

TEXAS A&M UNIVERSITY  
Faculty Handbook

2008-2009

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## About Texas A&M University

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

The motto of the Texas A&M University System is:

“Improving the lives of Texans through education, research and service.”

The Texas A&M University System is made up of eleven universities. These are:

- Prairie View A&M
- Tarleton State University (Stephenville)
- Texas A&M International (Laredo)
- Texas A&M University (College Station)\*
  - Texas A&M University at Galveston
  - Texas A&M University at Qatar
- Texas A&M University-Commerce
- Texas A&M University-Corpus Christi
- Texas A&M University-Kingsville
- Texas A&M University-Texarkana
- West Texas A&M University

*\*Texas A&M University, College Station, is the main campus for the branch campuses of Galveston and Qatar*

The system also includes The Health Science Center, and the following agencies:

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

### *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, and therefore A&M was an all-male military institution with mandatory corps enrollment 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 now one of the top-funded research schools in the United States. Main-campus enrollment in Fall 2007 was 46,636 students (Source: Texas A&M Fingertip Facts, Fall 2007, Office of Institutional Studies and Planning, Texas A&M University).

### *Governance and Administration of Texas A&M University*

The **Board of Regents** is the governing body over the Texas A&M System. A **Chancellor** oversees the entire system, reviews system guidelines, and makes recommendations to the Board of Regents. The Board delegates operational control of 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**. Therefore, governance of Texas A&M University resides in the Board of Regents, the President, and designated officers.

The **Faculty Senate** is an elected body of faculty members that reports to and advises the President of Texas A&M University. They play an influential role in its governance through the recommendation of policy, providing advice, facilitating discussion, and disseminating information to the academic community. The general election for the Faculty Senate is held in the spring semester of each academic year, at which time nomination information will be distributed to all faculty members. (Individuals must be at the rank of Lecturer or above to qualify for nomination.) For more information about the Faculty Senate, see their website at [http://www.tamu.edu/faculty\\_senate/](http://www.tamu.edu/faculty_senate/).

### *Academic Colleges & Deans*

The faculty of Texas A&M University work in one of thirteen units: there are eight academic colleges, two schools, and the University Libraries (each of which is headed by a Dean), plus two branch campuses at Galveston and Qatar:

- College of Agriculture and Life Sciences (Interim Dean: Mark Hussey )
- College of Architecture (Dean: J. Thomas Regan)
- College of Education and Human Development (Dean: Doug Palmer)
- College of Geosciences (Dean: Björn Kjerfve)
- College of Liberal Arts (Dean: Charles A. Johnson)
- College of Science (Dean: H. Joseph Newton)
- College of Veterinary Medicine (Dean: H. Richard Adams)
- Dwight Look College of Engineering (Dean: G. Kemble Bennett)
- George Bush School of Government and Public Service (Dean: Richard Chilcoat)
- Mays Business School (Interim Dean: Ricky M. Griffin)
- Texas A&M University Libraries (Dean: C. Colleen Cook)
- Texas A&M University at Galveston (Vice Pres. and CEO: R. Bowen Loftin)
- Texas A&M University at Qatar (Dean and CEO: Mark Weichold)

### *Libraries*

The Texas A&M University Libraries [<http://library.tamu.edu/>] includes five branches:

- Sterling C. Evans Library on the main campus (this is the General Library)
- West Campus Library
- Cushing Memorial Library and Archives
- Policy Sciences and Economics Library
- Medical Sciences Library (on West Campus)

## Library Services Include:

### Electronic Resources

You can access over 60,000 electronic resources, including databases, e-books and e-journals, from your campus or home computer. You can also locate library holdings using the online catalog. With the Edocs service, you can request photocopies of materials (delivered to your email address in PDF format). There is no charge for most requests. (For full details, go to <http://library.tamu.edu/> and click on the “Deliver Edocs” icon near the bottom of the page.)

### Subject Consultations

Subject Specialist librarians will set up consultations with individual faculty, staff, or students to provide an overview of the resources available for a particular discipline.

### Tours

The library offers walk-in tours, lasting about 50 minutes, for faculty, staff, and students. A list of tour times is created at the beginning of each semester (see the library website). No registration is required. Faculty can also arrange group tours and library orientations for their students that can be focused on the specific types of resources and assignments the students will be working with in class. Contact the Instructional Services Department at (979) 862-1060 for further information.

### *George Bush Presidential Library and Museum*

Texas A&M is home to the George Bush Presidential Library and Museum [<http://bushlibrary.tamu.edu/>], located on West Campus. The library is also a research institution. Holdings include 38,000,000 pages of official and personal papers, 1,000,000 photographs, 2,500 hours of videotape, and 70,000 museum objects that document George Bush’s distinguished public career. A special section of the museum is dedicated to former First Lady Barbara Bush. The museum is operated by the National Archives and Records Administration (NARA). The George Bush Presidential Library and Museum is the tenth Presidential Library in the United States. There is an admission fee for using the library.

## **Appointment and Advancement**

All faculty members receive an appointment letter that states the initial terms and conditions of employment. If the appointment is tenure-accruing, the letter also indicates the length of the probationary period. (Note that 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*

To facilitate and encourage dialogue between Department Head and faculty member, and to aid in the constructive development of faculty members, an annual review will be conducted for faculty members with an appointment as a professor at any rank, an instructor, a lecturer at any rank, or a librarian.

For lecturers, the annual review will focus on performance and potential for continued appointment. Reviews for other non-tenure track faculty (such as research, clinical or instructional faculty) will focus on performance in areas aligned with what is stated in the faculty member's appointment or reappointment letter.

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

After an annual review is completed, a letter is sent by the Department Head to the Dean of the College (with a copy going to the Dean of Faculties). The Department Head must also provide the faculty member with a written statement regarding progress and performance. Annual reviews will also serve as documentation for determination of merit salary increases.

For more information about the annual review or mid-term review process, refer to University Rule 12.01.99.M2, Sec. 2.5: [<http://rules.tamu.edu/PDFs/12.01.99.M2.pdf>]. In addition, the Office of the Dean of Faculties publishes *Guidelines for Annual and Mid-Term Review*, which is available upon request, and on their website [<http://dof.tamu.edu/admin/faculty/>].

### *Tenure and Promotion*

Tenure means the entitlement of a faculty member to continue in the academic position held unless dismissed for good cause. Tenure is based on the need to protect academic freedom and is irrevocable except as specified in University Rule 12.01.99.M2 – University Statement on Academic Freedom, Responsibility, Tenure, and Promotion. If a faculty member's appointment is tenure-accruing, the appointment letter will indicate the length of the probationary period and will state the credit agreed upon for appropriate service to other institutions. For faculty subject to a probationary period of four years or more at Texas A&M, a mid-term review is mandatory, as is a review in the penultimate year of probationary service (regardless of the probationary period).

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

- **Teaching** (classroom and laboratory instruction, development of new courses, labs and teaching methods, publication of instructional materials, supervision of graduate students)
- **Scholarship** (creation and dissemination of new knowledge, or other creative activities)
- **Service** (to the institution, to students, colleagues, the department, the college, and the University—as well as beyond the campus)

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 [<http://dof.tamu.edu/admin/tp/>]. You may also wish to review University Rule 12.01.99.M2 at <http://rules.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 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 gauge 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 typical criteria and factors such as 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.

University Rule 12.06.99.M1: Post-Tenure Review can be viewed at <http://rules.tamu.edu/PDFs/12.06.99.M1.pdf>.

## **Classroom Responsibilities & Information**

### *Academic Calendar*

The academic calendar for the current and upcoming semesters is available at <http://admissions.tamu.edu/Registrar/General/Calendar.aspx> (or go to the TAMU main web page at <http://www.tamu.edu> and click on “Academics” on the left side of the page). This calendar will help you plan the scheduling of assignments and exams in your course. It shows the dates when the term begins and ends, the mid-term date, the last day for Q-drops, scheduled “reading days” (study day before final exams, when no classes are held), “dead 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.

### *Accommodations for Students with Disabilities (ADA Guidelines)*

It is the responsibility of a student to provide the instructor with documentation showing that they have registered with Disability Services and requested accommodation. Instructors then have the responsibility to work with Disability Services to provide reasonable accommodations. If a student who has not registered with Disability Services requests accommodation from an instructor, the instructor should refer the student to Disability Services.

The Office of Disability Services publishes an explanation of the rights and responsibilities of instructors who work with students with disabilities on their website, at <http://disability.tamu.edu/faculty.asp>. Below are some guidelines to keep in mind:

#### ADA Policy Statement:

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

#### Confidentiality:

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

Desk and Seating Space:

Desk and seating space must be made available to any student with a physical disability (such as those who are wheelchair-users) who is enrolled in your course, provided that they have given you an accommodation form from Disability Services. Many classrooms are equipped with wheelchair accessible desks or tables, sometimes with chairs that can be removed or replaced, as needed. Able-bodied students must be asked to vacate these seats if a student with a disability needs the desk space. Consideration should be given to both accommodation and safety. Please remember that wheelchairs or removable chairs that block aisles and exits create an unacceptable fire and life safety hazard.

