Faculty Handbook
2012-2013

Office of the Dean of Faculties
& Associate Provost
OFFICE OF THE PRESIDENT

Message from Dr. R. Bowen Loftin
President of Texas A&M University

Welcome to Texas A&M! We are fortunate to be here during one of the university’s most exciting periods of growth and development.

More young people want to attend Texas A&M than ever before, and they come from more diverse backgrounds. A record 34,000 young people applied for admission to this fall’s freshman class, and a record 9,000 are members of the Class of 2016. Their SAT scores are significantly higher than the national average at 1210, and more than one in four are the first in their families to attend college.

Our nearly 3,000 faculty have propelled many of our academic programs to rankings among the best in the country. We are in a new era of construction and enhancements to our existing facilities. We continue to be recognized by publications such as Kiplinger’s, Smart Money and Forbes for providing an excellent education at a reasonable cost, and employers continue to seek out our graduates. The latest Wall Street Journal survey of employers ranked Texas A&M second behind only Penn State for producing graduates who are academically well-rounded and prepared to enter the workforce.

We are doing an outstanding job of fulfilling our mission as the state’s land-grant university to improve the lives of Texans through teaching, research and service. We are making great progress toward our goal of becoming widely recognized as one of the nation’s best public universities by the year 2020.

With your help, we will achieve our goal.

This handbook describes the many ways that you can develop your skills and gain recognition for your accomplishments at Texas A&M, as well as summaries of the services available to assist you. I encourage you to make the most of these opportunities.

Again, welcome to Aggieland, and Gig ’em!

R. Bowen Loftin ’71

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Welcome to Texas A&M University!

As a new or current faculty member at Texas A&M University, you will want to learn about the opportunities, benefits, and services available, as well as the responsibilities and policies that affect you. This handbook, which is available online at http://dof.tamu.edu, is designed to be a broad guide rather than a comprehensive, in-depth manual.

I hope you will review this handbook and keep it available for future reference. You will find information about professional development opportunities, appointment and advancement, classroom responsibilities, university awards and recognitions, and a great deal more. Because information can change quickly, I would like to call your attention to two important resources:

The Office of the Dean of Faculties and Associate Provost website: http://dof.tamu.edu
and

Either source can provide updated information for you.

The information in this handbook does not replace or override information and policies provided in The Texas A&M University System Policies & Regulations, the University Rules, or System Administrative Policies (SAPS), so please refer to these if you have questions, or call the Office of the Dean of Faculties and Associate Provost for further information.

Given the size of our university and the range of opportunities available, it is impossible for a handbook to address every question you might be likely to ask. I would like to remind you that the Office of the Dean of Faculties and Associate Provost is at your service. If I, or any member of my staff, can assist you, simply call our office at (979) 845-4574 or contact us by e-mail at dof@tamu.edu.

Again, welcome to Texas A&M University. We are glad you're here!

Michael Benedik, Ph.D.
Interim Dean of Faculties and Associate Provost
Professor of Biology and Genetics
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Welcome to Aggieland...
About Texas A&M University

The Texas A&M University System

The mission of The Texas A&M University System is to provide education, conduct research, commercialize technology, offer training, and deliver services for the people of Texas and beyond through its universities, state agencies and health science center.

The Texas A&M University System is made up of 11 universities with Texas A&M University, College Station serving as the flagship campus of the System and the main campus for the branch campuses at Galveston, Texas and Doha, Qatar.

The other 10 System universities are:

- Prairie View A&M University
- Tarleton State University (Stephenville)
- Texas A&M International University (Laredo)
- 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

The Texas A&M System also includes The Texas A&M Health Science Center, and the following seven agencies. Beginning September 1, 2012, the seven agencies will be:

- Texas A&M AgriLife Extension Service
- Texas A&M AgriLife Research
- Texas A&M Engineering Extension Service (TEEX)
- Texas A&M Engineering Experiment Station (TEES)
- Texas A&M Forest Service
- Texas A&M Transportation Institute
- Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL)

A Brief History of Texas A&M University

Established in 1876 as the Agricultural and Mechanical College of Texas (the name was changed to Texas A&M University in 1963), A&M now holds land-grant, sea-grant, and space-grant designations. The original land-grant designation included a mandatory military component; A&M was an all-male military institution with mandatory enrollment in the Corps of Cadets until 1965 when military training and Corps participation became optional. In 1963 women were officially admitted on a limited basis, and in 1971 were admitted on an equal-status basis with men.

Texas A&M is one of the top-funded research universities in the United States. Main-campus enrollment in Fall 2011 was over 49,800 students (Source: Office of Institutional Studies and Planning, Texas A&M University, http://www.tamu.edu/oisp/reports/).

Governance and Administration of Texas A&M University

Governance of Texas A&M University resides in the Board of Regents, the Chancellor, the President, and designated officers. The Board of Regents is the governing body for The Texas A&M System. The Chancellor oversees the entire A&M System, reviews guidelines, and makes recommendations to the Board of Regents. The Board delegates operational control of Texas A&M University to the President, who follows Board policies and procedures. In turn, the President delegates certain authority to other Officers of the University.

The Faculty Senate is an elected body of faculty members that reports to and advises the President of Texas A&M University. The Senate plays an influential role in its governance by recommending policy, providing advice, facilitating discussion, and disseminating information to the academic community. The Faculty Senate holds general elections in the spring semester of each academic year, at which time nomination information is distributed to all faculty members.

Individuals must be at the rank of Lecturer or above to qualify for nomination. For more information visit the Faculty Senate website (http://facultysenate.tamu.edu).

"Howdy" is the official greeting of Texas A&M University. It is our way of ensuring that no one feels like a stranger. The exact origin of this tradition is not known. However, “Howdy” is what sets us apart as the friendliest campus in the world.*

Academic Colleges and Deans

The faculty of Texas A&M University work in one of 13 units that include 8 academic colleges, 2 schools, and the University Libraries (each of which is headed by a Dean), and two branch campuses at Galveston and Qatar:

- College of Agriculture and Life Sciences (Dr. Mark A. Hussey)
- College of Architecture (Dr. Jorge A. Vanegas)
- College of Education and Human Development (Dr. Douglas J. Palmer)
- College of Geosciences (Dr. Kate C. Miller)
- College of Liberal Arts (Dr. José Luis Bermúdez)
- College of Science (Dr. H. Joseph Newton)
- College of Veterinary Medicine & Biomedical Sciences (Dr. Eleanor M. Green)
- Dwight Look College of Engineering (Dr. M. Katherine Banks)
- George Bush School of Government and Public Service (Mr. Andrew Card, Jr.)
- Mays Business School (Dr. Jerry R. Strawser)
- Texas A&M University Libraries (Mr. David H. Carlson)
- Texas A&M University at Galveston (Vice President, Texas A&M University and President, Texas A&M University at Galveston: RADM Robert Smith III (Ret.))
- Texas A&M University at Qatar (Dean and CEO: Dr. Mark H. Weichold)

Go to the Academics website for links to all the colleges and departments at Texas A&M (http://www.tamu.edu/about/departments.html).

Academic Convocation

Following a hiatus of 21 years, Texas A&M University re-established the practice of Academic Convocation in 1997. Since then, the Texas A&M faculty has gathered at the start of every academic year to celebrate accomplishments.

In academia, the word “convocation” refers to a ceremonial assembly of the members of a college or university. Traditionally, academic convocations celebrate special events such as the beginning of the academic year or the anniversary of an institution.

We hope you will participate in the 2012 Academic Convocation to be held Thursday, September 6. New and recently tenured and promoted faculty will be recognized.

For further information, please visit the Convocation website (http://convocation.tamu.edu).

Faculty Responsibilities

The notion of academic freedom is linked to the equally demanding concept of academic ethics and responsibility. As a faculty member, a person assumes certain ethical obligations and responsibilities to students, to fellow faculty members, to their institution, to their profession, and to the greater society outside the confines of the University.

Appointment and Advancement

All faculty members receive an appointment letter that contains the initial terms and conditions of employment. If the appointment is tenure-accruing, the letter also indicates the length of the probationary period. The probationary period does not constitute the term of the initial appointment. All appointments during the probationary period are for a fixed term of one year or less, subject to renewal or non-renewal each year of the probationary period.

Annual Review

An annual review will be conducted in a timely fashion for all faculty members regardless of rank. The purpose of the annual review is to evaluate performance and provide feedback, as well as to increase transparency and facilitate understanding between administrators and faculty with regard to expectations and accomplishments.
The focus of the annual review process will be on performance, but the nature and purpose of the review will likely vary as a function of the faculty title and rank. For non-tenure track faculty, the annual review will focus on performance and potential for continued appointment, with performance being evaluated in alignment with what is stated in the faculty member’s appointment or reappointment letter. Annual reviews also serve as the basis for merit-raise decisions.

For tenure-track faculty, the annual review will focus on progress in a long-term scholarly career, with the review taking into consideration the different expectations and markers for success for the particular stages in their careers. For non-tenured, tenure-track assistant professors and instructors, as well as associate professors with tenure, the annual review must also provide feedback regarding progress toward tenure and/or promotion. For full and distinguished professors, the annual review must include an indication of the extent to which performance continues to meet the achievement expectations for rank.

After an annual review is completed, a letter is sent by the Department Head to the Dean of the College. The Department Head must also provide the faculty member with a written annual review. A conference between the faculty member and the Department Head can be requested by either the Department Head or the faculty member.

For more information about the annual review or mid-term review process, refer to University Rule 12.01.99.M2, Section 2.5 (http://rules-saps.tamu.edu/PDFs/12.01.99.M2.pdf). In addition, the Office of the Dean of Faculties and Associate Provost posts Guidelines for Annual and Mid-Term Review which can be found at http://dof.tamu.edu/node/10.

**Tenure and Promotion**

Tenure is based on the need to protect academic freedom and is irrevocable except as specified in University Rule 12.01.99.M2: “University Statement on Academic Freedom, Responsibility, Tenure, and Promotion” (http://rules-saps.tamu.edu/PDFs/12.01.99.M2.pdf).

If a faculty member’s appointment is tenure-acquiring, the appointment letter will indicate the length of probation and state whether any credit toward tenure and promotion is recognized for appropriate service at other institutions. Faculty members are given a probationary period of up to seven years and will undergo a mid-term review about two years before their scheduled mandatory review year, which ends the penultimate year of the probationary period regardless of the length of the probationary period.

The three categories of performance that are examined for tenure and promotion are:

- **Teaching**—in addition to regular classroom and laboratory instruction, teaching evaluations may consider the development of new courses, labs and teaching methods, publication of instructional materials, supervision of graduate students and other didactic, student-oriented scholarly activities.

With more than 120 undergraduate degree programs and more than 240 masters and Ph.D. programs to choose from, the university enrolls one of the 10 largest student bodies in the nation — and the largest outside a major metropolitan area.*

*Source: Texas A&M University Facts.
Some of the most recognized Aggie traditions include:

* Silver Taps, a silent campus memorial service for fallen Aggies
* 12th Man tradition of standing during football games
* Midnight Yell, which attracts 30,000-plus Aggies to Kyle Field for a yell practice the night before a home football game
* Muster, an annual gathering to honor Aggies who have died since the last muster ceremony.

