

FACULTY HANDBOOK

LAMAR UNIVERSITY
BEAUMONT, TEXAS

A Member of The Texas State University System

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DRAFT, SUBJECT TO REVIEW BY TSUS

Prepared by

Office of the Provost & Vice President for Academic Affairs

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Mission Statement
Last Approved: 1-2006; THECB, January
24, 2002

LAMAR UNIVERSITY'S MISSION STATEMENT & CORE VALUES

MISSION STATEMENT

Lamar University is a comprehensive public institution educating a diverse student body, preparing students for leadership and lifelong learning in a multicultural world, and enhancing the future of Southeast Texas, the state, the nation and the world through teaching, research and creative activity, and service.

CORE VALUES

To provide a learning environment of the highest quality and integrity, Lamar University values...

Our STUDENTS, including their curricular and extracurricular activities;

Our FACULTY and STAFF, high quality employees who are committed to educating and serving our students;

Our commitment to DIVERSITY in ideas, people, and access;

Our collegial ENVIRONMENT with contemporary, functional and pleasing facilities, a safe campus, and responsible fiscal management;

Our bonds with SOUTHEAST TEXAS, the STATE, the NATION, and the WORLD, including our alumni and friends, through economic and educational development, research and creative activity, service, and outreach.

HISTORY OF LAMAR UNIVERSITY

Lamar University originated on March 8, 1923, when the South Park School District in Beaumont authorized its superintendent to proceed with plans to open a *Junior College of the first class*. On September 17, South Park Junior College opened with 125 students and a faculty of fourteen. Located on the third floor of the South Park High School building, the college shared the library and athletic facilities with the high school. In 1932, separate facilities were provided and the name of the institution was changed to Lamar College, to honor Mirabeau B. Lamar, second president of the Republic of Texas and the *father of education* in Texas.

On June 8, 1942, as a result of a public campaign, a new campus was purchased and classes were held for the first time on the present day campus in Beaumont. After World War II, the college grew to 1,079, and a bill to make Lamar University a state-supported senior college was introduced in the House of Representatives. The legislature approved the Lamar bill (House Bill-52) on June 4, 1949, creating Lamar State College of Technology effective September 1, 1951. Lamar was the first junior college in Texas to become a four-year, state-supported college. Lamar continued to grow, building strong programs in engineering, sciences, business, and education.

In 1962, a graduate school was established offering master's degrees in several fields. The Doctorate in Engineering was established in 1971. In the same year, House Bill-590 became law changing the institution's status from college to university. Lamar State College of Technology, with an enrollment of 10,874, officially became Lamar University on August 23, 1971.

In 1969, an extension center was opened in Orange, and in 1975 the long-standing, private two-year Port Arthur College became Lamar University at Port Arthur. The Lamar University System, of which Lamar University-Beaumont was the primary component, was established by the 68th Session of the Texas Legislature with the passage of SB-620, which took effect in August 1983.

In 1990, the Texas Higher Education Coordinating Board recommended that all two-year programs at Lamar University be combined into the Lamar University Institute of Technology. The programs in the former College of Technical Arts, along with Allied Health programs, Office Technology and Restaurant/Institutional Food Management were placed in the new Institute. In 1993, the Doctorate of Education in Deaf Education was established at Lamar University, and doctoral programs in audiology (Au.D. in 2004), education (Ed.D. in 2004) and chemical engineering (Ph.D. in 2006) have been added more recently.

Lamar's commitment to quality higher education has been steady and progressive, anticipating the evolving needs of its students. To facilitate this commitment, the Texas Legislature approved House Bill-2313 to merge the Lamar University System with The Texas State University System (TSUS). Effective September 1, 1995, Lamar University joined sister institutions Angelo State University, Sam Houston State University, Texas State University (formerly, Southwest Texas State University), and Sul Ross University. In 1999, the State Legislature renamed Lamar University at Port Arthur, Lamar University at Orange, and the Lamar University Institute of Technology. Today, these TSUS institutions are known as Lamar State College at Port Arthur, Lamar State College at Orange, and the Lamar Institute of Technology.

Accreditation Last Approved: Dec. 2004

LAMAR UNIVERSITY'S REGIONAL ACCREDITATION

Lamar University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees at the Associate, Bachelors, Master's and Doctoral levels. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lamar University.

The staff, faculty, and administration of Lamar University recognize the importance and public trust that accompany regional accreditation, and the national and international acceptance accorded degrees granted by accredited institutions. In carrying out the university's mission, Lamar is committed to adhering to the principles and requirements set forth and refined by the Southern Association of Colleges and Schools, including those referred to in SACS literature under the heading of Institutional Effectiveness, a term which encompasses the systematic and documented processes of planning, assessment, and improvement.

It is incumbent upon the faculty to be familiar with and to abide by the requirements contained in the SACS *Principles of Accreditation: Foundations for Quality Enhancement* booklet, housed in all departmental and college offices, and to participate in the institutional self-studies and *Quality Enhancement Plans* required by SACS for each application for reaffirmation of accreditation.

CHAPTER I. GENERAL ADMINISTRATIVE OFFICERS

1. UNIVERSITY EXECUTIVES

- 1.1 PRESIDENT [Dr. James M. Simmons]. The president shall be the chief executive officer of Lamar University and shall be appointed by The Texas State University System (TSUS) Board of Regents. Within the policies and regulations of the board, the president shall have general authority and responsibility for the administration of Lamar University. During any extended absence from campus, the president shall designate an executive officer to serve as president in an acting capacity. With the exception of the director of internal audit, the following administrative officers shall report directly to the president.
- 1.2 PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS [Dr. Stephen A. Doblin]. The provost and vice president for academic affairs (provost) shall be the chief academic officer of the university. The provost shall exercise broad academic leadership and shall have administrative responsibility for academic personnel, programs, facilities and services. Additional responsibilities shall include planning, development, evaluation, policy initiation and implementation; and budgeting within the Division of Academic Affairs.
- 1.3 VICE PRESIDENT FOR FINANCE AND OPERATIONS [Mr. Mike Ferguson]. The vice president for finance and operations (VPFO) shall be the chief administrator for the financial and operational affairs of the university. The vice president shall exercise broad fiscal leadership and shall have administrative responsibility for the university's financial operations; inventory and property; information systems; telecommunications; physical plant; campus police; facilities planning and development; human resources; and several auxiliary services.
- 1.4 VICE PRESIDENT FOR STUDENT AFFAIRS [Dr. Barry Johnson]. The vice president for student affairs (VPSA) shall be the chief student affairs officer of the university. The vice president shall report to the president on matters relating to student affairs. The vice president shall exercise leadership and administrative responsibility for student conduct, recreational sports, student health services, the career center, residence halls, food service, student publications, student activities and organizations, and *The University Press*.
- 1.5 VICE PRESIDENT FOR UNIVERSITY ADVANCEMENT [Ms. Camille Mouton]. The vice president for university advancement (VPUA) shall be the chief administrative officer responsible for the university's development programs, alumni, media relations, public information,

promotions and publications. The vice president shall serve in a liaison capacity with the Lamar University Foundation, and various community and civic organizations.

- 1.6 EXECUTIVE ASSISTANT TO THE PRESIDENT [vacant]. In addition to providing daily executive staff support to the president, the executive assistant to the president shall be responsible for university planning and monitoring progress toward university goals.
- 1.7 ATHLETIC DIRECTOR [Mr. Billy Tubbs]. The athletic director shall be chief administrative officer for the university's intercollegiate athletics programs. Major responsibilities shall include the financial management of athletics, the supervision of coaches, scheduling, the operation of athletic facilities and providing representation to The Southland Conference and the NCAA.
- 1.8 DIRECTOR OF INTERNAL AUDIT [Ms. Twila Baker]. The director of internal audit shall serve the Board of Regents, but confer regularly with the president. The director shall conduct independent and objective reviews of university operations and procedures. Particular emphasis shall be placed on evaluating control structures; assessing policy compliance; evaluating reliability of accounting and reporting systems; and investigating allegations of fraud.

2. ADMINISTRATIVE OFFICERS REPORTING TO THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS.

- 2.1 SENIOR ASSOCIATE PROVOST [Dr. Kevin B. Smith]. The senior associate provost (SrAP) shall provide staff assistance to the provost in such matters as faculty promotion and tenure review; the review of academic standards; faculty evaluation and development; curriculum development; university lecture and cultural awareness programs; the academic calendar; academic programs and policies; and the publication of academic catalogs and bulletins. The directors of academic services, the registrar, institutional research, developmental studies, the Texas Academy for Leadership in the Humanities, services for students with disabilities and continuing and distance education shall report to the SrAP. The SrAP shall represent the provost in his or her absence.
- 2.2 ASSOCIATE PROVOST FOR RESEARCH [Dr. Jack Hopper (interim)]. The associate provost for research (APR) shall report to the provost and provide executive oversight of the Office of Research and Sponsored Programs Administration. The office shall support faculty and staff in their scholarly, educational and outreach activities. In addition, the office shall oversee the distribution of university research funds and assist faculty and staff in applying for support from external funding sources.
- 2.3 ASSOCIATE PROVOST FOR STUDENT RETENTION [Dr. Madelyn Hunt]. The associate provost for student retention (APSR) shall report to the provost and develop and coordinate student retention activities. The APSR shall manage the Center for Academic Success as well as state, federal and institutional retention programs.
- 2.3 DEAN OF GRADUATE STUDIES [Dr. Jerry Bradley]. The dean of graduate studies (DGS) shall be responsible for developing and maintaining the standards and policies of the Graduate College. The graduate council and International admissions shall report to the DGS.
- 2.4 COLLEGE DEANS. The academic deans shall be the executive heads of the university's five undergraduate colleges. These executives shall be the dean of arts and sciences [Dr. Brenda S. Nichols], dean of business [Dr. Enrique "Henry" Venta], dean of education and human development [Dr. Hollis Lowery-Moore], dean of engineering [Dr. Jack R. Hopper] and dean of fine arts and communication [Dr. Russ A. Schultz]. The deans shall be responsible for faculty leadership, academic programming, and the maintenance of academic standards and

policies within the colleges. DEPARTMENT CHAIRS shall report to the deans and shall be administratively responsible for faculty, curricula, programs and student majors in the academic departments. In addition, chairs shall assist the deans in maintaining the standards and policies of the university. DIRECTORS OF ACADEMIC PROGRAMS shall be responsible for the coordination of specialized programs within the academic departments and shall report to the department chair responsible for the program. Directors responsible for interdepartmental programs of study shall report to the dean or vice president responsible for the program.

- 2.5 DEAN OF LIBRARY SERVICES [Dr. Christina Baum]. The dean of library services shall be responsible for the library services of the university. Advised by the Library Committee on policies affecting the use and development of the library, the dean shall be responsible for the administration of the library's programs as well as the development and coordination of media resources and services.
- 2.6 EXECUTIVE DIRECTOR OF CONTINUING AND DISTANCE EDUCATION [Dr. Richard Bothel]. The executive director shall be responsible for the development, marketing and management of the university's outreach programs including field center operations; off-campus credit courses; extension credit and non-credit courses; workshops and symposia; selected occupational health and safety training programs for industry; Gladys City/Spindletop Boomtown museums; distance education; internet, two-way interactive and televised courses; and various grants, contracts, and funded public services projects. The executive director shall report to the SrAP.
- 2.7 DIRECTOR OF DEVELOPMENTAL EDUCATION [Mr. Donald Carey]. The director of developmental education shall be responsible for the coordination of the developmental education programs of the university. In addition, the director shall be responsible for the Texas Success Initiative and the advisement of students admitted under the provisions of individual approval.
- 2.8 DIRECTOR OF INSTITUTIONAL RESEARCH AND REPORTING [Dr. Don Price]. The director of institutional research and reporting shall be responsible for managing the Office of Institutional Research and Reporting. The office shall serve as an internal research center and as a liaison between the university and state reporting agencies. The director also shall be responsible for planning and assessment activities and budget preparation. The director shall report to the SrAP.
- 2.9 EXECUTIVE DIRECTOR OF THE CENTER FOR GENERAL STUDIES [Dr. Madelyn Hunt]. The executive director of the center for general studies shall be the primary administrator for students who have not declared a major field of study. The executive director shall provide academic advisement and retention services for such students.
- 2.10 DIRECTOR OF THE TEXAS ACADEMY FOR LEADERSHIP IN THE HUMANITIES [Dr. Mary Gagne]. The Texas Academy for Leadership in the Humanities (TALH) shall

serve academically gifted high school juniors and seniors who concurrently earn university and high school credits in an on-campus, residential environment. The director shall oversee the daily operations of the academy and be responsible for the recruitment, residential life and academic programs of TALH students. The director shall report to the SrAP.

- 2.11 DIRECTOR OF THE HONORS PROGRAM [Dr. Donna Birdwell]. The Lamar University Honors Program shall recruit and advise honors students. The director shall oversee the delivery of honors courses, curricula and programs to these students. The director shall report to the provost.

3. ADMINISTRATIVE OFFICERS REPORTING TO THE VICE PRESIDENT FOR FINANCE AND OPERATIONS.

- 3.1 ASSOCIATE VICE PRESIDENT FOR FINANCE [Mr. James Rackley]. The associate vice president for finance shall be the chief accounting officer responsible for all financial activities of the university including purchasing, disbursements, payroll, accounting, budgeting, cash management, cashiering, student financial aid and student financial aid accounting.
- 3.2 ASSOCIATE VICE PRESIDENT FOR INFORMATION SYSTEMS [Mr. Cliff Woodruff]. The associate vice president for information systems shall be responsible for the university's communications, computing, and information management systems, including academic and administrative computing functions, systems and programming, user services and telecommunications.
- 3.3 ASSOCIATE VICE PRESIDENT FOR FACILITIES MANAGEMENT [Mr. Gerald McCaig]. The associate vice president shall be responsible for the management of the university's physical plant including the supervision of custodial services, energy management, grounds maintenance, building maintenance, property inventory, shipping/receiving, and facilities planning.
- 3.4 ASSOCIATE VICE PRESIDENT FOR HUMAN RESOURCES [Ms. Annette Thompson]. The associate vice president shall be responsible for personnel policies, procedures and services. These include employee benefits, employment procedures, personnel records, safety and workers' compensation.
- 3.5 MANAGER OF MAIL SERVICES [Ms. Regina Chaisson-Carr]. The manager of mail services shall be responsible for maintaining postal services for the faculty, staff and students within the guidelines of the U.S. Postal Service.
- 3.6 DIRECTOR OF RISK MANAGEMENT [Dr. John Whittle]. The director of risk management shall be responsible for university insurance, treatment of hazardous waste and safety planning.
- 3.7 CHIEF OF UNIVERSITY POLICE [Chief Dale Fontenot]. The police chief shall supervise campus police operations, security and parking services for the university.

4. ADMINISTRATIVE OFFICERS REPORTING TO THE VICE PRESIDENT FOR STUDENT AFFAIRS.

- 4.1 ASSOCIATE VICE PRESIDENT FOR STUDENT AFFAIRS [Mr. Norman Bellard]. The associate vice president shall provide staff support to the vice president for student affairs and shall be responsible for the administration of the Greek system, the student code of conduct and *The Student Handbook*.
- 4.2 ASSISTANT VICE PRESIDENT FOR STUDENT AFFAIRS [Mr. Jason Lambert]. The assistant vice president shall supervise the Setzer Student Center, student organizations and various student programs.
- 4.3 DIRECTOR OF SETZER STUDENT CENTER [Ms. Karen Thomas]. The director of the Setzer Student Center shall supervise facilities, student organizations and student programs affiliated with the student center.
- 4.4 DIRECTOR OF STUDENT HEALTH SERVICES [Ms. Janet Warner]. The director of student health services shall coordinate the operations of the University Health Center. The center shall provide medical services, short-term mental health counseling and health education to enrolled students.
- 4.5 DIRECTOR OF STUDENT PUBLICATIONS [vacant]. The director of student publications shall coordinate publication of *The University Press*, the campus' student newspaper.
- 4.6 DIRECTOR OF FOOD SERVICES [Mr. James Lahair]. The director of food services shall administer food service operations, including the dining hall, catering and food venues at the Setzer Center. The university has contracted, exclusively, with Chartwells for food services.
- 4.7 DIRECTOR OF RECREATIONAL SPORTS [Mr. Art Simpson]. The director of recreational sports shall administer the Sheila Umphrey Recreational Sports Complex, golf practice facility and offer a variety of intramural and club sports.
- 4.8 DIRECTOR OF CAREER SERVICES [Ms. Teresa Simpson]. The director of career services shall be responsible for the Career Center and programs that provide employment assistance, testing and career counseling for students and graduates.

5. ADMINISTRATIVE OFFICERS REPORTING TO THE VICE PRESIDENT FOR UNIVERSITY ADVANCEMENT.

- 5.1 DIRECTOR OF DEVELOPMENT [Ms. Janice Trammell]. The director of development shall coordinate university fund-raising and philanthropic activities, including annual and comprehensive campaigns; the maintenance of donor records; the coordination of prospect and donor research; and the development of periodic reports on gifts and donations to the university and to the Lamar University Foundation. The development office shall serve as a clearinghouse for corporate and foundation grant proposals.
- 5.2 DIRECTOR OF UNIVERSITY PUBLIC RELATIONS [Mr. Brian Sattler]. The director of university public relations shall coordinate and supervise the public information activities of the university, including media relations and publication development. The director shall supervise the production of the university's website, catalogs, view books, *The Cardinal Cadence* and other campus publications such as brochures, reports, letters and proposals that promote the interests of the university. The director shall monitor the university's logo and graphics standards.
- 5.3 EXECUTIVE DIRECTOR OF ALUMNI ASSOCIATION [Mr. Juan Zabala]. The executive director of the Lamar Alumni Association shall report to the Board of Directors of the Alumni Association and maintain a liaison with university advancement efforts through the vice president for university advancement.
- 5.4 EXECUTIVE DIRECTOR OF THE LAMAR UNIVERSITY FOUNDATION [Ms. Janice Trammell]. The executive director of the Lamar University Foundation shall report to the Board of Directors of the foundation and serve as a liaison with the university through the vice president for university advancement.

6. ADMINISTRATIVE OFFICERS REPORTING TO THE ATHLETIC DIRECTOR.

- 6.1 SENIOR ASSOCIATE ATHLETIC DIRECTOR FOR COMPLIANCE [vacant]. The associate athletic director shall be responsible for athletic scholarships and the athletic department's compliance with NCAA, Southland Conference, TSUS and Lamar University rules and regulations.
- 6.2 ASSISTANT ATHLETIC DIRECTOR FOR ACADEMIC AFFAIRS & SENIOR WOMEN'S ADMINISTRATOR [Ms. Helene Thill]. The assistant athletic director for academic affairs shall be responsible for monitoring the academic progress of Lamar's student-athletes. The director also shall provide academic support services for all student-athletes.
- 6.3 ASSISTANT ATHLETIC DIRECTOR FOR BUSINESS AFFAIRS [vacant]. The assistant athletic director for business shall be responsible for the oversight of the athletic department's fiscal affairs and provide NCAA and Southland Conference leadership in women's sports.
- 6.4 ASSOCIATE ATHLETIC DIRECTOR FOR DEVELOPMENT [Ms. Laurie Ritchel]. The assistant athletic director shall be responsible for fund-raising, corporate sponsorships, marketing, promotions, group ticket sales and special events. Also, the director shall serve as executive director of the Cardinal Club.
- 6.5 DIRECTOR OF MONTAGNE CENTER [Mr. Robert Dirk]. The director of the Montagne Center shall be responsible for the coordination and supervision of all activities, operations and policies of the center. The director shall work with the university's administration, staff, students and community to enhance the utilization of the facility.
- 6.6 SPORTS INFORMATION DIRECTOR [Mr. Daucy Crider]. The sports information director shall be responsible for all publicity efforts of the athletic department including brochures for all sports, press kits, press releases, specialty brochures and game statistical and press coverage.
- 6.7 MEN'S AND WOMEN'S COACHES. The head coaches of the various men's and women's sports shall be responsible for recruiting and developing student-athletes. The coaches shall work with the athletic director to develop schedules for competition and to recruit student-athletes with the abilities to achieve academic success.

CHAPTER II. POLICIES AND PROCEDURES

1. ACQUAINTANCE WITH, CONFORMITY TO, AND AVAILABILITY OF POLICIES AND REGULATIONS.

It shall be responsibility and duty of each faculty member of Lamar University to become acquainted with and to conform to all rules and regulations relating to his or her appointment, and to the proper and orderly discharge of the faculty member's work as set forth both in this handbook and in The Texas State University System's (TSUS) *Rules and Regulations*. In addition, faculty shall be expected to conform to the policies and procedures set forth in the university's catalogs, class schedules and other official publications and materials prepared for faculty use. To this end, copies of this handbook and the System's *Rules and Regulations* shall be available on campus in the president's office, on the university's home page website and in other locations considered appropriate by the president.

In any case of conflict between the policies and procedures of this handbook and those of the TSUS *Rules and Regulations*, the *Rules and Regulations* shall prevail.

It also shall be the duty of each faculty member to consider the policies, rules and regulations and propose reasonable and desirable policy changes to the appropriate administrative officers.

2. GENERAL EMPLOYMENT.

A *Lamar University employee* shall be any person who is under the authority and in the paid service of the university, which is under the jurisdiction and control of the Board of Regents of The Texas State University System. This definition shall exclude independent contractors and consultants.

- 2.1 A *faculty employee* shall be an employee with a specified academic rank holding a teaching appointment for a fixed term as determined by the president of the university and approved by the Board of Regents.
- 2.2 A *staff employee* shall be any employee other than a faculty employee. *Non-classified staff employees* shall include administrative officers and other administrative and professional personnel who are serving without fixed terms and who are not included in Lamar's employment classification plan. *Classified staff employees* shall include those personnel who are appointed without fixed terms to those job classes in Lamar's classification plan that require similar duties, skills and qualifications including but not limited to secretarial, clerical, technical, paraprofessional, protective service, skilled crafts and labor/service/maintenance.
- 2.3 *Administrative officers* shall be the provost, vice presidents, deans and other administrative personnel with delegated executive authority as determined by the president. The president or other administrative officers of Lamar University should thoroughly investigate the character, integrity, scholastic attainment and other qualifications of prospective members of the administration before nominating them to the Board of Regents or before exercising any delegated authority for making appointments.

3. DISRUPTIVE BEHAVIOR.

Any employee of Lamar University, including any member of the administration or faculty, who, acting either singly or in concert with others, obstructs or disrupts, by force or violence, any teaching, research, administrative, disciplinary, public service or other activity authorized to be held or conducted on the campus, shall be subject to discipline or dismissal as an employee. As used in this subsection, the words *force or violence* shall include, but are not limited to, such acts as *stand-ins*, *sit-ins* and *lie-ins* when such acts are, in fact, obstructive or disruptive of any of the authorized activities listed above.