Tests and Exams:

Some students with disabilities may need additional time or a quiet space to take tests and exams. Students registered with Disability Services can arrange to take their exams at their monitored testing center. To do this, the student must submit to Disability Services a green exam schedule form, which you will sign. You will then provide DS with the exam that the student will take. (The student is responsible for bringing any necessary or allowed materials such as scantrons, notepaper, pencils, calculators, etc.) The exams are typically administered at the usual class time unless other arrangements have been made. The process is monitored by DS staff, and the student must show picture ID 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:

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

Annette Wallis  
University Risk and Compliance  
1280 TAMU  
(979) 862-7737  
[a-wallis@tamu.edu](mailto:a-wallis@tamu.edu)

*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. Class meetings should be held at the time and place designated on the official schedule unless a change is approved by the Registration Office. Such requests can be made through your department. See the “Academic Calendar” section (above) for an explanation of how reading days, dead days, and redefined days affect class meetings.

## *Days of Religious Observance*

Texas House Bill 256, which became effective 9/1/03, 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.”

Each fall semester you will receive from the Office of the Dean of Faculties a memo that includes the list of dates (also appearing below) of which you should be aware for the upcoming academic year, as you may have students who will be absent on these dates. The list is not meant to be exhaustive, and is based upon the following criteria:

- It is recognized as a tax-exempt religion by the state of Texas
- The date of observation occurs on or includes a weekday (**dates that occur only on a Saturday and/or Sunday are not listed**)
- It is a day of obligation generally requiring followers of the faith to miss class/work
- It occurs on a day when students are normally expected to attend classes (**days of religious observance falling on reading days, during semester breaks, or on previously scheduled State holidays and TAMU breaks are not included in the list**)

Faculty should consider granting excused-absence requests also for holy days that are not on the list but may be appropriate requests (the Dean of Faculties 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. There might be prominent holy days the list overlooks because they rarely, if ever conflict with the official schedule (please note that appropriate pre-approval is required for scheduling events outside the official calendar).

The 2008-09 list of holy days falling on a regular class day is as follows:

### **Fall 2008**

Sept 2 Ramadan Begins [Islam]  
Sept 30-Oct 1 Rosh Hashanah [Jewish]  
Oct 1 Eid-al-Fitr (Ramadan Ends) [Islam]  
Oct 9 Yom Kippur [Jewish]  
Oct 14-15 Sukkot (first two days) [Jewish]  
Oct 20 Birth of the Báb [Baha’i]  
Oct 21 Shemini Atzeret [Jewish]  
Oct 22 Simchat Torah [Jewish]

Nov 12 Birth of Bahá’ulláh [Baha’i]  
Dec 9 Eid-al-Adha (first day) [Islam]

### **Spring/Summer 2009**

April 9-10 Passover (first two days) [Jewish]  
Apr 15-16 Passover (last two days) [Jewish]  
Apr 21 First Day of Ridván [Baha’i]  
Apr 29 Ninth Day of Ridván [Baha’i]  
July 9 Martyrdom of the Báb [Baha’i]

### *Important Notes and Information:*

- Jewish, Muslim and Baha’i holidays **begin at sundown** prior to the first date listed.
- Please avoid scheduling exams on these dates.
- This year, the Jewish holiday of Shavuot falls on May 29-30, and the Baha’i celebration of Ascension of Bahá’ulláh falls on May 29, when no classes are being held; however, those scheduling other events may wish to take note of the dates.
- The Islamic (Muslim) year begins with Muharram. All Islamic dates are subject to sighting of the moon; an event may be one day earlier or later than the date listed.

- Although the dates are not listed here, for those of the Islamic faith, Friday afternoon prayer is a time set aside each week for expressing collective devotion, and is looked-upon as obligatory.

The student is not required to notify you prior to the day of the absence. For those students who request accommodations, please work to fairly accommodate them, and give every indication that we recognize the importance of the day to them. If you have concerns about the implementation of this Bill, please feel free to contact the Office of the Dean of Faculties and Associate Provost.

### *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 student understanding and/or application of educational concepts and knowledge” (SAP 26.02.99). You may decide whether or not the trip is required for your students. However, you must first get written approval (in advance) from the Department Head in order to plan any off-campus field trip, whether required or optional. If a trip requires a fee from students, the fee must also be approved before the start of the semester when the trip will occur. (If the field trip is optional, the fee may be approved shortly after the start of the semester.) The approval form may be obtained online. There is a link to it from the page which describes the Standard Administrative Procedures covering “Field Trip Fee Approval and Collection.” You can find it at <http://rules.tamu.edu/PDFs/26.02.99.M1.01.pdf>.

### *Office Hours*

A faculty member is expected to be available outside of class for consultations with students for the purpose of discussing a student’s work, or progress in the course, and to answer questions. Your office hours should be posted, and you should make yourself available at a central location on campus (such as your departmental office or the library) during those posted times. Office hours normally should occur during the university business hours, 8:00 am and 5:00 pm, M-F. Your department will advise you on the minimum number of office hours that you should hold, and any other guidelines related to consultations with students outside of class.

### *Syllabus Requirements*

It is the responsibility of a faculty member teaching a course to distribute to students, at the beginning of each semester, the course syllabus and requirements. The Faculty Senate lists the following as the minimum to be included on any course syllabus:

- Course Title and Number
  - Instructor Information (Name, Office Location, Telephone, Email)
  - Prerequisites for the Course (if any)
  - Calendar or Listing of Course Topics for the Semester
  - Grading ([http://ucc.tamu.edu/syllabus/minimum\\_syllabus\\_requirements\\_july2008.pdf](http://ucc.tamu.edu/syllabus/minimum_syllabus_requirements_july2008.pdf))
  - A Listing of Assignments, Tests, etc.
  - Textbook(s) and/or Resource Materials Listing
- 
- Americans with Disabilities Act (ADA) Policy Statement (exactly as written, below):

The Americans with Disabilities Act (ADA) is a federal antidiscrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation 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 Office of Disability Services in Cain Hall, Rm. B118 or call 845-1637.

▪Academic Integrity Statement:

“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 (as stated above) and refers the student to the Honor Council Rules and Procedures on the web: <http://www.tamu.edu/aggiehonor>. It is further recommended that instructors print the following on assignment 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.** You may wish to refer to the Student Rules regarding Academics at <http://student-rules.tamu.edu/>.

## Development Opportunities for Faculty

Many offices on campus offer seminars, lectures, and workshops for faculty and students during the year. Two such opportunities are the University Distinguished Lecture Series (<http://www.tamu.edu/provost/tamudls/>) and the Wiley Lecture Series (<http://wiley.tamu.edu/>).

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

### *Faculty Professional Development Series: Seminars and Workshops*

The Dean of Faculties office offers seminars and workshops throughout the academic year that are designed to provide professional development and growth opportunities for faculty. There is no charge to attend these events (although most 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 website: <http://dof/develop/index.php>. Examples of workshops offered in the past include: “How to Recognize and Manage Conflict,” “Women Administrators and Professors in the Academy: How Did We Get Here?,” “Publish and Flourish: Writing for Publication,” and “Demystifying the Tenure and Promotion Process.” Offerings vary by semester. For more information about the Faculty Development Series, contact:

Office of the Dean of Faculties and Associate Provost  
Henderson Hall  
1126 TAMU  
(979) 845-4274; <http://dof.tamu.edu/>

*Center for Teaching Excellence (CTE)*

The CTE provides resources to faculty so that they can thrive as teachers and grow professionally. We offer a variety of programs and services that range from individual consultations and one-session workshops to semester-long programs that provide feedback and sustained coaching. Programs 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 workshops on writing and assessing learning objectives, syllabus development, and course design. This year we will also be offering learning communities focused on teaching first year students, inclusive teaching, the scholarship of teaching and learning and student-faculty expectations. For more information, contact:

Center for Teaching Excellence  
533 Blocker  
4246 TAMU  
(979) 845-8392; [cte@tamu.edu](mailto:cte@tamu.edu)  
<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. (Note: Travel to Washington D.C. and International travel require special processing.) Resources to fund such travel are managed by the departments and, in some cases, the colleges.

*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, funds a Faculty Development Leave Program. Faculty development leaves are 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 website under "Development and Workshops": <http://dof.tamu.edu/faculty/fdl/>.

Qualifications for receiving a development leave include the following:

- A minimum of two years of consecutive academic service in a tenured or tenure track full-time faculty position, and full-time tenured faculty status at the time the leave is to begin.

- The expectation that the faculty member will resume full-time faculty status at Texas A&M University for at least one academic year at the conclusion of the leave period.
- The faculty member has not received a faculty development leave in the five-year period immediately preceding the requested start date for the leave. (This rule does not apply to funded leaves other than the Faculty Development Leave.)

