

## **PREFACE**

The Faculty Handbook is designed to provide information on the rules and procedures governing the operation of West Texas A&M University. The handbook is also designed to offer guidance in matters of concern to faculty and to improve communication throughout the University.

The rules and procedures contained in the handbook supersede those issued by West Texas A&M University in all previous publications, rule and procedure memoranda or statements, and administrative directives. In the event that contradictions occur between the requirements or privileges provided in the handbook and those provided in an employee's letter of appointment, the provisions of the letter of appointment shall be followed.

The University's Fiscal Regulation, the West Texas A&M University Catalog and the Code of Student Life also contain information on rules and regulations related to the operation and management of the University, and these publications are an official part of this handbook, though not reprinted here. Copies of these publications are on file in each departmental office, and faculty members should refer to them for additional information.

The System Policies and Regulations, promulgated and approved by The Texas A&M University System, sets forth policies and procedures for The Texas A&M University System (visit [www.tamus.edu](http://www.tamus.edu)). Therefore, in the event the West Texas A&M University Faculty Handbook either conflicts with or does not address a policy or procedure covered by The Texas A&M University System, then the System Policies and Regulations shall control.

Orders adopted by The Texas A&M University System Board of Regents and published in the minutes of the meetings of the Board of Regents constitute the final authority on all matters related to the operation and management of the University. Copies of the minutes of the meetings of the Board of Regents are on file in Cornette Library and in the Office of the President.

## **Handbook Revision Process**

The Faculty Handbook Committee serves as an advisory committee to the Provost. Two mechanisms for initiating revision are possible: 1) annually, the Faculty Handbook Committee may identify changes the committee considers appropriate, and 2) the committee may receive recommendations for change from the Faculty Senate and/or Academic Affairs. As the advisory committee to the Provost, the committee reviews all submissions for inclusion in the Faculty Handbook and as the archival agent, provides continuity in the maintenance of the Faculty Handbook.

## **Faculty Handbook Committee Initiated Recommendations for Change**

When change is initiated by the Faculty Handbook Committee, drafts will be sent to the Faculty Senate President and Provost for consideration and their recommended modification of the change. Any proposed change initiated by the Faculty Handbook Committee will be reviewed jointly by the Faculty Senate and Provost before being resubmitted to the Faculty Handbook Committee. In the interest of expediting the process and to ensure that recommendations are processed within the academic year, the Faculty Senate and Provost shall return their joint recommendations no later than three Faculty Senate meetings (normally six weeks) after receipt by the Faculty Senate President and Provost. Upon receipt of comments from the Faculty Senate President and the Provost, the Faculty Handbook Committee will attempt to reconcile any disparities and will then forward a committee recommendation to the University President with a record of modifications recommended by the Faculty Senate and/or Provost. The Faculty Handbook Committee shall provide a rationale for the committee recommendations. A copy of this final recommendation will also be sent to the Faculty Senate President and the Provost when the committee's recommendation is sent to the University President. The proposal approved and signed by the University President will be sent to the Faculty Handbook Committee for inclusion in the Faculty Handbook and on the University Internet site.

## Faculty Senate and/or Provost Initiated Recommendations for Change

Recommended changes initiated by the Faculty Senate or Provost should be received by 1 November to ensure fullest consideration. Any proposed change initiated by the Faculty Senate or Provost will be reviewed jointly by both parties before being submitted to the Faculty Handbook Committee. The Faculty Handbook Committee will review the proposed changes and send recommendations to the Faculty Senate and the Provost for their response. The Faculty Senate and the Provost will then reconcile any differences within four weeks (assuming there are at least two Faculty Senate meetings during that time) and return recommendations with approval signatures of the Faculty Senate President and the Provost. The appraisal period will allow for two Faculty Senate meetings, with the potential that the Faculty Senate President or Provost may request an additional two-week period. The Faculty Handbook Committee will then review the proposed changes a final time before forwarding the revised document to the University President with justification for committee recommendations and narration of efforts to reconcile disparate perspectives. A copy of this final recommendation will also be sent to the Faculty Senate President and the Provost when the committee's recommendation is sent to the University President. The proposal approved and signed by the University President will be sent to the Faculty Handbook Committee for inclusion in the Faculty Handbook and on the University Internet site.

### Deadlines

All deadlines are established to ensure a timely process for Faculty Handbook changes. The Faculty Handbook Committee will endeavor to forward items to the appropriate levels within three weeks of receipt. To guarantee proper consideration and adequate time for the University President to review changes, the deadline for the Faculty Handbook Committee to send materials to the Provost and Faculty Senate is 1 March.

### Faculty Handbook Committee

The Faculty Handbook Committee is an advisory committee to the University Provost to whom the committee solely reports. The charge of the Faculty Handbook Committee is to review annually the Faculty Handbook and to recommend changes to the Provost. Recommendations of the committee will be submitted to the Faculty Senate and Provost for their review and comments. The responses of the two entities will be returned to the Faculty Handbook Committee for reconciliation. Proposals for changes may be submitted by any faculty member through his/her Faculty Senate representative and the Faculty Senate or any academic administrator through the Office of Academic Affairs. The review process will commence at the first Faculty Handbook Committee meeting after the University Provost has convened the committee (not later than 1 October of each year). For fullest consideration, the Faculty Handbook Committee requests that proposals for changes to the Faculty Handbook be provided to the committee no later than 1 November – of particular importance are those recommendations that impact faculty evaluation, promotion, tenure, and post-tenure review.

Voting members:

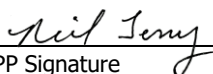
- A. 3 Faculty (appointed by Faculty Senate with staggered terms) The Faculty Senate is encouraged to seek discipline diversity by distributing appointments among different colleges.
- B. 1 Faculty (appointed by committee membership for a three-year term)
- C. 3 members of the university administration (appointed by the University Provost)

The Chair of the Committee will be one of the four faculty members and will be elected by all the members of the committee. The first meeting of the academic year shall be called by the University President no later than 1 October of each year. Subsequent meetings during the year shall be at the call of the Chair. Minutes of each meeting shall be posted on WTAcess.

## APPROVAL OF CHANGES TO THE FACULTY HANDBOOK

Table of Changes Made to the 2023 Faculty Handbook

Citation	Change
pp. 8 -11	Removed chief diversity and inclusion officer from president’s direct reports. Removed chief diversity and inclusion officer from President’s Cabinet description. Updated language for the current vice presidents after changes in those positions.
p. 13	Removed director of information and library resources from description of President’s Council.
p. 39 3.32 F.	In Annual Review of Faculty, added language to allow significant contributions to program assessments to count as service.
Various pp. 51-56; 58	Update language in the Promotion and Tenure section to reflect use of the Faculty Information System and current process.
pp. 54-56 5.5.1 & 5.6.2	In Promotion and Tenure section, added statement that faculty with administrative titles/roles may not serve on a department or college committee in the Promotion, Tenure, or Third Year Review process.
p. 58 5.8.7.1	Updated language about the salary increase for Promotion and Tenure.
p. 58 6.0	Added language about notification dates for those applying for promotion to full professor.
p.105	Addition of language on generative artificial intelligence to the section on Academic Integrity.
p. 108-109	In grading section, updated language on Incompletes based on a change in process piloted in Spring 2023
p. 120	Updated the information for Cornette Library in Section II: Standing Committee’s function and responsibility section.
pp. 143-144	Updated description of the Cornette Library mission and function.

  
EVPP Signature

August 18, 2023  
Signature Date

August 18, 2023  
Effective Date of Change

# West Texas A&M University Handbook

## Definition—Faculty

A faculty member is defined as a person employed by West Texas A&M University whose duties as specified in his or her letter of appointment include teaching and/or research, and whose rank, as identified in the letter of appointment, is instructor, assistant professor, associate professor, or professor, and including Fixed-term Academic Professional Track Faculty.

Other University personnel with classroom teaching responsibilities (administrators whose letters of appointment do not specify teaching and/or research, part-time instructors, members of the University coaching staff and any employee who does not have a letter of appointment) are required to follow policies and procedures contained in the handbook sections entitled "Rules and Procedures Affecting Faculty" and "Rules and Procedures Relating to the Teaching Function" as applicable. Any grievance or other action brought by a University employee referenced in this paragraph shall be governed by rules and procedures of the University for non-faculty members.

NOTE CONCERNING FORMATTING: Where entire rules and procedures have been copied into this document, the rules retain their outline and numerical formatting. This may create the appearance of inconsistencies in the layout of the handbook. Numerical references at the end of some paragraphs refer to the University and/or TAMUS policy manual.

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## **I. Introductory Material**

### ***A. History of West Texas A&M University***

West Texas State Normal College was created by a legislative act signed into law March 31, 1909, and opened Sept. 20, 1910, in Canyon City. In 1917, the college became a degree-granting institution. Through the University's 100 years, the institution's name has changed to reflect its growth and expanding role in higher education. In 1923, it became West Texas State Teachers College. In 1932, the institution became the first teachers college in Texas to offer graduate instruction, and in 1949, the name was changed to West Texas State College. The college achieved university status in 1963, and by Acts 1989, 71st Legislature, 1st C.S., Chapter 9, § 1, effective Nov. 1, transferred governance and West Texas A&M University became a member of The Texas A&M University System on Sept. 1, 1990. In order to better reflect its A&M System affiliation, the name was changed from West Texas State University to West Texas A&M University on June 1, 1993. *03.01*

### ***B. Mission Statement***

The mission of West Texas A&M University is to provide intellectually challenging, reflective, regionally responsive, and comprehensive academic programs that discover, interpret, apply, and disseminate knowledge for preparing the next generation of citizens in Texas, the nation, and the world.

### ***C. Vision Statement***

Guided by its pioneering spirit, West Texas A&M University will be recognized for its excellence in teaching and learning, with a strong focus on engaging students in challenging and meaningful experiences that aid in their intellectual and personal development. WTAMU alumni will be scholar-leaders empowered to advance their chosen field, to impact their communities, and to pursue excellence.

### ***D. Core Values***

The core values of West Texas A&M University are reflective of, inspired by, responsive to the people we serve, regardless of background, family history, personal beliefs, or aspirations. The people of the plains, in towns and communities, on ranches and farms spend every day living out their commitment to family, faith, hard work, and service to neighbors—locally, regionally, and globally. From these same Panhandle values, grow WT's core values:

- Academic Freedom- We champion the free exchange of ideas.
- Service- We put the needs of others first.
- Pragmatism- We seek to apply what we learn for the betterment of our community.
- Innovation- We embrace better ways to shape the future.
- Respect- We treat others with dignity which flows from the humanity of each individual.
- Engagement-We promote citizenship and being part of something larger than oneself.

### ***E. Educational Priorities***

The University's primary responsibility is to provide a student-centered community of learners dedicated to educating tomorrow's scholar-leaders through innovative academic and co-curricular undergraduate and graduate programs.

Other high priorities of the University include the creation of high quality student and faculty scholarly research and a strong commitment to assist in the economic, cultural, and intellectual development of the region.

Instructional responsibilities are given a weight of between 50 and 80 percent in annual faculty evaluations, depending upon specific faculty workloads. Recognizing that the existence of an effective student-centered learning environment entails extensive interaction of students with faculty outside of the classroom, advising/mentoring comprises between 10 and 20 percent of instructional responsibilities.

Scholarly research, that provides practical applications of theory through applied research, enhances



the effectiveness of teaching and advances the bounds of knowledge, are valued and encouraged by the University. In terms of priorities, a goal is for the majority of our scholarly output to be applied scholarship, with the remainder being in rough balance between basic scholarship and instructional development. Regardless of type, the primary emphasis is on high-quality intellectual contributions. Scholarly research/creative activities are given a weight of between 10 and 40 percent in annual faculty evaluations, depending upon specific faculty workloads.

As a service-oriented university, we have a commitment to assist in the economic development of the region. Service responsibilities are viewed as an integral part of the mission of the University and are given a weight of between 5 and 20 percent in annual faculty evaluations, depending upon specific faculty workloads.

Recognizing a sizable proportion of our students are commuter and/or non-traditional students, the University offers a wide range of student support services for part-time and non-traditional students in addition to being a residential campus. While traditional course delivery systems are the predominate means of offering classes and programs, WTAMU is committed to offering online programs and online courses.

## ***F. Philosophy of Student-Centered University***

Each member of the university community is responsible for ensuring that West Texas A&M University is student-centered. The development of a student-centered philosophy is a dominant theme in both the strategic planning and curriculum assessment processes at West Texas A&M University. Since the student-centered approach permeates and influences all aspects of the University, it is essential that the philosophy is well-defined and understood by all members of the University community.

A student-centered university community is entirely committed to ensuring that students have opportunities to succeed in their academic, co-curricular, extra-curricular, social, moral, and civic endeavors while they are enrolled as our students and throughout the remainder of their lives. All members of a student-centered university community assist students in achieving their individual academic and personal goals while also meeting the goals described in the university's mission statement. The student-centered institution inspires students to develop the attitudes and skills that are essential to a rewarding life of learning, leadership and service.

West Texas A&M University exists first and foremost to provide a superb education to its students. Students and their development must be at the heart of all that we do. Furthermore, excellence in teaching is the *sine qua non* of our existence as an institution of higher education. In a student-centered environment, we are committed to the continuous improvement of our academic programs; to challenging students to excel; to providing students with timely and meaningful feedback and assessment of their progress; to constantly adapting our pedagogy to provide a learning environment consistent with students' learning styles; and to increasing students' personal responsibility for learning by providing participatory learning opportunities. In a student-centered environment, our course schedules and classroom allocations are designed to best meet the needs of our students and to maximize learning. Our student support services are accessible, inviting and structured to help students achieve their personal goals.

Although a student-centered university strives to promote student success, the relaxation or reduction of academic standards or expectations cannot be considered as being a contribution to success. Students must be held to high standards in the classroom, in performances, in exhibiting their work, on the athletic field, or in any other arena of student endeavor. Expectations and goals are important aspects of the student-centered philosophy and must be encouraged campus-wide.

A student-centered university enforces the rules, regulations, and policies fairly and consistently for all students. The interests of a single student or a group cannot outweigh the interests of the student community as a whole.

Our most important contacts with students occur in teaching and advising interactions, but critical interactions also occur in student support service offices across campus. It is imperative that the encounters students have with all employees at West Texas A&M University be productive and pleasant. In other words, all university employees must be empowered and willing to solve the problems that students bring to their doorsteps.

Our role is to provide opportunities for students to reach their personal goals in a supportive, student-

centered environment. Our goal is to exceed the expectations of our students, their parents, and the community that we serve.

## ***G. Academic Integrity Code***

It is the responsibility of students and instructors to maintain academic integrity at WTAMU by refusing to participate in or tolerate academic dishonesty or any behavior that prevents University representatives or students from effectively furthering the mission of the University as stated in the mission statement. Any act that hinders WTAMU from maintaining the integrity of the University's academic mission shall be treated as a serious offense against the community as a whole. It is both the right and responsibility of every member of the community to read, understand and enforce the guidelines set forth for maintaining WTAMU's academic integrity. Sanctions for any violation of the Academic Integrity Code may include any of those listed under the "Sanctions/Penalties" section of the *Code of Student Life*.

### **I. Categories of Academic Dishonesty**

Below are examples of possible violations. This listing is not exclusive of any other acts that may reasonably be said to violate the spirit of the Academic Integrity Code. Commission of any of the following acts shall constitute academic dishonesty.

#### **A. Improperly Acquiring Information**

1. Acquiring answers for or information regarding any assigned work or examination from any unauthorized source (peers, electronic resources, electronically stored data, textbooks, lab books, lecture or crib notes, former students, friends, etc.) in violation of the respective faculty member's guidelines. Possession of crib notes, stored data (on calculators, computer files, etc.) or cheat sheets against instructor's consent will be construed as an attempt to violate this provision of the academic integrity code.
2. Working with another person or persons on any assignment or examination unless expressly permitted to do so by the respective faculty member's guidelines.
3. Observing the work of other students during any examination.
4. Stealing examinations or assignments from faculty, computer files or other students.

#### **B. Improperly Providing Information**

1. Knowingly providing answers for any assigned work or examination in violation of the respective faculty member's guidelines.
2. Knowingly informing any person or persons of the contents of any examination prior to the time the examination is given in subsequent sections of the course or as a makeup.

#### **C. Plagiarism**

1. Presenting work, ideas or phrasing of another, in whole or in part, as one's own without giving credit and proper documentation of sources.
2. Copying material directly from sources (including electronic media) except when the material is enclosed in quotation marks and the source is clearly identified. Failure to use quotation marks or appropriate methods of documentation shall be construed as attempted plagiarism.
3. Paraphrasing too closely to the original, even when the source is identified.
4. Claiming credit for work in any media (electronic, digital, artistic, etc.) where the student is not the original creator of said work.

#### **D. Conspiracy**

1. Agreeing with one or more persons to commit any act of academic dishonesty.
2. Logging on or signing in for another student for any assignment in which credit is given for participation or attendance.
3. Taking an examination or completing an assignment for another student.
4. Coercing others to commit any act of dishonesty or approaching others in an attempt to gain their participation in acts of dishonesty.
5. Possessing knowledge of violations of the Academic Integrity Code and not informing a

University official such as a faculty member, direct supervisor, dean, or vice president.

- E. Fabrication of Information
  - 1. The falsification of the results obtained from a research or laboratory experiment.
  - 2. The written or oral presentation of results of research or laboratory experiments without the research or laboratory experiment having been performed.
  - 3. Lying about the date upon which one took an examination or handed in an assignment, the reasons for not taking an examination or handing in an assignment on a specific date, one's reasons for challenging a professor's assigned grade, the fact that one has handed in material or one's contributions to a group assignment.
  - 4. Turning in a paper purchased or acquired from any media outlet, written by someone other than the student claiming credit or stolen from another student.
- F. Violation of Departmental or College Rules
  - 1. Violation of any announced course, departmental or college rule relating to academic matters, including but not limited to abuse or misuse of computer access or information.
  - 2. Any violation of the "General Rules and Procedures on Campus" section of the *WTAMU Code of Student Life* that impairs either (a) a professor's ability to effectively deliver classroom or laboratory material or (b) a student's ability to effectively learn or process information or perform academic work.
- G. Inappropriate Multiple Submissions of the Same Work
  - 1. Students may not submit a paper or project that is substantially the same for two courses unless expressly authorized by the instructor to do so.
  - 2. Students may not provide assignments for submission by other students unless expressly authorized by the instructor to do so.

## II. Reporting Violations of the WTAMU Academic Integrity Code

As all members of the WTAMU community are responsible for maintaining the academic integrity of the University's mission, any member of the community may report and is responsible for reporting known violations of the Academic Integrity Code to a faculty member, direct supervisor, academic dean or vice president for academic affairs (EVPP). Violations shall be construed as any action outlined in Appendix III of the *Code of Student Life* or the violation of any other University code or regulation that impacts the University's ability to meet the academic expectations that it has set forth in its mission statement.

Any student with knowledge of a violation who fails to report it shall him/herself be in violation of Academic Integrity Code. A student who believes his/her work has been stolen, copied, or inappropriately acquired by another student should report that information to the instructor. Additionally, any member of the community who reports her/himself in violation of this code before it is likely that another might consider this possibility will be understood as repentant and acting in good faith toward the community as a whole. Though the confession will not excuse the student for the violation, the act will be considered with great weight by all hearing/sanctioning bodies and the violation should not result in suspension or expulsion except in the most extreme cases.

Before reporting a suspected violation, the accusing party should make a reasonable attempt to collect evidence (eyewitnesses, material facts, etc.) to present in the case of a hearing.

Teaching faculty who suspect a violation should confer with the suspected violator(s) and attempt to resolve the case at that point. If the faculty member and student can mutually consent to a solution, the faculty member should complete an Academic Integrity Code Violation Review Form. This form is to be completed by the faculty member and signed by the student, faculty member, direct supervisor and dean, then forwarded to the office of the EVPP for signature where it will be placed in the student's file. If a faculty member prefers to report the case directly to her/his direct supervisor, it remains her/his prerogative to do so. Additionally, if the faculty member and accused student cannot agree upon a resolution or if the faculty member believes that suspension or expulsion is the only fair sanction, the case should immediately be reported, by the faculty member and in writing, to the appropriate direct supervisor.

### III. Initial Finding of Fact and Review of Cases

In a case where a non-teaching member of the WTAMU community reports a suspected integrity violation, the case will be referred to the appropriate faculty member, direct supervisor or dean for initial. The referral will come from the WTAMU community member to whom the suspected act was first reported.

In a case where a resolution between the student and the faculty member has been reached, an will be completed by the faculty member, signed by all parties, direct supervisor and dean, and forwarded to the EVPP's office to be placed in the student's file.

In a case where a resolution between the student and the faculty member cannot be reached, all materials will be presented to the direct supervisor who will then review the case (including evidence, student and professor testimony, any documents, etc.), determine if a violation occurred, and, in the case of a finding of violation, impose through her/his dean's office, then forward to EVPP the appropriate sanction. The direct supervisor will notify both the student and the faculty member of her/his decision, as well as inform the student of her/his right to appeal to the College Integrity Committee (CIC). *[Note: Each college will create a CIC as needed. It will be comprised of the college dean (who will chair the committee and vote only in case of a tie), three students (appointed by Student Senate) and three faculty members from the college (one appointed by the dean for a two-year term, one chosen by the student and one chosen by the dean). Should the dean feel that her/his chairing the committee would present some conflict of interest, she/he should recuse her/himself through the EVPP's office and have another dean appointed to chair the hearing.]* In the case of a finding of guilt, the direct supervisor will forward this finding to the EVPP's office to be placed in the student's file.

Upon any subsequent violation by the student (if another Academic Integrity Code Form, direct supervisor sanction or any combination is already present in the student's file), the EVPP's office will notify the dean and have him/her examine the file to determine if a trend of violation needs to be addressed. *[Note: For undergraduate students, "dean" in this document refers to the dean of the college in which the most recent violation occurred. For graduate students, "dean" refers to the dean of the Graduate School.]*

If the dean feels that it is the case that there is a trend of violation, the dean will impose or request that the EVPP impose the appropriate sanction. The dean will then notify the student of her/his decision, as well as inform the student of her/his right to appeal to the CIC.

Should the student desire to appeal either a direct supervisor's or dean's decision, the student will notify the dean that he/she requests an appeal hearing before a College Integrity Committee. The notification must be in writing and delivered to the dean within ten (10) days of the student's initial notification of the direct supervisor's or dean's findings. Such an appeal must specify if the student is appealing the finding of violation or the fairness of the sanctions.

### IV. Changing Grade from "X" to "XF"

If a faculty member charges a student in one of his/her classes with a violation of the Academic Integrity Code (AIC) and the student drops the class before the issue has been resolved, the faculty member at the end of the semester may submit a grade change to the Registrar's Office changing the student's grade from "X" to "XF" and indicating the change was because of a violation of the AIC. This may occur only when the faculty member determines the appropriate penalty for the AIC violation is a failing grade in the class.

### V. Hearings before a College Integrity Committee

The CIC functions only as an appeal committee. This committee will confer to hear the facts of the case and to render judgment regarding the appropriateness of the original finding/sanction.

Once an appeal hearing has been requested, the dean's office will make a reasonable attempt to notify (a) the appealing party and any accusing parties (as well as the accusing party's witnesses), (b) any faculty member(s) involved and (c) the selected members of the committee not less than seven (7) working days before the scheduled hearing. (These time frames are contingent upon the academic calendar and the necessity of bringing closure to a situation and, at the discretion of the dean, may be adjusted as deemed necessary.)

If the student is appealing the finding of violation itself, the accuser has the burden of proving his/her case by the preponderance of the evidence (proof that leads a reasonable person to conclude that the facts in issue are more likely to have occurred than not).

If the student is appealing the sanctions, only facts presented before the committee or that are present in the student's file (and have bearing on the present case) may be considered in judging the fairness of the original finding. It is the responsibility of the appealing student to offer evidence that supports a different sanction.

The appealing party, during the course of the appeal, may, at her/his own expense, seek advice of legal counsel or a legal adviser. Counsel may advise the student but may not present at the appeal. Additionally, the appealing party may have one person accompany her/him to the appeal. This person cannot act as a witness.

An opportunity will be provided for the appealing party to present her/his version of the facts and to present other evidence, including witnesses, in support of her/his appeal. Witnesses not having information directly pertaining to the appeal may not be allowed. The appealing student should notify her/his witnesses of her/his request that they present information at the hearing. The appealing student is responsible for making sure that her/his witnesses attend the hearing and/or for providing any notarized written information or official University reports (the student may request these through the presiding dean's office) that she/he would like considered at the appeal. The appealing party, through the dean, will also have the right to hear and question evidence. The dean may impose reasonable limitations upon the presentation of evidence and the questioning of witnesses.

If the student chooses not to testify at the appeal, no inference may be drawn from this action. If the student chooses not to attend the appeal, it will be assumed that the student revokes her/his appeal. Evidence that shows that the student has been contacted, however, should be entered into the record. (In the event that the accused is more than 10 minutes late to the hearing, the CIC will assume that the student has chosen not to attend the appeal and the appeal will be withdrawn).

Disorderly or disruptive behavior by any individual in the appeal process may, at the discretion of the dean, result in the removal of that individual from the hearing and the hearing may continue.

The University will provide a recording of the hearing either by court reporter, electronic recording, or notes or minutes taken by a recording secretary. For sanctions resulting in less than suspension or expulsion, the recording will be destroyed following the conclusion of the appeal. Suspension/expulsion sanctions result in records being maintained permanently in the Office of Academic Affairs. The appealing party may, at her/his expense, make a personal recording of the hearing.

Appeal hearings will be closed with the exception of those directly hearing or involved in the case.

## VI. On Findings by the CIC

The CIC is not responsible for adhering to strict rules of evidence or bound to precedents.

The CIC will consider only the facts presented during the hearing and the facts already contained in the appealing student's academic file.

At the conclusion of the hearing, the CIC shall meet to adjudicate in a closed session. If the fact of violation is in dispute, the faculty and student members will first vote as to whether or not the original finding of violation—by faculty member, direct supervisor or dean—has merit. All such votes will be on paper ballot.

In the case that the CIC finds no violation, the student's file will be cleared of all documents that

relate solely to this case.

If it is the appropriateness of the sanctions that is under appeal, the CIC will vote on the fairness of the original sanction. If the CIC finds that the original sanction is not appropriate, the members will discuss alternative sanctions that may include sanctions more severe than those originally imposed/recommended. (The CIC may impose any of the sanctions described in the *Code of Student Life* up to and including suspension or expulsion. The CIC can recommend to the dean of the college that suspension or expulsion is the appropriate sanction. In the case of such a recommendation, the case will immediately be referred to the dean and forwarded to the Office of the EVPP, and all further action will be taken by the EVPP.)

The appealing party will not be present for the discussion, voting and/or sanctioning portion of the appeal, and the University does not have to record the adjudication.

The CIC will, at the conclusion of the appeal, discuss its finding with the appealing party.

Additionally, the dean's office will forward a written statement of the findings and the formal action to be taken by the University to the student within five (5) working days, as defined by the University.

#### VII. The Integrity Code and the Laws of the Land

Violations of local, state, federal or international codes and laws must be dealt with through ordinary processes of law and by the appropriate authorities.

##### Addendum. Faculty and Staff Violations

Faculty and staff violations of University integrity are outlined in the *WTAMU Faculty Handbook* and the rules and regulations set forth by WTAMU and The Texas A&M University System and will be dealt with according to the guidelines therein. Students with grievances against faculty or staff members should bring them to the VPSS that they might be directed to the proper channels.

## II. University Structure

### A. Organizational Flow Chart

The organizational flow chart can be found at this link on the WTAMU webpage: [Organizational Flow Chart](#).

### ***B. Administrative Organization***

#### **1. TAMUS**

##### Board of Regents

Members of The Texas A&M University System Board of Regents are appointed by the governor of the State of Texas with approval of the senate. The term of office for each regent is six years. Three new appointments or reappointments are made every two years. 02.01

##### Chancellor

The chancellor is the chief executive officer of The Texas A&M University System and reports to and is responsible to the Board of Regents for the general management and success of the System. The chancellor is delegated authority to do all things necessary to fulfill such responsibility, including the authority to negotiate, execute and administer contracts and legal documents and instruments for and on behalf of The Texas A&M University System or its members. 02.02

#### **2. WTAMU**

##### President

The president is the chief executive officer of the University and is elected by the Board of Regents. The president is responsible to the chancellor and the Board of Regents for the operation and management of the University. The president is charged by the Board with developing and maintaining efficiency and excellence within the University.

As chief executive officer of the University and the administrative arm of the Board of Regents, the president recommends policies for consideration by the board and is responsible for the implementation of these policies once they have been approved. The president has the final authority to approve, reject or modify recommendations of the faculty and administrative staff on matters which do not require board action. Except in cases where the Board of Regents or the chancellor chooses to assume this responsibility, the president is the official spokesperson for the University. The president is responsible for the annual evaluation of all senior administrative personnel who report directly to the president. The president provides written and oral evaluations of all vice presidents, the athletic director, and the director of the Panhandle-Plains Historical Museum. The written evaluations are retained in the personnel file of the senior administrative staff member. 02.05

##### Administrative Officers

The administrative officers at West Texas A&M University are seven vice presidents and six deans who have been delegated specific executive authority by the president of the University.

The vice presidents and the director of Panhandle-Plains Historical Museum report directly to the president and are expected to keep the president fully informed and seek the president's advice regularly on all matters related to University administration and management. It is the responsibility of each of the academic deans to inform the executive vice president and provost for academic affairs and the responsibility of the vice presidents to review in advance with the president any proposed investigations or studies which may result in recommendations for substantive changes in University policy. It is the responsibility of each vice president to consult with the president on a regular basis regarding any actual or potential problems, concerns or issues related to the faculty, staff or students which may affect the well-being or interests of the University.

The vice presidents and the director of the Panhandle-Plains Historical Museum are responsible for reviewing all recommendations, reports and documents which are transmitted to the president to

# University Structure

assure that they are factually accurate, of high professional quality, and consistent with the rules and procedures of this handbook.

## Executive Vice President and Provost for Academic Affairs

The executive vice president and provost for academic affairs (EVPP) is the chief academic officer and is responsible for the administration of the colleges and the Graduate School and Research. The academic deans report to the executive vice president and provost for academic affairs. Other administrative personnel who report directly to the executive vice president and provost for academic affairs include the associate provost for academic affairs, assistant vice president for academic affairs, University librarian, directors of continuing education and institutional research. The executive vice president and provost for academic affairs annually evaluates these personnel and provides written and oral evaluations, which are filed in the provost's office and with Human Resources. The executive vice president and provost for academic affairs is chairperson of the Council of Deans, which advises the vice president on matters related to academic affairs.

The Office of the Executive Vice President and Provost for Academic Affairs is the focal point of recommendations to the president regarding academic policy, including personnel policies affecting faculty. The executive vice president and provost for academic affairs makes recommendations regarding the allocation of available academic resources, monitors faculty workloads, and is responsible for the coordination of faculty recruitment and improvement. This vice president also reviews recommendations of the academic deans and direct supervisors regarding appointments, salary increments, promotions, tenure, and terminations of faculty and academic staff, and transmits them to the president with recommendations.

The executive vice president and provost for academic affairs also is responsible for the administration of programs related to completion of degree requirements on the undergraduate and graduate levels, academic planning and programs and the content of the West Texas A&M University Catalog.

## Associate Provost

The associate provost reports directly to the provost and assists with responsibilities related to academic affairs. The associate provost has three primary areas of responsibility. The first involves leading those organizations and initiatives that provide academic support and out-of-class learning experiences for students such as, advising services, First-Year Experience programs, and learning communities. The second area involves coordinating and directing SACSCOC QEP efforts, including the development, implementation, and assessment of the university QEP. The third area is to provide assistance to the provost and the Office of Academic Affairs with a variety of issues including student requests and appeals, management of the Associate Deans Council, and attending meetings and functions at the request of the provost. The associate provost is also responsible for oversight of the Teaching Excellence Center.

## Vice President for Business and Finance

The vice president for business and finance is the chief financial officer and is responsible for the general financial operation of the institution, including accounting and auditing of financial records, preparation of the University budget, and the biennial legislative appropriation request and institutional budget control. The vice president for business and finance assists the president in administering University monies and properties, capital improvements and debt financing, supervising contractual relationships, arranging the acquisition of properties and representing the University in the institution's financial relations with the State of Texas and other governmental agencies and organizations. The vice president for business and finance also has responsibility for supervising the operation of Business and Accounting services, University Bookstore, Post Office, Human Resources, Purchasing and Inventories, Process Improvement (Lean Six Sigma), Risk Management, University Police Department, Buffalo Gold Card office, payroll services, and serves as contract liaison to SSC Service Solutions. The vice president for business and finance annually evaluates the directors of these offices and provides written and oral evaluations of all. Written evaluations are retained in the vice president's office and Human Resources.



# University Structure

## Vice President for Student Affairs

The vice president for Student Affairs has a responsibility to enhance the general welfare of the student body by being an effective voice for the students to the administration and to interpret administrative policy to the students to assure continued development of a quality student campus life. The vice president for SA administers the Student Handbook and assumes responsibility for program development. In addition to the roles listed previously, this officer provides overall direction to, Career and Counseling Services, Student Medical Services, Student Disability Services, Residential Living Educational Services, Jack B. Kelley Student Center, Virgil Henson Activities Center, Recreational Sports, Student Government, the office of Student Engagement and Leadership (including New Student Orientation and Transfer Student Orientation), and Veteran's Services. The vice president for student affairs annually evaluates the directors of these offices and provides written and oral evaluations of all. Written evaluations are retained in the vice president's office and human resources.

## Vice President for Enrollment Management

The vice president for enrollment management reports to the University president and is responsible for the development and implementation of a strategic plan to guide enrollment management decisions; plans, develops, implements and oversees assessment plans for recruitment and admissions initiatives; leads the establishment of close relations between the University and multiple constituencies to develop pools of diverse and qualified potential applicants; and interacts cooperatively with the various academic units on campus to ensure that the academic opportunities available at WTAMU are advertised and promoted to potential students and other constituencies. The vice president for enrollment management has the responsibility to provide innovative, collaborative and visionary leadership for the offices of admissions, student financial services which includes financial aid and scholarships and related offices that result in increased student enrollment and persistence. The vice president for enrollment management annually evaluates the directors of these offices and provides written and oral evaluations of all. Written evaluations are retained in the vice president's office and human resources.

## Vice President for Philanthropy and External Relations

The vice president for philanthropy and external relations reports to the University president and has the responsibility to provide strategic direction, vision and management of the University's overall philanthropy and alumni relations efforts, including annual and major gift fund-raising and capital campaigns, community and public relations, alumni relations and marketing. The vice president for philanthropy and external relations serves as executive director of the WTAMU Foundation; oversees the University's comprehensive, integrated marketing/communications efforts; oversees operations of alumni and parents relations; and coordinates major gifts fund-raising with Alumni Relations, annual fund, athletics, and colleges and departments. The vice president for philanthropy and external relations annually evaluates the direct reports and provides written and oral evaluations of all. Written evaluations are retained in the vice president's office and human resources.

## Vice President for Research and Compliance

The Vice President for Research and Compliance and Dean of the Graduate School (VPRC and DGS) reports to the president and has the responsibility to provide leadership as the university's Chief Research Officer (CRO), Research Compliance Officer (RCO), University Compliance Officer (UCO) and serves as the Dean of Graduate School. Each role and the associated duties and responsibilities is described below. The VPRC and DGS serving as the CRO and RCO is responsible for oversight of the university research enterprise. The University serves as a regional division for the Texas A&M AgriLife Extension Service (TAES), the Texas A&M Engineering Experiment Station (TEES), the Texas A&M Transportation Institute (TTI), the Texas A&M Forest Service, and the Texas A&M Wildlife Damage Management Service. In addition, the University supports a number of active research institutes, the most notable of which are the National Cattlemen's Beef Association's Carcass Data Service, the Dryland Agriculture Institute, and the Alternative Energy Institute. The VPRC and DGS serving as the UCO functions as a university-wide compliance officer to address and facilitate mitigation of risk, provides appropriate resources for compliance, and ensures appropriate action for noncompliance issues. The VPRC serving as the Dean of Graduate School works collaboratively with West Texas A&M University academic deans and their associated schools and departments to strengthen and expand graduate programming.

# University Structure

## Vice President for Information Technology and Chief Information Officer

The vice president for information technology and chief information officer is responsible for planning and managing all aspects of information technology, including telecommunication and network services, computer services and academic computing services. The chief information officer will be the primary architect for updating of information technology for the campus and will oversee the acquisition, deployment and operation of information technology. Other responsibilities include, but are not limited to: collaborating with departments to encourage the use of technology, distance education and other alternative delivery systems; developing and managing information technology budgets; developing and implementing policies relating to effective use, licensing and security of information technologies; and insuring a high level of service to all campus technology users.

## College Deans

College deans have the responsibility to provide leadership and direction to associate deans, direct supervisors and faculty, encourage and stimulate growth and quality in programs, represent views of students and faculty in University planning and functions, assist students in articulation and progress in their college programs and advance and improve the image of the college and the University. Deans also are responsible for administrative duties, including curricular supervision and coordination, budget preparation, supervision of faculty evaluation, expenditure approval, student recruitment and retention, and external funding-raising.

## Dean of Graduate School

The dean has the responsibility to provide leadership for the associate dean, Graduate Council and graduate faculty, encourage the advancement of knowledge through quality research and instruction, stimulate academic inquiry, stimulate intellectual and artistic creativity, and assist graduate students with their degree program. The dean also has administrative duties, including supervision and coordination of graduate curricula, supervision of graduate faculty evaluation, and graduate student recruitment and retention. (See Bylaws of the Graduate School, Appendix XIII.)

## Associate Deans

Associate Deans are members of the faculty appointed by the Dean of a college to serve half time throughout the calendar year as a member of the Dean's staff. As academic leaders who assist in the oversight and coordination of college activities, Associate Deans may have various assignments including implementing and carrying out campus policies and advancing the mission of the college as directed by the College Dean. Associate Deans may be called upon to assume some academic duties normally assigned to the College Dean in order to allow him/her to participate more in institutional development. Associate Deans have 12 month faculty appointments and are expected to be present whenever the campus is open. The normal teaching responsibilities for Associate Deans are two courses (or six adjusted credit hours) for each Fall and Spring semester and one course (or three adjusted credit hours) for the summer terms. Because they may periodically have special assignments like program accreditation or program development, teaching responsibilities for Associate Deans may be reduced on a semester by semester basis if justified by the College Dean and approved by the Provost.

## Heads of Academic Departments

The heads of academic departments, who serve as members of the academic administration, are direct supervisors and may be an associate dean, director of a school, or a department head who is appointed for a three-year term with annual evaluations. Direct supervisors can be given subsequent three-year terms with approval of appropriate academic dean and provost. Each direct supervisor reports to the executive vice president and provost for academic affairs through the dean of the appropriate college. The direct supervisor is responsible for the proper implementation and administration of University policy and for seeing that the department's business is transacted efficiently and expeditiously. The direct supervisor must articulate constructive departmental aspirations, standards and points of view and is responsible for maintaining communication, cooperation and rapport between the faculty and administration. Among the duties of the direct supervisor are the representation of faculty to the dean of the college, detailed review and objective evaluation of the accomplishments of the faculty, and submission of written recommendations

# University Structure

through administrative channels regarding initial appointment, continuing employment, promotion, salary and tenure of faculty personnel within the department.

Primary responsibilities of the direct supervisor in personnel management are recruitment, assignment, evaluation, reward, development/motivation and personal guidance. In curriculum management, duties include development, evaluation and scheduling. Fiscal management duties are budget planning/assessment, preparation and implementation. Facility management duties include monitoring maintenance and use of appropriate classroom, laboratory, office and storage facilities. Collegial leadership is also a primary responsibility of the direct supervisor.

Administrative duties of the direct supervisor are to communicate University policy and direction and to develop and implement department policy and direction to students and faculty through department meetings, individual discussions and meetings, memos and letters. The direct supervisor should advise the administration of departmental needs. The direct supervisor should develop a good rapport with faculty and students and maintain an open and fair attitude. Contacts with alumni and organizations employing program graduates should be maintained. The direct supervisor should provide visibility and vitality for department programs through involvement in professional service at the local, regional and national levels, support of research by faculty, student recruitment and service on University committees, and support of University policies and activities. The direct supervisor should demonstrate ability and achieve respect by providing quality and responsible leadership, quality teaching, research and service, making fair, equitable and defensible decisions, openly discussing issues, supporting faculty in the pursuit of achieving their full potential, and by being available for student counseling and advisement.

The direct supervisor, because of the varied demands of the assignment, must be a person with numerous abilities and strengths. An ideal direct supervisor, a leader with effective communication and listening skills, will be innovative, creative and open to new ideas; fair, objective and impartial; organized; decisive, honest and candid; friendly and approachable with a sense of humor; dedicated; realistic in departmental concerns; compassionate and sensitive; respected as an accomplished teacher/scholar; and willing to meet the time requirements of the position.

Given the varied duties of the direct supervisor, access to development programs are a must to continually assure quality leadership in the position. Development programs/opportunities, as available and possible, should include external and internal seminars/workshops in human relationships, leadership, communication, management, fiscal affairs and computer literacy.

## University Librarians

Cornette Library's professional librarians are an integral part of the West Texas A&M University community. Holding advanced academic degrees earned through professional education at the graduate level, they fulfill an indispensable and unique role in both the administrative and the educational processes.

Professional librarians are responsible for the acquisition, organization and control of library materials pertinent to the academic needs of the University. They fulfill teaching and research roles inasmuch as they instruct students and assist and advise faculty in scholarly pursuits. Without the expertise and assistance provided by the professional librarians, the University could not function effectively as a center of learning.

Because of the librarians' essential role in the academic sphere, they elect a representative to Faculty Senate and, by appointment, serve on University committees. The University librarian reports to the executive vice president and provost for academic affairs.

## University Councils/Committees

In an effort to enhance the flow of information within the institution and bring to bear to the decision-making process the wealth of creativity and intellectual capital that exist throughout the University, the following standing committees will meet on a regular, periodic basis.

### **President's Executive Committee**

- The President's Executive Committee is composed of the University president and vice presidents.

### **President's Cabinet**

- The President's Cabinet is composed of the University's vice presidents, athletic director, director of Panhandle-Plains Historical Museum, and the chief of staff/assistant vice president for strategic

planning.

## **President's Council**

- The President's Council is composed of the University's president, vice presidents, athletic director, director of the Panhandle-Plains Historical Museum, director of communication services, associate provost, assistant vice president for academic affairs, director of external programming, deans, Faculty Senate president, Staff Council president, and Student Body president.

## **Deans Council**

- The Deans Council makes recommendations to the president through the executive vice president and provost for academic affairs on a wide range of academic issues designated by the president or the executive vice president and provost for academic affairs, including employment status and other matters related to the faculty and the development, implementation or discontinuance of academic programs and activities. The Deans Council is chaired by the executive vice president and provost for academic affairs and consists of the deans of the Paul Engler College of Agriculture and Natural Sciences, Paul and Virginia Engler College of Business, Terry B. Rogers College of Education and Social Sciences, Sybil B. Harrington College of Fine Arts and Humanities, College of Nursing and Health Sciences, College of Engineering, the Graduate School, as well as the associate provost and assistant vice president for academic affairs and meets biweekly.

## **Associate Deans Council**

- The Associate Deans Council is advisory to the associate provost and discusses issues and makes recommendations to the Deans Council.

## **Council of Direct Supervisors**

- The Council of Direct Supervisors serves an advisory function to the provost and discusses issues of common concern and interest. The council is composed of the direct supervisors (associate deans, director of schools, direct supervisors) of all academic departments.

## **University Council**

- University Council is composed of all vice presidents, deans, associate deans, direct supervisors and directors across the University. The council, chaired by the president, is a forum for disseminating information and discussing issues.

## **Other Committees**

- In addition to the above councils and committees, a variety of other University councils and committees are appointed from time to time, both on a standing and ad hoc basis. See the full list of committees found on the WTAcess Committees page.

## ***C. Academic Structure***

### **1. TAMUS**

- The Texas A&M University System was established Sept. 1, 1948, following a study and report made by a joint legislative committee the preceding year. After reviewing the report, the governing board appointed a committee on organization from its membership, secured an opinion from the attorney general on the legality of the new organization and adopted the organizational plan that created the A&M System.
- The members of The Texas A&M University System are:

#### **Academic Institutions**

- Prairie View A&M University
- Tarleton State University
- Texas A&M International University
- Texas A&M University
  - Texas A&M University at Galveston <sup>13</sup>

# University Structure

- Texas A&M University at Qatar
- Texas A&M Health Science Center
- Texas A&M University – Central Texas
- Texas A&M University - Commerce
- Texas A&M University - Corpus Christi
- Texas A&M University – Kingsville
- Texas A&M University – San Antonio
- Texas A&M University – Texarkana
- West Texas A&M University

## **Agencies**

- Texas A&M AgriLife Research
- Texas A&M Engineering Extension Service
- Texas A&M Engineering Experiment Station
- Texas A&M AgriLife Extension Service
- Texas A&M Forest Service
- Texas A&M Transportation Institute
- Texas A&M Veterinary Medical Diagnostic Laboratory

## **Service Units**

- Texas A&M System Sponsored Research Services
- Texas A&M System Technology Commercialization

## **2. WTAMU**

West Texas A&M University is organized into the following academic units:

### **Paul Engler College of Agriculture and Natural Sciences**

- Department of Agricultural Sciences
- Department of Life, Earth and Environmental Sciences
- Department of Chemistry and Physics

### **Paul and Virginia Engler College of Business**

- Department of Accounting, Economics and Finance
- Department of Computer Information and Decision Management
- Department of Management, Marketing and General Business

### **Terry B. Rogers College of Education and Social Sciences**

- Department of Education
- Department of Political Science and Criminal Justice
- Department of Psychology, Sociology and Social Work

### **College of Engineering**

### **Sybil B. Harrington College of Fine Arts and Humanities**

- Department of Art, Theatre and Dance
- Department of Communication
- Department of English, Philosophy and Modern Languages
- Department of History
- School of Music
- Office of General Majors

### **College of Nursing and Health Sciences**

- Department of Communication Disorders
- Department of Nursing
- Department of Sports and Exercise Sciences

### **Graduate School**

## 3. The Graduate School

### Article I. Name

This organization shall be called the Graduate School of West Texas A&M University.

### Article II. Purpose

The Graduate School is a community of scholars comprised of graduate faculty and students. The purpose of the Graduate School is to advance knowledge through research and instruction of the highest quality. The objectives of the Graduate School are to encourage academic inquiry, to stimulate intellectual and artistic creativity, and to foster the spirit of independent scholarship among faculty and students alike.

### Article III. Direction of the Graduate School

The general direction of the Graduate School shall be the responsibility of the dean of the graduate school and research (hereafter called dean of the graduate school), the Graduate Council and the graduate faculty subject to regulations of the University and the Board of Regents.

### Article IV. Membership of the Graduate Faculty

Section 1. Members of the graduate faculty at the time of adoption of these bylaws shall retain their membership on the graduate faculty until such time that their file is due for periodic review.

Section 2. The graduate faculty shall include the president of the University, the executive vice president and provost for academic affairs, the dean of the graduate school, the deans of the colleges, and all academic heads of departments and divisions that have a graduate program, as ex officio members with voting privileges.

Section 3. Graduate Faculty Membership criteria, including level of membership and corresponding privileges, are provided below in table form. Application for Graduate Faculty membership is completed through the Appointment Recommendation/Qualifications Form (ARQF), which can be found on WTAccess.

The process of Graduate Faculty Membership is aligned to University hiring, evaluation, and assessment procedures, which comply with Regional accreditation and State guidelines. Note: Departmental and College standards for hiring and reviewing graduate faculty are comprehensive and meet regulations of The Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools (SACS) (reference section Faculty Credentials, 3.7.1). Departments meet additional requirements related to discipline specific accrediting agencies. All faculty must have a current Appointment Recommendation/Qualifications Form (ARQF) approved and on file with the Office of Academic Affairs (form can be found on WTAccess). To facilitate the Graduate Faculty Membership process and to reduce time and effort for faculty and administration, the ARQF will be used to request and approve graduate faculty privileges. A copy of the ARQF will be sent to Graduate School for oversight and monitoring purposes. In this manner, the ARQF serves as the needed application for graduate faculty membership. No other application is needed. Graduate Faculty membership is continuous as long as the ARQF is updated as appropriate to university requirements and is on file. Faculty Graduate Membership privileges will be loaded into the University Faculty Information System for ease of identification and tracking.

**Please note:** The assigned privileges in each Graduate Faculty Membership category are minimums. Departments may request, through the endorsement process (see section II), additional privileges as per department and faculty needs. It is recognized that departments have varying needs and expectations for faculty with regard to graduate faculty membership. The process provides flexibility, through endorsements, so that departments can meet the needs of their graduate enterprise and align faculty expectations with departmental tenure and evaluation processes. Faculty seeking to serve a graduate role in a department outside their own discipline must request and receive approval by the associated department

# Graduate School

**Section I:** The following three levels of Graduate Faculty Membership, with corresponding privileges, require approval by the Academic Department and College: **Graduate Faculty Fellow; Graduate Faculty Tenured; Graduate Faculty Affiliate.** With regard to the minimum privileges listed in each graduate faculty membership category, departments and colleges may choose to assign: a) all privileges, b) a selection of privileges, or c) add privileges (through an endorsement, see section II). Such assignments are reflected on the ARQF.