Every employee shall be expected to obey all federal, State, and local laws, particularly the *Texas Penal Code Annotated, Sections 42.01 and 42.05* (Disorderly Conduct and Disrupting Meeting or Procession) and the *Texas Education Code Annotated, Sections 51.935 and 37.123* (Disruptive Activities and Exhibition of Firearms). Any employee who violates any provision of these four statutes shall be subject to discipline or dismissal as an employee notwithstanding any action by civil authorities on account of the violation.

The minimum standards of individual conduct required by the penal statutes of Texas or the United States shall be both expected and required of every employee of The Texas State University System and Lamar University. Any employee who violates the minimum standards of conduct required by any penal statute of Texas or the United States shall be subject to dismissal as an employee regardless of whether any action is taken against the employee by civil authorities on account of such violation.

4. EQUAL EMPLOYMENT OPPORTUNITY.

It shall be the policy of Lamar University and the Board of Regents of The Texas State University System to provide equal opportunity in employment for all persons in accordance with their individual job-related qualifications and without illegal consideration of race, creed, color, sex, religion, age, national origin or disability. Equal employment opportunities shall include all personnel transactions of recruitment, employment, training, upgrading, promotion, demotion, termination and salary.

5. FACULTY GRIEVANCES.

A faculty member may present a grievance, in person, to the president or his or her designee on an issue related to tenure, promotion, wages, hours of employment, conditions of work or the non-renewal or termination of the faculty member's employment.

5.1 DEFINITIONS. For purposes of this policy, *faculty member* shall mean a person employed full-time by Lamar University, including professional librarians, whose duties include teaching, research, administration, or the performance of professional services. It shall not include a person who holds faculty rank, but spends the majority of his or her time engaged in managerial or supervisory activities, including a president, provost, vice president, associate or assistant vice president, dean, associate dean or assistant dean.

5.2 PROCEDURE. For grievance processes not otherwise specified in this handbook, the procedure for hearing grievances is as follows.

- 5.2.1 The president, or his or her designee, shall appoint a hearing officer who shall preside over the grievance process.
- 5.2.2 The hearing officer shall make a recommendation to the president, who shall make the final decision regarding the grievance.
- 5.2.3 The faculty member may present the grievance individually or through a representative who does not claim the right to strike.
- 5.2.4 The hearing officer may not recommend changing Lamar's action regarding tenure non-renewal, termination of employment, or denial of promotion unless the faculty member establishes, by a preponderance of the evidence, that he or she has been denied a right guaranteed by the constitution or laws of the United States or of the State of Texas.
- 5.2.5 The hearing officer may not recommend changes in disciplinary actions taken against a faculty member, unless the faculty member establishes, by a preponderance of the evidence that the disciplinary action was an abuse of discretion and authority of the person imposing the disciplinary action.
- 5.2.6 The administration of Lamar need not state the reasons for the questioned decision or offer evidence in support thereof unless the faculty member presents a *prima facie* case in support of his or her allegation in which case the hearing officer shall determine whether the administration has stated a nondiscriminatory reason for its action.

6. APPOINTMENT OF RELATIVES (NEPOTISM POLICY).

The appointment of an employee at Lamar University, whether on a full-time or part-time basis, should be made solely with regard to the special fitness of the appointee subject to applicable statutes, Lamar policies, and the provisions of The Texas State University System's *Rules and Regulations*. Even though the appointment of a person would not be prohibited by *V.T.C.A. Government Code Ch. 573*, Lamar University may not employ any person related within the second degree of affinity or the third degree of consanguinity to another employee if such employment causes one relative to have: a) a direct supervisory relationship over the other relative or b) authority over the salary or other terms of employment of the other.

This policy shall not prohibit the reappointment or continued employment of any person related to another within either of the prohibited degrees who were employed by Lamar University before the adoption of this policy; however, no Lamar employee shall approve, recommend or otherwise act with regard to the appointment, reappointment, promotion or salary of any person related within either of the prohibited degrees.

If the reappointment or continued employment of a person places such person under an administrative supervisor related within the above specified degree, all subsequent actions with regard to reappointment, promotion or salary shall be the responsibility of the next higher administrative supervisor. It shall also be the responsibility of the next higher administrator to make a written review of the work performance of such employee at least annually and submit each review for approval or disapproval to the appropriate vice president in the case of classified employees, or to the president in the case of faculty or non-classified employees.

7. APPOINTMENT OF ACADEMIC ADMINISTRATIVE OFFICERS.

- 7.1 PRESIDENT. Appointment of the president shall be the prerogative and responsibility of The Texas State University Board of Regents. An advisory committee, consisting of an appropriate combination of the chancellor, campus executives, department chairs, deans, faculty, students, community and alumni, may be appointed by the Board of Regents to recommend candidates to the board.
- 7.2 APPROVAL OF PERSONNEL ACTIONS. All initial appointments and status changes (salary, promotion, transfer, change of title etc.) of university personnel at or above the level of department chair/director shall require the approval of the president.
- 7.3 PROVOST AND VICE PRESIDENTS. The appointment of the provost and vice presidents of the university shall be the prerogative and responsibility of the president and the Board of Regents. A search committee, appointed by the president, may be formed to solicit input from students, faculty, department chairs, deans, and other vice presidents.
- 7.4 DEANS. The appointment of the deans of the university shall be the prerogative and responsibility of the president and the Board of Regents upon the recommendation of the provost. A search committee, appointed by the provost, may be formed to solicit input from students, faculty, department chairs, vice presidents and other deans.
- 7.5 DEPARTMENT CHAIRS AND PROGRAM DIRECTORS. After receiving input from the faculty and after consultation with the provost, the dean shall be responsible for the appointment of department chairs and program directors. The appointments must be approved by the president and the Board of Regents.
- 7.6 ADMINISTRATIVE PROCEDURES. Other administrative procedures involved in decision making are summarized in the section *Academic Administrative Procedures*, located in Appendix A.

8. FACULTY APPOINTMENT AND EMPLOYMENT.

- 8.1 **AUTHORITY TO APPOINT FACULTY.** All appointments to the faculty of Lamar University shall be made by The Texas State University Board of Regents, subject to legal authority as delineated in *Chapters 95 and 96 of the Texas Education Code, 1971*. The president shall recommend to the Board of Regents the employment or re-employment of faculty members to be awarded term or annual appointments, who, in the President's opinion, will best serve the interests of the university. All nominations for employment or re-employment must be in writing and state the name, age, tenure status and academic accomplishments of the nominee. The president of the university shall be designated by the Board of Regents both to offer employment and to accept resignation of faculty and staff, subject to board approval. Authority shall be vested in the president to designate ranks, titles and salaries of those appointed members of the faculty.
- 8.2 **FACULTY APPOINTMENTS.** The Board of Regents shall appoint and employ at the annual meeting of the board or at the earliest practicable meeting following the governor's approval of the State's *General Appropriations Act*, the members of the faculty and other teaching personnel to be awarded term, semester or annual appointments at Lamar University. All such appointments shall be for a specified period not to exceed one year, and each appointee shall be advised in writing of the provisions and conditions of the appointment by the president of the university or a delegate designated in writing by the president. Commensurate with the aspirations and ideals of Lamar University, the Board of Regents strongly desires to maintain and encourage learned faculties who, by precept and example, will instruct and inspire their students with distinction and reflect credit upon the university. The Board of Regents shall not permit employment contracts for terms of more than one year. While the board encourages scholarship, creative activity, research and public service by faculty members, the board endorses the principle that the primary goal of each faculty member shall be to attain a greater proficiency in teaching.
- 8.3 **FACULTY VACANCIES.** A vacancy which occurs in the faculty of Lamar University may be filled by an interim appointment by the president subject to subsequent board approval. An interim appointment should be submitted for board consideration at the next board meeting following such temporary appointment. If the appointment is disapproved by the board, the individual shall be considered terminated as of the date of disapproval.
- 8.4 **SELECTION OF FACULTY.** New faculty shall be recruited by departments to assure balance among sub-fields within a discipline, and to provide diversity in the origin of terminal degrees. In faculty employment, the following procedures should be followed.
- 8.4.1 The hiring department should complete form F3.1 (*Request to Fill a Position*) and receive administrative approval through normal channels prior to posting full-time faculty vacancy notices or advertisements.

- 8.4.2 Upon receiving administrative approval, search committees may be formed and advertising in approved recruitment sources may begin.
- 8.4.3 Policies and procedures governing search committees, along with appropriate forms and resource information, shall be contained in the *Lamar University Search Committee Policy and Procedures Manual*. Copies shall be available in each departmental and college office as well as in the Office of Human Resources and on the university's home page website.

9. APPOINTMENT TO GRADUATE FACULTY.

Individuals teaching graduate credit courses must be members of the graduate faculty. A candidate for membership must complete form G-4 (*Application for Graduate Faculty Membership* available in the Office of Graduate Studies) and return it to the department chair who shall review and forward it to the dean of the faculty member's college. The dean shall review the application and forward it to the Office of Graduate Studies. The application shall then be considered by the Graduate Faculty Committee and the Graduate Council which then shall make the final recommendation to the dean of the college of graduate studies for action. The classes of membership and the requirements for each category shall be:

- 9.1 INITIAL MEMBERSHIP. Initial appointment to the graduate faculty is based on a review of the following criteria:
 - 9.1.1 Terminal degree (see *Policy on Terminal degrees*)
 - 9.1.2 Scholarly production
 - 9.1.3 Professional development
 - 9.1.4 Recommendation of department graduate faculty, department chair and dean of the academic college
- 9.2 INITIAL MEMBERSHIP: TIME AND EXPECTATIONS. Initial membership may be granted for a period of two years. During this time, a faculty member shall be expected to begin or continue research/creative activities and take an active role in the graduate program of his or her department through teaching and committee service.
- 9.3 CONTINUED MEMBERSHIP. After initial membership, continued membership to the graduate faculty is based on a review of the following criteria:
 - 9.3.1 Terminal degree (see *policy on terminal degrees*)
 - 9.3.2 Scholarly production
 - 9.3.3 Professional development
 - 9.3.4 Recommendation of department graduate faculty, department chair and dean of the academic college
- 9.4 CONTINUED MEMBERSHIP: TIME AND EXPECTATIONS. Continued membership may be granted to a faculty member who has satisfactorily completed the initial two-year term, and whose participation on the graduate faculty, in the graduate dean's discretion, advances the best interests of the university. At the end of that term, the faculty member shall be reviewed and, if favorably evaluated, may be granted a five-year membership. Every five years thereafter, the faculty member's record shall be reviewed and, if satisfactory, membership may be renewed for an additional five years. Nothing herein shall confer an entitlement or property right in appointment or reappointment as a member of the graduate faculty.

9.5 SPECIAL GRADUATE FACULTY MEMBERSHIPS.

- 95.1 One-time requests for graduate faculty membership may be approved by the graduate dean.
- 9.5.2 Subsequent requests by the same person for consecutive long semesters must be reviewed by the Graduate Faculty Committee and the Graduate Council, and approved by the graduate dean.
- 9.5.3 The graduate dean may approve requests for membership *for committee work only* even when this membership spans several semesters until the student served by the committee has graduated.
- 9.5.4 With approval from the graduate dean, special membership may be granted to part-time or adjunct faculty members who do not meet the criteria for full membership. In addition, full-time faculty members with unique skills may be granted special membership if the skills are crucial to a particular graduate program. Such cases must be presented to and approved by the Graduate Faculty Committee and Graduate Council. Special membership also may be granted to non-faculty members who have practical experience required by a student for thesis research or field study.
- 9.5.5 Membership on the graduate faculty shall not be granted to faculty who do not have a terminal degree except under unusual circumstances. All requests for exceptions must be approved by the Graduate Faculty Committee and the Graduate Council. Such requests must be fully justified and documented.

10. INITIAL APPOINTMENT TO ACADEMIC RANK.

10.1 ACADEMIC RANKS. The academic ranks for regular, full-time faculty in the academic colleges shall be professor, associate professor, assistant professor and instructor.

10.2 CRITERIA FOR APPOINTMENT TO INITIAL RANK. Initial academic rank shall be established at the time of first employment. The minimum criteria for initial rank shall be:

10.2.1 For the rank of instructor: a master's degree from a regionally accredited institution of higher education and 18 graduate semester hours in the teaching discipline or a master's degree with a major in the teaching discipline.

10.2.2 For the rank of assistant professor: a doctoral (or recognized terminal) degree in the teaching discipline from a regionally accredited institution of higher education or a master's degree from a regionally accredited institution of higher education and 30 graduate semester hours in the teaching field, and four years of creditable experience.

10.2.3 For the rank of associate professor: a doctoral (or recognized terminal) degree in the teaching discipline from a regionally accredited institution of higher education; six years of creditable experience; demonstrated proficiency in teaching; recognized scholarly production, research or professional achievement; and productive participation in college and university affairs.

10.2.4 For the rank of professor: a doctoral degree in the teaching discipline from a regionally accredited institution of higher education; twelve years of creditable experience; superior teaching effectiveness; recognized scholarly production, research or professional achievement; substantial contribution to college and university affairs; and demonstrated performance as a leader.

10.3 ACADEMIC APPOINTMENT FOR ADMINISTRATORS. Administrative personnel considered for appointment to an academic rank must meet the criteria established for that rank (see above).

11. POLICY PERTAINING TO CREDITABLE FULL-TIME EXPERIENCE.

At the time of initial employment, the provost shall establish the amount of creditable faculty experience. The amount shall be stated in the initial letter of appointment and recorded in the personnel file of the faculty member. The establishment of creditable service shall be based on the recommendation of the department chair and academic dean according to the following guidelines:

- 11.1 One year of creditable service may be awarded for experience as a part-time faculty member at a regionally accredited college or university for every:
 - a) 36 semester hours taught as a part-time instructor at the college/university level,
 - b) two years of instruction in a related field in an accredited school system, or
 - c) two years of relevant industrial, professional or research experience.
- 11.2 Years of creditable service awarded for experience other than full-time college/university teaching shall not exceed 50 percent of the time requirement for appointment to the initial rank (see above).
- 11.3 Exceptions. In a demonstrably exceptional case, a talented and productive applicant for a faculty position may be considered for appointment to an academic rank even though he or she does not meet the minimum criteria for holding such rank. In such an instance, the appointment must be determined by the president to be in the best interests of the university, with initial rank based upon the recommendation of the department chair, dean and provost.

12. PROMOTION TO ACADEMIC RANK (OTHER THAN LIBRARY FACULTY).

12.1 CRITERIA FOR FACULTY PROMOTION. Faculty members shall be evaluated for promotion in terms of the following minimum criteria:

- 12.1.1 To the rank of instructor: a master's degree in the teaching discipline from a regionally accredited institution of higher education or a master's degree from a regionally accredited institution of higher education and 18 graduate semester hours in the teaching discipline.
- 12.1.2 To the rank of assistant professor: a doctoral (or recognized terminal) degree in the teaching discipline from a regionally accredited institution of higher education or a master's degree from a regionally accredited institution of higher education and 30 graduate semester hours in the teaching discipline, and four years of full-time teaching at Lamar University.
- 12.1.3 To the rank of associate professor: a doctoral (or recognized terminal) degree from a regionally accredited institution of higher education; four years as a full-time assistant professor at Lamar University; demonstrated proficiency in teaching, recognized scholarly/creative production, research or professional achievement; and productive participation in college and university affairs.
- 12.1.4 To the rank of professor: a doctoral degree from a regionally accredited institution of higher education; six years as a full-time associate professor at Lamar University; superior teaching effectiveness; recognized scholarly/creative production, research or professional achievement; substantial contribution to college and university affairs; and demonstrated performance as a leader.
- 12.1.5 For promotion policies and procedures effective Fall, 2004, see Appendix O.

12.2 MINIMUM CRITERIA FOR PROMOTION. The criteria listed above (below for library faculty) shall define the minimum requirements and expectations for promotion (see *university form F2.09* for detailed requirements). A faculty member shall become eligible for promotion by meeting or exceeding these criteria. A candidate for promotion to assistant professor may be reviewed during his or her fourth year of full-time teaching at Lamar. A candidate for promotion to associate professor may be reviewed during his or her fourth year of service as a full-time assistant professor, and a candidate for promotion to professor may be reviewed during his or her sixth year of service as an associate professor. It shall be the responsibility of each faculty member to meet or exceed these criteria to be eligible for promotion; however, such eligibility shall not entitle a faculty member to a promotion.

- 12.3 PROMOTION COMMITMENTS AND AUTHORITY TO PROMOTE. No commitments implied or otherwise, may be made by any individual, group or committee regarding faculty promotions without the prior written approval of the president. All faculty promotions shall be subject to the approval of The Texas State University Board of Regents.
- 12.4 DISCRETION OF PRESIDENT AND BOARD IN PROMOTION. The academic promotion of faculty members—including library faculty—shall be discretionary on the part of the President and the Board of Regents. Faculty members do not have an entitlement to a prospective promotion rising to the level of a property interest, and the denial of a prospective promotion is not sufficiently stigmatic to constitute a liberty interest.
- 12.5 REASONS FOR NON-RECOMMENDATION. Faculty members who are not recommended for promotion shall not be entitled to a statement of reasons for the decision against the recommendation. All faculty members shall have the right to present a grievance (see *Faculty Grievances*).
- 12.6 DOCUMENTATION. Claims of accomplishment, excellence or distinction in any area of achievement considered in the promotion review process must be clearly documented and referenced. False claims shall be grounds for disciplinary action.
- 12.7 ATTENTION IN PROMOTION REVIEW. In the promotion review process, attention shall be on accomplishments since appointment to the applicant's current rank.
- 12.8 ACADEMIC PROMOTION OF ADMINISTRATORS. Faculty in administrative positions must meet the same criteria for promotion as non-administrative faculty to be considered for promotion in academic rank. To be considered for promotion in academic rank, a faculty member in an administrative position must have a regular teaching and/or sponsored research assignment during all years counted as time in rank. *Regular teaching and/or sponsored research assignment* shall be interpreted to mean at least 25 percent of the member's assigned load (FTE) during both the fall and spring semester of each year to be counted.
- 12.9 EXCEPTIONS. In an exceptional case, a talented and productive faculty member not meeting the minimum criteria may be considered for promotion to a higher rank. In this instance, the promotion must be determined to be in the best interests of the university and the candidate shall be subject to the established review and recommendation procedures.
- 12.10 PROMOTION OF INSTRUCTORS TO ASSISTANT PROFESSOR. Under conditions specified in Appendix Q, instructors may be eligible for promotion to the rank of assistant professor.

13. PROMOTION TO ACADEMIC RANK FOR LIBRARY FACULTY.

- 13.1 CRITERIA FOR PROMOTION OF LIBRARY FACULTY. Library faculty members shall be evaluated for promotion to the following ranks in terms of the following minimum criteria.
- 13.1.1 To the rank of instructor: a graduate degree in library science from an American Library Association accredited institution.
 - 13.1.2 To the rank of assistant professor: a graduate degree in library science from an American Library Association accredited institution; two years of professional experience (or its judged equivalent) at Lamar University at the time of application; job performance deemed *meritorious*; involvement in professional development and/or scholarly activities; and professional and/or library and university service.
 - 13.1.3 To the rank of associate professor: a graduate degree in library science from an American Library Association accredited institution; six years of professional experience (or its judged equivalent) at Lamar University at the time of application, including four years at the assistant professor rank; job performance deemed *outstanding*; significant involvement in professional development and/or scholarly activities; and significant contributions in professional and/or library and university service.
 - 13.1.4 To the rank of professor: a graduate degree in library science from an American Library Association accredited institution; twelve years of professional library experience (or its judged equivalent) at Lamar University at the time of application, including six years at the associate professor rank; job performance deemed *outstanding*; significant involvement in both professional development and scholarly activities; and significant contributions in both professional service, and library and university service.
 - 13.1.5 For new promotion policies and procedures effective Fall, 2004, see Appendix O.
- 13.2 EXPLANATION OF TERMS. Previous work experience shall be considered in four categories: 1) professional library experience, 2) pre-professional library experience, 3) non-library professional experience, and 4) part-time experience. The library's promotion committee shall judge the equivalence of previous work experience. In normal circumstances, a maximum of two years credit toward promotion shall be awarded for all work experience outside of Lamar University.
- 13.2.1 Professional library experience. This term shall refer to full-time experience in any library after earning the master's degree in library science. The candidate shall receive one year of credit for each year of experience.

- 13.2.2 Pre-professional library experience. This term shall refer to experience in a library position that did not involve professional rank. For credit, the experience should be pertinent to the librarian's past or present professional position. This experience may be credited up to a maximum of one-half of the time involved, depending on the relevance.
- 13.2.3 Non-library professional experience. This term shall refer to experience received in positions deemed to be professional in nature outside the environment of a library. This experience may be credited up to a maximum of one-half of the time involved, depending on the relevance.
- 13.2.4 Part-time experience. Relevant part-time experience may be credited on a *pro-rata* basis for any of the experience categories listed above.
- 13.2.5 Job performance. This factor shall be considered the most important criterion for promotion. An examination of job performance shall include all areas of the daily workload as well as special aspects, and shall carefully consider and evaluate the managerial and supervisory functions performed by librarians.
- 13.2.6 Library and university service. This term shall refer to service on standing and *ad hoc* committees of the library and university, as well as participation in other special projects of a service nature.
- 13.2.7 Professional development. This term shall refer to activities undertaken by librarians to learn new skills, gain job-related knowledge, and generally broaden their professional expertise. Types of professional development shall include work on an additional degree, workshop attendance or presentations, and conference attendance or presentations. The librarian's professional development should lead to benefits for the library and/or the university.
- 13.2.8 Professional service. This term shall refer to affiliation with, and involvement in, professional organizations, as well as the provision of service as a consultant, speaker, or teacher. The promotion committee shall place greater emphasis on the quality of the service than the quantity.
- 13.2.9 Scholarly activities. This term shall refer specifically to the authorship of professional publications, editorship of professional publications, and authorship and presentation of professional papers. Again, the promotion committee should place greater emphasis on the quality of the accomplishments than the quantity.

14. POLICY ON TERMINAL DEGREES FOR FACULTY.

An earned doctoral degree from a regionally accredited institution of higher education shall be the educational standard for promotion or appointment beyond the rank of instructor, except in those disciplines that lack doctoral-level training or recognize other evidence of academic or professional achievement in lieu of the doctorate. The Deans' Council shall establish the status of the degrees in these areas.