Source: Texas A&M Traditions

Guidelines and further details on the tenure and promotion process can be found through your department or college, and by referencing the “Tenure and Promotion Package Submission Guidelines” published by the Office of the Dean of Faculties and Associate Provost (http://dof.tamu.edu/node/10).

You may also wish to review University Rule 12.01.99.M2 (http://rules-saps.tamu.edu/PDFs/12.01.99.M2.pdf).

**Post-Tenure Review**

The rigor of the hiring and review process, the demands of quality teaching and student advising, the necessity and value of research and other creative endeavors, and the obligations of service to the public are clearly understood within the university community. The annual post-tenure performance review of a faculty member provides a mechanism to measure the productivity of the individual and should be designed to encourage a high level of sustained performance. Post-tenure evaluations are made on the basis of performance output in teaching, research/creative activities, student advising, committee and administrative service, and service to the profession, community, state or nation. At least every six years the post-tenure review must include a peer-evaluation component.


**Required Training for Employees**

In accordance with Texas A&M System Regulation 33.05.02 (http://policies.tamus.edu/33.05.02.pdf), all Texas A&M employees are required to take the courses listed below within 30 days of hire:

- Orientation to the A&M System
- Creating a Discrimination Free Workplace/Equal Employment Opportunities
- Ethics
- Reporting Fraud, Waste, and Abuse
- Information Security Awareness

In addition, employees must retake training at designated time intervals, as follows: annually - Information Security Awareness; every two years - Ethics and Creating a Discrimination Free Workplace/EEO; and every four years - Reporting Fraud, Waste, and Abuse. All training is available online via TrainTraq. Visit the Employee and Organizational Development website (http://eodinfo.tamu.edu/training/requiredtraining.aspx) for links and instructions for these training courses.

**New Faculty Information**

**Faculty/Staff ID**

All Texas A&M employees are required to have a valid University Identification card. This card not only indicates that you are a member of the faculty, but can also be used as a general ID on campus, for example, when checking out library materials. To obtain an ID card, see the administrative contact person in your department who can provide you with a Faculty/Staff ID Form signed by your department head. Once you have this form, you may take it to the Aggie Card Office in the General Services Complex to have your photograph taken and your ID made. Tip: A faculty ID can also be used for discounts on certain purchases including select insurance companies, cell phone plan carriers, and other retailers.

**New Faculty Orientation**

Before the start of each fall semester, the Office of the Dean of Faculties and Associate Provost hosts several informational sessions and welcome events for new faculty that provide information about tenure and promotion, research support, mentoring, graduate education, the Texas A&M culture, student demographics, faculty support organizations, and effective classroom management. For information contact the Dean of Faculties Office at (979) 845-4274 or go to the website (http://dof.tamu.edu).

**Universal Identification Numbers**

Universal Identification Numbers (UIN) are assigned to every student and employee, and are used on official forms and documents (including the ID card) instead
of a social security number. Each students’ UIN will appear on official class rosters; however, UIN’s should never be used as a means to post grades publicly. If you do not know your UIN, contact Human Resources at (979) 845-4141 or http://employees.tamu.edu/. Your UIN will appear on any documentation you receive from Payroll Services. Among other things, the UIN is used to log into Single Sign On to access HR Connect and Leave Traq (used by employees to track and request vacation or sick leave hours). More information can be found at the Single Sign On website (http://sso.tamus.edu).

**Classroom & Syllabus Requirements**

**Office Hours**

A faculty member is expected to be available to students outside of class for consultations on course work, the student’s progress in the course, and to answer questions. Office hours should be posted online. Each faculty member should be available at a central location on campus (such as a departmental office or the library) during those posted times. Office hours occur during normal business hours (8:00 a.m.–5:00 p.m., Monday through Friday). Your department will advise you on the minimum number of office hours that you should hold, as well as any other guidelines related to consultations with students outside of class.

**Syllabus Requirements**

It is the responsibility of the faculty member teaching a course to distribute to students, at the beginning of each semester, the course syllabus and requirements. The syllabus must be posted online in the Howdy portal. The Faculty Senate lists the following items as the minimum to be included on any course syllabus (http://curriculasticservices.tamu.edu/minimum-syllabus-requirements):

- Course title, number, term (e.g., Spring 20XX), meeting times, and location;
- Course description and prerequisites;
- Learning outcomes or course objectives;
- Instructor information (name, office location, telephone, email, and office hours);
- Grading policies;
- Course topics, calendar of activities, major assignment dates;
- Textbook(s) and/or resource materials listing;
- Other information relevant to the course (not required);
- Americans with Disabilities Act (ADA) Policy Statement (shown below):

The Americans with Disabilities Act (ADA) is a federal non-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this law requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Services Office in Cain Hall, Rm. B118 or call 845-1637. For more information visit the disability website (http://disability.tamu.edu).

- Academic Integrity Statement and Policy:
  “An Aggie does not lie, cheat or steal, or tolerate those who do.”

All syllabi should contain a section that states the Aggie Honor Code and refers the student to the Honor Council Rules and Procedures on the web (http://www.tamu.edu/aggiehonor). It is recommended that instructors print the following on assignments and examinations:

  “On my honor, as an Aggie, I have neither given nor received unauthorized aid on this academic work.”

  [Signature of Student]

In addition to the above bulleted items you may provide additional information on your syllabus, including your policies on attendance, etc. **However, no statement on a syllabus may contradict University Rules regarding attendance, approved absence, etc.** For more information please refer to the Student Rules regarding academics (http://student-rules.tamu.edu). The Center for Teaching Excellence also offers assistance with syllabus preparation (http://cte.tamu.edu).

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**University Learning Outcomes for Undergraduates**

A student who graduates from Texas A&M University with a baccalaureate degree will have acquired the knowledge and skills necessary to:

- Master depth of knowledge needed for a degree
- Demonstrate critical thinking
- Communicate effectively
- Practice personal and social responsibility
- Demonstrate social, cultural, and global competence
- Prepare to engage in lifelong learning
- Work collaboratively

Source: http://us.tamu.edu/?p=535
Online Syllabus & Curriculum Vitae

The Texas Legislature passed Texas HB 2504 in 2009 (now TEC 51.974). This legislation requires the university to provide online the following information for undergraduate courses within a week of the first class day of the fall semester: 1) curriculum vitae (CV) for each instructor of record 2) a syllabus for each class and 3) departmental budget information (which is provided by FAMIS).

The public has been able to view this information beginning with the fall 2010 term, by going to the class Schedule Search Page (https://compass-ssb.tamu.edu/pls/PROD/bwckschd.p_disp_dyn_sched) and following the steps below.

1. Select the term for which you want to perform the syllabus and CV search, and click Submit.
2. Enter a subject and any additional criteria provided, and click on the Class Search button.
3. If the syllabus is available, you will be able to view it by clicking on the (Syllabus) link next to the course name.
4. If the CV is available, the instructor’s name will be highlighted as a link, and you will be able to view the CV by clicking on the instructor’s name.

Enterprise Information Services has developed an application for this information to be placed in Howdy and be made available to the public through the class search function. Beginning August 1st, instructors will have the option to upload a PDF document or associate a web link for both the syllabus and the CV. The information will be uploaded into Howdy through links on the Instructor/Advisor tab. Individuals such as staff or teaching assistants can be designated on the SWASECT form in Compass to have the ability to upload the information for specific classes.

Colleges and departments will be able to see the classes for which a syllabus or instructor’s CV have not been uploaded.

HB 2504 also requires that student evaluation information be available to the public online. A subcommittee of the Task Force on Faculty Performance Evaluation will make a recommendation to the Provost and Executive Vice President for Academic Affairs on meeting this requirement.

Below are several frequently asked questions and answers regarding the legislation and its implementation. If there are any further questions regarding the tool in Howdy for uploading the CV and syllabi, please contact pschaub@tamu.edu.

HB 2504 FAQs

Question 1: Do we need to include 285, 291, 485, 491, and other directed study classes?

Answer: Only “undergraduate classroom courses” (defined below) are required to have CV and syllabus. Undergraduate Classroom Course - Any lower- or upper-division credit course offered to five or more students. This includes on-campus, off-campus, distance education, and dual-credit courses (including those taught on high school campuses). It excludes courses with highly variable subject content that are tailored specifically to individual students. It excludes laboratory, practicum, or discussion sections that are intrinsic and required parts of larger lecture courses and are directly supervised by the same instructor(s) of record for those large courses.

Question 2: Do laboratory classes need to be included?

Answer: Laboratory classes that are part of larger lecture sections and directly supervised by the lecture section instructor of record do not need to be treated separately from the lecture course. In contrast, laboratory classes that do not match the previous criteria would need to have separate CV and Syllabus. All courses that have an integrated laboratory (e.g., BIOL 101 (3-3), BIOL 102 (3-3), ECEN 214 (3-3), ECEN 248 (3-3)) will not be treated separately. But labs that have a separate course number (e.g., CHEM 111 (0-3), CHEM 112 (0-3)) will be treated as an “undergraduate classroom course.”

Question 3: If there are multiple instructors in a class, do you upload multiple CV’s?

Answer: Multiple CV uploading is not supported at this time. Therefore only the primary instructor, designated in Compass with a “P,” will be uploaded in Howdy. Instructor(s) of Record - The primary instructor or co-instructors of a course who are responsible for the course content and the assignment of final grades. This includes tenured and tenure-track faculty, lecturers, adjuncts, and graduate assistants (who are not working under the supervision of an instructor of record).
Academic Calendar

The academic calendar for the current and upcoming semesters is available at the Registrar’s website (http://registrar.tamu.edu/General/Calendar.aspx). This calendar will help with the scheduling of assignments and exams for each course. The calendar shows the dates when the term begins and ends, the mid-term date, the last day for Q-drops, scheduled “reading days” (study days before final exams when no classes are held), “prep days” (classes are held but no major exams may be given), “redefined days” (students attend their class on a different day of the week than usually held), and official holidays.

Dates for final examinations are predetermined before the start of each semester. Refer to the Registrar’s website to view the final exam policies and the schedule (http://registrar.tamu.edu/General/FinalSchedule.aspx).

Class Meetings

Instructors are expected to hold class each week of the semester for the specified number of days/periods designated in the official schedule (http://registrar.tamu.edu/General/Calendar.aspx). Class meetings should be held at the time and place designated on the official schedule unless a change has been approved by the Office of the Registrar (http://registrar.tamu.edu). Requests for changes can be made through your department. See the “Academic Calendar” section on page 13 for an explanation of how reading days, prep days, and redefined days affect class meetings.

Days of Religious Observance

Texas House Bill 256, which became effective September 1, 2003, states:

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

The Office of the Dean of Faculties and Associate Provost issues a memo to all faculty with a link to a list of religious holy days for the upcoming academic year. Please review these dates as you may have students who will be absent. The list is not meant to be exhaustive and is based upon the following criteria:

- The date of observation occurs on or includes a weekday;
- The religious holy day is a day of obligation, generally requiring followers of the faith to miss class/work;
- The date of observation occurs on, or includes, a weekday on a day when students are normally expected to attend classes (please note that religious holy days that occur only on a Saturday and/or Sunday, on reading days, during semester breaks, or on previously scheduled State holidays and Texas A&M breaks are not included in the list).