Appointment:	Member:	Approval Process:	Privileges:
<p><b>Graduate Faculty-Fellow:</b> All <b>tenure-track and full time</b> Instructors of the WTAMU faculty -- <b>who have a role in graduate education</b> -- are automatically appointed to membership in graduate faculty-Fellow. With regard to the minimum privileges listed in the Graduate Faculty-Fellow category, departments and colleges may choose to assign: a) all privileges, b) a selection of privileges, or c) add privileges (through an endorsement, see section II).</p>			
Graduate Faculty - Fellow	Assistant Professor  Full-time Instructors	<ul style="list-style-type: none"> <li>• Approved by Department and College</li> <li>• Must meet criteria of teaching as per SAC Faculty Credentials, 3.7.1. (documented on the ARQF)</li> <li>• Removal of status is determined by Department and College or by employment termination</li> <li>• Submission and continuous update of ARQF. Teaching only in areas approved through the Academic Qualifications Statement (as per SACS standard 3.7.1)</li> </ul>	Graduate Faculty-Fellow privileges may include: <ul style="list-style-type: none"> <li>• Teach graduate courses</li> <li>• Advise curriculum</li> <li>• Recruit graduate students</li> <li>• Participate in comprehensive examinations</li> <li>• Thesis/Dissertation Committee Member</li> <li>• Co-Chair Thesis/Dissertation</li> <li>• Voting Graduate Faculty Member</li> <li>• Serve as graduate program director</li> <li>• Serve on Graduate Council*</li> </ul>
<p><b>Graduate Faculty-Tenured:</b> All <b>tenured</b> WTAMU faculty -- <b>who have a role in graduate education</b> -- are automatically appointed to membership in graduate faculty-tenured. In addition to the Fellow privileges described above, Graduate Faculty-Tenured may chair thesis or dissertations and serve on Graduate Council. With regard to the minimum privileges listed in the Graduate Faculty-Tenured category, departments and colleges may choose to assign: a) all privileges, b) a selection of privileges, or c) add privileges (through an endorsement, see section II).</p>			
Graduate Faculty - Tenured	Professor  Associate Professor	<ul style="list-style-type: none"> <li>• Approved by Department and College</li> <li>• Must meet criteria of teaching as per SAC Faculty Credentials, 3.7.1. (documented on the ARQF)</li> <li>• Removal of status is determined by Department and College or by employment termination.</li> <li>• Submit and continuous update of ARQF. Teaching only in areas approved through the ARQF (as per SACS standard 3.7.1)</li> </ul>	Graduate Faculty-Tenured Graduate Faculty-Fellow privileges plus: <ul style="list-style-type: none"> <li>• Chair Thesis/Dissertation</li> <li>• Serve on Graduate Council*</li> </ul>

\*Preference for Graduate Council membership is for a) *Graduate Faculty-Fellow* members who serve in the role of program directors and b) for *Graduate Faculty-Tenured* members (both graduate program directors and non-program directors). Graduate Council membership is selected according to the WTAMU Faculty Handbook 3.VII.Section 2.B.



# Graduate School

<p><b>Affiliate Faculty</b> are members of the WTAMU graduate faculty with privileges listed below. With regard to the minimum privileges listed in the Graduate Faculty-Affiliate category, departments and colleges may choose to assign: a) all privileges, b) a selection of privileges, or c) add privileges (through an endorsement, see section II). Such assignments are reflected on the ARQS, as appropriate.</p>			
Graduate Faculty-Affiliate	Retired WTAMU Faculty A&M System Faculty* WTAMU Part-Time Instructors WTAMU Adjunct Other External Individuals	<ul style="list-style-type: none"> <li>• Approved by Department and College</li> <li>• Approved names submitted to Graduate School</li> <li>• No Renewal Process</li> <li>• Removal of status is determined by department and College or by employment termination.</li> <li>• Teaching only in areas approved through the ARQF (as per SACS standard 3.7.1)</li> </ul>	<ul style="list-style-type: none"> <li>• Teach graduate courses</li> <li>• Advise curriculum</li> <li>• Recruit graduate students</li> <li>• Participate in comprehensive examinations</li> <li>• Thesis/Dissertation Committee Member</li> <li>• Co-Chair Thesis/Dissertation</li> </ul> <p>Must seek graduate faculty endorsement for other graduate privileges.</p>

\*TAMU System graduate faculty procedures also apply.

<p><b>Section II: The membership categories below must be approved by Department, College, and Graduate School</b></p>			
<p>When special consideration is requested for an individual to participate in a graduate privilege to which they are not assigned as per the minimum categories above, a <b>graduate endorsement</b> may be sought. Endorsements are provided to individuals that demonstrate evidence of the qualities and skills deemed necessary by the nominating department, College and Graduate School to fulfill the graduate associated role being requested.</p>			
Graduate Faculty – Special Endorsement	All membership categories	<ul style="list-style-type: none"> <li>• Must apply for the endorsement status by completing and submitting the AQRF</li> <li>• Graduate Council and Graduate Dean will review application and appoint status (must also have department and college approval)</li> <li>• 5-year renewable term (tenure track faculty are not required to renew as they will matriculate to Graduate Faculty Tenured)</li> </ul>	<ul style="list-style-type: none"> <li>• Teach graduate courses</li> <li>• Advise curriculum</li> <li>• Recruit graduate students</li> <li>• Participate in comprehensive examinations</li> <li>• Thesis/Dissertation Committee Member</li> <li>• Co-Chair Thesis/Dissertation</li> <li>• Chair Thesis/Dissertation</li> <li>• Voting Graduate Faculty Member</li> <li>• Serve as graduate program director</li> </ul>

Graduate Program and Faculty Review: Yearly review of graduate faculty and programs is completed through a required WTAMU annual review. Additionally, the tenure and promotion process reviews progress and credentials for graduate faculty. With support of the Graduate School, periodic review of all graduate programs is completed as according to THECB's Academic Affairs and Research Division.

Note: In explanation: The following are responsible for the approval signatures and process of Graduate Faculty Membership: **Department or School:** Direct Supervisor; **College:** Dean or Associate Dean; **Graduate School:** Graduate School Dean or Associate Dean with advisory of Graduate Council.

Section 4. The executive vice president and provost for academic affairs will notify the dean of the graduate school of personnel changes which relate to graduate faculty status. Direct supervisors may also recommend membership withdrawal or abeyance through appropriate administrative channels. The procedure to be followed shall be that described in Article IV, Section 5.

Section 5. A faculty member may appeal membership decisions through the Graduate Council. The faculty member must file a declaration of intention to appeal, in writing, with the dean of the graduate school at least two days before the Graduate Council meets. A department/division head or another faculty member may appear on the faculty member's behalf. If the appeal is unsuccessful, further appeal may be made to the dean of the graduate school and the executive vice president and provost for academic affairs.

## **Article V. Duties of the Graduate Faculty**

Duties of the graduate faculty shall include the following:

Section 1. To conduct graduate classes and seminars that stimulate creativity and contribute to growth and development of independent scholarly attitudes and performance;

Section 2. To be productive, creative scholars devoted to discovery, development and refinement of knowledge and techniques in one's field of expertise, usually resulting in publication for evaluation and criticism by peers;

Section 3. To encourage among students informal activities that can lead to scholarly or artistic production;

Section 4. To seek out undergraduate students of outstanding ability and encourage them to pursue graduate study;

Section 5. To maintain standards of student performance that will prepare graduates who are able to carry professional and scholarly responsibilities of an educated person in a free society;

Section 6. To periodically review curricular offerings and program requirements of the graduate program in their department or division.

## **Article VI. Officers**

Officers of the Graduate School shall be the president of the University, the executive vice president and provost for academic affairs, and the dean of the graduate school. Their duties shall be as follows:

Section 1. The president as chief administrative officer shall receive reports of the executive vice president and provost for academic affairs, shall counsel and advise and shall have the powers and responsibilities indicated in the revised bylaws of the Board of Regents of The Texas A&M University System.

Section 2. The executive vice president and provost for academic affairs shall receive reports of the dean of the graduate school and shall advise and counsel the dean of the graduate school and the Graduate Council.

Section 3. The dean of the graduate school shall have responsibility for leadership and direction of the Graduate School. This person shall administer all regulations pertaining to the Graduate School and shall preside over meetings of the Graduate Council and the graduate faculty.

## **Article VII. Graduate Council**

Section 1. General

The dean of the graduate school shall act as chair of the Graduate Council. Members of the Graduate Council shall be representatives of the graduate faculty in advising the dean of the graduate school regarding affairs of the Graduate School.

Section 2. Duties

A. The Graduate Council shall review and make recommendations to the dean of the graduate school regarding matters dealing with graduate faculty membership, graduate curriculum and graduate admission policies. More specifically, the Graduate Council will study, for recommendation to the dean

# Graduate School

of the graduate school, the following topics:

1. Graduate Faculty Special Endorsement approval;
  2. Submissions of new advanced courses, new degree programs or any proposed changes in graduate curriculum;
  3. Certification requirements necessary to maintain currency of graduate curricula;
  4. Graduate curricula, to determine if recommendations for its improvement can be made;
  5. Admissions procedures, with a view toward maintaining adequate standards in the Graduate School and insuring the high quality of students admitted;
  6. Registration procedures and policies that affect the Graduate School.
- B. The Graduate Council will also review matters which are to be taken to graduate faculty and make recommendations to be carried to the graduate faculty by the dean of the graduate school.
- C. The Graduate Council will receive communications on any and all matters relating to the Graduate School brought to them by the dean of the graduate school and research.
- D. The Graduate Council will cooperate with the undergraduate faculty or its representatives and will appoint joint committees when necessary.

Section 3. The dean of the graduate school may appoint ad hoc committees to take up various matters before the Graduate Council.

Section 4. Selection of Graduate Council members

- E. The Graduate Council shall consist of one representative from each department or division with graduate faculty.
- F. Selection of Graduate Council members shall be by the following procedure:
1. The dean of each college shall forward to the dean of the graduate school the name and vita of two nominees for council membership elected by the department's graduate faculty members;
  2. If qualifications are in order, the dean of the graduate school will recommend to the executive vice president and provost for academic affairs a nominee to council membership.
  3. The University librarian shall sit as a non-voting, ex officio member of the Graduate Council.
- G. Other aspects dealing with membership:
1. All members of the Graduate Council must be members of the graduate faculty. Preference for Graduate Council membership is for a) *Graduate Faculty-Fellow* members who serve in the role of program directors and b) for *Graduate Faculty-Tenured* members (both graduate program directors and non-program directors).
  2. Vacancies on the Graduate Council, created when a person resigns or is otherwise unable to complete a term, shall be filled by the same procedure as described for regular appointment.
  3. Terms of office shall be for two years. Appointments to the Graduate Council will be made during the spring semester. Service will begin with the first summer term and continue for two full years.

## **Article VIII. Meetings**

Section 1. The dean of the graduate school or a person designated by the dean of the graduate school shall preside over all meetings of the graduate faculty and the Graduate Council.

Section 2. A meeting of the graduate faculty may be called by the dean of the graduate school whenever action of the graduate faculty is needed and must be called if 10 percent of the graduate faculty members so petition. A quorum for transacting business shall be the number present at the meeting.

Section 3. Minutes of meetings shall be sent to Graduate Council members, to all graduate faculty members when necessary, and to appropriate repositories of University standing committee minutes.

## **Article IX. Parliamentary Authority**

In the case of disagreement as to procedure, *Robert's Rules of Order Revised* shall be followed.

## **Article X. Amendments**

These bylaws may be amended at a graduate faculty meeting by a two-thirds vote of those present, provided the amendment has been submitted to graduate faculty members in writing well in advance of the meeting. Amendments to these bylaws shall be subject to review by the Council of Deans.

*Approved by the graduate faculty February 1989*

*Approved by the Board of Regents May 1989*

*Revised March 1996*

*Revised March 2012*

## III. Employment

### A. Faculty Hiring Procedures

*This information is provided to make new faculty aware of the hiring process that led to their employment and as guidance for search committees.*

1. Direct supervisor should complete and submit Request for Faculty Addition or Replacement form. This form is available from the office of the provost and online at <http://wtaccess.wtamu.edu/forms>.
2. After the Request for Faculty Addition or Replacement has been approved, Human Resources will send the direct supervisor a packet of information which will include the following:
  - a. The approved copy of the Request for Faculty Addition or Replacement form.
  - b. A letter which includes the Faculty Vacancy number, Affirmative Action goals and other pertinent information.
  - c. Faculty Hiring Procedures.
  - d. Job Vacancy Notice form, to be completed at once.
  - e. Vacancy Questionnaire form, to be completed after the position is closed.
  - f. Selection/Non-Selection form, to be completed after the position is closed.
3. After reviewing the information in the packet from Human Resources, the direct supervisor (and/or chair of the search committee) should schedule a meeting with the EEO officer and a representative from the Office of Personnel Services to review EEO procedures. The direct supervisor (and/or committee chair) should bring the following to that meeting:
  - a. The packet from Human Resources.
  - b. The Affirmative Action Goal in terms of sex and minority classification.
  - c. Copies of planned announcements, advertisements and letters.
  - d. A list of schools and other institutions to be contacted. This must include appropriate predominately minority institutions. Recruitment resources are available in the Office of Human Resources.
  - e. A list of other contacts to be made, if any, for advertising purposes.
  - f. Job Vacancy Notice form, filled out.

The purpose of this meeting is to review the hiring procedures and to make sure the forms are filled out correctly. At the conclusion of the meeting, the EEO officer will ask the direct supervisor (and/or search committee chair) to sign a statement verifying that the EEO procedures were reviewed and understood. The Human Resources representative will keep the forms necessary for the position to be formally opened. The position can now be advertised.

4. Human Resources will formally open the position and will send the direct supervisor (or committee chair) some Applicant Data Flow forms, business reply envelopes and a letter stating the date the position was opened.
5. As applications are received, each should be acknowledged. Each applicant should be sent an Applicant Data Flow form, marked in the upper-right corner with the position and the department, and a business reply envelope. The applicant should be informed that the form should be returned in the business reply envelope and that the information provided will in no way be considered as a part of the application. The form is needed only for compliance with federal guidelines regarding employment. Emphasis should be placed on the fact that the department will not receive the information, and that the director of personnel services will be the only person who will have access to this information.

# Employment

6. The search committee should proceed through the selection process. Each candidate brought to campus must interview with the provost. All positions must remain open for ten working days from the time Human Resources officially opens the position. The direct supervisor or designee will direct the EEO officer to request criminal history information on the recommended candidate. Permission to make an offer should be granted, through the appropriate dean, by the provost and contingent upon proof of compliance with federal selective service law. At the appropriate time, the direct supervisor (or search committee chair) with approval of the dean should ask Human Resources to officially close the position.
7. After the position is closed, the direct supervisor (or committee chair) should submit the following to the Office of Human Resources:
  - a. Selection/Non-Selection form, filled out\*
  - b. Vacancy Questionnaire form, filled out\*

\*These forms are included in the packet from Human Resources. Questions should be directed to EEO officer or to Human Resources.
8. Employment procedures for Provost Office.
  - a. Deans send a copy of the signed letter of intent to the Provost's office. Once that signed letter is received, send a copy to Personnel of the Employment Information Form, completed as far as able. Once Personnel assigns an ID number, the department can begin working on the new faculty's computer access, Buff Gold Card, phone set-up, keys, etc.
  - b. Departments prepare Appointment Recommendation Form and Employment Information Form for new faculty. Please indicate on employment form which position the new faculty is filling (i.e., who last held the position).
  - c. Human Resources Office conducts an orientation for each new faculty member hired, which includes completion of the employment packet.
  - d. Provost Office needs a complete vita, original transcripts showing all degrees awarded.
  - e. Contact IT for computer access (must be in the system).

## ***B. Faculty Appointments***

### **1. Faculty Ranks**

Full-time faculty members at West Texas A&M University are hired in one of four categories.

#### **a. Tenured Faculty**

Tenured faculty are those who have been granted tenure at the university in accordance with the Promotion and Tenure Rule (see section III.D.2) or as a condition of their initial appointment to the faculty. They normally hold the rank of Associate Professor or Professor.

#### **b. Probationary, Tenure-track Faculty**

Probationary faculty members are non-tenured faculty appointed to positions in which they are eligible to be tenured, pursuant to the Promotion and Tenure Rule (see section III.D.2). They normally hold the rank of Assistant Professor or, in some instances, Associate Professor.

#### **c. Fixed-term Faculty**

Fixed-term faculty members are those who have been placed on limited-term appointments with specific teaching or research responsibilities, at a title and rank appropriate to their assignment. (See paragraph 2.c., following.) Fixed-term faculty members are not eligible for tenure.

#### **d. Temporary Faculty (Instructors)**

Temporary faculty members are those who are appointed to a one-year position with specific teaching or research responsibilities. Such contracts are renewable on an annual basis. They normally hold the rank of Instructor.

#### **e. Faculty with Administrative Appointments**

Faculty in any of the above categories may be given administrative responsibilities, such as direct supervisor, associate dean, or other duties. Such faculty members retain the full rights and responsibilities of a faculty member.

### **2. Contractual Status**

#### **a. Tenured Faculty**

Tenured faculty are provided with an annual letter of appointment stating the terms of employment, including period of employment (9, 10.5, or 12 months,) rank and discipline, teaching load expectations, and salary. The appointment is governed by the policies of The Texas A&M System, West Texas A&M University, and the rules, regulations and procedures set forth in the Faculty Handbook.

#### **b. Non-tenured Faculty**

Non-tenured, tenure-track faculty are provided with an annual letter of appointment stating the terms of their probationary employment, including period of employment (9, 10.5, or 12 months,) rank and discipline, teaching load expectations, and salary. The appointment is governed by the policies of The Texas A&M System, West Texas A&M University, and the policies, regulations and procedures set forth in the Faculty Handbook. For rights of notification of non-renewal and terminal appointments, see section III.C.6 and 7 below.

# Faculty Appointments

## c. Fixed-term Faculty

Appointments of Fixed-term Faculty are governed by the following procedure:

- 12.07.01 Fixed Term Academic Professional Track Faculty  
*Revised August 11, 2014*  
*Approved May 5, 2009*  
*Supplements System Policy 12.07*

### Introduction

Individuals who are appointed to a Fixed-Term Faculty rank are carefully-selected, uniquely-qualified faculty who provide specialized services in support of the mission of the University. Appointment and promotion of Fixed-Term Faculty at West Texas A&M University are based upon the experience and academic background of the candidate as well as the programmatic needs of the academic department. Fixed-Term Faculty rank is available for faculty who have a singular focus or area of expertise in teaching or research and may not be used for positions that largely replicate those of tenure-track faculty who have responsibilities in both teaching and research.

While all current and future faculty at West Texas A&M University are eligible for Fixed-Term Faculty appointment, the opportunity is limited by the recommendation and review processes described herein.

### 1. Titles, Credentials, and Ranks

An individual appointed to a Fixed-Term Faculty position will hold a title commensurate with the individual's responsibilities (e.g., lecturer, research scientist, performing artist, etc.). The title selected must be approved by the dean and executive vice president and provost and must not be readily confused with traditional tenure and tenure-track designations. Within the title, the individual's rank will be designated commensurate with the individual's credentials and/or experience (assistant, associate, or senior).

Appointment to any Fixed-Term Faculty rank ordinarily requires completion of the appropriate terminal degree. Variance from this requirement may be made only by permission of the university President. Individuals appointed to Fixed-Term Faculty positions are not eligible for tenure. Those tenured or in tenure-track appointments must forfeit their tenure position to be appointed to a Fixed-Term position. The process for determination of promotion from one rank to another is addressed in Section 3 of this rule.

- 1.1. Assistant (e.g., Assistant Lecturer, Assistant Research Scientist). This is the entry-level rank and normally requires the completion of the terminal degree in a discipline related to the position responsibilities. Appointment to this rank may be made of individuals with a master's degree in fields where the masters is not the terminal degree only with the approval of the President. Promotion criteria include a consistent "Excellent" or higher rating in the faculty member's area of responsibility (e.g., teaching or research), and a consistent "Excellent" rating in professional service. Potential for development is also expected for promotion.
- 1.2. Associate (e.g., Associate Lecturer, Associate Research Scientist). Appointment to this rank ordinarily requires the appropriate terminal degree and significant experience related to the position's responsibilities. Individuals pursuing the Fixed-Term Faculty rank of "Associate" are eligible to be considered for promotion to this rank after at least five (5) years at the Fixed-Term Faculty rank of "Assistant." Promotion criteria include a consistent "Excellent" or higher rating in the faculty member's area of responsibility (e.g., teaching or research), and a consistent "Excellent" rating in professional service. Potential for development is also expected for promotion. Initial appointment at the Associate level may be made with the approval of the President.



# Faculty Appointments

- 1.3. Senior (e.g., Senior Lecturer, Senior Research Scientist). Appointment to this rank ordinarily requires the appropriate terminal degree and evidence of outstanding performance in the academic field. Individuals pursuing the Fixed-Term Faculty rank of "Senior" are eligible to be considered for promotion to this rank after at least five (5) years at the Fixed-Term Faculty rank of "Associate." Promotion criteria include a consistent "Outstanding" in the faculty member's area of responsibility (e.g., teaching or research), and a consistent "Excellent" rating in professional service. Potential for development is also expected for promotion. Initial appointment at the Senior level may be made with the approval of the President.

## 2. Appointment of Fixed-Term Faculty

- 2.1. Appointment to Fixed-Term Faculty position shall begin with the department faculty. The direct supervisor, in consultation with the faculty in the program area affected, will request of the dean, via memo, that the position be defined or redefined as a Fixed-Term Faculty appointment. The memo must include a brief justification for why a Fixed-Term appointment would be more desirable in this specific situation rather than a tenure/tenure-track appointment. The dean shall review the request and, if agreed, shall request of the executive vice president and provost that the position be defined or redefined as a Fixed-Term Faculty appointment. The executive vice president and provost shall review the request and, if agreed, shall define or redefine the position as a Fixed-Term Faculty appointment.
- 2.2. All Fixed-Term Faculty members shall be provided 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 provided to the faculty member. The appointment letter shall explicitly indicate the necessary teaching or research and service requirements expected of the faculty member. Essential job functions for a position may vary depending upon the nature of the department and position. All appointment letters must indicate that the appointment is non-tenure track, and will expire upon the completion of the appointment, unless the appointment is extended pursuant to Section 2.3 of this rule, or unless the faculty member is dismissed pursuant to Section 4 of this rule.
  - 2.2.1. Fixed-Term Faculty shall be appointed to terms (e.g., nine (9) month, ten and a half (10.5) month, twelve (12) month or some other variation) as determined by the dean in consultation with the executive vice president and provost.
  - 2.2.2. Fixed-Term Faculty with instructional duties shall carry a 5/5 teaching load (fifteen (15) adjusted credit hours per term), unless reassigned for other defined responsibilities.
- 2.3. Fixed-Term Faculty appointments may be made for periods not to exceed five (5) years in length. If, during the course of an existing appointment, the university chooses to extend the duration of an existing appointment, any extension may not exceed an additional five (5) years.
- 2.4. The university shall notify faculty members annually, in writing, of their salary. Any other changes or additions to the appointment also should be included.
- 2.5. Faculty members are expected to fulfill the terms and conditions of employment for the following year unless they resign prior to thirty (30) calendar days after receiving notice of the terms. This provision should be included in all letters of appointment and annual reviews.
- 2.6. No more than twenty percent (20%) of a department/program's faculty may hold an appointment as Fixed-Term Faculty. Exceptions may be made upon recommendation of the executive vice president and provost and approval of the President.
- 2.7. Appointment of Fixed-Term Faculty will not be made in a department/program if the appointment jeopardizes a department/program's accreditation.

# Faculty Appointments

## 3. Annual Evaluation of Fixed-Term Faculty, and Evaluation for Purposes of Promotion

Fixed-Term Faculty will be reviewed on an annual basis by their department head or direct supervisor, and respective dean. Such review will include requirements established in the initial letter of appointment and any additional requirements added during annual reviews. Fixed-Term faculty are eligible for merit raises, as determined by the annual review.

- 3.1. Annual Evaluation: Fixed-Term Faculty will prepare an annual activity report, in accordance with 12.99.99.W1/AA, Annual Review of Faculty Performance. The annual report will be limited in scope to the area of specific focus or expertise of the faculty member, as outlined in the letter of appointment, but will otherwise follow the same review process as other faculty.
- 3.2. Promotion: Candidates for promotion to the Associate or Senior ranks will follow the procedures and timelines provided in university rule 12.02.01 W1/AA Promotion and Tenure, with these exceptions:
  - 3.2.1. Documentation need be provided only in the area of specific focus or expertise, as outlined in the appointment letter. Although evidence of activity in other areas may be provided, evaluation of the application will be limited to the area of specific focus or expertise.
  - 3.2.2. Applicants for promotion in the Fixed-Term Faculty ranks will not be evaluated by the University Promotion and Tenure Committee. The applicant's Portfolio will be evaluated by the Department Promotion and Tenure Committee, the direct supervisor, the College Promotion and Tenure Committee, the dean, the executive vice president and provost, and the President.

## 4. Dismissal of Fixed-Term Faculty

- 4.1. Fixed-Term Faculty whose appointment have not expired may be dismissed for cause on the same basis that tenured faculty may be dismissed for cause under System Policy *12.01*, Section 4.3.
- 4.2. System academic institutions shall follow System Policy *12.01*, Section 6, when dismissing a Fixed-Term Faculty member for cause.
- 4.3. Fixed-Term Faculty may be placed on administrative leave pending investigation as described in System Policy *12.01*, Section 5.
- 4.4. Fixed-Term Faculty are subject to the provisions of System Policy *12.01*, Section 9, relating to financial exigency or termination or reduction of existing programs, and may be dismissed subject to this policy.

CONTACT FOR INTERPRETATION: Executive Vice President and Provost for Academic Affairs

## d. Temporary Faculty (Instructors)

### 1. General

Temporary faculty members are provided with a letter of appointment for a fixed period employment, specifying teaching load expectations and salary. Temporary faculty employment ends with the expiration of the contract and may not be renewed. The contract is governed by the policies of The Texas A&M System, West Texas A&M University, and the rules, regulations and procedures set forth in the Faculty Handbook.

### 2. Promotion

- 2.1. To be promoted from Instructor to Senior Instructor, an Instructor must fulfill the

# Faculty Appointments

following requirements:

- 2.1.1. Have a minimum of five years' experience at the rank of Instructor (or equivalent as per norms within an academic unit)
  - 2.1.2. Have consistently received a rating of "Outstanding" in their main area of responsibility, and a consistent rating no lower than "Excellent" in other areas of responsibility, on annual evaluations
  - 2.1.3. Exhibit efficacious and quality supervision of program/curriculum development and/or other related vital activities
  - 2.1.4. Demonstrated evidence of continued professional development and professional activities such as presentations at professional conferences, committee involvement in the university or in professional organizations.
- 2.2. Appointment to the rank of Senior Instructor may be made only with prior approval of the Direct Supervisor and Dean. Within an academic college, the expectation is for no more than one instructor to be promoted within an academic year.
- 2.2.1. Candidates for promotion to the rank of Senior Instructor will follow the procedures and timelines provided in University rule 12.02.01 W1/AA Promotion and Tenure, with these exceptions:
    1. A statement (typically not to exceed three pages providing a context for review) on goals, philosophies, strategies, and emphases in carrying out his or her professional responsibilities in all areas of assigned work
    2. A current curriculum vitae
    3. Evidence of quality performance in the areas of assigned responsibility – usually Instructional Responsibilities – outlined in the appointment letter, as well as evidence of service, professional leadership, and/or program development
  - 2.2.2. The portfolio of a candidate for promotion to the rank of Senior/Professional Instructor will be evaluated by the Direct Supervisor, the College Promotion and Tenure Committee, the Dean; it will not be evaluated by the University Promotion and Tenure Committee. The instructor promotion review process is conducted in the spring semester, starting with the Direct Supervisor as an augmented part of the annual review process.

CONTACT FOR INTERPRETATION: Executive Vice President and Provost for Academic Affairs

# Faculty Appointments

## **e. Faculty with Administrative Appointments**

(Incremental Pay and Appointment Status for Faculty Members with Administrative Appointments)

### 1. General

- 1.1 In order for salaries of faculty members also serving as administrators, upon return to their faculty positions, to be equitable in relation to their faculty peers (TAMUS Policy 01.03), the following West Texas A&M University rule shall be incorporated into rules on administrative appointments and will apply to appointments of administrators holding both (1) administrative rank below that of president and (2) faculty rank.

### 2. Documentation

- 2.1 Documentation of all appointments to administrative positions when the appointee holds faculty rank shall include the following:

- 2.1.1 Base Faculty monthly salary. This is a faculty monthly salary appropriate to the appointee's experience and qualifications as reflected in the academic market. This base faculty monthly salary will be negotiated at the time of appointment regardless of whether the appointee was an internal or external candidate in the search process.

- 2.1.2 Administrative stipend. This is a monthly salary supplement added to the base faculty monthly salary described in 2.1.1 above. This stipend is effective only during the time the appointee holds the administrative position.

- 2.1.3 Administrative appointment period. This is the period during the fiscal year in which the appointee performs administrative duties and the administrative stipend, if any, is paid.

The administrative stipend and administrative appointment period taken as a package will be referred to below as the administrative salary supplement.

### 3. Salary Increases

- 3.1 All monthly salary increases awarded to a faculty member in an administrative position shall be retained in the individual's base faculty monthly salary when relinquishing the administrative position. Salary increases may be given: to reward meritorious performance as a faculty member or administrator, with a promotion, as required by state-mandated across-the-board increases, to correct salary inequities, or because of other actions applicable to faculty salaries. In assessments of meritorious performance, recognition of the individual's contributions as an administrator will be made. As is the case with all employees, merit increases will be based upon performance review.

### 4. Terms of Appointment

- 4.1 Terms related to termination of administrative duties, as well as subsequent return to full-time faculty status, may include an appropriate transition period of reduced responsibilities to develop and refresh teaching, research and service capabilities when the administrator returns to the full-time faculty position.
- 4.2 The normal faculty appointment period is less than 12 months. Upon relinquishment of an administrative position, an appointment in excess of the normal faculty appointment period may be granted in order to effect a successful transition and return to full-time faculty service. Otherwise, administrative salary supplements will cease on the date of termination of the administrative appointment. An exception will not be granted if it would result in a violation of SPRM Policy 01.03.

### 5. Application

- 5.1 This rule includes all academic administrative positions below the level of president for which an administrative salary supplement is assigned.
- 5.2 This rule shall apply to all administrative appointments made after January 1, 1998. An administrator with appointment made prior to January 1, 1998 may request that his or her appointment be restructured to conform to these rules.

*Approved March 23, 1998*

## **C. Faculty Employment Procedures**

### **1. Civil Rights Compliance – Title IX**

Regulation 0.8.01.01 of The Texas A&M University System Policies and Procedures, revised August 29, 2016. Contact for interpretation: Title IX Coordinator for A&M System.

#### **a. Responsibilities**

It is the policy of The Texas A&M University System that all employees are responsible for ensuring their work and educational environments are free from illegal discrimination, sexual harassment and/or related retaliation. When alleged or suspected illegal discrimination, sexual harassment and/or related retaliation is experienced or observed by or made known to an employee, the employee is responsible for reporting that information promptly to his or her supervisor, University Police Department, Director of Human Resources or Title IX Coordinator. All employees of WTAMU are considered “responsible employees” with the exception noted in A&M System 08.01.01.2.2.2. All employees should cooperate fully with those performing an investigation. No employee may retaliate against a person for participating in an investigation.

Reports of suspected illegal discrimination, sexual harassment and/or related retaliation must contain as much specific information as possible to allow for proper assessment of the nature, extent and urgency of preliminary investigative procedures. Employees found to have intentionally made false or materially misleading allegations of suspected illegal discrimination, sexual harassment and/or related retaliation may be disciplined, up to and including dismissal. All employees are responsible for complying with state law requiring system training on equal opportunity and nondiscrimination within 30 days of hire and every two years thereafter.

#### **b. Reporting**

An employee who experiences, observes, or becomes aware of illegal discrimination, sexual harassment, and/or related retaliation should promptly report the incident(s) to his or her supervisor, University Police Department, Director of Human Resources, or Title IX Coordinator. An employee is not required to report illegal discrimination, sexual harassment and/or related retaliation to a direct supervisor or to the alleged offender. The alleged offense may instead be reported to the Director of Human Resources or the Title IX Coordinator.

An employee’s complaint or appeal alleging illegal discrimination, sexual harassment and/or related retaliation in connection with discipline and/or dismissal should be filed within 10 business days of the action that caused the complaint or it may be deemed untimely filed and dismissed. An employee’s complaint or appeal alleging illegal discrimination, sexual harassment and/or related retaliation unrelated to discipline and/or dismissal should be filed within 90 calendar days of the most recent incident or it may be deemed untimely filed and dismissed. The filing of an illegal discrimination, sexual harassment and/or related retaliation complaint will not stop, delay or affect pending personnel actions. This includes, but is not limited to, performance evaluations or disciplinary actions related to a reporter who is not performing at acceptable levels or standards or who has violated system policies, regulations or university rules.

#### **c. Investigations**

The Title IX Coordinator will review each complaint, appeal and/or report of illegal discrimination, sexual harassment and/or related retaliation to determine if there is sufficient information to proceed with an investigation or if additional information is needed. If the information is sufficient, the Coordinator will consult with the Executive Vice President and Provost for Academic Affairs, who will assign the investigative authority, and forward the complaint, appeal or report to the appointed investigative authority within five business days of receipt. If the information is insufficient, the Coordinator, in consultation with OGC, may conduct an inquiry into the circumstances of the complaint/report/appeal and (a) dismiss it as untimely filed, baseless or not a violation of civil rights policy; (b) close it for insufficient information to investigate; or (c) refer it to the office(s) which handles complaints or appeals not related to civil rights.

At any point in the process, the respondent may be suspended with pay, reassigned and/or placed in another type of temporary status pending completion of the investigation and final resolution of the

# Annual Review of Faculty

allegations. The university will offer the individual subjected to the alleged illegal discrimination, sexual harassment and/or related retaliation, the respondent and other affected individuals interim protections or remedies, such as physical separation, contact limitations, alternative work or other arrangements, academic adjustments, and Employee Assistance Program (EAP). Failure to comply with the terms of interim protections may be considered a separate violation of system policies and regulations and university rules and procedures.

Both the individual subjected to the alleged illegal discrimination, sexual harassment and/or related retaliation and the respondent must receive equitable treatment in all facets of the complaint and investigation process, including but not limited to the right to representation (if any), the right to present evidence and witnesses, and the right to be informed of the outcome of the investigation.

For faculty, investigation reports may conclude that each allegation is substantiated, unsubstantiated, or there is insufficient evidence to determine whether or not the allegation is substantiated. In all investigations and subsequent decisions, the standard used to determine the merits of the allegation(s) is the preponderance of the evidence; i.e., more likely than not.

## **d. Decisions**

The Title IX Coordinator will review the investigation report and render a decision in writing to the individual subjected to the alleged discrimination, sexual harassment and/or related retaliation, respondent(s), the investigative authority and the respondent's supervisor within five business days after receiving the investigative authority's report. Circumstances may warrant an extension of the time frame in this section.

## **e. Improper Consensual Relations**

As defined in System Policy *07.05.01*, "improper consensual relationship" means a mutually agreeable amorous, romantic, and/or sexual relationship between two employees, between an employee and a student at the university, or between an employee and a third party; AND in which one of the individuals has one or more of the following: authority over any term or condition of the other individual's employment or academic status; job duties making that individual directly or indirectly responsible for hiring, supervising, evaluating, teaching, coaching, grading or advising the other individual; or providing benefits to or obtaining benefits from the third party, including employment. Relationships not meeting this definition are not covered by this regulation.

An improper consensual relationship is characterized by a difference in actual or perceived power that creates the potential for any of the following:

- (a) a conflict of interest;
- (b) allegations that the relationship resulted from coercion, exploitation and/or harassment; or
- (c) allegations of favoritism and/or unfair treatment.

A university employee is prohibited from pursuing or having a consensual relationship with an undergraduate student at the university. A consensual relationship may result in disciplinary action against the employee, up to and including dismissal. Exemptions may be granted only in exceptional circumstances. Documentation of exemption will be signed by the president or designee and placed in the employee's personnel file.

Unless alternative arrangements are approved, a consensual relationship is prohibited between a graduate student, staff, faculty, or third party and a university employee who has: authority over any term or condition of the other individual's employment or academic status; job duties making the employee directly or indirectly responsible for the other individual's hiring, supervising, evaluating, teaching, coaching, grading, advising, mentoring; or providing or obtaining benefits from the other individual, including employment. The employee with the hiring, supervisory, evaluative, teaching, coaching, grading or advisory responsibilities, or providing or obtaining benefits from the third party, must notify the immediate supervisor of the consensual relationship and discuss alternative arrangements for hiring, supervising, evaluating, teaching, coaching, grading, advising, mentoring, or providing or obtaining benefits from the other individual. An employee's failure to promptly self-report a consensual relationship or one that is not remedied through approved alternative arrangements may result in disciplinary action up to and including dismissal. Documentation of the alternative arrangements will be signed by each affected employee and placed in the personnel file. The individual's immediate supervisor must ensure the issue is promptly reported in writing to the university chief executive officer. The member retains the right to determine if alternative arrangements are possible and, if so, which arrangement(s) is selected.

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## **a. Salary and Tax-sheltered State-deferred Options**

Salary payments may be made by Automated Check Handling (ACH) direct deposit to bank accounts of faculty members. Information is available in the Human Resources Office. As an alternate method of salary payments, salary checks are issued by the Office of Budgets, Payroll and Reporting. The first salary check of each contract year is available on the first working day for state employees in the month of October; subsequent monthly checks are available on the first working day for state employees of each month in accordance with the conditions for employment.

A plan for purchase of U.S. Savings Bonds is available to faculty members. Information about tax-sheltered annuities and state-deferred compensation is also available from the Human Resources Office.

## **b. Insurance**

Members of the faculty may participate in health, life, vision, AD&D, long-term care, long-term disability and dental insurance plans. A monthly contribution established by the Texas Legislature is provided members for premium payments as a fringe benefit. Faculty need to pay their summer insurance premiums by having the three-month premium deducted from their May payroll. Further information may be obtained in the Office of Personnel Services. *31.02, 31.02.04*

## **c. Sick Leave**

Sick leave with full pay is accrued at the rate of eight hours per full calendar month or fraction of a month of continuous employment, and accumulated amounts of sick leave may be carried forward. According to state law, sick leave with pay may be taken when sickness, injury or pregnancy and confinement prevent the employee's performance of duty or when the employee is needed to care for and assist a member of the employee's immediate family who is actually ill. Immediate family is identified as those individuals living in the same household and related by kinship, adoption or marriage, or foster children certified by the Texas Department of Protective and Regulatory Services. An employee's minor child is considered immediate family even if the child does not live in the employee's household. An employee's use of sick leave with or without pay for family members not residing in that employee's household is strictly limited to the time necessary to provide care and assistance to a child, spouse or parent (but not parent-in-law) of the employee who needs such care and assistance as a direct result of a documented medical condition. An employee who must be absent from duty because of illness shall notify the supervisor or cause the supervisor to be notified of that fact at the earliest practical time.

To be eligible for accumulated sick leave with pay during a continuous period of more than three working days, an employee absent due to illness shall send to the direct supervisor, along with the attendance report, a sick leave form available from the department or from the Office of Human Resources.

Upon return to duty after sick leave the employee concerned shall, without delay, complete the prescribed application for sick leave and submit it through proper channels to the appropriate approving authority for consideration. *31.03.02*

## **d. Workers' Compensation**

Employees of West Texas A&M University are eligible for workers' compensation. If a member of the faculty is hurt at work and the injuries come within the limits set by law, faculty members may be entitled to benefits. Any injury on the job should be reported immediately to the direct supervisor for proper reporting to the Office of Personnel Services. *24.01.02*

## **e. Leave of Absence for Personal Reasons**

Upon recommendation of the appropriate direct supervisor, dean and the Executive Vice President and Provost for academic affairs, and with approval of the President, a one-year leave of absence without salary may be arranged by faculty member request. Leaves may be granted for a maximum of two consecutive years when approved on an annual basis by the President. *31.03, 31.03.04*

## **f. Enrollment for Courses**

Full-time faculty may register for academic coursework at the university. Generally, enrollment is limited to one course, up to four semester hours, per semester, unless special authorization for additional hours is granted by the academic dean of the college. *31.99.03~~2~~*

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WTAMU faculty and staff members and their spouses and dependents are eligible to apply for up to three hours of tuition assistance per semester at West Texas A&M University. Applications are accepted from qualified individuals on a first-come, first-served basis. Deadline information and application forms are available in the Office of Personnel Services. The program, a joint effort of the WTAMU Foundation and Staff Council, assists many students each semester.

## **g. Retirement Plan Options**

All full-time faculty members are required to enroll in the Teacher Retirement System of Texas or the Optional Retirement Program. Members of both the Teacher Retirement System and the Optional Retirement Program contribute a percentage of their salaries and the University contributes an additional percentage to the retirement program in accordance with appropriate statutes and teacher retirement regulations. Further details, including current contribution levels, are available in the Office of Personnel Services.

Faculty members must also be covered by Social Security and are entitled to all benefits of the program. Salary deductions are made monthly in accordance with federal law. *31.02.08, 31.02.09*

## **3. Outside Employment and Consulting**

If certain conditions are met, full-time faculty members may be allowed up to 10 work days a semester to engage in outside employment. Faculty members who participate in outside employment, including consultant work, must follow the policy established by The Texas A&M University System. *31.05, 31.05.01, 31.05.02*

Faculty members who engage in internal consulting must follow the policy established by The Texas A&M University System. *33.99.07*

Faculty members who engage in outside employment or consulting activities must complete the form, "Notification of Outside Employment," providing details and justification for the activity, and submit it to the Provost with the required signatures.

## **4. Non-renewal of Employment**

The University may elect not to renew the employment of any non-tenured faculty member. The University may also elect not to renew the employment of a faculty member with tenure pursuant to the policy entitled "Termination Without Prejudice" hereinafter. Notice of non-renewal of employment shall be given in writing in accordance with the standards given below.

Non-renewed faculty, both temporary and probationary, may appeal their non-renewal to the Executive Vice President and Provost for Academic Affairs. Such appeal must be filed in writing with the Office of Academic Affairs within 30 days of notification of non-renewal.

Exceptions to the policies concerning non-renewal of faculty may be made by the University administration if conditions make the exceptions necessary. *12.01*

### **Procedures for Non-renewal of Non-Tenure Track Faculty**

Faculty members designated as "temporary" in their letters of appointment are not entitled to notice prior to non-renewal.

### **Procedures for Non-renewal of Probationary Faculty**

Faculty members designated as "probationary" in their letters of appointment are entitled to the following notice:

1. Not later than March 1 of the first academic year (fall and spring semester, excluding summer) of probationary service, if the appointment expires at the end of that academic year; or, if one year appointment terminates during an academic year, at least six months in advance of its termination.
2. Not later than December 15 of the second academic year of probationary service if the appointment expires at the end of that academic year; if the probationary appointment terminates during an academic year, at least six months in advance of its termination.
3. By June 1 of current appointment, at least 12 months before the expiration of a probationary appointment after two or more consecutive years with the University.



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The period of employment of non-renewed faculty shall be as follows:

1. For those entitled to notice not later than March 1 of the first academic year, employment shall continue until the end of the academic year.
2. For those entitled to notice not later than December 15 of the second year of probationary service, employment shall continue until the end of that academic year.
3. For those entitled to notice of 12 months, employment shall continue for one academic year following the official notification (by June 1 of current appointment).

## 5. Termination of Employment

### Termination with Prejudice

Any faculty member, including a tenured faculty member, may be dismissed for cause before completion of the term fixed in the member's letter of appointment. The following conditions constitute cause for dismissal:

1. Professional incompetence—defined as demonstrated inability to perform, at an acceptable level, the duties required of a position.
2. Neglect of professional responsibilities—defined as failure to comply with official directives and established University policies; neglect of departmental and University duties; failure to keep current and maintain competency in one's field; general inaccuracy, ineffectiveness and dishonesty in performance of teaching and/or research duties; or failure to comply with such reasonable requirements as the University may prescribe for achieving professional improvement and growth.
3. Moral turpitude—defined as any personal misconduct which impairs fulfillment of institutional responsibilities. While the ultimate interpretation of this provision rests with the University administration, moral turpitude is considered to include, but is not limited to, the following: immorality, conviction of a felony or illegal use of a controlled substance.
4. Sexual harassment—see Appendix VIII.

Any faculty member may be suspended with pay pending the outcome of an academic due process hearing as provided hereinafter. *12.01*

### Termination without Prejudice

Nothing herein contained shall be construed as preventing the president from terminating the appointment of a tenured faculty member in the event of a bona fide financial exigency or the phasing out of institutional programs requiring reduction of faculty. Termination will be based on the recommendations and consultation provided through the administrative channels of direct supervisor, dean and executive vice president and provost for academic affairs. A tenured faculty member may appeal a decision to terminate to the president and through the president to the chancellor and to the Board of Regents. A faculty member involved in such adjustments of personnel shall be offered an appointment in a related work area provided the faculty member is qualified professionally to teach in such area and such a position is available. The University has no duty to create by assignment, restructuring or otherwise such a position. The faculty member also has the right to reappointment to the previous position if it is re-established within two calendar years. Tenured faculty members who are terminated without prejudice are entitled to notice at least 12 months before termination of employment, and employment shall continue for one academic year following official notification.

*12.01*

## 6. Retirement

In accordance with federal legislation, there is no mandatory age for retirement of faculty. *31.07, 31.07.01*

## D. Faculty Advancement

Continued employment at West Texas A&M University, merit pay increases, and eventual tenure and promotion depend on the faculty member's performance in three recognized categories of activity and achievement:

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- a. Instructional Responsibilities
- b. Intellectual/Creative Contributions
- c. Professional Service

The criteria and standards for successful annual performance are those which, considered cumulatively, provide the basis for decisions on tenure and promotion and for post-tenure review. Activity in each of the categories is regarded as necessary for a successful evaluation. Achievement in no single category is sufficient to justify a merit raise, tenure, or promotion without acceptable activity in the other categories. Probationary faculty members who receive a successful Annual Evaluation of Faculty for each year of their probation have a reasonable expectation of attaining tenure.

In general, to be awarded tenure at West Texas A&M University, a faculty member must display a strong commitment to teaching at an excellent level, significant intellectual and/or creative contributions, as appropriate to the discipline, that reflect a high level of achievement in the field, quality service to the profession, university, and community, and an attitude of professional collegiality.

The acquisition of tenure represents a critical milestone in an academic career. Faculty who are in tenure-track positions should conduct their activities in such a way as to prepare for this significant achievement.

Specific standards of excellence in all four areas, but particularly in the category of Intellectual/Creative Contributions, are determined at the department level, in coordination with general standards of the college, and with the approval of the Executive Vice President and Provost for Academic Affairs. Copies of the standards for each department are maintained in the department office.

Each faculty member is responsible for providing documentation of professional activity in all areas, using the Faculty Information System. In addition, faculty should document their teaching loads for each long semester, summer session, and intersession, and keep copies of syllabi and student evaluations. The documentation retained by the Faculty Information System and any supplemental documentation should be sufficient to respond to all the relevant evaluation points contained in document **12.99.99.W1/AA, Annual Review of Faculty Performance.**

# Annual Review of Faculty

## 1. Rules and Procedures for the Annual Review of Faculty

### **Procedure 12.99.99.W1/AA Annual Review of Faculty Performance**

*Revised August 11, 2014*

*Revised January 19, 2010*

*Approved February 2, 2008*

The following policies and procedures on the Annual Review of Faculty apply to all faculty members at West Texas A&M University. Results of the annual review will be used for the determination of salary increases based on merit, qualification for promotion and tenure, reappointment of non-tenured faculty, assessment of post-tenure performance, faculty awards, and appointments to endowed professorial positions.

#### PREAMBLE

The annual faculty evaluation process provides each faculty member with a clear understanding of what is necessary to be regarded as a productive faculty member. The data resulting from the annual review process are used as the basis for considering annual merit increases in salary, tenure, promotion, reappointment of non-tenured faculty, post-tenure review, faculty awards, and professorships. During the annual evaluation process, each faculty member has an opportunity to review strengths, weakness and expectations based upon his/her accomplishments during the preceding year. The annual review process also allows a faculty member to work with the direct supervisor to establish goals and evaluation standards for the next year.

To ensure an equitable and balanced University-wide approach to the annual review of faculty, all academic departments and colleges must have a written policy statement that describes the standards for annual performance. Each department and college will establish its own criteria, but all performance standards must be consistent with university standards and must be approved by the Executive Vice President and Provost for Academic Affairs. As a part of the annual review process, each faculty member will have an opportunity to establish individual performance goals, subject to the approval of the faculty member's direct supervisor, by which he/she will be evaluated the following year.

West Texas A&M University is an Affirmative Action/Equal Opportunity Institution. In accordance with federal and state law, Texas A&M University System policy, and University rules, no decision in the annual review of faculty will be influenced by bias on the basis of race, sex, color, national origin, religion, age, veteran status or disability.

#### 1. ANNUAL ACTIVITY REPORT

- 1.1 By February 1 of each year, each faculty member must provide his/her direct supervisor with a complete Annual Activity Report that accurately lists the faculty member's accomplishments during the preceding calendar year (January 1 to December 31).
- 1.2 The Annual Activity Report is a summary of all professional activities and accomplishments for the preceding calendar year (January 1 to December 31) and must be submitted in the form prescribed by the University.
- 1.3 The Annual Activity Report will be used with other evaluative sources (e.g., student evaluations, peer and/or alumni reviews, reviews by external evaluators, etc.) by the Direct Supervisor, College Dean, Vice President for Academic Affairs, and the University President as a basis for the Annual Review of Faculty.
- 1.4 The Annual Review of Faculty will be used in the determination of salary increases based on merit and in reviews associated with the promotion, tenure, or post-tenure processes. Merit salary increases will be granted only in the event that funds are allocated for such salary increases.
- 1.5 It is the faculty member's responsibility to provide the information required on the Annual Activity Report. The faculty member must be able to document each entry made on the Annual Activity Report. In each major category of the Annual Activity Report, faculty members may add additional information so that the direct supervisor and reviewers at other administrative levels may obtain a full and accurate evaluation of an individual's accomplishments during the year under review.

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## 1.6 The Annual Activity Report consists of:

- 1.6.1 The Annual Professional Summary document, prepared and submitted using the Faculty Information System, that lists individual faculty activities and accomplishments during the review period; and
- 1.6.2 The Supplement to the Annual Activity Report also submitted electronically through the Faculty Information System.

## 2. ANNUAL DEADLINES FOR FACULTY EVALUATION

2.1 The typical annual deadlines for the reviews of faculty are listed below. In some years, the deadlines listed below fall on weekend days rather than work days. When this occurs, the deadlines will be moved forward to the next business day.

- February 1** Annual Activity Report is submitted by each faculty member through the Faculty Information System to the appropriate Direct supervisor.
- March 15** Direct supervisor submits all Annual Evaluation of Faculty forms to the appropriate College Dean through the Faculty Information System. Instructions for completing this form are in the Faculty Handbook and must be followed as outlined.
- April 1** Dean submits a summary of the Annual Evaluation of Faculty forms to the Executive Vice President and Provost with their evaluation and comments. The Dean also submits the Annual Report of Tenured Faculty for Post-tenure Review.
- April 15** Executive Vice President and Provost submits a summary of the Annual Evaluation of Faculty to the President. Executive Vice President and Provost also submits the Annual Report of Tenured Faculty for Post-tenure Review.
- May 1** President submits Post-tenure Review Report to the Chancellor of The Texas A&M University System.
- August 15** By this time, the President will have approved merit salary increases for the next fiscal year.