- 14.1 **60-HOUR MASTER'S DEGREE.** In disciplines where the council determines the 60-hour master's degree, or its equivalent, to be an exception to the doctoral degree requirement, such a master's degree may be acceptable for appointment and promotion to the ranks of assistant and associate professor. The equivalent of the 60-hour master's shall be a 30-45 hour master's, and a minimum of 30 graduate credit hours in the teaching field. The dean and department chair shall determine the relevance of additional degrees/equivalents. The candidate for promotion must have two years of full-time university teaching experience beyond that required of faculty with doctoral degrees for appointment/promotion to the rank of associate Professor. The Deans' Council recognizes the following degrees as exceptions to the doctoral degree requirement in appointment and promotion criteria: studio art, M.F.A. (60 hours); theater, M.F.A. (60 hours); social work, M.S.W. (60 hours); library science, M.L.S. (30-36 hours, and an additional thirty graduate hours in a relevant area or the equivalent in approved advanced training); nursing, M.S.N. (30-36 hours, and an additional 30 graduate hours in nursing or a relevant area).
- 14.2 **30-45 HOUR MASTER'S DEGREES.** In disciplines where the Deans' Council determines that the 30-45 hour master's degree shall be an exception to the doctoral degree requirement, the candidate may be considered for promotion to assistant professor after six years of full-time teaching experience. The council recognizes the following 30-45 hour master's degrees as exceptions to the doctoral degree requirement for promotion: communication disorders (clinical supervisors), Master's in Communication Disorders; nursing, M.S.N.; studio art, M.F.A.; and theater, M.F.A.
- 14.3 **PERFORMANCE STANDARDS FOR EXCEPTIONS TO TERMINAL DEGREES.** All faculty candidates who present degrees as exceptions to the terminal degree policy must meet the following documented performance standards: superior teaching effectiveness; recognized scholarly production, research and professional achievement; and productive participation in college and university affairs. Such candidates shall have a special obligation to demonstrate superior performance in scholarly and/or creative production.

15. REVIEW AND RECOMMENDATION PROCEDURES FOR FACULTY PROMOTIONS. (Note: Faculty members hired beginning in the fall of 2004 should refer to Appendix O for changes)
- 15.1 INITIATION AND DEPARTMENTAL COMMITTEE. A faculty member or (with the prior written approval of the faculty member) his or her department chair may initiate a documented application for promotion consideration when the candidate believes he or she has met the standards for promotion. The application forms (form *F2.09*) and supporting materials (hence referred to as *file*) should be presented to the departmental promotion committee on or before the deadline date listed in the *Academic Calendar*. The departmental promotion committee shall study and consider each file and, by vote, make a recommendation *to promote* or *not to promote*. Next, the committee shall rank all applicants it chooses to recommend for promotion. For ranking to occur, at least two members of the committee must be present and vote.
- The chair of the departmental promotion committee shall indicate the committee's recommendation and sign each F2.09 cover sheet. The committee shall promptly notify each applicant, in writing, of the recommendation regarding the promotion application. Then, the files, recommendations, and rankings of the departmental committee shall be forwarded to the department chair.
- 15.2 DEPARTMENT CHAIR REVIEW AND RECOMMENDATION. The department chair shall study and consider each application, make a recommendation *to promote* or *not to promote* each candidate, and rank all applicants recommended for promotion. The chair shall indicate his or her recommendations and sign each F2.09 cover sheet. Each applicant shall be promptly notified, in writing, by the chair of his or her promotion recommendation. Then, the files, recommendations, and rankings of the departmental committee and department chair shall be submitted to the college promotion committee.
- 15.3 COLLEGE PROMOTION COMMITTEE REVIEW AND RECOMMENDATION. The college promotion committee shall study and consider all promotion applications and, by vote, make a recommendation *to promote* or *not to promote* each candidate. The committee shall rank all applicants recommended for promotion. For ranking to occur, at least two members of the committee must be present and vote. The chair of the college committee shall indicate the committee's recommendations and sign each F2.09 cover sheet. Next, the files, the recommendations, and rankings of the departmental committee, department chair and college committee shall be forwarded to the dean of the college. The chair of the college promotion committee shall promptly notify the applicant, in writing, of the committee's recommendation regarding the promotion application.
- 15.4 DEAN'S REVIEW AND RECOMMENDATION. The next step in the process shall be for the dean of the college to study and consider each file and make a recommendation *to promote* or *not to promote* each candidate. As in the earlier steps, the dean shall rank all applicants whom he or she chooses to recommend for promotion. Then, the dean shall indicate his or her recommendation and sign the F2.09 cover sheet for each applicant. Next, the dean shall promptly notify each applicant, in writing, of his or her recommendation regarding promotion. Then, the files, recommendations, and rankings of the departmental committee, department chair, college committee and dean shall be submitted to the Provost.

- 15.5 UNIVERSITY PROMOTION COMMITTEE'S REVIEW AND RECOMMENDATION. The next step shall be for the provost to submit the files and all previous recommendations and rankings to the university promotion committee for its review and recommendations. The committee shall study and consider all applications and recommend *to promote* or *not to promote* each candidate. The committee shall rank those that it chooses to recommend for promotion. Then, the files, recommendations, and rankings from the university promotion committee and from all previous evaluators shall be forwarded to the provost. The chair of the committee shall promptly notify each applicant, in writing, of the committee's promotion recommendation.
- 15.6 PROVOST'S REVIEW AND RECOMMENDATION. Next, all files, recommendations, and rankings shall be studied and considered by the provost, who shall recommend *to promote* or *not to promote* each applicant. The provost shall rank those he or she chooses to recommend for promotion. Next, the provost shall forward the files and his or her recommendations and rankings, along with those from all previous evaluators, to the president. The provost shall promptly notify each applicant, in writing, of his or her promotion recommendation.
- 15.7 PRESIDENT'S REVIEW AND RECOMMENDATION. The president, after reviewing all pertinent information, shall make a recommendation *to promote* or *not to promote* each candidate. The president shall assemble a slate of those candidates recommended for promotion and present the slate as a personnel agenda item to The Texas State University System Board of Regents for consideration and final action.
- 15.8 APPELLATE PROCEDURES IN PROMOTION. A candidate who has been notified in writing that he or she is not recommended for promotion may remove his or her application from consideration or request, in writing, that it advance to the next level of review as an appeal of the lower level's recommendation. The candidate, any promotion committee member, and/or any administrator in the line of review may attach to the application a written rebuttal to any negative recommendation.

An applicant not recommended for promotion by the provost may appeal to the University Faculty Promotion Review Committee. If, after review, the promotion review committee recommends the candidate for promotion, the file shall be returned to the provost with written justification for the review committee's favorable recommendation. The provost shall forward the file and all statements to the president for consideration and subsequent recommendation to the Board of Regents.

An applicant wishing to appeal a recommendation at any level in the review procedure must do so, in writing, within fifteen calendar days after receiving written notification of the recommendation. The written appeal shall go to the next higher committee chair/academic administrator in the review process.

16. COMPOSITION OF PROMOTION COMMITTEES.

- 16.1 PROMOTION COMMITTEES. At the beginning of each academic year, the academic departments in which candidates for promotion exist shall elect a departmental promotion committee consisting of at least three tenured faculty members. Every college (except Graduate Studies) shall elect a college promotion committee composed of at least five tenured faculty members. Except in colleges where there are fewer than five departments, each department should have only one member on the college promotion committee.

In addition, there shall be a university promotion committee consisting of one tenured faculty member elected from each college and the library. All tenured faculty members, except administrators at or above the level of department chair, shall be eligible to serve on promotion committees. Faculty with at least one year of service at Lamar University, except administrators at or above the level of department chair, shall be eligible to vote on the membership of promotion committees. The College or Library Dean shall conduct an election to determine membership on the university promotion committee. Members shall serve three year terms on the university promotion committee.

- 16.2 ELIGIBILITY TO SERVE. To avoid conflicting interests, no faculty member who is applying for promotion shall serve on a promotion committee and no faculty member shall serve on more than one promotion committee. A faculty member shall be permitted to strike his or her name, for cause, from the list of faculty eligible to serve on a promotion committee prior to balloting for committee memberships.
- 16.3 QUORUM AND EXCEPTIONS. A numerical majority of promotion committee members must be present to constitute a quorum. To act, a committee must be constituted as provided in these guidelines or, without vote, pass written opinion individually to the next higher level. In those instances where there is an insufficient number of faculty of appropriate rank to form a departmental or college promotion committee, those faculty eligible to serve should propose alternatives to the dean, who, with the approval of the provost, should implement the alternative review process.
- 16.4 UNIVERSITY FACULTY PROMOTION REVIEW COMMITTEE. Members of the University Faculty Promotion Review Committee shall be appointed by the president, who should give due consideration to broad academic representation. Normally, the committee should be composed of one faculty representative from each of the colleges, plus two department chairs and one dean. Members shall be appointed for staggered three-year terms. Whenever possible, the faculty representatives should be tenured professors. In no case should a University Faculty Promotion Review Committee member serve on another promotion committee and no member who is a chair or dean should consider an appeal from his or her respective department or college.

Questions concerning promotion policies and guidelines should be directed to the University Faculty Promotion Review Committee. The committee should review any

questions concerning promotion policies and guidelines directed to it by college or university promotion committees and should act as an appellate body for promotion decisions made by the provost.

- 16.5 CHAIRS OF PROMOTION COMMITTEES. By majority vote, members of each promotion committee shall elect a chair.
- 16.6 VOTING POLICY. In no instance shall a member of any promotion committee or any administrator in an evaluative role vote or pass a recommendation on a candidate's promotion to an academic rank higher than his or her own.

17. SPECIAL ACADEMIC TITLES, NON-TENURE EARNING.

Lamar University shall use the following designations for non-tenure earning, academic positions with responsibilities similar to those for tenure earning, academic positions. Employees holding these titles may be eligible for certain faculty benefits. Those holding these special academic titles shall not be eligible for promotion or tenure, and the period of employment shall be only for the time specified in the appointment letter.

- 17.1 ADJUNCT PROFESSOR, ADJUNCT ASSOCIATE PROFESSOR, ADJUNCT ASSISTANT PROFESSOR, AND ADJUNCT INSTRUCTOR. The titles *adjunct professor*, *adjunct associate professor*, *adjunct assistant professor* and *adjunct instructor* may be recommended for outstanding and distinguished persons who are not regular Lamar faculty members, but who serve the university—full or part-time—in a temporary instructional capacity.
- 17.2 VISITING PROFESSOR, VISITING ASSOCIATE PROFESSOR, VISITING ASSISTANT PROFESSOR, AND VISITING INSTRUCTOR. The designation *visiting* before an academic title shall indicate that the holder of the title has a temporary appointment for an academic year, semester or mini/summer term. The academic rank included in the title should be appropriate to the appointee's credentials and experience or rank at his or her home institution.
- 17.3 ARTIST IN RESIDENCE. The title *artist in residence* may be recommended for established and well-known artists (musicians, dancers, actors/actresses, writers, poets and visual artists) invited by the university to lecture, demonstrate and/or participate in formal and informal instruction, or to provide for public exhibitions.
- 17.4 CLINICAL ASSOCIATE OR ASSISTANT SUPERVISOR OF EDUCATION. The title *clinical associate* or *assistant supervisor of education* may be given to *field-based* professionals in education who have special instructional or supervisory relationships with the college of education and human development. This title may be recommended for individuals who share their special professional expertise with Lamar students in an instructional capacity or who supervise student interns in the field. Title differentiation shall be based upon experience, education and special skills of the individuals.
- 17.5 CLINICAL INSTRUCTOR. The title *clinical instructor* may be recommended in the college of arts and sciences for individuals, who have not met the minimum academic requirements for appointment to the rank of Instructor, but who, by virtue of their clinical expertise, are qualified to instruct students in their respective fields.

- 17.6 LECTURER. The title *lecturer* may be given to an individual who is appointed to a full-time, but temporary teaching position, or who is employed full-time in a combination of teaching and non-faculty duties, where non-faculty duties shall be the primary basis for the appointment. Lecturers shall not be eligible for academic promotion or tenure.
- 17.7 ADJUNCT RESEARCH PROFESSOR. The title adjunct research professor may be recommended for persons with outstanding and distinguished records of research who are not regular faculty members, but who are invited to serve the University in collaborative research.
- 17.8 POST-DOCTORAL FELLOW AND RESEARCH ASSOCIATE. The title *post-doctoral fellow* may be recommended for the holder of an earned, recognized doctoral degree who is invited by the university to participate in the research activities of a senior faculty member. The title *research associate* may be recommended for the holder of a bachelor's or master's degree who is invited by the university to participate in the research activities of a senior faculty member.
- 17.9 STUDENT TITLES. Students who are awarded the title *graduate assistant*, *teaching assistant* or *research assistant* shall be graduate, degree-seeking students who are enrolled in the college of graduate studies during the term of their appointments.
- 17.9.1 Graduate Assistant. Students who are awarded the title Graduate Assistant shall be graduate, degree-seeking students who are enrolled in the college of graduate studies during the term of their appointments. Graduate assistants' instructional duties are limited to assisting an experienced faculty member in specific aspects of instruction, working under the direct and close supervision of the faculty member. A Graduate Assistant may also assist faculty with non-instructional tasks.
- 17.9.2 Teaching Assistant. Students who are awarded the title shall be graduate, degree-seeking students who are enrolled in the college of graduate studies during the term of their appointments. Graduate Teaching Assistants are students who have completed 18 hours or more of graduate coursework in the teaching field. They may serve as instructors of record, and must be supervised and regularly assessed as teachers by an experienced faculty member holding the terminal degree.
- 17.9.3 Research Assistant. Students who are awarded the title Research Assistant shall be graduate, degree-seeking students who are enrolled in the college of graduate studies during the term of their appointments. Their duties are to assist faculty with research.

18. HONORARY FACULTY TITLES.

18.1 UNIVERSITY PROFESSOR AND UNIVERSITY MERIT AWARD. The title *University Professor* shall be conferred by the president and indicate that the faculty recipient has received the university's highest, most prestigious academic award. This award shall be conferred annually to selected, full-time members of the faculty for distinguished academic performance. Associate and full professors shall be eligible for this award. The recipient shall carry the title for life. The *University Merit Award* shall be given to selected, full-time junior faculty for distinguished teaching. Instructors and assistant professors shall be eligible for this award.

18.2 HONORARY TITLES AND RESOLUTIONS FOR FACULTY RETIREES. Upon recommendation of the president, faithful and distinguished service by a retiring faculty member or administrator may be recognized by an appropriate resolution of The Texas State University System Board of Regents. Long and distinguished service by a faculty member holding the rank of professor or associate professor may be recognized upon retirement by conferral of the title of *Professor Emeritus*, *Associate Professor Emeritus*, *Distinguished Professor Emeritus*, or *Distinguished Associate Professor Emeritus*.

18.2.1 Emeritus Faculty. The president shall be authorized to bestow the title of *Professor Emeritus* or *Associate Professor Emeritus* upon any retired member of the faculty or in anticipation of the retirement of a faculty member, effective upon retirement, provided the faculty member has served in the rank of professor or associate professor for a cumulative total of at least ten years at Lamar University and has been recommended through normal academic channels.

Further, the president shall be authorized to bestow an appropriate emeritus title upon other retiring or retired, ranked faculty provided that said faculty have served the institution for a cumulative total of at least fifteen years and have been recommended through normal academic channels.

18.2.2 Procedure. Upon the recommendation of the president, the Board of Regents may bestow the title *Distinguished Professor Emeritus* or *Distinguished Associate Professor Emeritus* upon a retired member of the faculty or in anticipation of the retirement of a faculty member, effective upon retirement, in recognition of long and distinguished service to the university. The conferring of these titles shall not be automatic upon retirement, but shall be based upon individual distinction, exceptionally high quality service, and outstanding contributions to the university which clearly demonstrate the individual's worthiness for this honor.

The honorary titles *Distinguished Professor Emeritus* or *Distinguished Associate Professor Emeritus* shall confer continued academic appointments

on retired faculty without remuneration or authority. Such designations may only be given to faculty members who held the rank of professor or, respectively, associate professor during their period of active service at the university.

The *Distinguished Emeritus* title may be conferred by the Board of Regents on the recommendation of the President. Nominations for *Distinguished Emeritus* status shall be made to the president by the provost after consultation with the appropriate departmental faculty and deans. In exceptional cases, the Board of Regents, on recommendation of the president, may waive the minimum length of service requirement.

Persons who hold an emeritus title at other institutions normally shall not be eligible for an emeritus title at Lamar University. If a faculty member enjoying emeritus status is recalled to service in the interest of the university after an intervening period, emeritus status shall not be affected.

Holders of the title *Distinguished Professor Emeritus* or *Distinguished Associate Professor Emeritus* shall be accorded the following privileges and perquisites:

- a) Use of the title *Distinguished Professor Emeritus* or *Distinguished Associate Professor Emeritus*.
- b) Membership (without a vote) in the general faculty and in the college and department faculties in which membership was held at the time of retirement.
- c) Membership in the graduate faculty (without a vote) if membership was held at the time of retirement.
- d) Eligibility for service on university committees upon appointment by the president.
- e) Assignments of office space and use of laboratory and studio facilities, when available, with the approval of the department chair, dean of the college, and provost.
- f) Listing in the faculty directory and in the *University Catalog*.

19. ACADEMIC FREEDOM, RESPONSIBILITY AND TENURE.

- 19.1 ACADEMIC FREEDOM. Institutions of higher education serve the common good. The common good depends upon a free search for truth and its free expression. Hence, it is essential that faculty members be free to pursue scholarly inquiry without undue restriction, and to voice and publish their conclusions concerning the significance of evidence that they consider relevant. Faculty members must be free from the corrosive fear that others, inside or outside the university community, because their views differ, may threaten the faculty member's professional career or the material benefits accruing from it.

Faculty members shall be entitled to full protection of their rights under the First Amendment to the United States Constitution and such further rights as conferred on the faculty member by contractual agreement as they discuss the subject which they teach in the classroom. Further, the employees of Lamar University shall be entitled to the protection of the Fourteenth Amendment to the United States Constitution, which prohibits the university, as an arm of the state, from depriving a citizen of life, liberty, or property without the due process of law.

- 19.2 ACADEMIC RESPONSIBILITY. The concept of academic freedom must be accompanied by the equally demanding concept of academic responsibility, shared by Lamar University administrators and faculty members. The fundamental responsibilities of faculty members as teachers and scholars should include the maintenance of competence in their fields of specialization and the exhibition of such competence in lectures, discussions, scholarship, and publications/creative works.

Exercise of professional integrity of faculty members should include recognition that the public will judge the members' profession and their institution by their statements. Therefore, they should strive to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and to avoid creating the impression that they speak or act for their college or university when they speak or act as private persons. Faculty members should be judicious in the use of controversial material in the classroom and should introduce such material only as it has clear relationship with their subject field.

Faculty members also have the responsibility to maintain proper and complete records, accounts, enrollments, grades, and related academic documentation. Faculty members, including department chairs, have the added responsibility of being available for the performance of duties through the official end of the semester or term, including commencement. Faculty members have the responsibility to provide due notice of intent to interrupt or terminate institutional services within a reasonable time or the time provided by contractual agreement.

- 19.3 TENURE POLICY. The following principles, definitions, requirements, and procedures shall form the tenure policy of Lamar University. Faculty hired beginning fall of 2004, should refer to Appendix O for changes.

- 19.3.1 Definition of Tenure. The term *tenure* shall denote an entitlement to continued employment as a member of the Lamar University faculty. A tenured faculty member may expect to continue his or her faculty position, unless adequate cause for dismissal is demonstrated in a fair hearing, following adequate procedures of due process. The award of tenure shall confer upon the faculty member certain rights which he or she would not possess if the decision to award tenure were not made.
- 19.3.2 Requirements for Granting Tenure.
- 19.3.2.1 Only members of the faculty with the academic rank of professor, associate professor, assistant professor, or instructor may be granted tenure.
- 19.3.2.2 To be considered for tenure, faculty members must possess the doctoral or terminal degree, from a regionally accredited institution, in the teaching (or closely related) discipline, or possess the level of training that is adjudged equivalent in a specialized field or discipline.
- 19.3.2.3 Upon recommendation from the home department, and in special cases, talented and dedicated faculty without the terminal degree may be eligible to receive tenure, provided they go through the review process described below.
- 19.3.2.4 At the discretion of the Board of Regents, an exceptionally capable and proven faculty member needed for a special assignment may be granted immediate tenure.
- 19.3.2.5 In exceptional cases, tenure may be granted by the Board of Regents at the time of appointment to any academic rank, or tenure may be withheld pending satisfactory completion of a probationary period of faculty service.
- 19.3.2.6 In the case of a person who is receiving an appointment both as a faculty member and department chair or dean, and a recommendation is to be submitted to the Board that the person be granted tenure status as a faculty member at the time of appointment, the president shall consult with and submit a written justification to the chair of Lamar's Local Committee for prior approval.
- 19.3.2.7 In other cases in which a person is being appointed solely as a faculty member and a recommendation is to be submitted to the Board that the person be granted tenure status as a faculty member at the time of appointment, the president should consult with and submit a written justification to the chair of Lamar's Local Committee. The chair of the Local Committee should review all such recommendations with the full Board.

- 19.3.3 Evaluative Criteria Considered during Tenure Review (see *university form F2.10*).
- a) Effectiveness as a teacher,
 - b) Research and scholarship (publications, creative productions, oral presentations to learned societies, office in professional organizations, etc.),
 - c) Organizational and committee service,
 - d) Student relationships, including advising, counseling, and supervision.
- 19.3.4 Probationary Period for Tenure.
- a) At the discretion of the president, up to three years of prior service at another accredited college or university may be counted toward the fulfillment of the required probationary period.
 - b) Faculty members who, at the time of employment have not had prior tenured service at an accredited college or university, shall, at the determination of the President, serve a probationary period of not fewer than three nor more than six years. Credit for prior non-tenured service may not exceed three years.
 - c) With the written approval of the president, tenure may be postponed beyond the originally assigned period of probation, subject to the maximum probationary period as defined below.
- 19.3.5 Maximum Probationary Period for Tenure. The maximum period of probationary faculty service in tenure-track status in any academic rank or combination of academic ranks shall not exceed six years of full-time, academic service.
- 19.3.6 Tenure Notification. Not later than August 31st of the last academic year of the maximum probationary period, a tenure track faculty member shall be given written notice that the subsequent year will be his or her terminal year of employment or that, beginning with the subsequent academic year, tenure will be granted. In the event that the employment of a tenure track faculty member is to be terminated prior to the end of the maximum probationary period, notice shall be given in accordance with policies noted below.
- Faculty members who are not recommended for tenure by the president and approved for a tenured appointment by the Board of Regents shall not be entitled to tenure by virtue of being employed at the university past the seven-year, probationary period; that is, such faculty do not have *de facto* tenure.
- 19.3.7 Creditable Service for Tenure. Only continuous, full-time service may be used to satisfy the probationary period requirement. If a faculty member is initially appointed during an academic year, the period of service from the date of appointment until the beginning of the following academic year shall not count as academic service toward fulfillment of the maximum probationary period. Part-time service or time on leave without pay shall not be creditable service; however, full-time service prior to and after leave, and full-time service prior to and after part-time service

shall be creditable service. *Creditable service* shall be defined as both teaching and professional research/creative activities.