Faculty may receive requests and grant excused-absence requests for religious holy days. The Dean of Faculties and Associate Provost can help faculty in assessing the legitimacy of such requests. In addition, faculty should take particular care when scheduling class-related events outside regular class days, as there are religious holy days that conflict with these activities. Please note that appropriate pre-approval is required for scheduling events outside the official calendar.

Students are not required to notify you prior to the day of the absence. Please work fairly with students who request religious holy day accommodations and give every indication that Texas A&M recognizes and respects the importance of religious holy day observances. For extended lists of religious holy days visit the Interfaith Calendar website (http://www.interfaithcalendar.org).

If you have questions or need further information about religious holy day accommodations please visit the Office of the Dean of Faculties and Associate Provost’s website (http://dof.tamu.edu/node/75).

Off-Campus Class Field Trips

As a faculty member or instructor you may decide to take your class on a field trip in order to “expand stu-
Aggie Honor System

In September 2004, Texas A&M University launched the Aggie Honor System Office (AHSO), which works in collaboration with faculty and students to ensure that Texas A&M continues to uphold high standards of academic honesty. Faculty members are responsible for addressing matters of academic integrity with their classes and in their syllabi to let students know that integrity is important at A&M. If a faculty member suspects a case of academic misconduct, it must be reported to the AHSO. The faculty member may decide to handle the case themselves (autonomously) and assign an appropriate sanction to the student. The only exception to this ability to handle a case autonomously would be if the student already has a violation on file with the AHSO. In this event, the case is automatically sent to the Honor Council for investigation and adjudication. For further information on the Aggie Honor System or how to report a violation, please see the AHSO website (http://aggiehonor.tamu.edu).

Questions may be directed to the Aggie Honor System Office:

Aggie Honor System Office
102 Henderson Hall
1132 TAMU
(979) 458-3378
aggiehonor@tamu.edu
http://aggiehonor.tamu.edu/

Faculty Members as Academic Advisors

Academic advising provides the direct liaison between the curriculum and the student and serves to ensure that the student’s passage through academic requirements is planned and purposeful. Some departments include academic advising among the duties of faculty members, some may be staffed with full-time professional academic advisors, some may have graduate assistant advisors and some utilize a combination.

Regardless of the department’s formal advising structure, individual faculty members are often consulted by students looking for advice and assistance in meeting degree requirements, choosing internships, and making course selections. Knowledge of the requirements for the degrees in one’s home department, along with the academic advising services available to students, is critical. Faculty with regular advising responsibilities should refer to the Advisor Tab on their Howdy Portal.

Texas A&M offers a number of resources for academic advisors at the department, college and university levels. Faculty members are welcome to avail themselves of these resources, regardless of their current involvement in academic advising.

University Advisors and Counselors (UAC) is a professional organization that provides support for academic advisors and counselors and serves as a liaison with the National Academic Advising Association (NACADA) and NACADA Region VII.
University Student Learning Outcomes for a Doctoral Degree
A student who graduates from TAMU with a doctoral degree will:

- Master degree program requirements, including theories, concepts, principles, and practice; develop a coherent understanding of the subject matter through synthesis across courses and experiences; and apply subject matter knowledge to solve problems and make decisions.
- Apply a variety of strategies and tools, use a variety of sources, and evaluate multiple points of view to analyze and integrate information and to conduct critical, reasoned arguments.
- Communicate effectively.
- Develop clear research plans, conduct valid, data-supported, theoretically consistent, and institutionally appropriate research and effectively disseminate the results of the research in appropriate venues to a range of audiences.
- Use appropriate technologies to communicate, collaborate, conduct research, and solve problems.
- Teach and explain the subject matter in their discipline.
- Choose ethical courses of action in research and practice.


Some UAC programs that might be of interest to faculty are:

- **UAC Bull**—a Listserv moderated by University Advisors and Counselors. It’s a common forum for communicating university information to academic advisors, announcing professional development opportunities, and seeking input on proposed academic policies.
- **Advisor Briefing Days**—held in September to update academic advisors on new university academic policies and student programs and services.
- **Symposium**—held in February, this one full-day program focuses on professional development, new program updates, and issues affecting academic advising.
- **New Advisor Training**—the UAC coordinates providing general information to new advisors through an advisor in the same college. This training reviews university policies and provides general guidelines and resources, along with a list of questions to be reviewed with the Department Head or faculty member coordinating advising.
- **Monthly Programs**—the UAC offers monthly professional development programs designed to provide increased awareness of university academic policies, student programs and services, and academic advising issues.
- **Guthrie and Peters Awards for Academic Advising**—these awards recognize faculty and staff members who show concern for student welfare, compassion and care for their students, and skillful and insightful advising.

More information on these and other programs, along with instructions on joining the Listserv, is available at uac.tamu.edu. For more information on academic advising resources contact:

**Office of Undergraduate Studies**
203 Jack K. Williams Administration Building
1125 TAMU
(979) 845-3210
http://us.tamu.edu/

**Employment Issues**

**Vacation**

Faculty members at academic institutions are typically appointed on less than a 12-month basis. A faculty member may also be employed for additional months during the summer to teach or do research, but is still considered to have less than a 12-month appointment, unless official action is taken to change the appointment to a 12-month basis and to start to accrue vacation. A faculty member with less than a 12-month appointment does not accrue vacation, but may take off during university holidays and student recesses.

Faculty members eligible to accrue vacation leave are required to request approval to utilize accrued vacation leave whenever the vacation days requested occur during days when the University is open for normal business. However, any faculty member with a less than 12-month appointment may take time off during scheduled University holidays or on days when no classes are meeting on the university (including Reading days, Spring Break, and inter-semester days when the University is open but classes do not meet), without an obligation to request or report the leave. The Texas A&M University System Policy on vacation accrual is 31.03.01: “Vacation” (http://policies.tamus.edu/31.03.01.pdf).

**Ethics Policy**

The Texas A&M University System Board of Regents sets certain ethical principles and standards for all employees of Texas A&M University (regardless of rank or position). These policies address the following topics:

- Principles of Ethical Conduct
- Conflicts of Interest
- System Property and Services
- Benefits, Gifts, and Honoraria
- Holding Dual Offices
- Public Officials and Political Activities
- Travel
- Employment
For a full description of the Texas A&M System ethics principles and policies, please reference System Policy 07.01: “Ethics” (http://policies.tamus.edu/07-01.pdf).

Below is a brief explanation of some of the components of the Ethics policy. These are not comprehensive, and are only meant to provide a general overview of the policy. They should not be considered a substitute for official policy.

**Principles of Ethical Conduct**

This principle is the basis of all of the ethical policies related to Texas A&M System employment. A Texas A&M University System employee must avoid any appearance that he or she is violating the ethical standards set forth by The Texas A&M University System. For example, one may not use his or her position in a public office (Texas A&M) for private gain; one cannot use information in the course of employment to further personal financial gain; and one must be honest and forthright in the performance of duties. See System Policy 07.01 (http://policies.tamus.edu/07-01.pdf).

**Conflicts of Interest**

Members of faculty are required to disclose any involvement that might constitute a conflict of interest. A conflict of interest is any situation in which you have significant financial or other personal considerations that may compromise (or have the appearance of compromising) your professional judgment in teaching or otherwise performing university obligations. In addition, any A&M System employee who has supervision of, or input with regard to the investment of funds under control of the A&M System must file an Annual Financial Disclosure Report. See System Policy 07.03 (http://policies.tamus.edu/07-03.pdf).

**System Property and Services**

Employees of the A&M System may not abuse their official capacity for gain or with intent to harm, and they may not misuse official information, state equipment or vehicles. It is acceptable to use your office equipment for incidental purposes that are not for personal gain, such as using the telephone to make local calls unrelated to Texas A&M business. An employee may not, however, use Texas A&M resources (phone, computer, copy machines, etc.) to perform work for or advertise for another business or entity. See System Policy 33.04 (http://policies.tamus.edu/33-04.pdf).

**Benefits, Gifts, and Honoraria**

State law prohibits state employees from soliciting or accepting any benefit in exchange for an official action. In addition, state employees may not accept any gift or benefit in exchange for his or her opinion, recommendation, vote, etc. The statutory definition of a benefit is “anything reasonably regarded as pecuniary gain or pecuniary advantage.” A state employee may not accept cash or negotiable instruments of any amount.

Employees may accept the following:

- Gifts or other benefits conferred on account of kinship or a personal, professional or business relationship independent of the employee’s status as an employee;
- A fee prescribed by law to be received by the employee or any other benefit to which the employee is lawfully entitled or for which the employee gives legitimate consideration in a capacity other than as an employee;
- A gift, award or memento that is received from a lobbyist who is required to make reports under Chapter 305 of the Government Code;
- Items having a value of less than $50, not including cash or negotiable instruments;
- Plaques and similar recognition awards, including achievement and recognition awards from the A&M System.

Employees must disclose any benefit received in the course of official business having a value of more than $250.

Faculty may not solicit, accept or agree to accept an honorarium in consideration for services they would not have been asked to provide but for their official position or duties. This prohibition includes a request for or acceptance of a payment made to a third party if made in exchange for such services. Faculty may accept the direct provision of or the reimbursement for expenses for transportation and lodging incurred in connection with a speaking engagement at a conference or similar event. Meals provided as part of the event or reimbursement for actual expenses for meals may also be accepted.
Participation by the faculty member in the event must be more than merely perfunctory. See System Policy 07.04 (http://policies.tamus.edu/07-04.pdf).

**Dual-Office Holding**

Texas A&M Employees may hold non-elective offices that benefit the State of Texas and are not in conflict with Texas A&M employment, provided the member of faculty has received approval from the appropriate administrator. (Ask your Department Head for assistance to identify the “appropriate administrator.”) Certain positions of employment with other government agencies are permitted. See System Policy 07.03 (http://policies.tamus.edu/07-03.pdf).

**Public Officials and Political Activities**

Policies concerning public officials and political activities are found at System Policy 07.03.01 (http://policies.tamus.edu/07-03-01.pdf). This policy contains several examples of allowed and disallowed activities for Texas A&M System employees, including:

- Should a ticket be provided to a public official in order to attend an event, an employee of the A&M System must accompany the individual to the event.
- An A&M System employee may not use his or her official authority to influence or interfere with an election result by permitting the use of a program administered by the system.
- An A&M System employee may not influence or interfere with payment, loans, or contributions of value to a political organization or person for political purposes.
- An A&M System employee may not use or authorize system funds, services, or supplies to finance or support a political candidate.
- Employees are allowed sufficient time off to vote in public elections without a pay deduction or having to use personal leave time.
- A&M System employees may run for and serve as non-salaried members of school boards, and city or town governing bodies. However, campaign activities may not be conducted during official business hours unless permission has been obtained and leave time is being used for that purpose.

For other examples and further details, refer to System Policy 07.03.01 (http://policies.tamus.edu/07-03-01.pdf).

**Travel**

To qualify for a travel reimbursement, a trip must be for state business or official business of the A&M System. Check with your department’s business office (or the person who is in charge of travel reimbursements) to find out the requirements and procedures for being reimbursed. Reimbursements cannot be made unless the correct forms have been filled out and the correct procedures followed.

Note: Foreign travel and travel to Washington DC have special requirements. See System Regulation 21.01.03 and University Rule 21.01.03.M1: “Foreign Travel” (http://rules-saps.tamu.edu/PDFs/21.01.03.M1.pdf) for further information on these and other regulations regarding travel.