Proposals for leave are endorsed by the College or Library Dean and submitted to the Office of the Provost (through the Dean of Faculties) for further review by the Faculty Development Leave Committee. The committee makes their recommendations to the Provost. The Board of Regents has final approval of all Faculty Development Leaves.

After their return, leave recipients must submit a 1-3 page report on their leave activities to the College Dean or Director of the Library by the conclusion of the first long semester after returning from leave.

Further information about Texas A&M policies on Faculty Development Leave can be found at: <http://tamus.edu/offices/policy/policies/pdf/12-99-01.pdf>. Forms and instructions for applying for development leave can be found at the Dean of Faculties Website under “Development and Workshops”: <http://dof.tamu.edu/faculty/fdl/>. Applications are generally due at your College Dean’s office early in the fall semester. Please check with your college for their deadline.

#### *Annual Leave (Vacation)*

Taking annual leave is an important part of faculty development. For information regarding the policies on annual leave for faculty, see the Employee Services Information section of this document.

#### *University Awards and Recognition*

Awards for faculty performance in teaching, scholarly creativity and research, and professional service are awarded at numerous levels by campus units as well as nominations 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. Examples of awards at the University level include:

#### Teaching Awards

##### **•The Association of Former Students’ Distinguished Achievement Award in Teaching**

The Association of Former Students makes yearly funds available to provide teaching awards at the university level to recognize encourage and reward superior classroom teachers. Ten awards are given each year. To be eligible, a person must have completed five full years of service to the university by January 1 of the award year. The service need not be continuous so long as the person has been employed above the level of graduate student for a total of five years, and so long as the person was budgeted at least part-time to teaching for a total of five years. The award consists of a \$4000 gift, plus a framed certificate and an engraved watch. Information can be found on the Dean of Faculties website: <http://dof.tamu.edu/faculty/awards/afs.php>.

##### **•Bush Excellence Award for Faculty in International Teaching**

The Bush Presidential Library Foundation gives the Bush Excellence Awards annually in recognition of faculty who make outstanding international contributions to teaching. The award is designed for faculty of Texas A&M University and is presented each spring at the Consuls Generals award luncheon during International Week. Nominations are due in October. See <http://intlcenter.tamu.edu/BushExcAwards.asp> for guidelines and nomination forms.

### **Honors Program Teacher/Scholar Awards**

The University Honors Program recognizes up to three faculty members each year who are daily engaged in advancing the frontiers of knowledge in their fields. These awards identify, celebrate, and encourage participation in honors instruction by accomplished scholars. To be eligible, faculty members must have taught a minimum of six hours of honors courses during the last three academic years. Applications are sought in March. Recipients receive a grant of \$4,000 to enhance the recipient's research or teaching, and they are recognized at the annual Honors Program Fall Scholarship and Research Fellows Convocation. Contact the Honors Programs Office for more information: <http://honors.tamu.edu/honors/about.aspx>.

### **•Montague - Center for Teaching Excellence Scholars Award**

This is awarded every September to one tenure track Assistant Professor from each academic college. Candidates apply through their department to the college, and each college makes its selection. Recipients receive \$5,000 in grant funds to research and develop innovative teaching techniques, the results of which are presented to the Center for Teaching Excellence (CTE) for use in its teacher development programs. Visit <http://cte.tamu.edu/awards/montague> for more information.

### **•Presidential Professor for Teaching Excellence Award**

Each year, colleges nominate two faculty members, student government nominates one faculty member, and the Center for Teaching Excellence nominates one faculty member for this award. The 22 nominees are reviewed by the Faculty Senate, and four nominations are forwarded to the President of Texas A&M. The President chooses two faculty members to receive a stipend of \$25,000; the remaining two receive a stipend of \$10,000. All nominees are honored at spring graduation and at a dinner at the President's house.

### **•University Professorships in Undergraduate Teaching Excellence**

The Offices of the Executive Vice President and Provost and Dean of Faculties established this award in 1996. They are conferred upon the university's most distinguished teachers of undergraduates: faculty who exhibit uncommon excellence and devotion to the education of the undergraduate students of Texas A&M. Candidates must be tenured associate professors or full professors at TAMU with at least five years of full-time service to the institution. Holders of the Professorship receive a \$5,000 annual supplement to his or her salary during tenure in the professorship. (Note: This award is not offered every year.)

### **•University Writing Center "W" Course Teaching Excellence Award**

This annual award of \$3,000, given in the fall semester, is meant to showcase excellence in teaching writing-intensive ("W") courses, and to recognize instructors who approach the W course with a spirit of innovation. Colleges, departments, and colleagues may nominate eligible

faculty members, or faculty may nominate themselves. The Center for Teaching Excellence (CTE) coordinates the award's selection process and review of applications is made by a committee of faculty members engaged in teaching W courses. Nomination packets are due to the CTE in early August. This award is funded through 2009. Check the University Writing Center website for announcements regarding the call for nominations: <http://writingcenter.tamu.edu>, or call them at 458-1455.

In addition to those listed above, your College or Department may offer awards and recognition opportunities for faculty. Please check with your College or Department representative.

### Scholarly Creativity and Research Awards

#### ▪**The Association of Former Students' Distinguished Achievement Award for Research**

This award is to recognize individuals whose research efforts have been particularly successful and outstanding and whose efforts are recognized locally, regionally, nationally, and internationally. The results of the research should have contributed to the improvement of the quality of life and/or encouraged additional research, and/or added to the basic body of knowledge. Contact the Dean of Faculties Office for more information: <http://dof.tamu.edu/faculty/awards/afs.php>.

#### ▪**Bush Excellence Award for Faculty in International Research**

The Bush Presidential Library Foundation gives the Bush Excellence Awards annually in recognition of faculty who make outstanding international contributions to research. The award is designed for faculty of Texas A&M University and is presented each spring at the Consuls Generals award luncheon during International Week. Nominations are due in October. See <http://intlcenter.tamu.edu/BushExcAwards.asp> for guidelines and nomination forms.

In addition to those listed above, your College or Department may offer awards and recognition opportunities for faculty. Please check with your College or Department representative.

### Service Awards

#### ▪**The Association of Former Students' Distinguished Achievement Award – Individual Student Relationships**

This award is to recognize, encourage, and reward those employees whose professional relationships with students are particularly helpful and inspiring. The recipients are characterized by genuine concern for the welfare and development of students. The Office of the Dean of Faculties helps to coordinate these awards: <http://dof.tamu.edu/faculty/awards/afs.php>.

#### ▪**The Association of Former Students' Distinguished Achievement Award – Continuing Education/Extension/Professional Development**

This award is to recognize, encourage, and reward those who have brought credit to Texas A&M University through their dedication, interest, enthusiasm, and attitude in successfully

accomplishing their mission in the particular field or extension, continuing education, or professional development in which they are engaged. For more information, see: <http://dof.tamu.edu/faculty/awards/afs.php>.

**•The Association of Former Students' Distinguished Achievement Award – Graduate Mentoring**

This award, presented to two individuals, is to recognize, encourage, and reward superior faculty mentors of graduate students. The recipients are those faculty who go well beyond advising by bringing their skills and commitment to a student's learning and professional development as future teachers, practitioners, researchers, and scholars through mentoring. These are individuals who build enthusiasm for their profession in others, who help graduate students achieve their goals, and who provide opportunities that will introduce students to a community of professionals who can also assist them in their development. For more information, see: <http://dof.tamu.edu/faculty/awards/afs.php>.

**•Bush Excellence Award for Faculty in Public Service**

The Bush Presidential Library Foundation gives the Bush Excellence Awards annually in recognition of faculty who make outstanding international contributions to public service. The award is designed for faculty of Texas A&M University and is presented each spring at the Consuls Generals award luncheon during International Week. Nominations are due in October. See <http://intlcenter.tamu.edu/BushExcAwards.asp> for guidelines and nomination forms.

**•Ed Guthrie Advisor Award**

Presented by the University Advisors and Counselors (UAC), this award recognizes faculty and staff members who show concern for student welfare, along with skillful and insightful advising. Recipients receive a plaque and a \$1000 cash award at the UAC Awards Breakfast in May. Information and guidelines can be found at: <http://www.tamu.edu/apro-uac/Nominations.htm>.

**•Mervin and Annette Peters Award**

The Peters Award recognizes faculty and administrators who embody the spirit of caring, compassionate, and genuine concern for the welfare of individual students. This \$1000 cash award is also presented by University Advisors and Counselors at the May Awards Breakfast. Information and guidelines can be found at: <http://www.tamu.edu/apro-uac/Nominations.htm>.

**•President's Award for Academic Advising**

This \$2000 award, presented to five individuals each spring, recognizes outstanding performance in academic advising. Employees at Texas A&M and its branch campuses are eligible for nomination if their primary function includes substantial continuing time spent in advising students on matters concerning academic choices and academic issues. The nomination process begins in January and is coordinated through the Office of Undergraduate Programs and Academic Studies: <http://upas.tamu.edu/index.html>.