- 19.3.8 Calculation of Probationary Service. For purposes of calculating the period of probationary service, an *academic year* shall be the approximate nine-month period from September through May as designated in the common calendar established by the Texas Higher Education Coordinating Board. One year of probationary service shall be accrued by at least nine months of full-time academic service during any academic year. A faculty member shall be considered to be on full-time academic service if he or she is in full compliance with the Texas Higher Education Coordinating Board's standards pertaining to minimum faculty workloads at general academic universities.
- 19.3.9 Peer Review of Tenure Progress. A faculty peer review shall be conducted in conjunction with the faculty evaluation procedure (*F2.08 Annual Faculty Evaluation*) a minimum of two times—typically during the second and fourth years of the probationary period for faculty members with tenure-track appointments. The department chair shall review the evaluation in a conference with the faculty member, discuss any areas of professional weakness, and, if necessary, recommend a plan for improvement.
- 19.3.10 Appointment to Administrative Office. Appointment to an administrative office, or the loss of the same, shall not deprive the appointee of tenure nor credit toward earning tenure in the highest instructional rank held prior to or during appointment to such administrative office.
- 19.3.11 Procedures for Granting Tenure.
 - 19.3.11.1 Tenure committees. Each department and college/library shall establish a review committee of tenured faculty. Members shall be elected by and from the tenured faculty of the respective department or college/library. There also shall be a University Faculty Tenure Committee comprised of one member elected by and from the respective tenured faculty of each college and the library. Each tenure review committee shall elect its chair from its membership. No faculty member may serve on more than one tenure committee unless special permission is granted by the provost.
 - 19.3.11.2 Departmental review and recommendation. Applicants shall prepare and forward a tenure application and supporting documents (henceforth referred to as *file*) according to the guidelines specified in university form *F2.10*.

Files shall be submitted to the department chair and departmental tenure committee by the deadline date published in the university academic event calendar. The departmental tenure committee shall study and consider each applicant's file and forward a written recommendation *to tenure* or *not to tenure*.

to the department chair. The chair of the departmental committee shall sign the *F2.10* cover sheet and indicate the committee's recommendation.

Next, the department chair shall study and consider each applicant's file and, after consultation with departmental tenure committee, forward his or her written recommendation *to tenure or not to tenure*, along with the written recommendation of the departmental committee, to the dean of the college/library. The department chair shall sign the *F2.10* cover sheet and indicate his or her recommendation. Reasons for the recommendation, an explanation of the data used to support the recommendation, and the results of consultation with the departmental tenure committee shall be included in the recommendation submitted by the department chair to the dean. If the department chair is a candidate for tenure, the chair of the departmental tenure committee shall, after consultation with the other members of the departmental tenure committee, forward a written recommendation directly to the dean of the college. Reasons for the recommendation, an explanation of the data used to support the recommendation, and the results of the consultation with the departmental tenure committee shall be included in the recommendation submitted to the dean.

- 19.3.11.3 College review and recommendation. The college or library dean shall conduct an election within the college/library to determine the membership of the college/library tenure committee. Only tenured faculty members are eligible to serve on the committee and vote in the membership election. Whenever possible, each department should be represented on the committee. The college/library tenure committee shall review each applicant's file and forward its written recommendation *to tenure or not to tenure* to the dean. The chair of the college/library committee shall sign the *F2.10* cover sheet and indicate the committee's recommendation.

Next, the dean shall study and consider each applicant's file and, after consultation with the college/library tenure committee, forward his or her written recommendation *to tenure or not to tenure*, along with the written recommendation of the college/library committee and the departmental level recommendations, to the provost and the University Faculty Tenure Committee for review. The dean shall sign the *F2.10* cover sheet and indicate his or her recommendation.

- 19.3.11.4 University review and recommendation. The University Faculty Tenure Committee shall study and consider each applicant's file and forward its recommendation *to tenure or not to tenure* to the provost. The chair of the university committee shall sign the *F2.10* cover sheet and indicate the committee's recommendation. Then, the provost shall study and consider each applicant's file and, after consultation with the university committee, forward his or her written recommendation *to tenure or not to tenure*, along with the written recommendation of the

university committee and the departmental and college/library level recommendations, to the President. The provost shall sign the *F2.10* cover sheet and indicate his or her recommendation.

- 19.3.11.5 President's review and recommendation to the Board. After studying and considering each applicant's file and all prior recommendations, the president shall forward his or her recommendation to the Board of Regents in advance of the Board meeting in which recommendations for tenure are considered. The Board of Regents shall take final action on each application.
- 19.3.11.6 Tenure consideration. Non-tenured faculty members whose credited years of prior service and designated length of probationary period total six or fewer years shall be considered for tenure during the last year of their probationary period. Non-tenured faculty members whose credited years of prior service and designated length of probationary period total seven or more years shall be considered for tenure during the next-to-last year of their probationary period.
- 19.3.11.7 Notification. The procedures described above shall be conducted on a schedule that permits the university to notify a non-tenured faculty member no later than August 31 of the year of consideration that:
 - a) tenure shall be awarded at the end of his or her probationary period,
 - b) the decision on awarding tenure shall be postponed, or
 - c) employment shall be terminated at the end of the next academic year (the end of the spring semester).
- 19.3.11.8 For new tenure procedures effective Fall 2004, see Appendix O.
- 19.3.12 University Tenure Committee.
 - 19.3.12.1 Members of the University Faculty Tenure Committee, consisting of one member from each college and the library, shall be elected by and from the tenured faculty. Elections shall be held prior to September 30 in each college/library under the supervision of the dean.
 - 19.3.12.2 All tenured faculty members, except deans and department chairs, shall be eligible for election to this committee. Deans and department chairs possessing tenure may vote in the election.
 - 19.3.12.3 Committee members shall be elected to three-year terms, and may not be reelected until an intervening three-year period has elapsed. Terms of membership shall be staggered so that part of the committee retires and is replaced each year, and the entire committee rotates its membership each three years.
 - 19.3.12.4 Vacancies shall be filled by an election of the tenured faculty of the appropriate college/library.

- 19.3.12.5 The University Faculty Tenure Committee shall elect its chair at its first meeting. The chair shall hold office until the next annual meeting of the committee.

20. WRITTEN TERMS OF EMPLOYMENT.

The university shall provide each full-time faculty member with a written contract containing the terms of employment, rank, compensation, definition of tenure status, number of years of prior service acceptable toward tenure, designated length of probationary status and any special conditions, responsibilities, or prerequisites.

Part-time faculty members (less than 1.0 FTE) shall receive a completed *F3.2* (Personnel Action) form containing appointment period, compensation, terms of employment and any special conditions, responsibilities, or prerequisites.

21. TERMINATION OF TENURED FACULTY MEMBERS AND OF ALL OTHER FACULTY MEMBERS BEFORE THE EXPIRATION OF THE STATED PERIOD OF THEIR APPOINTMENT, EXCEPT BY RESIGNATION OR RETIREMENT.

21.1 TERMINATION FOR *GOOD CAUSE*. Termination of the employment of a faculty member who has been granted tenure and of all other faculty members before the expiration of the stated period of their appointment, except by resignation or retirement, only shall be for *good cause* shown. *Good cause* includes, but is not limited to the following:

- 21.1.1 Failure to work efficiently or effectively.
- 21.1.2 Conduct unbecoming a member of the profession.
- 21.1.3 Insubordination.
- 21.1.4 Serious professional or personal misconduct, examples of which are:
 - 1) Commission of a misdemeanor involving moral turpitude, or a felony
 - 2) Willful destruction of university property or violent disruption of the orderly operation of the campus
 - 3) Accepting or soliciting gifts that might tend to influence the discharge of one's professional responsibilities
 - 4) Stealing and publishing as one's own the ideas or words of another.
 - 5) Misuse or misappropriation of State property, State funds or funds held by a faculty member as part of official duties
 - 6) Sexual harassment which includes, but is not limited to: a) making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of an employee's continued employment or of a student's evaluations or grades, or b) making submission to or rejections of such conduct the basis for employment decisions, evaluations or grades affecting the employee or the student, or c) creating an intimidating, hostile or offensive working or learning environment by such conduct
 - 7) Racial harassment
 - 8) Neglect of professional duties
 - 9) Professional incompetence
 - 10) Mental or physical disablement of a continuing nature adversely affecting to a material and substantial degree the performance of duties or the meeting of responsibilities to the institution, or to students and associates.
 - 11) Illegal use of drugs, narcotics, or controlled substances. A faculty member who, by a preponderance of the evidence under The Texas State University Rules and Regulations, is found to have illegally possessed, used, sold, or distributed any drug, narcotic, or controlled substance, whether the infraction is found to have occurred on or off campus, shall be subject to termination, suspension or other discipline as determined by the president or the president's designee. That an employee is charged in a criminal case, or is found *not guilty* therein, shall not be construed as prohibiting administrative enforcement of these policies. If, in the judgment

- of the president or the Board, the best interests of the students or the university or the system so dictate, the faculty member may be immediately removed from contact with students and other employees, pending resolution of disciplinary proceedings.
- 12) Intentionally or knowingly violating any Lamar University or Board administrative order, rule, or regulation. The employee is presumed to have knowledge if such university or Board administrative order, rule, or regulation is published in this handbook or is a published policy of the university or the Board.
- 21.1.5 A faculty member who is suspended or discharged from a particular duty or job at the university may be suspended or discharged from all other duties or jobs in the university for the same or other *good cause*. In each case, the issue shall be determined by an equitable procedure, affording protection to the rights of the faculty member and to the interests of the university and System.
- 21.2 PRESIDENTIAL AUTHORITY. The president may, for *good cause*, suspend an accused faculty member pending immediate investigation or speedy hearing as hereinafter provided when the continuing presence of the faculty member poses a danger to persons or property or an ongoing threat of disrupting the academic process.
- 21.3 SUMMARY DISMISSAL. In cases of *good cause* where the facts are admitted by the faculty member, summary dismissal may follow.
- 21.4 TERMINATION HEARING. In all cases where the facts are in dispute, the accused faculty member shall be informed, in writing, of the charges which, on reasonable notice, shall be heard by a special hearing tribunal whose membership, including its chair, shall be appointed by the president from members of the faculty whose academic rank is equal to, or higher than, that of the accused faculty member.
- 21.4.1 In every such hearing, the accused shall have the right to appear in person and to confront and cross-examine witnesses who may appear. The accused may be assisted or represented by counsel.
- 21.4.2 The accused faculty member shall have the right to testify, but the faculty member may not be required to do so; and may introduce evidence, written or oral, which may be relevant or material to the defense.
- 21.4.3 A stenographic or electronic record of the proceedings shall be taken and filed with the president and the Board, and such record shall be made accessible to the accused.
- 21.4.4 A representative of the university shall have the right to attend proceedings before the hearing tribunal and to present witnesses and evidence against the accused faculty member and in support of the charge brought against such faculty member, and such university representative shall have the right to cross-examine the accused faculty member (if the faculty member testifies) and the witnesses offered on behalf of the faculty member. Such university representative may be assisted or represented by counsel.
- 21.4.5 The hearing tribunal shall not include any accuser of the faculty member. If the accused faculty member is not satisfied with the fairness or objectivity of any

member or members of the hearing tribunal, the faculty member may challenge the alleged lack of fairness or objectivity of any tribunal member; but any such challenge must be made prior to the submission of any evidence to the hearing tribunal. The accused faculty member shall have no right to disqualify any such member or members from serving on the tribunal. It shall be up to each such challenged member to determine whether he or she can serve with fairness and objectivity in the matter. In the event the challenged member chooses not to serve, the president shall appoint a substitute member of the tribunal who is qualified hereunder.

- 21.4.6 The hearing tribunal, by a majority of the total membership, shall make written findings on the material facts and a recommendation of the continuance or termination of the accused faculty member's tenure and employment. The hearing tribunal, by a majority of its total membership, may make any supplementary suggestions it deems proper concerning the disposal of the case. The original written findings and the basic recommendation, together with any supplementary suggestions and the transcript of the hearing, shall be delivered to the president and a copy thereof to the accused. If minority findings, recommendations, or suggestions are made, they shall be distributed in the same manner to the president and the accused.
- 21.4.7 The president shall review the record, and any additional written briefs that the parties wish to submit, and shall approve, reject, or amend such findings, recommendations and suggestions, if any, or shall recommit the report to the same tribunal for hearing additional evidence and reconsidering its findings, recommendations and suggestions, if any. The decision of the president and reasons for approval, rejection or amendment of the tribunal's findings, recommendations and suggestions shall be stated in writing and communicated to the accused. The original findings of the hearing tribunal and the basic recommendations, together with any supplementary suggestions, a transcript of the hearing, any briefs submitted and the decision, recommendations, findings and suggestions of the president shall be delivered to the Board.
- 21.4.8 Upon written request by the faculty member, the Board shall review the record before it. The request for review must be received in the Austin office of the Board of Regents within thirty calendar days of the faculty member's receipt of the decision, recommendations, findings, and suggestions of the president. Such request should specifically identify and discuss any defects in procedure or substance which require reversal of the president's decision. The president may submit a written response to the request for review. In its review, the Board, by a majority of the total membership, shall approve, reject or amend any decision, findings, recommendations and suggestions before it, or shall recommit the report to the tribunal for hearing additional evidence and reconsidering its findings, recommendations and suggestions, if any. Reasons for approval, rejection or amendment of any decision, findings, recommendations, and suggestions shall be stated in writing and communicated to the accused.

22. REAPPOINTMENT OF NON-TENURED FACULTY.

Reappointment of non-tenured (tenure-track) members of the faculty to a succeeding academic year, or the award of tenure, shall be accomplished only by notice given by the president or a delegate designated by the president with the approval of the Board. No *de facto* tenure shall be awarded to a faculty member. Notwithstanding any earlier provisions, should it occur that no notice is received by the maximum time prescribed earlier, it shall be the duty of the academic employee concerned to make inquiry to determine the decision of the president, who shall, without delay, give the required notice to the academic employee. Failure of the university to comply with the maximum probationary period policy shall not entitle a faculty member to tenure.

23. REASONS GIVEN FOR NON-REAPPOINTMENT OF NON-TENURED FACULTY.

Non-tenured faculty members who are properly notified that they will not be reappointed or notified that the subsequent academic year will be the terminal year of appointment shall not be entitled to a statement of the reasons upon which the decision for such action is based, except as described in Section 4 of this chapter.

24. NOTIFICATION OF NON-REAPPOINTMENT OF NON-TENURED (TENURE-TRACK & NON-TENURE-TRACK) FACULTY.

In the event of a decision not to reappoint a non-tenured faculty member in a tenure-earning appointment (tenure-track), written notice shall be given to the faculty member not later than March 1 of the first academic year of probationary service if the appointment expires at the end of that academic year, or not later than December 15 of the second academic year of probationary service if the appointment expires at the end of that academic year. After two or more academic years, written notice shall be given not later than August 31 that the subsequent year will be the terminal academic year of appointment. The notifications required by this section shall not be applicable where termination of employment is for *good cause*.

Non-tenured faculty in non-tenure-earning positions (non-tenure-track) shall not expect or anticipate continued employment beyond the period specified in the appointment notice (usually, the F3.2 personnel action form).

25. TERMINATION OF FACULTY EMPLOYMENT UNDER SPECIAL CIRCUMSTANCES.

If, in the judgment and discretion of the Board, reductions in legislative appropriations for faculty salaries; governmentally mandated reductions in faculty positions; significant loss of enrollment; consolidation of departments or other reorganization; dropping of courses, programs, or activities for educational or financial reasons; or financial exigency makes such action advisable, the employment of a faculty member who has been granted tenure, or of any other faculty member before the expiration of the stated period of his or her employment, may be terminated in accordance with the provisions of this section.

25.1 PROVISIONS. A faculty member whose employment will be recommended for termination should be:

- a) furnished a statement of the basis for the decision to recommend the termination of the faculty member's employment;
- b) furnished a description of the manner in which the recommendation of termination was made;
- c) given a disclosure of the information and data upon which the recommendation was based; and
- d) given an opportunity to respond consistent with the requirements of due process.

25.2 SELECTION OF FACULTY. In cases involving the termination of faculty employment under the provisions of this section, the guidelines to be used to identify faculty members in a designated program whose employment will be recommended for termination shall include the following:

- a) Whenever possible, faculty reduction shall be accomplished through attrition.
- b) Within a designated program, the termination of the employment of a faculty member with tenure may not be recommended in favor of retaining a faculty member without tenure unless:
 - 1) the removal of a non-tenured faculty member would eliminate an essential part of a program or render a program dysfunctional; or
 - 2) the removal of a non-tenured faculty member who is deemed to be of equal or greater merit than a tenured faculty member would jeopardize the advances achieved by the university under its affirmative action program.
- c) A faculty member recommended for termination should be given the opportunity for appointment in a related area provided:
 - 1) the faculty member is qualified professionally to teach in such area or is willing to undergo the appropriate professional retraining that will qualify him or her to do so; and
 - 2) a position is available.
- d) A faculty member whose position has been terminated shall be given first consideration for rehiring, should the position be reestablished within a three-year period.

26. RIGHTS AND RESPONSIBILITIES OF A FACULTY MEMBER AS A CITIZEN AND AS A TEACHER.

A faculty member shall be entitled to freedom in research and in the publication of the results subject to the adequate performance of the faculty member's other academic duties. The faculty member shall be entitled to freedom in the classroom in discussing the faculty member's subject, but should be judicious in the use of controversial material in the classroom and should introduce such material only as it has clear relationship to the subject field.

The faculty member is a citizen, a member of a learned profession, and an employee of an educational institution supported by the State. When the faculty member speaks or writes as a citizen, the faculty member should be free from institutional censorship or discipline; but the faculty member's special position in the community imposes special obligations. As a person of learning and a Lamar faculty member, the faculty member should remember that the public may judge the faculty member's profession and university based on his or her utterances. Hence, the faculty member should at all times be accurate, should exercise appropriate restraint and should show respect for the opinions of others since any actions taken or statements made by the faculty member may reflect on the university. As an employee of a State institution of higher education, the faculty member should refrain from involving Lamar University in partisan politics.

Lamar University and The Board of Regents shall recognize and affirm the right of a faculty member to participate in political activities, so long as such activities do not interfere with the discharge of the duties and responsibilities that a faculty member owes to the university or System, and so long as such activities do not involve Lamar, the System, or its component universities in partisan politics.

27. EMPLOYMENT STATUS AND CONTRACTS.

- 27.1 EMPLOYMENT NOTICE AND PAYMENT OPTIONS. The president shall recommend the employment or re-employment of faculty to the Board of Regents. The Board shall appoint and employ faculty at its annual meeting or at the earliest practical meeting following the governor's approval of the State's General Appropriations Act.

Salaries associated with nine-month contracts may be paid over nine or 12 months, at the option of the faculty member. Once a payment option is chosen, that method shall remain in effect until a written request to change, effective the next fiscal year, is submitted to and approved by the Office of Human Resources. New faculty and returning faculty desiring to change must provide a written request prior to September 15 to the Office of Human Resources. For new faculty members, if no method is chosen, the nine-month contract shall be paid over 12 months. The payment method shall be irrevocable during a fiscal year; all changes must be made at the beginning of the next fiscal year. Faculty members shall be responsible for reviewing their wage statement to assure that the correct method is being used. Faculty contracts for less than nine months may not be paid over 12 months.

- 27.2 SPECIAL NOTICE. Faculty members with nine-month contracts paid over 12 months who do not teach during the summer shall be required to pay the employee cost of their insurance. Failure to pay these amounts shall result in cancellation of the insurance and a physical examination may be required to have the insurance reinstated.

Faculty members with nine-month contracts paid over 12 months who resign or are terminated at the end of the Spring Semester shall be paid in a lump sum for the balance of their contract.

28. DEPARTMENT CHAIR APPOINTMENTS.

Department chairs shall receive half-time administrative appointments (.5 FTE) and half time instructional appointments (.5 FTE) during the Fall and Spring semesters, and half-time (.5 FTE) administrative appointments during each of the summer terms. In addition, chairs shall receive a half-time (.5 FTE) instructional appointment during one of the two summer terms and, if summer funds permit, shall be in any departmental rotation for an additional half-time instructional appointment (.5 FTE) for the other summer term.

29. SUMMER AND MINI-SESSION EMPLOYMENT.

Notices concerning summer and mini-session employment shall be issued separately from academic year contracts. The policy on summer and mini-session employment of faculty (other than department chairs) is listed below.

- 29.1 NEED. Faculty members shall be employed for the summer and/or mini-session on the basis of demonstrated instructional need in each department.
- 29.2 ROTATION. If departmental instructional needs and/or budgetary constraints make it impossible to offer all interested faculty one full term of summer employment (1.0 FTE for one full summer term), a system of rotation shall be implemented so that, as a general rule, no faculty member shall teach two summer terms until every member in the department desiring employment has taught one summer term. Only faculty who teach courses for which there is demonstrated academic need in the summer term may participate in the departmental rotation. A similar rotation system may be developed for mini-session employment.
- 29.3 NOTICE OF SUMMER ALLOCATION. The dean of each college and the director of developmental studies shall be advised of the amount of faculty salary money for summer school on or before the end of January, or as soon as practicable. Notices of summer employment shall be issued by March 1, or as soon as practicable.
- 29.4 EARLY RETIREMENT AND SUMMER EMPLOYMENT. Faculty members taking early retirement may qualify for employment in both summer terms (See Ch. II, sec. 33).

30. NOTIFICATION OF RESIGNATION AND RELEASE FROM EMPLOYMENT CONTRACT

- 30.1 NOTIFICATION OF RESIGNATION. A faculty member should not resign later than May 15 or thirty days after receiving notification of the terms of continued employment for the following year, whichever date occurs later. A faculty member who wishes to resign should give notice, in writing, to the president through the department chair, dean and provost.
- 30.2 RELEASE FROM EMPLOYMENT CONTRACT. After a faculty member has signed a contract for the subsequent year, professional ethics require that the faculty member should not solicit a new position elsewhere for the period the faculty member is obligated to teach under the terms of the signed contract. However, should an unsolicited offer come to the faculty member, which the faculty member desires to accept, a request for release from the contract shall be given full consideration. The faculty member shall submit a request to the department chair who shall forward it, together with recommendations, through appropriate channels to the president, who shall notify the faculty member if the release is to be granted.