## 3. AREAS OF FACULTY RESPONSIBILITY

- 3.1 The major areas of faculty responsibility that will be considered in the Annual Review process are related to activities in three areas: Instructional Responsibilities; Intellectual Contributions; and Professional Service.
- 3.2 The evaluation of a faculty member's performance in each major area may consider, but is not limited to, the following factors:

### 3.2.1 **Instructional Responsibilities *as indicated in the Annual Activity Evaluation Form***

### 3.2.2 **Intellectual Contributions**

#### **A. *Refereed Publications, Juried Exhibits or Performances, Funded Grant Proposals and Contracts, Patents or Commercialization of Research, and/or Professional Consultations or Commissions of Creative Work***

- Publication (or acceptance of publication) in refereed professional and academic journals of the results of research, analysis of cases, interpretations of knowledge, creative writing, instructional developments (including software), and/or pedagogical methodology;
- Publication of scholarly monographs, books, and/or chapters in books;
- Publication of technical reports having primary relevance to agencies or businesses at the local, state, or national level;
- Performances or exhibits of creative expressions that are performed or exhibited in a regional, national or international professional venue and/or are reviewed by documented

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professional authorities not associated with the University (guidelines for compensated performances or exhibits will be established by departments and colleges);

- Funded grant proposals from any external public or private source with special emphasis on external funding by state and national agencies;
- Patents or the commercialization of research;
- Professional consulting and/or commissions of creative work.

## **B. Professional Presentations of Knowledge or Creative Expressions**

- Presentations of knowledge or creative expressions at professional conferences or exhibitions;
- Performances, exhibits of creative expressions, or presentations of knowledge at University-sponsored events;
- Invited lectures or presentations based on research, creativity, or professional expertise;
- Translation of research into practice by development or improvement of clinical practice guidelines, protocols or best practices.

## **C. Honors for Research or Creative Expressions**

- External awards, honors or other recognition for intellectual contributions and/or creative contributions;
- University awards or honors for intellectual contributions and/or creative contributions.

## **D. Collaboration, Communication, Participation, Professionalism**

### 3.2.3 Professional Service

#### **A. Service to the University**

- Service to the University through effective participation in administrative assignments, committees or governance processes of the department, college and/or university;
- Service to the University through assisting student organizations or activities;
- Service to the University through non-credit or uncompensated teaching;
- Service to the University through active participation in the recruitment of students;
- Service to the University through leadership in the development of academic programs, curricula, or other special projects assigned by the direct supervisor, dean or provost;
- Service to the University as an effective elected member of the Faculty Senate, including Senate offices and committee assignments;
- Service to the University through uncompensated performances or exhibits of creative expressions not directly associated with class assignments.

#### **B. Professional Service to the Community, State, Nation or World**

- Application of professional knowledge in (uncompensated) service to the community, state, nation, or world (reimbursements or modest honoraria that cover travel or other incidental expenses are not considered "compensation");
- Public service activities for governmental or non-governmental units at local, state, national, or international levels.

#### **C. Service to Professional Organizations**

- Service to professional organizations through elected or appointed offices, committees, or conference assignments;
- Service to professional organizations through editorial assignments;

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- Service to the profession through the publication of book reviews in professional outlets.

## **D. Honors for Service**

- Honors for service to the University, community, state, nation, or the profession.

## **E. Collaboration, Communication, Participation, Professionalism**

## **F. Contributions to Program Assessment**

- Service to the department or college through significant assistance with program assessment

## 4. EVALUATION AND RATING BY DIRECT SUPERVISOR

4.1 To determine the annual performance rating of faculty members, the direct supervisor will assess the accomplishments of each faculty member. The assessment will be based on the information contained in the Annual Activity Report and from other evaluative sources as determined by the academic department, dean, or provost. After reviewing all evaluative information for each faculty member, the direct supervisor will assign a point value rating for each appropriate factor listed on the evaluation form. The point values are based on the direct supervisor's assessment of the level of a faculty member's achievement for each factor. The rating scale below is to be used in the assignment of points:

### **Outstanding 3.50 to 4.00 Points**

- Exceptional level of achievement considered significant when compared nationally.

### **Excellent 3.00 to 3.49 Points**

- Well above normal expectations for full-time faculty in the department and/or college, but is not outstanding.
- A faculty member must significantly exceed the minimum expectations for this rating.

### **Satisfactory/Excellent 2.50 to 2.99 Points**

- Above expectations for full-time faculty in the department and/or college, but is not "excellent."
- Performance is valued and eligible for merit increases; however, tenure and/or promotion is only available to those with excellent and/or outstanding ratings.

### **Satisfactory 2.00 to 2.49 Points**

- Meets expectations for faculty performance as established by the department and/or college.
- Merely meeting minimal expectations is inadequate performance for promotion, tenure, or merit.

### **Unsatisfactory 0.00 to 1.99 Points**

- Performance is below minimum expectations.
- The faculty member must improve performance in this area and should be given a written set of expectations for improvement.

### **Not Applicable N/A**

- Based upon the faculty member's job description and/or academic rank, there is no expectation of performance in the area described by this factor
- This designation shall not be used as a substitute when "Unsatisfactory" is the appropriate evaluations.
- The N/A rating carries no point value and is not used in calculating an average rank score.

4.2 In determining an overall performance rating for each faculty member, the following procedure will be followed:

4.2.1 For each factor itemized under each of the three major areas of performance responsibility (i.e., Instructional Responsibilities, Intellectual Contributions, and Professional Service), the direct supervisor will provide a point value based on the qualitative rating of Outstanding, Excellent, Satisfactory/Excellent, Satisfactory, Unsatisfactory, or Not Applicable.

4.2.2 Some factors in the itemized lists are considered more important than others and will carry a greater weight. The greater weight will be expressed by repeating the point value for the item multiple times in the calculation of the average score for the major area of performance responsibility.

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4.2.3 In determining the overall evaluation of performance within each of the three major categories, an average of all performance scores for the factors within a major area of performance will be calculated.

4.2.4 Consistent with the position description and the agreed-upon goals that were established for the faculty member during the preceding annual review, the weights assigned to each of the three major areas of responsibility may be assigned within the following ranges of weights:

**Normal Ranges for Tenured and Tenure-Track Faculty**

- Instructional Responsibilities 50% -- 65%
- Intellectual Contributions 0% -- 40%
- Professional Service 5% -- 20%

**Normal Ranges for Faculty not in Tenure Lines**

- Instructional Responsibilities 60% -- 75%
- Intellectual Contributions 0% -- 20%
- Professional Service 10% -- 30%

The ranges established for each faculty member must total, but not exceed, 100%.

4.2.5 Normally, the following are suggested for major areas of responsibility based on academic rank, years of service and/or job description:

***For Tenure-track Faculty in First Two Years of Service:***

- Instructional Responsibilities 65%
- Intellectual Contributions 30%
- Professional Service 5%

***For Tenure-track Faculty in Years 3 to 6***

- Instructional Responsibilities 60%
- Intellectual Contributions 35%
- Professional Service 5%

***For Tenured Associate and (Full) Professors***

- Instructional Responsibilities From 50% to 65%
- Intellectual Contributions From 20% to 40%
- Professional Service From 10% to 20%

***For Non-Tenure Track Faculty***

Responsibilities must be according to contract in discussion with direct supervisor

4.2.6 Using the appropriate weights described above, multiply the average point value calculated for each major factor by the weight assigned for the major area to calculate the weighted average for each major performance area.

4.2.7 Add the weighted averages for the three major performance areas to compute the overall performance score.

4.2.8 Rank all of the faculty members in the department based on their overall performance scores and make recommendations for merit increases based on the rankings.

**Example of Calculation: Overall Evaluation Rating**

<b>Major Area</b>	<b>Score</b>	<b>x</b>	<b>Average Weight</b>	<b>=</b>	<b>Weighted Score</b>
Instructional Responsibilities	3.6		0.6 (60%)		2.16
Intellectual Contributions	3.0		0.3 (30%)		0.90
Professional Service	2.5		0.1 (10%)		0.25
<b>Overall Evaluation Rating</b>					<b>3.31</b>

4.3 After completing the evaluation of faculty members, the direct supervisor will meet with each faculty member to

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review their annual evaluation. The evaluation meeting should discuss past performance, current faculty development concerns (if any) and goals for the coming year and beyond.

## 5. MERIT PAY INCREASES

- 5.1 It is expected that every faculty member will perform all assigned duties and meet all expected responsibilities. However, meeting the minimum standard of acceptable performance, such as a rating of "Satisfactory," is not sufficient to justify a salary increase based upon merit.
  - 5.1.1 The Texas A&M University System regulations require that merit raises be provided to faculty only for "meritorious job performance" (System Regulation 31.01.01, Item 2.4.2) or "superior performance" (System Regulation 31.01.08, Item 2.0).
  - 5.1.2 West Texas A&M University interprets the terms "superior performance" and "meritorious job performance" as they relate to merit increases in salary as follows:
    - 5.1.2.1 When funds are available for merit-based increases, merit-based salary increases will be granted only to those faculty members whose Overall Evaluation Rating is 2.5 satisfactory/excellent or higher.
    - 5.1.2.2 Available funds for merit increases will be distributed using a formula that correlates the monetary amount of the merit increase to the Overall Evaluation Rating so that the faculty member with the highest overall evaluation rating receives the most financial reward.
    - 5.1.2.3 Any of the following conditions will render a faculty member ineligible for merit advances in salary for the evaluation period under consideration:
      - 5.1.2.3.1 Less than a 2.5 satisfactory/excellent evaluation in the category of Instructional Responsibilities during the evaluation period; and/or
      - 5.1.2.3.2 Less than a 2.5 satisfactory/excellent evaluation in Intellectual Contributions during the evaluation period **or** having not produced a peer-reviewed publication or off campus, peer-reviewed creative activity in any of the three previous evaluation periods; and/or
      - 5.1.2.3.3 Less than a 2.5 satisfactory/excellent evaluation in the category of Professional Services in any two of the three most recent evaluation periods; and/or
- 5.2. The direct supervisor's recommendation for awards of salary increases based on performance evaluation will be calculated based on two basic factors: (1) the total amount of money allocated to the department for merit raises (Departmental Merit Pool), and (2) the number of faculty members in the department who received an Overall Evaluation Rating of 2.5 satisfactory/excellent or greater and who meet the eligibility requirements specified in 5.1.2.3. The amount of a faculty members merit award will be calculated as follows:
  - 5.2.1 The direct supervisor will determine how many faculty members in the department are eligible to receive a salary adjustment based on merit.
  - 5.2.2 Only those faculty members with an Overall Evaluation Rating of 2.50 satisfactory/excellent or higher are eligible to receive a salary adjustment based on merit.
  - 5.2.3 Only those faculty members who meet the eligibility requirements specified in 5.1.2.3 are eligible to receive a salary adjustment based on merit.
  - 5.2.4 Factors such as longevity, current salary level, comparisons to "market" salary levels, or average salary levels for academic rank, etc., may not be considered in the determination of merit recommendations.
- 5.3. The direct supervisor will use funds allocated to the department for merit increases.
- 5.4 The direct supervisor will subtract 2.49 from the Overall Evaluation Rating of each faculty member



# Annual Review of Faculty

who is eligible for a merit increase to derive the merit unit for each faculty member. The merit units for all eligible faculty members are added together to determine the divisor; each merit unit is divided by the divisor to determine the **Merit Factor**.

5.5 The total amount of funds available for merit increases is then multiplied by each faculty member's Merit Factor to determine the recommended merit dollar amount for that faculty member. The sum of the merit dollar amounts should total the amount of funds allocated.

## 6. APPEAL OF EVALUATION

6.1 A faculty member may appeal the evaluation from the direct supervisor. Within five (5) working days of the faculty member's evaluation meeting, the faculty member may present the direct supervisor with a written description of what the faculty member considers to be inaccurate interpretation or evaluation of the faculty member's achievements as presented in the Annual Activity Report. This written description may not exceed two pages (12-point font).

6.2 The direct supervisor will re-review the faculty member's Annual Activity Report in light of the material presented in the two-page appeal. The direct supervisor will inform the faculty member in writing of the decision regarding the appeal before sending the faculty member's Annual Activity Report to the college dean. If changes are made to the evaluation form, the changes will be discussed with the faculty member and the faculty member will initial all changes made on the Evaluation Form.

6.3 The two-page appeal document, the direct supervisor's letter regarding the appeal, and the faculty member's Evaluation Form will be stapled together and forwarded to the college dean.

6.4 If a faculty member is not satisfied with the response of the direct supervisor to the appeal, the faculty member may request via a one (1)-page letter (within 3 working days of receiving the direct supervisor's response) that the dean re-evaluate the faculty member's Annual Activity Report. The one (1)-page letter must be a rebuttal that directly addresses only the direct supervisor's decision.

6.5 The dean will respond to this appeal via letter before sending the Annual Activity Report to the Vice President for Academic Affairs. The college dean may request that the direct supervisor re-evaluate the faculty member's Annual Activity Report or deny the appeal.

6.6 Generally, the process of appeal should cease when the college dean renders a decision on the matter. However, the faculty member may continue to appeal the annual evaluation by requesting the Vice President of Academic Affairs (after the appeal to the college dean) evaluate the faculty member's performance. The faculty member may request via a one (1)-page letter (within three working days of receiving the dean's response) that the Vice President for Academic Affairs reevaluate the faculty member's Annual Activity Report. The one (1)-page letter must be a rebuttal that directly addresses only the dean's decision to the Vice President for Academic Affairs. A faculty member also may appeal to the President (after appeal to the Vice President for Academic Affairs) through the University's Grievance Procedures.

CONTACT FOR INTERPRETATION: Executive Vice President for Academic Affairs

# Annual Review of Faculty

## ANNUAL REVIEW OF FACULTY

**Name:**

**Department:**

**Rank:**

**Evaluation Year:**

### **Weighted Average Score:**

*Note to Faculty: The purpose of the Annual Activity Evaluation Form is for your direct supervisor to evaluate your performance; therefore, you should summarize your activities for the year in a clear and concise manner. You should use instruments that best convey your contributions in fulfilling your instructional responsibilities.*

### **I. Instructional Responsibilities**

### **Weight (%):**

*The total percentage of A plus B cannot exceed 70%, the total of items A - E must equal 100%, and the total of all items including the bonus for teaching awards cannot exceed 105%. Weighting is in increments of multiples of 5% only.*

*The selection of percentages should be a mutual agreement between the faculty member and the direct supervisor determined during the previous evaluation period or upon employment by the University.*

\_\_\_\_\_A. *Student Evaluation scores and comments (30 - 40%)*

Traditional delivery

Non-traditional delivery

\_\_\_\_\_B. *Additional Measures of Teaching Effectiveness, Teaching Load, and Instructional Contributions (30 - 40%)*

When evaluating this section, a direct supervisor should consider the following in completing the annual performance evaluation:

- Assessment of course load responsibilities taught during the review period based upon the class size, number of courses, number of class/lab preparations, and the total classroom, lab and/clinical contact hours per week (overloads for which compensation is received are not to be counted);
- Direction of internships, independent studies, student research, major student projects, theses, dissertations, and/or capstone courses;
- Director, coach, or mentor of student achievement in research or creativity

Additional measures include those outside of Student Evaluation scores. Items below are examples of possibilities but are not exclusive. One or more measures should be used for each course taught:

- Informal student responses (start-stop-continue, etc.)
- Formal Self-Assessment (worksheet available on the TEC website)
- Observation by peer or Direct Supervisor
- Instructor-developed evaluations
- Pre- and post-tests
- Course dossier/teaching portfolio
- Samples of handouts, PowerPoint presentations, etc.
- Classroom Assessment Techniques (CATs) (worksheet available on the TEC website)
- Clinical instruction evaluation
- Other evaluation measure as agreed upon with the direct supervisor

# Annual Review of Faculty

## \_\_\_\_\_ C. Communication and Engagement with Students (10%)

Each faculty member must demonstrate the following:

- Involvement with and effectiveness in student advising, if applicable
- Professional interactions with students outside of the classroom that promote student learning and the mission of the University
- Maintains regular posted office hours at times accessible to students
- Quality course syllabi that communicate high academic expectations, assessment of student learning, grading policy, and other course materials.
- Other (provide other opportunities for Communication and Engagement with Students, if appropriate)

## \_\_\_\_\_ D. Academic Innovation (15%)

Documented evidence of how the following applies to or is used. For example:

- Completion and maintenance of professional certification, internship, licensure, or other professional development experiences that enhance professional effectiveness
- Participation at professional conferences or workshops that enhance teaching, advising, and/or learning outcome assessment
- Use of innovative instructional material
- Incorporation of technology-based teaching strategies and methods (when appropriate)
- Use of innovative classroom interactions (student engagement techniques, learning communities, group work, etc.).
- Use of community-based learning experiences
- Participation in pedagogical or technological training
- Participation in faculty development, either internal or external
- Substantive revision of course(s)
- Review and use (or create and use) open educational resources (OER) or other low-cost materials for a course or courses
- Other (provide other examples of Academic Innovation, if appropriate)

## \_\_\_\_\_ E. Pedagogical Professionalism (5%)

- Spends time with colleagues discussing and sharing teaching experiences and professional ideas
- Volunteers for or willingly accepts committee assignments related to the teaching enterprise
- Involved in the development of new programs when appropriate
- Notifies the appropriate administrator of classes that will be missed because of travel, etc., and, if necessary, makes arrangements with other faculty to cover courses during his or her absence
- Turns in course schedules, textbook orders, and grades on time

## \_\_\_\_\_ F. Teaching Honors and/or Awards (up to 5% bonus if applicable)

### **Calculation of Mean for Instructional Responsibilities:**

**Total for I.R.** = (Percent for A x Score for A + Percent for B x Score for B + 10 x Score for C + 15 x Score for D + 5 x Score for E + 5 x Score for F) / 100

*Example: Total for I.R. = (30 x 2.8 + 40 x 3.4 + 10 x 3.5 + 15 x 3.6 + 5 x 3.8 + 5 x 0) / 100 = 3.28*

12.99.99.W1/AA Annual

## **II. Intellectual Contributions Weight (%): \_\_\_\_\_**

\_\_\_\_\_ A. *Refereed Publications, Juried Exhibits or Performances, Funded Grant Proposals and Contracts, Patents or Commercialization of Research, and/or Professional Consultations or Commissions of Creative Work*

\_\_\_\_\_ B. *Professional Presentations of Knowledge or Creative Expressions*

\_\_\_\_\_ C. *Honors for Research or Creative Expressions*

\_\_\_\_\_ D. *Collaboration, Communication, Participation, Professionalism*

# Annual Review of Faculty

## Calculation of Mean for Intellectual Contributions

\_\_\_\_\_ Score for A  
 + \_\_\_\_\_ Score for A (repeated)  
 + \_\_\_\_\_ Score for A (repeated)  
 + \_\_\_\_\_ Score for B  
 + \_\_\_\_\_ Score for C  
 + \_\_\_\_\_ Score for D  
 = \_\_\_\_\_ **Total for I.C.**

**Total for I.C.** \_\_\_\_\_ ÷ **N** = \_\_\_\_\_ **Average Score for I.C.**

## III. Professional Service Weight (%): \_\_\_\_\_

\_\_\_\_\_ A. *Service to the University*

\_\_\_\_\_ B. *Professional Service to the Community, State or Nation*

\_\_\_\_\_ C. *Service to Professional Organizations*

\_\_\_\_\_ D. *Honors for Service*

\_\_\_\_\_ E. *Collaboration, Communication, Participation, Professionalism*

## Calculation of Mean for Professional Service

\_\_\_\_\_ Score for A  
 + \_\_\_\_\_ Score for B  
 + \_\_\_\_\_ Score for C  
 + \_\_\_\_\_ Score for D  
 + \_\_\_\_\_ Score for E  
 = \_\_\_\_\_ **Total for P.S.**

**Total for P.S.** \_\_\_\_\_ ÷ **N** = \_\_\_\_\_ **Average Score for P.S.**

## EVALUATION SUMMARY

Major Area	Score x Weight	=	Score
Instructional Responsibility	_____ x _____	=	_____
Intellectual Contributions	_____ x _____	=	_____
Professional Service	_____ x _____	=	_____

**Overall Evaluation Rating (= Total of Weighted Scores)** = \_\_\_\_\_

Yes      No      Treats all faculty, staff and students with respect and courtesy  
 (Please circle the response that applies) If the response is No, the direct supervisor  
 is obligated to provide evidence or explain the basis for the "No" response.

\_\_\_\_\_  
Direct Supervisor's Signature

\_\_\_\_\_  
Date

I have read the above evaluation of my performance. I may submit comments (limited to 2 pages) that will be attached to this form and will be forwarded with this form.

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

\_\_\_\_\_  
Date

A copy of this form must be provided to the faculty member once it has been signed by the direct supervisor and the faculty member.

## 2. Promotion and Tenure

### PROCEDURE 12.02.01.W1/AA PROMOTION AND TENURE

Supplements System Policies 12.01 and 12.02

*Revised August 13, 2014*

*Revised September 20, 2010*

*Revised April 2014*

The following rules and procedures on Promotion and Tenure of faculty at West Texas A&M University apply to all tenure-track faculty members of the University.

#### PREAMBLE

West Texas A&M University recognizes and appreciates the diversity of faculty roles and responsibilities within the University. This diversity adds richness and depth to the educational programs of the University and the support that the University provides to the region, state and nation. The University must be responsive to the variety of these contributions in the evaluation of faculty for promotion and/or tenure. The promotion and tenure guidelines are focused upon the successful recruitment, development, and evaluation of faculty.

To ensure a fair and balanced University-wide approach to promotion and tenure decisions, all academic colleges and departments must have a written policy statement which describes the standards for annual performance, tenure and promotion. The criteria must contain a progression of expectations to ensure that candidates for annual performance evaluation, promotion and tenure are fully aware of those standards by which their contributions shall be evaluated in the decision process. Each college and department shall establish its own criteria that are consistent with University policy, but all college and school policies must address the performance standards established in the West Texas A&M University Rule 12.99.99.W1 entitled **Annual Review of Faculty Performance** and all must be approved by the Executive Vice President and Provost for Academic Affairs.

West Texas A&M University is an Affirmative Action/Equal Opportunity Institution. In accordance with federal and state law, Texas A&M University System policy, and University rules, no promotion or tenure decision shall be influenced by bias on the basis of race, sex, color, national origin, religion, age, veteran status or disability.

#### TENURE REQUIREMENT

To be awarded tenure at West Texas A&M University, a faculty member must display excellence in teaching and a strong commitment to the intellectual growth of students, a high level of achievement in scholarly and/or creative contributions to the academic discipline as evidenced by external (outside of the department) peer evaluators, a record of quality service to the university, the profession and/or the community, and an attitude of professionalism and collegiality that contributes to the professional reputation of the faculty member as well as the University

#### 1. DEFINITIONS

##### 1.1 Direct Supervisor

1.1.1 For purposes of Promotion and Tenure and Annual Review of Faculty, a direct supervisor is the person who completes the summary forms from the Annual Review of Faculty, counsels the faculty member, and makes recommendations to the dean of the college regarding that faculty member. Typically, direct supervisors are department heads (fixed-term appointments), but may also be directors of schools, associate school directors, associate department heads, associate deans, or whoever performs the evaluation function.

# Promotion and Tenure

## 1.2 Definition of Tenure

- 1.2.1 Tenure entitles a faculty member to continue in an academic position unless dismissed for good cause (as defined by System Policy 12.01, Section 4.3) or financial exigency (System Policy 12.01, Section 9). Tenured faculty members who remain in good standing enjoy those privileges customarily associated with tenure including an expectation of continued employment, appropriate compensation, a suitable office and work space, the development and teaching of classes in the academic discipline, service as a principal investigator and engagement in research and/or creative scholarly activity, participation in faculty governance, using professional expertise in the service of the university, the profession, the nation and/or the community, and representing themselves as tenured faculty members at West Texas A&M University.
- 1.2.2 Tenure shall not be construed as creating a property interest in any attributes of the faculty position beyond the faculty member's regular annual salary (System Policy 12.01, Section 4).
- 1.2.3 The award of tenure must be accompanied by an equally demanding concept of academic responsibility (System Policy 12.01, Section 2). Tenured faculty members shall be expected to maintain competence in their field of specialization and the exhibition of professional competence in the classroom, studio or laboratory and in the public arena through activities such as discussions, lectures, consulting, publications, creative accomplishments, and participation in professional organizations and meetings.

## 2. ELIGIBILITY FOR PROMOTION AND TENURE

- 2.1 Tenure consideration is available only for faculty employed in tenure-track faculty lines, i.e., the faculty ranks of Assistant Professor, Associate Professor, or (full) Professor.
- 2.2 Part-time, term-contract and temporary faculty members are not eligible for promotion or tenure nor are faculty members holding the rank of Instructor or Lecturer.
- 2.3 With the approval of the Executive Vice President and Provost for Academic Affairs and the University President, up to three years of exemplary service in a tenure-track faculty line at another four-year, regionally accredited academic institution may be counted toward the required years of experience in rank if the credit toward promotion and/or tenure is agreed upon at the time of employment and specified in the original employment contract.
- 2.4 Time served as a part-time, fixed-term or temporary faculty member at West Texas A&M University or any other educational institution shall not count as credit toward tenure.
- 2.5 A faculty member without credit toward tenure at the time of employment who was originally employed at the rank of Assistant Professor shall make application for tenure at the beginning of the sixth academic year at West Texas A&M University. An untenured Associate Professor or (full) Professor who was originally employed without credit toward tenure shall make application for tenure at the beginning of the fifth academic year at West Texas A&M University.
- 2.6 A tenure-track faculty member who was employed with credit toward tenure may choose to seek election to tenure and/or promotion at the time specified by the terms of his/her original appointment, or may delay the application for tenure and/or promotion. Except for reasons of extenuating circumstances, a tenure-track faculty member with credit toward tenure may not delay the promotion and/or tenure application for more than one year.
- 2.7 A tenure-track Assistant Professor may not apply for the award of tenure without making

# Promotion and Tenure

simultaneous application for promotion.

- 2.8 At West Texas A&M University, the award of tenure to faculty holding the rank of Assistant Professor is linked to the recommendation for promotion to the rank of Associate Professor. Assistant Professors who do not qualify for promotion to the rank of Associate Professor may not be recommended for tenure.
- 2.9 After consultation with the direct supervisor and dean, a faculty member may apply for early promotion and/or tenure consideration, but individuals seeking early consideration shall be expected to significantly exceed department/college standards of achievement in Instructional Responsibilities, Intellectual Contributions, and Professional Service for promotion and/or tenure to the academic rank that is sought.
- 2.10 To meet the basic requirements for tenure consideration under most circumstances, a faculty member must complete a period of probation, meet performance standards evaluated as "Outstanding" or "Excellent" in each of the three performance categories defined in the Annual Review of Faculty, and demonstrate promise for continued professional growth, development, and contribution.
- 2.11 Under special circumstances, a senior faculty member holding a tenured academic rank at another regionally accredited academic institution, a senior executive with a major non-academic institution, or an individual who is offered an academic administrative position based on previous academic experience, may be employed at an advanced academic rank and may be recommended for tenure at the time of employment.
  - 2.11.1 During the interview process, the candidate should present documentation of academic credentials (personal data should be excluded) requesting tenure on arrival to the departmental faculty. The faculty evaluates the candidate's Portfolio and submits a formal recommendation to the direct supervisor. The direct supervisor evaluated the Portfolio and reviews the faculty's recommendation and submits a summary of the faculty's evaluations and an independent recommendation to the appropriate academic dean. The dean reviews all materials and submits a formal request to the executive vice president and provost for academic affairs. If approved, the provost recommends tenure on arrival to the president.
  - 2.11.2 If approved by the president, a formal request for Tenure on Arrival is submitted to the Texas A&M University System Board of Regents at least six weeks in advance of the next scheduled meeting date. Review by the Vice Chancellor's Office of Academic Affairs is requested before formal submission to the Board of Regents.
  - 2.11.3 If the request for tenure on arrival is not approved by the president, the candidate is offered a tenure-track position and follows the timeline as stated on the promotion and tenure process for award of tenure.

## 3. EVALUATION CRITERIA

- 3.1 The criteria that are used for evaluating the eligibility for promotion and/or tenure are the criteria that are used in the *Annual Review of Faculty*. The expectations also are the same.
- 3.2 The Evaluation Criteria (See ***Annual Review of Faculty*** for the evaluation materials associated with each criterion)
  - 3.2.1 Instructional Responsibilities as indicated in the Annual Review of Faculty form

# Promotion and Tenure

## 3.2.2 Intellectual Contributions

3.2.2.1 Refereed publications, juried exhibits or performances, funded grant proposals and contracts, patents or commercialization of research, and/or professional consultations or commissions of creative work

3.2.2.2 Professional presentations of knowledge or creative expressions

3.2.2.3 Honors for research or creative expressions

3.2.2.4 Collaboration, Communication, Participation, Professionalism

## 3.2.3 Professional Service

3.2.3.1 Service to the University

3.2.3.2 Professional service to the community, state, nation, or world

3.2.3.3 Service to professional organizations

3.2.3.4 Honors for service

3.2.3.5 Collaboration, Communication, Participation, Professionalism

## 4. PROMOTION AND TENURE EXPECTATIONS

- 4.1 It is expected that all faculty members shall perform all assigned duties and meet all expected responsibilities in a "meritorious" (TAMU System Regulation 31.01.01, Item 2.4.2) or "superior" (TAMU System Regulation 31.01.08, Item 2.0) manner. At West Texas A&M University, the terms "meritorious" and "superior" are considered equivalent to the two highest performance ratings, "Outstanding" and "Excellent," as defined in the ***Annual Review of Faculty***.
- 4.2 To be eligible ***for Promotion to the Rank of Associate Professor***, a faculty member must be considered "Outstanding" or "Excellent" in the evaluation categories of Instructional Responsibilities, Intellectual Contributions, and Professional Service (based on the definitions for each of these ratings in the Annual Review of Faculty).
- 4.3 To be eligible ***for Promotion to the Rank of Professor***, a faculty member must have served a minimum of four years in the rank of Associate Professor. The applicant must be considered "Outstanding" in at least one of the two evaluation categories of Instructional Responsibilities or Intellectual Contributions and "Excellent" in the other of these two categories and in the category of Professional Service (based on the definitions for each of these ratings in the Annual Review of Faculty).
- 4.3.1 Faculty members who receive lower than "Excellent" in any category on annual evaluations for the two consecutive years before application for promotion should delay applying for promotion until they no longer have two consecutive ratings below "Excellent" on their two most-recent annual evaluations.
- 4.4 To be eligible ***for the Award of Tenure***, the following considerations apply:
- 4.4.1 An Assistant Professor must be considered "Outstanding" or "Excellent" in the evaluation categories of Instructional Responsibilities, Intellectual Contributions, and Professional Service (based on the definitions for each of these ratings in the Annual Review of Faculty). Candidates must meet the criteria for tenure delineated in Section 1.2 of this policy.
- 4.4.2 Candidates for tenure who were employed at the rank of Associate Professor or (full) Professor must achieve the performance standards required for promotion to the rank that they presently hold to be eligible for tenure consideration. Candidates must meet the criteria for tenure delineated in Section 1.2 of this policy.
- 4.4.3 A tenure-track candidate who holds the rank of Associate Professor and who chooses to seek both the award of tenure and promotion to the rank of Professor may be awarded tenure even if promotion is denied.



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- 4.5 A faculty member who has, or who has had during the review period, a part-time administrative, non-instructional assignment (such as direct supervisor, associate dean, dean, or assistant vice president) with significant responsibilities in Professional Service must meet rigorous standards for Instructional Responsibilities and Intellectual Contributions. The supervisor of the faculty member's administrative or non-instructional assignment, in consultation with the Provost, shall provide a written recommendation indicating how much consideration should be given to the faculty member's administrative responsibilities in terms of meeting the rigor of standards for Instructional Responsibilities and Intellectual Contributions, keeping in mind that activity is required in all three areas (Instructional Responsibilities, Intellectual Contributions, and Professional Service) of all candidates for promotion and/or tenure. The supervisor's recommendation will be placed in the front section of the candidate's Promotion and Tenure Portfolio before September 15.
- 4.6 The supervisor of the faculty member's administrative or non-instructional assignment is responsible for evaluating the faculty member's performance for that work. The evaluations of performance for administrative or non-instructional assignments should be included with the direct supervisor's evaluations in the Promotion and Tenure Portfolio.

## 5. THE PROMOTION AND TENURE PROCESS

### 5.1 Annual Review of Faculty

- 5.1.1 All faculty members shall undergo an annual review of faculty performance. The annual review shall be conducted in accordance with the rules and procedures described in University Rule 12.99.99.W1/AA, **Annual Review of Faculty Performance**. This policy is included in the Faculty Handbook.
- 5.1.2 In each academic department the direct supervisor shall in a timely manner make available to tenured faculty the opportunity to evaluate the performance of each tenure-track faculty member. The designated manager of the Faculty Information System after the completion and return of the confidentiality agreement. Direct supervisors shall provide access to the faculty member's supplements. The tenured faculty members shall provide the direct supervisor with their evaluations by a deadline that shall be determined by the direct supervisor.
- 5.1.3 The direct supervisor shall review each faculty member's Annual Review of Faculty and shall meet with each faculty member to provide meaningful written and oral feedback about each faculty member's performance. This annual review shall specifically evaluate the faculty member's performance in each evaluation category (i.e., Instructional Responsibilities, Intellectual Contributions, and Professional Service). The annual review should describe accomplishments of note and, if needed, suggestions for the improvement of performance.
- 5.1.4 The direct supervisor should be especially judicious in evaluating a faculty member's progress toward promotion and tenure at West Texas A&M University. The Annual Review of Faculty should provide a blueprint for faculty success through a thorough and frank analysis of each aspect of the faculty member's performance.
- 5.1.5 A copy of the Annual Review of Faculty shall be sent to the Office of the Dean by the direct supervisor. The dean shall review the Annual Review of Faculty for each faculty member and may append additional comments that expand, explain, support, or dispute the direct supervisor's evaluation. If additional comments are added by the dean, the dean shall supply a copy of the appended comments to the faculty member and to the direct supervisor. The dean shall forward, via the Faculty Information System, a copy of each faculty member's Annual Review of Faculty including all appended comments to the Office of Academic Affairs.

# Promotion and Tenure

- 5.1.6 Each faculty member's Annual Review of Faculty shall be included in the faculty member's personnel file. A copy of the Annual Review of Faculty shall be retained by the direct supervisor and shall be included in the Promotion and Tenure Portfolio when it is developed.
- 5.1.7 In any year, a direct supervisor or college dean may recommend to the Executive Vice President and Provost for Academic Affairs that the probationary appointment of a tenure-track faculty member be terminated. The final decision regarding the termination of the probationary appointment of a tenure-track faculty member must be made by the Executive Vice President and Provost for Academic Affairs with the concurrence of the President. Notification of contract non-renewal shall be made in accordance with the timelines specified in System Policy 12.01, Section 4.2.
- 5.1.8 A tenure-track faculty member may appeal the decision of the Executive Vice President and Provost for Academic Affairs regarding non-renewal on the basis that the decision was made in violation of the academic freedom of the individual or for an illegal reason or for inadequate consideration of the faculty member's record of professional achievement. For purposes of this section, an illegal reason is defined as a decision based on race, sex, age, national origin, religion, creed, color, or disability unrelated to the performance of duties. The appeal procedure is outlined in Section 8.

## 5.2 Third-Year Review for Assistant Professors

- 5.2.1 A mandatory third-year review occurs after the completion of the third year of appointment for tenure-track faculty members (except for faculty members hired at the associate professor level who will apply for tenure in their fourth year at WTAMU). The purpose of the third-year review is to assess the progress that a tenure-track faculty member has made toward meeting the criteria for consideration for promotion and tenure.
- 5.2.2 Faculty members undergoing the third-year review shall prepare a Third-Year Review Portfolio that details their achievements and performance in Instructional Responsibilities, Intellectual Contributions, and Professional Service during their first three years as a tenure-track faculty member. This Portfolio should take the form of the Promotion and Tenure Portfolio described in this document on pp. 63-64 except that alumni evaluations of teaching effectiveness will not be collected for the third-year review.
  - 5.2.2.1 The direct supervisor may assist a candidate with the preparation of early versions of the Third-Year Review Portfolio. However, no additions, deletions or corrections may be made to a faculty member's Third-Year Review Portfolio by the faculty member under review after the official copy of the Portfolio has been submitted to the direct supervisor.
  - 5.2.2.2 Faculty members under review will receive notice of status at each level of the review process. Faculty members should retain a copy of each notice of status for their future promotion and tenure application.
- 5.2.3 The Third-Year Review Portfolio must be submitted electronically to the Faculty Information System on or before 5:00 p.m. on September 15 (early in their fourth year of employment). Documents are time stamped as they are submitted to the Faculty Information System. Unless there are significant extenuating circumstances, failure to submit the Portfolio by the prescribed deadline will preclude the faculty member from applying for third-year review. The Provost will determine whether failure to submit the Portfolio on time was caused by significant extenuating circumstances. A tenure-track faculty member who fails to submit their Third-Year Review Portfolio by the prescribed deadline will be given a terminal appointment for the following academic year. The direct supervisor must authorize the designated manager of the FIS to make the Portfolio

## Promotion and Tenure

available for review by all tenured departmental faculty members, who may then evaluate the candidate's academic performance.

- 5.2.4 The Third-Year Review Portfolio will be reviewed by the candidate's Departmental Promotion and Tenure Committee, direct supervisor, College Promotion and Tenure Committee, college dean, and the Executive Vice President and Provost for Academic Affairs following the timeline in Section 6.1 of the Promotion and Tenure policy. The Third-Year Review Portfolio will be forwarded to each of these levels of review regardless of the positive or negative recommendations that may be included.
- 5.2.5 At each level of review, the candidate will be evaluated in the categories of Instructional Responsibilities, Intellectual Contributions, and Professional Service and assigned a rating of either "Acceptable Progress toward Tenure" or "Unacceptable Progress toward Tenure" in each of the three categories.
  - 5.2.5.1 "Acceptable Progress toward Tenure" indicates that the candidate has made adequate progress toward meeting the criteria for consideration of promotion and tenure during his/her first three years at the university.
- 5.2.6 The chair of the Departmental Promotion and Tenure Committee shall schedule all meetings, conduct all deliberations, supervise the election of the outside member(s), oversee the required votes for all candidates for third-year review, and complete and submit a written report and tabulation of the committee's votes to the direct supervisor by the date set by the direct supervisor. The written recommendation shall summarize the rationale for the Committee recommendation and shall become part of the candidate's Portfolio and remain in the Portfolio throughout the evaluation process. The structure and procedures for the Departmental Promotion and Tenure Committee are outlined in Section 5.5 of the Promotion and Tenure policy.
- 5.2.7 The direct supervisor shall prepare an independent written evaluation and rating of each third-year review candidate, including recommendations for areas of improvement as needed. The direct supervisor shall add his/her independent written evaluation and the Departmental Promotion and Tenure Committee's written evaluation to the candidate's Portfolio, send a copy of his/her evaluation to the candidate(s), and forward the candidate's Portfolio to the College Promotion and Tenure Committee by October 15.
- 5.2.8 The chair of the College Promotion and Tenure Committee shall schedule all meetings, conduct all deliberations, oversee the required votes for all candidates for third-year review, and complete and submit a written report and tabulation of the committee's votes to the college dean by the date set by the dean. The structure and procedures for the College Promotion and Tenure Committee are outlined in Section 5.6 of the Promotion and Tenure policy.
- 5.2.9 The College Dean shall prepare an independent written evaluation and rating of each third-year review candidate, including recommendations for areas of improvement as needed. The College Dean shall add his/her independent written evaluation and the College Promotion and Tenure Committee's written evaluation to the candidate's Portfolio, send a copy of his/her evaluation to the candidate(s), and forward the candidate's Portfolio to the Executive Vice President and Provost for Academic Affairs by November 15.
- 5.2.10 The Executive Vice President and Provost for Academic Affairs shall prepare an independent written evaluation and rating of each third-year review candidate, add it to the candidate's Portfolio, and send a copy of his/her evaluation to the candidate(s) and to the appropriate Direct Supervisor and College Dean by January 10. The evaluation of the Executive Vice President and Provost for Academic Affairs shall state one of the following: that the

## Promotion and Tenure

candidate has made adequate progress toward meeting the criteria for consideration of promotion and tenure; that the candidate has made adequate progress toward meeting the criteria for consideration of promotion and tenure but with recommendations for areas of improvement, or that the candidate has not made adequate progress toward meeting the criteria for consideration of promotion and tenure and will be offered a terminal, nine-month appointment.

- 5.2.11 The third-year review candidate may appeal the decision of the Executive Vice President and Provost for Academic Affairs to offer a terminal, nine-month appointment on the basis that the decision was made in violation of the academic freedom of the individual or for an illegal reason or for inadequate consideration of the faculty member's record of professional achievement. The appeal procedure is outlined in Section 8.

### 5.3 Tenure Review for Tenure-track Assistant Professors

- 5.3.1 A mandatory tenure review for tenure-track assistant professors occurs after the completion of the fifth year of appointment. Faculty members facing the tenure review must apply for promotion and tenure and must prepare a Promotion and Tenure Portfolio as described on in this document on pages 63-64.
- 5.3.2 The tenure review shall follow the processes described in the remainder of Section 5 (following).
- 5.3.3 If the award of promotion and tenure is denied to an Assistant Professor in the promotion and tenure process, the faculty member shall receive a terminal nine-month contract for the next academic year.

### 5.4 The Promotion and Tenure Portfolio

- 5.4.1 A faculty member who is eligible for promotion and/or tenure shall prepare a Promotion and Tenure Portfolio that contains all of the mandatory contents in the order and format described at the end of this section.
- 5.4.2 The documentation submitted for promotion and/or tenure consideration must fall within the period from the year that the current faculty ranking was awarded or the start date of the candidate's employment at West Texas A&M University (including, if applicable, the period required for prior application for tenure and/or promotion to the present rank at West Texas A&M University) to August 31 of the application year.
- 5.4.3 The Portfolio must be submitted electronically to the Faculty Information System on or before 5:00 p.m. on September 15. The direct supervisor must authorize the designated manager of the FIS to make the Portfolio available for review by all tenured departmental faculty who may then evaluate the candidate's academic accomplishments. All uploaded materials will be time stamped and all submitted materials must meet the submission deadline for consideration during the review process. Unless there are significant extenuating circumstances, failure to submit the Portfolio by the prescribed deadline will preclude the faculty member from applying for promotion and/or tenure. The Provost shall determine whether failure to submit on time was due to significant extenuating circumstances. A tenure-track faculty member who fails to submit his or her Portfolio by the prescribed deadline will be given a terminal appointment for the following academic year.
- 5.4.4 The direct supervisor may assist a candidate with the preparation of early versions of the promotion and tenure Portfolio. However, no additions, deletions or corrections may be made to a faculty member's promotion and tenure Portfolio by the faculty member under review after the official copy of the Portfolio has been submitted to the Faculty Information System.

### 5.5 Departmental Promotion and Tenure Process

## Promotion and Tenure

- 5.5.1 At the first departmental meeting of the fall semester, each department (department is to be interpreted as school where appropriate) must elect a Departmental Promotion and Tenure Committee regardless of whether the department anticipates candidates for third-year review, promotion, or tenure. Each department should have its Promotion and Tenure Committee established by September 15. It shall be the responsibility of the departmental committee to arrange for election of a member of the departmental committee (not the outside member) to the College Promotion and Tenure Committee by October 15. A departmental Promotion and Tenure Committee must consist of at least two tenured faculty members from the academic department and one tenured faculty member representing a department in a college other than the college in which the academic department is housed. Faculty with administrative appointments with the title or job duties of the direct supervisors or higher (e.g. associate deans, department heads, etc.) are not eligible to serve on college committees. If there are not enough tenured faculty members in the department available to constitute a committee of at least three, the tenured and tenure-track faculty of the department will elect at-large members from other departments within the college. The committee must consist of 3, 5, or 7 members with number and departmental representation determined by a vote of all tenured and tenure-track faculty in the department.
- 5.5.1.1 In the case of the direct supervisor of a department having a conflict of interest in the tenure and/or promotion process (e.g. direct supervisor going for tenure and/or promotion, supervisor relationship with subordinate, etc.), a suitable replacement for the supervisory role in the process outlined in section 5.5 will be appointed by the dean and/or in consultation with the provost. This replacement can be the dean, an alternate administrator, a senior faculty member, or other as deemed appropriate.
- 5.5.2 Upon constitution of a departmental Promotion and Tenure Committee, only tenured faculty members may participate in the committee deliberations. All tenured faculty in the department may, if they so desire, participate in the evaluation of candidates seeking tenure and/or promotion or under third-year review. The direct supervisor shall provide each tenured faculty member in the department not serving on the departmental Promotion and Tenure Committee access to evaluation form for each faculty member being considered for promotion and/or tenure. The evaluation forms of the faculty not serving on the Promotion and Tenure Committee will be turned in to the direct supervisor. Forms are found on the WTAccess Forms page under Academic Affairs, Evaluation forms.
- 5.5.3 The composition and processes of the departmental Promotion and Tenure Committee shall be determined by all tenured and tenure-track faculty in the department.
- 5.5.4 The direct supervisor or the dean shall convene the committee, supervise the election of a chair from the membership, and carefully review the committee charge and procedures with its members. After reviewing the committee's charge, the direct supervisor shall not participate in the deliberations of the committee unless asked by the committee to explain aspects of past annual performance reviews.
- 5.5.5 The direct supervisor shall provide committee members with access to an evaluation form ("Form for Faculty Evaluation") for each faculty member being considered for promotion and/or tenure. Each departmental committee member shall discuss the accomplishments of each candidate and, after discussion, independently rate the performance of each candidate in each category based upon the established departmental standards for Instructional Responsibilities, Intellectual Contributions, and Professionalism using the "Form for Faculty Evaluation." The rating terminology described in the Annual Review of Faculty shall be used in rating the contributions of each candidate for tenure and/or promotion. Forms are found on the WTAccess Forms page under Academic Affairs, Evaluation forms.

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- 5.5.5.1 A candidate must receive a majority of evaluations in the required level (see Section 4.2 or 4.3, as appropriate) or higher for each evaluation category to be recommended for promotion and/or eligible for the committee's "Yes/No" vote on tenure.
- 5.5.5.2 A "Yes/No" vote on tenure, if required, shall complete the voting process. A candidate must receive a majority of affirmative votes to be recommended for tenure to the next level of the process. Recommendation for tenure is only for candidates who meet or exceed the requirements for teaching, intellectual contributions/creative work, and service to date, and whose receipt of tenure is in the best interests of the program, college, and university.
- 5.5.6 The Department Promotion and Tenure Committee Chair shall tabulate and report the votes for each candidate and shall use the results of the vote to make a recommendation to the direct supervisor. The committee chair shall present the written recommendation of the committee in using the Promotion and Tenure Evaluation Form (form is located on the WTAMU website). The written recommendation shall summarize the rationale for the Committee recommendation and shall become part of the candidate's Portfolio and remain in the Portfolio throughout the evaluation process. All members of the committee will be afforded the opportunity to review the report before forwarding to the direct supervisor, and each member will sign indicating that the report is a fair representation of committee action. The direct supervisor may call the committee together to obtain more information about the perceptions of the committee regarding one or more of the candidates.
- 5.5.7 The direct supervisor shall collect all evaluations distributed under §5.5.2. Using the forms collected and information obtained from the Departmental Promotion and Tenure Committee, the direct supervisor shall provide for each candidate a letter of positive or negative recommendation. This letter shall record the vote of the Department Promotion and Tenure Committee for and against tenure and/or promotion. This letter must include a rationale for direct supervisor's recommendation for or against promotion. This letter shall be placed in Section I of a candidate's Promotion and Tenure Portfolio. A copy of the letter shall be sent to the candidate.
- 5.5.8 The direct supervisor shall forward the Promotion and Tenure Portfolio of each candidate for promotion and/or tenure through the Faculty Information System to the dean of the college by October 15 regardless of the positive or negative recommendations that may be included.
- 5.5.9 The Department Promotion and Tenure Committee shall elect one committee member from the department to represent the department on the College Promotion and Tenure Committee.
- 5.6 College Promotion and Tenure Process
  - 5.6.1 Each academic college shall form a College Promotion and Tenure Committee. The members of the committee shall serve for a single promotion and tenure cycle, but may be elected to serve in subsequent years.
  - 5.6.2 The College Promotion and Tenure Committee shall be composed of either five or seven tenured faculty members. The committee must include a minimum of one member from each department/school in the college, elected by the department's Promotion and Tenure Committee from the departmental members of the committee, and a member from outside the college. Faculty with administrative appointments with the title or job duties of direct supervisor or higher (e.g. associate dean, department head, etc.) are not eligible to serve on college committees.
    - 5.6.2.1 If the college does not have five departments, at-large members from the college shall be elected by the tenured faculty of the college.

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- 5.6.2.2 If the college has five departments, the sixth member shall be a member-at-large from within the college and the seventh member shall be a member from outside the college both elected by the five departmental representatives.
- 5.6.2.3 If there are not enough tenured faculty members in the college to constitute a committee of five or seven members, the tenured faculty may elect at-large members from another college.
- 5.6.2.4 No more than two committee members may be from a single academic department.
- 5.6.3 A direct supervisor or the associate dean may not serve as a member of his or her College Promotion and Tenure Committee.
- 5.6.4 The tenured committee member from outside of the college shall be elected each year by members of the College Promotion and Tenure Committee and shall be a voting member of the committee.
- 5.6.5 If a college does not have four tenured faculty members, the committee membership must be completed by faculty from other colleges who meet the appropriate qualifications. Nominations for these inter-college appointments shall be made by the College Dean and the tenured college faculty shall vote on the appointments.
- 5.6.6 No faculty member who is an applicant for promotion and/or tenure shall serve on any College Promotion and Tenure Committee. Portfolios are to be reviewed only by the committee members and College Dean.
- 5.6.7 The college dean shall convene the first meeting of the College Promotion and Tenure Committee, supervise the election of a chair from the membership, and carefully review the committee charge and procedures with its members. After reviewing the committee's charge, the College Dean shall not participate in the deliberations of the committee unless asked to provide specific information to the committee.
- 5.6.8 The dean shall provide each faculty member on the committee with access to an evaluation form for each faculty member being considered for promotion and/or tenure. Forms are found on the WTAcess Forms page under Academic Affairs, Evaluation forms.  
Each committee member shall discuss the accomplishments of each candidate and, after discussion, independently rate the performance of each candidate in each category based upon the established college standards for Instructional Responsibilities, Intellectual Contributions, and Professional Service with Collegiality and Professionalism in all categories. The rating terminology described in the ***Annual Review of Faculty*** shall be used in rating the contributions of each candidate for tenure and/or promotion.
- 5.6.8.1 A candidate must receive a majority of evaluations in the required level (see Section 4.2 or 4.3, as appropriate) or higher for each evaluation category to be recommended for promotion and/or eligible for the committee's "Yes/No" vote on tenure.
- 5.6.8.2 A "Yes/No" vote on tenure, if required, shall complete the voting process. A candidate must receive a majority of affirmative votes to be recommended for tenure. Upon the completion of its review of the candidate's Portfolio, the committee's recommendation shall be forwarded to the next level of the process.
- 5.6.9 The College Promotion and Tenure Committee Chair shall tabulate and report the votes for each candidate using the "Form for Faculty Evaluation – Committee" and shall use the results of the vote to make a recommendation to the college dean. The committee chair shall present the written recommendation of the committee and the completed "Form for Faculty Evaluation – Committee" for each candidate to the college dean. The written recommendation shall summarize the rationale for the committee's

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recommendation. All members of the committee will be afforded the opportunity to review the report before forwarding to the dean, and each member will sign indicating that the report is a fair representation of committee action. The written recommendation and the completed "Form for Faculty Evaluation Committee" shall become part of the candidate's Portfolio and remain in the Portfolio throughout the evaluation process. The college dean may call the committee together to obtain more information about the perceptions of the committee regarding one or more of the candidates.