**•President's Award of Excellence for Faculty Service to International Students**

This award recognizes a faculty member who has made extraordinary efforts to assist international students. The award will consist of a check in the amount of \$2,000 for the recipient. In addition, the recipient will have the privilege to serve as "an agent for change" by

having the authority to designate an additional \$1,000 cash award to a departmental, college, or university effort/activity that facilitates international student integration into the fabric of the campus or local community. For more information, contact the Office of International Outreach: <http://intlcenter.tamu.edu/PresAwardExcForFacServ.asp>.

#### ▪ **Regents Professorships**

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

### Diversity Awards

#### ▪ **International Excellence Awards**

Each year two Texas A&M faculty members, two staff members, and one team are selected by an anonymous committee to receive an International Excellence Award. The award recognizes outstanding work in promoting international education, facilitating linkages for the University, or creating cultural awareness opportunities on campus. Call for nominations are made in the fall of each year. A ceremony and reception are held to surprise and honor the recipients. To nominate a colleague, contact the International Center staff at 862-6700.

#### ▪ **“Keeping the Dream Alive” Diversity Awards**

These diversity awards, sponsored by four offices on campus, are held to acknowledge and honor the efforts of members of the campus community who strive during the year to promote understanding and appreciation of diversity at Texas A&M:

- 1) The Department of Multicultural Services Diversity Award is presented to one undergraduate student, one graduate student, one associate staff member, one professional staff member, one administrator, one student organization, and one department/office.
- 2) Department of Student Life-Services for Students with Disabilities Diversity Awards consist of the Gary Gray Memorial Student Recognition Award, the Partners in Learning Award of Excellence (open to faculty), and the Student Organization Networks Award.
- 3) The Student Government Association offers the SGA Champion of Diversity Award (open to faculty) and the SGA Leadership in Diversity Award.
- 4) The Department of Student Life-ALLIES Committee offers the Rainbow Award, recognizing an individual who has demonstrated a commitment to diversity by serving as a role model and by contributing to the education of the Texas A&M community regarding Gay, Lesbian, Bisexual, and Transgender (GLBT) people and issues (open to faculty).

A single nomination form has been developed for all of these awards. Nominations are due in the spring (usually March). Nominations for faculty members and academic departments are handled through the Office of the Dean of Faculties and Associate Provost; all other nominations are submitted to the Department of Multicultural Services. (See their website at: <http://dms.tamu.edu/diversityawards/index.htm>.) The Awards Ceremony and Reception is held in April.

### *Grants and Fellowships*

#### **•ACE Fellow Program**

The American Council on Education (ACE) sponsors the ACE Fellows Program, which is a leadership development program consisting of an individualized learning plan that is focused on an issue identified by the institution and the Fellow, off campus visits, interviews, and three national seminars. Faculty are nominated by their institutions and may complete their work at either their home institution or another participating university. For information on the ACE Fellows Program see the ACE website at <http://www.acenet.edu>.

#### **•Fulbright Grant Support**

The Office of the Dean of Faculties conducts a program to provide financial assistance to faculty who have received Fulbright Grants, to relieve a portion of the financial burden that might be associated with the grant. Uses of these funds might include support for salary, travel, and expenses. To apply for this support, following notification of receipt of a Fulbright Grant, prepare (in consultation with your department head) a financial needs request which includes a statement of Fulbright (or other) support for salary, travel, etc. You can find more information on Fulbright Grants at: <http://www.cies.org/>.

#### **•Honors Program Curriculum Development Grants**

Developing a new Honors course or redeveloping an old one can be expensive in both time and resources. For that reason, the University Honors Program makes available, on a competitive basis, a substantial number of Curriculum Development Grants. Grants are usually for an amount up to \$2000 per course, though larger grants are sometimes made to support networks of courses or departmental initiatives. Grant applications are available each year in the spring semester. Applications submitted by individual faculty must have an endorsement letter from the Department Head. Applications on behalf of a department must include an endorsement letter from the College Dean. Contact the University Honors Program for further information. You can find information at: <http://honors.tamu.edu/Honors/HonorsFaculty/facultyCDGMemo.aspx>.

#### **•International Research Travel Assistance Grant (IRTAG)**

This grant is designed to help Texas A&M faculty enhance their international expertise and reputation through increased participation in international research, especially projects involving collaborative efforts both with other researchers on campus and with foreign researchers in other institutions. A secondary purpose is to expand the University's reputation and linkages abroad. These grants are only for research projects (not for conferences). Last year, awards ranged from \$700 to \$1,800, but averaged about \$1,250. Applications are due in mid-October for fall awards

and February each spring. See <http://intlcenter.tamu.edu/IRTAG.asp> for guidelines and application form.

### **•Scholarly and Creative Activities Grant**

The Office of the Vice President for Research annually awards one-year grants of up to \$10,000 through its Program to Enhance Scholarly and Creative Activities. These are awarded to faculty members in departments primarily devoted to the humanities, social sciences, art, architecture, and education, as well as other fields in which external funding is generally limited. Funding is based on originality and potential to advance and/or enhance the investigator's fields or disciplines. You can find information at: <http://osp.tamu.edu/internal-grants-programs>.

## **Discrimination and Bias Reporting**

Texas A&M is committed to creating and maintaining a climate that affirms, welcomes, and supports diverse individuals and opinions (see the "Diversity" and "Equal Opportunity and Affirmative Action Statement" sections below). Faculty, Staff and Students are encouraged to report incidents of discrimination, hate or bias, and a website has been established to report such incidents. The website also offers advice on how we can prevent acts of hate and bias, and discusses the importance of reporting.

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, gender, or sexual orientation.

To report discrimination, hate or bias, please use the form at <http://stophate.tamu.edu/default.asp>. It is the responsibility of everyone at Texas A&M to make this campus a welcoming community.

## **Diversity**

Texas A&M has published a statement on its commitment to Diversity [<http://diversity.tamu.edu/commitment/index.asp>], which reads in part:

*As a major public institution of higher education, Texas A&M University has both an extraordinary opportunity and a 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. A commitment to diversity means a commitment to the inclusion, welcome, and support of individuals from all groups, encompassing the various characteristics of persons in our community. Among these characteristics are race, ethnicity, national origin, gender, age, socioeconomic background, religion, sexual orientation, and disability.*

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 TAMU. These include:

- The Office of the Vice President and Associate Provost for Diversity (Dr. Tito Guerrero, Vice President and Associate Provost) [<http://diversity.tamu.edu/>]: provides leadership in diversity issues, and in the design and implementation of campus programs to support diversity.
- Professional Networks for Faculty (supported by the Dean of Faculties Office): <http://dof.tamu.edu/faculty/networks.php> or contact John Scroggs (scroggs@tamu.edu). Networks for faculty include (for a complete list, see the website):
  - African American Professional Organization
  - Black Faculty Alliance
  - Christian Faculty Network
  - Colombian Aggie 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
  - Jewish Faculty Network
  - Mexican American/Latino Faculty Association
  - Phi Beta Delta—International Honor Society
  - Professional Hispanic Network
  - Secular Humanist Network
  - Women’s Faculty Network
  - Women in Engineering—Faculty Interest Group
- The Division of Student Affairs provides several links to on and off-campus diversity resources for students and faculty. This can be found at: <http://studentaffairs.tamu.edu/diversity.aspx>.

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

The Office of the Dean of Faculties & Associate Provost and The Department of Human Resources collaborate to assist 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, the Dean of Faculties office is the primary contact. If the partner is seeking a staff position at Texas A&M or a job in the local community, the Human Resources Employment Office plays a primary role. While job placement is not guaranteed, the Dual-Career Couples Program will assist by reviewing the partner’s job profile and looking for matches in the listing of currently available TAMU jobs, by making contacts on campus, and (where appropriate) by sending the partner’s job profile to community business partners. Further

details on this service can be found at <http://employees.tamu.edu/Jobs/careers/dcs.aspx>, or for more information, contact:

Cynthia Anderson, Ph.D.  
Director of Faculty Administration  
212 Henderson Hall  
1126 TAMU  
(979) 458-3412  
[cy-anderson@tamu.edu](mailto:cy-anderson@tamu.edu)

Kama Willems, MPH  
Recruiting Services Coordinator  
Employee Services  
1475 TAMU  
(979) 862-1018  
[kwillems@tamu.edu](mailto:kwillems@tamu.edu)

## Employee Services

New Employees can find important information about the University and community resources by viewing the **Howdy Homepage** at <http://employees.tamu.edu/employees/howdy/>. The Howdy page includes information on Employee Benefits, Mandatory State Training, University parking policies, TAMU Support Networks, and Campus and Community resources.