31. RETIREMENT POLICIES AND SERVICE FOLLOWING RETIREMENT.

- 31.1 RETIREMENT AGE. Under Texas law, an institution of higher education may not impose a mandatory retirement age for tenured faculty.
- 31.2 INSTRUCTIONAL SERVICE FOLLOWING RETIREMENT. Lamar shall provide an opportunity for qualified faculty to continue in some instructional service on less than a half-time basis after retirement. Under the instructional service following retirement program, faculty may apply for retirement through normal administrative channels and be registered for post-retirement service when needed by the instructional program of a department. Participants in the program shall not retain tenure, and instructional service opportunities shall be offered at the discretion of the university. Application for retirement should be made in writing to the appropriate department chair on or before February 1 of the year during which the instructional service would commence.

Faculty who retire under the Texas Teacher Retirement System (TRS) must be retired for at least one month before the effective date of re-employment and should contact TRS to determine the effect of re-employment—if any—on annuities. Faculty who retire under the optional retirement program may be rehired without a break in service.

Participants in the instructional service program shall retain their established obligations to comply with all university rules and regulations and to participate in all university responsibilities applicable to full-time personnel. Following retirement, two instructional service options are available.

- 31.2.1 OPTION I. Participants in Option I shall retain, as applicable, rank and one-third of their nine-month base salary. Neither summer employment nor annual raises shall be assured or committed. Assignments shall be considered when the needs of the university are established. Participants may continue to take part in the insurance-benefits program of the university for which they are qualified. For instructional faculty, class assignments, up to one-third of a normal work load, shall be defined by the dean after consultation with the department chair.
- 31.2.2 OPTION II. Participants shall retain, as applicable, rank and one-half of base salary commensurate with assignment on a nine-month basis. Neither summer employment nor annual raises shall be assured or committed. Assignments shall be considered when the needs of university are established. Qualified participants may continue to take part in the insurance-benefits program of the university. A work load of less than one-half of the normal work load shall be defined by the dean after consultation with the department chair.
- 31.2.3 EARLY NOTIFICATION OF PLANNED RETIREMENT. Faculty with a minimum of ten years of Lamar University employment may give notice of retirement two

years prior to their scheduled retirement date and qualify for employment in both summer terms for a maximum of two academic years under the following conditions:

- a) The applicant must qualify for retirement within two calendar years under the provisions of the Texas Retirement System (TRS), or an approved optional retirement program (ORP).
- b) The applicant must submit a letter of retirement designating the specific date of retirement to the department chair, dean and provost.
- c) The appropriate department chair and dean must recommend full summer employment to be in the instructional interests of the department.
- d) Requests for full summer employment must be approved in October of the year prior to the summer term, and such assignment must be incorporated in the summer budget of the appropriate department and/or college.

31.2.4 RETIRED FACULTY. Full-time faculty members who have retired from Lamar and who hold the title professor, associate professor, assistant professor, or instructor at the time of retirement shall be accorded the following privileges and perquisites:

- a) A faculty identification card denoting their previous academic rank and the designation *retired*. In the case of holders of an emeritus title, the identification card shall denote the applicable emeritus title.
- b) Faculty library and computer privileges.
- c) Use of university dining services.
- d) Purchase of faculty athletic and cultural tickets on the same basis as active faculty members.
- e) Parking privileges provided to active faculty members of the university.
- f) Continued eligibility for university group health and life insurance as provided by statute.
- g) Use of internal university mail service and facilities.
- h) Any other privilege approved by the president of the university.

32. RESIGNATION AND TERMINATION PROCEDURES.

In the event of a resignation in the course of a semester, the instructor should give ample notice to the chair of the department to assure the uninterrupted delivery of instruction. In all cases of employment termination, final salary checks shall be released to the faculty member at the next regular date of payment, after written clearance (completion and approval of the *Employment Exit Check List*) has been given by the dean of the college or the provost. The clearance shall certify that:

- a) all necessary records, including grade records, have been completed and transferred to the department chair;
- b) all building and room keys have been returned to the department chair;
- c) all parking permits, computer access, and library materials and cards have been returned to the proper university officials;
- d) all office and laboratory facilities have been vacated in proper order; and
- e) a forwarding address has been filed with the Office of Human Resources and personnel forms have been completed for retirement and tax reporting correspondence.

33. EMPLOYMENT OF PART-TIME FACULTY.

A *part-time faculty member* shall be one whose teaching assignment and appointment with the university is less than full-time (<1.0 FTE). The following principles and procedures shall apply to part-time faculty employment at Lamar University.

- a) The university acknowledges the contribution part-time faculty members make to its academic and curricular goals. Part-time faculty members frequently provide unique expertise and experience that enhance the educational effectiveness of the institution. Their employment also allows administrators the flexibility to respond to unforeseen enrollment and staffing fluctuations.
- b) The qualifications of part-time faculty shall be similar to the qualifications of full-time faculty and shall, without exception, meet the minimum criteria for faculty status as established by the Southern Association of Colleges and Schools (SACS).
- c) Part-time faculty shall file an application for employment and complete other appropriate employment forms required by the university, and shall be provided either a contract or a signed personnel action form (F3.2) containing the specific terms of their employment. As in other types of university employment, affirmative action procedures shall be followed in the employment of part-time faculty.
- d) Each academic department shall provide orientation for part-time faculty and shall supervise and evaluate their performance.
- e) Part-time faculty members shall be accessible to their students before and/or after each class period and shall make themselves available by appointment. Part-time faculty shall maintain office hours equal to or greater than the number of classroom hours required by their appointment.
- f) Academic units within the university shall develop and circulate to all faculty—including part-time faculty—specific rules and regulations which apply to departmental operations, curricular concerns, and classroom instruction.

34. ABANDONED AND UNCLAIMED PERSONAL PROPERTY.

Abandoned and unclaimed personal property discovered on Lamar's campus shall be turned over to the university police department for safekeeping and standardized handling. Property shall be considered abandoned if it appears from the circumstances under which the university comes into possession of the property that the owner has thrown it away or has voluntarily left or lost it without any intent or expectation to regain it. Abandoned and unclaimed personal property acquired by Lamar's police department shall be held for a minimum of one hundred and twenty days from the time the police office acquires the property. If the property is reclaimed during that time, the university may charge the owner a reasonable storage fee. Campus police shall develop appropriate procedures to assure the return, if possible, of unclaimed personal property to the proper owners. Such procedures shall be published in appropriate university publications. After one hundred and twenty days, and after appropriate property checks which reflect the value of the property have been made (such as, but not limited to the National Crime Information Center), the item may be sold as part of a normal university surplus property sale.

Policy: Indemnification of Employees
Chapter: II, Policies & Procedures
Section 35
Last Approved: Dec. 2004

35. INDEMNIFICATION OF EMPLOYEES.

The Texas State University System and Lamar University shall indemnify all members of the Board of Regents, former members of the Board of Regents, employees, former employees, and persons serving on the board of a foundation, corporation, or association at the request and on behalf of the System or one of the universities in accordance with the provisions of Chapter 104 of the *Texas Civil Practice and Remedies Code*.

36. FACULTY OBLIGATIONS AND WORKLOADS.

36.1 FACULTY WORK LOADS. Each faculty member paid full-time from the State appropriations item *Faculty Salaries* shall teach a standard load of twelve semester credit hours of instruction (minimum load of nine semester credit hours of instruction in exceptional cases) in organized undergraduate classes each semester, with adjustments as follows:

- a) Depending on the degree of additional preparation required, the nature and level of instruction expected and other such relevant factors, one semester credit hour of organized graduate instruction may be deemed, by the dean, to be the equivalent of one and one-half semester credit hours of organized undergraduate instruction.
- b) Teaching credit for service as chair of a graduate student's committee may be granted on the basis of one-third of the dissertation research semester credit hours in which the doctoral student is enrolled, or one-fifth of the thesis research semester hours in which the master's student is enrolled. This teaching credit may be given as earned or may be accumulated to a maximum of six semester credit hours.
- c) Depending on the amount and quality of assistance provided and the assessment of other relevant factors, one semester credit hour of teaching a class with an enrollment of more than 100 students may be deemed, by the dean, to be the equivalent of one and one-half semester credit hours of organized undergraduate instruction.
- d) For classes that meet more hours per week than the semester credit hours granted (e.g., physical activity and laboratory courses) 1.75 hours of instruction may be deemed, by the dean, to be equivalent to one semester hour of teaching credit.
- e) Credit for individual instruction classes (e.g., individual research projects, supervision of student teachers, and internship supervision) may be granted, by the dean, on the basis of one-fifth of the semester credit hours for individual graduate instruction and one-tenth of the semester credit hours for individual undergraduate instruction.
- f) A full-time load of instruction in applied music instruction shall be a minimum of 21 contact hours per week.
- g) For full-time faculty members who receive salary funds from a source other than the *Faculty Salaries* in the State's appropriations, the minimum teaching work load shall be directly proportional to the percentage of total salary paid from the *Faculty Salaries* appropriation.
- h) Depending on the availability of resources and need for courses taught, reasonable efforts shall be made that faculty have no more than three course preparations for a standard load of twelve semester credit hours.
- i) For faculty engaged in activities other than classroom instruction, such as library service or clinical practice, the appropriate administrative unit shall develop and implement equitable and reasonable procedures for the assignment of duties.

36.2 EXCEPTIONS (REDUCED LOADS). Reduced loads may be granted as follows:

- a) A reduced teaching load may be granted to a faculty member who is chair of a department or comparable administrative unit.
- b) A reduced teaching load may be granted to a faculty member who is a director or coordinator of a special program or of multi-section courses when such responsibilities directly supplement the teaching function.

- c) A reduced teaching load may be granted temporarily if classes lack sufficient enrollment and when additional classes cannot be assigned to the faculty member. This exception may be granted for only two consecutive long term semesters for any particular faculty member. Under such circumstances, the faculty member shall be assigned other responsibilities by the dean.
- d) A reduced teaching load may be granted for significant academic advisement or temporary administrative responsibilities relating to instruction.
- e) A reduced teaching load may be granted when a faculty member has taught a load in excess of the standard requirement during the previous semester.
- f) A reduced teaching load may be granted for miscellaneous assignments such as chair of a major accreditation committee, holder of a major office in a national organization, or president of the Faculty Senate.
- g) Depending on resource availability and course need, a reduced teaching load may be granted, temporarily, to faculty with substantial research projects in order to foster equitable and reasonable workload procedures.

- 36.3 OTHER FACULTY OBLIGATIONS. In addition to instructional responsibilities, each faculty member paid full-time from the State appropriations item *Faculty Salaries* shall engage in professional activities such as academic advising, committee service, guidance of student organizations, research/creative activities, and service to the public. Each college and department shall establish and publicize equitable and reasonable procedures for the assignment of duties in addition to instruction responsibilities.
- 36.4 FACULTY WORK LOADS DURING SUMMERS AND MINI-SESSIONS. Each regular faculty member paid full-time from State appropriations during a summer session shall teach a standard load of six semester credit hours. For a mini-session, the standard load shall be three credit hours. Adjustments and exceptions noted above may, in a proportional manner, be applied to summer and mini-session loads.
- 36.5 TEACHING ASSISTANT WORK LOADS. The maximum teaching load for graduate students employed as teaching fellows shall be six credit hours per semester or three credit hours per summer term.

37. FACULTY ABSENCES.

The following shall be Lamar University and TSUS Board of Regents' regulations regarding faculty absences, authorized and unauthorized, as established by and filed with the Texas Higher Education Coordinating Board as required by *V.T.C.A. Education Code, Section 51.108*.

- 37.1 AUTHORIZED ABSENCES. A faculty member employed by Lamar University shall have a binding obligation to discharge faithfully all instructional and other responsibilities associated with faculty appointment. Faculty members, graduate assistants, laboratory instructors and all other instructional personnel shall be required to meet all scheduled classes. Absences from classes shall be authorized only under the following conditions.
- 37.1.1 Professional meetings. A faculty member may be absent from classes for the purpose of attending a meeting of a professional organization when, according to the judgment of appropriate academic administrators, attendance at such a meeting would contribute to the improvement of teaching or scholarship at the university.
- 37.1.2 Personal or immediate family illness. Sick leave absences from classes shall be authorized when sickness, injury, or pregnancy and confinement prevent the faculty member's performance of duty, or when a member of his or her immediate family is actually ill. For purposes relating to regular sick leave, *immediate family* shall be defined as those individuals who reside in the same household and are related by kinship, adoption, or marriage as well as foster children certified by the Texas Department of Protective and Regulatory Services. Minor children of the employee, whether or not living in the same household, shall be considered immediate family for purposes of regular sick leave. An employee's use of sick leave for family members not residing in that employee's household shall be strictly limited to the time necessary to provide care and assistance to a spouse, child or parent of the employee who needs such care and assistance as a direct result of a documented medical condition. The faculty member shall be obligated to notify his or her department chair as early as possible so that the latter may make appropriate arrangements for classes. Also, the faculty member must submit the prescribed leave forms for all sick leave, even though no classes were missed if the absence occurred during the normal workday for the faculty member.
- 37.1.3 Emergency leave and bereavement leave. A faculty member may be granted emergency leave by the president without the loss of regular pay for reason of death in the family. Under Texas Code for emergency leave purposes, "family is defined as the employee's spouse or the employee's or spouse's parents, brothers, sisters, grandparents, children and grandchildren." The amount of time granted shall normally not exceed three days. Requests for leave in excess of three days may be approved, based on the facts and circumstances of each case. A full three days is not automatically granted since it is intended that such leave be limited to the reasonable amount of time necessary for travel, funeral

arrangements, funeral services, and being with other family members during the immediate period of bereavement. Requests for such leave must be submitted to the department chair that has the authority to approve leave and forwarded through normal administrative channels to the president. Requests for emergency leave for reason of death of a family member not mentioned above must be approved by the president. Request for leave of more than three days must be approved by the president.

- 37.1.4 Specific assignments. A faculty member shall be authorized to be absent from assigned classes when the president assigns the faculty member to a specific duty of short duration which conflicts with scheduled classes.
- 37.1.5 Special circumstances. In special or unusual circumstances, the president of the university may authorize a faculty member to be absent from classes for short duration if the president considers such absences to be for valid reasons and in the best interests of both the faculty member and the university.
- 37.2 UNAUTHORIZED ABSENCES. Unauthorized absences by a faculty member shall not be permitted. The university shall regard such absences as a violation of the terms of the faculty member's contract.
- 37.3 ANTICIPATED ABSENCES. In the event of an anticipated faculty absence (other than for illness) from class or laboratory, prior authorization shall be requested from the department chair. For absences in excess of a day, the request shall be submitted to the department chair and dean prior to the date of absence. The department chair shall be responsible for the uninterrupted delivery of instruction.
- 37.4 POLICY ON FACULTY TEMPORARILY TEACHING FOR OTHERS. Occasionally, an instructor must miss a class or classes due to illness or other excused cause. For the purposes of assigning a temporary instructor, a distinction shall exist between *sick leave* and *anticipated leave*.
 - 37.4.1 Sick leave. For sudden illness, or other cause for sick leave, substitutions shall be handled on a *case-by-case* basis. A recommendation from the department chair to the dean, subject to approval by the provost shall be required. Any compensation shall be handled on a *case-by-case* basis, within university policy. A recommendation from the department chair to the dean, subject to approval by the provost shall be required for any compensation.
 - 37.4.2 Anticipated leave. In cases of professional travel, special assignments, and other excused and predictable absences, it shall be the responsibility of the faculty member to ensure that instruction continues in an uninterrupted manner. If such absences are repeated or frequent, and a substitute must be compensated, it shall be the responsibility of the faculty member to locate an adequate source of funding. In all such cases, the absence and the substitute plans must be approved by the chair. Any exception must be approved by the chair, dean, and provost.

38. ENROLLMENT IN COURSE WORK.

To ensure a fair distribution of work load, the following regulations shall govern the enrollment of full-time faculty members in courses at Lamar University or other institutions of higher education.

- 38.1 ELIGIBILITY. A full-time faculty member may enroll for courses at Lamar University or another institution of higher education during the regular working day, provided prior approval has been granted by the department chair and dean. Forms for requesting such approval shall be available in the departmental offices.
- 38.2 ENROLLMENT IN CLASSES THAT MEET OUTSIDE REGULAR HOURS. Full-time faculty members may enroll, as desired, for classes which meet outside of regular working hours. Enrollment in such courses shall not require approval. Part-time members of the faculty may take courses, as desired, so long as the courses do not interfere with the faculty member's regular duties and responsibilities.
- 38.3 TUITION/FEE FREE COURSE. As an employment benefit and with required approvals, any full-time faculty member may take one course each semester with tuition and fees paid by the university. This Educational Assistance policy is fully described in Chapter V, section 4 of this handbook and the appropriate application form is located in Appendix O.

39. POLICY ON ADDITIONAL EMPLOYMENT OF FACULTY AND ACADEMIC ADMINISTRATORS (CONFLICT OF INTEREST).

Faculty members and academic administrators shall be encouraged to engage in professional activities outside the university community, with or without remuneration, provided such work does not interfere with the full performance of assigned duties. *Additional employment* shall refer to activities performed for remuneration for parties other than Lamar University. Such employment shall not be in conflict with State law or reflect adversely on the university.

- 39.1 CONFLICT OF INTEREST. Conflict of interest must be avoided in all instances of outside employment. *Conflict of interest* in an academic institution shall mean any outside activity which intrudes upon the academic functions of teaching, scholarly activities, and service to the university.
- 39.2 ETHICAL STANDARDS AND CONFLICT OF INTEREST REGULATIONS. The ethical standards provisions of the *Texas Government Code*, Chapter 572 and The Texas State University System *Rules and Regulations* require the disclosure by all State employees, including Lamar University employees, of any business affiliation, whether by ownership, employment or kinship, with any organization that does business with the State agency with whom they are employed. Failure by a Lamar University employee to disclose such relationships may result in the violation of ethical standards policies and State law regarding conflict of interest.
- 39.3 PROHIBITED ACTIONS. No member of the faculty or academic administration shall:
- Accept or solicit any gift, favor or service that might reasonably tend to influence the employee in the discharge of official duties.
 - Use an official position to secure special privileges or exemptions for the employee or others, except as may be otherwise authorized by law.
 - Accept employment or engage in any business or professional activity which might reasonably be expected to require or induce the employee to disclose confidential information acquired by reason of such employee's official position or impair the employee's independence of judgment in the performance of public duties.
 - Disclose confidential information gained by reason of one's employment, or otherwise use such information for personal gain or benefit.
 - Transact any business in an official capacity with any business entity of which the employee is an officer, agent or member or in which the employee owns a controlling interest unless the TSUS Board of Regents has reviewed the matter and determined no conflict of interest exists.
 - Make personal investments in any enterprise which could reasonably be expected to create a substantial conflict between the private interest of the employee and the public interests of Lamar University.
 - Receive any compensation for services as a State employee from any source other than the State of Texas, except as otherwise provided by law.

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39.4 USE OF UNIVERSITY MATERIALS. No member of the faculty or administration engaged in outside remunerative activities shall use, in connection therewith, the official stationery, supplies, and equipment or personnel services of the university.

39.4 PROFESSIONAL OPINIONS. Every member of the faculty and academic administration who gives professional opinions must protect Lamar University and the System against the use of such opinions for advertising purposes. That is, when work is done in a private capacity, the faculty member or administrator must make it clear to the employer that such work is unofficial and that the name of Lamar University and the System are not in any way to be connected with the faculty member's or administrator's name unless prior approval for such use has been authorized by the president.

Exceptions may be made for the name of the author attached to books, pamphlets, and articles in periodicals and the identification of an individual in publications of corporations or companies related to service as a member of an advisory council, committee, or board of directors.

39.5 PAY FOR SERVICES USING UNIVERSITY EQUIPMENT. No member of the faculty or administration shall accept pay from private persons or corporations for tests, assays, chemical analysis, computer programming, bacteriological examinations, or other work of a routine character which involves the use of university-owned property.

39.6 APPROVAL. No member of the full-time faculty or administration shall be employed in any outside work or activity, or receive from an outside source a regular retainer fee or salary, during the period of employment by the university until a description of the nature and extent of the employment has been filed with and approved by appropriate administrative officials as set forth below.

39.7 PROCEDURES. Before accepting additional employment, faculty and academic administrators should consult with their immediate supervisors to assure that there is no conflict with the individual's university responsibilities. Individuals should apprise their supervisor, in writing using an *Outside Employment* form available in the deans' offices, of the nature, duration and weekly time expenditure of the proposed employment. At each level of administration, the same basic procedures shall apply. Procedures for implementation shall be developed and actively supervised by the dean or appropriate administrator, after consultation with the faculty of the college. Department chairs, deans and other supervisors shall be responsible for assuring that any additional employment does not interfere with a faculty member's or administrator's university obligations.

When additional employment interferes with the responsibilities outlined above, such cases shall be brought to the attention of the appropriate dean and the provost. If it is determined that additional employment must be curtailed or eliminated, the faculty member shall be informed in writing by the appropriate dean of the reasons for curtailment or elimination of additional employment. This policy shall not apply during calendar periods when the faculty member is not under contract or not normally expected to carry out the professional duties to the university.

Policy: Sexual Harassment Prohibition & Policy
 Chapter: II, Policies & Procedures
 Section 40
 Last Approved: Dec. 2004

40. POLICY ON SEXUAL HARASSMENT.

Lamar University shall strive to provide an educational and working environment for its students, faculty, and staff free of intimidation and harassment. The unprofessional treatment of students and colleagues in any form shall be unacceptable in the university community. These following statements shall form policies on sexual harassment and consensual sexual relationships, and a grievance procedure to govern the resolution of complaints which fall under either policy.

40.1 POLICY ON SEXUAL HARASSMENT. Lamar University expressly prohibits sexual harassment of its students, faculty, or staff, or of applicants who seek to join the university in any capacity.

40.2 DEFINITIONS. *Sexual harassment* shall include, but is not limited to, such unwelcome behavior as sexual advances; requests for sexual favors; or verbal or physical conduct of a sexual nature directed toward a student, member of the faculty, or staff, or an applicant seeking to join the university community, particularly when:

- a) tolerance of sexual harassment is made an explicit or implicit term or condition of status in a course, program, activity, academic evaluation, employment, hiring, or admission;
- b) submission to or rejection of sexual harassment is used as a basis for academic evaluation, or an employment decision affecting such individuals;
- c) the behavior described has the purpose or effect of creating an intimidating, hostile or offensive environment for work or learning, or unduly interfering with an individual's work performance. For purposes of this policy, *undue interference* shall be defined as improper, unreasonable, or unjustifiable behavior going beyond what is appropriate, warranted, or natural.

Sexual harassment shall not be limited to direct, abusive action by an individual in a supervisory position. All persons, including peers and co-workers, who exercise or have potential to exercise, any kind of control or review should be careful not to permit the creation of a situation or environment that is abusive, or has potential for being abusive.