- 5.6.10 The college dean shall provide for each candidate a letter that records the vote of the College Promotion and Tenure Committee for and against tenure and/or promotion. This letter must include the dean's recommendation for or against promotion. This letter shall be placed in Section I of a candidate's Promotion and Tenure Portfolio. A copy of this letter shall be sent to the candidate.
- 5.6.11 The college dean shall forward the Promotion and Tenure Portfolio of each candidate through the Faculty Information System to the University Promotion and Tenure Committee for review.
- 5.6.12 The College Promotion and Tenure Committee shall elect one member of the College Promotion and Tenure Committee from the College to represent the College on the University Promotion and Tenure Committee.

### 5.7 University Promotion and Tenure Process

- 5.7.1 The University Promotion and Tenure Committee shall consist of the dean of each College, the Dean of the Graduate School, and the faculty members elected to represent their respective College Committees, and a representative of the Faculty Senate (nonvoting). A Dean, elected by the members of the University Promotion and Tenure Committee, shall serve as Chair of the Committee. The Committee Chair shall have a vote in all processes of the Committee.
- 5.7.2 The Executive Vice President and Provost shall call the first meeting of the University Promotion and Tenure Committee, shall carefully review the committee charges and procedures with its members, but shall leave the meeting and shall not attend or participate in committee meetings.
- 5.7.3 All faculty Promotion and Tenure Portfolios will be made available to all members of the University Promotion and Tenure Committee through the Faculty Information System. Portfolios may be reviewed only by committee members.
- 5.7.4 After thoroughly reviewing all Promotion and Tenure Portfolios, the University Promotion and Tenure Committee shall meet to discuss the credentials and eligibility of each candidate.
- 5.7.5 The University Promotion and Tenure Committee must carefully consider the academic record (see Sections 4.2, 4.3, and/or 4.4 as appropriate for the definition of the period to be considered) of each candidate in each evaluation category: Instructional Responsibilities; Intellectual Contributions; Professional Service. For promotion and/or tenure, the Committee must judge a faculty member to be "Outstanding" or "Excellent" (based on the definitions for each of these ratings in the ***Annual Review of Faculty***). Faculty members with evaluations lower than "Excellent" must not be considered eligible for promotion and/or tenure.
- 5.7.6 The Chair of the University Promotion and Tenure Committee shall provide for each candidate a letter that includes the Committee's recommendation for or against promotion and/or tenure. This letter should record the Committee's vote and should



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summarize in general terms the Committee's rationale for the vote. This letter shall be placed in Section I of a candidate's Promotion and Tenure Portfolio. A copy of this letter shall be sent to the candidate.

- 5.7.7 The Chair of the University Promotion and Tenure Committee shall notify the Executive Vice President and Provost for Academic Affairs when the committee has completed its actions.

## 5.8 Administrative Promotion and Tenure Process

- 5.8.1 The Executive Vice President and Provost for Academic Affairs shall review all Promotion and Tenure Portfolios and shall render an individual recommendation on each candidate for promotion and/or tenure. The recommendation shall be included in Section I of the candidate's Portfolio.
- 5.8.2 In addition to a thorough review of each candidate's academic credentials, the Provost shall carefully review future academic needs and the availability of financial resources as a part of the evaluation process regarding each promotion and/or tenure decision. In making the recommendation to the President, the Executive Vice President and Provost for Academic Affairs may recommend against promotion and/or tenure on the basis of future academic needs and/or availability of resources.
- 5.8.3 The Executive Vice President and Provost for Academic Affairs shall provide for each candidate a letter that includes the Provost's recommendation for or against promotion and/or tenure. This letter should record and summarize in general terms the Provost's rationale for the recommendation. This letter shall be placed in Section I of a candidate's Promotion and Tenure Portfolio.
- 5.8.4 The Executive Vice President and Provost for Academic Affairs shall forward all Promotion and Tenure Portfolios through the Faculty Information System to the President of the University.
- 5.8.5 The President shall review all Portfolios and shall submit recommendations to the Chancellor and Board of Regents of the Texas A&M University System. The President shall inform the Executive Vice President and Provost for Academic Affairs of his recommendations to the Board of Regents.
- 5.8.6 The Executive Vice President and Provost for Academic Affairs shall notify each candidate regarding the recommendation that shall be made to the Board of Regents.
- 5.8.7 The Chancellor and the Board of Regents shall make the final determinations concerning promotion and/or tenure.
  - 5.8.7.1 Faculty members who are approved for a promotion in rank by the Texas A&M University System Board of Regents shall receive a five percent increase in salary based upon previous year's salary or a \$5000 increase (whichever is larger) effective with the effective date of promotion.

## 6. EVALUATION TIMETABLES

- 6.1 The schedule for the promotion and tenure review process shall conform as closely as possible to the following dates:
  - 6.1.1 **May 1** - The Executive Vice President and Provost for Academic Affairs shall notify all faculty regarding their need to prepare Promotion and Tenure Portfolios if they want to be considered and are eligible for promotion and/or tenure. Faculty who wish to apply for promotion to full professor shall notify their direct supervisor.
  - 6.1.2 **May 15** - The Vice President for Academic Affairs shall hold an open meeting to answer questions regarding promotion and tenure processes. Direct Supervisors shall notify the office of Academic Affairs of those faculty who wish to apply for promotion

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to full professor.

- 6.1.3 **June 1** - Faculty members shall file written requests with the Director of Institutional Research for alumni evaluations on or before this deadline.
  - 6.1.4 **September 15** - Candidates for promotion and/or tenure shall submit their complete Promotion and Tenure Portfolios to the Faculty Information System on or before this deadline.
  - 6.1.5 **October 15** - The direct supervisor shall submit the summary of the departmental evaluations and their recommendations to the College Dean via the Faculty Information System. When the direct supervisor submits the recommendations to the College Dean through the FIS, the direct supervisor also shall provide a copy of that recommendation to each candidate. Each candidate who receives a negative recommendation shall be provided a written statement offering general reasons for such a decision.
  - 6.1.6 **November 15** - The College Dean shall submit the recommendations of the College Promotion and Tenure Committee along with his/her recommendation to the Executive Vice President and Provost. When the College Dean submits the recommendations to the Executive Vice President, the College Dean also shall provide each candidate a copy of that recommendation. The College Dean shall provide each candidate who receives a negative vote a written statement offering general reasons for such a decision.
  - 6.1.7 **December 15** - The Chair of the University Promotion and Tenure Committee shall submit the Committee's recommendations to the Executive Vice President and Provost. When the Chair of the University Committee submits the recommendations of the Committee to the Executive Vice President and Provost, the Chair of the University Promotion and Tenure Committee also shall provide each candidate a copy of that recommendation. The Chair shall provide each candidate who receives a negative vote a written statement offering general reasons for such a decision.
  - 6.1.8 **January 10** - On or before this date, the Executive Vice President and Provost shall forward their recommendations to the President. The Provost shall also provide each candidate a letter that includes the Provost's recommendation for or against promotion and/or tenure. The Provost shall provide each candidate who receives a negative recommendation a written statement offering general reasons for the recommendation.
  - 6.1.9 **February 10** - The President shall inform the Executive Vice President of their recommendations to the Board of Regents.
  - 6.1.10 **February 20** - On or before this date, the Executive Vice President and Provost shall inform each candidate of the President's recommendation to the Board of Regents. The Executive Vice President shall provide each candidate who receives a negative recommendation a written statement offering general reasons for such a recommendation.
  - 6.1.11 **May** - The Board of Regents of The Texas A&M University System usually considers promotion and tenure recommendations at the March Board of Regents meeting. As soon as the final decision for promotion and/or tenure is rendered by the Board of Regents, the President shall notify each candidate of the Board's decision.
  - 6.1.12 Failure of any party to provide notice or take the actions indicated above within the prescribed time limits does not operate to grant tenure or promotion.
- 6.2 Notice of non-reappointment, or of intention not to reappoint a faculty member, should be given in writing in accordance with the following standards:
- 6.2.1 Notification of non-reappointment must be sent no later than March 1 of the first academic year of probationary service, or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination. The faculty member's appointment would terminate at the end of the Spring semester.

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- 6.2.2 Notification of non-reappointment must be sent no later than December 15 of the second year of probationary service if the appointment expires at the end of that academic year, or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
  - 6.2.3 Notification of non-reappointment must be sent at least 12 months before the expiration of a probationary appointment after two or more years of service as a faculty member.
- 6.3 A candidate for promotion and/or tenure may withdraw from consideration at any point during the process.
- 6.3.1 To withdraw from consideration for promotion and/or tenure, a candidate must submit a written and signed declaration of that decision to the Executive Vice President and Provost. The statement shall become part of the faculty member's file in the Office of Academic Affairs.
  - 6.3.2 Faculty members under consideration for tenure who withdraw during the final year of their probationary period shall be provided a letter of non-reappointment that complies with the criteria in Section 6.2.

### 7. APPEAL PROCESS FOR PROMOTION AND TENURE

- 7.1 Any candidate for promotion and/or tenure may submit a letter of response to a negative decision if the negative decision is reached at any level (departmental, college, university, or administrative) in the University promotion and tenure process.
- 7.2 After receiving notice of a negative decision, a candidate may submit a letter of response. Unless a candidate withdraws from consideration for promotion and/or tenure (Section 6.3), a candidate for promotion and/or tenure shall receive consideration at all levels of the University promotion and tenure process.
  - 7.2.1 The candidate may submit a letter of response at any level of the process. The letter of response, which may not exceed two pages in length, must describe the basis for the disagreement and must be submitted within five working days of the date on the notice of a negative decision.
  - 7.2.2 It is the candidate's responsibility to clearly outline his/her achievements in the three areas of evaluation (Instructional Responsibilities, Intellectual Contributions, and Professional Service) in the original pages submitted in the Portfolio. The letter of response should address the major points of disagreement and any other pertinent information the candidate wishes to share. A copy of the letter of response will be placed in the candidate's Portfolio.
  - 7.2.3 If the candidate is not satisfied with the recommendation of the Executive Vice President and Provost for Academic Affairs, the candidate may appeal to the President. If appealing the decision of the Provost, the candidate must ask the Provost to forward the original letter of response to the President. The President shall review the applicant's Portfolio and meet with the applicant to discuss the appeal. The President shall render a decision on the appeal and shall inform the applicant of his/her decision by letter.
  - 7.2.4 There are no other avenues for appeal.

### 8. APPEAL PROCESS FOR NON-RENEWAL OF NON-TENURED TENURE-TRACK FACULTY AT END OF TERM CONTRACT

- 8.1 A non-tenured tenure-track faculty member may appeal the decision of the Executive Vice President and Provost for Academic Affairs on the basis that the decision was made in violation

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of the academic freedom of the individual or for an illegal reason or for inadequate consideration of the faculty member's record of professional achievement. For purposes of this section, an illegal reason is defined as a decision based on race, sex, age, national origin, religion, creed, color, or disability unrelated to the performance of duties; or made in retaliation for the faculty member's exercise of protected First Amendment rights.

- 8.2 Notification of an appeal must be filed with the President in the form of a letter within twenty (20) business days of the date on which the faculty member was given written notice of non-reappointment. The letter of appeal, which may not exceed five pages in length, must describe the basis for the appeal.
- 8.3 Upon receipt of the appeal, the President shall refer the appeal to a committee of three faculty members chosen at random by the Faculty Senate President from the pool of members of the University's Faculty Grievance Committee. The committee of three faculty members will serve as a preliminary review committee.
- 8.4 Within fifteen (15) business days of the faculty member's notice of appeal of the allegations, the preliminary review committee shall determine whether the faculty member has established a prima facie case that the decision of non-renewal was made in violation of the faculty member's academic freedom, for an illegal reason, or without adequate consideration of the faculty member's record of professional achievement. If the preliminary review committee determines that the faculty member has not alleged a prima facie case, the allegations shall be dismissed and the decision not to reappoint shall stand. If the committee determines that the allegations do establish a prima facie case, the matter shall be referred for an evidentiary hearing. A prima facie case for purposes of this section means that the faculty member's evidence, alone and un-rebutted, would establish that a violation as defined in Section 8.1 may have occurred.
- 8.5 In any evidentiary hearing, the burden of proving that the decision was made in violation of academic freedom, or for an illegal reason, or without adequate consideration of the faculty member's record of professional achievement, shall rest with the faculty member. The burden of proof must be met by a preponderance of the evidence; i.e., that which is more convincing, more credible, and of greater weight than contrary evidence. Both the faculty member and the administration have the right of representation at this hearing. West Texas A&M University shall provide staff support to schedule and hold a hearing. Membership of the committee will be selected by the Faculty Senate President from the Grievance Committee pool and will consist of three tenured faculty with no previous exposure or involvement with the case. The chair shall be elected by the membership. The evidentiary hearing shall be scheduled within sixty (60) calendar days from the date the Preliminary Review Committee notifies the President that the appeal establishes a prima facie case; the chair of the hearing committee may extend the time for completing the hearing fifteen (15) calendar days for good cause shown. If more than one appeal is filed in a given year, some appeals may be delayed until the first full academic term following the notice of appeal. The committee shall deliver its report to the University President within fifteen (15) calendar days of the completion of the hearing. The committee's recommendation is advisory.

### 9. ASSESSMENT OF PROMOTION AND TENURE PROCESS

- 9.1 In March of each year, the Executive Vice President and Provost shall convene a joint meeting of the members of the College Promotion and Tenure Committee and the University Promotion and Tenure Committee to form the Promotion and Tenure Assessment Committee.
- 9.2 This Committee shall elect a chair and the Committee shall review the just-completed promotion, tenure and post-tenure review processes. The committee shall prepare a report describing any problems that may have occurred. The report also shall recommend changes that should be made to the process if any are regarded as necessary.
- 9.3 If revisions are recommended, the Executive Vice President and Provost, in consultation with

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the President, the Deans Council, and the Faculty Senate, shall act upon those recommendations prior to the next promotion and tenure cycle.

CONTACT FOR INTERPRETATION: Executive Vice President and Provost for Academic Affairs

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## PROMOTION AND TENURE PORTFOLIO

Candidates for promotion and/or tenure must present their credentials and supportive materials in a Promotion and Tenure Portfolio. The contents of the Promotion and Tenure Portfolio must be submitted electronically through the Faculty Information System. The required sections for the portfolio will be inside the Faculty Information System and will allow candidates to upload electronic documents in each section.

The Promotion and Tenure Portfolio shall be prepared by the candidate who may receive assistance and direction from the Department Head and/or colleagues. All documentation for tenure consideration must begin with the first year of tenure-track appointment, continuing to August 31 of the application year. All documentation submitted for promotion consideration must begin with the effective academic year of the current faculty ranking, continuing to August 31 of the application year. A candidate for both promotion and tenure is required to submit a single Promotion and Tenure Portfolio containing the appropriate materials. Each candidate must be able to provide the necessary documentation to substantiate his/her merit in all evaluation categories. All faculty members are encouraged to preserve and maintain records of all professional activities from the beginning of their careers.

During the review process, only the Promotion and Tenure Portfolio shall be forwarded to each administrative and committee level beyond the departmental level for review. Some colleges may elect to require that each candidate also prepare supplementary folder(s) in additional notebooks. The supplementary folder(s) shall contain information to document the summary information contained in the Promotion and Tenure Portfolio. For example, the supplementary folders may include, but are not limited to raw data of student evaluations, raw data of alumni evaluation, peer reviews of teaching and other merit categories, original copies of self-designed student evaluations of teaching effectiveness, copies of publications or reviews of performances or exhibits, and other relevant evidence of merit as specified by college policy.

Supplementary folders/materials, if required to be submitted with the portfolio, shall be retained by the and shall be made available, as needed, to members of the college and university committees. If supplementary folders are not required to be submitted with the portfolio, the candidate must be able, if requested by any level in the administrative and committee review process, to produce documentation, to verify the information in the Promotion and Tenure Portfolio.

The Promotion and Tenure Portfolio should be prepared well in advance of the submission deadline so the direct supervisor can review it and offer suggestions for improvement anytime up to the due date for submission.

### **Contents of the Promotion and Tenure Portfolio**

A template will be created in the Faculty Information System for each type of review (Third-Year Review, Tenure and Promotion, and Promotion only. The sections required for each type of review will vary slightly and are listed as follows.

For ALL types of review:

### **Administrative and Committee Recommendations**

*[This section will not need to be created by the candidate and will already be in the Faculty Information System for the recommendations to be added. Only reviewers will be able to see the contents of this section. Content shall be added during the review process until the following items are included in the order indicated.]*

1. Written recommendation from the Executive Vice President and Provost for Academic Affairs to the University President concerning promotion and/or tenure.
2. The written report from the Chair, University Promotion and Tenure Committee, including the tabulation of the votes on promotion and/or tenure. The written report should provide a brief summary of the committee's discussion on the accomplishments of the candidate.
3. The written recommendation of the candidate's College Dean concerning promotion and/or tenure and the basis for such recommendation.
4. The tabulation of the votes of the candidate's College Promotion and Tenure Committee on

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promotion and/or tenure.

5. The written recommendation of the candidate's direct supervisor concerning promotion and tenure based on the direct supervisor's evaluation of the candidate's accomplishments in each of the three major evaluation categories and for collegiality and professionalism. This evaluation must be based on the candidate's entire record of achievement during the time period under consideration.
6. The written report from the chair of the Departmental Promotion and Tenure Committee, including the tabulation of the departmental committee's votes on promotion and/or tenure.

## **College and Departmental Standards**

*The College and Departmental Standards will be linked to the portfolio in the Faculty Information System so that those reviewing it will have access to them at all times. Candidates will not need to create this section.*

1. **College Standards.**—A copy of the approved college standards for expected levels of performance in each of the evaluation categories.
2. **Departmental Standards.**—A copy of the approved departmental standards for expected levels of performance in each of the evaluation categories.

## **For Third Year Review**

### **Section I: Curriculum Vita**

A Curriculum Vita that details the candidate's entire professional career with no personal information should be included. This vita should be carefully prepared by the candidate in a format that allows a reviewer to easily assess each of the evaluation categories.

### **Section II: Candidate's Self Assessments**

1. Accomplishments in Instructional Responsibilities.—A one-page self-assessment of the candidate's innovations and effectiveness in the category of instructional responsibilities.
2. Accomplishments in Intellectual Contributions.—A one-page self-assessment of the candidate's contributions in the area of intellectual contributions.
3. Accomplishments in Professional Service.—A one-page self-assessment of the candidate's influences in the area of professional service.

### **Section III : Annual Review of Faculty**

The summary forms from the Annual Review of Faculty that were completed by the candidate's direct supervisor. These shall be presented in descending chronological order with the current year first.

### **Section IV: Recommendation for Continuation of Probationary Appointment**

Copies of the Recommendation for Continuation of Probationary Appointment forms for all probationary years.

### **Section V: Evaluations of Teaching Effectiveness**

1. Tabulation of University-wide student evaluations of teaching effectiveness.
2. Tabulation of peer evaluations of teaching effectiveness or letters (if available).
3. Tabulation of alumni evaluations of teaching effectiveness (if available).
4. Tabulation of self-designed student evaluation of teaching effectiveness as summarized by the candidate (if available).
5. Summary sheets of grade distributions from Institutional Research for courses taught during the evaluation period (available on the IR website: <http://analytics.wtamu.edu/gradeDist/index.html>).

# Promotion and Tenure

## For Tenure and Promotion

### Section I: Curriculum Vita

A Curriculum Vita that details the candidate's entire professional career with no personal information should be included. This vita should be carefully prepared by the candidate in a format that allows a reviewer to easily assess each of the evaluation categories.

### Section II: Candidate's Self Assessments

1. Accomplishments in Instructional Responsibilities.—A one-page self-assessment of the candidate's innovations and effectiveness in the category of instructional responsibilities.
2. Accomplishments in Intellectual Contributions.—A one-page self-assessment of the candidate's contributions in the area of intellectual contributions.
3. Accomplishments in Professional Service.—A one-page self-assessment of the candidate's influences in the area of professional service.

### Section III: Third-Year Review

The written Third-Year Review recommendations from the candidate's Departmental Promotion and Tenure Committee, direct supervisor, College Promotion and Tenure Committee, College Dean, and Executive Vice President and Provost for Academic Affairs. If applicable, an appeal of the decision and the President's letter also should be included.

### Section IV: Annual Review of Faculty

The summary forms from the Annual Review of Faculty that were completed by the candidate's direct supervisor. These shall be presented in descending chronological order with the current year first.

### Section V: Recommendation for Continuation of Probationary Appointment

Copies of the Recommendation for Continuation of Probationary Appointment forms for all probationary years.

### Section VI: Evaluations of Teaching Effectiveness

1. Tabulation of University-wide student evaluations of teaching effectiveness.
2. Tabulation of peer evaluations of teaching effectiveness or letters (if available).
3. Tabulation of alumni evaluations of teaching effectiveness (if available).
4. Tabulation of self-designed student evaluation of teaching effectiveness as summarized by the candidate (if available).
5. Summary sheets of grade distributions from Institutional Research for courses taught during the evaluation period (available on the IR website: <http://analytics.wtamu.edu/gradeDist/index.html>).

## For Promotion Only

### Section I: Curriculum Vita

A Curriculum Vita that details the candidate's entire professional career with no personal information should be included. This vita should be carefully prepared by the candidate in a format that allows a reviewer to easily assess each of the evaluation categories.

### Section II: Candidate's Self Assessments

1. Accomplishments in Instructional Responsibilities.—A one-page self-assessment of the candidate's innovations and effectiveness in the category of instructional responsibilities.
2. Accomplishments in Intellectual Contributions.—A one-page self-assessment of the candidate's contributions in the area of intellectual contributions.
3. Accomplishments in Professional Service.—A one-page self-assessment of the candidate's influences in the area of professional service.



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## **Section III: Annual Review of Faculty**

The summary forms from the Annual Review of Faculty that were completed by the candidate's direct supervisor. These shall be presented in descending chronological order with the current year first.

## **Section IV: Evaluations of Teaching Effectiveness**

1. Tabulation of University-wide student evaluations of teaching effectiveness.
2. Tabulation of peer evaluations of teaching effectiveness or letters (if available).
3. Tabulation of alumni evaluations of teaching effectiveness (if available).
4. Tabulation of self-designed student evaluation of teaching effectiveness as summarized by the candidate (if available).
5. Summary sheets of grade distributions from Institutional Research for courses taught during the evaluation period (available on the IR website:  
<http://analytics.wtamu.edu/gradeDist/index.html>).

## 3. Post-Tenure Review

### Philosophy

The prospect of granting academic tenure to faculty members of West Texas A&M University provides a primary way for the University to recruit a quality faculty, while performance evaluations of tenured faculty members make available a means to retain a quality faculty. It is important for the University community to recognize that processes associated with tenure (i.e., employing a faculty member on tenure track, awarding tenure, and performance evaluations of tenured faculty members) serve the University. It is through these processes that the University creates a faculty with a robust, enduring commitment to West Texas A&M University.

All faculty members are currently evaluated annually for their performance in instructional responsibilities, intellectual contributions, and professional service. The purpose of post-tenure review is to provide additional encouragement in the continuous, unrelenting faculty commitment to the students, the discipline, the institution, and the public. This philosophy is consistent with West Texas A&M University's mission.

Clearly, the University's faculty members play a key role in producing the institution's academic environment. The faculty members at West Texas A&M University have a commitment to the students to make available the finest education possible, to the taxpayers to wisely use the resources entrusted to the institution, and to their disciplines to maintain a relentless pursuit of understanding. Moreover, the University has a commitment to faculty members to provide the means necessary to fulfill these obligations.

The philosophy of post-tenure review is that all faculty members share a commitment to excellence in instruction, scholarly activity/creative work, and professional service. However, faculty members may, at times, need additional encouragement and assistance from their colleagues to maintain their focus on excellence. The effort to encourage and assist faculty must not threaten the community's commitment to academic freedom and tenure. Rather, the effort to encourage and assist faculty must enhance academic freedom and be consistent with the institution's commitment to tenure.

### Goals

With this philosophy in mind, the goals of post-tenure review are as follows:

- Goal 1: Every faculty member will be fully engaged in an interactive exchange with students directed toward the creation of understanding and meaning.
- Goal 2: Every faculty member will be fully engaged in scholarly activity/creative work.
- Goal 3: Every faculty member will be fully engaged in professional service to the University, the community, and the discipline.

While it is desirable for all faculty members to be fully engaged in every aspect of the profession, it is also recognized that this is not always possible. Careers in the academy ebb and flow as do careers outside the academy. A junior faculty member, for example, may excel in research while a senior faculty member may excel in professional service. Similarly, within categories, faculty may make diverse but equally important contributions. The junior faculty member may produce multiple publications while the senior faculty member may produce one philosophical piece. Indeed, one faculty member's research may take years to produce fruit while another's may be published quickly. Nevertheless, both faculty members are fully engaged in scholarly activity/creative work; and both faculty members are engaged in an interactive exchange with students directed toward the creation of understanding and meaning.

### Required Standards

Therefore, while the above goals are desirable, the following required standards are established for all faculty members to whom they apply.

- Standard 1: Every faculty member will be engaged in an interactive exchange with students directed toward the creation of understanding and meaning. Each department is responsible for determining standards for satisfactory performance in instruction for its faculty.

## Promotion and Tenure

- Standard 2: Every faculty member will be engaged in scholarly activity/creative work; and every faculty member will be engaged in professional service to the University, the community, and the discipline. Each department is responsible for determining standards for satisfactory performance in scholarly activity/creative work and in professional service to the University, the community, and the discipline.
- Standard 3: Every faculty member will be engaged in instructional responsibilities, intellectual contributions, and professional service. An absence of activity in any one of these three responsibilities will result in an unfavorable evaluation.

### Post-Tenure Review Procedures

For each tenured faculty member at West Texas A&M University, post-tenure review is composed of two types of evaluations:

- Type 1: Comprehensive Peer Evaluation (CPE) by a college committee of faculty peers that takes place once every six years after the faculty member was granted tenure or most recently promoted.
- Type 2: Annual Review of Faculty (ARF) by the direct supervisor.

Both the CPE and the ARF have defined criteria, listed below, for meeting the required standards. In the event that either evaluation results in a faculty member not meeting the respective criteria, the developmental procedures that are explained below will be initiated.

### POST-TENURE REVIEW PROCEDURES RELATED TO A CPE BY A COLLEGE COMMITTEE OF PEERS

- I. Each tenured faculty member will undergo a CPE during the spring semester following each six-year anniversary from the most recent of the dates on which the faculty member was granted tenure or most recently promoted. By October 1, the Provost will notify the faculty members who will be reviewed the following spring semester, and he or she will also send to the Faculty Senate President a list of those faculty members, a list of faculty members who served on CPE committees the previous year, and an additional list that contains the names of faculty members (and only those faculty members) who are eligible to serve on the current year's CPE committees.
- II. A five-member Comprehensive Peer Evaluation (CPE) Committee for each college, consisting of three members from the college (when possible) and two (or more if necessary) from another college, will be selected as follows:
  - A. During its last fall meeting, Faculty Senate will randomly draw 30 names, and six alternate names, from the names of all tenured faculty members (excluding direct supervisors, administrators, and the tenured faculty members being evaluated) who did not serve on a college CPE committee the previous year. The three faculty members drawn from each college who have been tenured the longest will become the college members of that college's CPE Committee. In the event that a college does not have three names to draw from their college, additional names will be randomly drawn from the remaining names until each CPE Committee has three members from that college (when possible).
  - B. Some or all of the remaining names from the originally drawn names will be assigned by the Faculty Senate President to be the non-college members of each college's CPE Committee. The Faculty Senate President will then inform the Provost of the names of the faculty members who will be on each college CPE Committee, and the Provost will then notify each selected faculty member that he or she is on his or her college's CPE Committee. A member of a college CPE Committee may request that the Provost excuse him or her from serving on a CPE committee if there are significant extenuating circumstances. Each college CPE Committee will serve for a term of 1 year, with those members serving on a committee not eligible to serve again the following year (unless necessary).
- III. The faculty member undergoing the CPE will assemble copies of the past six years of **their** Annual Activity Report, supplements (excluding administrator evaluations) a current vitae, and a copy of the faculty member's departmental standards into one CPE folder. The faculty member may also include a short letter that summarizes achievements during the last six years and/or any other information that he or she wishes to include in the CPE folder, not to exceed two pages in no smaller than 10-point font. The assembled CPE folder is due to the chair of the CPE committee by March 1. At their discretion, any direct supervisor undergoing the CPE process may request that the Faculty Senate President randomly select a different college's CPE committee as the CPE committee that will evaluate them and the Faculty Senate President will honor that request. A faculty

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member undergoing CPE review may request from the Provost a time extension for submitting his or her folder to the CPE Committee if there are significant extenuating circumstances. Failure to turn in a CPE folder will initiate the developmental procedures described in Section V. below.

IV. The members of each college's CPE Committee will meet by February 20 and select a chair from the three members of the college. The selected chair will then promptly notify each faculty member to inform the faculty member where the CPE folder should be delivered. All CPE folders will remain in a secure location specified by the chair of the college's CPE committee. Each committee member will review the material in the CPE folder of each faculty member scheduled for post-tenure review in the college. No later than March 25, each member of the committee will vote "Yes" or "No" as to whether each faculty member is satisfactorily performing assigned duties (i.e., meeting each of the required standards listed above). The chair of the CPE Committee will inform the Provost by April 1 whether the faculty member being reviewed received a simple majority "Yes" or a simple majority "No" vote. In the event of a "Yes" vote, the CPE is complete, and the CPE folder will be returned to the faculty member. In the event of a "No" vote, the chair of the CPE Committee will provide the faculty member with a brief written explanation (signed by all of the committee members) of why a majority of the committee members voted "No", and the chair will forward the faculty member's CPE folder to the Provost by April 10. Once the Provost has been notified of the outcome of each faculty member's CPE review, the Provost will inform the faculty member and his or her dean in writing by April 20 if the faculty member passed the CPE review and thus no further action is needed or if the faculty member failed to pass the review and must therefore complete another CPE review the next year. When a faculty member fails two consecutive CPE reviews, the Provost will inform his or her dean by April 20 that the faculty member's direct supervisor should initiate the professional development procedure described in Section V.

V. A faculty member who fails two consecutive CPE reviews will be assisted by a development program.

- A. The development program, initiated by the direct supervisor (in consultation with the Department Promotion and Tenure Committee) and approved by the dean, will be tailored to the individual faculty member and will target the identified deficiencies, define goals to remedy the deficiencies, and outline a series of activities to achieve these outcomes. Reasonable resources necessary for successful completion of the development program must also be identified in the development plan but will not exceed those available to all faculty members. The faculty member will meet at least once each semester with the direct supervisor and/or dean for the duration of the development program.
  1. A copy of the development plan must be kept on file in the Office of the Executive Vice President and Provost.
  2. The required outcomes of the development plan will be included in the faculty member's annual letter of appointment while the faculty member is participating in the development program.
- B. A faculty member in a development program may elect to receive assistance from the direct supervisor and/or a development team comprised of colleagues interested in offering assistance with respect to removal of specific deficiencies.
- C. At the conclusion of the first semester of a faculty member's participation in the development program, the faculty member and direct supervisor must meet to discuss the faculty member's progress and identify goals for the completion of the program. For a faculty member who completes the program in the first year in the area(s) previously deemed deficient, the development program will be terminated and the faculty member will return to normal tenure status.
- D. In the second year of a faculty member's participation in the development program, the faculty member will be issued an appointment letter specifying a date of possible tenure revocation and termination contingent on the faculty member's unsuccessful completion of the development program.
- E. If the direct supervisor determines that the faculty member has not successfully met the goals of the development plan, the faculty member may appeal the direct supervisor's decision to the current college CPE committee.
- F. The provost will review the faculty member's documents and make a recommendation to the University President.
- G. The University President will make the final decision on successful or unsuccessful completion of the development program.

VI. At the discretion of the direct supervisor and <sup>69</sup>dean, a faculty member subject to review may defer the post-  
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tenure development program review due to extenuating circumstances.

- A. Extenuating circumstances include but are not limited to health difficulties, pregnancy, and family crisis.
- B. Extenuating circumstances require documentation.

## VII. Closure

- A. Faculty who successfully complete the development program will return to normal tenure status.
- B. Faculty who fail to complete the developmental program successfully will be subject, at the discretion of the Provost and University President and as tempered by due process, to revocation of tenure and/or termination.

## VIII. Responsibilities of the Provost and Institutional Research

The Provost in conjunction with Institutional Research will keep records on:

- A. The number of tenured faculty reviewed by either the CPE Committees or the ARF procedure that activate professional development and what happens in each case.
- B. The number of tenured faculty reviewed by CPE Committees each year.

These records will help reveal the degree to which tenured faculty members continue to provide institutional stability by maintaining a steady, long-term commitment to the academic quality of West Texas A&M University.

## **POST-TENURE REVIEW PROCEDURES RELATED TO ARF BY THE DIRECT SUPERVISOR**

- I. All faculty members and academic administrators at WTAMU are evaluated annually for merit, promotion, tenure, or post-tenure review. Faculty members are evaluated in instructional responsibilities, intellectual contributions, and professional service. These evaluations constitute the ARF.
  - A. Each department's faculty have developed standards for satisfactory performance in instructional responsibilities, intellectual contributions and professional service which were reviewed by the appropriate direct supervisor, dean and the EVPP. Said standards must clearly differentiate between unsatisfactory performance and satisfactory performance in instructional responsibilities, intellectual contributions and professional service.
  - B. Each department's standards for satisfactory performance are on file in the Office of the Executive Vice President and Provost for Academic Affairs.
- II. All tenured faculty members with teaching and/or designated research responsibilities specified in their appointment letters (including but not limited to assistant professors, associate professors, professors, direct supervisors, associate deans, deans) are subject to post-tenure review.
- III. ARF Post-tenure review is initiated under any one of the following conditions:
  - A. Tenured faculty member receives two consecutive "unsatisfactory" evaluations in the annual evaluation of instructional responsibilities on the "Annual Review of Faculty by direct supervisor" form; or
  - B. Tenured faculty member receives two consecutive "unsatisfactory" evaluations in the annual evaluations of intellectual contributions on the "Annual Review of Faculty by direct supervisor" form; or
  - C. Tenured faculty member receives two consecutive "unsatisfactory" evaluations in the annual evaluations of professional service on the "Annual Review of Faculty by direct supervisor" form; or
  - D. Tenured faculty member requests post-tenure review. For example, an associate professor may request a review to help develop strategy to be promoted to full professor. Implementation of such strategies would be advisory rather than mandatory.
  - E. Nothing in the tenure review procedure removes or affects the right of the University to proceed immediately to dismiss a faculty member for cause, including incompetence or failure to meet job responsibilities. The University has no obligation to first offer a faculty member the opportunity to participate in a remediation program before dismissal for cause.
- IV. Following the first "unsatisfactory" evaluation in instructional responsibilities, intellectual contributions, or professional service, the direct supervisor and faculty member are encouraged to meet face to face to identify specific deficiencies in performance and pursue activities designed to remediate said deficiencies.

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- V. Following two consecutive “unsatisfactory” evaluations in instructional responsibilities, intellectual contributions or professional service, the direct supervisor will submit the evaluations to the Department Promotion and Tenure Committee for confirmation.
- A. The Department Promotion and Tenure Committee will review the faculty member’s evaluations, vote to recommend/not recommend the faculty member’s participation in the post-tenure review development program and forward the recommendation to the next level according to promotion and tenure procedures. Voting procedures (here and throughout the review) shall be the same as for the yes/no tenure vote in the University promotion and tenure procedure.
  - B. The direct supervisor will make an independent evaluation of the faculty member recommending/not recommending the faculty member’s participation in the post-tenure review development program and forward the recommendation to the next level.
  - C. The College Promotion and Tenure Committee will review the faculty member’s documents and vote to recommend/not recommend the faculty member’s participation in the post-tenure review development program and forward the recommendation to the next level.
  - D. The dean will make an independent evaluation of the faculty member recommending/not recommending the faculty member’s participation in the post-tenure review development program and forward the recommendation to the next level.
  - E. The University Promotion and Tenure Committee will review the faculty member’s documents and vote to recommend/not recommend the faculty member’s participation in the post-tenure review development program and forward the recommendation to the next level.
  - F. The provost will review the faculty member’s documents and make a recommendation to the president.
  - G. The president will make the final decision on a faculty member’s participation in the post-tenure review development program.
  - H. All reviews provided for in Sub-sections A-G, above, will be completed by the end of the spring semester. The development program will begin upon president’s signature.
- VI. At the discretion of the direct supervisor and/or dean, a faculty member subject to review may defer the post-tenure development program review due to extenuating circumstances.
- A. Extenuating circumstances include but are not limited to health difficulties, pregnancy and family crisis.
  - B. Extenuating circumstances require documentation.
- VII. A faculty member subject to post-tenure review will be assisted by a development program.
- A. The development program, initiated by the direct supervisor (in consultation with the Department Promotion and Tenure Committee) and approved by the dean, will be tailored to the individual faculty member and will target the identified deficiencies, define goals to remedy the deficiencies, and outline a series of activities to achieve these outcomes. Reasonable resources necessary for successful completion of the development program must also be identified in the development plan but will not exceed those available to all faculty members. The faculty member will meet at least once each semester with the direct supervisor and/or dean for the duration of the development program.
    - 1. A copy of the development plan must be kept on file in the Office of the Executive Vice President and Provost.
    - 2. The required outcomes of the development plan will be included in the faculty member’s annual letter of appointment while the faculty member is participating in the development program.
      - B. A faculty member in a development program may elect to receive assistance from the direct supervisor and/or a development team comprised of colleagues interested in offering assistance with respect to removal of specific deficiencies.
      - C. At the conclusion of the first semester of a faculty member’s participation in the development program, the faculty member and direct supervisor must meet to discuss the faculty member’s progress and identify goals for the completion of the program. For a faculty member who completes the program in the first year in the area(s) previously deemed deficient, the development program will be terminated and the faculty member will return to normal tenure status.
      - D. In the second year of a faculty member’s participation in the development program, the faculty member will be issued an appointment letter specifying a date of possible tenure revocation and termination contingent on the faculty member’s unsuccessful completion of

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the development program.

VIII. At the conclusion of a faculty member's development period, the faculty member will be reviewed by the direct supervisor, Department Promotion and Tenure Committee, College Promotion and Tenure Committee, dean, University Promotion and Tenure Committee, provost, and president.

- A. The Department Promotion and Tenure Committee will review the faculty member's documents and vote indicating the faculty member's successful or unsuccessful completion of the development program and forward the recommendation to the next level.

Successful completion: The faculty member has removed the deficiency by completing the development program within two years. Successful completion of the post-tenure review procedure is the desired outcome.

- B. The direct supervisor will make an independent evaluation of the faculty member's documents indicating the faculty member's successful or unsuccessful completion of the development program and forward the recommendation to the next level.
- C. The College Promotion and Tenure Committee will review the faculty member's documents and vote indicating the faculty member's successful or unsuccessful completion of the development program and forward the recommendation to the next level.
- D. The dean will make an independent evaluation of the faculty member's documents indicating the faculty member's successful or unsuccessful completion of the development program and forward the recommendation to the next level.
- E. The University Promotion and Tenure Committee will review the faculty member's documents and vote indicating the faculty member's successful or unsuccessful completion of the development program and forward the recommendation to the next level.
- F. The provost will review the faculty member's documents and make a recommendation to the president.
- G. The president will make the final decision on successful or unsuccessful completion of the development program.
- H. All reviews provided for in Sub-sections A–G, above, will be completed by the end of the spring semester.

## IX. Closure

- A. Faculty who successfully complete the development program will return to normal tenure status.
- B. Faculty who fail to complete the developmental program successfully will be subject, at the discretion of the direct supervisor, dean, provost and president as tempered by due process, to revocation of tenure and/or termination.

## X. Responsibilities of the Provost and Institutional Research

The Provost in conjunction with Institutional Research will keep records on:

- A. The number of tenured faculty reviewed by either the CPE Committees or the ARF procedure that activate professional development and what happens in each case.
- B. The number of tenured faculty reviewed by CPE Committees each year.

These records will help reveal the degree to which tenured faculty members continue to provide institutional stability by maintaining a steady, long-term commitment to the academic quality of West Texas A&M University.

*Approved September 1, 2015*

*Amended July 2017 and April 2018*

## 4. Extension of Tenure Probationary Period

# Promotion and Tenure

## 12.01.99W1/AA Granting Extension of Tenure Probationary Period

*Approved May 7, 2006*

*Supplements System Policy 12.01 and University's Promotion and Tenure Procedures*

1. West Texas A&M University is governed by The System Policy and Regulations Manual (SPRM). The University rule on granting extension of the tenure probationary period governs the university in local matters not detailed in the System Policy and Regulations Manual.
  - 1.1 Criteria for Extension of Tenure Probationary Period:
    - 1.1.1 Any request for extension must be based on "extenuating circumstances."<sup>1</sup>
    - 1.1.2 A faculty member must submit a written request for "extension of the tenure probationary period" to his/her department head or direct supervisor. The request should state in detail the extraordinary circumstances supporting the request and include all relevant documentation. When necessary, the university has the right to request additional documentation. If approved, the department head or equivalent supervisor will forward the request to the dean for his/her approval and on to the vice president for academic affairs, or the chief academic officer's designee for final approval. Any request for extension must be submitted sufficiently in advance of the deadline for tenure or reappointment considerations so as to allow adequate evaluation of the request.
    - 1.1.3 The request for extension may be made during the probationary period but before submission of the tenure folder. The tenure folder is due to department head or direct supervisor on or before 5:00pm on September 15 of the sixth academic year for faculty with the rank of assistant professor or the fourth academic year for faculty with the rank of associate or full professor.
  - 1.2 Length of Extension
    - 1.2.1 Extensions may be granted for a period of time (usually one academic year), and require written concurrence by the faculty member, department head or equivalent supervisor, dean, and the chief academic officer, or the chief academic officer's designee.
  - 1.3 Continuation of Tenure Probationary Period
    - 1.3.1 At the conclusion of the approved extension, the tenure probationary period automatically resumes according to the guidelines outlined in the Faculty Handbook, Promotion and Tenure.
  - 1.4 Termination of Tenure Probationary Period
    - 1.4.1 After completion of an extension of the tenure probationary period, a tenure-track faculty member who is not approved for continuation of the tenure probationary period is given notice according to the procedures in the Faculty Handbook, Evaluation and Continuance of Probationary Faculty.

CONTACT FOR INTERPRETATION: Executive Vice President and Provost for Academic Affairs

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<sup>1</sup>For the purposes of this policy, "extenuating circumstances" are those that prevent the faculty member from engaging in professional activities required for tenure. Some examples of extenuating circumstances include but are not limited to FMLA qualifying events or emergencies.



## **IV. Designated Faculty Status**

### ***A. Honors Faculty***

The William H. and Joyce Attebury Honors Program endeavors to cultivate an academically challenging, student-centered learning environment for exceptional students. Engagement in Honors programs connects students to the intellectual and social networks as well as experiences which support full development of each student's intellectual, social and professional potential. The Attebury Honors Program seeks to ensure that graduates leave WTAMU and the Honors Program as civic minded, engaged adults ready to meet the challenges of a complex world. Faculty members who wish to participate in the Attebury Honors Program must apply for honors faculty status using the appropriate form on WTAcess.

### ***B. Graduate Faculty Status***

Upon application to and acceptance by the appropriate approval procedures as per Article IV of the WTAMU Faculty Handbook, faculty may be granted Graduate Faculty Membership. There are three levels of Graduate Faculty Membership, with corresponding privileges: *Graduate Faculty Fellow; Graduate Faculty Tenured; Graduate Faculty Affiliate*. When special consideration is requested for an individual to participate in a graduate privilege to which they are not assigned as per the minimum categories above, a graduate endorsement may be sought.

A Distinguished Graduate Faculty Award is awarded each year to honor and recognize a graduate faculty member whose performance and dedication is exemplary to the WTAMU graduate enterprise. See Section II.C.3

### ***C. Emeritus Status***

The title professor emeritus is bestowed upon selected retired faculty members who have at least ten years of service and who have made significant contributions to the University in terms of teaching effectiveness, scholarly activity/ creative work and professional service. Faculty nominations are solicited in the fall semester and individuals awarded emeritus status are honored at the spring faculty address and are listed in the *West Texas A&M University Catalog. 31.08, 31.99.02*

## **V. Faculty Rights and Privileges**

### ***A. Academic Freedom and Responsibility***

Academic freedom is the right of individuals to conduct those activities which constitute their particular roles in the academic community: to study, to investigate, to discuss, to teach, to publish and to administer. Each faculty member is entitled to freedom in the classroom, in discussing the subject being taught, but the faculty member must take care to present various scholarly views associated with the subject being taught and should be judicious in the use of controversial material, introducing only that which has clear relationship to the subject. The teacher is entitled to full freedom in research and in the publication of the results of this research, subject to the adequate performance of the teacher's other academic duties.

The faculty member is, of course, also a citizen of this nation, state and community; and the faculty member possesses, in addition to academic freedom, the constitutional freedom which all citizens enjoy equally under the law. When a member of the academic community speaks or writes as a citizen, that member should be free from institutional censorship or discipline and must expect to be treated by the general public as they customarily treat any other citizen. The faculty member should remember that the public may judge the profession and the institution by the faculty member's words and actions. Therefore, all faculty members should strive to be accurate, they should exercise appropriate restraint, they should show respect for the opinion of others and they should indicate that they are not institutional spokespersons.

Academic freedom is not absolute but is recognized and protected in order that members of the academic community can perform their particular roles. If it is to endure, it must be accompanied by an equally demanding concept of academic responsibility. Each member of the academic community must operate under self-imposed restraints which make possible civilized life: protection of the privilege of dissent, including dissent from dissent and the concomitant condemnation of exercising one's self-defined rights at the cost of those rights which belong to all. In the solution of certain difficult problems, all members of the academic community must be aware of their responsibility to society, to the institution and to each other, and must recognize that at times the interests of each may vary and will have to be reconciled.

The primary responsibility of the teaching faculty member is effective teaching. In order to meet this responsibility, the faculty member should prepare for and meet assignments, confer with and advise students, evaluate fairly and report promptly student achievement and participate in group deliberations which contribute to the growth and development of students and the institution. Faculty members also have the responsibility to accept those reasonable duties assigned to them within their fields of competency, whether curricular or co-curricular. In addition, all members of the academic community have the responsibility to attempt, honestly and in good faith, to preserve and defend the institution and the goals it espouses, without restricting the right to advocate change.

## ***B. Intellectual Property Rights***

### 1. GENERAL POLICY STATEMENTS

#### 1.1 Introduction

The Texas A&M University System (System) is committed to teaching, research and public service. Research is one of the most important and rewarding aspects of the educational process, regularly leading to the development of new ideas, discoveries and technologies with the potential to benefit the public at large. It is necessary to have an intellectual property policy that assures the new ideas, discoveries and technologies arising from research conducted as a part of the educational process are used to the best interest of the System's constituents and the public it serves.

This policy is based on three fundamental principles: enhancing academic freedom, providing a clear pathway for pursuing technology commercialization, and protecting all interested parties. To that end, the purposes of this policy are to:

- 1) Ensure that the commercial development of research results enhances the System's education, research and public service missions; and
- 2) Protect the academic freedom of faculty with respect to the publication of their research findings; and
- 3) Foster an entrepreneurial environment, through incentives and protections, that encourages the creation, discovery, development, and rapid transfer of new knowledge for the public benefit; and
- 4) Educate and assist faculty, staff and others in the use of the patent system with respect to their discoveries and inventions; and
- 5) Establish the principles for determining and protecting the interests of the System, creator, and sponsor with respect to discoveries and inventions created by faculty, staff and others in a manner that is equitable to all parties.

The Office of Technology Commercialization (OTC) was created in December 2005 to facilitate technology transfer for the Texas A&M System. It is the mission of the OTC to encourage broad practical application of System research for public benefit; to encourage and assist those associated with the System in the protection, licensing and commercialization of their discoveries; to ensure the equitable distribution of royalties and other monetary benefits resulting from the commercial application of intellectual property; and to see that commercialization activities benefit the research, education and outreach missions of the System into the future.

#### 1.2 Definitions

For purposes of this policy, the terms below are defined as follows:

1.2.1 Patent—A grant issued by the United States Patent and Trademark Office giving an owner the right to exclude all others from making, using, or selling the invention within the United States, its territories and possessions, for a period which expires 20 years after the filing date. Patents may also be granted in foreign countries, with varying terms and requirements. To be patentable in most countries, an invention must be new, useful, and non-obvious.

1.2.2 Invention—A process, method, discovery, device, plant, composition of matter, or other innovation that reasonably appears to qualify for protection under the United States patent law (utility patent, plant patent, design patent, certificate of plant variety protection, etc.), whether or not actually patentable. An invention may be the product of a single creator or a group of creators who have collaborated on a project.

1.2.3 Copyrightable Work—An original work of authorship which has been fixed in any tangible medium of expression from which it can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device, such as books, journals, software, computer programs, musical works, dramatic works, videos, multimedia products, sound recordings, pictorial and graphical works, etc. A copyrightable work may be the product of a single author or a group of authors who have collaborated on a project.