The Employee Services main website is located at <http://employees.tamu.edu>. Important information is organized by subject matter and unit responsible (e.g., Benefits, Classification & Compensation, Employee Assistance Program, Employee Development, Employee Relations). To locate a service or to obtain correct contact information for your needs, go to <http://employees.tamu.edu> or see the list of “Contacts for Further Information & Assistance” in this handbook.

### *Benefits*

Employees, and their dependents, who work at least 50% time for at least 4 ½ months (or a semester of at least 4 months) are eligible for benefits from the Texas A&M System. As employees of the state of Texas, all eligible new employees are automatically enrolled on the first day of the month after their 90th day of employment in an A&M Care plan and provided Basic Life/Basic Accidental Death and Dismemberment coverage. Employees may choose other available insurance coverage besides the A&M Care plan during the first 60 days from their date of hire. Eligible employees are also enrolled automatically in a retirement plan on their 91st day of employment. For more details of the benefits offered, and an explanation on who is eligible for benefits, see the Human Resources website at <http://employees.tamu.edu/employees/benefits/>.

### *Employee Assistance Program (EAP)*

The Employee Assistance Program assists faculty and staff with personal and workplace problems through educational workshops, problem identification, crisis intervention, assessment, and referral to appropriate clinical resources. Services provided by the EAP staff are confidential and available without charge. The EAP also manages the Prevention of Workplace Violence Program and Alcohol and Drug Abuse and Rehabilitation Program. Visit <http://employees.tamu.edu/employees/WorkLife/assistance/> for additional information about the EAP.

### *Employee Education and Development*

Employee Education offers employees a variety of workshops, programs, and services designed to enhance personal/professional growth. Employee Education also provides online tutorials, resources for new employees, and a range of workshops to fit needs of employees at Texas A&M. The website listing programs and schedules of classes is found at <http://employees.tamu.edu/employees/training/>.

### *Holidays*

TAMU employees generally receive from 12 to 15 holidays each year which are set by the Texas state legislature. Based on the recommendations of the Chancellor, TAMU's chief executive officer, the A&M System Board of Regents approves the specific days a holiday is celebrated. There are typically 6 official holidays when Texas A&M will be closed. These are:

- Thanksgiving
- Christmas-New Year's Day
- Martin Luther King, Jr. Day
- Spring Break
- Memorial Day
- Independence Day

In addition, special holidays are sometimes declared by the Governor of Texas. President Gates' Office sends out an official notice of any special holiday which may be declared by the Governor. The Academic Calendar [<http://www.tamu.edu/home/academics/calendars.html>] shows the scheduled dates for official employee holidays during the academic year.

### *HR Connect*

HR Connect is an online system that is available 24-hours a day from your work or home computer. HR Connect allows you to:

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

The login screen for HR Connect can be accessed through a Single Sign-On site at <https://sso.tamu.edu/>. You will need your Universal Identification Number (UIN) to log in.

### *Sick Leave*

A faculty member is eligible to use and accrue sick leave as long as the member is in a 50% position for at least four and one-half months. A faculty member may accrue and use sick leave as per System Regulation 31.03.02 – Sick Leave. System Regulation 31.03.02 may be viewed at the following internet address: <http://tamus.edu/offices/policy/policies/word/31-03-02.doc>.

### *Vacation*

Vacation leave will only be accrued by faculty with twelve-month appointments. A faculty member with an appointment of fewer than twelve months, as stated in the annual appointment

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

Faculty members who are eligible to accrue vacation leave must request approval to utilize accrued vacation leave whenever the vacation days requested occur during days when the university is open for normal business. However, any faculty member with a less than twelve-month appointment may take time off during scheduled university holidays or on days when no classes are meeting on the university (including 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 system policy on vacation accrual is **31.03.01 - Vacation**. This policy may be viewed at the following address: <http://tamus.edu/offices/policy/policies/word/31-03-01.doc>. In addition, the Office of the Dean of Faculties and Associate Provost has a document that further explains and elaborates on the Texas A&M System Policy on Vacation. To view this document, visit the Dean of Faculties website at <http://dof.tamu.edu/faculty/policies/facvacation.php>.

## **Equal Employment Opportunity & Affirmative Action Statement**

*(from Dr. Elsa A. Murano, President, Texas A&M University)*

Each year, Texas A&M University reaffirms its commitment as an equal opportunity employer. The university does not discriminate on any basis prohibited by applicable federal or state law, including race, ethnicity, national origin, disability, religion, sex, age, citizen status, Vietnam era or special disabled veteran status in recruitment, selection, promotion, compensation, benefits, evaluation or training. It is also the university's practice to maintain a work environment free from discrimination on the basis of sexual orientation. Personnel actions shall be based on professional abilities and qualifications and shall reflect our obligation to fill each post at the university with the best available talent. All university departments are responsible for furthering principles of equal employment opportunity and nondiscrimination.

As an aid to assuring applicant pools are diverse, job applicants are asked for information regarding their gender, race, disability 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 Office of Employee Services 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 Janelle Ramirez, Executive Director, Employee Services, at [Janelle@tamu.edu](mailto:Janelle@tamu.edu) or (979) 862-1723.

## Ethics and EEO Training (Mandatory for all employees)

The State mandates that all new employees complete online Ethics Training and Equal Opportunity Employment Training (“Creating a Discrimination Free Workplace”), both of which can be found at the TAMU Human Resources page for new employees: [<http://employees.tamu.edu/employees/howdy/default.aspx>]. If you have not been asked to complete this training, contact your Department Head. All employees *must* complete the online training within 30 days of employment, and complete a supplemental training every two years.

## Ethics Policy

The Board of Regents has set forth 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 ethics principles and policies, reference System Policies Section 07.01 (“Ethics Policy, TAMUS Employees”) at <http://tamus.edu/offices/policy/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 understanding 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 TAMUS employment. A TAMUS employee must avoid any appearance that he or she is violating the ethical standards set forth by the Texas A&M System. For example, you may not use your position in a public office (A&M) for private gain; you cannot use information you have access to in the course of your employment to further personal financial gain; you should be honest and forthright in the performance of your duties. (See System Policy 07.01, Sec 2: <http://tamus.edu/offices/policy/policies/pdf/07-01.pdf>.)

### *Conflicts of Interest*

You must 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 TAMUS employee who has supervision of, or input with regard to the investment of funds under control of the System must file an Annual Financial Disclosure

Report. (See System Policy 07.01, Sec 3:  
<http://tamus.edu/offices/policy/policies/pdf/07-01.pdf>.)

#### *System Property and Services*

Employees of the Texas A&M System may not abuse their official capacity for gain or with intent to harm, and they may not misuse official information, state equipment or vehicles. It is acceptable to use 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 A&M resources (phone, computer, copy machines, etc.) to perform work for or advertise for another business or entity. (See System Policy 07.01, Sec 4: <http://tamus.edu/offices/policy/policies/pdf/07-01.pdf>.)

#### *Benefits, Gifts and Honoraria*

State law says that an employee may not accept any gift or benefit in exchange for his or her opinion, recommendation, vote, etc. Any benefit given in exchange for an official action is prohibited. However, food, lodging, and transportation (or reimbursement for them) may be accepted by faculty who, for example, have been invited to be guest speakers at an event, within specific guidelines as stated in the System Policies & Regulations (System Policy 07.01, Sec. 5: <http://tamus.edu/offices/policy/policies/pdf/07-01.pdf>). Faculty and staff of the TAMU system may accept plaques and other recognition awards from TAMUS. In addition, honoraria for speaking engagements may be accepted under certain conditions, specifically, that the faculty member is being asked to speak because of his or her personal expertise on a subject, and not because of his or her official position at Texas A&M.

#### *Dual-Office Holding*

Texas A&M Employees may hold non-elective offices that benefit the State of Texas and do not conflict with TAMU employment. The arrangement must have approval from the appropriate administrator. (The identity of the “appropriate administrator” depends upon the nature of the dual appointment. Begin by notifying your Department Head.) Some positions of employment with other government agencies are permitted. (See System Policy 07.01, Sec. 6: <http://tamus.edu/offices/policy/policies/pdf/07-01.pdf>.)

#### *Public Officials and Political Activities*

These policies, found at System Policy 07.01, Sec 7:  
<http://tamus.edu/offices/policy/policies/pdf/07-01.pdf>, contain several examples of allowed and disallowed activities by TAMUS employees. These include such things as:

- If you provide a ticket (to a public official) to attend an event, you or another employee of TAMUS must accompany them to the event.
- A TAMUS 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 TAMUS.

- A TAMUS employee may not influence or interfere with (positively or negatively) payment, loans, or contributions of value to a political organization or person for political purposes.
- A TAMUS employee may not use or authorize TAMUS 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.
- TAMUS 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 07.01.