**Supplemental Compensation and Outside Employment**

A&M System employees are permitted to have additional employment or a consulting business outside of the A&M System. Employees are required to disclose this information (even if the business is conducted outside of normal working hours, such as on weekends or evenings), and receive administrative approval for the arrangement. View System Regulation 31.05.02 “External Employment” (http://policies.tamus.edu/31-05-02.pdf) and form HR 202A (http://www.tamus.edu/assets/files/hr/forms/202A.pdf) for more information.

Texas A&M University employees must also receive administrative approval for employment with other state agencies, dual-employment that occurs on-campus, and employment with another A&M System agency. University SAP 31.01.99.M0.02: “Approval Procedures for Supplemental Compensation and Dual Employment” (http://rules-saps.tamu.edu/PDFs/31.01.99.M0.02.pdf) provides complete information. Forms for dual employment and supplemental compensation are found within the SAP and on the payroll website (http://payroll.tamu.edu/docs/forms.asp).

Texas A&M University wants to make compliance with ethics policies as streamlined and easy as possible for faculty. Please contact the appropriate offices for more information. Further assistance on compliance in matters of ethical conduct and employment at Texas A&M University (forms, reporting, etc.) can be found at the following:

**Office of theDean of Faculties and Associate Provost**

108 YMCA Building
1126 TAMU
(979) 845-4274

In addition, links to all A&M System Policies and Regulations, and University rules and SAPs can be found online (http://www.tamus.edu/offices/policy/policies and http://rules-saps.tamu.edu/TAMURulesAndSAPs.aspx). For questions regarding interpretation of A&M System policies and/or University rules/SAPs, contact the office of responsibility listed at the end of each governance document. To locate rules and SAPs, contact:

**Office of University Risk and Compliance**

1280 TAMU
(979) 845-1323
http://urc.tamu.edu/
Faculty Rights

Grievances

According to University Rules, faculty grievances are grouped as: 1) those concerning questions of tenure, dismissal; 2) grievances related to sexual harassment and/or illegal discrimination; 3) salary or other faculty grievances; and 4) research misconduct.

1) Grievances concerning questions of tenure, dismissal:

- Grievances involving wrongful dismissal, non-granting of tenure or promotion, and non-renewal of appointment are covered by the procedures found in the “Statement on Academic Freedom, Responsibility, Tenure and Promotion” (University Rule 12.01.99.M2, Section 9) entitled “Procedural Guidelines for Hearings” (http://rules-saps.tamu.edu/PDFs/12.01.99.M2.pdf).

- A tenure-track faculty member who receives written notice of dismissal, non-granting of tenure or promotion, or notice of non-renewal of appointment, has the right to request all documents related to the dismissal, as well as a statement of reasons for the dismissal, or non-renewal, as well as to request a hearing by the Committee on Academic Freedom, Responsibility, Tenure and Promotion (CAFRT). For a complete explanation of the petition and procedures, see University Rule 12.01.99.M2: “University Statement on Academic Freedom, Responsibility, Tenure, and Promotion” (http://rules-saps.tamu.edu/PDFs/12.01.99.M2.pdf).

2) Grievances related to sexual harassment and/or illegal discrimination

- Formal accusations against the faculty member for alleged sexual harassment or another form of illegal discrimination should be filed with the Office of the Dean of Faculties and Associate Provost. The procedures for complaints regarding sexual harassment and illegal discrimination involving faculty can be found in University SAP 08.01.01.M1.02: “Investigation and Resolution of Complaints Against Faculty Members for Illegal Discrimination, Sexual Harassment, or Related Retaliation Charges” (http://rules-saps.tamu.edu/PDFs/08.01.01.M1.02.pdf) See also the section of this handbook titled “Sexual Harassment Policy” on page 21.

Grievances not related to tenure, dismissal, or related to sexual harassment and/or illegal discrimination are addressed by the University Rule 12.01.99.M4: “Faculty Grievance Procedures Not Concerning Questions of Tenure, Dismissal, or Constitutional Rights” (http://rules-saps.tamu.edu/PDFs/12.01.99.M4.pdf).

3) Salary or other faculty grievances

- Salary grievances are to be handled primarily through administrative appeal. A faculty member who wishes to file a salary grievance should first have a personal conference with his or her Department Head. If the result of that conference is not satisfactory to the grievant, he or she may appeal to the college Dean. If the Dean’s decision is not satisfactory to the grievant, an appeal may be taken to the Dean of Faculties, who will act as an ombudsperson in attempting to resolve the case through discussions with the college Dean and the grievant. The procedures for salary grievances can be found in the University Rule 12.01.99.M4 “Faculty Grievance Procedures not Concerning Questions of Tenure, Dismissal or Constitutional Rights” (http://rules-saps.tamu.edu/PDFs/12.01.99.M4.pdf)

4) Research misconduct

- Responsible conduct in research is covered by University Rule 15.99.03.M1, “Responsible Conduct in Research and Scholarship” (http://rules-saps.tamu.edu/PDFs/15.99.03.M1.pdf).

Informal Grievance Procedures

There are some conflicts that might be resolved without referring to a formal grievance process. Below are a few, but not mutually exclusive alternatives faculty may consider before filing a formal grievance:

- If feasible, a faculty member should discuss the matter in a personal conference with his or her Department Head. If the matter cannot be resolved after talking with the Department Head they may follow the formal procedures.
• Faculty may consult with the Faculty Ombuds Officer regarding grievance issues. In this role, the Faculty Ombuds Officer can serve as a neutral listener and information source. This consultation can be done informally, without filing a grievance, and can be initiated regardless of whether the faculty member has consulted with the Department Head.

• Faculty may request a structured, but informal mediation to address conflict. If the faculty member has already been in communication with the Dean of Faculties’ Office, this office will offer to make the arrangements for the faculty through the VP for Diversity Office for mediation.

**Formal Grievance Procedures**

Should the informal attempts to resolve a matter be unsuccessful, a faculty member may submit a formal letter of complaint and relevant documentation to their college Dean. If the issue is not resolved at the college level to the satisfaction of the faculty member involved in the grievance, he or she can appeal the Dean’s decision to the University Grievance Committee (UGC).

If you believe you have cause for grievance in any of these categories, you are encouraged to make an appointment to speak with the Dean or Associate Dean of Faculties for a confidential consultation and advice regarding the resources and options available in your situation. If you decide to file a formal grievance, the Office of the Dean of Faculties and Associate Provost will advise you on how to proceed. To schedule an informal and confidential consultation call (979) 845-4274.

**Faculty Ombuds Officer**

The Faculty Ombuds Officer serves as an independent, confidential, and impartial resource for faculty. The primary responsibility of the Ombuds Officer will be to raise and clarify issues and concerns, identify opinions, and request assistance to informally resolve workplace conflicts. In cases where informal resolution efforts fail or are not advisable, the Ombuds Officer will counsel faculty of their options for formal action and will direct them to the appropriate university rules, resources, and offices. Information about the Faculty Ombuds Officer can be found online (http://faculty-ombuds.tamu.edu).

**Mediation Program**

The Vice President and Associate Provost for Diversity coordinates a mediation service for faculty and administrators. Mediation gives individuals in conflict an informal but structured process to resolve or manage their conflict. Mediators are Texas A&M employees (including staff, lecturers, professors at all levels, and administrators) who have received a minimum of 40-hours of mediation training as recommended by the Alternative Dispute Resolution Section of the State Bar of Texas (http://www.texadr.org). A current list of campus mediators can be found on the Office of the Vice President and Associate Provost for Diversity website (http://diversity.tamu.edu/Mediation/Mediators.aspx).

Mediation is a voluntary, confidential process, and it does not limit or preclude the pursuit of any other action related to the conflict (such as filing a formal grievance).

**Equal Employment Opportunity and Affirmative Action Statement**

*(from Dr. R. Bowen Loftin, president, Texas A&M University)*

Texas A&M University is committed to providing equal opportunity and access to the programs, services and employment offered through our university.

A top priority of this administration is to create an environment which supports diversity campus wide and increases awareness of the globally connected world in which we live for faculty, staff and students. To help meet this priority, all university employees have the responsibility and accountability to create an environment in which individuals are treated with dignity and respect and are afforded equal treatment under the law.

To promote this commitment and in compliance with Executive Order 11246, the university has developed an Affirmative Action Program that documents the policies, practices, and procedures to support equal treatment for all applicants and employees and assures, in good faith, equal access and affirmative action for women, minorities, individuals with disabilities and veterans at all levels of its workforce. It is our policy not to discriminate in employment opportunities or practices on the basis of race, sex, color, national origin, religion, age, disability, veteran status, genetic information, or any other characteristic protected by law. Furthermore, we will maintain a work environment free from discrimination on the basis of sexual orientation.

As an aid to assuring applicant pools are diverse, job applicants are asked for information regarding their gender, race, ethnicity, and veteran status. Submission of this information is voluntary, and refusal to provide it will not subject applicants to negative treatment.

The University adopted a policy of affirmative action to assure an environment that fosters diversity. The Texas A&M University Human Resources has responsibility for administering, monitoring and updating plans as contained in the Affirmative Action Program.
If you have any questions related to equal employment opportunity, access or affirmative action, please direct them to:

Human Resources  
750 Agronomy Road  
General Services Complex  
(979) 845-4141  
humanresources@tamu.edu  
http://employees.tamu.edu/

Sexual Harassment Policy

The Texas A&M University System’s Regulation 08.01.01: “Civil Rights Compliance” (http://policies.tamus.edu/08-01-01.pdf), states that:

Sexual harassment is a form of sex discrimination. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual’s employment, unreasonably interferes with an individual’s work or educational performance, or creates an intimidating, hostile, or offensive work environment.

Any employee who believes they have been the victim of sexual harassment should report it to his or her department head, supervisor or any administrator. Resource persons for information and confidential consultation can be found at the Office of the Dean of Faculties and Associate Provost. This office has information about University rules and procedures, System policy, applicable laws, options available for complaint resolution, and confidentiality requirements. Additional information and formal complaint/investigation procedures can be found in University SAP 02.01.01.M1.02: “Investigation and Resolution of Complaints against Faculty Members for Illegal Discrimination, Sexual Harassment, or Related Retaliation Charges” (http://rules-saps.tamu.edu/PDFs/08.01.01.M1.02.pdf).

Consensual Relationships and Nepotism

The Policy Documents of the American Association of University Professors recommends the following policy (http://www.aaup.org/AAUP/protect/legal/topics/classroom-issues.htm):

Sexual relations between students and faculty members with whom they also have an academic or evaluative relationship are fraught with the potential for exploitation. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in an academic or evaluative role, make voluntary consent by the student suspect. ... In their relationships with students, members of the faculty are expected to be aware of their professional responsibilities and to avoid apparent or actual conflict of interest, favoritism, or bias. When a sexual relationship exists, effective steps should be taken to ensure unbiased evaluation or supervision of the student.

If a conflict arises that indicates the need for investigation, University SAP 08.01.01.M1.02, the policy and procedures on Sexual Harassment, will be employed (http://rules-saps.tamu.edu/PDFs/08.01.01.M1.02.pdf).

It is not intended to discourage the interaction of faculty with students or colleagues where it is appropriate or where such interactions already are governed by the rules on nepotism and supervision of relatives, as explained in Texas A&M University System Policy 33.03 (http://policies.tamus.edu/33-03.pdf).