# Intellectual Property Rights

- 1.2.4 Trademark (including Service Mark)—A distinctive word, design or graphic symbol, or combination word and design, that distinguishes and identifies the goods and services of one party from those of another, such as names or symbols used in conjunction with plant varieties or computer programs.
- 1.2.5 Mask Works—A series of related images representing a predetermined, three dimensional pattern of metallic, insulating, or semiconducting layers of a semiconductor chip product. Mask works are registered with the United States Copyright Office and are treated as copyrightable works for the purpose of this policy.
- 1.2.6 Tangible Research Property (TRP)—Tangible items produced in the course of research including such items as biological materials, engineering drawings, integrated circuit chips, software, computer databases, prototype devices, circuit diagrams, and equipment. Individual items of tangible research property may be associated with one or more intangible properties, such as inventions, copyrightable works and trademarks.
- 1.2.7 Trade Secret—Any formula, pattern, device, or compilation of information which is used in one's business and which gives one an opportunity to obtain an advantage over competitors who do not know or use it. Legal protection for trade secrets exists only as long as the trade secret is maintained.
- 1.2.8 Intellectual Property—Collectively, all forms of intellectual property including but not limited to issued patents, patentable inventions, copyrightable works, trademarks, mask works, and trade secrets.
- 1.2.9 Creator—A person who invents, authors or otherwise creates intellectual property.

## 1.3 Applicability

This policy applies to all employees of the System and its members, including, but not limited to, full and part-time faculty and staff; and all persons using the System facilities under the supervision of System personnel, including visiting and adjunct faculty and researchers, undergraduate students, candidates for master's and doctoral degrees, post-doctoral students, and non-degree seeking graduate students; provided, that visiting and adjunct faculty may be excluded in a written agreement negotiated by the System or its member in advance of employment or visitation. The ownership and rights to technology-mediated materials are governed by System Regulation 17.02.02, *Technology-Mediated Instruction*.

This policy applies to all System members equally.

## 2. OWNERSHIP OF INTELLECTUAL PROPERTY AND TRP Rights in intellectual property and TRP are as follows:

### 2.1 Creator or Third Party Owned

- 2.1.1 Intellectual property which is unrelated to an individual's employment responsibilities and developed on his or her own time without the support of the System or any of its members or significant use of their facilities as defined in Section 2.2.3 of this policy is owned by the creator, subject to the rights of third parties.
- 2.1.2 The System recognizes and affirms the traditional academic freedom of its faculty and staff to publish pedagogical, scholarly or artistic works without restriction. In keeping with this philosophy, the System does not claim copyright to pedagogical, scholarly or artistic works, regardless of their form of expression, unless required by a funding or research contract. Such works include but are not limited to faculty-prepared works such as textbooks, course materials and refereed literature, and works students created in the course of their education, such as dissertations, papers, and journal articles. Furthermore, the System claims no ownership in popular nonfiction, novels, poems, musical compositions, or other works of artistic imagination that do not constitute significant use of resources and/or are not "work for hire" as defined in Section 2.3.1 of this policy.
- 2.1.3 If an author retains title to copyright in teaching or course materials that are not works for hire, such as class notes, curriculum guides and laboratory notebooks, the System will retain a royalty-free right to use the materials for educational purposes.

# Intellectual Property Rights

- 2.1.4 Authors of copyrightable works that are not owned by the System, its members, or another party such as a research sponsor, own the copyright in their works and are free to publish them, register the copyright, and to receive any revenues which may result.

## 2.2 System Owned

- 2.2.1 Except as otherwise expressly provided in this policy, intellectual property conceived or developed (1) as a result of activities related to an individual's employment responsibilities, and/or (2) with support from the System or any of its members in the form of administered funds, and/or (3) with significant use of resources as defined in Section 2.2.3 of this policy shall be owned by the System.
- 2.2.2 Intellectual property that is conceived or developed in the course of or resulting from research supported by a grant or contract with the federal government (or an agency thereof) or a nonprofit or for-profit nongovernmental entity, or by a private gift or grant to the System or its members, shall be determined in accordance with the terms of the sponsored grant or contract, or in the absence of such terms and to the extent consistent with applicable law, shall be owned by the System.
- 2.2.3 Intellectual property that is not institutional work or "work for hire" as defined in Section 2.3.1 of this policy, but is work that is developed with integral and significant use of funds, space, hardware, or facilities administered by a System member, where use was essential and substantial rather than incidental, shall be owned by the System. The System will not construe the provision of salaries, offices, or library facilities as constituting significant use of System resources, and therefore these works may be owned by the creator in accordance with Section 2.1.2 above.

## 2.3 Member Owned

- 2.3.1 Intellectual property that is either: (1) created by an employee who was hired by a member specifically or required as part of his or her employment to produce intellectual property for institutional purposes; or (2) commissioned or contracted by the System member and assigned to the member in writing, will be owned by the System member on whose behalf the work was performed. For example, work assigned to programmers is "institutional work" or "work for hire" as defined by law, as is software developed for the System member by staff working collaboratively. Brochures, training programs, CD-ROMs, videos, and manuals developed by staff are other examples of institutional works, or "works for hire". The general expectation that faculty teach, research, and publish does not by itself make intellectual property an institutional work or work for hire under this section 2.3.1. The System member is responsible for the commercialization of all institutional works or "works for hire".
- 2.3.2 The System member that first adopts and uses a trademark in connection with its goods or services will own that trademark.

## 2.4 Intellectual Property Involving Sponsored Research

- 2.4.1 Except as provided by Section 2.4.3, intellectual property conceived or developed in the course of or resulting from research supported by a grant or contract with the federal government (or an agency thereof) or a nonprofit or for-profit nongovernmental entity shall be owned by the System. The research sponsor or third party should be offered an option to acquire license rights to develop and commercialize any intellectual property resulting from the project, subject to System Policy and in accordance with the Licensing Guidelines in Section 4.3 of this policy.
- 2.4.2 The OTC, in coordination with the sponsored research offices of the System members, shall ensure that all reporting requirements and other obligations to research sponsors regarding intellectual property, including but not limited to obligations to the US Government under 37 CFR 401, are met. Intellectual property developed under sponsored research should be promptly disclosed to the OTC through the relevant member CEO so all sponsor requirements and obligations can be met.

# Intellectual Property Rights

- 2.4.3 The acceptance of a contract, grant or agreement which does not require ownership of intellectual property by the System, may be approved by the OTC or by a member CEO, or designee, with notification to the OTC, if the benefit from the level of funding for proposed research and/or other consideration from the sponsor, licensee, or other party outweighs the potential value of System ownership.

## 2.5 Intellectual Property Arising from Consulting Activities

The System encourages external faculty consulting as an effective mechanism for professional development and for establishing good relationships with industry. Before entering into a consulting agreement, special attention should be given to the terms of any agreement to ensure that the assignment of rights to intellectual property resulting from the consulting activities does not conflict with this policy. Individuals covered by this policy should not enter into any agreement, consulting or otherwise, without affirmative notice to the prospective contracting entity of their obligations under this policy and that System intellectual property rights cannot be subordinated.

## 2.6 Tangible Research Property

The System owns Tangible Research Property related to an individual's employment responsibilities and/or developed with support from System-administered funds, facilities, equipment or personnel. Prior to the transfer, distribution and/or sale of System-owned TRP, the creator of the TRP must notify the OTC through his or her CEO. The System member and the OTC will review the developmental history of the TRP to assess any System obligations and to determine the conditions of such proposed transfer, distribution or sale.

If the TRP is determined by the System member and the OTC to have commercial value, it will be managed by the OTC as System intellectual property, including licensing and distribution of income from commercialization in accordance with Sections 4.2, 4.8.1 and 4.8.2.

If the System member and the OTC determine that the TRP can be distributed or sold outside of the System for non-commercial research purposes with no financial consideration beyond the recovery of costs associated with shipping and handling, the System member will manage and facilitate the transfer and distribution with assistance from the OTC as needed.

Any transfer, distribution or sale of TRP for commercial purposes must include a written agreement between the System and the recipient of the TRP, and any transfer or distribution of TRP for non-commercial purposes must include a written agreement between the System member and the recipient of the TRP.

## 2.7 Multiple Creators

In the event of multiple creators, the creators will agree between or among themselves as to the ownership rights and benefits accruing to the creators consistent with the terms of this policy; and final determination of each creator's share shall be made only upon receipt by the OTC of a signed agreement between the creators. In the event that the creators cannot agree upon an appropriate sharing arrangement as evidenced by a clear and unequivocal written agreement within three (3) months of the first receipt of royalties or license fees, that portion of income to which the creators are entitled under Section 4.8 of this policy will be distributed as the CEO of the System member may deem appropriate under the circumstances. Such a decision shall be binding on the creators.

## 2.8 Joint Employment

In the event that a creator is a joint employee of two or more System members, or in the event that multiple creators represent two or more System members, the member CEOs will agree as to the ownership rights and benefits accruing to the members, considering such factors as annualized FTE by member, relative contributions of the creator to the work and level of financial support by the member. If the member CEOs cannot agree upon the appropriate sharing arrangement, the Chancellor or designee will make the decision as deemed appropriate under the circumstances and such decision shall be binding on the members.

## 2.9 Offers of Intellectual Property

- 2.9.1 If an owner of intellectual property chooses to offer to the System intellectual property in which the System has no claim, the System may accept ownership of the intellectual

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property provided that: (1) the owner makes the offer through one of the System members as if the intellectual property had been created within the System; (2) the owner agrees to all provisions (including distribution of income provisions) of this policy; (3) the owner warrants that he or she owns all right, title and interest to the intellectual property, and that to the best of his or her knowledge, the intellectual property does not infringe upon any existing intellectual property legal rights, and (4) the gift is accepted by the Board of Regents pursuant to System Policy 21.05, *Gifts, Donations, Grants and Endowments*.

2.9.2 The CEOs of the System members shall advise the OTC of all such offers.

2.9.3 Should the Board of Regents agree to accept the offer of intellectual property on behalf of the System, the owner will execute an assignment agreement transferring all right, title and interest in the intellectual property to the System, and acknowledging that the owner agrees to all provisions of this policy. In cases in which the owner has already expended funds toward obtaining patent or other legal protection for the intellectual property, the owner and the System member may negotiate terms to allow recovery of legal and/or patent expenses from license fees and/or royalty income. Such an agreement would modify normal royalty sharing provisions until such expenses are recovered by the party entitled to recovery of the expenses.

2.9.4 The Board of Regents may accept charitable donations of intellectual property from governmental or private organizations in accordance with System Policy 21.05, *Gifts, Donations, Grants and Endowments*. Upon the transfer of title in the intellectual property to the System, the intellectual property will be managed in accordance with this policy.

## 2.10 Software

The System may assert ownership in software as an invention or as a copyrightable work.

## 3. EVALUATION AND PROTECTION OF INTELLECTUAL PROPERTY

### 3.1 Responsibility

The OTC is responsible for administering the System's rights and obligations, evaluating the commercial potential, obtaining the necessary legal protection, and taking the required actions to maximize the benefits of any intellectual property to the public, the creator(s), the System and its members. The OTC will also advise the creator(s) and the System members on the process and best practices of protecting and commercializing intellectual property.

### 3.2 Disclosure

Individuals subject to this policy are required to promptly disclose to the OTC, through their CEO, all inventions, copyrightable work, and tangible research property in which the System has an ownership interest under the provisions of Section 2 of this policy, or for which disclosure is required by contract or law. Prompt disclosure is especially important for inventions conceived and/or made with federal or state agency funding so that the System may meet its legal obligations under such funding agreements.

Questions about whether an idea or discovery constitutes an invention, and is therefore patentable, can be complex. Any publication or verbal disclosure that describes a patentable invention prior to filing for patent protection may entirely preclude patenting in foreign countries and may also preclude protection in the United States unless a patent is filed within one year of publication. In recognition of this complexity, individuals covered by this policy are encouraged to disclose as soon as possible after the conception of the invention or seek guidance from a technology licensing professional at the OTC as soon as questions arise as to what is patentable and what must be disclosed to the OTC.

Disclosure shall be made in a form prescribed by and available from the OTC, shall include a full and complete description of the discovery or development, and shall identify all contributing participants. Disclosure will initiate the evaluation process.

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## 3.3 Disclosure Evaluation Process

Upon receipt of a completed disclosure form, the OTC will conduct a review of the disclosure to determine the rights and obligations of all parties concerned and the commercial significance of the discovery, and will evaluate patentability issues. The first step in this process is typically a meeting with the creator(s) to better understand the disclosure's scientific and commercial merit and if necessary, devise strategies for protection, development and commercialization. It is the obligation of the creator(s) to make available to the OTC additional information as needed in all stages of this process.

The OTC will inform the creator of the outcome of its review regarding rights and obligations as soon as practical, but no later than 120 calendar days from receipt of a complete disclosure in the case of inventions and tangible research property and no later than 90 days in the case of works subject to copyright.

System members are encouraged to perform preliminary evaluation of all disclosures for scientific and commercial merit and to forward the results to the OTC to assist in the management of intellectual property owned by the System.

## 3.4 Assignment of Rights

All persons subject to this policy shall, upon request by the Chancellor, the CEO, or designee, of the respective member, or the OTC execute an assignment agreement in a form prescribed by and available from the OTC to set forth effectively the ownership and rights to intellectual property.

## 3.5 Protection of Intellectual Property

3.5.1 The System will not generally seek protection for innovations that the OTC determines are not commercially attractive, even if the intellectual property has intellectual merit, unless required by the sponsor or the member CEO, in which case the sponsor or the member shall pay all related costs associated with protecting the intellectual property. The Vice Chancellor for Technology Commercialization shall notify the relevant System member CEO of his/her decision; if the decision is not to seek protection, the CEO, or designee, shall notify the OTC if the System member requires the OTC to seek protection.

3.5.2 The OTC may fund all of the costs associated with the protection of intellectual property subject to ownership by the System, or it may request funding at any time from the member originating the intellectual property. Unless the System member is requiring protection of the intellectual property, the decision whether to provide such funding shall be at the discretion of the member CEO, or designee. In either case, costs associated with the protection of the intellectual property will be recovered for the funding party before distributing royalties, license fees or sale proceeds as outlined in Section 4.8.

## 4. COMMERCIAL DEVELOPMENT

### 4.1 Creator Assistance

With few exceptions, the creator's(s') involvement in the commercialization process is critical to success. The creator's(s') subject matter expertise, industry contacts, and ongoing research often facilitate commercialization. Successful commercialization requires that the OTC, System member and the creator(s) all work in consultation with one another.

### 4.2 Licensing of Inventions and Copyright to Third Parties

Licensing intellectual property to third parties is the most common strategy for technology transfer. In the case of exclusive licensing, the third party is given the necessary rights to justify the often significant investment of time and resources in the commercial development of the technology. Given the breadth of research taking place within the System, and the diversity of the intellectual property created, each license agreement is somewhat unique to the technology being licensed. However, there is a need to insure consistency with respect to certain legal principles in each agreement.

4.2.1 The OTC and the Office of General Counsel shall cooperatively develop a model license agreement for licensing System intellectual property which shall include, as a



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minimum, the guidelines set forth below. The model agreement shall be submitted to all potential licensees for System intellectual property, and individuals involved in negotiation of license agreements shall endeavor to achieve utilization of the significant aspects of the model agreement for all licenses of System intellectual property under the administration of the OTC. Any exceptions to the model agreement, other than special terms set out in a System member-approved sponsored research agreement, must be approved by the Vice Chancellor for Technology Commercialization and the Office of General Counsel.

4.2.2 In the case of member-owned intellectual property, the licensing guidelines in Section 4.3 below do not apply. The System member has the primary responsibility and authority, with assistance from the Office of General Counsel, for negotiating with third parties having an interest in using, developing or otherwise commercializing intellectual property resulting from institutional works or "works for hire," and trademarks. The CEO, or designee, of the System member may also request that the OTC conduct the commercialization of certain intellectual property resulting from institutional works or "works for hire."

## 4.3 Licensing Guidelines

The following guidelines are applicable to license agreements with private entities including those formed primarily for the purpose of developing and/or commercializing System-owned intellectual property. The Vice Chancellor for Technology Commercialization may approve exceptions to these guidelines from time to time:

- 1) No entity shall be granted the exclusive right to the development and/or commercialization of all intellectual property created at a System member. Agreements should grant rights only under specified projects.
- 2) If an entity is granted the exclusive rights with respect to a particular invention, product, process or other item of intellectual property, the agreement should provide that such rights will revert to the System in the event the entity fails to develop and commercialize the property within a specified period of time that is appropriate to the particular circumstances as determined by the OTC.
- 3) An entity that is granted exclusive rights to develop or commercialize intellectual property that is patentable should be required to reimburse the System for all expenses incurred by the System in obtaining a patent or, if a patent has not been obtained, should be required to prosecute and bear the expense of obtaining patent protection for the benefit of the System and, in either event, the entity should be allowed to take all actions necessary, including litigation, to protect and preserve such patented rights from infringement.
- 4) The System, the member, and the employees of each should be protected and indemnified from all liability arising from the development, marketing, or use of the particular intellectual property.
- 5) The OTC will work with the creator to ensure that the licensing process does not restrict publication rights of the creator in a way that is inconsistent with the System's academic and research missions.
- 6) An entity that grants a license or sublicense to some other entity for property or technology that is in whole or in part derived from or based on that which is licensed to the entity by the System, should be required to share with the System a minimum of: 50% of any royalty received by the entity and 50% of any equity position to which the entity may be entitled.
- 7) Commitments should not be made for future inventions even when improvements are expected.

License agreements shall contain such other provisions as may be determined by the OTC and the Office of General Counsel to be in the best interest of the System.

## 4.4 Licensing of System-owned Intellectual Property to Creators

Individuals subject to this policy may also request a license to commercially develop System-owned intellectual property they conceived where such licensing would best achieve the transfer of technology, is consistent with System obligations to third parties, does not involve a conflict of interest, and follows the licensing guidelines set forth above. For additional information on conflicts of interest see System Policy 07.01, Ethics Policy, TAMUS Employees, System Regulation 31.05.01, *Faculty Consulting, External Employment, and Conflicts of Interest*, and Section 4.6 of this policy.

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## 4.5 Waiver or Release of System Rights

Subject to any federal research or industrial sponsorship agreements and with appropriate approval from the sponsor, following notice and approval by the System member, the OTC may waive or release the System's rights to specified intellectual property for or to the creator(s), clearing the way for the creator(s) to seek ownership. A creator(s) may request a waiver or release of System rights in writing to the OTC, through the creator's(s') member CEO, or designee. The following provisions will apply to any waiver or release of System rights:

4.5.1 The System shall retain a perpetual, royalty-free license to use the intellectual property and any corresponding patents, copyrights, service marks or trademarks for research, education and service purposes.

4.5.2 In the case of significant use of resources as defined in Section 2.2.3 of this policy, the System shall receive a share, to be negotiated at the time of waiver or release of System rights, of proceeds generated from commercialization of the intellectual property after the creator recovers documented out-of-pocket costs for obtaining legal protection for the intellectual property. If there was not a significant use of resources, no such share of proceeds shall be sought. Questions regarding use of resources will be determined by the creator's direct supervisor and System member CEO, or designee.

4.5.3 In the case of a waiver or release of System rights to the creator, the creator will not receive a share of the proceeds received by the System in consideration of the waiver or release of the System's rights.

4.5.4 Creators receiving a waiver of System rights should review potential conflicts of interest with their direct supervisor. For additional information on conflicts of interest see System Policy 07.01, *Ethics Policy, TAMUS Employees*, System Regulation 31.05.01, *Faculty Consulting, External Employment, and Conflicts of Interest*, and System Regulation 15.01.03, *Conflicts of Interest in the Design, Conduct and Reporting of Sponsored Research and Educational Activities*.

## 4.6 Board of Regents Approval Requirement

In accordance with Texas Education Code, Section 51.912, a creator of intellectual property who wishes to participate as an employee, officer or member of the governing board authority of a business entity that has agreements with the System relating to the research, development, licensing or exploitation of the creator's intellectual property must obtain approval from the Board of Regents. See also System Regulation 31.05.01, *Faculty Consulting, External Employment, and Conflicts of Interest*, for additional information.

## 4.7 Tangible Research Property

Commercial distribution of System-owned tangible research property will be managed by the OTC as an invention with distribution of income made in accordance with Section 4.8.1 and 4.8.2 of this policy.

## 4.8 Distribution of Royalties, Fees, and Sale Proceeds from Licensing

Royalties, license fees and sale proceeds received by the System from the licensing or sale of intellectual property will be distributed at the end of each quarter in which they were collected.

The Chancellor, subject to approval by the Board of Regents, may adjust the allocation of royalties, license fees and sale proceeds set forth herein.

### 4.8.1 Distribution of Royalties, License Fees and Sale Proceeds from Licensing or Sale of Patentable Inventions and TRP, Licensed or Sold Before June 1, 2006

Step 1— Deduct from gross royalties, license fees or sale proceeds the cost of obtaining legal protection for the intellectual property (when such costs are not already paid in full by another source at the time of distribution) and payments to any third-parties to arrive at net income.

Step 2— Distribute forty-two and one-half percent (42.5%) of net income to the creator(s) as personal income.

Step 3— Distribute thirty-nine and one-half percent (39.5%) of net income to the System member supporting the research leading to the disclosure.

Step 4— Distribute eighteen (18%) of net income to the OTC. This deduction is directed toward covering the administrative costs associated with evaluating, protecting, marketing and managing intellectual property.

# Intellectual Property Rights

## 4.8.2 Distribution of Royalties, License Fees and Sale Proceeds from Licensing or Sale of Patentable Inventions and TRP, Licensed or Sold On and After June 1, 2006

Step 1— Deduct from gross royalties, license fees or sale proceeds the cost of obtaining legal protection for the intellectual property (when such costs are not already paid in full by another source at the time of distribution) and payments to any third-parties to arrive at net income.

Step 2— Distribute thirty-seven and one-half percent (37.5%) of net income to the creator(s) as personal income.

Step 3— Distribute thirty-seven and one-half percent (37.5%) of net income to the System member supporting the research leading to the disclosure.

Step 4— Distribute twenty-five percent (25%) of net income to the OTC. This deduction is directed toward covering the administrative costs associated with evaluating, protecting, marketing and managing intellectual property.

## 4.8.3 Distribution of Royalties, License Fees and Sale Proceeds from Copyrightable Works Licensed or Sold On and After June 1, 2006

Step 1— Deduct from gross royalties, license fees or sale proceeds the cost of obtaining legal protection for the intellectual property (when such costs are not already paid in full by another source at the time of distribution) and payments to any third-parties to arrive at net income.

Step 2— Distribute forty percent (40%) of net income to the creator(s) as personal income.

Step 3— Distribute forty percent (40%) of net income to the System member supporting the research leading to the disclosure.

Step 4— Distribute twenty percent (20%) of net income to the OTC. This deduction is directed toward covering the administrative costs associated with evaluating, protecting, marketing and managing intellectual property.

4.8.4 In those cases in which the OTC and the System member originating the copyrightable work agree that the System member will conduct the commercialization, the distribution of royalties, license fees and sale proceeds shall be determined by the System member.

4.8.5 Notwithstanding the provisions of Sections 4.8.1, 4.8.2, 4.8.3, and 4.8.4, the System member shall be entitled to all income from the distribution or commercialization of institutional works, "works for hire" and trademarks as defined in 2.3.1 of this policy.

## 4.9 Equity as a Consideration in Licensing

The OTC may negotiate an equity interest in lieu of or in addition to royalty and/or other monetary consideration as a part of an agreement relating to rights in intellectual property owned by the System. The System is not restricted in the percentage of equity it may take in a company as a part of an agreement relating to rights in intellectual property owned by the System.

The distribution of income from equity received as consideration for a license agreement will be distributed in the same manner as royalties and license fees as described in Section 4.8 of this policy. The System may, in its discretion, distribute shares of equity when appropriate.

Should the System elect not to distribute shares, it shall control the disposition of equity at its sole discretion. This may include agreeing to receive the equity interest under terms that restrict its ability to sell, distribute or otherwise deal with the equity interests.

As stated in Texas Education Code, Section 153.007, and except as otherwise provided by law, the Board of Regents, the System, System members and employees of the System and its members do not owe a fiduciary duty to any person claiming an interest in consideration received by the System or a System member in exchange for technology.

Individuals subject to this policy should also refer to System Regulation 31.05.01, *Faculty Consulting, External Employment, and Conflicts of Interest*, regarding equity ownership.

## 4.10 Revenue from Enforcement of Intellectual Property Rights

If the System receives revenue from third parties as a result of settlement or litigation related to the enforcement of System rights in intellectual property, such revenue will be first used to reimburse the System (or the sponsor or licensee, if appropriate) for expenses related to such actions. The creator(s) and the System member are entitled to the recovery of lost royalties from the remaining net revenue according to the distribution formula outlined in Section 4.8 of this policy.

# Intellectual Property Rights

## 4.11 Research Support as Consideration in Licensing

If the System accepts research support in the form of a sponsored research agreement or unrestricted grant as part of an agreement relating to rights in intellectual property owned by the System in addition to or in lieu of royalties, license fees, equity and/or other monetary consideration, the creator shall have no entitlement to receive a share of the research support or grant as personal income.

## 4.12 Distribution of Income from Intellectual Property in Case of Death

In the case of death or incapacitation of a creator, royalty distributions, including any equity to which the creator was entitled, shall be made pursuant to the Texas Probate Code and the United States Internal Revenue Service.

## 5. FORMATION AND INVESTMENT IN OR ASSISTANCE PROVIDED TO VENTURES DEVELOPING OR COMMERCIALIZING SYSTEM INTELLECTUAL PROPERTY

### 5.1 General

Following disclosure, evaluation and protection of intellectual property, the OTC may elect to form and operate a business entity or assist with the formation and operation of a business entity, or enter into a new venture with another party for the purpose of developing and/or commercializing System intellectual property.

The commercialization process should include the means by which the System and members will be able to receive a return on investment of System and member resources. If monetary or 17.01 Intellectual Property Management and Commercialization Page 15 of 20 non-monetary support is exchanged in part or in whole for equity, the exchange of equity must comply with this policy and Texas Education Code, Chapter 153.

Creators of intellectual property covered by this policy or members from which the intellectual property originated shall be offered equity in a company formed or business venture entered into by the Office of Technology Commercialization or any of its centers based on their level of involvement in the formation and ongoing operations of the company or venture. Offers of equity in OTC ventures will be recommended by the Vice Chancellor for Technology Commercialization and approved by the Chancellor.

### 5.2 Company Formation by the OTC

5.2.1 The OTC is responsible for determining the organizational structure and the financing strategy, executing a license agreement subject to the guidelines set forth in this policy between the company and the System, and other activities related to company formation, such as selection of a CEO, other company officers and members of the governing board or authority.

5.2.2 Outside counsel services may be contracted to assist with the formation of a company, or to review and prepare documents associated with a venture whose purpose is to develop and commercialize System intellectual property with the consent of the Vice Chancellor for Technology Commercialization and the Office of General Counsel and, as required by law, the Attorney General of the State of Texas. Outside counsel contracts are subject to System Regulation 09.04.01, *Legal Counsel & Attorney General Opinion Requests*.

5.2.3 The OTC and the Office of General Counsel shall approve the form of all shareholder or member agreements for the protection of the System's interest in a company subject to this policy.

5.2.4 A license agreement will be executed with the company following the licensing guidelines set forth in Section 4.3 of this policy.

5.2.5 The System is not restricted in the percentage of equity it may own in an entity formed for the purpose of developing and/or commercializing System intellectual property.

### 5.3 Due Diligence Process

Before the OTC elects to form a business venture or assist with the formation of a business venture, or enter into a business venture with an existing company for the purpose of developing and/or commercializing System intellectual property, the OTC will perform due diligence on the proposed business venture.

# Intellectual Property Rights

5.3.1 To guide in the consideration of OTC business ventures, the OTC will be responsible for development and maintenance of the minimum requirements for OTC business ventures, subject to approval by the Chancellor. Business ventures may not be considered unless they meet the minimum requirements.

5.3.2 The OTC is responsible for review of a commercialization plan including analysis of the potential business venture's business model, financial plan, viability of succeeding in commercialization, a plan for addressing conflicts of interest and potential return to the System in terms of investment return or increased research revenue. The Vice Chancellor for Technology Commercialization, subject to approval of the Chancellor, will have authority for approving the commercialization plan, consistent with the results of the review and analysis, and the responsibility for setting milestones for the business venture.

5.3.3 Due diligence for OTC business ventures will include: (1) a review of the manner in which conflicts of interest will be addressed; (2) background checks on the CEO and other corporate officers; (3) evaluation of the competence of management to execute the business plan; (4) evaluation of the financial risk and reward profile of the company; and (5) a review of legal risks by the Office of General Counsel.

5.3.4 The OTC is responsible for reviewing the business venture's progress every six months. If the venture receives a financial investment from the OTC, the initial review shall be conducted in three months. Review will focus on compliance with the commercialization plan and the achievement of established milestones. Results of all reviews will be provided to the Chancellor and the Executive Vice Chancellor for Finance.

5.3.5 OTC business ventures must have an exit strategy which indicates how any financial interest will be returned to investors. In the event a business venture distributes publicly traded securities to the System, securities will be immediately transferred to the System Office of the Treasurer for management.

5.3.6 The ongoing monitoring of conflicts of interest pertaining to business ventures formed or supported by the OTC is the responsibility of the OTC. This will include all individuals involved in the OTC process including but not limited to: employees of the System and its members, staff of the participant companies, and other investors in the business venture. Actual conflicts will be disclosed to the Board of Regents and resolved to the satisfaction of the Board of Regents prior to any agreements being executed or immediately upon becoming aware of the actual conflict of interest for those agreements already in place.

## 5.4 Assistance Programs Offered by the OTC

Upon approval by the Board of Regents of policies and procedures to assess the qualifications of participants as required by the Texas Education Code, Section 153.005(b), the OTC may operate programs to provide assistance to individual persons and companies in commercializing technology owned wholly or in part by the System or in which the System has an interest, including individuals covered by this policy. Assistance may include providing monetary support or non-monetary support, including the use of premises, computers, computer software, telecommunications terminal equipment, office equipment and supplies, machinery, custodial services, utilities, or other services that are customarily treated as overhead expenses.

## 5.5 Technology Commercialization Funds

5.5.1 The Chancellor may establish one or more Technology Commercialization Funds at the System level to aid in the establishment, maintenance, and operation of the OTC or to aid in the discovery, development, protection, or commercialization of technology. The fund or funds may accept state appropriations, gifts, grants, contracts, and donations. System members and their affiliates, at the discretion of the CEO, or designee, may contribute to the fund or funds. All gifts, grants and donations from individuals and corporations outside of the System are subject to System Policy 21.05, *Gifts, Donations, Grants and Endowments*. The OTC may solicit gifts to the System for the purpose of supporting commercialization efforts. The Chancellor may delegate to the Vice Chancellor for Technology Commercialization, or with the prior approval of the Board of Regents, may delegate to another employee of the System Offices, management oversight responsibility of the fund or funds.

# Intellectual Property Rights

5.5.2 Any additional intellectual, administrative, and/or infrastructure support for the OTC endeavors related to company formation, may come from System members or affiliated entities, at the discretion of each respective CEO, or designee.

5.5.3 As provided in the Texas Education Code, each member of the Board of Regents has the legal responsibilities of a fiduciary in the management of funds under the control of the System on behalf of the System.

5.5.4 Investment of fund assets into any single business venture will be limited to the greater of \$250,000 or 10% of a fund's total value.

## 6. CONFLICTS OF INTEREST

The OTC will interact with the governing board or authority of companies that have an agreement with the System relating to the research, development, licensing, or exploitation of intellectual property in which the System has an interest, faculty, government employees, and private investors with wide-ranging business interests. The reporting requirements listed below in Section 7.4 are in addition to the requirements of System Policy 07.01, *Ethics Policy, TAMUS Employees*.

## 7. ADMINISTRATION

### 7.1 Operation and Support of the OTC

The Office of Technology Commercialization has been established by the Board of Regents under Texas Education Code, Chapter 153, to manage, transfer, market, and otherwise commercialize technology owned by the System or in which it owns an interest. The Board of Regents authorizes the System, through the OTC and/or through any other center created by the Board of Regents for the commercialization of technology, to undertake all of the activities described in Sections 153.004 and 153.006 of the Texas Education Code.

### 7.2 Delegation of Authority

Chapter 153 of the Texas Education Code authorizes the System to engage in technology development and transfer activities under authority provided to the Board of Regents and other State and Federal law.

7.2.1 The Board of Regents delegates to the Chancellor responsibility for the management of intellectual property subject to ownership by the System to include the authority to negotiate and execute, on behalf of the System, legal documents relating to the System's rights in intellectual property, including, but not limited to, license agreements, assignments of intellectual property, letter agreements, option agreements, inter-institutional agreements, corporate agreements, applications, declarations, affidavits, powers of attorney, disclaimers, non-disclosure agreements and other such documents related to patents, copyrights, and trademarks and the formation and operation of companies for the commercialization of System technologies.

7.2.2 The Chancellor may delegate to the Vice Chancellor for Technology Commercialization, or designee, the authority to negotiate and execute, on behalf of the System, legal documents relating to the System's rights in intellectual property, including, but not limited to, license agreements, assignments of intellectual property, letter agreements, option agreements, inter-institutional agreements, corporate agreements, applications, declarations, affidavits, powers of attorney, disclaimers, non-disclosure agreements and other such documents related to patents, copyrights, and trademarks and the formation and operation of companies for the commercialization of System technologies.

7.2.3 The Vice Chancellor for Technology Commercialization is responsible for the day to day operations of the OTC and reports directly to the Chancellor.

7.2.4 The Chancellor, or designee, is authorized to serve, in his or her official capacity, on the governing board or as an officer of entities formed for the purpose of development and commercialization of technology owned by the System that have met the requirements of this policy. At the next regular meeting of the Board of Regents, following the date on which the Chancellor, or designee, becomes a member of the governing board, the Vice Chancellor for Technology Commercialization will provide information concerning the company and the System's involvement to the Board of Regents with a request for authorization for the Chancellor, or designee, to continue serving as a member of the governing board.

# Intellectual Property Rights

## 7.3 Intellectual Property Committees

A standing Intellectual Property Oversight Committee shall be established, chaired by the Chancellor and comprised of the Vice Chancellor for Technology Commercialization, the CEO from each System member principally involved in research and commercialization as determined by the Chancellor, and one faculty representative. This committee shall advise the Chancellor on matters related to intellectual property and may be expanded by the Chancellor to include additional committee members.

A standing Intellectual Property Constituent Committee shall also be established, chaired by a faculty representative, and comprised of no less than three faculty or research representatives, three deans and three administrators within the System. This committee shall review quarterly reports provided by the OTC, and make recommendations on policies and other matters relating to intellectual property affecting faculty to the Oversight Committee.

## 7.4 Reporting Requirements

The Chancellor shall ensure that the following reports are prepared and submitted:

7.4.1 Annually, the Vice Chancellor for Technology Commercialization shall prepare for the Chancellor, the Board of Regents and the participating member CEOs a report listing the titles and a brief description of each disclosure received under Section 3.2 of this policy, since the last report.

7.4.2 The Vice Chancellor for Technology Commercialization shall prepare a semi-annual report on all license agreements and commercialization activities involving System intellectual property. The Vice Chancellor for Technology Commercialization shall present the semi-annual report to the Intellectual Property Oversight and Constituent Committees. For third party license agreements, the report should include an overview of each licensee's progress towards meeting development milestones, and resulting gains to the System through financial return or increased research funding. For commercialization activities in which an equity interest was received, the semi-annual report will include the following information: (1) total securities held and percentage of ownership in each venture; (2) any commitments which will result in additional ownership or investment in each participant; (3) the change in market value of the financial interest; and (4) any anticipated liquidity event which will realize the return on investment.

7.4.3 In compliance with Section 51.912 of the Texas Education Code, the Board of Regents must file a report identifying (i) all employees who conceive, create, discover, invent, or develop intellectual property and have an equity interest in or serve as an employee, officer, or member of the governing board of business entities that have agreements with the System relating to the research, development, licensing or exploitation of intellectual property for which they are the creator and in which the System has an ownership interest, and (ii) all individuals who serve, at the request of the System, as a member of the governing board of business entities that have agreements with the System relating to the research, development, licensing, or exploitation of intellectual property in which the System has an ownership interest. The report will be filed in accordance with the requirements of Section 51.005 of the Texas Education Code.

7.4.4 The Office of the Treasurer will submit to the Committee on Finance of the Board of Regents a quarterly report on technology commercialization investments. The investment report will include detailed investment holdings, transaction reports, valuation of holdings, and material events that will affect the value of the investments since the last report. The Office of the Treasurer is responsible for the calculation and monitoring of valuations on all holdings.

## 7.5 Dispute Resolution

Disputes related to this policy should be made in writing to the Chancellor, who will submit the dispute to a panel, chaired by the faculty representative on the Intellectual Property Oversight Committee, and composed of not less than three (3) disinterested members of the Intellectual Property Oversight Committee. This panel may be expanded by the Chancellor as needed. Once the panel has conducted its review of the dispute it will forward its recommendation to the full Intellectual Property Oversight Committee for consideration. The Intellectual Property Oversight Committee will be the final arbiter in matters relating to this policy. The Office of General Counsel will provide legal advice to the panel and the Intellectual Property Oversight Committee.

CONTACT OFFICE: The System Office of Technology Commercialization  
*Revised May 26, 2006 (MO ---06)*

## ***C. Access to Student Records***

### **Student Record Policy**

- A. All rights under the Family Education Rights and Privacy Act are accorded to enrolled and former students at West Texas A&M University. Parents may be granted access to records by their student through Person Proxy in Buff Advisor/Student Planning.
- B. The University does not allow access to, or release of, educational records or other personally identifiable information without written consent of the student except that the University must disclose information to students requesting review of their own records and to authorized governmental officials for audit and evaluation of state and federally supported programs. The University may disclose, without a student's written consent, educational records or other personally identifiable information to personnel within the institution; to persons or organizations providing student financial aid; to accrediting agencies carrying out their accreditation functions; in compliance with a judicial order; to persons in an emergency in order to protect the health or safety of students or other persons; to organizations conducting educational studies. A record is made of requests for personally identifiable information other than directory information.
- C. Directory information is considered public and may be released without written consent unless specifically prohibited by the student. Requests for directory information may be referred to the Open Records Request Portal found on the website: <http://www.wtamu.edu/about/open-records.aspx>. Public information which may be released upon request includes name, local and permanent address, telephone number, date and place of birth, marital status, major field of study, classification, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees, awards and honors received, the most recent previous educational institution attended, email address, and other similar information. A student may request that all directory information not be made public by completing an appropriate form in the Office of the Registrar.
- D. Students have the right to inspect and review information contained in their educational records; to challenge the content of their educational records; to have a hearing if the outcome of the challenge is unsatisfactory; to submit explanatory statements if the hearing decisions are unacceptable.
- E. Student access is not permitted to records which the student has waived the right to inspect; records of instructional, supervisory and administrative personnel; records maintained for law enforcement purposes; records created and maintained by psychologists or other recognized professionals/paraprofessionals acting in a professional capacity; records of the University containing only information relating to a person after that person was no longer a student.
- F. Requests for review of educational records are processed within 45 days of submittal. Copies of eligible records may be obtained at the student's expense.
- G. Complete copies of the policy or the consent forms may be obtained from the Office of the Registrar. Questions should be referred to that office.



# Faculty Responsibilities

## ***D. Faculty Grievances***

### **1. Ombuds Officer**

32.01.01W1.2 Faculty Ombuds Officer  
Supplements System Policy 32.01.01

This procedure establishes a Faculty Ombuds Officer at West Texas A&M University and provides guidelines for the administration of this position.

#### PURPOSE

The Faculty Ombuds Officer will function as a confidential, neutral resource for faculty and professional librarians to raise and clarify issues and concerns, identify options, and request assistance to informally resolve workplace conflicts. When informal resolution of conflicts fail, or where informal resolution is not advisable, the Ombuds Officer will counsel faculty regarding their options for formal action and direct them to the appropriate university rules, resources, and offices. Faculty will be able to seek guidance regarding concerns at any time, without fear of reprisal. An employee's complaint alleging discrimination, sexual harassment, and/or related retaliation must be filed in accordance with System Regulation 08.01.01. If a claim of illegal discrimination/retaliation is raised to the Ombuds Officer, the officer should immediately forward the issue to the appropriate person under WTAMU Procedure 08.01.01W1.1.

#### 1. ROLE OF OMBUDS OFFICER

- 1.1 The Faculty Ombuds Officer will provide a confidential place for faculty to collaboratively explore complaints, clarify issues, and consider options. As appropriate, the Faculty Ombuds Officer will direct faculty toward available services and resources. Conversations may be confidential, but any written documentation maintained or provided to or by the Ombuds Officer will be subject to the Public Information Act, Ch. 552, Government Code.
- 1.2 Whereas the response of the Ombuds Officer will be tailored to the dynamics of the situation and the nature of the concerns, generally the Ombuds Officer's role will be to assist parties in reaching informal resolutions that are consistent with the rules and procedures of the University.
- 1.3 The Ombuds Officer may supplement, but not replace or interfere with, formal processes available to the University community.
- 1.4 The Ombuds Officer does not serve notice to the University, cannot impose remedies or sanctions, or enforce or change any rule or procedure.
- 1.5 The Ombuds Officer will assist with early problem-solving, to minimize the escalation of conflict. He/she will encourage and empower employees to find their own solutions to problems; provide support for addressing work place problems; facilitate communication when conflict arises; and serve as facilitator in group problem-solving. With the interested party's consent, consult with university units and departments to obtain more information about the issue and explore options for conflict resolution, and suggest the redirection of matters to formal channels when appropriate.
- 1.6 Quarterly, the Faculty Ombuds Officer will inform the President and the Executive Committee of the Faculty Senate of the type, volume, and severity of conflicts and issues he or she observes. Reports will be written so as to maintain the confidentiality of individuals accessing the services of the Faculty Ombuds Officer. This information will be useful in guiding policy decision-making for the continual improvement of fairness, equity, and respect at West Texas A&M University.
- 1.7 It should be clearly understood by all parties that the Ombuds Officer:
  - 1.7.1 does not have any formal decision-making authority, or the ability to determine "Guilt" or "Innocence" in any matter;
  - 1.7.2 does not offer legal advice and does not act as an advocate or representative of any individual or

# Faculty Responsibilities

entity;

- 1.7.3 does not offer psychological counseling;
- 1.7.4 steps aside when a grievance is filed; and
- 1.7.5 does not arbitrate or adjudicate grievances or disputes.

1.8 Faculty grievances must be filed within 60 working days of the most recent incident, as prescribed by The Faculty Handbook, Faculty Grievances. Faculty should be aware that seeking assistance from the Ombuds Officer does not alter this requirement.

## 2. GUIDING PRINCIPLES FOR OMBUDS OFFICER

2.1 The Faculty Ombuds Officer will serve as an independent, neutral and impartial, confidential, and informal resource for faculty and professional librarians at West Texas A&M University, and in compliance with U.S. and Texas laws and The Texas A&M University System policies and procedures. The Ombuds Officer will strive to adhere to the professional ethical principles and best practices as defined by the International Ombudsman Association, as modified and summarized below.

2.1.1 INDEPENDENCE: The Faculty Ombuds Officer is independent in structure, function, and appearance to the highest degree possible within the University.

2.1.2 NEUTRALITY AND IMPARTIALITY: The Faculty Ombuds Officer, as a designated neutral, remains unaligned and impartial. The Faculty Ombuds Officer does not engage in any situation which could create a conflict of interest.

2.1.3 CONFIDENTIALITY: The Faculty Ombuds Officer holds all communications with those seeking assistance in strict confidence, and does not disclose confidential communications unless given written permission to do so. The only exception to this privilege of confidentiality is where there are allegations of discrimination, sexual harassment, related retaliation, sexual violence, fraud, and/or imminent risk of serious harm

2.1.4 INFORMALITY: The Faculty Ombuds Officer, as an informal resource, does not participate in any formal adjudicative or administrative procedure related to concerns brought to her/his attention.

## 3. APPOINTMENT OF FACULTY OMBUDS OFFICER

3.1 The Faculty Ombuds Officer is appointed by the President in consultation with the Faculty Senate.

3.2 Characteristics of nominees shall include:

- 3.2.1 Tenured faculty member
- 3.2.2 Knowledge of university rules, procedures, and resources
- 3.2.3 Extensive cross campus experience
- 3.2.4 Strong communication skills
- 3.2.5 Ability to be objective and neutral
- 3.2.6 Strong conflict resolution skills
- 3.2.7 Commitment to promote ethical conduct in the performance of the Faculty Ombuds Officer role
- 3.2.8 Understanding of cross-cultural values

3.3 The President and Executive Committee of the Faculty Senate will jointly conduct an annual evaluation of the performance of the Faculty Ombuds Officer.

3.4 Appointment as Faculty Ombuds Officer is for a two-year term with each such term starting at the beginning of the spring semester of an even-numbered year. An individual may not serve more than three successive two-year terms.

3.5 The University Faculty Ombuds Officer will be provided a section of administrative release each semester, funded out of the President's Office.

# Faculty Responsibilities

March 5, 2012  
Amended April 2018

## 2. Grievance Procedures

### Purpose

The following procedures are intended to provide a process for resolving faculty grievances in a prompt and equitable manner without prejudice, discrimination, or malice toward the person or persons initiating the complaint. Fundamental to the process is the principle that all parties make a good-faith effort to resolve the grievance at the lowest possible administrative level.

### Definitions

In general, a **grievance** is a disagreement between faculty members or a disagreement between a faculty member and a direct supervisor or other University administrator.

For purposes of these procedures, the definition of a **faculty member** is found in the preface of the Faculty Handbook.

Faculty members who are assigned **administrative** duties may not utilize the faculty grievance procedures to resolve disputes with the administration arising out of his/her administrative function. Faculty members in this category should consult the appropriate non-faculty grievance procedure. Any grievance brought by a University employee who does not meet the definition of faculty contained in the preface of the handbook shall be governed by the policies and procedures of WTAMU Rule 32.010.01W1 Complaint Procedures for Non-Faculty Employees, regardless of whether the employee has teaching responsibilities.

A **mediator** is one who has professional training in mediation techniques to attempt to resolve differences through negotiation by finding a satisfactory solution to the grievance and then obtaining commitments from both parties.

### Process Overview

Faculty grievances will be handled through one of three processes, which are outlined in the flow chart found at the end of this procedure:

(1) Disagreements that involve an allegation by a faculty member that there has been a violation or improper application of the terms and conditions of the Faculty Handbook, or a disagreement involving an allegation regarding improper, arbitrary or discriminatory application of West Texas A&M University's policies and practices relating to the terms and conditions of employment as stated in the employee's appointment letter, will be handled through the Peer Review Committee process.

(2) Disagreements concerning promotion and tenure, faculty dismissal, non-reappointment, or terminal appointment will be handled through the Preliminary Review Committee and Evidentiary Hearing Committee processes.

(3) Grievances involving sexual harassment or EEO complaints will be handled through WTAMU Procedure 08.01.01 W1.1 Civil Rights Complaint Procedure.

### Initial Procedures

Faculty members must try to resolve any differences they have with any other University employee. Within 60 working days of the most recent incident, the grievant must present a written statement of the grievance to the respondent and the immediate supervisor if both parties are in the same department, to the dean if the parties are in different departments of the same college, or to the Executive Vice President and Provost if both parties are in different colleges. A meeting of the grievant and respondent should be arranged by the immediate supervisor within 10 working days of the receipt of this written statement. The grievant, respondent, and the administrator may not be represented by any person or organization at these initial meetings unless previous agreement is secured by all parties involved. The purpose of this process is to resolve the issues, not to create a contentious environment. This process continues through established administrative channels to the Executive Vice President and Provost for Academic Affairs. A faculty member who has fully exhausted the Appeal of Evaluation for Annual Review of Faculty has met the requirements for "Initial Procedures" as defined by this section.

# Faculty Responsibilities

## Peer Review Committee

The Peer Review Committee is advisory. Its primary purpose is to inform the grievant of the validity of the grievance and to give guidance concerning continuation of the grievance. If the problem is not resolved through meetings (“Initial Procedures”), then the process will continue as follows:

1. The grievant must present a formal written grievance within 10 working days of the final meeting to the Executive Vice President and Provost (or the University President if the Executive Vice President and Provost is the respondent). The aggrieved faculty member may seek legal counsel in drafting the formal written grievance, and legal counsel may be consulted during the peer review process to offer counsel and advice, but may not actively participate in the peer review hearing.

Included in the formal grievance should be:

- a description of the grievance
  - how the grievant has been injured
  - copies of documents that would support the claim
  - a documented list of voluntary witnesses
  - a summary of how the grievant has tried to resolve the problem
  - what the grievant would regard as a satisfactory solution.
2. The Office of the Executive Vice President and Provost (or the University President if the Executive Vice President and Provost is the respondent) will send the formal written grievance to the respondent within 3 working days of receipt of it. The respondent will have 10 working days to respond, in writing, to the grievant’s written statement. The respondent may seek legal counsel in drafting the response, and legal counsel may be consulted during the peer review process to offer counsel and advice, but may not actively participate in the peer review hearing.
  3. Upon receiving the respondent’s reply, the Executive Vice President and Provost (or University President if the Executive Vice President and Provost is the respondent) shall notify the President of the University, who shall randomly select five faculty members from the Grievance Committee to serve as the Peer Review Committee. The EVPP will provide all relevant grievance materials to the Peer Review Committee for their review.
  4. The Peer Review Committee shall meet, review relevant materials, select a chair, and schedule a live hearing within 15 working days of their appointment. The grievant and respondent must both be present and allowed to speak at the hearing. All discussion is to be confidential.
  5. Upon completion of the hearing, the committee chair shall submit, within 10 working days, a written report of the committee’s findings and recommendations to both parties and to the Executive Vice President and Provost (or the University President if the Executive Vice President and Provost is the respondent). Each member of the committee shall sign the report and indicate individual agreement or disagreement with it.
  6. The EVPP will affirm or amend the findings and recommendations of the Peer Review Committee and notify both parties and the Peer Review Committee chair of his/her final decision concerning the grievance. This ends the grievance process.

## Preliminary Review Committee

*Rule 12.01.01.W1, Sections 8.3-8.4, Promotion and Tenure*

The Preliminary Review Committee consists of five faculty members appointed by the President from the Grievance Committee. The committee reviews allegations regarding promotion and tenure, faculty dismissal, non-reappointment, or terminal appointment. The committee determines whether the faculty member has established a prima facie case—that is, the evidence, alone and un-rebutted, would establish that a violation has occurred. The committee has 15 working days to make their determination and notify the President and EVPP in writing of their decision.