### *Travel*

To qualify for a travel reimbursement, a trip must be for “state business” or “official business” of the Texas 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 Supplemental System Policy 25.02.01: “Travel Regulations” [<http://tamus.edu/offices/policy/25-02-01.htm>] for further information on these and other regulations regarding travel. In addition, see System Policy 07.01, Sec 8: <http://tamus.edu/offices/policy/policies/pdf/07-01.pdf> on Travel.

### *Supplemental Compensation and Outside Employment*

Although a TAMUS employee is permitted to have additional employment or a consulting business outside of the university, you must disclose this (even if the business is conducted outside of your normal working hours, such as on weekends or evenings), and have the arrangement administratively approved. Instructions and links to rules and forms can be downloaded from [http://hrtoolbox.tamu.edu/references/Release-Time\\_LeaveTraq-instructions.pdf](http://hrtoolbox.tamu.edu/references/Release-Time_LeaveTraq-instructions.pdf).

Employment with other State agencies, dual-employment that occurs on-campus, and employment with another TAMU system agency must also be approved. The Human Resources Department FAQ (Frequently Asked Questions) on “Additional and Outside Jobs” will be able to address many of the questions you may have, and will be able to guide you to additional resources. Their website is: <http://employees.tamu.edu/faqs/default.aspx>. In addition, University Rule 31.01.99: “Approval Procedures for Supplemental Compensation and Dual Employment” [<http://rules.tamu.edu/PDFs/31.01.99.M0.02.pdf>] can provide you with more complete information.

Texas A&M wants to make compliance with ethics policies as streamlined and easy as possible for faculty. You should feel free to contact the appropriate offices if you have any questions.

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:

Employee Services  
1255 TAMU  
(979) 862-4027  
<http://hr.tamu.edu/relations/>

Office of University Risk and Compliance  
1280 TAMU  
(979) 845-1323  
<http://urc.tamu.edu/>

In addition, links to all System Policies and University Rules can be found at <http://rules.tamu.edu/>. For questions regarding interpretation of system policy, contact:

Annette Wallis  
Office of University Risk and Compliance  
1280 TAMU  
(979) 862-7737  
[a-wallace@tamu.edu](mailto:a-wallace@tamu.edu)

## **Faculty 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 (TAMU University Advisors and Counselors). Some departments include academic advising among the duties of faculty members, others are staffed with full-time professional academic advisors, others 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.

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

University Advisors and Counselors 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. Some UAC programs that might be of interest to faculty are shown below:

- 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 on two half-days 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 programs 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.
- Coordinates the Guthrie and Peters awards for academic advising.

More information on these and other programs, along with instructions on joining the Listserv, is available at <http://www.tamu.edu/apro-uac>. For more information on academic advising resources, contact the Office of the Dean of Undergraduate Programs and Associate Provost for Academic Services:

Kristin Harper, Assistant Dean  
kharper@tamu.edu  
203 Administration Building  
1125 TAMU  
(979)845-3210

## **Graduate Teaching / Directing Graduate Students**

Faculty who wish to teach graduate courses and/or serve on graduate student's committees must be nominated by their department head and be appointed as 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. Tenure track and tenured faculty are eligible to become members of the graduate faculty, as are non-tenure track individuals employed by Texas A&M University, TAES, TAEX, TEES, TEEX, or TTI with professional rank.

The Office of Graduate Studies (OGS) is a resource for graduate faculty. They maintain the official record for each graduate student admitted to the university (except for transcripts), facilitate progression towards the completion of a graduate degree, and provide 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 at the OGS website: <http://ogs.tamu.edu>. Or contact:

Office of Graduate Studies  
302 J.K.W. Administration Building  
1113 TAMU  
(979) 862-1692

## Grievances

Faculty grievances, according to University Rules, are distinguished by: A) those concerning questions of tenure, dismissal, or constitutional rights, and B) grievances related to sexual harassment, and C) other faculty grievances. Further explanations are outlined below.

- A) 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, Sec. 9) entitled “Procedural Guidelines for Hearings”: [<http://rules.tamu.edu/PDFs/12.01.99.M2.pdf>]. A faculty member who receives written notice of dismissal, non-granting of tenure or promotion, or non-renewal, has the right to request all documents related to the dismissal, as well as a statement of reasons for the dismissal, non-renewal, (etc.), and to petition the President in writing (within 30 calendar days of receiving the notice) for a hearing by the Committee on Academic Freedom, Responsibility, Tenure and Promotion (CAFRT). For a complete explanation of the petition and procedures, go to <http://rules.tamu.edu/PDFs/12.01.99.M2.pdf>.
- B) The Office of the Dean of Faculties & Associate Provost is a resource for information and consultation for faculty on matters of sexual harassment. Employees may also contact the Human Resources Department, Office of Employee Relations for information. However, any formal complaint about sexual harassment committed by a faculty member against students, staff or faculty will be processed by the Office of the Dean of Faculties and Associate Provost. A detailed description of procedures for complaints involving sexual harassment can be found in the University Rules on “Sexual Harassment” (University Rule 34.01.99)[<http://rules.tamu.edu/PDFs/34.01.99.M1.pdf>], and see the section of this handbook on Sexual Harassment.
- C) Grievances not covered by (a) or (b) are covered under the University Rule: “Faculty Grievance Procedures Not Concerning Questions of Tenure, Dismissal, or Constitutional Rights” (University Rule 12.01.99.M4) [<http://rules.tamu.edu/PDFs/12.01.99.M4.pdf>].

### Informal Grievance Procedures

Before filing a formal grievance with the University Grievance Committee (UGC), there are avenues for resolving your situation that you should pursue.

- a) If feasible, you should discuss the matter in a personal conference with your Department Head. If the matter cannot be resolved after talking with the head of your department, you may follow more formal procedures (see next section).
- b) You may consult with the Associate Dean of Faculties, who handles all faculty ombudsperson and grievance issues. In this role, the Associate Dean of Faculties 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 or not you have pursued the above action of consulting with the Department Head.
- c) The Office of the Dean of Faculties also coordinates a mediation service for faculty and staff. Mediation gives individuals in conflict an informal but structured process to resolve or manage their conflict. Mediators are Texas A&M employees (including staff members, lecturers, professors at all levels, and administrators) who have received a minimum of 40-hours of mediation training as recommended by the ADR Section of the State Bar of Texas. A current list of campus mediators can be found on the Dean of Faculties Website under “Faculty Resources – Services.” Mediation is a voluntary, confidential process, and it does not limit or preclude the pursuit of any other action related to the grievance (such as filing a formal grievance).

### Formal Grievance Filing

If informal attempts to resolve the matter are unsuccessful, faculty may submit a formal letter of complaint and relevant documentation to their college Dean and requesting a hearing by the college-wide grievance committee. If the issue is not resolved at the college level, the grieving faculty can request a hearing by the University Grievance Committee through the Associate Dean of Faculties.

After consulting with the grievant and the college committee, the Dean of Faculties Office will refer the case to the University Grievance Committee (UGC), who will decide within 10 days whether or not to hear the case. If the case is to be heard, the petitioner will be notified of the time and place of the hearing, and will have an opportunity to present their case to the committee. Hearings are recorded, but are closed unless the faculty member requests otherwise.

Once again, if you feel you have cause for grievance in *any* of the above categories, you should feel free to make an appointment to speak with the Associate Dean of Faculties, who can provide confidential consultation, and advise you of the resources and options available in your situation. If you decide to file a formal grievance, the Office of the Dean of Faculties will advise you on how to proceed. To schedule an informal and confidential consultation, call (979) 845-4274.

## **Aggie Honor System**

In September 2004, Texas A&M University launched the Aggie Honor System Office. The Aggie Honor System Office (AHSO) works in collaboration with faculty and students to ensure that Texas A&M continues to uphold high standards of academic honesty. Faculty members should be addressing matters of integrity with their classes and in their syllabi to let students know that integrity matters at A&M. If a faculty member suspects a case of dishonesty he or she must report it to the AHSO, but will usually have the option of handling the case themselves (if, however, the AHSO records show previous violations, the case will automatically be forwarded to the Honor Council for processing). For further information on the Aggie Honor System or how to report a violation, please see the AHSO website at <http://www.tamu.edu/aggiehonor>. You can also direct questions to the Aggie Honor System Office:

Aggie Honor System Office  
(Matt Fry, Director)  
102 Henderson Hall  
1126 TAMU  
(979) 458-3378

## **International Opportunities**

### *Faculty Abroad in Mexico*

This seminar, held at Texas A&M University's Center in Mexico City each May, provides opportunities for faculty to establish contacts in research and teaching in Mexico; collaborations and exchanges between Texas A&M and Mexico's faculty, students, and staff; and to familiarize A&M faculty with Mexican culture. Upon return, participating faculty are expected to use the contacts made to add an international dimension to their curricula, develop study abroad courses, participate in research and teaching related programs, and/or develop collaborative projects with Mexican colleagues. While in Mexico, participants receive lectures on Mexican culture, history, economics, and current events and they visit local sites of interest. For more information visit <http://olap.tamu.edu/FAS/FAS.asp>.