Discrimination and Bias Reporting

It is everyone’s responsibility at Texas A&M to make this campus a welcoming community. Texas A&M is committed to creating and maintaining a climate that affirms, welcomes, and supports diverse individuals and opinions (see the “Equal Employment Opportunity and Affirmative Action Statement” sections on page 20). Bias/Hate related events are defined in the following way:

...those actions or behaviors committed that involve the intentional selection of a victim based on their membership in a group identified by race, ethnicity, disability, religion, national origin, ancestry, age, sex, veteran status, genetic information, or sexual orientation.

Faculty, staff and students are strongly encouraged to report incidents of discrimination, hate or bias. A website has been established to report such incidents and offers advice on how to prevent acts of hate and bias. To report discrimination, hate or bias, please use the online form (http://stophate.tamu.edu).

Texas A&M University does not discriminate on the basis of race/ethnicity, color, religion, national origin, sex, disability, age, veteran status, genetic information, or any other characteristic protected by law in its programs and activities. Furthermore, the University will maintain a work environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression.

Statement on Academic Freedom

Taken from University Rule 12.01.99.M2: “Statement on Academic Freedom, Responsibility, Tenure and Promotion:”

... it is essential that faculty members be free to pursue scholarly inquiry without undue restriction, and to voice and publish individual conclusions concerning the significance of evidence that they consider relevant. Each faculty member must be free from the corrosive fear that others inside or outside
the University community, because their views may differ, may threaten his or her professional career or the material benefits accruing from it.

Each faculty member is entitled to full freedom in the classroom in discussing the subject being taught. Within the bounds of professional behavior, faculty members also have full freedom to express disagreement with other members of the university community. Although a faculty member observes the regulations of the institution, he or she maintains the right to criticize and seek revision. Faculty members also are citizens of the nation, state, and community; therefore, when speaking, writing, or acting outside the classroom, they must be free from institutional censorship or discipline. On such occasions faculty members should make it clear that they are not speaking for the institution.

**Faculty Resources and Support**

**Office of the Dean of Faculties and Associate Provost**

The Dean of Faculties and Associate Provost deals with important issues relating to university faculty. The Dean of Faculties and Associate Provost works with individuals in all university divisions; consults with the Faculty Senate; serves as an ex officio member of the Faculty Senate and specific Faculty Senate subcommittees; is a member of the Provost’s staff; and participates in planning in the Division of Academic Affairs.

The Dean of Faculties and Associate Provost is available to all faculty for confidential consultation on any matter important to the faculty member. Follow-up actions to consultation are taken only with express agreement by the faculty member. The Office of the Dean of Faculties and Associate Provost is located on the first floor of the YMCA building; this location is separate from other administrative offices, thus offering a further dimension of privacy and confidentiality.

The Office of the Dean of Faculties and Associate Provost strives to achieve and preserve a university environment in which faculty feel inspired and enabled to reach their full potential. This office facilitates and observes fairness and equity in the recruitment, evaluation, and advancement of faculty and academic administrators.

The Office of the Dean of Faculties and Associate Provost is committed to academic freedom, shared governance, excellence, and the common good. The Dean of Faculties and Associate Provost has primary responsibilities in:

- promotion, tenure, and development of faculty
- appointment, evaluation, and development of academic administrators
- advocacy for women and minority faculty
- recruitment and retention of faculty
- faculty development leave
- retirement programs
- awards programs
- dual career services/partner placement

Many of these programs and services are described in detail elsewhere in this handbook. Faculty are welcome to make use of the services of this office at any time. For further information, please visit http://dof.tamu.edu/.

**Faculty Development Leave**

Texas A&M does not have an official sabbatical program; however, the University, with the assistance of The Association of Former Students (http://www.aggienetwork.com/), funds a Faculty Development Leave Program. Faculty Development Leave is funded at full pay (with full benefits) for one semester or at one-half pay (and half benefits) for two semesters. Details of the policies and restrictions related to development leave can be found on the Dean of Faculties and Associate Provost website under “Development” (http://dof.tamu.edu/content/faculty-development-leave).

**Qualifications for Receiving Development Leave:**

- A minimum of two years of consecutive academic service in a tenured or tenure-track full-time faculty position;
- Tenured status at the time leave is to begin;
- The expectation that the faculty member will resume full-time faculty status at Texas A&M University for at least two semesters from return of their leave. Applicants must sign a statement to this effect on the application form;
- Not having been on Faculty Development Leave in the 5-year period (10 full semesters) immediately preceding the requested start-date for the leave.
- Being in compliance with the post-leave requirements of submitting a report on their accomplishments while on Faculty Development Leave. (After return, leave recipients must submit a 1-3 page report on leave activities to the Faculty Development Leave web portal (http://fdl.tamu.edu) by the conclusion of the first long semester after returning from leave).

All proposals for Faculty Development Leave will be evaluated at the department level by the Department Head, and at the college and library level by a committee that will include faculty representation.

Proposals endorsed by the Deans will be submitted to the Office of the Provost and Executive Vice President for Academic Affairs (through the Dean of Faculties and Associate Provost) for further review by a committee composed of one elected faculty member from each college and the library, and chaired by the Provost’s designee (the Dean of Faculties and Associate Provost). The committee makes their recommendations to the Provost. The Board of Regents has final approval of all Faculty Development Leave.

Further information about Texas A&M policies on Faculty Development Leave can be found online (http://policies.tamus.edu/12-99-01.pdf). Forms and instructions for applying for development leave can be found at the Dean of Faculties and Associate Provost website (http://dof.tamu.edu/node/13). Applications
are generally due to your Department and College early in the fall semester. No more than 6% of the faculty of a single college may be on Leave each semester. Deadlines will change on a yearly basis, so please check with both your Department and College for the correct deadlines.

**University Awards and Recognitions**

Awards for faculty performance in teaching, scholarly creativity and research, and professional service are awarded at numerous levels by campus units, and nominations are also presented to national and international competitions. Faculty members should investigate the guidelines for nominations with their department and college to make sure they are appropriately considered.

Please check with your College or Department to find out whether there are other awards and recognition opportunities for faculty.

**Dual-Career Employment Assistance Program (Partner Placement)**

The Office of the Dean of Faculties and Associate Provost assists partners of new and current faculty members in locating employment opportunities in the Bryan-College Station area. When the partner is seeking a faculty position at Texas A&M University the Office of the Dean of Faculties and Associate Provost is the primary contact. For more information on on-campus partner placement visit “Dual Career/Partner Placement” [http://dof.tamu.edu/node/37](http://dof.tamu.edu/node/37). The Office of the Dean of Faculties and Associate Provost provides letters of support to the partners of faculty members seeking non-faculty employment at or outside of Texas A&M. They can also provide resources for community information. Partners seeking a faculty or staff appointment, or letter of support, should contact:

**Office of the Dean of Faculties and Associate Provost**

108 YMCA Building
1126 TAMU
(979) 845-4274

**Network Mentoring Program**

Office of the Dean of Faculties and Associate Provost
108 YMCA Building
1126 TAMU
(979) 845-4274

networkmentoring@tamu.edu
http://facultymentoring.tamu.edu

**Faculty Network Mentoring Program**

The Network Mentoring Program (NMP) is a structured program sponsored by the Office of the Dean of Faculties and Associate Provost, but directed and implemented by faculty. The program is open to faculty at large but was created out of a need to provide mentoring opportunities to women and other historically underrepresented minorities. Junior and senior faculty representing a variety of backgrounds, cultures, and ethnicities are paired as mentor/mentee. Pairs commit to meet throughout the semester to provide the junior faculty (mentee) with valuable guidance to assist them in building successful careers at Texas A&M. The Dean of Faculties and Associate Provost funds one lunch per semester, per pair, and encourages pairs to meet on a regular basis. Mentees can expect mentors to get to know them as individuals and offer confidential guidance in areas of interest and concern, and to orient them to Texas A&M University. Mentors are committed to taking a genuine interest in their mentee’s professional progress, familiarize them with Texas A&M policies, and offer honest appraisal of their scholarship and progress, if asked. The Office of the Dean of Faculties and Associate Provost is committed to faculty retention, creating an atmosphere of advocacy and respect, and ensuring accessibility for its entire faculty by offering an active faculty mentoring program.

For more information or to join the program, please contact the Mentoring Program Coordinator at:

**Development Opportunities for Faculty**

Many offices on campus offer seminars, lectures, and workshops for faculty and students during the year, including the Wiley Lecture Series [http://wiley.tamu.edu/](http://wiley.tamu.edu/).

Other workshops and lectures are offered by the Provost and Executive Vice President for Academic Affairs, the Office of the Dean of Faculties and Associate Provost, the Center for Teaching Excellence, the Office of the Vice President for Research, and by numerous colleges, centers, and departments.

**Center for Teaching Excellence**

The Center for Teaching Excellence (CTE) provides resources and services that enhance professional development in teaching in an effort to improve student learning. The CTE offers a variety of programming based on research in teaching and learning and the needs of our institution and faculty, including workshops, learning communities, one-on-one consulting, departmental or program curriculum redesign, faculty and graduate student teaching academics, and a teaching conference. Workshops are offered to mirror the rhythm of the semester (e.g., syllabus preparation, mid-semester feedback on teaching) and meet the needs of faculty at different career stages (e.g., teaching portfolio preparation), as well as support scholarly investigation of questions related to teaching and learning. The upcoming academic year’s offerings include the Faculty Teaching Academy, workshops on syllabus development, course design, critical thinking, as well as preparing a teaching portfolio.

Consultation can include – but is not limited to – classroom observation, feedback on teaching materials, analysis of student evaluation data, as well as feedback on practices of mentoring graduate students. Teaching academies feature the outstanding teachers on campus as speakers and are highly interactive with time reserved for participant questions. Participants also have the
opportunity to observe these master instructors as they teach to see first-hand how they practice their craft.

The annual Wakonse South Conference on College Teaching is a two-and-a-half day intensive teaching conference held in the Texas Hill Country. The combination of engaging conversations with peers about learning and teaching, multiple, timely, and practically-focused presentations by conference participants, and beautiful surroundings create a renewing and refreshing experience that reenergizes and inspires faculty participants to further improve their teaching and enhance student learning.

Many resources designed to enhance teaching and learning are now available on our University’s Faculty Teaching and Learning Portal (http://learning.tamu.edu). Although some areas are still being developed, many resources and tools, including builders on course design, syllabus, and teaching portfolios are readily available on the Portal. Resources for peer review of teaching, team learning, high impact educational practices, and teaching with technology are located in the Resources section of the Portal. You are welcome to visit the Portal and to share any feedback or suggestions that you have to make the Portal a valuable resource for you.