# Faculty Responsibilities

## **Evidentiary Hearing Committee**

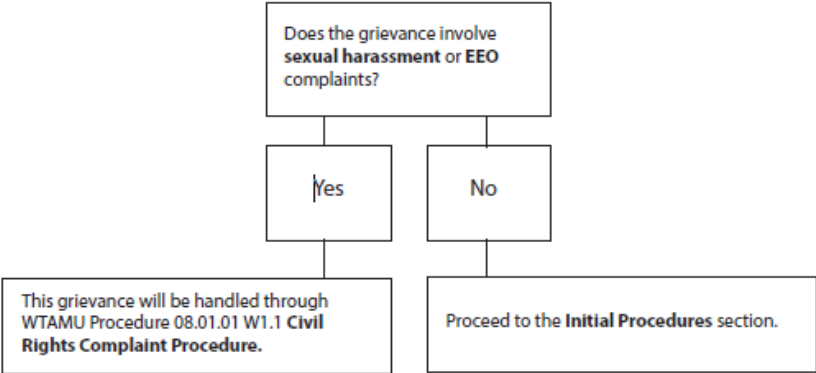
*Rule 12.01.01W1, Section 8.5, Promotion and Tenure*

The Evidentiary Review Committee consists of five faculty members appointed by the President from the Grievance Committee who did not serve on the Preliminary Review Committee for the grievance under review. The committee convenes if the Preliminary Review Committee agrees that the faculty member has established a prima facie case. The committee selects a chair and meets to determine if the decision was made in violation of academic freedom or for an illegal reason or without adequate consideration of the faculty member's record of professional achievement. The committee has 15 working days to complete its review and send written notification to the President and EVPP of the determination.

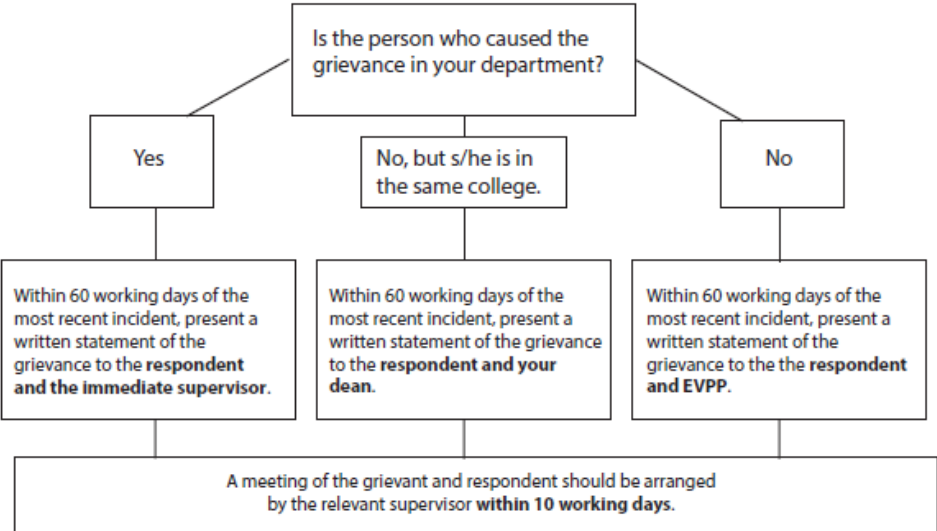
The following flow charts are provided to help clarify the processes.

# Faculty Responsibilities

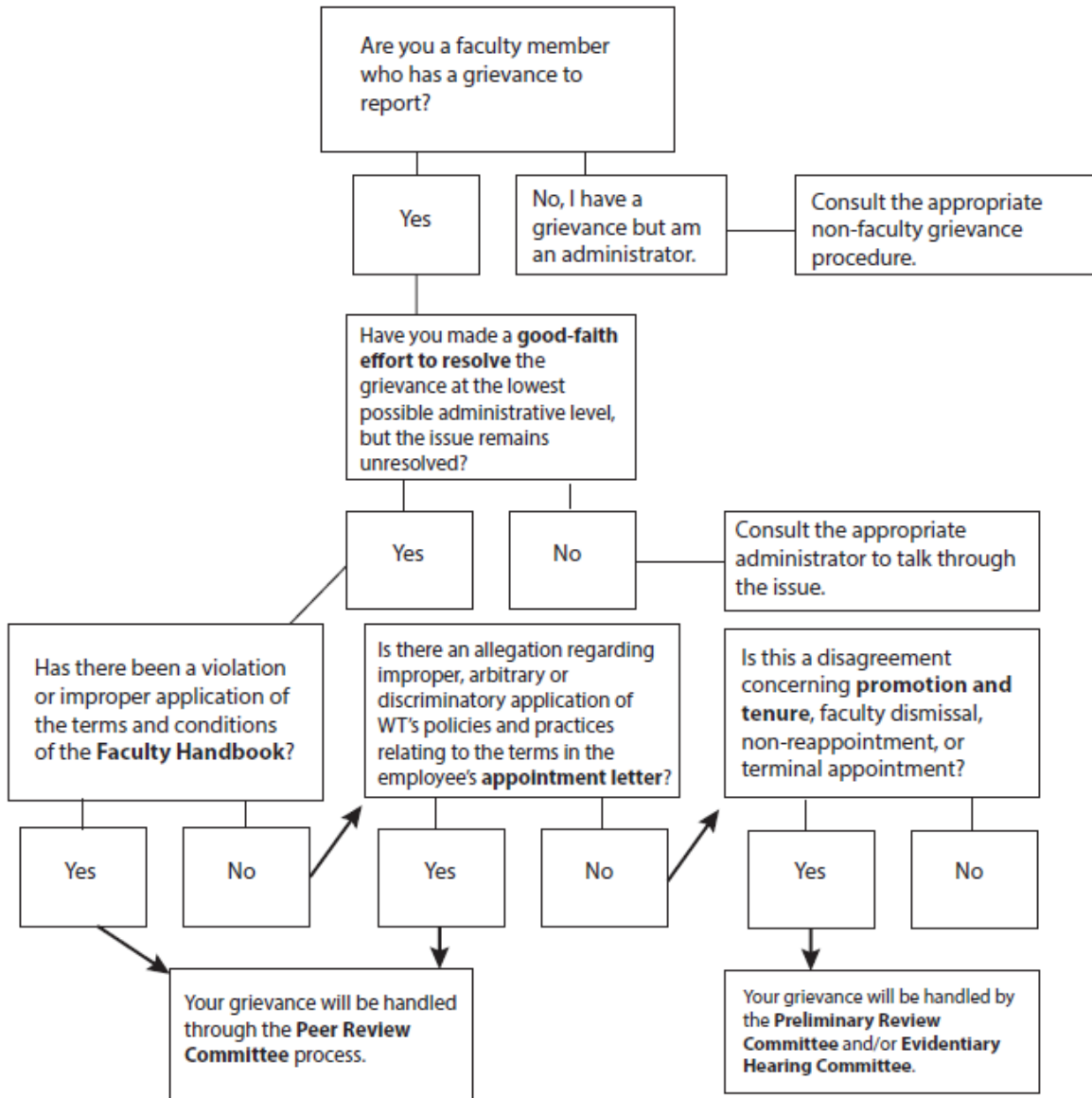
## Type of Grievance



## Initial Procedures



## Grievance Process



# Faculty Responsibilities

## VI. Faculty Responsibilities

Faculty workload embraces the primary responsibility of West Texas A&M University, which is the provision of undergraduate and graduate education of the highest quality. In fulfillment of this primary responsibility, the University expects its faculty to be effective and accessible teachers. In support of this, and as an integral part of the teaching mission, all faculty are expected to:

- Stay current in their fields of study
- Participate in the revision and development of the University's curricula
- Engage in research/scholarship/creative activity (optional for non-tenure track faculty)
- Engage in professional service

The expectations for and assessment of teaching, research/scholarship/creative activity and professional service vary according to the goals and expectations of each academic unit. Faculty members are required to have a working knowledge of these goals and expectations by consulting the Faculty Handbook and their academic departmental standards for faculty.

Each faculty member is responsible for complying with the policies, regulations and directives of the University as they now exist or may hereafter be amended. Disagreement with a policy, regulation or administrative directive does not relieve a faculty member from the duty of compliance. Policy changes must be instituted through the administrative channels of the University, as shown on the official organizational chart and discussed below.

All official administrative matters such as requests, recommendations, reports and grievances are conducted through regular University channels. For a faculty member, these channels begin with one's direct supervisor and continue to or through appropriate administrative offices. In no case should a faculty member contact the chancellor or a regent on official matters without first discussing the issue with the president. For matters that do not require official action, faculty members are welcome to visit any University administrator.

Primary policies and regulations of the University are located in the Faculty Handbook, the current West Texas A&M University Catalog, or the *System Policies and Regulations Manual* (SPRM 07.01), which sets forth the policies and procedures for The Texas A&M University System. Copies of all these documents are available online. Each faculty member has access to the Faculty Handbook that can be obtained from the WTAMU webpage.

Faculty are expected to demonstrate professionalism in the execution of their assignments. Examples of responsibilities follow:

1. Faculty members shall advise students concerning course selection and career opportunities.
2. Faculty members should serve on University, departmental, college or special ad hoc committees.
3. Faculty members are subject to duties during greenlighting and registration periods, as assigned by direct supervisors.
4. Faculty members shall attend faculty meetings called during the year by the direct supervisor, dean, executive vice president and provost for academic affairs or president.
5. Graduate faculty members shall participate on thesis and/or dissertation committees for graduate students where appropriate.
6. Faculty members shall be subject to assignment and reassignment of position or duties. Such duties and changes in responsibilities may include teaching off campus, teaching overloads when necessary, sponsoring WTAMU academic organizations, assisting with administrative duties in their departments, consulting in areas of professional expertise, and serving as officers in professional organizations. No property right to continued employment exists in supplemental duties, and supplemental assignments may be terminated at the sole discretion of the University president.
7. Full-time faculty must participate in two of the three (May, August, December) graduation ceremonies and must participate in the Convocation.
8. Faculty must follow ethical guidelines established by The Texas A&M System.
9. The University must remain neutral in partisan political activities as stated in System Policy 33.01.01 *Political Campaign Events on Property Under the Control of the Texas A&M University System*. The use of any University vehicles, equipment, letterhead, etc. for campaign purposes is strictly prohibited.



# Faculty Responsibilities

Matters relating to political campaign events are discussed in University Regulation 33.01.01.W1/SS within the System Manual.

## ***A. Faculty-Student Interaction***

### **1. Student Recruitment**

The University's student recruitment efforts are coordinated by the Office of Enrollment Management and the Office of Admissions. This office sponsors a number of prospective-student activities and distributes recruiting materials upon request.

### **2. Student Engagement and Retention**

The University places high emphasis on the importance of student retention. All faculty are expected to be aware of and support programs designed to promote retention. Included in the expectation is cultivation of positive and supportive attitudes toward students that are consistent with the student oriented mission of the university.

### **3. Convocation**

Faculty members must participate in Convocation which is a special event to welcome new students, introduce them to the traditions of the University, encourage students to become engaged members of the student body and provide suggestions for successfully completing a degree.

### **4. First-year Experience**

West Texas A&M University has developed a comprehensive program to assure a positive first-year experience for our students, and to encourage student retention. FYE includes the freshman seminar, Convocation, Buff Bridge, and learning communities.

Readership WT is a common readership program initiated in 2005 to bolster the theme of the University's Quality Enhancement Plan, which is "Engaging the First-Year Student." The program is designed to use one specially selected book to help ease the transition of incoming freshmen to the University environment and develop in them a lifelong love of learning and reading.

Readership WT is directed especially at incoming freshmen but promoted throughout the campus, curriculum and community. Each year, a new book is selected by the Readership WT Book Committee, which is comprised of faculty, staff, students and community members. Once selected, the book is then distributed to all incoming freshmen at New Student Orientation and Buff Branding. Full-time faculty members also receive a copy and staff have access through department copies.

Further enhancing the experience is a guest speaker appearance by the author of the selected book at Convocation, a free and open-to-the-public orientation welcoming incoming freshmen into the WTAMU family.

### **5. Student Advising**

#### **Academic Advisement**

All students are required to visit with an academic adviser each semester. Students with less than 60 undergraduate hours of credit can be advised each semester by an academic adviser in Advising Services in conjunction with a departmental (major) adviser. Students with 60 or more undergraduate hours are advised by faculty members in the department of the declared major. During advising, the academic adviser "green lights" the student, which allows the student to register through the web registration, Buff Advisor. The purpose of advising each semester is to guide students in their course selection and progression.

#### **Access to Student Records**

Faculty members may access student records for purposes of advising, but are bound by the University's Student Record Policy and FERPA.

The Family Educational Rights and Privacy Act of 1974 limits the information which can be disclosed by faculty or University officials. Students have the option of signing a request in the Office of the Registrar to prevent disclosure of their personal information to other students or to the general public. It is mandatory

## Faculty Responsibilities

that offices with access to student information do not give out information about these students to anyone. A code is listed on SPRO#7 ("N" or "Exclude") as a signal that "no information" is to be given out.

Even if the student has not blocked the access to information, the only information which can ever be released is as follows: student's name, sex, local and permanent address, telephone number, date and place of birth, marital status, major field of study, classification, participation in officially recognized activities and sports, height and weight if a member of an athletic team, dates of attendance, degrees, awards and honors received, the most recent educational institution attended and other similar information.

Academic information (grades, transcripts, etc.) is never to be released without the student's knowledge and approval. Only authorized University personnel should have access to student academic information, and they may use it only for official purposes relating to the University. For letters of reference, faculty members should have the student complete the "Authorization for Comment" form.

Faculty and staff who have access to student records—whether from student files in a departmental office, the University computer, or other sources—are legally responsible for the security of student information. Printed copies of student records should not be left on a desk, for example, and must be shredded and disposed of properly when no longer needed. Computer screens should not be left on if the computer is in a highly traveled area or if the operator is away from the terminal.

The student record policy is explained in section V-E, above. A complete copy of the Family Educational Rights and Privacy Act is on file in the Office of the Registrar.

### **Dropping a Class**

Faculty members should advise students of the last date to drop a course for the semester, as published by the University registrar.

Beginning with the fall 2007 academic term and applying to all students who enroll in higher education for the first time during the fall 2007 academic term or any term subsequent, West Texas A&M University may not permit an undergraduate student to drop a total of more than six courses, including any course dropped at another public institution of higher education in Texas (Senate Bill 2183, 80th Legislature; THECB Regulation, Chapter 4, Section 4.10(a)).

## **6. Office Hours**

Faculty members are expected to have a physical presence on campus during their teaching appointment to meet with students, to be an active member of the department and a visible member of the college learning community. Office hours should be chosen for the convenience of student visits and should be clearly posted and observed, allowing for special appointment times as warranted. Minimum number of office hours should be determined in consultation with the appropriate direct supervisor.

*Revised August 2011*

## **7. Academic Appeals**

Policies and procedures for student appeals of charges of violations of the Academic Integrity Code are found on page 3 of the Faculty Handbook. Procedures for the appeal of a final grade are found on page 105 of the Faculty Handbook.

## **8. Student Success and Engagement**

The Office of Student Success and Engagement coordinates aspects of student life on campus. The office is critical to the University's retention efforts and oversees programs involving student organizations, the residence halls, career planning, student job placement, student events and activities, wellness and student government. Student activities and student-sponsored events fall under the auspices of this office. In addition, the office provides various counseling and career support service, described below, as part of the Student Success Center. For additional information related to student life, please refer to the West Texas A&M University Catalog and the Code of Student Life, both of which are available at [www.wtamu.edu](http://www.wtamu.edu).

## 9. Student Success Center

The Student Success Center (SSC), located on the first floor of the Classroom Center, is a multi-program grouping that provides integrated, student-centered support. Programs operating within the SSC deliver comprehensive and deliberate services to assist students in establishing, planning, and accomplishing their academic, personal, and career goals.

Students look upon faculty members as more than teachers and sometimes request assistance beyond that of a faculty member's area of expertise. Faculty faced with these situations or who observe students in "distress" are encouraged to refer students to the Student Success Center or to the Student Health Center (located in the Virgil Henson Activities Center) or to call the SSC for guidance. Counseling and routine medical services are available to students.

The following are the programs within the SSC:

<b>SSC</b>	Information Center, x2368
<b>Academic Affairs</b>	Advising Services/Transfer Center, x5300 FYE and Learning Communities, x2358 Nationally Competitive Scholarships, x2587 Study Abroad, x5309 Writing Lab, x2468
<b>Student Enrollment, Engagement, and Success</b>	Career Center, x2345 Student Employment Services, x2397 Student Counseling Services, x2340 Educational Services (Testing, Tutoring, Supplemental Instruction), x2341 Student Disability Services, x2335 Veteran's Services, x4936

## 10. Counseling Services

The West Texas A&M University Student Counseling Services goal is to help students reach their goals while at WTAMU. To do this we offer a variety of services:

- Individual and group sessions for stress management and test anxiety
- Individual counseling for concerns such as: relationships, sexual identity issues, anxiety, depression, grief, and family difficulties
- Crisis intervention for students in emergency situations, such as students who are contemplating suicide, victims of assault or rape, or students who have had a death in the family

All Student Counseling Services staff members are licensed to practice in the State of Texas and follow the strictest of confidentiality laws and regulations. Information is not shared with others unless the safety of the student or other students is a probability.

Any student enrolled at WTAMU for a least one class per semester is eligible for mental health services. Students are eligible for a maximum of 10 sessions per fiscal year at no cost (September 1 to August 31). Extra psychological testing, if needed, will be available for the student through community resources at the student's expense. The testing is optional and a choice of the student. Career assessments are available to enrolled students as well.

## 11. Student Health Services

Student Medical Services provides high quality, confidential, holistic health care services to our diverse student population while minimizing costs. We are committed to maintaining the physical and mental well-being of our students to enhance educational experience and overall academic success. Dependents and/or spouses of enrolled students are not eligible for services. Faculty and staff of WTAMU are not eligible for

services, unless enrolled as a student.

## 12. Students with Disabilities

Disability Services, Faculty and Students Rights and Privileges

The Office of Student Disability Services (SDS) serves as a resource for faculty, staff, and students who have questions concerning accommodations for students with disabilities.

The definition of a person with a disability, as defined by the Americans with Disabilities Act (ADA) is someone who: 1) has a physical or mental impairment which does not limit one from major life activities; 2) has a record of impairment; and; 3) is regarded as having such an impairment.

Faculty members are required to include this statement pertaining to student disabilities as defined by the Americans with Disabilities Act (ADA) and West Texas A&M University policies in all their course syllabi.

West Texas A&M University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to register with Student Disability Services (SDS) and to contact faculty members in a timely fashion to arrange for suitable accommodations. Contact Information: Student Success Center, CC 106; [www.wtamu.edu/disability](http://www.wtamu.edu/disability); phone 806-651-2335.

It is the student's responsibility, not the faculty member's, to request assistance from SDS to determine eligibility services. If a student informs a faculty member of a disability and requests assistance, the faculty member must refer the student to Student Disability Services. Faculty members may inform the student to bring the following documentation to their meeting with a disability services officer.

Students must provide the following, acceptable documentation to receive these services:

- Students must provide documentation of the disability from a licensed professional who is a qualified diagnostician, educational psychologist, psychiatrist, or other qualified person.
  - o If the student has been previously diagnosed with a learning disability, the student will present to SDS
    - Aptitude test scores
    - Information processing scores
    - A specific diagnosis with medical/psychological information including all medications and treatments provided to the client
    - Recommended academic accommodations
- All diagnoses and updated medical/clinical information must have been completed within the past five calendar years. Otherwise, the student must be retested.
- *The Student Disabilities Office does not release the test scores or medical information of any student to a faculty member. The office only provides information to the professor that specifically pertains to accommodations that he or she must provide the student in question.*

Once the student has met with a Disabilities Services Officer, the student (not a WT employee) will present his/her professors with an "Accommodation Request Form". The faculty member will sign the form and return it to the student. The form will list the accommodations the faculty member *needs to provide* the student. Examples include: 1) extended testing time; 2) secluded testing time; 3) specialized computer software; 4) books to read on tape; 5) reading of exams; 6) tapes of lectures; 7) more appropriate seating arrangements; 8) loan of supportive equipment; and 9) referral services. Other accommodations can be made without anyone in the class realizing that someone with a disability is enrolled in it. These items include such things as: 1) writing key phrases on the board or projector; 2) allowing students to meet with you during office hours to ask questions; 3) posting the syllabus online or providing printed copies *prior* to class so the student can obtain necessary materials or support.

The student is *required* to submit the signed document to the Student Disabilities Office. All records are confidential and cannot be discussed without the student's written permission.

All requested accommodations must be reasonable and approved through SDS. Faculty members are expected to make every reasonable accommodation as recommended by SDS. However, faculty members

## Faculty Responsibilities

are not expected or required to “water down” course content or expectations in an effort to accommodate the student with a disability.

Faculty members are not required by university policy or law to accommodate students who claim a disability without any verification.

Students with disabilities should take exams as scheduled unless prior approval is given by the faculty member or SDS.

Faculty members have the right to question the student about the prescribed accommodation. However the conversation must focus upon the context of the course, student accommodations, and course requirements.

If a student becomes disruptive in class, the faculty member can refer to BIT training to control the situation and/or seek immediate assistance.

While faculty members are encouraged to assist students with a temporary disability, these students do not qualify (under ADA Law) for Disability Services. However, students can be referred to the Student Disability Services office to determine if some type of temporary assistance can be provided. Examples of a temporary disability include, but are not limited to, the following: a broken bone, situational depression, torn ligaments or tendons, etc.

Faculty members are not expected to provide any additional support for students with a temporary disability.

### 13. Behavioral Intervention Team

The procedures outlined in this section are designed to allow for a more immediate and team-based response to behavioral incidents than the routine University disciplinary procedure found elsewhere in the *Code of Student Life*. Except where noted, these procedures are independent from each other. If any conflict between the procedures occurs, the BITeam procedures take precedence.

1. The purposes of the Behavioral Intervention Team (BITeam) are to:
  - A. Review behavioral incidents and ensure a systematic response to individuals whose behavior may be disruptive or harmful to themselves or the WTAMU community;
  - B. Support student success; and
  - C. Assist in protecting the health, safety and welfare of students and members of the WTAMU community.
2. Standing members of the BITeam are:
  - A. Associate Provost for Academic Affairs
  - B. Chief, University Police Department
  - C. Director of Career and Counseling Services
  - D. Psychologist, Student Counseling Services
  - E. Assistant Vice President for Student Success and Engagement/Student Conduct
  - F. Vice President for Student Success and Engagement
  - G. Director of Advising Services or designee

Additional University employees may be added to the BITeam as needed depending on the nature of the behavioral incident being reviewed.

3. The BITeam should be notified by any member of the WTAMU community that witnesses or becomes aware of disruptive or harmful behavioral incidents of any other member of the WTAMU community or other individuals closely associated with the University. The BITeam will assemble to review the incident and make recommendations, when appropriate, to the president of the University or designee to take action.

# Faculty Responsibilities

## 4. Procedures for Immediate Suspensions

- 4.1 The University has the authority to immediately suspend, without notice or hearing, a student whose behavior poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process, so long as notice and hearings occur thereafter as soon as practicable. The president of WTAMU is vested with the authority by A&M System policies adopted by the Board of Regents to order such a suspension. A student may be suspended for up to 10 calendar days when the president or designee believes a student poses such a threat.
- 4.2 The president or designee should inform the student orally or in writing that the student is immediately suspended from the university and that written notice and an informal hearing will take place as soon as practicable.
- 4.3 The university must provide to the student as soon as practicable after the immediate suspension:
  - 4.3.1 written notice of the charges against the student;
  - 4.3.2 if the charge is denied, an explanation of the evidence the university has; and
  - 4.3.3 an informal hearing to give the student an opportunity to present the student's side of the story, if requested.

While notice and the opportunity for an informal hearing are required as soon as practical, the university will aspire to provide notice and the opportunity for the informal hearing no later than three class days after the day of the suspension. The notice of the suspension should include facts supporting the charge.

- 4.4 The informal hearing can occur almost immediately after the incident that prompted the intervention; there need be no delay between the time notice is given and the time of the informal hearing. The informal hearing will be held by the president or designee. The decision of the president or designee at the informal hearing is final and no appeal procedure of the university applies to immediate suspensions.
- 4.5 Students subject to an immediate suspension shall remain off campus and away from all university facilities and functions during the suspension period and will be issued a criminal trespass warning. Students subject to an immediate suspension will be instructed on acceptable methods available to remain current with classes and instructors during the suspension period. Failure to abide by these requirements may result in further disciplinary sanctions as well as arrest for criminal trespass.
- 4.6 If, after the informal hearing is concluded, the president or designee believes it is in the best interest of the campus community that the student should not return to campus even after the expiration of the immediate suspension period, the university will use, prior to the expiration of the immediate suspension, its formal **Procedures for Hearings, Appeals Process, and Sanctions/Penalties** sections found in the current edition of the *Code of Student Life*. The hearing body for the formal hearing will be the Behavioral Intervention Team. The BITeam must establish a quorum of at least four members in order to render a decision. Appeals of any decisions made by the hearing body will be made to the president or designee.

*Approved 7/14/08*

## 14. Commencement

Full-time faculty must participate in one of the two (May, December) graduation ceremonies and must participate in the Convocation.

### ***B. Teaching***

#### **1. Teaching Assignments**

##### **a. Small Classes**

The Texas Higher Education Coordinating Board defines small classes as organized undergraduate classes having fewer than 10 regularly enrolled students and organized graduate classes having fewer than 5

# Faculty Responsibilities

regularly enrolled students. Small classes are subject to cancellation, which may necessitate a reassignment for faculty members involved.

## 2. Teaching Loads

Faculty members are assigned teaching loads by their direct supervisors. A full-time teaching load is 9, 12, or 15 hours depending on the faculty assignment, college, and department. In addition to teaching, scholarly activity/creative work, and professional service (where appropriate), other duties considered as faculty assignments include, but are not limited to, student advisement and various committee assignments. The purpose of this section is to provide guidelines for the assignment of workload for full-time non-tenure track, tenure-track, and tenured faculty.

- I. The faculty and administration of West Texas A&M University adhere to the following guidelines to ensure the delivery of the highest quality instructional program possible to students and to promote scholarship and professional service.
- II. The deans of the colleges/schools, in collaboration with departmental direct supervisors, are responsible for implementing procedures to ensure adherence to the University workload policy for faculty members. The deans are responsible to the provost, who has overall responsibility for WTAMU's workload policy including academic assignments. Within their areas of responsibility, the deans certify that faculty have been assigned professional duties appropriate to the faculty member and which ensure effective management of the academic component.

### III. Faculty Teaching Load

All departments should plan to offer classes as large as is suitable for the content area and mode of instruction. Direct supervisors have the responsibility to section courses-including online courses-to ensure manageable class size and to maintain quality instruction.

#### A. Tenured and Tenure-Track Faculty

The normal teaching load for a full-time tenure-track faculty member is nine (9) or twelve (12) semester credit hours per long semester depending on the department and college. In addition to the normal teaching load, faculty members are responsible for student advising and mentoring; department, college/school, and university curriculum development; and maintaining active involvement in research, scholarly, or creative activity. Faculty members are also responsible for service activities, such as academic program reviews; accreditation studies; shared governance; and faculty service to their profession and to the local community.

#### B. Non-Tenure Track Faculty

The normal teaching load for a full-time, non-tenure track faculty member (fixed term or temporary full time) is fifteen (15) semester credit hours per long semester, but direct supervisors and deans may make exceptions for good and sufficient reasons. Visiting faculty members should have the same classroom teaching load as tenured and tenure track faculty. Other responsibilities for non-tenure track faculty will be assigned by the dean and direct supervisor as appropriate.

### IV. Special Circumstances

- A. To facilitate unique instructional experiences that utilize multiple faculty members, departments may, while avoiding additional expense to the University, approve team teaching or shared instruction assignments. For team teaching, full load credit may be given to each of the instructors in those cases where all instructors are present during all class periods/online modules and are actively participating in instruction. In those cases where responsibility for instruction is divided among a number of faculty members (shared instruction), each instructor shall receive credit for that portion of the load for which the faculty member is responsible.
- B. Special requests beyond those outlined may be recommended by the appropriate dean and must be approved by the executive vice president and provost for academic affairs before being granted (e.g., serving as direct supervisor, coordination of programs, etc.).
- C. Faculty members may be credited only for laboratory, practice, or studio sections they personally teach.
- D. A faculty member may teach only one specially scheduled course at one time during a semester or term. (Specially scheduled classes are organized classes that have a specific schedule different in at least one respect from regularly scheduled classes.) During any semester or term a faculty member may teach up to an effective teaching load of 24 ACH for as long as three weeks, so long

# Faculty Responsibilities

as during the rest of the semester or term the faculty member does not teach an overload.

Exceptions must be administratively approved.

- E. Opportunities for summer teaching may exist at the discretion of the direct supervisor.
- F. Special requests beyond those outlined may be recommended by the appropriate dean and must be approved by the executive vice president and provost for academic affairs before being granted (e.g., serving as direct supervisor, coordinating multi-section lecture courses, coordination of programs, supervision and training of teaching assistants, etc.).

## 3. Classroom Conduct

### Admission to Class

Students may attend only the classes and sections for which they are enrolled. Prior to the beginning of classes, class rosters for each course are uploaded to WTClass. Each faculty member has the responsibility to examine each set of class rolls carefully and immediately report any errors to the registrar. Failure to do so may result in a student not receiving credit for a particular course. All changes in student schedules must be made through the Office of the Registrar.

At the close of the registration period, the roster in WTClass will indicate the final enrollment in the course. Only students listed on these rolls are officially members of the class. Students not listed on these rolls or not officially auditing the class are not permitted to remain in the class. A student who drops a class or withdraws from school before the twelfth class day of a long semester or the fourth class day of a summer term is removed from final class rolls. When the registration period is over, no student can be added to any class. After the twelfth class day, a student may drop a class or withdraw from school but will remain on the class roll.

### Course Syllabi

State law requires that all faculty must post online a syllabus for each of their courses. At WTAMU, the syllabus is posted in WTClass.

Faculty members are responsible for explaining clearly the requirements, regulations and goals of their courses to each class, including discussion of the course syllabus. A course syllabus that clearly specifies the goals and requirements of each course, student learning objectives, the nature of the course content and the methods of evaluation to be employed must be posted to WTClass regardless of delivery mode and be made available to students. The template for WTClass includes scholastic dishonesty statement, evacuation statement, and chemical and equipment safety statement. The syllabus for general education (core curriculum) courses must clearly identify the exemplary educational objectives for the component area. A course syllabus may include a course description, goals, texts and reading list, requirements, policies (such as attendance and grading standards), and the sequence of readings, lectures, and assignments. In classes with graduate and undergraduate enrollment, separate syllabi that clearly identify significantly enhanced learning outcomes must be created and distributed to graduate students. The following statements must be included in all course syllabi:

#### **Academic Integrity**

All work must be completed individually unless otherwise stated. Commission of any of the following acts shall constitute scholastic dishonesty: acquiring or providing information for any assigned work or examination from any unauthorized source; informing any person(s) of the contents of any examination before the time the exam is given in any subsequent sections of the course or as a makeup; plagiarism; submission of a paper or project that is substantially the same for two courses unless expressly authorized by the instructor to do so; the use of Generative Artificial Intelligence (AI) without consent from the instructor. For more information, see the *Student Handbook* at <https://www.wtamu.edu/student-life/handbook/academic-rules/01-categories-academic-dishonesty.html>

#### **Acceptable Student Behavior**

Classroom behavior should not interfere with the instructor's ability to conduct the class or the ability of other students to learn from the instructional program (*Code of Student Life*). Unacceptable or disruptive behavior will not be tolerated. Students engaging in unacceptable behavior may be instructed to leave the classroom. Inappropriate behavior may result in disciplinary action or referral to the



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University's Behavioral Intervention Team. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc.

## **ADA Statement**

West Texas A&M University seeks to provide reasonable accommodations for all qualified persons with disabilities. The University will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to register with Student Disability Services (SDS) and to contact faculty members in a timely fashion to arrange for suitable accommodations. Contact Information: Student Success Center, CC 106; www.wtamu.edu/disability; Phone: 806-651-2335.

## **Evacuation Statement**

If notice to evacuate the building is received, please evacuate promptly but in an orderly manner. Evacuation routes are posted in various locations indicating all exits, outside assemble area, location of fire extinguishers, fire alarm pull stations and emergency telephone numbers (651-5000 or 911). In the event an evacuation is necessary: evacuate immediately; do not use elevators; take all personal belongings; report to outside assembly area and wait for further information; students needing assistance in the evacuation process should bring this to the attention of the instructor at the beginning of the semester.

## **Chemical and Equipment Safety Statement**

Safety is everyone's responsibility. Material Safety Data Sheets (MSDSs) are provided for all chemicals used in this class. MSDSs provide information about physical properties, health risks, fire explosion data, and other important information associated with these chemicals. Before handling or using a chemical, you should refer to the MSDS for that chemical. It is your responsibility to inform the instructor in writing of any health conditions that may prevent you from safely using a chemical (pregnancy, autoimmune deficiency, etc.). It is also the responsibility of the student to report any spill or problems found while storing or using a chemical. If you are unsure about a chemical, always ask. If you see any unsafe condition, notify your instructor immediately. If you are unsure about the proper and safe operation of any piece of equipment, ask your instructor for proper instruction. All injuries, spill of materials, and unsafe conditions must be reported to the instructor immediately.

Faculty are also encouraged to include the following statement in all course syllabi:

"Copyright 20 - <instructor's name> as to this syllabus and all instructional material; materials may not be reproduced without <instructor's name> written consent. Students are prohibited from selling (or being paid for taking) notes during this course to or by any person or commercial firm without the express written permission of <instructor's name>."

## **Classroom Records**

During the semester or term, faculty members should keep their student records up to date, noting the exact date of each student's absences. Records and dates of absences must be kept for veterans. The faculty member should keep in the student records such information on tests, quizzes, daily participation and attendance as needed to determine the final grade of the student. These records must be available to the direct supervisor for one full year. Examinations and assignments not returned to the student should be retained for one full year.

## **Meeting Classes**

Faculty members have the responsibility of meeting all their classes at the times and places and for the complete periods officially scheduled and of teaching them in accordance with University policy. Regularly scheduled classes during the semester are those lecture-type classes scheduled to meet for at least 15 weeks beginning the first scheduled week of classes and ending with the scheduled finals week. Anticipated absences from class meetings for any reason must be reported in advance to the direct supervisor in order that arrangements can be made for another regular faculty member to teach the class. (See also section VI-F-4 "Notification of Absence.")

## **Electronic Devices in the Classroom**

Except for equipment or aids explicitly required to assist students designated as handicapped, faculty

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may prohibit any or all electronic devices from the classroom.

## Attendance Policy

Students are responsible for attending the classes in which they are registered. Students who miss classes for reasons of official University business will be given the opportunity to make up the missed work without penalty. However, students and/or the sponsor/coach of the official University activity must inform individual instructors prior to absence. Students who miss a week or more of course content due to extenuating circumstances such as illness or emergency should contact Student Enrollment, Engagement, and Success for assistance. Upon receipt of the documentation detailing the illness or emergency, Student Enrollment, Engagement, and Success will contact individual instructors, in writing, explaining the nature of the absence and requesting consideration in making up missed work without penalty. It will be the student's responsibility to follow-up with the individual instructor on missed work. Documents may be sent to Student Enrollment, Engagement, and Success via [www.wtamu.edu/absence](http://www.wtamu.edu/absence), [studentaffairs@wtamu.edu](mailto:studentaffairs@wtamu.edu), fax to (806) 651-2926, in person to the Vice President of Student Enrollment, Engagement, and Success' office, or mail to WTAMU Box 60775, Canyon, TX 79016. Call (806) 651-2050 or see <http://www.wtamu.edu/student-support/sees/index.html> for more information. While the University does not have a standard requirement on attendance, individual instructors have the right to set reasonable and clearly explained attendance standards for their classes. If an attendance requirement is adopted because regular active participation is essential to satisfactory mastery of the course content, the requirement should be reasonable and clearly explained in the course syllabus. (If a student wishes to contest the fairness of an instructor's attendance policy, a complaint should be filed in accordance with the Code of Student Life, Appendix I or II.) Rewards for good attendance or penalties for absences should be incorporated into the course rather than becoming a single factor resulting in a significant difference between the semester average and the final grade. This practice will ensure that students be apprised of their academic standing throughout the semester. Students called to active duty should tell their instructors and must withdraw from the University by notifying the Office of the Registrar of that intent in person, by mail or by fax. When an instructor believes that excessive absences have put a student's grade in jeopardy, the instructor should report this information to Advising Services through the Early Alert system linked in WTClass. When a report is made, Advising Services will contact the student and will attempt to resolve the problem.

## Final Examinations

A final examination, of a type appropriate to each course, is a requirement of the University. Final examinations will be given as scheduled, unless, for cogent reasons and with total agreement of each student involved, the final examination is rescheduled during the designated period for final exams by approval of the direct supervisor. In the case of a student having four final exams scheduled in one day, at the option of the faculty member concerned, a selected final exam may be rescheduled.

## 4. Student Evaluation of Faculty

Student evaluation of faculty is part of the University's continuing attempt to provide students with an excellent educational experience. This constructive identification of strengths and weaknesses will enable faculty members to implement appropriate changes where warranted.

Effective Fall 2010 from HB 2504, all faculty members are required to be evaluated by students using the University's student evaluation of faculty instrument in all of their classes, every semester. Tenured, tenure-track faculty, non-tenured faculty, temporary faculty, part-time instructors, and graduate teaching assistants who are assigned to teach classes will be evaluated in all of their classes for both the fall and spring semesters and in the summer sessions.

Evaluations will be administered online through WTClass, and only during the second half of the semester. Results will be returned the following semester along with a statistical summary after review by direct supervisors; the deans will receive only the statistical summary.

Student evaluations of faculty are but one measure of Instructional Responsibility for purposes of the Annual Review of Faculty. Additionally, peer evaluations, direct supervisor observations and other methods such as portfolios may also be appropriate in demonstrating teaching effectiveness.

# Faculty Responsibilities

## 5. Grades

### Grading

It is the responsibility of each faculty member to assess students' performances so that at the end of a semester or summer term each student can be assigned a grade in accordance with the grading system of the University, which will properly show the extent of each student's achievement in the course. The faculty member determines the appropriate grade, subject only to the appeal process (see VI-B-5c).

Each instructor and each department must assume responsibility for maintaining grading standards.

Each faculty member must assign grades at the end of a semester or term, as noted in the West Texas A&M University Catalog. Final grades are determined only at the end of a semester or term.

At the end of the term or semester, the faculty member will submit grades through WTClass for each class. Public posting of student grades is prohibited. Use of the WTClass gradebook allows students private access to their grades.

For information regarding cheating/plagiarism, see *Code of Student Life*.

Quoted below are suggested meanings and values for grades.

Grade	Points/Hours	Description
"A"	4	Excellent
"B"	3	Good
"C"	2	Average
"D"	1	Passing
"F"	0	Failing
"E"	—	Incomplete (prior to 1987)
"I"	—	Incomplete
"P"	—	Pass grade for developmental courses (prior to fall 2002)
"S"	—	Pass in CLEP, SAT, ACT and other specially approved courses
"IP"	—	Thesis/Dissertation in progress
"U"	—	Fail grade for developmental courses (prior to fall 2002)
"X"	—	Drop a course
"XF"	0	Drop a course failing (after midterm)
"N"	0	No grade

A Grade of "I" indicates a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified (i.e. hospitalization, personal injury), reasons and there is still a possibility of earning credit. It is the student's responsibility to bring pertinent information to the instructor and request the incomplete option.

### Incomplete Grade Process:

Before a grade of Incomplete can be assigned, the professor and student will have a conversation to determine if a grade of incomplete is an option.

- *Items to consider*
  - Has student completed a significant (60%) portion of a course, but still needs to complete a project, an assignment or two, take an exam, etc.?
  - Is the student currently passing the course?
    - If not, is a grade of incomplete a realistic option?
  - A grade of incomplete cannot be issued prior to the drop/withdrawal date for the semester.
  - An incomplete cannot be issued when a student will need to retake the entire course.
  - Incompletes must be approved by the department chair/direct supervisor.
  - Student will not be allowed to drop the course and may not receive a grade of X once an incomplete has been granted.
  - Will WTClass access be needed?
    - If yes, must be noted on form.

# Faculty Responsibilities

- The student will have no more than six (6) months to complete the contract.

Once the professor and student have met, professor will submit the [Contract for Incomplete](#) resulting in a temporary grade of "I" posting to the students record by Registrar Office staff (pending approvals below).

- An email will be sent to the student.
  - Student will review terms of the contract.
    - If s/he agrees to the terms of the contract, the student will submit their approval.
    - If student does not agree to the terms of the contract the grade will convert to a "F". (Note: Student may contact faculty to discuss terms of contract if needed prior to submitting approval.)
- The Professor's Department Chair/Direct Supervisor will receive a notice to approve the incomplete contract.
  - Department Chair/Direct Supervisor's approval forwards the contract to the Registrar's Office.
  - If Department Chair/Direct Supervisor denies contract, s/he will contact professor with reason and instructions on how to proceed, in which case professor will contact the student.
- If approved, Registrar's Office will update students record with the contract expiration date.
- If WTClass access is needed ITSC will be notified and will grant access
  - Once WTClass access is granted, student and professor will be notified when the course is available.
- Once the student completes the terms of the incomplete contract, the professor will submit a grade change request.
  - If a grade change is not submitted by the time the incomplete grade expires, the grade will convert to an F.

When the instructor does not turn in grades by the deadline, the registrar will assign a grade of "N" to all students in the course. The instructor will then have to complete an individual grade change form for each student enrolled in the course in order to have the final grade recorded on the student's official transcript.

## Grade Changes

Changes in grades after the grade has been reported are initiated by the faculty member at the Office of the Registrar on a Grade Change form. These changes, except for grades "I" or "N," require review and approval of the appropriate direct supervisor.

## Grade Challenges

Procedure for Students Who Challenge Semester Grade

I. ACADEMIC APPEALS COMMITTEE (EVPP) The Academic Appeals Committee hears appeals involving disputes over final course grades. Membership consists of:

1. Chair: Faculty member (appointed by the EVPP from among the elected members)
2. 6 Faculty (one from each college, elected by the colleges)
3. 6 Students (appointed by Student Government)

The vice president for academic affairs appoints a faculty chair from membership from the elected faculty members.

When an appeal is necessary to be heard, the chair chooses a panel of two additional faculty members from the remaining five faculty members, and two students from the among the six student members.

### II. Appeals Procedures

1. Before a grade challenge hearing can be scheduled before the committee, the student must make the initial appeal to the instructor; or if the instructor is no longer with the University, the student must appeal to the head of the department that offered the course. If no resolution is possible, the student may appeal to the head of the department and then to the dean of the college in which the course was offered. If at this point the problem has not been resolved to the satisfaction of the student, the student may file an appeal with the Academic Appeals Committee.
2. A student desiring a hearing before the Academic Appeals Committee must file a written request for

## Faculty Responsibilities

an appeal hearing with the dean of the college in which the course was offered. The dean will forward the appeal to the executive vice president and provost for academic affairs. Any academic appeal must be filed by October 1 if the grade being challenged was given during the spring semester or a summer session. The deadline to challenge a grade given during the fall semester is March 1. The act of filing the written request is construed as authorizing all committee members to have access to all records, including academic, civil and medical records that may have a bearing on deliberations.

3. The written request for an appeal hearing must be accompanied by a statement from the student outlining the basis for the appeal, copies of any evidence and supporting documents that will be introduced at the hearing, and the names of any witnesses who will be present. The faculty member also has the right to provide evidence or bring witnesses to the committee.
4. Upon receipt of the appeal, the executive vice president and provost for academic affairs shall notify the chair of the Academic Appeals Committee, who will, within 3 working days, appoint the committee to hear the appeal. The chair will set a date for a hearing within 10 working days and inform the student, faculty member, the faculty member's direct supervisor, and the appropriate dean of the time and place for the hearing. All parties will be given 5-working-days' notice of the hearing and the opportunity to confirm their attendance.
5. Failure to appear. Failure of the student to appear without justifiable cause terminates the right to appeal. The faculty member may waive the right to appear at the hearing, and a faculty member who has not waived the right to appear but nonetheless fails to appear without notice, will be deemed to have waived the right to appear. No hearing may take place in the absence of the faculty member unless the faculty member has specifically waived the right to appear or has failed to appear without notice.
6. The burden of proof shall be upon the student to prove his/her case by a preponderance of evidence. The student and the faculty member shall have the right to have counsel present, to present such witnesses and documentary evidence as may be pertinent and to cross-examine witnesses. Legal counsel, if present, may *offer counsel and advice, but may not* participate in the hearing. It shall be the duty of the committee chair to rule on procedural matters and admissibility of evidence. The committee chair may deny the admission of any evidence that did not accompany the student's request for a hearing.
7. All parties shall be afforded the opportunity for reasonable oral argument.
8. Upon request, sufficiently in advance by either party, the chair shall cause testimony presented at the hearing to be recorded. A copy of the recording may be obtained from the chair at the expense of the requesting party.
9. Immediately after hearing an appeal, the committee will go into closed session to deliberate and render a decision that is approved by at least three members of the committee. The student and the faculty member will be informed of the committee's decision orally at conclusion of the deliberations. A formal letter to all interested parties, with a copy to the executive vice president and provost for academic affairs and University president, will confirm the committee's decision.
10. If the committee finds that due to an arbitrary, capricious or prejudiced action, a student received an unearned grade, the committee will recommend to the faculty member that the grade be changed.
11. Either party will have the right to appeal the decision of the committee to the executive vice president and provost for academic affairs. Written notice of the appeal by either party will be given to committee chair, who will notify the other party and executive vice president and provost for academic affairs within 3 working days. All documents and any recordings of testimony at the hearing will be forwarded to the executive vice president and provost for academic affairs who will review them and render a decision within 5 working days. There will be no further appeal from the decision of the executive vice president and provost for academic affairs.
12. In the event that faculty member loses the appeal at either level, he/she will be given the opportunity to change the student's grade. If the faculty member refuses to change the grade, the executive vice president and provost for academic affairs will direct the registrar to change the grade, without prejudice to the faculty member.

## 6. Textbooks

The University makes the following suggestions for textbooks: (1) Faculty should use the same primary text for multi-section courses; (2) Selection of a text should be for a minimum commitment of 12 months; (3) Textbook choices submitted to the University Bookstore should not be altered after that submission; and (4) Instructors should carefully consider the cost of texts to be used in their classes before final adoption.

## 7. Core Curriculum Classes

The Core Curriculum is a set of courses required of students in all undergraduate majors in the university. The subject areas of the core are mandated by the Texas Higher Education Coordinating Board, but each university has the freedom to determine the courses that may be used to satisfy the requirements. West Texas A&M University's core curriculum is published in the university catalog.

As part of our retention efforts, the university gives special emphasis to the quality of instruction and class content in the core curriculum. Faculty who teach in the core carry a special responsibility to create a learning atmosphere that will challenge and engage students and support the university's student retention goals. The Core Curriculum Committee regularly evaluates the course options in the core curriculum and receives proposals for new courses that may be used to satisfy core curriculum requirements.

## 8. Intersession and Summer Teaching

Intersession and summer teaching opportunities are offered to faculty members on an "as-needed" basis in consultation with the direct supervisor. In the case of faculty with 9-month appointments, these assignments involve additional compensation and are governed by a supplemental contract. Salaries for intersession and summer classes are determined by a formula that is based on the FTE (full time equivalent) teaching load and the faculty member's regular 9-month salary.

## 9. Student Events during Dead Day and Final Examination Periods

Student organizations will not conduct meetings or other activities on Dead Day or during final examination periods unless specifically recommended by the Vice President for Student Enrollment, Engagement, and Success and approved by the President's Executive Committee. University departments will not conduct student activities during these periods unless specifically recommended by the respective vice president and approved by the President's Executive Committee. Allowable exceptions include activities designed to support students in their preparations for final examinations (i.e., study groups, help sessions, stress relievers, etc.) and require little, if any, time for students to administer.

## **C. Research and Creative Work**

### **1. Killgore Research Center**

Killgore Research Center offers office and laboratory facilities for use by the research faculty of West Texas A&M University. Application for space should be made to the Killgore Research Center. Space assignments are reviewed periodically. The most important criteria in assigning or reassigning space to faculty in Killgore Research Center are the need of space and/or access to equipment, coupled with a record of productivity or potential productivity and the need for close collaboration with other faculty in Killgore Research Center.

#### **Killgore Research Grants**

Research and scholarly activity should be a regular endeavor of each tenure-track, tenured or research-focused faculty member. The University provides limited support for research through faculty research enhancement grants, administered through the Killgore Research Center. The Killgore Research Committee invites proposals, reviews submissions and awards Killgore Research Grants and Research Enhancement Grants to deserving faculty each fall semester.

The University also encourages faculty members to seek outside funding for research. Additional information regarding outside funding for research can be obtained from the director of grants and sponsored projects. All requests for funded research should be discussed with the direct supervisor or the appropriate dean. *15.01*

#### **Research Enhancement Grants**

##### **Procedures, Information and Instructions for Research Enhancement Grants**

###### **I. Goals of Faculty Research**

- A. Discover new knowledge leading to publication, performance or exhibition appropriate to the applicant's discipline.
- B. Encourage and promote the solution of problems having relevance to the region, state and nation in all academic areas of the University.
- C. Educate students in the philosophies, techniques, and tools of research.

###### **II. Eligibility**

All full-time faculty members including those with split appointments with the rank of instructor, assistant professor, associate professor, or professor may apply. Faculty members may not apply for funding to support their own dissertation research. A faculty member may file an application individually and also as a member of a team. The committee will not normally fund more than one proposal per person per fiscal year (September 1 through August 31). New faculty are especially encouraged to apply.

###### **III. General**

Proposals for grants will be considered on an individual basis by the Killgore Research Committee and the dean of graduate school and research. Unless otherwise indicated, an original and eleven copies of the complete proposal must be received at Killgore Research Center by the announced deadline. The effective date of approved proposals will be specified in the award letter. Final approval of the award is contingent on availability of funds and is subject to the approval of the appropriate administrative officers.

### **2. Outside Research and Service Grants**

Faculty members are also encouraged to seek funding from off-campus agencies and foundations. These efforts are described in the External Funding Requests Policies and Procedures Handbook and are coordinated through the Office of Grants and Sponsored Research.