### *Faculty Involvement in International Opportunities for Students Studying Abroad*

Faculty encouragement is the single most powerful influence on whether a student engages in research, study, or work outside the US, according to student surveys. The office of Study Abroad Programs is available to help faculty develop and implement creative international opportunities for their students, both undergraduate and graduate. In addition to the traditional study abroad program led by Texas A&M faculty who teach courses at foreign locations, there are opportunities to develop or have students participate in international research programs, reciprocal exchanges, field trips, and internships involving students. Faculty interested in teaching at Texas A&M University's Study Center in Italy should visit [http://studyabroad.tamu.edu/santa\\_chiara/](http://studyabroad.tamu.edu/santa_chiara/) (click on Faculty). Study Abroad Programs offers services available to all students regarding pre-departure programming, assistance with obtaining passports and visas, health and safety information, and emergency management. These resources are available to assist faculty in engaging students internationally. Additional information about this and sample proposal forms may be further explored at <http://studyabroad.tamu.edu/faculty.asp>.

### *Faculty Involvement with International Students*

More than 3,800 international students, primarily graduate students, study and conduct research at Texas A&M. Since September 11, 2001, visa issuance and monitoring of these students have become more complex and interrelated with their academic programs. For example, students dropping classes, changing degree programs, enrolling in distance education courses, or engaging in unauthorized employment on or off campus can all have serious consequences including not being able to remain in the U.S. to complete their studies. International Student Services (ISS) oversees employment authorization, health insurance monitoring, and the federal tracking system for students and provides advising for students and their academic advisors on key immigration issues, cultural difficulties, scholarship issues, and creative academic program development involving international students (dual degree programs, sandwich programs, etc.). Faculty may wish to become part of the ISSNEWS listserv, or encourage their students to do so, since this listserv provides the most up to date information about student scholarships, employment issues, and federal regulatory updates impacting international students. A variety of resources are available for these students and their academic advisors from ISS at <http://international.tamu.edu/iss>.

International students who attend the university under the funding sponsorship of a company, government, foreign institution, etc., are considered sponsored international students. Often among the best and brightest of the international students, they have contractual obligations to their sponsors and are provided specialized services through the Sponsored Student Programs Office (SSP). Among this group are students who have been selected for Fulbright grants. SSP is the university's official liaison to the many partners involved in implementing academic programs for sponsored international students. Because these students are under contractual obligations with their sponsors, academic advisors find SSP helpful in understanding the limiting factors of these contracts and how that applies to a student's academic choices, work authorization, and extensions. SSP may assist faculty in determining admissibility of prospective students by providing faculty with regional and departmental supporting statistics of former sponsored students addressing GRE and TOEFL scores and performance. SSP will also facilitate issuance of immigration documents for any student funded all or in part by USAID resources, develop budgets for sponsors, oversee third party billing, and provide advising and assistance to these students and their academic advisors. For additional information about Sponsored Student Programs, call Violetta Cook at 845-2550.

For further information about international opportunities, contact:

International Programs Office  
158 Bizzell West  
4251 TAMU  
(979) 845-3086  
<https://international.tamu.edu/>

### **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 over to the Aggie Card Office in the Pavilion to have your photograph taken and your ID made. (*Tip: A faculty ID can also be used for discounts on certain purchases at Barnes and Noble Booksellers in College Station, and other retailers. Be sure to ask.*)

### *New Faculty Orientation*

Prior to 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 TAMU culture, student demographics, faculty support organizations, and effective classroom management. For information, contact the DOF Office at 845-4274 or go to their website: <http://dof.tamu.edu/events/nfo/>.

### *Universal Identification Numbers (UIN)*

These are assigned to every student and employee, and are used on official forms and documents (as well as the ID card) instead of a social security number. Your UIN will also appear on any documentation you receive from Payroll Services. (Your students' UINs will also appear on official class rosters, instead of social security numbers.) As soon as a new employee is put into the payroll system, they are automatically assigned a UIN. If you do not know your UIN, you can contact Human Resources. Among other things, the UIN is used to log into HR Connect and Leave Traq (used by employees to track and request vacation or sick leave hours). It can be found at: [<https://sso.tamu.edu/>].

### *Information Technology Resources and Accounts*

Information technology resources at Texas A&M 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, go to <http://apit.tamu.edu/nfo>. Here is a quick overview of what you will find:

Here is a quick overview of what you will find:

**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 “Activate NetID.” You can also edit your NetID entry by clicking “Edit Directory.”

**Howdy web portal** connects you to Texas A&M resources, email, news, and important links—all with one login. Visit <https://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/email>.

**TAMULink wireless** provides Internet and network access in classrooms, offices, libraries, eateries, and meeting areas. Go to <http://tamulink.tamu.edu> to view a map of wireless locations and learn how to connect your laptop.

**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. Go to <http://ims.tamu.edu> to learn more.

**Open Access Labs** let you use computers, printers, and specialized software, give you access to network space, and allow you to have personal web space. See <http://cis.tamu.edu/oal> for more information.

**Supercomputing facility** includes one IBM and two SGI supercomputers and a staff of expert analysts available to assist you. Visit <http://sc.tamu.edu> to find out more.

**Need computing help?** Contact Help Desk Central anytime, day or night, at 979.845.8300 or by email at [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu). They provide walk-up service for forgotten passwords or account issues at the Computing Services Center, Room 1112. Visit <http://hdc.tamu.edu> to access online support for many of the systems used by the faculty, staff, and students of Texas A&M.

#### *Faculty Information Database*

The Dean of Faculties Office maintains a secure database that houses faculty employment information such as name, rank, department/college, tenure status, and salary. There are also several fields available for each faculty member to enter searchable information regarding research interests, local and national service, and honors and awards. Faculty should visit the Dean of Faculties website (<http://dof.tamu.edu/>) and log on to the interactive faculty database to review and update their personal records. It is recommended that you review and update this information on an annual basis.

#### *Mandatory Online Training*

All new employees are required to complete an online ethics and equal opportunity employment training. See the “Ethics and EEO Training” section of this handbook for information and links

## **Research Information & Guidelines**

### *Research Studies Involving Human Subjects*

Any 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). This is true even if the limit of human involvement is answering surveys or participating in interviews with the researchers. You may schedule an appointment for a protocol consultation or pre-review with the Office of the Vice President for Research at (979) 458-4067, or e-mail [irb@tamu.edu](mailto:irb@tamu.edu).

Research design must have gender and/or minority representation that is appropriate for the objectives of the research. (If inclusion of one gender or minority is not appropriate or feasible, the rationale must be explained and justified. In addition, be aware that there are special rules dealing with the protection and rights of certain special populations used as human subject, including university students, dependents, laboratory personnel, and foreign cultures. For detailed explanations, see University Rule [15.99.01](#), “Human Subjects in Research” (<http://rules.tamu.edu/PDFs/15.99.01.M1.pdf>).

Forms for IRB approval, as well as other research-related forms, can be found at <http://vpr.tamu.edu/research-resources/research-forms.html>. Additional information on requirement and procedures for research involving human subjects can be found at <http://researchcompliance.tamu.edu/irb/welcome>.

### *Ethics in Research and Scholarship*

Guidelines for gathering, storage, and retention of data and for authorship and publication practices are available from the Office of the Vice President for Research. Because the reputation of Texas A&M and its employees depends upon the establishment and enforcement of ethical standards, there exists a system regulation, plus related university rules and standard administrative procedures related to ethics in research and scholarship. These outline the standards of honesty and integrity that are expected of any Texas A&M employee conducting academic research and/or scholarship, provide specific definitions of violations, and describe the procedures and consequences if there is an allegation of misconduct. Faculty are encouraged to read through these policies. See University Rule [15.99.03.M1](#), concerning Responsible Conduct in research and scholarship, at <http://rules.tamu.edu/PDFs/15.99.03.M1.pdf>.

### *Guidelines for Authorship & Publication Practices*

These guidelines have been established to prevent the publication of papers for which no single author is prepared to take full responsibility. The guidelines state that the primary author should be able to show that he or she has reviewed the data on which the report is based and can specify the role of each co-author. The primary author must make certain that all co-authors listed for a publication have reviewed the publication draft and provided feedback and expertise. For more information, see SAP 15.99.03.M1.05 at <http://rules.tamu.edu/PDFs/15.99.03.M1.05.pdf>.

If you have questions on these or other research issues, contact the Office of the Vice President for Research:

Office of the Vice President for Research  
312 Administration Building  
1112 TAMU  
(979) 845-8585  
<http://vpr.tamu.edu/>

## **Resources & Services for Faculty**

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

The Dean of Faculties and Associate Provost deals with any issues important to the faculty of the university. In carrying out the responsibilities delineated below 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 Director of the Center for Teaching Excellence reports to the Provost through the Dean of Faculties and Associate Provost.