To learn more about how the CTE can be of service to you, contact:

Center for Teaching Excellence
Henderson Hall
4246 TAMU
(979) 845-8392
http://cte.tamu.edu/

Faculty Professional Development Series: Seminars and Workshops

The Office of the Dean of Faculties and Associate Provost offers seminars and workshops throughout the academic year that are designed to provide professional development and growth opportunities for faculty. These seminars and workshops are organized by the Center for Teaching Excellence with the Dean of Faculties. There is no charge to attend these events (although all require pre-registration). A list of seminars and workshops for the current year, along with registration information, can be found at the Dean of Faculties and Associate Provost (http://dof.tamu.edu) and the Center for Teaching Excellence (http://cte.tamu.edu) websites. Examples of workshops offered in the past include: “How to Recognize and Manage Conflict,” “The Ivory Ceiling of Service Work,” “Teaching Naked: Embracing Technology Outside of the Class and Teaching Change Inside of Class,” and “Demystifying the Tenure and Promotion Process.” Offerings vary by semester. For more information about the Professional Development Series contact:

Center for Teaching Excellence
Henderson Hall
4246 TAMU
(979) 845-8392
http://cte.tamu.edu

Off-Campus Travel to Workshops/Conferences

Faculty have many opportunities to attend off-campus professional workshops and conferences. The authority of approval for faculty to travel for development opportunities is delegated to the departmental level in most cases, and your department will work with you on permissions and travel arrangements. Most travel arrangements are done through the eTravel/Concur online system. This system handles both bookings and reimbursement for national and international travel. Travel to Washington, D.C. and international travel require special processing, and travel to some countries requires the approval of the university president. Resources to fund such travel are managed by the departments and, in some cases, the colleges. For additional information regarding travel procedures, visit the System travel website (http://www.tamus.edu/offices/travel).

Human Resources

The Human Resources main website (http://employees.tamu.edu) is organized by subject matter and units responsible (e.g., Benefits, Classification & Compensation, Diversity, Employee Assistance Program, Employee Relations, Policy and Practices, Retirement, and Training and Development). To locate a service or to obtain contact information, please visit the HR website (http://employees.tamu.edu).

Benefits

Employees who are budgeted by name for 50% effort, for at least 4-1/2 months are eligible, along with their eligible dependents for benefits from The Texas A&M University System. New employees will begin receiving a monthly employer contribution towards their insurance premiums the first of the month after the 90th day of employment. The amount of the employer contribution is determined by the funding and percent effort for the position.

New benefits-eligible employees are also automatically enrolled in the Teacher Retirement System of Texas (TRS) on the first day of work. If an employee is in a position eligible for the Optional Retirement Program (ORP), the employee may make a one-time irrevocable election within 90 days of eligibility to enroll in the ORP instead of TRS. If the employee is eligible for ORP, they will receive additional information. The employee will be given only one 90-day period to elect ORP during their career in Texas public higher education. If the employee has participated in ORP through previous employment with a Texas state institution of higher education, the employee must continue participating in ORP.

For more information regarding the insurance plans, premiums and retirement programs, go to the HR website (http://employees.tamu.edu) and click on “Benefits.”

Employee Assistance Program

The Employee Assistance Program (EAP) assists faculty, staff and eligible dependents with personal and work-
place concerns through educational workshops, problem identification, crisis intervention, assessment, and referral to appropriate clinical resources. Services provided by the EAP staff are confidential and available at no cost to employees or eligible dependents. The EAP also manages the Prevention of Workplace Violence Program and Alcohol and Drug Abuse and Rehabilitation Program. Visit the HR website (http://employees.tamu.edu) and click on “Employee Assistance Program” for more information.

**Employee Training**

Employee & Organizational Development (EOD) offers employees a variety of workshops, programs, and consulting services designed to enhance the professional growth and effectiveness of employees and workgroups. Employee Education also provides online tutorials, resources for new employees, and a range of workshops to fit needs of all Texas A&M employees. The website listing programs and schedules of classes is found at the EDO website (http://eodinfo.tamu.edu).

**Holidays**

State holidays are set by the Texas state legislature. Each year state employees have between 12 and 15 holidays. The holiday schedule for Texas A&M University is recommended by the Chancellor and approved by the Board of Regents. At the time of publication the official holiday schedule had not been set. The following is a list holidays when Texas A&M will be closed:

Holidays scheduled for Academic Year 2013:

- Thanksgiving: Nov. 22-23, 2012
- Holiday Break: Dec. 24- Jan. 01, 2013
- Martin Luther King, Jr. Day: Jan. 21, 2013
- Spring Break: March 15, 2013
- Memorial Day: May 27, 2013
- Independence Day: July 4, 2013

The Governor of the State of Texas may also declare special holidays, which are communicated to the campus community by the Office of the President. The Human Resources website shows the scheduled dates for official employee holidays during the academic year (http://employees.tamu.edu/employees/benefits/leave/holidays.aspx).

**HRConnect**

HRConnect is an online system that is available 24-hours a day. HRConnect allows you to:

- View and print pay stubs
- Update banking preferences
- Review your benefits summary and costs
- Update personal information (mailing address, telephone and e-mail address)
- Update insurance beneficiaries

The login screen for HRConnect can be accessed through the Single Sign-On (SSO) site (https://sso.tamus.edu). You will need your Universal Identification Number (UIN) to log in.

**Sick Leave**

A faculty member who is budgeted by name for 50% or more time for at least 4 1/2 months is eligible to use and accrue sick leave. A faculty member may accrue and use sick leave as per System Regulation 31.03.02: “Sick Leave” (http://rules-saps.tamu.edu/PDFs/31.03.02.M1.pdf). For more information about any of these services please contact:

Human Resources
General Services Complex, Suite 1201
(979) 845-4141
hr-feedback@tamu.edu
http://employees.tamu.edu/

Q: What is the mascot?

A: Reveille VIII, a full-blooded collie, is Texas A&M’s mascot. As the highest-ranking member of Texas A&M’s Corps of Cadets, Reveille is part of a rich tradition. “Miss Rev”, as cadets address her, is immensely popular and can be seen around campus, in class, or attending a number of events.*

*Source: Texas A&M University; Frequently Asked Questions
**Diversity**

Texas A&M has published a statement on its commitment to diversity (http://diversity.tamu.edu/WhatsDiversity/CommitmentStatements.aspx), which reads:

As a major public institution of higher education, Texas A&M University has both an extraordinary opportunity and special responsibility to create and maintain a climate that affirms diversity of persons as well as diversity of views. Diversity is an indispensable component of academic excellence.

Texas A&M strives to maintain a climate that affirms diversity of individuals and views. A wealth of diversity-related resources and documents for faculty are available at Texas A&M and includes:

- The Office of the Vice President and Associate Provost for Diversity provides leadership in diversity issues, and in the design and implementation of campus programs to support diversity (http://diversity.tamu.edu).
- Professional Networks for faculty are supported by the Office of the Vice President and Associate Provost for Diversity (http://diversity.tamu.edu/Networks.aspx). Networks for faculty include:
  - African American Professional Organization
  - Association of American University Professors
  - Black Faculty Alliance
  - Brazos Valley Chapter of Fulbright Association
  - China Faculty Association
  - Christian Faculty Network
  - Catholic Faculty and Staff Network
  - Jewish Faculty Network
  - Faculty and Staff Committed to an Inclusive Campus
  - Friends of India Network
  - Gay, Lesbian, Bisexual, and Transgender Professional Network
  - International Faculty and Scholars Network
  - Mexican American/Latino Faculty Association
  - Muslim Faculty Network
  - Organization of Professional Academic Leaders plus other Non-Tenure Track Faculty (OPAL +)
  - Phi Beta Delta-International Honor Society
  - Phi Beta Kappa: Kappa of Texas Chapter
  - Professional Hispanic Network
  - Secular Humanist Network
  - Sigma Xi
  - Women Administrators Network
  - Women’s Club of Texas A&M
  - Women’s Faculty Network
  - Women in Engineering Faculty Interest Group
- The Division of Student Affairs (http://studentaffairs.tamu.edu/diversity) provides several links to on and off-campus diversity resources for students and faculty.
- Human Resources provide links for faculty and staff regarding the importance of diversity and inclusion in the workplace, and offers tips to maintain a community of respect in a diverse campus environment (http://employees.tamu.edu/Jobs/careers/diversity.aspx).

**Research Information and Guidelines**

The Division of Research carries out its commitment to supporting creative scholarship and sponsored research at Texas A&M through several internal units and a variety of external units and centers that are focused on exciting new fields of scientific inquiry.

**Office of Research Development**

The Division of Research’s Office of Research Development (ORD) facilitates the realization of strategic research initiatives by supporting the development of multi- and interdisciplinary research efforts and by facilitating collaboration across colleges, departments, centers, and interdisciplinary groups. The office provides technical expertise and support for large-scale proposal projects through strategy development, proposal coordination, and editorial review. ORD also collaborates to facilitate communication about the Texas A&M research enterprise and assists in coordination with funding entities. More information can be found at VPR.tamu.edu.

**Research Studies Involving Human Subjects**

All research done under the auspices of Texas A&M University in which human subjects are involved must be reviewed and approved by the Institutional Review Board (IRB). For detailed explanations, see University Rule 15.99.01: “Human Subjects in Research” (http://rules.tamu.edu/PDFs/15.99.01.M1.pdf). Contact the Division of Research’s Office of Research Compliance and Biosafety for the current policies and forms (http://rcb.tamu.edu).

**Research Studies Involving Animals**

All research done under the auspices of Texas A&M University in which animals are involved must be reviewed and approved by Texas A&M’s Institutional Animal Care and Use Committees (IACUC). The use of animals is defined as any activity involving vertebrate animals in which the natural lifestyle or movements of the animals is materially altered. Use of animal carcasses, tissues, and fluids obtained specifically for research, testing, or teaching purposes are subject to review according to applicable regulations and may be determined to be “use of animals.” For a detailed explanation, see University SAP 15.03.99.M0.01: “Use of Animals in Research, Teaching, and Testing” (http://rules-saps.tamu.edu/PDFs/15.03.99.M0.01.pdf). Contact the Division of Office of Research Compliance and Biosafety for the current policies and forms at http://rcb.tamu.edu.

**Research Studies Involving Biohazards**

All research conducted by a member of the faculty or staff of Texas A&M, involving certain agents/materials (http://rcb.tamu.edu/biohazards), must be approved by the Texas A&M Institutional Biosafety Committee (IBC) prior to initiation. For detailed explanations, see...

**Biosafety Occupational Health Program**

Occupational health services are provided by two entities on campus based on the occupational risk exposure. If you are unsure of which office to contact, see Occupational Health at Texas A&M (http://occupationalhealth.tamu.edu). The program’s mission is to ensure that all people potentially exposed to hazardous biological agents in the course of their activities at Texas A&M are offered the best possible information regarding those hazards and access to competent occupational health medicine services and providers. Contact the Office of Research Compliance and Biosafety for the current guidance and forms at http://rcb.tamu.edu.

**Export Controls**

Texas A&M is committed to the principle of freedom of access by all interested persons to the underlying data, processes, and final results of research. Texas A&M supports open research and the free interchange of information among scholars. The university also recognizes that the United States has enacted laws and regulations restricting the transmission of controlled information and controlled physical items for the purpose of protecting national, economic, security, and foreign policy interests. Texas A&M also has a commitment to comply with all applicable export controls, as established by federal regulations, in its rule on Export Controls. To learn more about Export Controls, see University Rule 15.02.99.M1: “Export Controls” (http://rules-saps.tamu.edu/PDFs/15.02.99.M1.pdf). Contact the Office of Research Compliance and Biosafety for the current policies and forms at http://rcb.tamu.edu.