40.3 GRIEVANCE PROCEDURES FOR ALLEGATIONS OF SEXUAL HARASSMENT. There shall be two levels of review for complaints of sexual harassment. The first shall involve an informal complaint procedure. The second shall involve a formal action taken by the appropriate authority to which the complainant has been referred. In either case, an informal proceeding and investigation shall be conducted to determine whether there is a reasonable basis for believing the complainant or the person whose actions are the subject of the complaint. At the conclusion of the informal proceedings, if an agreement is not reached, the complainant may pursue a formal complaint.

40.3.1 Informal proceedings. A complainant may bring an allegation of sexual harassment to the associate vice president for human resources, or to any department chair, dean, vice president, or resource person whose name,

address, and telephone number is available in the Office of Student Affairs or Human Resources.

The resource person shall counsel the complainant as to the options available under this policy and shall direct the complainant to the appropriate authority to hear the complaint. In determining the appropriate authority to whom the complainant shall be referred, the person to whom the complainant initially brings the allegation shall consult with the associate vice president for human resources. In selecting the appropriate authority, consideration shall be given to the channels of communication available for resolution of the complaint and the administrator's ability to insure that a thorough and timely review of the complaint will take place. Consideration should also be given to selecting a two-person team (one male, one female) for informal complaint resolution.

Once designated, the appropriate authority shall cause the complaint to be put in writing and shall initiate an informal, preliminary inquiry to determine whether a reasonable basis for the complainant's allegations exists. At this stage of the proceedings, the identity of the complainant and the accused shall not be disclosed without their written consent.

If the preliminary investigation reveals that there is a reasonable basis for believing that a violation of this policy has occurred, the accused party shall be notified, and the appropriate authority shall conduct an administrative review of the complaint including:

- a) a review of the allegations by the complainant,
- b) a review of the response of the accused to the allegations, and
- c) negotiations to resolve the matter in a manner reasonably acceptable to both interested parties.

All the parties involved at this stage should be cautioned not to publicize or divulge either the nature of the proceedings or the identity of the people involved. If the administrative official determines that violation of this policy occurred, the administrative official may: 1) issue an oral or written warning, 2) demand a promise not to commit such an abuse again, 3) impose mandatory counseling on the individual who violated the policy or 4) take any other sanction which appropriately reflects the severity of the violation of the policy.

- 40.4.2 Formal proceedings. If, after the informal proceedings, the appropriate administrative official concludes that there is no reasonable basis for the complaint, the complainant may pursue a formal complaint in accordance with the procedure outlined later in this section.

If, after the informal proceedings, the appropriate administrative official concludes that there is a reasonable basis to support the allegations of misconduct and takes appropriate steps to bring the matter to a satisfactory resolution, but either the accused or the complainant is not satisfied with the resolution adopted by the administrative official, the administrative official shall initiate formal proceedings. Formal proceedings hereunder shall take place in accordance with the following guidelines.

- 40.4.2.1. Allegation against a faculty member. A formal complaint filed against a faculty member shall be directed to the senior associate provost who, in turn, shall notify the appropriate dean and department chair within two working days of receipt of the

complaint. The dean and chair shall notify the faculty member concerned within three working days whether further investigation or a recommendation for sanctions is warranted.

The dean of the college may choose to convene an *ad hoc* committee to review the facts surrounding the case and make recommendations for resolution of the complaint. Decisions regarding the complaint and any recommendations for sanctions by the dean and chair shall be reported to the senior associate provost who, in turn, shall advise the president through the provost. The president shall notify the faculty member and the complainant of the decision.

- 40.4.2.2 Allegation against a staff member. A formal complaint filed against a staff member shall be directed to the associate vice president for human resources who, in turn, shall notify the appropriate department chair or division head within two working days of receipt of the complaint. This officer shall notify the staff member concerned and investigate the case and determine within three working days whether further investigation or a recommendation for sanctions is warranted.

The department chair may convene an *ad hoc* committee to review the facts surrounding the case and make recommendations for resolution of the complaint. Decisions regarding the complaint and any recommendations for sanctions by the department chair or division head shall be reported to the associate vice president for human resources who, in turn, shall advise the president through the vice president for finance and operations. The president shall notify the staff member and the complainant of the decision.

- 40.4.2.3 Allegation against a student. A formal complaint against a student shall be directed to the vice president for student affairs who shall investigate the case and determine within five working days whether further investigation or a recommendation for sanctions is warranted.

The vice president may convene an *ad hoc* committee to review the facts surrounding the case and to make recommendations for resolution of the complaint. The vice president shall notify the student and the complainant of the decision.

- 40.4.2.4 Allegation against a student employee. Graduate assistants, whether teaching or non-teaching, and persons holding a post-doctoral appointment shall be considered faculty for the purpose of these procedures. All other student employees (graduate and undergraduate) shall be considered students for the purposes of these procedures.

- 40.4 REPORTING. The responsible administrative official for informal proceedings, and the responsible administrator and *ad hoc* committee in the case of a formal proceeding, shall submit, in writing, their final recommendations or resolution regarding the complaint to the associate vice president for human resources.

- 40.5 ISOLATED AND INADVERTENT OFFENSES. Members of the university community demonstrate insensitivity that necessitates remedial measures when they engage in isolated conduct which meets the definition of sexual harassment, but fail to realize that their actions discomfort or humiliate others and constitute acts of sexual harassment. When university administrators become aware that such activities are occurring in their areas, they shall counsel and may direct those engaged in such conduct to undertake an educational program designed to help them understand the harm they are doing. If, after participating in the educational program or failing to participate after being directed to do so, a person continues to engage in the conduct described in this section, the facts and circumstances of the person's activities and conduct shall be reported to the associate vice president for human resources by the administrator. If the director determines that the person subject to the report has engaged in a pattern of conduct intended to discomfort or humiliate the one at whom the actions or statements are directed, the director shall forward the findings as a complaint to be acted upon by the appropriate body pursuant to the proceedings for a formal hearing as outlined herein.

As used herein, *educational program* may include non-structured as well as structured programs such as counseling, community service, etc., and may be combined with other appropriate administrative sanctions (with or without pay).

- 40.6 PROTECTION OF THE COMPLAINANT AND OTHERS. All reasonable action shall be taken to assure the complainant and those testifying or participating in other ways in the complaint proceedings that they shall suffer no retaliation as a result of their participation. Steps to avoid retaliation may include:
- a) the lateral transfer of one or more of the parties in an employment setting and a comparable move if a classroom setting is involved, and
 - b) arrangements that academic and/or employment evaluations concerning the complainant be made by an appropriate individual other than one who may be in a position of authority to retaliate.
- 40.6.1 In extraordinary circumstances, the provost may, at any time during or after an investigation of a sexual harassment complaint, suspend any faculty member or teaching assistant accused of sexual harassment, if, after review and investigation, the provost finds it is reasonably certain that: 1) the alleged sexual harassment has occurred and 2) the accused would be in a position to retaliate against or in any other way do serious harm to the university community if the accused continues to work in that unit or department.
- 40.6.2 In extraordinary circumstances, the vice president (or appropriate director) responsible for the division employing an accused staff member, may at any time during or after an investigation of a sexual harassment complaint, suspend the staff member from responsibilities if, after review and investigation, the vice president finds it is reasonably certain that: 1) the alleged sexual harassment has occurred and 2) the accused would be in a position to retaliate against or in any other way do serious harm to members of the university community if the accused continues to work in that unit or department.
- 40.6.3 In extraordinary circumstances, the vice president for student affairs may, at any time during or after an investigation of a sexual harassment complaint,

suspend an accused student from a specific class or from the university altogether if, after review and investigation the vice president for student affairs finds it is reasonably certain that a) the alleged sexual harassment has occurred and b) the accused would be in a position to retaliate against or otherwise do serious harm to others in the university community.

40.7 PROCEDURE FOR APPEAL OF SANCTIONS FOR SEXUAL HARASSMENT.

40.7.1 Faculty appeal. If a recommendation for suspension or termination is made against a tenured faculty member, he or she may request a due process hearing as provided in this handbook. Appeals by non-tenured faculty members also are subject to the provisions of this handbook.

40.7.2 Staff appeal. Appeals from recommended sanctions against staff personnel shall be handled in accordance with procedures outlined in the *Staff Handbook*.

40.7.3 Student appeal. Appeals from recommended sanctions against students shall be directed to the campus discipline committee as set out in the *Student Handbook*.

40.8 PROHIBITION AGAINST RETALIATION AND MALICIOUS COMPLAINTS. Retaliatory action of any kind taken against any individual as a result of a person's attempt to seek redress under the applicable procedures dealing with sexual harassment shall be prohibited. Such action shall be regarded as a separate and distinct cause for complaint. If it is determined that a sexual harassment allegation is totally without foundation, and if there is evidence of malicious intent, the complainant may be subject to disciplinary action.

41. POLICY ON PROHIBITION OF RACIAL HARASSMENT.

Lamar University shall provide equal educational opportunities for all students and equal employment opportunities for all applicants and employees, and otherwise foster an environment free of racial intimidation, humiliation, and harassment. Racial harassment, as defined herein, shall be expressly prohibited.

- 41.1 DEFINITION OF RACIAL HARASSMENT. *Racial Harassment* shall be defined as extreme or outrageous acts or communications that are intended to harass, intimidate, or humiliate students, faculty, staff or visitors on account of race, color, or national origin and that reasonably cause them to suffer severe emotional distress. It shall be a violation of university policy for any student, faculty, or staff employee to engage in racial harassment of any person on the campus or in connection with a university-sponsored activity.
- 41.2 VIOLATIONS. It shall be a violation of university policy for any student, faculty, or staff person to use authority granted by state law, by System rule, or by university policy to deprive any person of his or her civil rights on campus or in connection with a university-sponsored activity. If a violation of university policy is committed on campus and/or in connection with a university-sponsored activity because of the race, color, or national origin of any person directly harmed by such violation, the violator's discriminatory purpose shall be treated as an aggravating factor for the purpose of determining the appropriate penalty.
- 41.3 DISCIPLINARY RULES. Student, faculty, and staff employee offenders shall be subject to disciplinary action as appropriate under the circumstances for violation of this policy.
- 41.4 PROCEDURES FOR REDRESSING RACIAL HARASSMENT COMPLAINTS. Procedures for redressing racial harassment complaints of students, faculty, staff or visitors shall be in accordance with the procedures listed in Appendix I of this handbook. All complaints shall be considered informal until they are filed in writing.

Once a disciplinary penalty is imposed, the accused, whether a student or a faculty or staff employee, shall have his or her full right to invoke applicable appeal procedures according to existing university policies.

42. PROHIBITION ON FIREARMS.

It shall be a violation of university policy to possess, carry, or otherwise cause a gun – licensed or otherwise, concealed or otherwise – to be brought onto the premises of the university. As used in this section, *premises* shall mean a structure and the land, including appurtenances, on which the structure is situated, over which the university has ownership or control. Specifically, this includes, but is not necessarily limited to campuses, leased facilities, or other facilities where a campus function, event, or activity takes or is taking place. This prohibition shall not apply to duly sworn peace officers or to academic programs or university sponsored or approved events in which the president explicitly authorizes the possession of firearms. Nor shall it be a violation of this rule to transport firearms and/or handguns for registration with and storage by the university police.

43. FACULTY STANDARDS OF CONDUCT.

All faculty and other employees of Lamar University shall adhere to the following standards of conduct established for employees of The Texas State University System:

- 43.1 ACCEPTANCE OF GIFTS. No employee shall accept any gift, favor, or service that might reasonably tend to influence the employee in the discharge of official duties.
- 43.2 ACCEPTANCE OF SPECIAL PRIVILEGE. No employee shall use his or her official position to secure special privileges or exemptions for the employee or others, except as may be otherwise provided by law.
- 43.3 DISCLOSURE OF CONFIDENTIAL INFORMATION. No employee shall accept employment or engage in any business or professional activity which might be reasonably expected to require or induce the employee to disclose confidential information acquired by reason of such individual's official position. No employee shall disclose confidential information gained by reason of an official position, nor shall otherwise use such information for personal gain or benefit.
- 43.4 TRANSACTION OF BUSINESS IN OFFICIAL CAPACITY. No employee shall transact any business in an official capacity with any business entity of which the employee is an officer, agent, or member, or in which the employee owns a controlling interest unless the TSUS Board of Regents has reviewed the matter and determined that there is no conflict of interest.
- 43.5 INVESTMENTS AND CONFLICT OF INTEREST. No employee shall make personal investments in any enterprise which will create a substantial conflict between the private interests and the public interest.
- 43.6 OUTSIDE EMPLOYMENT AND PERFORMANCE OF DUTIES. No employee shall accept other employment which might impair the employee's independence of judgment in the performance of public duties (see Section 37 above).
- 43.7 COMPENSATION AS STATE EMPLOYEE. No employee shall receive any compensation for services as a State employee from any source other than the State of Texas except as may be otherwise provided by law.
- 43.8 SEXUAL AND RACIAL HARASSMENT. No employee shall engage in any form of sexual harassment or racial harassment as

defined in this handbook.

- 43.9 **ILLEGAL DRUGS.** An employee who, by a preponderance of the evidence, under The Texas State University System's *Rules and Regulations*, is found to have illegally possessed, used, sold, or distributed any drug, narcotic, or controlled substance, whether the infraction is found to have occurred on or off campus, shall be subject to termination, suspension, or other discipline as determined by the president or his or her designee. That an employee is charged in a criminal case, or is found *not guilty* therein, shall not be construed as prohibiting administrative enforcement of this policy. If, in the judgment of the president or the Board, the best interests of the students or the university or the System so dictate, the employee may be immediately removed from contact with students and other employees, pending resolution of disciplinary proceedings. Nothing herein shall be construed in derogation of the Board's employment-at-will policy.
- 43.10 **CONTACTS WITH STATE OFFICIALS.** No contacts on behalf of the university, its programs, or the System to the legislature shall be made without the specific approval of the president who shall inform the System administrative office. Information, not considered under law to be confidential, which is requested by a member of the legislature or by any other State official or employee and which relates to proposed or pending legislation, shall be furnished to the requesting party and the System administrative office shall be informed of the request and information provided. The president shall be responsible for advising university employees of this rule at the start of each legislative session.
- 43.11 **POWER TO BIND THE SYSTEM IN FIXING ITS POLICIES.** No Lamar University or other System employee, as an individual or as a member of any association or agency, has the power to bind the System or any of its component universities unless such power has been officially conferred in advance by the TSUS Board. Any action which attempts to change the policies or otherwise bind the System or any of its component universities, taken by any individual or any association or agency, shall be of no effect whatsoever until the proposed action has been approved by the president concerned and ratified by the Board.
- 43.12 **LEGISLATION PROPOSED BY FACULTY.** Any proposed legislation affecting the System, Lamar University, or their operations, by any employee or organization of the university, acting in an official capacity and on behalf of the university, shall be approved by the president and the TSUS Board of Regents.
- 43.13 **USE OF UNIVERSITY-OWNED EQUIPMENT.** University property shall be used for official university business. No employee of the university may use, for personal benefit or pleasure, any property of the university, except books from the library and other items of established use. All property shall be inventoried and charged to departments or offices of the university.

44. PERFORMANCE EVALUATION OF FACULTY AND POST-TENURE REVIEW.

Faculty members shall be evaluated annually by their department chair/library coordinator relative to their various professional duties and activities. Probationary faculty shall be evaluated annually also by peers as shall tenured faculty in units which select this option in lieu of a staggered, more comprehensive approach. (See Section 43.2.) Nothing in this section should be interpreted as abridging the university's right to take action as defined in Chapter II, Section 21 (*Good Cause*) of the Lamar University *Faculty Handbook*, or the right of the faculty member to pursue existing mechanisms of due process.

- 44.1 GUIDELINES AND STANDARDS FOR PERFORMANCE EVALUATION OF FACULTY. Written guidelines for promotion and tenure, designed to provide faculty with general expectations of performance in teaching, research/scholarship/creative activity, and service shall be developed by the tenured faculty of each department and the library (or by an entire college). These guidelines and any modifications thereto must be approved by the faculty to which they apply, the department chair, dean, and provost, must be posted on unit web sites and distributed to new faculty, and must be reviewed and modified as appropriate at least every five years. These guidelines shall be designed to inform the annual evaluation process, which will be based upon either the establishment of and progress toward attainment of individual goals (required for probationary faculty) or the creation of standards of performance appropriate to each merit reward level (Section 43.3f). The guidelines for promotion and tenure, individual annual goals established, and the standards of performance appropriate to each merit reward level will be in keeping with the mission and goals of the university, college/library, and department. They are to be based on, but need not be limited to, the professional responsibilities of the faculty member in instruction, research and creative endeavors, and professional service to the discipline, university, and/or community. The guidelines, goals, and standards should allow for legitimate variation throughout a faculty member's career. Working collaboratively, each faculty member and his/her department chair/library coordinator annually shall establish relative weights for each area of evaluation, and the weights must be consistent with the minimum level of performance established in department goals and guidelines. In the process of approval of guidelines, goals, and standards of performance, the advice and comments of the faculty shall be given the utmost consideration. As with the guidelines for promotion and tenure, the performance standards shall be subject to periodic review and possible modification by the tenured faculty of each department/college at least every five years, or sooner if circumstances warrant. The over-arching goals of this process are to provide a fair and consistent mechanism for recognizing and rewarding faculty productivity and achievement compatible with department, college, and institutional missions; to provide probationary faculty with appropriate guidance and support; and to provide an effective and consistent way in which members of our community of scholars can communicate their accomplishments.

For department chairs/library coordinators, both position descriptions and either individual goals or standards of appropriate performance for each merit reward level as administrators shall be developed by the dean in cooperation with the chair/coordinator and forwarded to the provost for approval. If the latter approach is selected, the

standards shall be subject to periodic review and possible modification at least every five years. A copy of the individual goals and/or standards shall be provided to every tenured and tenure-track faculty member by the department chair/library coordinator by September 1 of each year.

- 44.2 PEER REVIEW PROCESS. In the spring of the first, third, and fifth years of employment, and as part of the annual evaluation process, the progress toward tenure of each probationary faculty member will be evaluated by all tenured faculty in the department. (In large departments, faculty may elect to have smaller screening committees to conduct the peer review, but the entire tenured faculty must discuss and vote on the issue.) By no later than February 1 (or first working day thereafter) of each of those years, the probationary faculty member will submit for review to the chair of the department tenure committee either a summary of accomplishments since appointment as a tenure track faculty member at Lamar University in the mission areas of teaching, research/scholarship/creative activity, and service or copies of all past F2.08s (without the evaluative comments by chairs/deans). The tenured faculty will review this material and, in a meeting called for that purpose discuss the probationary faculty member's accomplishments. In years 3 and 5, following this discussion, each tenured faculty member will vote via secret ballot that the probationary faculty member is making either "satisfactory progress toward tenure" or "unsatisfactory progress toward tenure." The results of this vote, along with a brief rationale written by the chair of the tenure committee, will be given to the faculty member, chair, and dean. In year 1 there will be no vote, but a brief assessment of productivity, written by the chair of the tenure committee and informed by the committee's discussion, will be provided to the probationary faculty member, chair, and dean. In the spring of the second and fourth years, the peer review will be guided by Section 19.3.9 of this *Handbook*. (Similarly for this process, in large departments faculty may elect to have smaller screening committees to conduct the peer review, but the entire tenured faculty must discuss and vote on the issue.)

In addition, based upon the 1997 action of the Texas Legislature (Chapter 1017, Paragraph 1) and the post tenure review process developed by the faculty of Lamar University, the performance of each tenured faculty member (to include chairs/coordinators) must be reviewed by peers annually or at least once every six years after the date the faculty member was granted tenure or received an academic promotion. The faculty of each department, in collaboration with the chair/coordinator, will develop an appropriate, written process to accomplish this task—that is, either to conduct a comprehensive performance evaluation annually of all tenured faculty or to conduct a comprehensive performance evaluation of each tenured faculty member once during every six-year period—and which results in a rating of "satisfactory performance" or "unsatisfactory performance." The process must include the identification of a faculty member to tally votes and, in the case of a majority vote of "unsatisfactory progress" to confer with the colleagues of the faculty member so evaluated and provide him/her with a brief, written summary of the rationale for the vote. The chair of the departmental tenure committee will tally the votes on the performance of the chair/coordinator, who must be evaluated by all tenured faculty in the department. The process must be approved initially by the dean and provost, and reviewed periodically. Non tenure-track faculty will not necessarily be subject to the peer review process as a part of their annual evaluation/review, though their productivity shall be evaluated annually by at least the department chair.

- 44.3 PROCEDURES FOR THE EVALUATION PROCESS.

a) Annually between March and September, each department chair/library coordinator

shall review college/library and unit goals with the full time faculty as a group. The specific date shall be determined by the needs of the unit.

- b) In February of each year, every faculty member shall complete the annual report (F2.08) that sets forth what he or she has contributed during the previous calendar year toward the accomplishment of the college's/library's and/or department's goals in three areas:
 - 1) Instruction;
 - 2) Research, Publication, and Creative Activities; and
 - 3) Professional Services to the Discipline, University, and/or Community.
- c) The department chair/library coordinator shall assess the faculty member's contributions to the college's/library's and department's goals based upon the F2.08 submitted by each faculty member as well as upon other factual information.
- d) The department chair/library coordinator also shall evaluate the extent to which the faculty member's accomplishments (Section b) above), recognition, and honors received enhance unit goals and the professional prestige and reputation of the department, and/or bring valuable knowledge, skills, or associations that benefit students or other faculty members.
- e) The department chair/library coordinator shall make written recommendations for improvements, if warranted, in each area of the report.
- f) For the purposes of both overall performance evaluation and salary administration, the department chair/library coordinator shall indicate *exemplary performance (highest merit)*, *high performance (high merit)*, *adequate performance (merit)*, *marginal performance (no merit)*, or *unsatisfactory performance (no raise)* for each faculty member. The chair's Composite Score will be calculated using the previously agreed upon workload distribution for the current year. (See Section IV of the F2.08). It is left to the faculty and chair of each department, subject to the approval of the dean, to determine whether the distribution percentages are to be the same for everyone or will vary from individual to individual. As stated in Appendix IV (Comments and Instructions) for the F2.08, planning pages may be revised at any time during the evaluation period by simple agreement (in writing) between the faculty member and chair.
- g) No departmental, college, or university quotas shall be established for the purposes of performance evaluation.
- h) The department chair/library coordinator shall discuss with each faculty member the basis for the evaluative judgments and recommendations and provide to the faculty member a written summary of the evaluations, recommendations, and discussion. Also during this meeting, the department chair/library coordinator and the probationary faculty member (as well as tenured faculty in units which elect to do so) shall work collaboratively to establish his/her individual professional goals for the current calendar year.
- i) Faculty members may respond in writing to the department chair's/library coordinator's evaluations and recommendations. This response shall be included with the F2.08 when it is forwarded to the dean of the college/library.
- j) The department chair/library coordinator shall forward a copy of the completed evaluation, all materials considered in the evaluation, and any written response from

the faculty member to the dean for review.