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 faculty ombudsmen role of the Dean of Faculties and Associate Provost carries with it the authority and access to information to facilitate resolution to situations of concern to faculty. The Office of the Dean of Faculties and Associate Provost is in a location (Henderson Hall) separate from other administrative offices, thus offering a further dimension of privacy and confidentiality.

The mission of the Office of the Dean of Faculties and Associate Provost is to work with multiple university constituencies to facilitate an environment in which the maximum potential of each faculty member can be achieved. This office is charged to provide to the University community leadership and service of distinction in facilitation of faculty and administrator development, commitment to standards of quality in evaluation of faculty and administrators, commitment to diversity, advocacy for individual and collective faculty rights, recognition of achievement, and enhancement of the academic environment. The Dean of Faculties has primary responsibilities in:

- Faculty ombudsperson
- 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
- Appointment and Evaluation of Endowed and Distinguished Professors
- Retirement Programs
- Awards Programs
- Partner Placement

Many of these programs and services are described in detail elsewhere in the handbook. The “Contacts” section also offers a list of staff and contact information for the Office of the Dean of Faculties & Associate Provost. Faculty are welcome to make use of the services of this office at any time.

#### *Employee Assistance Program (EAP)*

The Employee Assistance Program, administered by the Human Resources Office offers a variety of confidential services for employees of Texas A&M such as counseling, remediation, and alcohol and drug-abuse programs. Please see the “Human Resources” section of this handbook for further information.

#### *Faculty Information Database*

The Dean of Faculties Office maintains a secure database that houses faculty employment information such as name, rank, department/college, tenure status, and salary. There are also several fields available for each faculty member to enter searchable information regarding research interests, local and national service, and honors and awards. Faculty should visit the Dean of Faculties website (<http://dof.tamu.edu/>) and log on to the interactive faculty database to review and update their personal records. It is recommended that you update this information on an annual basis.

## **Sexual Harassment Policy**

Texas A&M University’s System Policy 34.01 on Sexual Harassment

[<http://tamus.edu/offices/policy/policies/pdf/34-01.pdf>] defines sexual harassment in the following three ways:

1. “Unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature, submission to which is made a condition of a person's exercise or enjoyment of any right, privilege, power, or immunity, either explicitly or implicitly.”
2. “Unthinking and often unintentional verbal denigration of a person on the basis of gender to actual physical assault. Some examples that may constitute sexual harassment are: offensive sexual flirtations, advances, or pressure for sexual activity; unwanted touching, pinching, or unnecessary brushes; unwanted exposure to sexual graffiti, photographs or suggestive objects; sexual innuendoes or statements made at inappropriate times or disguised as humor, or obscene gestures; disparaging remarks about one's gender; or any offensive or abusive physical contact.
3. Conduct on or off System property that includes:
  - (a) “submission to, or toleration of, such conduct is made (either explicitly or implicitly) a term or condition of employment or participation in other System-related activities”
  - (b) “submission to or rejection of such conduct by an individual is used as a basis for employment decisions or academically-related decisions affecting such individual”

(c) conduct that “has the purpose or effect of unreasonably interfering with an individual's ability to function normally, or of creating an intimidating, hostile, or offensive environment”

Any faculty member who believes they have been the victim of harassment should report it to their Department Head or Supervisor. Resource persons for information and consultation can be found at: The Department of Student Life, Human Resources Department Employee Relations Office, and the Office of the Dean of Faculties and Associate Provost. These offices have 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 Rule 34.01.99.M1: Sexual Harassment [<http://rules.tamu.edu/PDFs/34.01.99.M1.pdf>].

### *Consensual Relationships*

The Policy Documents of the American Association of University Professors state that: "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" (2001). Texas A&M University adopts this definition and expands it to include consensual relationships between other individuals as well as students (e.g., faculty/staff; administrator/faculty; senior faculty/junior faculty, etc.)

It is the policy of Texas A&M University that a romantic or sexual relationship between a faculty member and a student who is enrolled in the faculty member's course, or who is otherwise under the supervision of the faculty member, constitutes unprofessional conduct and is unacceptable.

This policy is intended to clarify relationships that could lead to accusations of exploitation, sexual harassment, misconduct, conflicts of interest, favoritism, and low morale. 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 (Texas A&M University System Policy 33.03).

### PROCEDURES:

Even though such relationships constitute unprofessional and unacceptable conduct, some cases may occur. If the procedure outlined below has not been followed, then it will be assumed that such relationships are not consensual. Furthermore, if a conflict arises that indicates the need for investigation, the University's policy and procedures on Sexual Harassment will be employed (see University Rule 34.01.99.M1 or System Policy 34.01).

The individual with the power or status advantage in the relationship will bear the burden of accountability. As such, that individual will:

A. Inform her/his superior

B. Take action to ensure unbiased evaluation or supervision of the other person involved  
Failure to follow this procedure may result in accusations of unprofessional conduct. A faculty member accused of unprofessional conduct will be investigated under the University's Statement

on Academic Freedom, Responsibility, Tenure, and Promotion; Academic Ethics and Responsibility (University Rule 12.01.99.M2 section 3: <http://rules.tamu.edu/PDFs/12.01.99.M2.pdf>).

## **Undergraduate Programs**

The Office of the Dean of Undergraduate Programs and Associate Provost for Academic Services provides leadership and coordination in the development, implementation, and operation and assessment of programs that support individual students, to ensure their successful completion of their degrees and prepare them for future leadership in the social, educational, and economic thrusts of the state, nation, and global village. These goals are accomplished through programs in student recruitment and retention, scholarships, academic enhancement, and academic services and coordination.

Reporting offices in this unit include the Office of Admissions, Career Center, Center for Academic Enhancement, Center for Athletic Academic Services, General Academic Programs, Office of Honors Programs and Academic Scholarships, Office of Student Financial Aid, and the University Writing Center. Further information can be found at <http://www.tamu.edu/aprovost-undergraduate/index.html>, or contact:

Undergraduate Programs and Academic Services  
(Dr. J. Martyn Gunn, Dean of Undergraduate Programs  
and Associate Provost for Academic Services)  
203 Jack K. Williams Administration Building  
1125 TAMU  
(979) 845-3210

## **University Writing Center**

The University Writing Center (UWC) promotes writing instruction in all disciplines at Texas A&M University. UWC consultants, who comprise professional staff, graduate students, and undergraduate peer consultants, seek to help undergraduates enhance their written communication skills; they promote active, independent learning and embrace the philosophy of improving student writers, not their writing. This goal is met through face-to-face consultations with students, via online help, and with telephone support.

The UWC Web site for faculty [<http://writingcenter.tamu.edu/faculty>] offers help with writing pedagogy and information about developing writing-intensive courses. Individual consultations

or workshops on topics related to writing-intensive courses can be arranged by calling (979) 458-1455, or by visiting the Web site. The Writing Center is located on the second floor of Evans Library, near the Current Periodicals desk. Call for hours of operation.

University Writing Center  
(Dr. Valerie Balester, Executive Director)  
Evans Library 1.214  
(979) 458-1455  
<http://uwc.tamu.edu>

## Useful Contacts

### *Office of the Dean of Faculties & Associate Provost Contacts*

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*Aggie Honor System*

**Website:** <http://www.tamu.edu/aggiehonor>

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*Center for Teaching Excellence*

**Website:** <http://cte.tamu.edu>

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*Additional Contacts and Information Sources*

Diversity Issues & Education

Office of the Vice President and Associate  
Provost for Diversity  
Dr. Tito Guerrero  
607 Rudder Tower  
1360 TAMU  
(979) 458-2905  
<http://diversity.tamu.edu/>

Employee Assistance Program

3608 E. 29<sup>th</sup> Street  
Suite 101, Executive Plaza  
Bryan, Texas  
(979) 845-3711  
<http://employees.tamu.edu/employees/>

Faculty Senate Office

107 Academic Bldg  
(979) 845-9528  
[senate@tamu.edu](mailto:senate@tamu.edu)  
[http://www.tamu.edu/faculty\\_senate/](http://www.tamu.edu/faculty_senate/)

International Programs

International Programs Office  
158 Bizzell West  
4251 TAMU  
(979) 845-3086  
<http://international.tamu.edu>

Policy & Rules Questions

University Risk and Compliance Office  
1280 TAMU  
(979) 862-7737

Research

Office of the Vice-President for Research  
Dr. James A. Calvin (Interim)  
312 Wms Administration Building  
1112 TAMU  
(979) 845-8585  
<http://vpr.tamu.edu/>

Undergraduate Programs

Undergraduate Programs & Academic  
Services  
Dr. J. Martyn Gunn, Dean & Assoc. Provost  
203 Jack K. Williams Admin. Building  
1125 TAMU  
(979) 845-3210  
<http://www.tamu.edu/aprovost-undergraduate/AP/>

Vacation & Sick Leave Benefits

Employee Services  
1255 TAMU  
(979) 845-4105  
<http://employees.tamu.edu/employees/>