### 3. Research Involving Human Subjects

Anyone doing research that involves human subjects must contact the Institutional Review Board for Human Subjects, a University standing committee, through the dean of the graduate school and research for guidelines and permission to proceed with the research. (See WTAcess, "University Forms" for additional information.) *15.99.01*

### 4. Research Involving Animal Subjects

West Texas A&M University (WTAMU) policy requires an approved Application for Vertebrate Animal Use (AVAU) for all activities involving the use of animals (research, teaching, public service; intramurally or extramurally funded regardless of source or amount; and including animals being bred, conditioned, or held for future use). The AVAU is a form that allows the investigator to communicate to the Institutional Animal Care and Use Committee (IACUC) the reasons for and methods of animal use. The IACUC is charged with overseeing all aspects of animal care and use at WTAMU. The IACUC may approve, require modification of, or withhold approval from a project. Animal use in the absence of IACUC approval is a serious violation of University policy and a violation of federal law.

Consult the Killgore Research Center office (phone 651-2270, e-mail [iacuc@mail.wtamu.edu](mailto:iacuc@mail.wtamu.edu) for information.)

## 5. Scientific Misconduct

### I. Introduction

#### A. Philosophy

The credibility of academic research and scholarship depends critically on the integrity with which it is designed, conducted, documented and communicated. As an institution of higher education committed to the advancement of scholarship, West Texas A&M University is responsible for promoting academic practices that encourage honesty and scientific integrity, and develop rules and procedures for dealing with allegations or other indications of fraud or serious misconduct. All members of the University community, including students, staff, faculty and administrators share the responsibility for developing and maintaining ethical standards of research and scholarship and detecting abuse of these standards.

Academic research and scholarship must be done under the highest standards of honesty and integrity and all data, procedures, and findings will be properly and thoroughly documented. The credibility and long-term reputation of the faculty, staff and University depend on the encouragement, enforcement and reward of superior ethical standards. Achieving high ethical standards should transcend considerations of finance, personal gain, and short-term individual and institutional recognition.

This rule addresses allegations of misconduct in research and scholarship and applies to both non-funded and funded research, regardless of the funding source.

#### B. Scope

This rule and the associated procedures apply to all individuals engaged in research at West Texas A&M University. The PHS regulation at 42 C.F.R. Part 50, Subpart A applies to any research, research-training or research-related grant or cooperative agreement with PHS. This rule applies to any person, such as scientists, trainees, technicians, and other staff members, students, fellows, guest researchers, or collaborators, paid by, under the control of, or affiliated with West Texas A&M University.

The rule and associated procedures will normally be followed when an allegation of possible misconduct in science is received by a University official. Particular circumstances in an individual case may dictate variation from the normal procedure deemed in the best interests of West Texas A&M University and PHS. Any change from normal procedures also must ensure fair treatment to the subject of the inquiry or investigation. The President of West Texas A&M University should approve any significant variation in advance.



## II. Definitions

- A. Allegation: any written or oral statement or other indication of possible scientific misconduct made to a University official.
- B. Complainant: individual(s) who initiates the process described in this regulation by informing a designated official of possible misconduct in research and scholarship.
- C. Conflict of interest: the real or apparent interference of one person's interests with the interests of another person, where potential bias may occur due to prior or existing personal or professional relationships.
- D. Deciding official: the institutional official who makes final determinations on allegations of scientific misconduct and any responsive institutional actions. The deciding official will not be the same individual as the research integrity officer and should have no direct prior involvement in the institution's inquiry, investigation or allegation assessment. In most cases, the deciding official will be the University President.
- E. Ethical standards: guidelines for the conduct of research and scholarship that emphasize honesty, accuracy, and completeness in designing, carrying out and reporting academic research.
- F. Fabrication: making up data or results and recording or reporting them.
- G. Falsification: manipulating research materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
- H. Good faith allegation: an allegation made with the honest belief that scientific misconduct may have occurred. An allegation is not in good faith if it is made with reckless disregard for or willful ignorance of facts that would disprove the allegation.
- I. Inquiry: gathering of information and initial fact-finding to determine whether an allegation or apparent instance of scientific misconduct has substance and warrants an investigation.
- J. Investigation: the formal development of a factual record, and the examination of that record leading to dismissal of the case or to a recommendation for a finding of misconduct in research and scholarship or other appropriate remedies.
- K. ORI: Office of Research Integrity, the office within the U.S. Department of Health and Human Services (DHHS) that is responsible for the scientific misconduct and research integrity activities of the U.S. Public Health Service.
- L. Misconduct in research or scholarship: fabrication, falsification, or plagiarism in proposing, performing, reviewing or reporting research. It does not include honest error or honest differences in interpretations or judgments of data.
- M. PHS: U.S. Public Health Service, an operating component of the DHHS.
- N. PHS regulation: Public Health Service regulation establishing standards for institutional inquiries and investigations into allegations of scientific misconduct, which is set forth at 42 C.F.R. Part 50, Subpart A, entitled "Responsibility of PHS Awardee and Applicant Institutions for Dealing With and Reporting Possible Misconduct in Science."
- O. PHS support: PHS grants, contracts, or cooperative agreements or applications.
- P. Plagiarism: the appropriation of another person's ideas, processes, results or words without giving appropriate credit.
- Q. Research: includes all basic, applied, and demonstration research in all fields of science, engineering and mathematics. This includes, but is not limited to, research in economics, education, linguistics, medicine, psychology, social sciences, statistics, and research involving human subjects or animals.
- R. Research Integrity Officer: the institutional official responsible for assessing allegations of scientific misconduct and determining when such allegations warrant inquiries and for overseeing inquiries and investigations.
- S. Research record: any data, document, computer file, computer diskette, or any other written or non-written account or object that reasonably may be expected to provide evidence or information regarding the proposed, conducted or reported research that constitutes the subject of an allegation of scientific misconduct. A research record includes, but is not limited to, grant or

- contract applications, whether funded or unfunded; grant or contract progress and other reports; laboratory notebooks; notes; correspondence; videos; photographs; X-ray film; slides; biological materials; computer files and printouts; manuscripts and publications; equipment use logs; laboratory procurement records; animal facility records; human and animal subject protocols; consent forms; medical charts; and patient research files.
- T. Respondent: the person against whom an allegation of scientific misconduct is directed or the person whose actions are the subject of the inquiry or investigation. There can be more than one respondent in any inquiry or investigation. The term also includes students except as set out below:
- If the alleged misconduct relates to course-related requirements, West Texas A&M University's procedure for handling allegations of academic misconduct shall be applied, unless the alleged misconduct relates to federally funded research, either by an active federal research project or the use of data that was compiled in whole or in part with federal funds in which case the procedures set out in this regulation apply.
  - If the alleged misconduct relates to the student's degree requirements outside of course-related requirements, the allegation shall be forwarded to the research integrity officer for handling in accordance with West Texas A&M University's procedures, unless the alleged misconduct relates to federally funded research, either by an active federal research project or the use of data that was compiled in whole or in part with federal funds in which case the procedures set out in this regulation apply.
- U. Retaliation: any action that adversely affects the employment or other institutional status of an individual that is taken by the University or an employee because the individual has in good faith, made an allegation of scientific misconduct or of inadequate institutional response thereto or has cooperated in good faith with an investigation of such allegation
- V. Scientific misconduct or misconduct in science: means 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. It does not include honest error or honest differences in interpretations or judgments of data.
- W. Whistleblower: a person who makes an allegation of scientific misconduct.

### III. Rights and Responsibilities

#### A. Research Integrity Officer

The President of West Texas A&M University will appoint the research integrity officer who will have primary responsibility for implementation of the procedures set forth in this document. The research integrity officer will be a University official who is well qualified to handle the procedural requirements involved and is sensitive to the varied demands made on those who do research, those who are accused of misconduct, and those who report apparent misconduct in good faith.

##### 1. Specific duties of this officer are:

- securing the necessary and appropriate level of expertise for a thorough and authoritative evaluation of the relevant evidence in any inquiry or investigation;
- taking precautions to ensure impartiality of those involved in the inquiry or investigation;
- defining the scope of the investigation in accordance with the terms of this regulation, any applicable rules of the University, and any state or federal laws, policies or regulations which may be applicable;
- preparing and maintaining all documentation gathered or generated during the inquiry and investigation. This includes maintaining sufficiently detailed documentation of an inquiry that was not followed by an investigation to permit a later assessment of the reasons for determining that an investigation was not warranted. Such records shall be maintained in a secure manner for a period of at least three years after termination of the inquiry;
- in the case of research done with outside funds, taking interim administrative actions, as appropriate, to protect such funds and ensure that the purposes of the financial assistance are carried out. Sponsors shall be informed about the status of investigations in accordance with the applicable rules and regulations of the funding entity; and
- when required, notifying the appropriate outside entities of the outcome of an inquiry or investigation.

- report to ORI as required by regulation and keep ORI apprised of any developments during the course of the inquiry or investigation that may affect current or potential DHHS funding for the individual(s) under investigation or that PHS needs to know to ensure appropriate use of Federal funds and otherwise protect the public interest.
2. In cases involving funds provided by the Public Health Service, or any organizational unit thereof, the research integrity officer shall notify the Office of Research Integrity (ORI), in accordance with 42 CFR Part 50, when, on the basis of an initial inquiry, the University determines that an investigation is warranted, or prior to the decision to initiate an investigation if any of the following conditions exist:
    - there is an immediate health hazard involved;
    - there is an immediate need to protect federal funds or equipment;
    - there is an immediate need to protect the interests of the complainant or respondent, and/or co-investigators and associates, if any;
    - it is probable that the alleged incident will be reported publicly; and/or
    - there is a reasonable indication of possible criminal violations, in which case the institution shall notify ORI within 24 hours of obtaining that information.
  3. In cases involving funds provided by the National Science Foundation (NSF), the research integrity officer shall notify the Office of the Inspector General with NSF in accordance with 45 CFR Part 689 when, on the basis of an initial inquiry, the institution determines that an investigation is warranted, or prior to the decision to initiate an investigation if any of the following conditions exist:
    - public health or safety is at risk;
    - NSF's resources, reputation or other interests need protecting;
    - there is a reasonable indication of possible violations of civil or criminal law;
    - research activities should be suspended;
    - federal action may be needed to protect the interests of a subject of the investigation or of others potentially affected; or
    - the scientific community or the public should be informed.

## B. Whistleblower

The whistleblower will have an opportunity to testify before the inquiry and investigation committees, to review portions of the inquiry and investigation reports pertinent to his/her allegations or testimony, to be informed of the results of the inquiry and investigation and to be protected from retaliation. Also, if the research integrity officer has determined that the whistleblower may be able to provide pertinent information on any portions of the draft report, these portions will be given to the whistleblower for comment. The whistleblower is responsible for making allegations in good faith, maintaining confidentiality, and cooperating with an inquiry or investigation.

## C. Respondent

The respondent will be informed of the allegations when an inquiry is opened and notified in writing of the final determinations and resulting actions. The respondent will also have the opportunity to be interviewed by and present evidence to the inquiry and investigation committees, to review the draft inquiry and investigation reports, and to have the advice of counsel.

The respondent is responsible for maintaining confidentiality and cooperating with an inquiry or investigation. If the respondent is not found guilty of scientific misconduct, he or she has the right to receive institutional assistance in restoring his or her reputation.

## D. Deciding Official

The deciding official will receive the inquiry and/or investigation report and any written comments made on the draft report by the respondent or whistleblower. The deciding official will consult with the research integrity officer or other appropriate officials and determine whether to conduct an investigation, whether misconduct occurred, whether to impose sanctions, or whether to take other appropriate administrative actions. The deciding official at West Texas A&M University shall be the University President or designee.

## **IV. Rules and Principles**

### **A. Responsibility to Report Misconduct**

All employees or individuals associated with West Texas A&M University should report observed, suspected or apparent misconduct in science to the research integrity officer. If an individual is unsure whether a suspected incident falls within the definition of scientific misconduct, he or she may call the research integrity officer to discuss the suspected misconduct informally. If the circumstances described by the individual do not meet the definition of scientific misconduct, the research integrity officer will refer the individual or allegation to other offices or officials with responsibility for resolving the problem.

At any time, an employee may confidentially discuss and consult with the research integrity officer about concerns of possible misconduct and will be counseled about appropriate procedures for reporting allegations.

### **B. Protecting the Whistleblower**

The research integrity officer will monitor the treatment of individuals who bring allegations of misconduct or of inadequate institutional response thereto and those who cooperate in inquiries or investigations. The research integrity officer will ensure that these persons will not be retaliated against in the terms and conditions of their employment or other status at West Texas A&M University and will review appropriate action for instances of alleged retaliation.

Employees should immediately report any alleged or apparent retaliation to the research integrity officer.

Also, the University will protect to the maximum extent possible the privacy of those who report misconduct in good faith. For example, if the whistleblower requests anonymity, the institution will make an effort to honor the request during the allegation assessment or inquiry within applicable policies and regulations and state and local laws, if any. The whistleblower will be advised that if the matter is referred to an investigation committee and the testimony of the whistleblower is required, anonymity may no longer be guaranteed. West Texas A&M University undertakes diligent efforts to protect the positions and reputations of those persons who, in good faith, make allegations.

### **C. Protecting the Respondent**

Inquiries and investigations will be done in a manner that will ensure fair treatment to the respondent(s) in the inquiry or investigation and confidentiality to the extent possible without compromising public health and safety or thoroughly carrying out the inquiry or investigation.

West Texas A&M University employees accused of scientific misconduct may consult with legal counsel or a non-lawyer personal adviser (who is not a principal or witness in the case).

### **D. Cooperation with Inquiries and Investigations**

West Texas A&M University employees will cooperate with the research integrity officer and other University officials in the review of allegations and the conduct of inquiries and investigations. Employees have an obligation to provide relevant evidence to the research integrity officer or other University officials on misconduct allegations.

### **E. Preliminary Assessment of Allegations**

Upon receiving an allegation of scientific misconduct, the research integrity officer will immediately assess the allegation to determine whether there is sufficient evidence to warrant an inquiry, whether PHS support or PHS applications for funding are involved and whether the allegation falls under the PHS definition of scientific misconduct.

## **V. The Investigation and Report**

### **A. Inquiry**

An inquiry may be begun upon the receipt by the research integrity officer of a written complaint alleging information that, if true, would constitute misconduct in research and scholarship as defined by this regulation. The research integrity officer may initiate an inquiry based upon information that is sufficiently credible to justify such action. The respondent will be informed as soon as is practicable that an inquiry has been initiated and in any event no later than five working days after the inquiry has begun.

1. Confidentiality in proceedings carried out under this regulation is encouraged in the interest of fairness to all parties concerned. To the extent possible, consistent with the requirements of due process, the identity of complainants who wish not to be identified as initiators of the complaint will be kept confidential and will not be released to the respondent. If a complainant wishes to request not to be identified as the initiator of the complaint in the course of the inquiry or investigation, he or she must notify the research integrity officer of such fact simultaneously with the filing of the complaint. Such confidentiality may not, however, be possible or desirable throughout the entire course of a proceeding under this regulation. Where the interests of due process would require that a complainant's name be given to the respondent, and such interests could not be fairly treated by any other means, the research integrity officer elect to do so after notifying the complainant.
2. If the respondent is employed by more than one Texas A&M University System component, the research integrity officer receiving the original complaint shall notify the research integrity officer of the other component(s), and they shall determine which component(s) shall be responsible for dealing with the complaint. In the event that the components are unable to determine which will handle the case, they shall request that the deputy chancellor make such determination. The designated official shall keep the component(s) that does not handle the complaint informed of the progress of the complaint. For the purposes of this regulation, any action taken against a respondent by the System component that handles the complaint shall apply with equal force to such individual with regard to his or her employment status with any other System component(s).
3. The research integrity officer or a committee appointed by him or her shall conduct the inquiry. The research integrity officer and/or the committee may utilize the services of other individuals and entities in order to make a complete inquiry as to whether evidence exists which would warrant an investigation. The inquiry must be completed within 60 calendar days of its initiation, unless circumstances clearly warrant a longer period. Any extension of this period will be based on good cause and recorded in the inquiry files.

4. Inquiry Report

The research integrity officer or the committee, as applicable, shall prepare a written report stating what evidence was reviewed, summarizing relevant interviews, and including any conclusions reached as a result of the inquiry. The respondent shall be given a copy of the inquiry report. If the respondent chooses to comment on the report, his or her comments shall be made a part of the record.

If it is determined that an investigation is needed, the president of West Texas A&M University shall be informed of such fact. Simultaneous notice shall be given to The Texas A&M University System's Office of General Counsel and any funding agencies.

## B. Investigation

All such procedures must be conducted in a manner that ensures fairness and protects the rights of all parties to the greatest extent possible. If the findings of the inquiry provide sufficient basis for conducting an investigation, the University president shall undertake one within 30 calendar days of the receipt of the inquiry report.

1. Written Notification

If the deciding official determines that an investigation is necessary, the deciding official will so notify the respondent in writing. The notice shall indicate upon what grounds the determination was made and shall include a copy of any applicable procedures relating to such investigation, including, if appropriate, a copy of this regulation. Either simultaneously with this notice, or as soon thereafter as reasonably possible, the respondent shall be provided with written notice containing the names of the investigating committee members.

2. An investigation committee shall be appointed by the deciding officer.
  - The committee shall have no less than three members.
  - At least one member shall be a faculty member in the same discipline as the respondent (in the case of faculty members) or a staff member whose discipline and job responsibilities are substantially similar to those of the respondent (in the case of staff members).

The rules of procedure of the committee shall follow those established for the investigation committee.
  - All witness interviews shall be recorded. Transcripts of recorded testimony shall not be made unless requested by either party or by the chair of the investigation committee. Requests for transcripts should identify as nearly as possible the portion of the recording that is specifically sought, and only that portion will be transcribed. The cost of transcription shall be borne by the requesting party. The respondent may be accompanied by counsel of his or her own choosing. Counsel may advise the respondent but may not question witnesses or otherwise take part in the proceedings.
  - The respondent, on the advice of counsel, may submit questions to the committee chair. Respondents are expected to speak for themselves. An attorney from the Office of General Counsel for the System may serve as counsel to the committee.
  - As far as reasonably possible, witnesses shall be allowed to give narrative testimony and shall answer questions from any committee member. Testimony may be received by means of an amplified telephone conversation (e.g., a speakerphone) that permits all persons present at the time to hear and take part in the testimony as if the witness were in the room. It is the responsibility of the chair to ensure witnesses are given a fair opportunity to be heard and to explain their statements in order to give the committee the benefit of their knowledge regarding the matter under investigation. The rules of civil procedure and evidence as recognized in Texas do not apply to this proceeding. The governing standard for all evidence shall be fundamental fairness.
  - All proceedings of the committee shall be closed.
3. The investigation committee's findings and any recommended sanctions should be forwarded to the respondent. The respondent may comment on all or any part of such findings and recommended sanctions within 10 calendar days of the date the respondent was notified of the committee's decision. After receipt of the respondent's comments, the committee's report of findings and any recommended sanctions and the respondent's comments shall be forwarded to the deciding official.
4. An investigation shall normally be completed within 120 calendar days of its initiation. This includes conducting the investigation, preparing the report of findings, making that report available for comment by the respondent, the imposition of any recommended sanctions, and submitting the report to any funding agency as may be required by regulation or statute. Extensions of such time may be requested as permitted by any funding agency. If no funding agency is involved, the deciding official may extend the time period by notice of such fact in writing delivered to the respondent. The respondent may request an extension of such time by means of a written request directed to the deciding official.
5. Other considerations:
  - If the conclusion of an investigation is that the respondent did not commit misconduct in research and scholarship, West Texas A&M University will develop a reasonable plan to restore the respondent's reputation and research capabilities.
  - West Texas A&M University shall take reasonable steps to protect complainants who in good faith make an allegation of misconduct in research and scholarship.
  - If it is determined that the complainant in bad faith made allegations of misconduct in research and scholarship, the complainant may be subject to disciplinary action.
  - The termination of the respondent's employment, by resignation or otherwise, before or

after an allegation of possible scientific misconduct has been reported, will not preclude or terminate the misconduct procedures.

- If the respondent, without admitting to the misconduct, elects to resign his or her position before initiation of an inquiry, but after an allegation has been reported, or during an inquiry or investigation, the inquiry or investigation will proceed. If the respondent refuses to participate in the process after resignation, the committee will use its best efforts to reach a conclusion concerning the allegations, noting in its report the respondent's failure to cooperate and its effect on the committee's review of all the evidence.

### 6. Advising ORI

The research integrity officer will report to ORI as required by regulation and keep ORI apprised of any developments during the course of the inquiry or investigation that may affect current or potential DHHS funding for the individual(s) under investigation or that PHS needs to know to ensure appropriate use of federal funds and otherwise protect the public interest.

### 7. Transmittal of the Final Report to ORI

The investigation committee will transmit the final report with attachments, including the respondent's and whistleblower's comments, to the deciding official, through the research integrity officer.

## C. Adjudication

1. The deciding official shall render a decision in writing no later than 15 calendar days after the date of receipt of the committee's report of findings. The deciding official may:
  - uphold all or any part of the findings and sanction(s) recommended by the investigation committee;
  - uphold all or any part of the findings of the investigation committee and impose a lesser sanction(s) than that recommended; or
  - return the matter to the investigating committee for further consideration with instructions regarding the matters to be addressed.
2. In deciding what sanctions are appropriate for committing misconduct in research and scholarship, the deciding official should consider the seriousness of the misconduct, including, but not limited to, the degree to which the misconduct:
  - was intentional, knowing or reckless;
  - was an isolated event or part of a pattern; and
  - had significant impact on the research record, research subjects, other researchers, institutions, or the public welfare.
3. If the sanction(s) is less than termination or expulsion, the decision of the deciding official shall be final.
4. If the deciding official chooses to terminate the employment of the respondent, the respondent (if faculty) may appeal as established in accordance with Texas A&M University System Policy 12.01 and *West Texas A&M University Faculty Handbook* "Non-Renewal of Employment"; or (if non-faculty) mediation as provided by Texas A&M University System Regulation 32.01.02. If the CEO or designee chooses to expel a student respondent, the student respondent may request a hearing in accordance with the University's applicable student disciplinary rules.
5. If it is determined that the alleged misconduct is substantiated by the findings, the deciding official may require:
  - withdrawal or correction of all pending or published abstracts and papers emanating from the research where scientific misconduct was found;
  - removal of the responsible person from the particular project, letter of reprimand, special monitoring of future work, probation, suspension, salary reduction, or initiation of steps leading to possible rank reduction or termination of employment;
  - restitution of funds as appropriate.

## **VI. Requirements for Reporting to ORI**

- A. The decision to initiate an investigation must be reported in writing to the director, ORI, on or before the date the investigation begins. At a minimum, the notification should include:
  - name of the person(s) against whom the allegations have been made,
  - general nature of the allegation as it relates to the PHS definition of scientific misconduct, and
  - PHS applications or grant number(s) involved.

ORI must also be notified of the final outcome of the investigation and must be provided with a copy of the investigation report. Any significant variations from the provisions of the institutional policies and procedures should be explained in any reports submitted to ORI.
- B. If West Texas A&M University terminates an inquiry or investigation for any reason without completing all relevant requirements of the PHS regulation, the research integrity officer will submit a report of the planned termination to ORI, including a description of the reasons for the proposed termination.
- C. If West Texas A&M University determines that it will not be able to complete the investigation in 120 days, the research integrity officer will submit to ORI a written request for an extension that explains the delay, reports on the progress to date, estimates the date of completion of the report and describes other necessary steps to be taken. If the request is granted, the research integrity officer will file periodic progress reports as requested by the ORI.
- D. When PHS funding or applications for funding are involved and an admission of scientific misconduct is made, the research integrity officer will contact ORI for consultation and advice. Normally, the individual making the admission will be asked to sign a statement attesting to the occurrence and extent of misconduct. When the case involves PHS funds, the institution cannot accept an admission of scientific misconduct as a basis for closing a case or not undertaking an investigation without prior approval from ORI.
- E. The final report submitted to ORI must describe the policies and procedures under which the investigation was conducted, describe how and from whom information relevant to the investigation was obtained, state the findings, and explain the basis for the findings. The report will include the actual text or an accurate summary of the views of any individual(s) found to have engaged in misconduct as well as a description of any sanctions imposed and administrative actions taken by the institution.

## **VII. Record Retention**

After completion of a case and all ensuing related actions, the research integrity officer will prepare a complete file, including the records of any inquiry or investigation and copies of all documents and other materials furnished to the research integrity officer or committees. The research integrity officer will keep the file for three years after completion of the case to permit later assessment of the case. ORI or other authorized DHHS personnel will be given access to the records upon request.



## ***D. Professional Service***

### **1. Academic Advising**

All students are required to visit with an academic adviser each semester. Students with less than 60 undergraduate hours of credit can be advised each semester by an academic adviser in Advising Services in conjunction with a departmental (major) adviser. Students with 60 or more undergraduate hours of credit are advised by faculty members in the department of the declared major. During advising, the academic adviser “green lights” the student, which allows the student to register through the web registration, Buff Advisor. The purpose of advising each semester is to guide students in their course selection and progression.

### **2. Committee Assignments**

Faculty members are expected to participate in committee work as part of professional service to the university. Appointments to committees are generally made at the conclusion of the spring semester for the following academic year. See <https://wtaccess.wtamu.edu/committees> for information on committees.

#### **I. Standing Committee Membership Selection:**

##### 1. Internal Appointments:

Most appointments to University standing committees are made during the spring semester by the Faculty Senate (from nominees submitted by senators), by the Staff Council for staff positions, and by the Student Senate (student positions). Faculty positions on some committees are filled by college elections. Exceptions to this are noted in the committee’s description.

##### 2. External Appointments:

External appointments are made by the president in consultation with the appropriate administrative officer.

##### 3. Appointment Term:

Unless otherwise provided to the contrary, faculty and staff appointments (except those appointed by virtue of position) are for terms of three years and are staggered to achieve continuity of membership; student appointments are one-year terms. Faculty and staff appointments should be limited to two consecutive terms on the same committee.

Faculty members interested in serving on University standing committees should contact Faculty Senate representatives.

#### **II. Standing Committee’s Functions and Responsibilities**

- Each committee is responsible for fulfilling its unique charge.
- All committees are advisory through the appropriate administrative officer (identified by abbreviation in parentheses after the committee’s name) to the University president.
- All ex officio members are non-voting members unless otherwise determined by the committee.
- A copy of all standing committee meeting minutes should be sent to the office of the executive vice president and provost for academic affairs, the Special Collections and University Archives Unit of Cornette Library, and the president.
- All committees must act in accordance with the policies and procedures of the University.
- All committees should meet at least once at the beginning of the academic year for procedural orientation.

#### **III. Initial Meetings**

A joint meeting of current and new members before the end of the spring semester will enable the election of chairs and acquaint new members with committee duties.

#### **IV. Convening Meetings**

Each committee should meet at least once a semester, and two or more members of a committee may petition the chairperson for a meeting at any time. All committees may be convened by the University

President.

### 3. Program Curriculum Review

West Texas A&M University places primary responsibility for the content, quality and effectiveness of its curriculum with its faculty to ensure effective student learning outcomes.

Program review by the faculty is an ongoing process whereby faculty members review and evaluate the educational programs in their disciplines. Primary responsibility for program coordination is assigned to persons academically qualified in the field. Faculty members with appropriate credentials have primary teaching assignments in the programs and annually review the programs for curriculum development.

At the beginning of the fall semester, a memo from the vice president for academic affairs is sent to all faculty, direct supervisors and deans with the scheduled dates for the curriculum process. Departmental faculty will meet to discuss curriculum for their discipline specific areas and present new courses/programs and/or edits for consideration. Curriculum forms which are available online are then prepared for review and approval by the department/division head, then for review and approval by the appropriate dean. After approved signatures are obtained from the direct supervisor and dean, curriculum items affecting teacher education are reviewed by the Teacher Education Unit; graduate curriculum items are reviewed by Graduate Council. All curriculum items are then submitted for review and approval to the University Curriculum Committee, which generally meets in November. Any course or lab fees must be submitted on the Fee Request Form at the same time as the curriculum forms.

All curriculum committees from departmental to university levels will include appropriate faculty representation. With approval of the president, curriculum changes requiring approval by the Texas A&M University System Board of Regents and the Texas Higher Education Coordinating Board will be prepared by the executive vice president and provost for academic affairs for submission.

This program/curriculum review process assures a coordinated effort of the faculty and the administration to offer high-quality educational experiences to students.

*Revised August 2007*

#### Guiding Principles of Program Review

- West Texas A&M University is committed to using assessment results in planning and budgeting decisions that reflect the University mission.
- Program faculty will share primary responsibility for the development, implementation, maintenance, and review of assessment activities.
- Program faculty will clearly explicate learning outcomes for each class and the academic program as a whole.
- Assessment processes and tools should be integrated with, and integral to, the learning process of West Texas A&M University students.

#### Annual Assessment and Five-Year Program Review Goals

- Ensure high quality educational programs consistent with the University mission.
- Assure programs address student learning outcomes in discipline specific ways.
- Make continuous improvements in program structure, course content, and pedagogy.
- Evaluate student expertise within each program.
- Assess student competencies based on the learning outcomes from the University's general education curriculum taught in specific programs.
- Maintain a review process that is faculty driven and supported.
- Achieve these goals with integrity and trust to maximize the enjoyment of teaching and learning.

## Program Review Process

The West Texas A&M University Curriculum Committee is charged to implement and report Annual Assessments and Five Year Program Reviews.

The Curriculum Committee should:

- Implement the Annual Assessment plan
- Implement the Five Year Program Review Plan on a five-year rotating basis by college
- Report program review findings
- Make recommendations for program and curriculum changes based on program review findings
- Release an Executive Summary of Annual Assessments and Five Year Program Reviews to the public

## 4. Outside the University

Faculty members are expected to participate in organizations relating to their disciplines outside the university as a necessary component of professional growth. Such activities comprise an important part of the Annual Review of Faculty.

As citizens of the community, faculty members are also encouraged to assume leadership roles in civic activities, community organizations, charitable causes, and other similar endeavors.

## ***E. Faculty Development***

### 1. Teaching Excellence Center

The Teaching Excellence Center (TEC) supports the University's mission and goals by supporting teaching and learning across campus. The TEC provides a website and a variety of information available for teaching and learning in higher education. Numerous links cover a wide spectrum of information ranging from effective outlines for different courses of study to effective student engagement in large lecture classroom situations. The TEC also schedules guest speakers and workshops for innovative ideas about successful teaching strategies. The TEC also conducts an extensive New Faculty Orientation program each August with monthly meetings continuing throughout the academic year. The TEC also uses WTAMU faculty in peer reviews of teaching effectiveness and provides consultation services for faculty and direct supervisors.

### 2. Developmental Workshops

Periodic faculty development workshops and presentations are sponsored by the Teaching Excellence Center under the auspices of the office of Academic Affairs. In general, faculty participation in these activities is expected.

### 3. Professional Meetings

As part of a faculty member's professional development, attendance at professional meetings is expected. In some instances, departmental and/or college funds may be available to help defray the costs of travel and attendance at such meetings. Faculty may expect permission to be absent from campus to attend professional meetings, but must submit the required Notification of Absence form and make arrangements for the instruction of classes that will be missed. It is against university policy to provide a "walk" or cancel the class without providing an alternative activity or make-up session.

## 4. Faculty Development Leave

Procedure 12.99.01 W3/AA Faculty Development Leave

*Revised August 11, 2014*

*Approved January 14, 2009*

*Supplements System Policy 12.99.01*

The following policies and procedures are designed to establish guidelines for the award of developmental leave to faculty members at West Texas A&M University. The policies and procedures described below shall guide the administration of this program.

### PREAMBLE

The ultimate goal of the faculty development leave program is to improve the quality of education provided to the students of West Texas A&M University. A developmental leave provides a faculty member an opportunity to gain or refresh skills and knowledge during a brief respite from the normal responsibilities of a faculty member. It is expected that the faculty member who returns from a developmental leave will transfer the knowledge and skills gained from the leave to students in some meaningful way.

West Texas A&M University is an Affirmative Action/Equal Opportunity Institution. In accordance with federal and state law, Texas A&M University System policy, and University rules, no decision regarding awards for faculty developmental leave will be influenced by bias on the basis of race, sex, color, national origin, religion, age, veteran status, or disability.

### 1. STATUTORY REQUIREMENTS AND DEFINITIONS

- 1.1 Sections 51.101 through 51.108 of the Texas Education Code define the faculty development leave program and prescribe the conditions under which faculty members may be granted developmental leaves.
- 1.2 This rule provides the principles and procedures that govern the administration of the faculty development leave program at West Texas A&M University. This rule is in compliance with Sections 51.101 through 51.108 of the Texas Education Code and System Policy 12.99.01.
- 1.3 A "faculty member" is defined as a person who is employed on a full-time basis as a member of the faculty at West Texas A&M University and whose duties include teaching, research, administration and/or the performance of professional services.
- 1.4 A faculty development leave may be granted for study, research, writing, field observations or other suitable purposes.
- 1.5 A faculty development leave may be granted either for one academic year at one-half a faculty member's regular salary or for one-half academic year at his/her full salary. Leave may be granted for a full year at full salary for a faculty member who has held an administrative position at the institution for more than four years.
- 1.6 A faculty member on faculty development leave may accept a grant for study, research or travel from any institution of higher education or from any charitable religious or educational corporation or foundation or from any federal, state, or local governmental agency, if acceptance does not violate any System policy. An accounting of all grants must be made by the faculty member through normal channels to the Board of Regents of the Texas A&M University System. However, a faculty member on a faculty developmental leave may not accept employment from any other person, corporation, foundation, or

# General

government unless the Board of Regents determines that it would be in the public interest to do so and expressly approves the employment.

- 1.7 A member of the faculty on faculty development leave retains the right of participating in the programs and receiving the benefits made available to faculty members by or through the Texas A&M University System or the State of Texas. The administration shall cause to be deducted from the faculty member's salary the cost of such programs as is required or authorized.

## 2. UNIVERSITY REQUIREMENTS

- 2.1 The President of West Texas A&M University shall certify to the Faculty Senate at the appropriate time the number of faculty development leaves available. No more than six percent of the University's faculty members may be on faculty development leave at any one time.
- 2.2 A faculty development leave may be granted only to faculty who have served as full-time members of the faculty at West Texas A&M University for at least six consecutive academic years. The years of consecutive service may include years during which the faculty member was in a probationary, pre-tenure status.
- 2.3 Upon return from a faculty development leave, the faculty member shall return to his/her original academic position. His/her teaching load and class schedule shall be jointly determined by the direct supervisor and the faculty member.
- 2.4 After a faculty development leave has been granted by West Texas A&M University, at least five years of consecutive, full-time academic service to the University must elapse from the date of termination of the previous faculty development leave before a faculty development leave may be granted to the same faculty member.
- 2.5 A faculty member may extend the faculty development leave without pay if approved in advance by the Executive Vice President and Provost for Academic Affairs and the President.

## 3. APPLICATION AND SELECTION PROCESSES

- 3.1 The Faculty Senate shall establish an application timeline and shall publish an application form and a format for the development leave application. An applicant for a faculty development leave shall be required to describe the nature and proposed use of the leave.
- 3.2 Faculty members applying for development leave must submit the application to their direct supervisor and dean for approval before submitting it to Faculty Senate.
- 3.3 Any member of the Faculty Senate must resign from the Senate prior to submitting an application for faculty development leave.
- 3.4 All applications for a faculty development leave shall be accepted and reviewed by the Faculty Senate. The Senate shall give due consideration to each application and base its deliberations on the following criteria:
  - 3.4.1 Faculty members who have served as full-time members of the faculty at West Texas A&M University for at least six consecutive academic years.
  - 3.4.2 The developmental leave activity will result in one or more of the following: improving the quality of education; gain or refresh skills/knowledge; creating the opportunity for the transfer of knowledge and skills gained from the leave to students in some meaningful way; and/or significantly enhance intellectual contributions.
- 3.5 Applications approved by majority vote of the total membership of the Faculty Senate shall be forwarded to the Provost and then President for consideration. Based upon

recommendations from the Faculty Senate and the Provost, the President shall determine which applications are submitted for Board of Regents approval. The Texas A&M System Board of Regents shall make the final determination for awards of faculty development leaves.

- 3.6 A faculty member who does not receive a faculty development leave must reapply for consideration in any subsequent semester or academic year.
- 3.7 The Faculty Senate shall in cooperation with the Executive Vice President and Provost for Academic Affairs establish appropriate deadlines for receipt of applications, review of applications, and certifying the applications recommended to the President in consideration of the time required to facilitate and process leaves.

CONTACT FOR INTERPRETATION: Executive Vice President and Provost for Academic Affairs

### **5. Externally Funded Faculty Leave**

The Faculty Development Leave Policy permits the acceptance of external grants to support the leave activity, in addition to the university leave funds. As of academic year 2008/2009, the Deans Council is considering a policy for granting faculty leave for completely externally funded activity that does not involve university funds. In the interim, the protections and conditions provided in the Faculty Development Leave policy will apply.

### **6. Summer Development Grants**

Summer Faculty Development Grants provide financial assistance to enable faculty members to attend workshops, seminars, and other educational opportunities to improve their effectiveness as faculty members at WTAMU. Such activities might include: attending teaching development workshops or seminars, improving course curriculum, academic leadership training, and/or creating a greater depth of knowledge in a field of study.

Within each college, the Dean will rate the proposals and approve or disapprove further consideration by the Faculty Development Committee. Each Dean will submit the approved proposals and ratings to the Faculty Development Committee Chair who will distribute copies to individual committee members for evaluation. The committee will review the proposals and make a recommendation to the Provost and the President.

Faculty members who receive a grant will be expected to present to the university a 30-60 minute training session on lessons learned, applicability for the classroom, new insights, etc. as a part of the faculty development program. The call for grant applications is issued each year by the Teaching Excellence Center and the office of Academic Affairs, with an application deadline early in the spring semester.

### **7. Annual Awards and Recognition**

Recipients of three awards—Instructional Excellence, Intellectual Contributions, and Professional Service—are announced at the spring faculty address. The winners receive a monetary award and photographs of the recipients are exhibited in the Faculty/Staff Excellence display located in the Cornette Library.

The Magister Optimus Award is determined by the Faculty Senate to recognize the most outstanding faculty member overall. The award is presented each year at the fall faculty convocation.

## ***F. General***

### **1. Faculty Information System**

Faculty members are required to document their activities through an electronic faculty information system. Training sessions are held periodically to assist faculty in this endeavor and some information is entered into the system automatically for the faculty members. However, it is the faculty member's responsibility to assure his or her information is correct and current each January for purposes of annual evaluation.

### **2. Faculty Records and Reports**

Each faculty member has the responsibility of providing the executive vice president and provost for academic affairs with official transcripts of all personal college records and a vita on the University form and of keeping departmental faculty files current with official transcripts of subsequent college work.

From time to time, additional reports from faculty members will be necessary. A faculty member shall complete all official reports accurately and furnish all necessary records upon request.

### **3. Employee Time and Attendance Records**

The Texas Legislature has directed that the "administrative head of each agency of the state shall require a record to be kept of the vacation and sick leave accrued and absences of each employee and the reasons therefore whether from sickness, vacation or leave of absence without pay. Such records shall be available for public inspection." Faculty with appointments of less than 12 months do not accrue vacation time.

1. Faculty need to report their sick time through WorkDay using the appropriate Human Resources online system. All entries are to be in hours. Sickness on any Monday through Friday on which classes are in session or on which the faculty member has duties assigned between the beginning and ending dates of the appointment should be charged. The number of hours absent, based on a normal 8 a.m. to 5 p.m. workday, should be charged regardless of whether or not a class is missed. Absences of more than three consecutive days for sickness require a doctor's statement.

2. Faculty taking emergency leave should consult the "Family and Medical Leave Usage and Obligations" statement on the back of the Notification of Absence/Request for Leave form.

3. The fact that one faculty member performs the duties of another during sick or emergency leave does not alter the need to enter hours of leave taken.

*31.03.01, 31.03.02*

### **4. Travel**

#### **a. Faculty Business travel**

To secure approval for official travel, whether reimbursed by the state or not, the faculty member must complete a Notification of Absence form, which must have the direct supervisor/supervisor's signature two weeks in advance of the absence. Short trips related to normal teaching activities may not require a Notification of Absence. Only persons whose names appear on the University-approved driver list maintained by the vice president of business and finance shall operate a state vehicle.

Each department has limited funds for reimbursement for faculty travel. Reimbursement can be secured only for that travel which state travel regulations, as interpreted by the state comptroller, recognize as necessary and official business for the State of Texas.

To request reimbursement for travel, the faculty member must, after the travel is completed, file a request for reimbursement with the Office of Business and Accounting on Travel Voucher forms available from departmental offices, in the Office of Business and Accounting or online at WTAccess, "University Forms." For further information, consult direct supervisors concerning travel regulations. *25.02, 25.02.01*

**b. Student travel**

Faculty members who will be accompanied by students must complete and attach to the Notification of Absence (1) Student/Group Travel Manifest; (2) Student Activity Release Forms; and (3) Authorization for Student Travel in Personal Vehicle Forms, as applicable. These forms are required for travel that is undertaken by one or more students under certain conditions as outlined in the Student Travel Rule and the supplemental Student Travel Procedures. Required forms are available online at WTAccess. *13.04, 13.04.99*

1. Overview

West Texas A&M University (WTAMU) is supportive of student activities both on and off campus, but also recognizes that the safety of its students is of utmost importance. The requirements outlined in this rule apply to student travel that is more than 25 miles from campus to an activity or event that is organized, sponsored or funded by WTAMU, using a vehicle owned or leased by the University. These requirements also apply to student travel that is required by an organization properly registered at the University. Students traveling on behalf of the University must obtain prior approval through the appropriate vice president or department head/school director.

2. Travel Safety Guidelines

During travel situations specified above, students must abide by the following safety guidelines.

- 2.1 In accordance with state law, drivers must use seat belts and other available safety restraints and require all passengers to do likewise.
- 2.2 Drivers, occupants and their luggage should not exceed the official maximum capacity of the vehicle used.
- 2.3 Drivers must possess a valid state driver’s license that is appropriate for the classification of vehicle being driven. Drivers must be approved by the Office of the Vice President for Business and Finance to operate University-owned or leased vehicles.
- 2.4 Operator fatigue should be considered when selecting drivers. On lengthy trips, alternate drivers should be used to avoid fatigue.

3. Travel Safety Procedures

Specific procedures for student travel have been developed to augment the above requirements. These procedures are available in the Office of the Vice President for Student Services.

Contact for interpretation: vice president for student services.

*Approved December 7, 2001*

**13.04.99.W1.01/SS Student Travel Procedures**

*Effective January 1, 2002*

*Revised December 7, 2010*

*Supplements System Policy 13.04 and WTAMU Rule 13.04.99.W1/SS*

**1. GENERAL**

The purpose of these procedures is to protect the health and welfare of the West Texas A&M University community by regulating travel that is undertaken by one or more students presently enrolled at the university under certain conditions.

- 1.1 It is the intent of West Texas A&M University to promote safety and to encourage safe conduct when traveling to and from university activities or events. Accordingly, in addition to encouraging the use of good judgment, the university has adopted the Student Travel Rule and set out safety procedures designed to encourage safe behavior. These procedures herein apply to all who travel to an activity or event that is organized and sponsored by the university:
  - (1) When the travel will be (a) more than 25 miles from the University or (b) to and from Palo Duro Canyon; and
  - (2) When (a) attendance at the activity or event is required by a student organization properly registered at the university; or (b) the activity or event is funded by the university [including Campus Organizations/Forums Committee (COFC) funds]; or (c) travel is in a state-owned vehicle.



TRAVEL If travel is...	REQUIREMENT/FORMS		
	Travel Manifest	Individual Release	Parental Release
Less than 25 miles from campus	Optional	Optional	***
To and from Palo Duro Canyon	Yes	Yes	***
More than 25 miles from campus	Yes	Yes	***
<b>AND the travel is...</b>			
WTAMU funded	Yes	Yes	***
In a state-owned vehicle	Yes	Yes	***
Required by a registered student organization	Yes	Yes	***
The responsibility of students to	Yes	Yes	***
(1) an off-campus site where a class is meeting; (2) internship, field study, clinical or student teaching sites; or (3) service-learning activities.			
***Participant is under 18 years of age	Yes		

These procedures do not apply when students are responsible for their own transportation to (1) an off-campus site where a class is meeting; (2) internship, field study, clinical or student teaching sites; or (3) service-learning activities.

- 1.2 Traveling to and from university organized or sponsored events and activities may require the use of various modes of transportation and travel under different conditions. Each form of travel requires the student to follow common and mode-specific safety precautions. In addition to following federal and state laws that encourage safe travel, students should use sound judgment and follow the procedures set forth in this document when traveling.
- 1.3 University employees who authorize students to drive state-owned vehicles for university related business and activity are responsible for ensuring that the student has a valid driver's license and is approved to drive university vehicles as determined by the Office of the Vice President for Business and Finance. To be covered on the Texas A&M University System self-insured auto plan, drivers must be employed by WTAMU when driving a state-owned vehicle.
- 1.4 Students traveling in university vehicles, to university organized or sponsored events and activities, must return in university vehicles, unless authorized in writing to do otherwise. Only the vice president or department head/school director responsible for organizing the travel may authorize travel in a vehicle other than that provided by the university.

**2. COMPLIANCE AND ENFORCEMENT**

- 2.1 Departments that encourage or require one or more students to travel to university organized and sponsored events and activities are responsible for verifying that students are aware of the procedures outlined in this document.
- 2.2 Students who fail to comply with the rule and the procedures herein are subject to disciplinary action, up to and including suspension. Student organizations that violate the rule and the procedures herein also are subject to disciplinary action, up to and including suspension. University departments who fail to comply with the rule and the procedures herein are subject to losing the use of university vehicles.

**3. PROCEDURES**

The following procedures are established to implement the student travel rule.

- 3.1 **Required Documentation.** All required documentation must be submitted to the Director of Student Activities. The following documents should be completed 2 weeks prior to travel.
  - (1) **Travel Manifest.** All trips, including field trips, need to have a travel manifest (itinerary and participants) completed if the travel will be subject to these procedures as outlined in section 1.1. The completed travel manifest will be routed via the Office of Student Activities to:
    - (a) University Police Department – all group travel
    - (b) Department head/school director/associate dean – travel that involves field trips, organized teams or performing groups, i.e. athletic teams, university band, dance groups, vocal ensembles, etc.

- (c) Business Office – travel that involves absence from work by the faculty/staff sponsor and/or university funds for payment of the travel. The manifest should be submitted with the Notification of Absence.

For those organizations or classes in which travel is a regular practice during the semester, a blanket **Travel Manifest** and **Individual Release Forms** may be submitted for the entire semester. Travel organizers may attach a list of persons participating in the travel to the Travel Manifest form.

- (2) **Individual Release Forms.** Students must be warned of any dangers inherent in an activity and sign a document (**TAMUS Student Activity Release Form**) stating that they understand these dangers and will assume the responsibility for themselves. Students under the age of eighteen (18) must have a release form signed by their parents or legal guardian.
- (3) **Authorization for Student Travel in Personal Vehicles Form.** Students driving personal vehicles must have department head/school director/associate dean approval.

### 3.2 Modes of Travel.

- (1) **Vehicles owned by the University.** All employees and students must be approved by the Office of the Vice President for Business and Finance (VPBF) to operate state-owned vehicles. The criteria are available in the VPBF Office. Departments, who request a driver to operate university vehicles regardless of the distance traveled, are responsible for coordinating with the VPBF Office to obtain the driver's motor vehicle record from the Department of Public Safety.
  - (a) If an individual who has been approved to drive the University's vehicles receives a ticket or has restrictions or endorsements added or removed from his/her driver's license, that individual must report this change to the VPBF Office immediately. Failure to do so will result in immediate and permanent removal from the University's approved driver list. In addition, anyone having knowledge of an approved driver receiving a ticket or other status change must report it to the Office of the Vice President for Business and Finance.
  - (b) Travel in vans with a capacity to hold 15 passengers must be approved by the vice president or director responsible for organizing the travel. Passenger capacity in 15-passenger vans, involving travel subject to the procedures outlined in section 1.1, is strictly restricted to no more than ten (10) individuals, including the driver. The weight of passengers and their gear should be distributed evenly throughout the van. The vice president or department responsible for organizing the travel may authorize a higher capacity for local, same-day travel.
- (2) **Privately Owned Vehicles.** While traveling to and from university sponsored or organized activities and events, students using privately-owned vehicles, or any vehicle other than those owned by the university, are expected to follow the safety guidelines outlined in this procedure. Student drivers must have a valid driver's license, current motor vehicle insurance, and current state vehicle inspection. If students use their own vehicles, and/or transport other students as passengers, they should be informed, in advance, that their personal insurance will be primarily responsible for any liability that may arise from such use. Departments or advisors that authorize students to travel in privately-owned vehicles are responsible for ensuring compliance with these requirements (**i.e. Authorization Form for Student Travel in Personal Vehicles**). Departments or advisors are not responsible for verifying the legitimacy of the documents the student(s) provide. The student's signature on the authorization form attests that the information is current and correct. The department or advisor needs only to collect the documents, ensure they have been filled out completely, and then submit them to the Director of Student Activities.
- (3) **Commercial Travel.** Students traveling by commercial transportation must comply with all federal laws regulating travel and the rules of the specific carrier. This includes laws and rules regarding carry-on baggage and baggage weight restrictions.
- (4) **Rodeo Team Travel.** Each member of the WTAMU Rodeo Team will complete a TAMUS Student Activity Release Form, with participant information, at the beginning of each semester. The Rodeo Team coach will complete a Travel Manifest prior to each out-of-town rodeo and supply a list of participants for the given rodeo as outlined in 3.1(1) above. The coach will provide each student participant with information concerning (1) emergency notifications in case any travel-related emergency results in serious injury to the student or to the student's livestock; (2) driving directions and suggestions specific to rodeo travel; and (3) NIRA travel insurance options.

**3.3 Safety Requirements.** Drivers and passengers must act responsibly and use sound judgment when traveling. The procedures set out below do not replace individual judgment in regard to individual safety. Drivers and passengers traveling to and from an activity or event that is subject to these procedures as outlined in section 1.1 must:

- (1) When driving, obey all traffic laws and regulations, including posted speed limits and reduce driving speeds as dictated by adverse road or weather conditions.
- (2) Wear seat belts at all times. The number of occupants in the vehicle will not exceed the number of seat belts and the load shall not exceed the vehicle manufacturer's recommended load capacity (see owner operating manual for specific instructions).
- (3) Avoid the use of personal electronic devices (cell-phones, texting, mp3, ear-phones, etc.) while driving.
- (4) Avoid driving when conditions are hazardous (this includes but is not limited to fog, heavy rain, snow, or ice conditions). It may be necessary to stop the trip and check into a motel.
- (5) Not consume, transport, or possess alcoholic beverages, illegal drugs, firearms or weapons.
- (6) Avoid horseplay, racing, or other distracting or aggressive behavior.
- (7) Bring a copy of the participant list, emergency contacts, and Travel Manifest on the trip.