- k) The dean may choose to confer with the chair/library coordinator and complete a separate assessment in one or all evaluation categories. However, for the purpose of performance evaluation and assignment of merit reward level, the dean shall indicate a rating of *satisfactory* or *unsatisfactory* for each faculty member, provide appropriate annotations, and forward a copy to the faculty member and department chair/library coordinator.
- l) The faculty member may respond in writing to either comments the dean chooses to make or his/her overall performance rating. This response shall be forwarded with the completed evaluation to the provost for review.
- m) When a faculty member receives an overall *satisfactory* performance evaluation from the department chair/library coordinator and the dean, the evaluation process is concluded.
- n) A single overall *unsatisfactory* annual evaluation from the department chair/library coordinator or dean shall result in a consultation with the department chair/library coordinator and/or dean. If the consultation is with the dean, then the faculty member may request that the department chair/library coordinator be present for the consultation. A summary written by the senior administrator present shall be given to all parties involved in the consultation, and a copy signed by all parties shall be attached to the F2.08.

44.4 POST TENURE REVIEW. The post tenure review process is triggered when a tenured faculty member twice receives within any three year period two overall unsatisfactory annual performance ratings from the department chair/library coordinator and the dean. (For a department chair/library coordinator, the performance ratings will be made by the dean and the SrAP.) Note: In those departments which elect to have peers conduct a comprehensive performance evaluation of each tenured faculty member at least once every six years after the date the faculty member was granted tenure or received an academic promotion, see the second paragraph of Section 44.2 for a description of the process and departmental/faculty responsibilities, the “triggered” approach described above does not apply. Rather, the result of an unsatisfactory rating initiates the post tenure review process described in the remainder of this section. It is the responsibility of the department chair/library coordinator to notify, in writing, the faculty member of the situation and of the two following options. (If the person to be notified is the chair/coordinator, it will be the dean who does so.) The faculty member must either initiate a professional development plan or request that the University Performance Evaluation Appeals Committee review the evaluations given by the department chair/library coordinator and dean. The decision must be given by the faculty member, in writing, to the department chair/library coordinator within ten working days of notification. The University Performance Evaluation Appeals Committee shall consist of one tenured faculty member elected from each college and the library. The committee shall consider the unsatisfactory evaluations, statements from the faculty member, and other relevant materials and determine if the evaluations were made in an arbitrary or capricious manner. Within 20 working days of the receipt of the appeal, the committee shall submit its findings to the provost. The provost shall notify the faculty member, department chair/library coordinator, and dean of the final decision, which must be either that one (or both) of the overall unsatisfactory evaluations was made in an arbitrary or capricious manner and hence the post tenure review process has not been triggered, or that the professional development plan process has been initiated.

At any point in the performance evaluation process, a faculty member may enter an appeal under university grievance procedures if the faculty member believes that the policies are being applied arbitrarily or capriciously.

44.4.1 **PROFESSIONAL DEVELOPMENT PLAN.** The purpose of the professional development process shall be to identify and place on record the deficiencies in a faculty member's performance and formulate a specific plan to address the deficiencies.

- a) The professional development plan begins with the department chair/library coordinator notifying the faculty member that he or she is subject to the professional development process, either when a faculty member chooses to pursue the faculty development plan option rather than appeal the overall unsatisfactory evaluations, or upon completion of the appeal process and the provost denies the appeal. The departmental chair/library coordinator shall then notify, in writing, the faculty member that he/she is subject to the professional development process and must initiate a professional development plan, and shall inform him/her of the procedure.
- b) Within five working days of notification that the professional development plan will be initiated, the faculty member must request that the development process be conducted either by the department chair/library coordinator or by a Development Committee consisting of three peers within the college B one selected by the faculty member, one selected by the department chair/library coordinator, and one selected by the tenured faculty of the department/library.
- c) The Development Committee or department chair/library coordinator shall consider the previous unsatisfactory evaluations of the faculty member and in collaboration with the faculty member, department chair/library coordinator (in the case of conduct by Development Committee), and dean shall recommend a specific development plan within sixty days of the faculty member's initiation of the process as described in b). The development plan shall specify the deficiencies that are being addressed and what criteria must be satisfied by the faculty member in order to remedy performance deficiencies (see f below). The period covered by the development plan should generally be no more than two years. Exceptions to this maximum time period must be approved by the faculty member, department chair/library coordinator, dean, and provost.
- d) If the development plan has been designed by a Development Committee, it shall be sent to the department chair/library coordinator for his or her recommendations and approval. The department chair/library coordinator shall meet with the faculty member for final review and approval of the plan. If the plan is approved by (or has been designed by) the department chair/library coordinator and the faculty member, both parties must sign the plan and a copy shall be sent to the dean. If the department chair/library coordinator and faculty member do not agree,

then the dean shall meet with the department chair/library coordinator and faculty member to review the development plan and make recommendations. If the faculty member does not agree with the recommendations of the dean, then the development plan is forwarded to the provost for a final hearing and decision. The final development plan should seek to benefit both the faculty member and the university.

- e) The faculty member shall not be eligible for merit pay increases or promotion during the period covered by the development plan. The performance evaluation process prescribed in Chapter II, section 44 of the Lamar University *Faculty Handbook* will be suspended during the period covered by the professional development plan.
- f) All professional development plans shall be formed to address specific situations and should be individualized. However, each professional development plan should include the following:
 - 1) specific deficiencies to be addressed;
 - 2) specific objectives needed to remedy the deficiencies;
 - 3) a list of activities to be carried out to achieve the required outcomes of the professional development plan;
 - 4) a schedule for completing the activities;
 - 5) criteria that shall be used to assess progress; and
 - 6) a plan for periodic documented assessment to be conducted at least every semester.
- g) Assessment documentation for the development plan must include a statement of progress prepared by the faculty member and a formal written response by the department chair/library coordinator or the Development Committee.
- h) The faculty member may request that the department chair/library coordinator or the Development Committee extend the schedule for completing the development plan during any of the periodic assessments. The number of such requests shall be limited to one, unless the development plan is changed by mutual consent of the faculty member and entity conducting the developmental process. In no case may the schedule for completing the plan be extended more than six months past the completion date established at the time the plan was created (see f.4 above). Again, if the schedule is extended, the total period for the development plan must fall within the two-year window. (See c above.)
- i) The university shall provide reasonable support for the professional development plans. Resources earmarked for development plans should not be so great as to lessen or preclude the opportunity for professional activities by other faculty.
- j) At the completion of the schedule stated in the plan, the department chair/library coordinator or Development Committee shall consult with the dean and make a final report to the faculty member. If the department chair/library coordinator or the Development Committee and the dean agree that the faculty member has successfully completed the development plan, then the faculty member shall be notified of the

positive outcome and returned to the annual evaluation process prescribed in Chapter II, section 43 of the Lamar University *Faculty Handbook*. The faculty member shall then be eligible for merit pay increases and promotion.

- k) If the department chair/library coordinator or Development Committee and dean determine that the faculty member has failed to meet the goals of the professional development plan, dismissal proceedings may be initiated under Chapter II, section 19 of the Lamar University *Faculty Handbook*.
- l) Failure to adhere to any part of the professional development process shall be considered grounds for dismissal.
- m) The burden of proof shall be on the university to demonstrate that a tenured faculty member should be dismissed.

At any point in the development process a faculty member may enter an appeal under university grievance procedures if the faculty member believes that the policies are being applied arbitrarily or capriciously.

A faculty member subject to termination on the basis of evaluations conducted under these performance evaluation and professional development policies shall receive specific written reasons for termination and have the opportunity for referral of the matter to a non-binding alternative dispute resolution process as described in Chapter 154, *Vernon's Annotated Revised Civil Statutes of the State of Texas*. The opportunity for non-binding alternative dispute resolution shall be available only after all internal appeal procedures are exhausted.

44.5 EVALUATION OF OTHER ADMINISTRATORS WHO HOLD TENURE. All individuals not covered by Chapter II, subsections 44.1 and 44.2 of the Lamar University *Faculty Handbook* who also hold tenured appointments shall be evaluated annually by their supervisor according to university policy (see Chapter II, section 45). This evaluation shall consider both administrative and faculty performance.

44.6 POLICY REVIEW. The policies on performance evaluation of faculty and professional development plans shall be given a comprehensive review for possible revision by a university committee on a regular basis, and at least every five years. The committee charged with reviewing this policy shall consist of:

- a) one tenured faculty member from each college and the library, selected by a vote of all the tenured faculty in the college/library;
- b) one representative selected by the Deans' Council;
- c) the president of the Council of Instructional Departments or designated representative;
- d) the president of the Faculty Senate or designated representative;
- e) the president of the Student Government Association or designated representative;
- f) the provost.

The provost shall ensure that the committee is properly charged and constituted and shall chair it.

44.7 FACULTY PERFORMANCE EVALUATION AND MERIT-BASED FACULTY SALARY INCREASES.

44.7.1 Criteria for Faculty Salary Increases and Notification of Faculty. Criteria considered for recommending merit-based faculty salary increases shall be those identified in Chapter II, subsections 44.1 and 44.3b). As indicated in Chapter II, subsection 44.3.c-f), the department chair/library coordinator shall consider all accomplishments submitted on form F2.08 and indicate an evaluation score (from Level 1 = Unsatisfactory Performance to Level 5 = Exemplary Performance) for each of the three mission areas (Teaching and Instructional Activities; Research, Publication, Scholarship, and/or Creative Activities; and Professional Service to the Discipline, University, and/or Community). A composite score, based upon ratings in each mission area and established workload distribution for the evaluation year, will be calculated and will constitute the annual Department Evaluation/Merit Score: *Exemplary Performance and Highest Merit, High Performance and High Merit, Adequate Performance and Merit, Marginal Performance and No Merit, and Unsatisfactory Performance and No Raise* for each faculty member. The recommendation of the chair/coordinator shall be forwarded to the dean, who may make evaluative comments and shall indicate either *satisfactory* or *unsatisfactory* performance for each faculty member. The merit salary increase for each faculty member will be based solely upon the results of the chair/coordinator evaluation in the manner described above and, within an academic department/library, no faculty member evaluated as performing in an exemplary manner shall receive a salary increase (dollar amount or percentage, depending upon the method used in the unit) less than that recommended for any faculty member receiving a *high performance* evaluation, and so forth. After consideration of departmental recommendations, deans shall either endorse or not (the latter with written justification) the salary increases to the provost who shall grant approval within guidelines and funding established by the TSUS Board of Regents. Any deviation from this process (e.g., conducting annual evaluations and/or developing merit pay plans to be implemented at the college rather than at the department level; using a "per share" or "per point" allocation approach) must be approved by the appropriate faculty, chair, dean, and provost.

As soon as possible, the dean shall notify chairs/library coordinators of the salary increases recommended to the provost. It is the responsibility of the chair/library coordinator in a timely manner to inform each faculty member of: his/her recommended raise (with merit/equity distribution), merit or points/share group, the raise amount/percentage for each merit or share group, and the distribution of faculty (numbers only) among the various merit/share groups. As part of the annual meeting described in Chapter II, subsection 43.3.a, college/library and departmental expectations for faculty performance and merit-based salary increase recommendations (in general, not for individuals) shall be presented and discussed.

44.7.2 Appeals Process. A faculty member shall have the right to appeal the most recent merit-based salary increase recommendation. Appeal shall be made to the dean, in writing, within ten working days of notification of the salary increase recommendation. An appeal of the dean's response must be made, in writing, to the provost within ten working days of receipt. In this case, the

provost shall convene the University Performance Evaluation/Merit Salary Increase Appeals Committee for review and recommendation regarding the appeal. The Committee must base its review and recommendations solely upon the materials submitted by the appellant and the responses of the dean/director, and each such case must stand on its own merits. The decision of the provost must be rendered within ten working days of the receipt of the Committee's recommendation, and it is final.

44.7.3 The University Performance Evaluation/Merit Salary Increase Appeals Committee shall consist of:

- a) a dean who is elected by the members of the Academic Council of Deans and who will chair the committee;
- b) one department chair, elected by the membership of the Council of Instructional Departments; and
- c) one elected faculty member from each academic college and the library, and one faculty member-at-large.
- d) At the first meeting, in order to create staggered, 3-year terms, with one-third of the nine members being replaced each year, lots will be drawn so that the terms of the initial nine members are three for one year, three for two years, and three for three years. If the dean, chair, or one of the faculty members is directly involved in the case under review, then he/she must recuse him/herself during consideration of that appeal.

45. EVALUATION OF ADMINISTRATORS.

- 45.1 DEPARTMENT CHAIRS, DEANS, ASSOCIATE/ASSISTANT DEANS, AND ASSOCIATE VICE PRESIDENTS. All department chairs, deans, associate/associate deans, and associate vice presidents shall be evaluated annually by their respective supervisors. Chairs shall be evaluated as part of the annual faculty evaluation process (using the F2.08c form for chairs). Deans and associate vice presidents shall be evaluated by the provost as part of Lamar's staff evaluation process.
- 45.2 FORMAL EVALUATION OF DEPARTMENT CHAIRS, DEANS AND ASSOCIATE/ASSISTANT DEANS. After three full years of service, each department chair, dean and associate/assistant dean shall receive a more thorough evaluation of administrative performance. This review shall include formal input from the respective faculty, shall occur during the fall semester that begins a fourth year of service, shall be conducted by the dean (for department chairs and associate/assistant deans) and the provost (for deans), and shall cover performance during the previous three years. The review year shall be the first year of the next three year period.
- Each review shall be conducted using an evaluation instrument and a procedure approved by the President. Upon conclusion of the formal evaluation, the appropriate supervisor shall inform the provost (in the case of department chairs and associate/assistant deans) or the president (in the case of deans) of the outcome and make a recommendation on whether to reappoint. Once the provost or president, as appropriate, has accepted the review and recommendations, the administrator and his/her respective faculty shall be provided with suitable summary information on the outcome. See appendices M and N for more detail.
- 45.3 PRESIDENT'S EXECUTIVE COUNCIL. All members of the President's Executive Council, not otherwise reporting to a vice president, shall be evaluated annually by the president. The president should solicit input from faculty and others on a periodic basis in the completion of these evaluations.
- 45.4 PRESIDENT OF THE UNIVERSITY. Evaluation of the president of Lamar University shall be the sole responsibility of The Texas State University Board of Regents.
- 45.5 ALL OTHER ADMINISTRATIVE STAFF. All administrative personnel not previously identified in this section shall be evaluated annually by their supervisor in accordance with Lamar University policy.

46. PROFESSIONAL DEVELOPMENT.

Remaining current in one's discipline shall be an important university objective and shall be considered a key responsibility of each faculty member. Activities leading to this objective include association with professional societies, leaves of absence designed to improve one's general professional competence, travel associated with research or creative efforts, workshops and training sessions offered by the university, and related activities designed to improve one's professional competence.

47. FACULTY RESEARCH AND CREATIVE ACTIVITIES.

Lamar University recognizes its obligation to maintain a faculty that is professionally creative and productive. This dimension is important not only to quality instruction, but also to the realization of the university's goal as a scientific, technical and cultural resource within the community it serves. In this spirit, the university shall encourage faculty members to recognize their responsibility for professional growth through research and creative activities outside the classroom.

In addition to its allocated state funds, Lamar University receives revenues from externally supported programs, projects, and research. Lamar's research administration shall coordinate and: a) develop mechanisms for seeking external funds for research/creative activities, b) provide procedures and policies for managing these funds once obtained and, c) provide procedures for ensuring that the responsibilities incurred in accepting the funds are discharged.

To further encourage sponsored research and creative activities, a financial incentive program is available to faculty. Seen Appendix P for details.

47.1 STRATEGIES. The Office of Research and Sponsored Programs shall promote and advocate the aforementioned goals via the following strategies.

- a) The office shall see that Lamar's philosophy of research and external support is made clear to all faculty and administrators, and that all activities of the faculty are supportive of the philosophy. The office shall provide leadership in the evaluation of all applications for research and ensure that they conform to the stated philosophy of the university.
- b) Because teaching and research are complementary activities in most disciplines, policies affecting research also will affect teaching. All research-related policies must have the support of the administration of the university.
- c) The office shall ensure that support services for research including computer technologies, library materials and services, specialized laboratories, equipment pools, and equipment maintenance are available.
- d) The administrative structure responsible for research shall be organized to ensure a continuity of research policy.
- e) External support for research shall be solicited exclusively to enhance the mission of the university.
- f) Before an application is submitted to any outside agency, the office shall determine the availability of any matching funds and/or commitment of human resources from the university. A form for the request of matching funds is available in the Office of the Provost. This form must be completed and approved prior to the commitment of university matching funds, equipment, or other resources.

47.2 SERVICES OF OFFICE OF RESEARCH SPONOSORED PROGRAMS. Services for grant preparation and acquisition shall be offered by the Office of Research. Among these services are the following:

- a) The office shall administer state research funds to encourage *seed* projects which stimulate scholarship/creative activity and/or generate proposals to attract extramural support.
- b) The office shall develop and maintain a program of communications with external agencies and foundations for research and establish personal contacts with government, industry, business, and private foundations to enhance funding of research grants and programs.
- c) The office shall provide information about the availability of external support for research and programs to the university community.
- d) The office shall assist faculty by providing aid in developing proposals, by making contact with appropriate funding agencies, and by identifying the best possible sources for support.
- e) The office shall provide editorial assistance in the preparation of the application and budget.
- f) The office shall arrange and support travel for meetings with donors or funding agencies.

See Appendix E for additional policies and procedures for research and special programs.

Policy: Patent & Copyright Policies
Chapter: II, Policies & Procedures
Section 48
Last Approved: Dec. 2004

48. PATENT AND COPYRIGHT POLICIES.

The Texas State University System Board of Regents has adopted policies relating to patents and copyrights pertaining to persons employed by Lamar University (and other institutions of the System) and/or anyone using institutional facilities and resources. See Appendix D for the patent and copyright policies.

Policy: Institutional Gifts
Chapter: II, Policies & Procedures
Section 49
Last Approved: Dec. 2004

49. POLICY ON INSTITUTIONAL GIFTS.

Appropriate gifts, grants, fellowships, and scholarships shall be gratefully and appreciatively accepted. It shall be the responsibility of the vice president for university advancement to promptly evaluate any gift, grant, fellowship, or scholarship tendered to the university before the gift is accepted. Any offer or a gift should be reported to the university advancement. See Appendix F for additional policies and procedures for accepting gifts to the university.

50. SALE OF FACULTY PUBLICATIONS AND SIMILAR MATERIALS TO STUDENTS.

The authorship of books, outlines, manuals, software, and similar materials by the faculty shall be encouraged; however, the required purchase of these by students shall be a responsibility that goes beyond the individual faculty author. The use of faculty-authored textbooks, notebooks, manuals, or other materials that students are required to purchase must be approved, with reasons stated, by the department chair, dean and provost. All such requests shall indicate the proposed prices and profits, and their authorization shall be effective only to the end of the fiscal year for which such approval has been granted.

Arrangements for the sale of such materials should be made through the University Bookstore. Any off-campus, private bookstore considering the sale of these materials shall have the same privileges and opportunities as the University Bookstore. Such materials shall not be sold directly by departments or employees. The use of departmental equipment and facilities by a faculty member during the preparation of textbooks, notebooks, manuals, or similar materials should be approved, in advance, by the department chair.

Policy: Mediated Courseware
Chapter: II, Policies & Procedures
Section 51
Last Approved: Dec. 2004

51. NON-COMPETITIVE USE OF EMPLOYEE-OWNED MEDIATED COURSEWARE.

Mediated courseware created or developed by an employee without specific direction or significant support of Lamar University shall not be sold, leased, rented, or otherwise used in a manner that competes with the instructional offerings of Lamar University without the prior written approval of the provost. Should approval be granted to offer the course, course components, or instructional support materials outside of the institution, the employee shall reimburse Lamar University for any use of its resources (see Appendix D).

52. ACCEPTANCE OF MONEY FROM STUDENTS.

Faculty members shall not, without the prior approval of the provost, collect from students any fees or charges to be expended for university purposes and shall not sell to students any books, notes or similar supplies. Members of the faculty at the rank of instructor or above, and other instructional personnel as designated by the president, may not accept pay from students for extra instruction, tutorial assistance, or teaching of students registered in the university.

With advanced, written approval, teaching assistants, graduate or undergraduate assistants, and other instructional employees below the rank of instructor may accept pay from students for extra-class instruction, tutoring, or coaching, but only in courses in which they have no instructional responsibility. Such approval shall be obtained from the department chair responsible for the courses for which the tutoring is offered.

53. CATALOGS, BROCHURES, WEBSITES AND OTHER PUBLICATIONS.

The university shall provide services for the preparation of its official literature portfolio, as well as for other promotional and public relations materials. Materials to be published by the university or posted on the university's internet sites shall be approved by the department chair and dean, subject to review and approval by the provost and vice president for university advancement.

54. COMMUNITY SERVICE.

Faculty activities rendered as a service to the constituencies of the university shall be regarded as important functions and shall be evaluated accordingly. These activities include non-credit courses; preparation of informational bulletins; clinical services; speeches; conference planning and participation; consultation without compensation to business, industry, government, and other educational and leadership activities; and participation in professional societies. Questions relating to community service activities should be addressed to the dean of the appropriate college.

55. JURY SERVICE AND MILITARY LEAVE

Members of the faculty shall be expected to comply with a summons for jury service. As permitted by law, faculty members may request a postponement from jury service. When summoned for jury service, the faculty member should secure a leave of absence through established procedures. The leave shall occur without loss of salary or vacation time. The faculty member is entitled to keep all jury fees earned.

In the case of military leave, authorized absence shall not exceed 15 working days per year, except as authorized under Government Code, Section 661.903 and 431.0825.

56. FACULTY PARTICIPATION IN ADVISEMENT, REGISTRATION AND COMMENCEMENT.

Faculty members shall assist with the advisement and registration of students. Faculty members shall receive advisement and registration assignments from their department chairs.

As assigned by chairs and deans, representatives of the faculty shall participate in each commencement exercise, wear appropriate academic regalia, and follow appropriate academic decorum.

57. SAFETY

The health and safety of the faculty, staff, and students of Lamar University shall be of primary importance. All university employees shall be expected to be continuously and actively concerned about safety. Faculty should promote an awareness of safety and develop positive attitudes about safety among their students. All potential safety hazards must be reported to one's supervisor and to the university safety specialist in risk management (880-8008).

