides required forms related to degree plans, petitions (for change of committee, major, degree, etc.), appeals, thesis proposals, and other material.

More information regarding graduate teaching and links to forms can be found on the Graduate Studies website:

<http://www.tamut.edu/gsr>

HUMAN SUBJECTS IN RESEARCH

A&M -Texarkana recognizes the need for investigation in which human beings may serve as research subjects. The University acknowledges and accepts its responsibilities for ensuring the privacy, safety, health, and welfare of such subjects are adequately protected. All research which involves any form of participation of human subjects qualifies as human subject research. This includes certain survey research, research by students, faculty, staff, and both internally and externally funded research.

More information regarding human subjects in research can be found at A&M-Texarkana's Institutional Review Board website:

http://www.tamut.edu/irb/IRB_index.htm

TESTING CENTER

A&M-Texarkana provides a Testing Center located on the East side of the third floor of the University Center.

The Testing Center is responsible for administering and proctoring a variety of assessments for students such as ACT, CLEP, AP, LAST, GRE, and others. The Center maintains a professional, quiet, and secure test taking facility.