**Quality Assurance Program**

The Quality Assurance Program’s goal is to promote a working relationship between investigators, research staff, and applicable university oversight committees – Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC), and the Office of Research Compliance and Biosafety. Currently, the program provides monitors for Good Laboratory Practices (GLP) research, Animal Welfare Assurance Program (AWAP), approved animal use, Human Subject Protection Program (HSPPP), and approved human subjects research. Contact the Office of Research Compliance and Biosafety for the current guidance at http://rcb.tamu.edu.

**Ethics in Research and Scholarship**

Guidelines for gathering, storage, and retention of data and for authorship and publication practices are available from the Division of Research. Please see University Rule 15.99.03.M1, regarding “Responsible Conduct in Research and Scholarship” (http://rules.tamu.edu/PDFs/15.99.03.M1.pdf).

**Guidelines for Authorship and Publication Practices**

A gradual diffusion of responsibility for multi-authored or collaborative studies has led in recent years to the publication of papers for which no single author was prepared to take full responsibility. Safeguards are put in place to allow this information to be reported accurately. For more information, see SAP 15.99.03.M1.02: “Guidelines for Authorship and Publication Practices” (http://rules-saps.tamu.edu/PDFs/15.99.03.M1.02.pdf). If you have questions on these or other related research issues, contact the Division of Research:

Division of Research
312 Jack K. Williams Administration Building
1112 TAMU
(979) 845-8585
http://vpr.tamu.edu/

Q: What is the 12th Man?

A: The 12th Man is the entire student body—past and present. Sprung from the selfless gesture of E. King Gill at a 1922 football game, the tradition embodies the core values held by the university. Students still show that 12th Man spirit at each athletic event by standing for the entire game, ready to go in if needed.

*Source: Texas A&M University; Frequently Asked Questions*
Information Technology Resources

Information technology resources are available to assist you with course instruction, research, and other academic pursuits. To learn more about setting up accounts, connecting from on- and off-campus, getting support, and locating specific computing resources visit the Information Technology website (http://it.tamu.edu/IT_for_Faculty_Staff.php). These services include:

- **NetID** is your Texas A&M electronic identifier (or username) for logging in to many university resources. Activate your NetID by going to http://gateway.tamu.edu and clicking the “Get Started” button. You can also manage your email forwarding, campus directory listing, and other account information from this site.

- **Howdy web portal** connects you to Texas A&M resources, email, news and important links — all with one login. Visit http://howdy.tamu.edu to get started.

- **Texas A&M Email** uses state-of-the-art webmail technology that gives you powerful searches, shareable calendars, email conversation view, and anytime, anywhere mobile access. Some departments also provide additional email resources. Read more at http://cis.tamu.edu/Services/Email/index.php.

- **TAMULink** wireless provides Internet and network access in classrooms, offices, libraries, eateries, and meeting areas. Go to http://tamilink.tamu.edu to view a map of wireless locations and learn how to connect your laptop or other mobile device.

- **eLearning** provides online learning management using Blackboard Vista for course preparation, interactive communication, and posting of syllabi, grades, and other course content in a secure system. Find out more at http://elearning.tamu.edu.

- **Classroom technology** lets you use computers, SMART Sympodiums, VHS/DVD players, and projectors in many technology-enhanced classrooms across campus. Contact Instructional Media Services at http://ims.tamu.edu to learn more.

- **Open Access Labs** (OALs), located across campus, provide access to computers, printers, and specialized software, give you access to network space, and allow you to have personal web space. View information about OALs for faculty at http://oal.tamu.edu.

- **Supercomputing facility** provides Eos (an IBM iDataPlex cluster), Hydra (an IBM Cluster 1600), several Linux workstations, many commercial and freeware packages, access storage archives, and a staff of expert analysts available to assist you. For more information visit http://sc.tamu.edu.

- **Need computing help?** Contact Help Desk Central (HDC) anytime, 24 hours a day, 7 days a week, and 365 days a year. They provide walk-up service for forgotten passwords or account issues. Visit the HDC website to access online support for many of the systems used by the faculty of Texas A&M.

### University Libraries

The Texas A&M University Libraries is composed of five branches along with an online library available to all faculty, students, and staff (http://library.tamu.edu).

- **Sterling C. Evans Library and Library Annex on the main campus** (this is the general library)
- **West Campus Library**
- **Cushing Memorial Library and Archives**
- **Policy Sciences and Economics Library**
  - (in the Annenberg Presidential Conference Center)
- **Medical Sciences Library** (west campus)

### Library services include:

**Electronic Resources:** Faculty, staff, and students can access more than 1 million electronic resources, including databases, e-books, and e-journals, from campus or online. Visit the Libraries’ website to locate library holdings using the online catalog (http://library.tamu.edu).

**Get it for me:** Request books, articles, theses, dissertations and other materials for free from The Texas A&M System libraries and other libraries around the world.

- **Interlibrary Loan:** Request books, journal articles, documents, microforms, videos, and scores that are not owned by Texas A&M Libraries. Electronic delivery of articles is the default and is provided in most cases. Generally articles take 3–5 business days and in many cases within 24 hours; loans take 7–10 business days and in many cases less than a week.

- **Document Delivery:** Request electronic delivery of article-length copies from journals, books, microforms, and other texts owned by Texas A&M libraries. Generally 3–5 business days; in many cases within 48 hours.

- **Book Retrieval:** Request books to be retrieved from the Texas A&M Libraries’ book shelves and reserved at your library’s circulation desk for pick up. Generally up to 3 business days; in many cases within 24 hours.

- **Faculty Office Delivery:** Any returnable items can be delivered to faculty’s campus mail stop if desired.

**Research Consultations:** Subject Librarians are available for in-depth research assistance and general orientations to the many services and resources the Libraries have to offer. For more information, visit the libraries’ website (library.tamu.edu/services/subject-librarian-services)

**Library Tours, Orientations and Course-Based Instruction:** The Libraries provide general library orientations and course-specific instruction sessions tailored to the learning goals and requirements of research assignments. For more information, visit the Libraries’ website (library.tamu.edu/services/tours-classes-orientations).
Undergraduate Studies

The Office of Undergraduate Studies and its affiliate programs foster excellence in undergraduate academics at Texas A&M University by developing and supporting successful learning experiences for students and providing campus leadership in engaged and integrated academic programs. Our goal is to support academic departments and programs in producing knowledgeable lifelong learners capable of navigating a complex and interconnected world in a socially and ethically responsible manner.

The Office of Undergraduate Studies provides support to assist faculty and departments in incorporating high impact educational practices into undergraduate courses and curricula. These high-impact practices include learning communities, service-learning or community-based learning projects, internships, first-year seminars, capstone courses, and global learning experiences. Additionally, we can assist in the development and delivery of writing-intensive and oral communication-intensive courses.

The Office of Undergraduate Studies supports attainment of the university’s undergraduate student learning outcomes. These outcomes were developed by the Texas A&M University community and endorsed by the Faculty Senate in 2009. The undergraduate student learning outcomes include:

- Master the depth of knowledge required for a degree
- Demonstrate critical thinking
- Communicate effectively
- Practice personal and social responsibility
- Demonstrate social, cultural, and global competence
- Prepare to engage in lifelong learning
- Work collaboratively

We encourage faculty members to look for opportunities to become involved in measuring achievement of these outcomes at the program level.

Programs affiliated with the Office of Undergraduate Studies include the Center for Student Athlete Services, General Academic Programs, Honors and Undergraduate Research, the Student Learning Center, Professional School Advising, the Public Policy Internship Program, and the University Writing Center.

Further information can be found at:

University Writing Center
Evans Library 214
West Campus Library 205
(979) 458-1455
http://writingcenter.tamu.edu
**Graduate Teaching / Directing Graduate Students**

Faculty who wish to teach graduate courses and/or serve on graduate committees must be nominated by their Department Head and be appointed to the Graduate Faculty. The purpose of this process is not to confer recognition upon an individual, but to assure competence in the directing and counseling of graduate students and in the teaching of graduate courses.

The Office of Graduate Studies (OGS) is a resource for graduate faculty. This office maintains the official record for each graduate student admitted to the university (except for transcripts), facilitates progression towards the completion of graduate degrees, and provides clearance for graduation (including final review of theses and dissertations when required). They are the source for all required forms related to degree plans, petitions (for change of committee, major, degree, etc.), appeals, thesis and dissertation proposals, and cover pages, etc. More information and links to forms can be found by contacting:

**Office of Graduate Studies**
302 Jack K. Williams Administration Building
1113 TAMU
(979) 845-3631
http://ogs.tamu.edu

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**Accommodations for Students with Disabilities (Americans with Disabilities Act Guidelines)**

The student is responsible for providing the instructor with a letter from an Accommodations Counselor showing that the student has registered with Disability Services and been approved for specific accommodations. Instructors then have the responsibility to work with the student and with Disability Services to provide reasonable accommodations. If a student who has not registered with Disability Services requests an accommodation from an instructor, the instructor should first refer the student to Disability Services.

The Department of Disability Services publishes an explanation of the rights and responsibilities of instructors as well as other helpful information on the Disability Services website (http://disability.tamu.edu/facultyguide).

Below are some guidelines to keep in mind:

**ADA Policy Statement**

The official ADA Policy Statement must be included on all syllabi.

**Confidentiality**

All records and requests pertaining to students with disabilities must remain confidential. A student’s disability or need for accommodation should not be discussed with other faculty, students or staff at any time; unless the individual has a legitimate educational interest (a need to know that is essential to carrying out the individual’s job responsibilities).

**Accessible Course Materials**

Instructors are responsible for making sure that the course materials are available in accessible formats for students with disabilities. This may include, but is not limited to, making copies (or sharing electronic files) of presentation materials; helping students with access to lecture notes; and allowing students to record lectures when needed. Course websites should meet web accessibility guidelines. In particular all downloadable files should be in accessible formats and all videos should be captioned for the hearing impaired.

**Tests and Exams**

Some students with disabilities may need accommodations during exams such as additional time, a reduced distraction environment or access to special software. Instructors can arrange to provide these Disability Services-approved accommodations within the department or the students can arrange to take exams at the Disability Services monitored testing center. Students who are using the Testing Administration Center must provide an exam schedule form that the instructor has signed and initialed to Disability Services. Disability Services uses an online web application (TrackerOnline) to manage exam schedules and process exam changes.
Disability Services will contact the instructor (or other designated department contact) to request exams. The exams are typically administered at the usual class time unless other arrangements (approved by the instructor) have been made. Exams are monitored by Disability Services staff. The student must show a picture ID and relinquish all communication devices before receiving the exam.

Arranging suitable accommodations involves shared responsibilities between the instructor and the student. For questions about student accommodation issues, please contact Disability Services or the Office of University Risk and Compliance:

Disability Services
Cain Hall B118
1224 TAMU
(979) 845-1637
http://disability.tamu.edu/

University Risk & Compliance
General Services Complex, Suite 2101
1280 TAMU
(979) 862-7737
http://urc.tamu.edu/

Transportation Services

Parking

A&M faculty may get to and from campus in a variety of ways. Faculty members who choose to bring a car to campus are required to purchase a permit. Faculty may register for parking via the website (http://transport.tamu.edu). Parking is at a premium on the campus and often available parking may not be immediately adjacent to a particular building or facility. For more information about parking permits, or to view the Parking Rules and Regulations, please visit the website (http://transport.tamu.edu). Faculty may also get current information about parking, traffic, and construction delays by subscribing to the RSS feed or following @AggieSpiritBus on Twitter.