**3.4 Safety Recommendations.** Drivers and passengers are encouraged to follow the safe driving practices as follows:

- (1) Begin the trip well rested.
- (2) Plan routes in advance, and carpool and caravan where possible.
- (3) Immediately contact the organization advisor or designated contact person upon departure and arrival if the advisor is not present on the trip.
- (4) Whenever possible, carry at least one cellular telephone or other two-way communication device in each vehicle for emergency purposes. The driver should only use any communication device when the vehicle is not in motion.
- (5) Establish a reasonable departure and arrival time to and from the activity or event.
- (6) Limit driving time to between 6:00 a.m. and 10:00 p.m. unless otherwise approved by the organization advisor or direct supervisor.
- (7) Whenever possible on extended trips, have at least one other approved University driver in the vehicle. It is recommended that drivers rotate every two hours. A passenger or second driver should ride in the front passenger seat and remain awake at all times to help the driver maintain alertness.
- (8) Follow proper procedures for emergencies and when experiencing mechanical problems as outlined in the Student Organization Handbook.
- (9) Read and become familiar with suggestions on "Staying Alert and Fit to Drive" found in the Texas Department of Public Safety's Commercial Motor Vehicle Drivers Handbook (also outlined in the Student Organization Handbook).

### **3.5 Driver Qualifications and Training**

- (1) **Driver Qualifications.** When traveling to or from activities and events, either organized or sponsored by the university, students must possess a valid driver's license and maintain current insurance as required by state law. In order to be covered under the auto-liability protection of the Texas A&M University System, all drivers must be employed by WTAMU, acting in course and scope of employment. Students may only use private or commercially-owned vehicles with a current vehicle inspection.
- (2) **Driver Training.** All employees and students who operate vehicles owned by the university must successfully complete mandatory van operator training provided by the Environmental Safety Office. Departments that authorize students to operate vans are responsible for ensuring compliance with this requirement.

CONTACT FOR INTERPRETATION: Director of Student Activities

## 5. Notification of Absence

A notification of absence (NOA) must be completed and submitted for all university travel when expenses will be reimbursed to the traveler by West Texas A&M University. A purchase requisition NOA is required to be completed, signed, and submitted prior to travel. For travel that will not be reimbursed by the University, no NOA is required; however, the direct supervisor must be notified.

All foreign travel at West Texas A&M University will require completing a Request for Foreign Travel Form, approved by the Department and the Provost's Office. This must be completed, along with the NOA, a month prior to the travel.

## 6. Ethics Rule

Faculty must follow ethical guidelines established by The Texas A&M University System.

### TAMUS Human Resources Training

a. **Component Training Programs**—The chancellor and each component chief executive officer shall establish training programs to ensure that training is provided to personnel at all levels of their organizations. Training shall include the duties and responsibilities of their positions and the various policies, rules, regulations and procedures related to their employment in addition to those listed below.

b. **Sexual Harassment and Discrimination Training**—Training on policies, regulations, rules and procedures related to discrimination and sexual harassment will be provided to each new employee within 30 days of hire. Supplemental training on policies, regulations, rules and procedures related to discrimination and sexual harassment will be provided to each employee biennially.

c. **Ethics Policy Training and Distribution**—All new employees of the A&M System will be provided a copy of the Ethics Policy upon employment and will receive ethics training as part of the employee's orientation. Copies of the Ethics Policy shall be distributed to employees annually and/or whenever the policy is amended.

d. **Animal Care and Use Training**—All faculty and students involved in the care and use of animals in research must complete Animal Care and Use Training, administered by the Institutional Animal Care and Use Committee, or provide sufficient documentation to the committee that comparable training has been completed elsewhere.

e. **Documentation**—All training required by this policy shall be documented in the employee's permanent personnel file or stored electronically.

f. The chancellor is authorized to promulgate rules and regulations for the training and education of administrators and employees pursuant to provisions of the State Employees Training Act.

g. Other TAMUS training also may be required. *33.05*

## 7. Network

### Policy on Network Guidelines

Selling access to West Texas A&M University resources and commercial activities is forbidden without proper authorization. Intentionally denying or interfering with service, unauthorized use or access, reading or modifying files without proper authorization, using the technology to impersonate, chain letters, violations of laws or violation of other WTAMU rules and procedures are forbidden.

Recommendations concerning freedom of expression, rights of privacy, and intellectual search files and files relating to scholarly endeavor will not be subject to such a review. Computer systems and stored data are subject, by authorized personnel, to review for audit purposes or when a violation of University policy or law is suspected. All authors should be aware of The Texas A&M University System policy concerning intellectual property created by employees of WTAMU. Authors should refer to *System Policies and Regulations Manual*, Sec. 17, Intellectual Property and Appendix II.

## General Rules of Use and User Responsibilities

### 1. Use WTAMU Computer Network Consistently with Stated Priorities.

Non-essential uses of WTAMU Computer Network should be avoided during times of peak demand, typically mid-afternoon to late-evening hours. During peak periods, other users may be prevented from completing their essential tasks if you are engaged in a non-essential task.

### 2. Do Not Allow Anyone to Use Your Account for Illegitimate Purposes.

Your WTAMU Computer Network user name identifies you to the international Internet user community. Another person using your account, whether or not you have given permission, will be acting in your name. You may be held responsible for that person's actions in your account. If that person violates any policies, his or her actions will be traced back to your user name and you may be held responsible. The easiest way to protect yourself is to protect your password. If you have a legitimate reason to give someone access, keep it strictly temporary, and change your password after that person finishes using your account. You should definitely not give your password to anyone you do not trust. If someone else offers you use of an account you are not authorized to use, decline.

### 3. Honor the Privacy of Other Users.

WTAMU respects the desire for privacy and voluntarily chooses to refrain from inspecting user's files, except in certain well-defined cases. Many aspects of privacy of files and communications are also protected by federal and state laws.

Example:

- Do not access the contents of files of another user without explicit authorization from that user. Typically, authorization is signaled by the other users setting file access permissions to allow public or group reading of files. Since some systems by default make all files readable to all users and some users do not know this, the file permissions are not reliable. It is always best to ask.
- Do not intercept or monitor any network communications not explicitly meant for you.
- Do not use the systems or transmit personal or private information about individuals unless you have explicit authorization from the individuals affected. Do not distribute such information unless you have permission from those individuals.
- It is illegal to use programs that secretly collect information about users. Software on WTAMU Computer Network is subject to the same guidelines for protecting privacy as any other information-gathering project at WTAMU. You may not use WTAMU computer and telecommunication systems to collect information about individual users without their consent. Note that most systems keep audit trails and usage logs which is considered a normal part of system administration.

### 4. Do Not Impersonate Any Other Person.

Using WTAMU Computer Network resources to impersonate someone else is improper. If you use someone else's account, you may be committing acts of fraud because the account owner's name will be attached to transactions you have performed. If, while using someone else's account without permission, you communicate with others, you should clearly identify yourself as doing so. It is normal etiquette to identify your messages or note if it is signed by a pseudonym. Be aware that most people will give less credence to anonymous communication than to signed communication.

### 5. Do Not Use WTAMU Computer Network to Violate Other Policies or Laws.

Computer networks can be used to commit actions that violate laws or policies that are covered elsewhere. Reminders of other typical policies include:

- Do not violate copyright laws and licenses. Many programs and their documentation are owned by individual users or third parties and are protected by copyright and other laws, licenses, and contractual agreements. Works transmitted over the network are subject to copyright laws, just as are printed works. When in doubt, get permission to download or copy.
- Do not use WTAMU Computer Network to violate harassment laws or policies. Do not use WTAMU Computer Network to violate any parts of the *Student Code of Life* or the *Faculty Handbook*. Faculty and staff, see *System Policies and Regulations Manual*, Sec. 34.01, Sexual Harassment.
- Do not use WTAMU Computer Network to attack computers by launching viruses, worms, Trojan horses, or other attacks on computers here or elsewhere.

## Statements on Prohibition of Illegal Activities

The telecommunication and computing resources of the University, which includes the hardware, software and network environment, shall not be used for illegal activities. Any illegal use of these resources will be referred to the appropriate University authorities or other legal and law-enforcement agencies.

All users should be aware that posting, display, or storage of obscene or other illegal material on or using WTAMU computing resources (World Wide Web home page, Usenet Newsgroup, Gopher server, e-mail or live video teleconference) may subject one to possible criminal prosecution. Obscenity and child pornography are examples of violations of the law (Texas Penal Code, Sec. 43). A specific instance of child pornography found on computing resources will be immediately removed.

All incidents of unauthorized access on or using WTAMU telecommunication and computing resources or reported unauthorized access of remote resources using WTAMU resources are to be reported to the appropriate law enforcement authorities in a timely manner. WTAMU will cooperate with such authorities in the investigation of these incidents.

## Guidelines of System Administration

The administration of a complex network is not only a daunting technical task but also entails ethical and privacy considerations. The University has a procedure to ensure proper review and handling of complaints concerning possibly obscene material on computing resources.

There is a trade-off between the right of privacy of a user and the need of system administrators to gather necessary information to ensure continued functioning of these resources. In the normal course of system administration and maintenance of WTAMU computing resources, system administrators or support personnel may have to examine activities, files, electronic mail, and printer listings to gather sufficient information to diagnose and correct problems with software or hardware. System administrators will maintain the privacy of a user's files, electronic mail and activity logs, except when illegal or unethical problems are detected. Remember, just because you have deleted a file (especially e-mail), that does not exclude the possibility of a copy still residing on your computer or a back-up copy which is accessible.

If a system administrator observes someone engaging in activities that would seriously compromise the health or integrity of a system or network, e.g., someone launching a virus attack or attempting to gain root access, the system administrator may take immediate action to stop the threat or minimize damage. This may include termination of processes, disconnection from a network or temporary suspension of an account. **If a system administrator or support personnel observe examples of obscenity or child pornography, these will be reported to the appropriate administrative officer.**

## Procedure for Review and Handling of Complaints Involving WTAMU Computing Resources

The procedures for reporting improper use of WTAMU computing resources are property freedom of expression and an open environment to pursue scholarly inquiry and for sharing of information are encouraged, supported and protected at WTAMU. Censorship is not compatible with the goals of WTAMU. While some computers may be dedicated to specific research or teaching mission that would limit their use, freedom of expression must, in general, be protected. The University should not limit access to any information due to its content when it meets the standard of legality. While we reject censorship, there are several forms of expression that are not protected: obscene material, child pornography, sexual harassment or other violations of law.

The general right of privacy should be extended to the extent possible to the electronic environment. WTAMU and all electronic users should treat electronically stored information in individual files as confidential and private. Contents should be examined or disclosed only when authorized by the owner, approved by an appropriate institution official or required by law. However, users should be aware that files may be seen by others during the course of normal operation and maintenance procedures. Privacy is mitigated by the following circumstances.

- WTAMU is an agency of the State of Texas and is therefore subject to the Texas Public Information Act. For WTAMU employees, electronic information created in performance of their duties may be public records, just as are paper records. Such records may be subject to review and/or release under the Texas Public Information Act. In these cases, disclosure of personal e-mail or files not related to the specific issue discussed in the public information request will be avoided to the extent allowed by law.
- Administrative files of the University are generated as part of the process of managing the University. Administrative files that employees create or maintain can be reviewed by supervisors within this administrative context. Generally, faculty are given below. Example of improper use: obscenity and pornography stored on University computers.

## Improper Student Use

Report the incident to the supervisor of student access labs or direct supervisor. If the issue is not resolved, the report will be forwarded to the information technology director. If the issue is not resolved at this level, the report will be forwarded to the vice president of student services. If the issue is not resolved at this level, the president will determine the action to be taken.

## Improper Faculty/Staff Use

Report the incident to the information technology director who will inform the direct supervisor or immediate supervisor. If the issue is not resolved, the information technology director will discuss the incident with the appropriate academic dean. If the issue is not resolved, the report will be forwarded to the appropriate vice president for a ruling. If the vice president of the area is unable to resolve the issue, the president will determine the action to be taken.

## Personal Pages on the World Wide Web

1. Personal student pages should be restricted to 100 KB in size. Faculty, and staff pages should be restricted to 200 KB in size.
2. Only authorized interactive applications may be posted on the Web server.
3. Pages should be submitted to the appropriate resource person.
4. The Web master (or designated resource person) will exercise supervisor rights on the Web server. When a page is submitted, the author of the page will be given read and write rights to the directory containing his/her page in order that he/she may edit and make changes to the page.
5. Student pages will have an expiration date at the end of each semester that may be renewed the following semester. Expired directories will be deleted within the first month of the following semester. Summer sessions will be treated as a new session.
6. Each personal page will have a statement similar to the following.

“The views and opinions expressed in this page are strictly those of the page author. The contents of this page have not been reviewed or approved by West Texas A&M University.”

Additionally, the e-mail address of the appropriate resource person will be included to handle complaints of content.
7. Each personal page will have the e-mail address of the author.
8. Each personal page will have a link to the top of the student or faculty personal area, top of personal page (if longer than one page) and to the WTAMU home page.
9. These policies should apply to all http servers located on campus or that use University policies. The only exceptions to these policies are size restrictions.

*Revised March 19, 1997*

## Local Administrative Privileges (Information Technology)

### General

The division of Information Technology is aware that the ability to install certain software packages is an essential component of teaching, research, and/or service. While the preferred method is to have the Information Technology Service Center or ITSC install the software in a timely manner, it is not always possible. The nature of certain software packages, in conjunction with the need for expeditious resolution, has emphasized the need for certain individuals to maintain local administrative privileges.

Information Technology division support staff, information security administrators, system administrators or other university personnel may have special access account privilege requirements compared to the access privileges of typical users. Administrator accounts and other special access accounts have extended and overarching privileges in comparison with typical user accounts, thus the granting, controlling and monitoring of these accounts is extremely important to the University's information security program.

**System Regulation 21.99.10**, Use of Licensed Commercial Software guides the procedures for appropriate use of authorized software for all University users of University information resources.

### Responsibilities

Individuals who are granted local administrative privileges should assume the responsibility of protecting against potential loss of data by performing routine backups of their data and associated files.

Individuals who are granted local administrative privileges will adhere to the licensing agreements of software, including shareware.

Individuals who are granted local administrative privileges should use caution when downloading and installing software that may contain malware and/or other malicious programs.

### Support

The ability to install software includes the potential for unexpected computer errors to occur. The ITSC will make every reasonable effort to assist if problems should arise after an installation; however, the ITSC cannot guarantee a solution to installation problems due compatibility and system interoperability.

Resolution to problems encountered by personnel who have local administrative privileges will be limited to the following solutions:

- ITSC will devote a reasonable amount of time and effort to find a solution to the problem.
- Should the problem not be resolved, ITSC will offer to re-image the system to the configuration level the system had when it was originally given to the faculty or staff member with the following implications:
  1. ITSC is not responsible for any data on the system. The individual who assumes administrative privileges is responsible for all data.
  2. ITSC will not be responsible for any software installed on the system after local administrative privileges were granted.

Should the problem not be resolved, ITSC will be available to recommend outside sources to assist in the resolution of the problem. Any fees associated or incurred by these outside sources will be the sole responsibility of the individual possessing administrative rights to that particular machine.

Form for Local Administrative Privileges is located under Forms on WTAccess.



## **8. Authoring Textbooks**

Proposals to require students to purchase instructor-generated publications must be submitted to the direct supervisor for approval. (Recognized publishers referenced in Books in Print are exempted from the approval process.) If approved, the material can be forwarded to the dean and to the executive vice president and provost for academic affairs for review and approval. The approval sequence must be complete by the following dates to inform the University Bookstore of an approved text: for the summer and fall semesters, the third week in March; spring semester, second week in October. The instructor(s) or department generating the publication will sign a liability waiver form at the bookstore stating that all relevant permissions have been secured and release WTAMU from any liability related to the use of copyrighted material. The approval process is not intended to infringe upon the pedagogical integrity of the material. The producer(s) of the material shall be limited to a maximum profit of 25 percent of the sale price. The form for submission may be found at the end of the handbook. *61.01.01*

## **9. Photography and Recording of Faculty Members and Students**

West Texas A&M University reserves the right to photograph and record (by use of still, video, audio or other medium) faculty members and students on campus and at University-sponsored functions and events. The University reserves the right to use, broadcast, distribute and/or publish any part of such images, likenesses, voices, appearances and/or performances for promotional, advertising, educational or other honorable purposes.

## VII. Faculty Senate

### A. Responsibilities

The Faculty Senate is the representative body of the university faculty. The Faculty Senate serves as a liaison between the administration and the instructional faculty. Faculty members are encouraged to communicate concerns and suggestions to the senate through their departmental representatives. Faculty Senate meetings are open to the public. The schedule of senate meetings can be found at [www.wtamu.edu/academics/faculty-senate.aspx](http://www.wtamu.edu/academics/faculty-senate.aspx).

### B. Constitution

#### Article I. Name

This organization shall be known as the Faculty Senate of West Texas A&M University.

#### Article II. Purpose

The senate shall serve as a two-way channel of communication between a member or members of the officers of administration and the instructional faculty. The instructional faculty as referred to in this constitution shall be the officers of instruction as identified in the *University Catalog* and the professional librarians. Included shall be all eligible persons who joined the faculty after the current catalog was printed.

The senate shall function as an instrument through which faculty suggestions and administrative policies may be communicated systematically to administrative officials and the faculty, respectively.

#### Article III. Membership

Section 1. Membership. Faculty Senate shall consist of a representative of each academic department, elected by members of their respective colleges, and of one professional librarian. Each college or stand-alone school shall be entitled to a minimum of four representatives. Colleges with fewer than four academic departments shall elect the other representative(s) at large, on a rotating basis among the departments of the college. An immediate past president whose regular term as a senator has expired may serve a one-year term, *ex officio*, but shall have no vote.

Section 2. Term of Service. Representatives shall be elected for a three-year term to begin on the first day of May and to end on the 30th day of April. As of May 3, 2016, no member shall serve two consecutive three-year terms or more than six years within a nine-year period. If a member of Faculty Senate is unable to serve as a result of resignation, death or any other cause, the college or library that he/she represents shall elect a replacement to complete the unexpired term.

Section 3. Elections. Faculty Senate shall be the sole judge of the qualifications of its members with a preference for full-time tenured faculty, excluding direct supervisors. Faculty Senate shall call and conduct elections in each college or stand-alone school and the Cornette Library to fill any open positions. See Bylaws, Article I and Election Procedures for specific guidelines.

Section 4. Attendance. Any member whose attendance rate falls below 75 percent of the regular and special called meetings of the Faculty Senate during a single semester shall be removed and a new member elected by his/her college at the beginning of the semester following removal.

Section 5. Senate Leadership. The Faculty Senate President shall be tenured at WTAMU. It is preferred that other Senate officers also have tenure, with a preference for faculty members employed by the university for at least six years at the time of election.

#### Article IV. Operation of Faculty Senate

Section 1. Officers of the senate shall consist of a president, a vice president and a secretary. In addition, the senate shall elect a representative to the Texas Council of Faculty Senates. Duties of the officers shall be determined by the senate and stated in the bylaws. Officers shall be chosen annually by the senate from its membership. A senate member may be elected to serve as president only if he or she has been a member of the senate for a minimum of one year preceding his/her election, but the senate may waive this rule by a two-thirds vote of the full voting membership.

Section 2. The time and place of the meeting and the order of business shall be determined by members of the senate and stated in the bylaws.

Section 3. Instructional faculty and the officers of administration shall be informed of the activities of the senate in a manner and at a time to be determined by the senate and stated in the bylaws.

## **Article V. Channels of Communication**

One or more members of any group identified in Article IV, Section 3, may present a suggestion for consideration to one or more members of Faculty Senate. If, in the judgment of the senate, the proposal is one of merit, steps will be taken to communicate the proposal to the appropriate individual or group. The person or persons initiating the suggestion will be notified of the senate's action.

## **Article VI. Adoption of the Constitution**

Section 1. This constitution shall be adopted by a majority vote of those present and voting at a meeting of the instructional faculty and professional librarians.

Section 2. This constitution shall be in operation immediately upon its adoption.

## **Article VII. Amendments to the Constitution**

Amendments to the constitution may be initiated in two ways:

- A. Through a petition signed by 25 members of the instructional faculty;
- B. Through action originating in Faculty Senate and approved by a majority of the senate members present and voting.

Faculty Senate shall present the amendments to the instructional faculty for action. A two-thirds affirmative vote of those present and voting at a meeting of the full faculty and professional librarians shall be required for adoption.

*Approved February 12, 1987*

*Amended October 15, 1987; February 25, 1994; April 10, 1997; September 4, 2007; and May 3, 2016*

## **C. Faculty Senate Bylaws**

### **Article I. Elections**

Section 1. Faculty Senate will announce and conduct regular elections through the college or library during the month of April each year and others as required to fill a representative's unexpired term. When appropriate, the election may occur as part of the agenda for a regular meeting of that college or Library. Notice of the meeting should be in a written form with agenda included.

Section 2. A member's term of office will begin on the first day of May following his/her election and end on the 30th day of April after completion of a three-year term.

Section 3. Immediately following the April election of representatives, Faculty Senate shall hold an organizational meeting to elect officers for the following year. Only newly elected and continuing Senate members shall vote in electing the officers for the next academic year.

### **Article II. Officers**

Section 1. Duties of the officers stated in the latest edition of Robert's Rules of Order Revised will apply where appropriate.

Section 2. The senate president may vote on all issues.

Section 3. The senate president may appoint all Faculty Senate committees.

Section 4. Faculty Senate Standing Committees are the following:

Standing Committee for Executive Council—president, vice president and secretary. Committee charge: enhance communication among Faculty Senate, faculty, administration, staff and the community.

Joint Student/Faculty Committee on Academic Affairs. Committee charge: Meet regularly, as a standing bicameral committee, during long academic semesters to maintain a collaborative relationship between faculty and student senates with the aim of maintaining an open face-to-face dialog. Initiate, discuss, and address issues of interest to the academic community at West Texas A&M University. Produce advisory resolutions that articulate perspectives and recommendations developed as a result of the ongoing dialog and actions of this subcommittee to be disseminated to the wider academic community at West Texas A&M University. Meet with the Vice President of Academic Affairs, at least once per long semester, to share the perspectives that arise from the ongoing activities of this committee.

## **Article III. Meetings**

Section 1. The senate president shall be empowered to call meetings of Faculty Senate at his/her discretion. The senate president shall call a meeting of the senate upon the written request of at least six senate members.

Section 2. Faculty Senate may hold an executive session by an affirmative vote of two-thirds majority of the members of Faculty Senate present and voting. Executive session shall be conducted in accordance with *Robert's Rules of Order Revised*.

Section 3. The required quorum for transacting business shall be achieved when 50 percent or more of voting members are present at a meeting.

## **Article IV. Method of Communication**

Section 1. Reports and resolutions of Faculty Senate shall be presented to appropriate members of the administration and faculty. Contents of reports and resolutions to the administration and instructional faculty will be determined by majority vote of Faculty Senate present and voting.

Section 2. Minutes of Faculty Senate meetings shall be made available to members of the administration and faculty and to librarians.

## **Article V. Parliamentary Rules**

Section 1. The latest edition of *Robert's Rules of Order Revised* shall prevail at meetings of Faculty Senate and the instructional faculty when they are applicable and not inconsistent with the bylaws.

## **Article VI. Method of Amending Bylaws**

Section 1. Bylaws shall be subject to amendment by two-thirds majority of members of Faculty Senate present and voting.

*Approved February 12, 1987*

*Amended October 15, 1987*

## **D. Faculty Senate Election Procedures**

Each Faculty Senate election shall follow consistent procedures.

1. Election of members will occur by survey(s) created at an online faculty site for each college, stand-alone school, and the Cornette Library.
2. Two Faculty Senate members from another college, stand-alone school, or Cornette Library shall conduct the election, one to run the election and the other to serve as an auditor.
3. All faculty members of a college, stand-alone school, or Cornette Library without an administrative role (dean, associate dean, department head, or equivalent) may vote.
4. Election shall be by an absolute majority of faculty voting in the election. Should no absolute majority be obtained by a single candidate on the first ballot, the candidates who received the first and second most votes will be entered into a second runoff election, with the candidate securing the absolute majority of votes in the second round elected as senator.
5. The presiding senator will review qualifications for senate membership by e-mail before opening the survey(s):
  - a. Each college or stand-alone school may elect four members, one from each department with at-large representatives as needed. Cornette Library may elect one representative.
  - b. Each representative will serve a three-year term, with no consecutive re-election.
  - c. Replacements elected for an unexpired term will complete that term only and may be elected for an additional regular term.
  - d. Faculty are encouraged to meet face-to-face to consider candidates.
6. The presiding senator will accept nominations by e-mail for 72 hours preceding opening of the survey(s) for elections. Nominations must be accepted by the nominee.
7. Once nominations have ceased, faculty will be instructed by the presiding senator on election procedures and will have 72 hours to facilitate the election through one of the following means,

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at the presiding officer's preference, taking into account the general desires of the faculty:

- a. An electronic means (e.g. Qualtrics, survey, email, etc.) secure and anonymously submitted to the voting faculty by the executive committee of the current Faculty Senate.
  - b. Vote by anonymous paper ballot.
  - c. Vote by acclamation (valid only if there is a single nominee for the office).
8. Election results will be communicated to the Senate by the presiding senator. Verification of results also will be communicated to the Senate by the second senator serving as auditor. Runoff elections will similarly be handled, and must occur within 72 hours of the first round's completion. In the event of a two-way tie at any stage in the election, a simple coin toss, witnessed by both candidates, will be conducted by the presiding senator. In the event of ties greater than two individuals, a random number generator or multi-sided die may be used.

*Approved October 15, 1987*

*Amended April 21, 2017; and November 15, 2019*

## ***E. Faculty Senate Operating Procedures***

### **Faculty Senate Planning Dates**

#### ***August***

- Post meeting schedule for Senate meetings for Fall
- Contact Executive Vice President and Provost (EVPP) regarding presentation of Magister Optimus at Fall Faculty/Staff meeting
- Check Committee membership and Senator positions that may still need to be filled
- Assign/Elect Senate committees during first Senate meeting

#### ***September***

- Email all faculty regarding Faculty Development Leave (FDL) and applications deadline to Faculty Senate by October 15
- Contact EVPP regarding funding availability for FDL grants.
- Send a representative to the Fall Texas Council of Faculty Senates meeting (EVPP funded)
- Piper Professors Nominations (Entire process must conclude by November)

#### ***October***

- Contact EVPP requesting a current list of faculty eligible to serve on CPE committees. Emphasize current Selection at late October early November Senate meeting is advised, to allow for any unforeseen changes to CPE committee eligibility. List due to EVPP by Dec 1
- Accept Faculty Development Leave requests

#### ***November***

- Select and provide to EVPP any approved FDL applications
- Even years, select Faculty Ombuds Officer

#### ***December***

- Establish Senate meeting schedule for spring

#### ***January***

- Contact Institutional Research and Effectiveness to set timeframe for Faculty Evaluation of administrators

#### ***February***

- Send a representative to the Spring Texas Council of Faculty Senates meeting
- Check Texas A&M University System website for Regents Professor nominations dates and deadlines
- Remind Senate about Senate responsibility to elect Magister Optimus, oral nominations, secret ballot; Only Faculty Senate President and EVPP will know

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## **March**

- Construct list of committee memberships appointed by Faculty Senate that need to be filled for the upcoming academic year; Distribute to Senators to stimulate nominations and elections at an April meeting.
- Contact Deans/Department Heads regarding any Faculty Senate vacancies to be filled and request time/location of Spring College meeting for Senators to come and conduct elections

## **April**

- Elect committee appointees

## **May**

- Meeting to welcome new senators and elect senate officers for the year

## **VIII. General Services Available to Faculty**

### ***A. Activities Center***

The Virgil Henson Activities Center houses a swimming pool, Nautilus weight machines, a bowling alley, game rooms, handball and racquetball courts, gymnastics facilities, basketball and volleyball courts, and meeting rooms. The facility is open to faculty members and their immediate families for a nominal fee.

### ***B. Alumni Association***

Membership in the Alumni Association is open to WTAMU graduates, former students and friends of the University.

### ***C. Athletic Events***

West Texas A&M University sponsors NCAA Division II teams in men's football and baseball; women's volleyball, softball and equestrian; and men's and women's basketball, cross country, golf and soccer. Season ticket discounts are available for faculty and members of their immediate families.

### ***D. Business Cards***

Faculty members may request personalized business cards through their respective direct supervisors. All University business cards are printed at the Print Shop and must comply with University graphic standards.

### ***E. Calendar***

Several calendars are maintained to keep the campus informed of dates and events on-line calendar is also available at [www.wtamu.edu/cgi-bin/calendar/calendar.pl](http://www.wtamu.edu/cgi-bin/calendar/calendar.pl). This on-line calendar is maintained by the staff in the Office of the President. When submitting information, use the same format that appears when viewing the calendar.

### ***F. Campus Security Report***

West Texas A&M University publishes an annual Campus Security Report that is made available to all prospective students and employees and all current students, faculty and staff. The report provides timely notice about crimes considered threats to members of the campus community and/or their property, and maintains a public log of all reported crimes. The Campus Security Report is available online at [www.wtamu.edu/security](http://www.wtamu.edu/security).

### ***G. Office of Communication and Marketing***

The Office of Communication and Marketing has three major areas of responsibility: media relations, advertising and the promotion of University people, programs, activities and events. Staff

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members are available to assist faculty with the development of promotional plans; to edit, format, design and coordinate the printing of fliers, posters, brochures, newsletters, etc.; to write and distribute news releases to appropriate media outlets; to arrange media interviews; and to schedule advertising buys. The office also provides photography services and can assist with the broadcast-quality production of departmental recruiting videos through a division called Maroon Productions. The University's image is of primary concern to the Office of Communication and Marketing. It is for this reason that the office develops and enforces graphic standards that regulate the appropriate and consistent use of registered marks such as the University's name, acronym, seal, logo and related symbols.

### ***H. The Buff Insider***

This weekly newsletter, is distributed by the Office of Communication and Marketing for WT faculty and staff. Each issue contains links to news releases written about campus happenings, including faculty and staff achievements, University initiatives and other important communications. Staff birthdays are also included, as are invitations to campus-wide events.

### ***I. Fine Arts Events***

The University sponsors four to five drama, comedy and musical productions in the Branding Iron Theatre, dozens of vocal and instrumental concerts in Northern Recital Hall and numerous art exhibitions in the Northern Hall Gallery each year. In addition to these "main-stage" events, hundreds of open-to-the-public solo recitals, ensemble concerts, one-act plays, etc. are presented throughout the year. Faculty are admitted free to most of these events. Contact the School of Music or the department of Art, Theatre and Dance for additional information.

### ***J. HELC***

The Hastings Electronic Learning Center (HELC), located on the lower level of Cornette Library, contains the Open Access Lab (75PCs), five computer classrooms (totaling 184 PCs/Macs), an executive ITV conference room, a distance-learning classroom capable of connecting to either the Trans Texas Videoconference Network (TTVN) or EdNet16 (Region 16 Service Center) network, the Instructional Innovation and Technology Lab, WTONline, Web Services, PC Support and the Information Technology Service Center (ITSC). Use of the HELC is for students only. Faculty may use the IILT (see L., below.)

### ***K. Information Technology***

Information Technology (IT) consists of two major departments: Academic and Information Services, and Systems Support. The directors of each of these departments report directly to the Chief Information Officer (CIO).

The Academic Services Department is comprised of five areas: Distance Learning, Open Access Lab, Instructional Technology Services (ITS), Information Services, and Web Services.

Distance Learning provides Internet-based classes for WTAMU students regardless of their physical location. It provides a virtual learning environment where students access course work and interact with their professors and peers. Bulletin boards, e-mail, chat rooms and Web-based resources provide for interactive learning. The WTONline staff also maintains WTClass, a password-protected, Web support area for on-campus courses. This area is also responsible for scheduling and support of the two interactive television system meeting rooms/classrooms.

The Open Access Lab is the primary student computer lab. It contains both Intel-based and Macintosh personal computers along with multimedia and video editing technology. The Open Access Lab also includes five computer-equipped classrooms, with one used primarily for CIS classes, one for music and three for general use.

ITS provides state of the art technology resources for the instructional and professional needs of faculty, administration and staff. ITS provides a full-time multimedia designer, keeps a wide variety of multimedia production hardware and software, and provides instruction in its use. ITS also provides a wide variety of technology related workshops and training. The media services component of Instructional Technology Services provides, schedules, and delivers audiovisual

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equipment for use in instruction and for professional presentations.

Information Services maintains the University's central database and assists administration and staff with database access. This area primarily supports the student information system (Colleague) and administrative computing.

Web Services, in concert with the Web Advisory Committee is responsible for maintaining a quality Web presence for the University. Web Services provides primary support for the WTAMU home page and the WTAMU intranet, and provides content coordinator training and support for University personnel who are responsible for departmental Web sites.

The Systems Support department includes Network and Telecommunications Services, the Information Technology Service Center (ITSC) and PC Support and is responsible for many of the administrative functions related to the Information Technology Division.

Network and Telecommunications Services is responsible for the network backbone and provides phone service to faculty, staff and students. This department assists departments with local area networks, Internet access and e-mail as well as installing and maintaining all campus cabling and the telephone system.

The ITSC is the information technology help desk. All requests for services from any unit in the Information Technology Division are received, logged and assigned by the Service Center staff. The WTAMU telephone extension for requests for IT services is 4357 (HELP).

PC Support provides technical assistance in the form of installation, maintenance and repair of personal computers, printers and other peripherals.

Administrative functions supported by Systems Support include IT grant administration, IT services billings and collections, IT contract administration, software license procurement and portfolio management, and personal computer procurement and deployment.

## ***L. Instructional Technology Services***

The Instructional Technology Services, formerly known as Media Services, is a vital component of the Division of Information Technology. Located in Hastings Electronic Learning Center, Room 53, the IIS provides equipment for production and display; provides consultation and instruction in the use, development and design of audiovisual and multimedia materials; and produces original instructional audiovisual materials.

The ITS multimedia development lab is available to assist faculty in learning, preparing and producing instructional materials using the latest technologies. Located in HELC, Room 53, the lab is available to all faculty who are working on WTAMU authorized materials related to teaching, research, consultancy, administration, information technology support activities or other agreed University employment-related work. The lab includes both PC and Macintosh systems, along with a variety of multimedia software and hardware.

## ***M. Jack B. Kelley Student Center***

The Jack B. Kelley Student Center houses the Office of Student Enrollment, Engagement, and Success, the Post Office, the Food Court, the University Bookstore, and various lounges and meeting rooms. Reservations for the use of meeting rooms in the JBK are made online. Tickets for various university events, notary services, and other information may be obtained at the service desk.

## ***N. Library***

The Cornette Library supports the mission of West Texas A&M University (WTAMU) by providing traditional and technology-rich academic resources, services, and positive and successful library experiences that connect people at all academic levels with information and promotes the development of Information Literacy (IL) skills. It supports faculty and student research and serves as an intellectual and cultural resource for the surrounding community. The library provides services through its website and in a physical facility that is centrally located on campus. Visit the "Faculty and Staff Services" page (found under the Services tab) for a list of library services for faculty. The Library's website provides WTAMU faculty, staff, and students access to numerous resources, including the full text of many journals,



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monographs, and reference works, as well as a wide assortment of article abstracts. The library building houses a large collection of books, journals, state and federal government publications, and video resources. It also offers a variety of quiet environments for group and individual study.

The faculty largely select the library's collection of electronic and print books. Faculty may use the "Suggest for Purchase" form (found on the "Faculty and Staff Services" page) submit paper or email requests through their liaison librarian. Librarians determine database and journal subscriptions with substantial consideration given to faculty requests.

The library's circulation system automatically grants faculty members book borrowing privileges. Faculty may check out books for 120 days and renew them three times online or by telephone. After three remote renewals, books must be brought to the library's Research and Access Desk for further renewal. Faculty must pay replacement costs in the unlikely event that materials are lost or severely damaged, as all patrons are responsible for materials borrowed on their accounts.

Faculty may place books and other materials, either from the library's collection or owned by a faculty member, on course reserve for their classes. The library also offers an electronic reserve service. The library's Research and Access Services Unit administers course Reserves. Please fill out the Faculty Request for Course Reserve form (located on the "Faculty and Staff Services" page) to place an item on reserve.

The library's Research and Access Services Unit provides reference services for in-person and distance education patrons via email, phone, or the library's online chat service. Interlibrary loan requests may be submitted through the library's website located under the "Service" tab.

Reciprocal borrowing arrangements are available to allow direct use of other libraries throughout Texas. Register for these services at the Research and Access Desk.

The library's Outreach and Instruction Unit provides support for faculty with instruction and Open Educational Resources (OER). Faculty members may schedule classes for library orientation and instruction in the use of information resources and other topics such as the research process and citation styles by filling out and Information Literacy Request Form.

### ***O. Mail***

Most departmental offices have adopted policies and practices that provide for the pick-up and delivery of on- and off-campus mail to faculty. Beyond these practices, faculty members may take interdepartmental mail to the University Post Office, located in the Jack B. Kelley Student Center, or the University mailroom, located on the east end of the first level of Old Main.

Mail for off-campus destinations may be left for pick-up in the Old Main mailroom or may be taken directly to the University Post Office, a U.S. Postal Service that operates on a federal government schedule. (Holidays may not coincide with University holidays.) Outgoing mail leaves campus each day the office is open at 2:15 p.m.

According to state law, mail which requires use of the University postage meter is strictly limited to University business, and WTAMU stationery and envelopes should never be used for personal business. Official business correspondence should contain the sender's departmental return address so there is no delay in mailing, and postage can be charged to the appropriate account.

Each department/office has been issued a WTAMU box number. Incoming mail should be addressed: Name, Department, WTAMU Box Number, Canyon, TX 79016-0001. Post Office boxes are available to individual faculty members for a nominal fee.

### ***P. Panhandle-Plains Historical Museum***

Panhandle-Plains Historical Museum is the oldest and largest state museum in Texas, housing more than three and one-half million artifacts. Since 1933, the museum has served the Texas Panhandle as a repository and interpreter of history, science and culture.

Exhibit areas include petroleum, western heritage, paleontology, transportation and art. Each area provides a rich resource for academic study. The museum's curatorial staff is available for comprehensive tours and consultation with advance notice.

The Research Center, located on the third floor, offers a wide variety of materials on all aspects of the development and history of the Texas Panhandle and surrounding region. Published works,

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manuscripts, photographs and other primary materials document the history, art, archeology and culture of this area.

### **Q. *Parking***

The University operates a designated zone-parking system. Parking spaces are open on a first-come basis to those vehicles with proper permits. Vehicles with a zone permit may park anywhere within the designated zone.

Faculty permits (and additional permits for second cars) may be purchased through the University Police Department. Temporary permits for guests may be acquired from the University Police Department.

A faculty member in violation of any University parking regulation should expect to receive a citation and will be expected to pay the citation or appeal to the University's Traffic Appeals Committee and abide by the committee's ruling.

### **R. *Print Shop***

All University printing must be processed through the University Print Shop for any printing of official University materials. Printed material would include letterheads, business cards, envelopes, posters, fliers, brochures, newsletters, etc. The University Print Shop will bid out and assist in the process of sending the files to one of four vendors contracted with the University. Complying with this process will ensure proper branding; which includes logo usage, school colors (PMS 7421 and white), quality of paper and appealing design of the final piece(s). Print Shop orders can be submitted through [wtamu.edu/printshop](http://wtamu.edu/printshop). Creative requests for the design and layout of printed pieces can be submitted through [wtamu.edu/creativerequest](http://wtamu.edu/creativerequest).

### **S. *Student Media***

West Texas A&M University students operate a campus radio station, KWTS-FM Radio 91.1, while classes are in session and publish a weekly newspaper, *The Prairie*. The student media provide excellent opportunities to reach the campus population; however, they operate much like commercial outlets and are bound by similar time and space constraints.

### **T. *Telephone***

Faculty offices are equipped with telephones, which are billed to the responsible department. All on-campus calls may be completed by pressing only the last four digits of the number (e.g., 651-2300, only press 2300 to complete the call). Calls to off-campus locations must be preceded by pressing "9."

The State Telecommunications System (TEX-AN) is available on all faculty telephones and automatically uses the least-cost route for all long-distance calls. Each long-distance call is billed at the current state rate, which is charged to the individual's long-distance access code. This access code is issued by Telecommunications Services after authorization is requested for the faculty member by their respective direct supervisor. The access code should not be shared with any other person.

Each faculty phone is equipped with an automated voice-mailbox application which also allows faculty members to receive these voice messages through email. Please contact the IT Service Center for help with these functions (x4357).

#### **Telephone Directories**

The Office of Communications and Marketing distributes a Quick-Find Faculty/Staff Telephone Directory in September and a larger Student/Faculty/Staff Telephone Directory in mid- to late October. Additional copies are available throughout the year as long as the supply lasts.

### **U. *University Bookstore***

In addition to its primary function of selling textbooks and supplementary materials to students, the

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University Bookstore, located in the Jack B. Kelley Student Center, offers a number of services to faculty.

The University Bookstore orders and stocks textbooks based on requests submitted by department heads/school directors. Faculty members who author textbooks which will be used in WTAMU courses and which will be sold by the bookstore must comply with procedures outlined in the paragraph entitled "Authoring Textbooks" in "General Policies Affecting Faculty" section of this handbook. If a faculty member wishes to change the required text for a particular course, that faculty member must seek approval from the direct supervisor, and the bookstore must be notified one semester prior to implementation of the change. Changes with less notice will be reviewed by the bookstore manager, and decisions will be based on current text stock and new text availability.

Direct supervisors or faculty members should order textbook desk copies directly through the publishing company. In emergencies, a desk copy will be provided by the bookstore until the faculty member can secure a replacement. If, however, the faculty member cannot return a new, unmarked copy of the book to the University Bookstore within 45 days, the faculty member will be charged.

Faculty members may also rent or purchase academic regalia from the University Bookstore.

The University Bookstore offers a 10-percent discount on all items costing one dollar or more to full-time faculty members, retired faculty members and their immediate families. This discount does not allow faculty members to make purchases for students or others outside their immediate families. A valid faculty identification card must be presented to the bookstore cashier to qualify for the faculty discount.

### ***V. University Police Department***

WTAMU police officers, unlike "security guards" on many campuses, are certified Texas peace officers and have jurisdiction in both Potter and Randall counties to enforce local, state and federal laws. The department employs a 24-hour staff of trained dispatchers and patrols and handles all investigations of offenses on the University campus. *34.06.01*

### ***W. WTAMU Foundation***

The purpose of the WTAMU Foundation is to support West Texas A&M University, its faculty, staff and students, and to seek, receive and administer gifts and endowments for the use and benefit of the University. The Foundation's efforts are coordinated on campus by the Office of Development.

## **IX. Rules/Procedures Affecting Faculty**

### ***A. Announcements***

Faculty members may be asked to make announcements regarding University events and/or operations prior to or immediately following classes.

### ***B. Clery Act***

The Student Right to Know and Campus Security Act of 1990, renamed The Clery Act in 1998, a federal law, requires "campus security authorities" (CSAs) to report criminal offenses to the University Police Department (UPD) for inclusion in the University's annual Campus Security and Fire Safety Report. The President of West Texas A&M University has designated all WTAMU employees as CSAs. All employees are considered campus security authorities and are required to take the online training required by The Texas A&M System annually.

The function of a CSA is to report to the University Police Department those allegations of Clery Act crimes that he or she concludes were made in good faith.

The Clery Act requires the tracking of the following criminal offenses reported to have occurred on campus and specifically in residential facilities, non-campus properties, public streets and buildings within and contiguous to the core campus.

- Murder/Non Negligent Manslaughter and Negligent Manslaughter
- Rape, Fondling, Incest and Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Larceny Theft (\*not required by law; however to provide transparency of crime on campus it is included in the WTAMU report)
- Domestic Violence and Dating Violence
- Stalking
- Hate Crimes for all crimes listed above (categories of prejudice based on race, gender, religion, sexual orientation, ethnicity, disability, national origin and gender identity)
- Hate Crimes for these additional crimes: vandalism, intimidation, and simple assault
- All liquor law violations, drug abuse violations and weapons violations (Arrests and Referrals for disciplinary action)

To promote a safe campus, UPD requests you report in a timely manner, any criminal offense you become aware of that relates to the safety of the campus or the employees, students and visitors that share our campus. WTAMU has a responsibility to notify the campus community about any crimes or any event which may pose an immediate danger or an ongoing threat to the campus community. All reports should be made by contacting the University Police Department at 806.651.2300 or 911 in an emergency. If there is any question about whether an ongoing threat exists, immediately contact UPD at the same number to discuss the matter. Additional training may be provided by contacting the Clery Coordinator.

### ***C. Campus Carry***

Beginning August 1, 2017, holders of state handgun licenses were able to carry concealed weapons on the West Texas A&M University campus. Governor Greg Abbott signed SB 11 authorizing handgun license holders to carry concealed handguns on campuses of higher education, subject to an institution's rules adopted in accordance with the Act. Officials at WTAMU organized a task force and proposed guidelines. The Texas A&M University System Board of Regents accepted the University's campus carry guidelines as approved by Chancellor John Sharp. The action, in compliance with SB 11, carries some restrictions as to where and when concealed handguns can be carried on the WTAMU campus. See <http://wtamu.edu/home/campus-concealed-carry.aspx> for more information.

## ***D. Emergencies***

WTAMU uses Buff Alert as an emergency notification service that enables communication of health and safety emergency information by email and text message. By enrolling in Buff Alert, university officials can quickly pass on safety-related information, regardless of your location.

On-campus emergencies should be reported immediately to the University Police Department by dialing 911. Any additional resources will be requested by UPD.

Refer to section VI-A-11, Behavior Intervention Team for additional procedures managing emergencies.

## ***E. Equipment and Supplies, Purchase of***

A faculty member may request University funds for equipment and supplies by submitting a purchase requisition (which must be signed by all appropriate account managers). Staff members in the Office of Purchasing and Inventory Services coordinate the University's centralized purchasing operations and are available for consultation.

## ***F. Equipment and Supplies, Use of***

University equipment and supplies (with the exception of library books and other selected items of established professional use) are available to faculty for official West Texas A&M University business. WTAMU property, inventoried and charged to the responsible departments or offices, may be moved to other on-campus locations if such a move is authorized by the direct supervisor and the change in location is noted on inventory records. Removal of University property from campus is permitted for University business only and requires prior authorization.

For temporary classroom-equipment needs, contact the ITSC. *33.04, 33.04.01*

## ***G. Facilities***

All University facilities are open to faculty members when they are conducting or sponsoring class-related activities. Scheduling for academic buildings is coordinated through the Registrar's office. All instructional programs not published in the schedule of classes, such as short-term seminars or workshops, must schedule classroom space through the Jack B. Kelley Student Center's Event Services Office. To make reservations for those non-academic events, reservations can be made online at [reservations.wtamu.edu](https://reservations.wtamu.edu).

Most academic buildings are open from 7 a.m. until 11 p.m. on weekdays and are closed on weekends. The facilities are checked by University Police Department officers during the nighttime hours.

## ***H. Food Service***

ARAMARK Corporation is contracted by WTAMU to run all food service operations on campus. This means that any event on campus involving food service, including receptions, coffee service or meals, must be catered by ARAMARK; outside vendors are not allowed.

## ***I. Graphic Standards***

Graphic standards, a set of guidelines that describes the proper use of West Texas A&M University's name, acronym, logo, seal and other WTAMU-owned wordmarks and symbols, enhances the University's ability to present a consistent and unified public image. The Office of Communication and Marketing has primary responsibility for the graphic standards program. Use of the University's visual-identity elements (i.e., logo, seal, etc.) must be approved by the director of communication and marketing or designee prior to publication and/or public distribution. *09.02*

## ***I. Identification Cards***

The Buffalo Gold Card serves as the required official University identification card that bears the holder's photograph, name and employee number. This identification card is required for such activities as checking out books from Cornette Library and affords the holder discounts at the University Bookstore and access to Activities Center facilities. As an option, the Buffalo Gold Card may also be used as a debit card to make purchases throughout the campus and at cooperating businesses in town. Cards and replacements are obtained in the Buffalo Gold Card Office.

## ***J. Keys to Buildings***

Faculty may secure keys to offices, labs, classrooms, and/or outside doors by presenting a "Key Request Form," signed by the department head, dean or senior administrator, to the University Police Department Lock Shop. It is unlawful to reproduce University keys. Lost or misplaced keys should be reported to the University Police Department Lock Shop and the appropriate direct supervisor. All keys are the property of the University and must be returned to the Lock Shop upon termination of employment. Although there is no charge for initial key-making services, a fee will be assessed for lost or misplaced keys as stated in the Key Policy.

## ***K. Property Clearance***

If a faculty member leaves the University because of termination of employment or for leave of absence (not for summer only), all University property which has been in the charge of the faculty member, including keys, grade records, library books, materials, etc., must be returned and all fees owed the University must be paid and/or cleared to the satisfaction of the direct supervisor and University officials. Failure to comply with this policy may result in a notation in the faculty member's personnel records and/or withholding of the faculty member's final pay check.

## ***L. Student Employment***

All on-campus student positions must be posted through Career Services (CS). CS provides a centralized location for part-time on-campus employment that eliminates confusion, speeds up the advertising and hiring process, and helps insure equal access to work opportunities for students. Jobs can be posted in one of three ways:

1. over the Web at <http://wtcareer.wtamu.edu>,
2. using the Job Form provided by CS, or
3. by calling CS at 651-2397 and providing the information via the phone.

## ***M. Tobacco and Alcohol Policies***

The use of tobacco products (cigars, cigarettes, chewing tobacco, etc.) is prohibited in all buildings on the WTAMU campus. *34.05.99.W1/BF*

The serving of alcoholic beverages at University functions is limited to certain campus facilities legally permitted to serve liquor.

## ***N. Weather/Emergency Closing Procedures***

The University President may close the University or cancel/delay classes because of hazardous weather conditions or other emergency-related situations. If possible, these kinds of administrative decisions are announced by 3 p.m. the day before. However, changing weather conditions often necessitate "last-minute" announcements. Decisions to alter the University schedule are reported as soon as possible (generally by 6:30 a.m.) to local radio and television media outlets and are broadcast on the University's "Weather Line" (651-2010). All faculty are encouraged to sign up for Buff Alert by going to [www.wtamu.edu](http://www.wtamu.edu) and clicking on the Buff Alert button on the right side of the page. Buff Alert is an emergency notification service that gives West Texas A&M University the ability to communicate health and safety emergency information quickly by email and text message.

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