Shuttle Buses

The university operates a transit system that services both on and off campus. All the bus services offered by Transportation Services are fare-free to the faculty, staff and students, with the exception of the charter service. The on-campus system serves the main and west campuses and is the most efficient mode of transportation for customers who want to move about the campus. For more information on times and locations, please access our website (http://transport.tamu.edu) or our mobile site (http://m.tamu.edu).

The university operates a transit system off campus that offers service in Bryan/College Station, as well as Blinn College. Hours of operation for fall and spring semesters are 7:00 a.m. to midnight, Monday through Friday with limited service after 6:00 p.m. Weekend service is provided from 9:00 a.m. to 6:00 p.m., excluding holidays, home football games and weekends when the University is officially closed.

Hours of operation for break and summer sessions are 7:00 a.m. to 6:00 p.m. Monday through Friday with no weekend service. For more detailed information on times and maps, please access our website (http://transport.tamu.edu) or mobile site (http://m.tamu.edu).

Stay current with our information by subscribing to the RSS feed or following @AggieSpiritBus on Twitter.

If you have questions on these or other related transportation issues, please contact Transportation Services:

Transportation Services
108 Koldus Building
(979) 862-PARK
http://transport.tamu.edu

International Faculty and International Visitors

Texas A&M University employs international faculty, researchers, and staff. In addition, faculty often invite international visitors and scholars to campus. Because of the immigration complexities, faculty at large (whether international or not) need to be aware of issues that may arise when employing an international faculty member, or inviting a foreign national to campus.

International Faculty & Scholar Services

International Faculty & Scholar Services (IFSS) is a part of the Office of the Dean of Faculties and Associate Provost. IFSS is the designated office at Texas A&M University responsible for assisting academic departments in the employment of international faculty, researchers, and professional staff. In this regard, IFSS provides an array of immigration services relating to the employment and hosting of faculty members and/or visiting scholars.

Employment

Employment of foreign nationals at Texas A&M University is governed by System Regulation 33.99.09 and supplemented by Texas A&M University Rule 33.99.09. M1. While it is important for international faculty to be aware of these regulations, there are certain immigration issues that are common to all international faculty during their employment. The following are common examples.

- Generally, the employment of an international faculty member is employer specific. As a result, the faculty member can only work for Texas A&M University, unless the individual has a concurrent nonimmigrant status sponsored by a third party. Consequently, unless the concurrent sponsorship exists, freelancing, consultations or payment for services by a third party entity can easily constitute a violation of the nonimmigrant status.

- Permanent residence is not an entitlement and requires the academic department’s sponsorship if Texas A&M University is to petition for permanent residence based on the employment of the international faculty member.
• It is important to assure that prior to traveling abroad the international faculty member has all the necessary immigration documentation to facilitate their return back to Texas A&M University.

• Changes in employment, such as location, salary, job description, title, percentage effort, require immediate notification to IFSS to avoid any potential immigration problems.

Visitors

Texas A&M University has a J-1 Exchange Visitor Program under which faculty can invite scholars and student interns to visit. IFSS is the office responsible for the J-1 program. This program is the optimal route for, among other things, fostering the exchange of ideas and allowing individuals to engage in teaching, lecturing and research.

The student intern category provides a unique opportunity to foreign national students currently enrolled in and pursuing a degree at an accredited post-secondary academic institution outside the United States to participate in a student internship program at Texas A&M University that will fulfill the educational objectives of his or her current degree program at their own institution.

A visit to Texas A&M University may also take place under the B-1 nonimmigrant visa. This type of visa is for visitors engaging in business and is not suited for the visitor to engage in collaborative or guided research or for the visitor to gain practical experience through on-the-job training. Consequently, faculty members should contact IFSS to ascertain whether or not a visit under this nonimmigrant category is advisable.

Finally, it is important to also note that international visitors may be subject to a Restricted Party Screening. In this regard, all faculty members should be aware of System policy 15.02 “Export Controls,” Texas A&M University Rule 15.02.99.M1.01 supplementing the System Policy, and the Texas A&M University SAP 15.99.99. M0.01.

For more information about immigration employment matters or inviting visitors and/or scholars to campus, contact:

International Faculty & Scholar Services
101 YMCA Building
1158 TAMU
(979) 862-1719
http://ifss.tamu.edu/

International Opportunities

Texas A&M recognizes that to prepare graduates to be leaders in today’s increasingly global marketplace, international education must be a priority. To assist in fulfilling Imperative 6 of Vision 2020, Texas A&M has made a strong commitment to providing faculty with international development opportunities. These include international research grants, Fulbright workshops and incentives, and special seminars abroad. Be sure to visit the International Opportunities booth to learn why Texas A&M is a leader among state universities in its international efforts and to find out more about available services.

International Agreements

International Agreements are created within the colleges under the guidance of college representatives. To read about the process for developing an agreement, visit the International Agreements website (http://intlcenter.tamu.edu/content/resources-1). To find the contact information for your college representative, refer to the list of Representatives (http://intlcenter.tamu.edu/content/ipecc-representatives).

Texas A&M University - CAPES Collaborative Research Program

Texas A&M is working closely with Coordenação de Aperfeiçoamento de Pessoal de Nível Superior (CAPES), to establish a collaborative research program between researchers in Brazil and Texas A&M. The collaborative research program involves joint funding for pilot research projects that are intended to lead to extramurally funded research projects in Brazil and the United States. The program is open to tenured or tenure-track faculty in colleges that have agreed to co-fund the seed grants to Texas A&M faculty. For additional information, contact the Division of Research (http://vpr.tamu.edu).

Texas A&M University and NSFC Collaborative Research Grant Program

Texas A&M and the National Natural Science Foundation of China (NSFC) have announced the Texas A&M and NSFC Collaborative Research Grant Program to encourage research collaborations between faculty at Texas A&M and faculty in Chinese universities. The program aims to facilitate collaboration and to further research ties that will enable joint applications to various extramural funding programs. This program is open to tenured or tenure-track faculty at Texas A&M in all areas of research that are mutually supported by NSFC and Texas A&M. For additional information, contact the Division of Research (http://vpr.tamu.edu/funding/nsfc).

Texas A&M-Weizmann Collaborative Program

The newly established Texas A&M-Weizmann Collaborative Program advances collaborative research between Texas A&M, the Texas A&M Health Science Center, and the Weizmann Institute of Science located in Rehovot, Israel in areas of mutual interest. The intent of this program is to facilitate staff and student exchange and to initiate research ties and preliminary results that will enable joint applications to various extramural programs. For more information visit http://www.weizmann.ac.il/.

TAMU-CONACYT Collaborative Research Grant Program

Texas A&M University has partnered with Mexico’s national science foundation agency Consejo Nacional de Ciencia y Tecnología (CONACYT), to encourage collaborative research projects. The Division of Research and
CONACYT issue annual calls for proposals prepared by Mexican and Texas A&M University researchers. The funding provides seed funds for projects that lead to extramurally funded research projects supported by United States, Mexican, or other international funding sources. For additional information, contact the Division of Research (http://vpr.tamu.edu).

**Study Abroad Programs**

Faculty are influential in encouraging Aggies to study abroad, and we invite you to consider incorporating an international experience into your curriculum. Help motivate a student to study, research, or intern in the region of the world that fits with your expertise. The Study Abroad Programs Office can assist faculty in identifying existing options abroad for curricular integration or developing a course to be taught abroad. For more information, visit the Study Abroad website (http://studyabroad.tamu.edu/?go=faculty) or email Dr. Jane Flaherty, Study Abroad Programs Office at jflaherty@tamu.edu.

**Bush Excellence Award for Faculty in International Research and International Teaching**

The excellence award for faculty for international research and teaching with its $2,500 gift, is given annually by the Bush Presidential Library Foundation in recognition of faculty who make outstanding contributions to international research and teaching. Awards are presented each spring. An additional award is offered to faculty for public service. For guidelines and nomination forms see the Award website (http://intlcenter.tamu.edu/content/recognition-1). For information view the Award website (http://intlcenter.tamu.edu/content/bush-excellence-awards-faculty).

**Outstanding International Alumnus Award**

This award, presented during International Week in the spring of each year, honors a Texas A&M graduate who was not a U.S. citizen at the time of their studies and who went on to achieve prominence in their fields while remaining committed to the mission and goals of Texas A&M. For information view the Award website (http://intlcenter.tamu.edu/content/recognition-1).

**International Education Sites**

One international branch campus in Qatar and one international research and teaching center in Costa Rica support Texas A&M University’s research, education, and outreach initiatives, both at a faculty and student level. There are other facilities around the world where Texas A&M faculty conduct research and teach. These locations are available to host study abroad programs, research collaboration, or other initiatives. In addition, faculty may find other international sites useful for global initiatives.

**Texas A&M University at Qatar**

Since opening in the Fall of 2003, Texas A&M University at Qatar has offered Bachelor of Science degrees in chemical, electrical, mechanical, and petroleum engineering. In Fall of 2011 a Master of Science (M.S.) and a Master of Engineering (M.Eng.) in chemical engineering were added. Texas A&M’s branch campus in Doha, Qatar, is part of Education City, which was developed by the Qatar Foundation for Education, Science and Community Development. The curricula offered at Texas A&M Qatar is materially identical to that offered at the main campus in College Station. Courses are taught in English in a coeducational setting.

A remarkable innovation in engineering education, Texas A&M at Qatar connects one of the world’s top engineering programs with a region that has unlimited potential for growth. To learn more about the Qatar branch campus, visit the Qatar homepage (http://www.qatar.tamu.edu) or contact Dr. Hamid Parsaei, associate dean for academic affairs at Texas A&M at Qatar, at academiaffairs@qatar.tamu.edu.

**Texas A&M University Soltis Research and Education Center in Costa Rica**

Officially opened on June 18, 2009, the Soltis Center is a donation from Mr. Bill Soltis, Aggie class of ’55. The donation includes a 250-acre rainforest that borders the world-renowned natural reserve of Monte Verde, and an additional 40 acres with facilities. The facilities consist of dorms that house up to 64 people and an academic building with labs, classrooms, and a dining facility.

Faculty interested in developing a research program, a course at the facility, or a field trip component to a class, should contact Dr. Eugenio Gonzalez at egonzalez.soltis.center@tamu.edu or 979-862-7934. For additional information about the Soltis Center, visit the website (http://soltiscentercostarica.tamu.edu). For assistance in developing faculty-led study abroad programs, faculty also may contact Dr. Jane Flaherty at jflaherty@tamu.edu.

**Texas A&M University Center in Mexico**

Since 1993, Texas A&M has provided classrooms, conference rooms, TTVN capabilities, and staff support for faculty to explore opportunities for collaboration in Mexico. For more information contact Ms. Teresa Olvera at tolera@tamu.edu.

**Santa Chiara Study Center in Italy**

Each semester, faculty members are invited to submit proposals to teach at the Santa Chiara Study Center in Castiglion Fiorentino, Italy, located in Tuscany. Faculty interested in submitting proposals can contact Dr. Jane Flaherty, director, Study Abroad Programs, at jflaherty@tamu.edu or find more information on the website (http://studyabroad.tamu.edu). To learn more about the Santa Chiara Study Center, visit the website (http://santachiaracenter.tamu.edu).

For more information about International Education Sites contact the Global Program Support Office at 979-845-3099.