Policy: Faculty Mailing Addresses
Chapter: II, Policies & Procedures
Section 58
Last Approved: Dec. 2004

58. FACULTY MAILING ADDRESSES.

Each faculty and staff member shall keep his or her supervisor and the Office of Human Resources notified of his or her current mailing address. Written notice required by any and all sections of this handbook shall be sent by certified mail, return receipt requested, to the last address given by the faculty member. This notice shall be complete when deposited in the United States mail, addressed to the last address given by the faculty member, and the fact that the faculty member may fail or refuse to receive the notice is immaterial.

Policy: Emergency Procedures
Chapter: II, Policies & Procedures
Section 59
Last Approved: Dec. 2004

59. EMERGENCY PROCEDURES.

- 59.1 ACCIDENTS OR SUDDEN ILLNESS. In the case of serious accident or illness, the faculty member should seek immediate emergency assistance and then contact the Student Health Center (880-8466) and campus police (880-8305). Students with minor injuries should be sent or taken to the Student Health Center.
- 59.2 FIRES OR CHEMICAL HAZARDS. Any faculty or staff member noticing fire, a fire hazard or a chemical hazard should call the Beaumont Fire Department (833-4331) and Campus Police (880-8305).
- 59.3 HURRICANES AND FLOODING. The Office of the President shall alert the campus in the event of an impending hurricane, violent storm, or serious flooding. Only the president or his or her designee shall cancel university activities. Local media, including Lamar's KVLU, shall be notified by the President's of any change in university activities. A MIRABEAU e-mail announcement shall be sent to all employees and students announcing any closing.
- 59.4 THREATENING OR SUSPECTED CRIMINAL ACTIVITY. All faculty should report suspected criminal activity and hostile or threatening persons to Campus Police at 880-8305 or x8311.

60. USE OF UNIVERSITY FACILITIES AND BUILDING SECURITY.

- 60.1 USE OF FACILITIES. All university facilities shall be open to faculty groups when they are conducting or sponsoring university-related activities. State property shall not be used for partisan political activity or other activities not clearly related to the functions of the university. The allocation of academic space shall be the responsibility of the provost. Responsibility for allocation of non-academic space is the responsibility of the appropriate vice president or administrative head.
- 60.2 BUILDING SECURITY. To provide proper security for university buildings, students, personnel and property, the following procedures shall be followed:
- a) Students entering buildings or remaining in buildings after posted hours of operation shall have in their possession written authorization approving the access from the appropriate administrator (a building Pass obtained from the appropriate dean or vice president).
 - b) Administrators, in approving access to otherwise closed buildings, shall reasonably attempt to arrange for at least two parties to be present at all times to assure safety.
 - c) All university personnel entering a closed facility shall notify the university police dispatcher of their entry and departure time.
- 60.3 SCHEDULING AND RESERVING FACILITIES. Classroom space shall be scheduled by designated building coordinators. Space for most non-academic functions shall be coordinated through the Office of the Vice President for Student Affairs. Reservations for the University Reception Center in the Mary and John Gray Library shall be made with the coordinator (880-8136). For use of facilities in the Setzer Student Center, the director of reservations and operations (880-8727) should be contacted. For the use of any other facility, faculty should contact the appropriate building coordinator.
- 60.4 SCHEDULING OFF-CAMPUS FACILITIES. Requests for scheduling off-campus facilities, when university funds are required, shall be made through the Office of the Vice President for Finance and Operations.

61. SOCIAL EVENTS WITH ALCOHOL.

It is the policy of Lamar University that alcoholic beverages shall not be possessed, served, or consumed on campus except in *special use* buildings or facilities designated by the president. All social events where alcohol beverages are served shall be subject to the following regulations:

61.1 FACILITY RESERVATIONS.

- a) Use of Lamar facilities shall be granted only to groups or organizations which have the approval of the appropriate building coordinator or the president.
- b) A *Request for Use of Facilities* form must be signed by the organization's president and the university's advisor for the organization. A reservation form must be signed by an appropriate official of the group.
- c) Reservations for use of the Setzer Student Center, outdoor fields, and pavilion facilities are made in the Setzer Student Center Reservations Office (880-8727). Reservations for the University Reception Center of the Gray Library are made by contacting 880-8136. Requests for use of other facilities are made in the offices of the various building coordinators.
- d) Reservation forms must be submitted to the appropriate office at least one week before the scheduled event.

61.2 STIPULATIONS REGARDING TIME AND PLACE. Alcoholic beverages may not be served during the week until after 5:00 p.m. without explicit authorization from the president. Alcohol may be served in authorized facilities Monday-Thursday, 5:00 p.m. until midnight; Friday, 5:00 p.m. until 2:00 a.m.; 10:00 a.m. until 2:00 a.m.; and Sunday, noon until midnight. Ordinarily facilities shall not be open during holiday periods. Beverage and bartender service shall be discontinued thirty minutes prior to the scheduled ending time of an event.

No alcoholic beverages may be possessed, served, or consumed in or near an area while classes are being held or in the residence halls. Alcoholic beverages may be possessed, served, or consumed, with proper authorization by the building coordinator or the president, in the following areas: the Setzer Student Center meeting rooms, Mirabeau's, the Setzer Center Ballroom, Gladys City, the Cardinal Club Room, the Red Room, the Montagne Center, and the University Reception Center of the Gray Library. Any additional areas must be approved by the vice president for student affairs. Alcoholic beverages shall be restricted to the specific area designated on the reservation form.

61.3 FOOD SERVED WITH ALCOHOLIC BEVERAGES. Food shall be served at all events with alcoholic beverages. Arrangements for food shall be made, in advance, with the director of food services. When alcoholic beverages are served, each group/organization shall be responsible for providing the alcoholic beverages in advance of the event. The time and place of delivery and pick-up shall be designated by the building coordinator at the time the reservation is made. Alcoholic beverages must be delivered in bulk by a representative of the sponsoring organization. Neither sponsors nor guests may individually bring alcoholic beverages to a social function.

61.4 ADMISSIONS FEE. An admission fee may not be charged at an event where alcohol is served unless an appropriate alcohol sales license has been obtained, and permission has been given by the vice president for student affairs. University police must have prior notification.

61.5 RESPONSIBILITIES.

- 61.5.1 The president or presiding officer of the organization shall be responsible for the delivery of the alcoholic beverages to the building coordinator or his or her designate.
- 61.5.2 Signatures shall indicate full acceptance of responsibility for the organization's use of the facilities and compliance with state regulations regarding the consumption and distribution of alcohol.
- 61.5.3 A minimum of two police officers is required at all dances or similar events where alcohol is served, or if the building coordinator, advisor, or vice president for student affairs deems them necessary for the event.
- 61.5.4 Any proposed changes to these regulations shall be communicated, in writing, to the university police and to the advisor and/or officers of the sponsoring group or organization and have the prior approval of the vice president for student affairs.
- 61.5.5 The group or organization reserving a facility shall be responsible for any charges resulting from damages and/or cleaning which result from an organization's function.
- 61.5.6 Any violation of these policies shall be referred to the vice president for student affairs for disciplinary action. Violations may result in denial of the use of facilities and/or other disciplinary actions.

61.6 LEGAL CONSIDERATIONS.

- 61.6.1 No State funds may be used to purchase alcoholic beverages or services connected with the use of alcoholic beverages.
- 61.6.2 When alcoholic beverages are served, a fee may not be charged for the event except when provided for by license.
- 61.6.3 All state and local regulations and statutes regarding the possession, serving, and/or consumption of alcohol beverages, and all Lamar policies shall be strictly enforced. Violators of these regulations/statutes/policies shall be subject to disciplinary action by the university and/or civil authorities.

- 61.7 EXCEPTIONS. The president, or his or her designate, upon recommendation from the vice president for student affairs, shall have the prerogative of modifying these policies to serve the best interests of the university.

62. SMOKING/TOBACCO USE POLICY.

Lamar University recognizes and acknowledges the health-related problems associated with the use of tobacco products. The following policies and procedures are intended to minimize the likelihood of exposure to secondary smoke in the workplace or classroom and to promote an educational environment characterized by safety, health, and productivity.

- 62.1 PROHIBITED AREAS. Smoking shall be prohibited in all university facilities, including but not limited to classrooms, laboratories, meeting rooms, studios, restrooms, locker rooms, coffee areas, supply/storage areas, lobbies, halls/corridors, reception areas, private offices, sports facilities, vehicles, cafeteria, dining halls and other eating areas.
- 62.2 OFF-CAMPUS GROUPS. This nonsmoking/tobacco policy shall apply to university facilities used by off-campus groups as well as university groups.
- 62.3 NOTIFICATION. The Human Resources Office shall inform all applicants for employment at Lamar University of the smoking/tobacco policy. The smoking/tobacco policy shall be included in all catalogs, handbooks and related university documents.

63. DRUG-FREE WORKPLACE.

It shall be the policy of Lamar University that the unlawful manufacture, distribution, possession, or use of an illegal and controlled substance at any time on the university's premises is prohibited.

- 63.1 FEDERAL GRANTS AND POLICY. Each employee engaged in the performance of a federal grant shall receive and acknowledge receipt of the university's drug-free workplace policy. Each employee engaged in the performance of a federal grant shall be required to sign a written and dated acknowledgment that he or she has received a copy of the university's drug-free workplace policy (available in the Research Office). A copy of this acknowledgment shall be included in the employee's personnel file.

In addition to the signed and dated acknowledgment of receipt of the drug-free workplace policy, each employee engaged in the performance of a federal grant shall be required to sign and date a written agreement that he or she will abide by the terms of the university's drug-free workplace policy; and that he or she shall notify the university (through his or her administrative supervisor or the Human Resources Office) of any criminal drug convictions (state or federal) for a violation occurring in the workplace no later than five days after such conviction. The employee shall also acknowledge that failure to so notify the university of such convictions shall itself constitute a violation of university regulations, and shall subject the employee to disciplinary action.

- 63.2 NOTIFICATION. The university shall notify the granting agency of any conviction of any employee engaged in the performance of a federal grant within ten days of receipt of notice of such conviction from the employee, or from the time the university otherwise receives actual notice of such conviction.

64. LIBRARY AND UNIVERSITY CENTERS.

- 64.1 MARY AND JOHN GRAY LIBRARY. Faculty members shall be encouraged to use the Mary and John Gray Library facilities, collections, and services. The library staff shall provide information on procedures for obtaining a library card, using the library's resources, ordering materials, placing books on reserve, requesting interlibrary loans, and related services.
- 64.2 SETZER STUDENT CENTER. The Setzer Student Center shall serve as a campus community center and provide a location for students, faculty, and staff to meet and have luncheons, banquets, conferences, and similar activities. A faculty lounge is located on the first floor and is open during regular operating hours of the center.
- 64.3 COMPUTER CENTER. The University Computer Center shall be responsible for providing computer facilities and services to support academic, administrative, and research activities of the university. The Office of Information Systems shall provide assistance and consultative services to faculty members using computer resources in their teaching and research. All faculty members shall receive a university e-mail address and shall have access to other computing resources.
- 64.4 HEALTH CENTER. The university maintains a health center for use by Lamar students. Outpatient service is available for illness or injury that does not require constant supervision. Students requiring intensive medical care will be referred to area hospital emergency facilities. Health care services shall not be routinely available to faculty and staff. Faculty and staff who have minor, work-related injuries may be treated at the Health Center. If an injury appears to be more serious and the employee cannot be moved, the University Police Department should be notified to call the city emergency medical service to transport the injured to a hospital.

65 COMPUTER USE POLICIES AND E-MAIL.

- 65.1 COMPUTER USE POLICIES AND E-MAIL COMMUNICATION. Faculty members are expected to comply with the provisions of the Lamar University's general computer policy and World Wide Web policy. These policies are available in the *Information Resources Institutional Policy and Procedures Manual* and the *Information Resources Security Manual*; both available in the Office of Information Systems (see Appendix L).
- 65.2 E-MAIL COMMUNICATION. Official Lamar University communications may be distributed to faculty, staff and students via university-supplied e-mail addresses. It is expected that all faculty, staff and students will read university e-mail sent to their campus address at least once every week, and that campus actions may be based on this expectation. This policy applies to students during any semester/session/term the student is enrolled and to faculty and staff during periods of contracted employment, except official holidays or other periods when the campus is closed.
- 65.3 OFFICIAL E-MAIL ADDRESS AND COMMUNICATION. An e-mail address through MyLamar, the official university portal (<http://my.lamar.edu>), shall be provided to all faculty, staff and students. Official university announcements shall be sent to the MyLamar address and it is expected that all faculty, staff and students shall their addresses for messages on a regular basis. Other announcements shall appear on the MyLamar site and on the university's homepage (www.lamar.edu).

Policy: Policy on Policies Chapter: II, Policies & Procedures Section 66 Last Approved: 2006

66. POLICY ON POLICIES.

Any member of the faculty or staff or any student, individually or collectively, may prepare a written policy proposal addressing an academic issue or concern for consideration by the Academic Council. The Academic Council may refer the proposal to appropriate university committees or councils for review and recommendation. Once recommendations have been received from the committees and/or councils, the Academic Council will deliberate and support, amend or reject the proposal. The Council's recommendation will be forwarded to the president for final campus action.

CHAPTER III ADVISORY ORGANIZATIONS

The university recognizes the importance of advisory organizations in general policy development and encourages the active participation of faculty members in such organizations. Participation shall be considered a responsibility of the faculty. The recommendations of official university advisory organizations shall be subject to review and action by the president and The Texas State University System Board of Regents.

1. FACULTY SENATE.

The Faculty Senate shall function as the official coordinating body of faculty views relating to the academic activities of the institution and shall provide policy advisement for the administration on all matters pertaining to the welfare, conduct, and involvement of the faculty. The charter and bylaws of the Faculty Senate are located in Appendix B of this handbook.

2. STAFF SENATE.

The Staff Senate shall advise the president on matters concerning university policies and procedures relating to staff employees. The chair and members of the council shall be elected by the staff.

3. UNIVERSITY COUNCILS.

- 3.1 **ACADEMIC COUNCIL.** The Academic Council shall advise the provost on matters pertaining to academic policy and the quality of instruction in all academic programs of the university. The council shall review program proposals in any field of study, inform department chairs of all academic policies recommended by the council, recommend policies pertaining to academic procedures, and recommend changes in academic matters that will improve instruction and standards. The council shall include the deans, the senior associate provost, the associate provost for research, the dean of graduate studies, the registrar, the executive director of continuing and distance education, the Faculty Senate president, the president of the Council of Instructional Departments, the director of the honors program, the director of developmental studies, the executive director of general studies, the director of academic services, the director of the Texas Academy for Leadership in the Humanities, the director of institutional research and reporting, the assistant vice president for information systems, and the president of the Student Government Association. The council shall be chaired by the provost.
- 3.2 **ATHLETIC COUNCIL.** The Athletic Council shall advise the president on matters of policy relating to intercollegiate athletics. Appointed by the president, members of the Athletic Council shall be selected from the faculty, department chairs, deans, administrative staff, and student body. The chair of the Athletic Council shall be designated by the president as the institution's representative to the Southland Conference. Along with the director of athletics and the senior women's athletic administrator, the institutional representative shall be a member of the advisory council, which is the operating body of the conference. The institutional representative shall be the individual designated by the president to cast the university's vote at sessions of the advisory council. In the absence of the president (who is a member of the Board of Directors of the conference), the institutional representative shall represent the university in meetings of the Board of Directors and cast the institution's vote. Likewise, in the absence of the president, the chair of the Athletic Council shall be authorized to represent the university at meetings of the NCAA.
- 3.3 **COUNCIL OF INSTRUCTIONAL DEPARTMENTS.** The Council of Instructional Departments shall advise the president and provost on policies and actions for the improvement of departmental administration and more effective communication within the organizational structure of the university. The council shall review and make recommendations concerning academic policies and procedures that affect departmental operations. Council membership shall consist of the academic department chairs. Members of the council shall elect their officers. The constitution and bylaws of the council are included in Appendix C of this handbook.
- 3.4 **UNDERGRADUATE CURRICULUM COUNCIL.** The Undergraduate Curriculum Council shall report to and advise the provost on matters concerning the undergraduate curriculum, new programs, the core curriculum, graduation requirements, and related curricular issues. The council shall include one tenured faculty member at the rank of assistant professor or higher for each 25 full-time faculty members per college, with a maximum of six faculty representatives per college. In addition, the council shall include a representative from the Faculty Senate, Council of Instructional Departments, and Student Government Association. All members, as well as the chair, shall be elected. The registrar and the

- senior associate provost shall serve as *ex officio*, non-voting members.
- 3.5 EDUCATOR PREPARATION COUNCIL. The Educator Preparation Council shall advise the provost on policies and programs relating to professional education curricula and standards. The membership of the council shall consist of four faculty representatives from the College of Education and Human Development; two faculty representatives from the College of Arts and Sciences; and one faculty representative from the College of Business, the College of Engineering, and the College of Fine Arts and Communication. Members of the council shall be elected from and by the full-time faculty. The dean of the College of Education and Human Development shall chair the council.
- 3.6 EXECUTIVE COUNCIL. The Executive Council shall advise the president on policies and procedures for the university. The provost, the vice president for finance and operations, the vice president for university advancement, the vice president for student affairs, the senior associate provost, the athletic director, the director of public relations, and the executive assistant to the president shall be members of the council. Others may serve on an ad hoc basis as determined by the president. The president shall chair the council.
- 3.7 GRADUATE COUNCIL. The Graduate Council shall advise the dean of graduate studies on policies and procedures relating to the graduate programs of the university. Graduate Council members shall be elected by and from graduate faculty members in departments which offer graduate degrees. The membership of the council shall consist of a graduate faculty representative from each of the colleges (two from Arts and Sciences). The chair of the council shall be the graduate dean.
- 3.8 HONORS COUNCIL. The Honors Council shall advise the provost on policies, procedures, courses and curricula related to the university's honors program. The director of the honors program shall serve in an *ex officio* capacity and chair the council. Two faculty members shall be elected from and by the full-time faculty in each college and the library (four from Arts and Sciences). A representative from the Council of Instructional Departments and the assistant director of the honors program (in *ex officio* capacity) also shall serve on the committee.
- 3.9 RESEARCH COUNCIL. The Research Council shall advise the associate provost for research on matters pertaining to the research programs and activities of the university. Members of the council shall be elected from and by the full-time faculty. The membership shall consist of a faculty representative from each of the colleges (two from Arts and Sciences) and the library. The council shall be chaired by the associate provost for research.
- 3.10 RISK MANAGEMENT COUNCIL. The Risk Management Council shall advise the vice president for finance and operations on policies and programs relating to risk standards and exposure. The membership of the council shall consist of two faculty representatives—one from engineering and the other from nursing—plus a variety of staff members from relevant areas of the university and the Lamar Institute of Technology. The vice president for finance and operations shall chair the council.

- 3.11 STUDENT ADVISING AND RETENTION COUNCIL. The Student Advising and Retention Council shall advise the provost on policies and procedures for effective student advisement and retention. Members of the council shall be elected from and by the full-time faculty from those concerned with advising and retention issues. The membership of the council shall consist of a faculty representative from each of the colleges (two from Arts and Sciences) and developmental studies, plus an *ex officio* representative from the Texas Academy for Leadership in the Humanities, general studies, adult studies, and student affairs. The registrar shall serve as an *ex officio* member. The chair of the council shall be elected from and by the membership.

4. UNIVERSITY COMMITTEES.

- 4.1 ACADEMIC INFORMATION TECHNOLOGY COMMITTEE. The Academic Information Technology Committee shall advise the provost on matters relating to computer services for faculty and instructional needs. The 27 member committee shall consist of three faculty representatives from the College of Arts and Sciences, two representatives from each of the other colleges, and one representative from the library. In addition, there shall be a representative from the Lamar Institute of Technology, the Student Government Association, the Faculty Senate, the Council of Instructional Departments, University Advancement (*ex officio*), and the Academic Council. Also, the coordinator of media services (*ex officio*); the coordinator of library systems (*ex officio*); the chair of computer science (*ex officio*); the assistant vice president for information technology; the director of academic computing; the director of continuing and distance education; the director of data, voice and networking; the chair of the Administrative Information Technology Committee; and the senior associate provost shall serve on the committee. The faculty representatives shall be elected by and from the full time faculty, and the other members shall serve because of their positions. The chair shall be elected from the membership.
- 4.2 ADMINISTRATIVE INFORMATION TECHNOLOGY COMMITTEE. The Administrative Information Technology Committee shall advise the vice president for finance and operations on matters relating to computer services for the administrative sections of the university. This 22 member committee shall complement the Academic Information Technology Committee. Membership shall consist of representatives from information systems; data, voice and networking; the computer center; academic services, the library, the physical plant; finance; university advancement; microcomputer support; human resources; administrative systems; the registrar/records office; institutional research and reporting; and the Student Government Association. In addition, the vice president for finance and operations, the chair of the Academic Information Technology Committee, and representatives from the Lamar Institute of Technology, Lamar State College-Port Arthur and Lamar State College-Orange shall serve. The chair and members shall be appointed by the vice president for finance and operations.
- 4.3 ADMISSIONS COMMITTEE. The Admissions Committee shall serve as an advisory and review body for the provost. This committee also shall hear admissions appeals and review and evaluate admissions criteria. The membership of the committee shall consist of a faculty representative from each college (two from Arts and Sciences), plus a representative from the library. The director of academic services shall serve as an *ex officio* member. Members shall be elected by and from the full-time faculty. The chair shall be elected by the members.
- 4.4 ANIMAL CARE COMMITTEE. The Animal Care Committee shall advise the provost on matters pertaining to the care and treatment of research animals. The membership of the committee shall consist of three faculty representatives plus two representatives from the community. The associate provost for research shall serve as an *ex officio* member and chair the committee. The faculty

members shall be elected by and from the full-time faculty and the community members shall be appointed by the provost.

- 4.5 **BUDGET DEVELOPMENT COMMITTEE.** The Budget Development Committee shall advise the provost and president about funding for new or expanded initiatives. The committee shall solicit budget requests from faculty and staff and make recommendations. Membership shall consist of a faculty representative from each of the colleges, a representative from the library, a representative from the staff, the president of the Council of Instructional Departments, the president of the Student Government Association, the Faculty Senate president, and a representative from the Deans' Council. The vice president for finance and operations, and the director of institutional research shall serve as *ex officio* members. The committee shall be chaired by the senior associate provost. Faculty and library representatives shall be elected by and from the full-time faculty.
- 4.6 **CLASSIFICATION AND COMPENSATION COMMITTEE.** The Classification and Compensation Committee shall advise the associate vice president for human resources and the president on issues pertaining to the classification and compensation of staff positions. Membership shall include two representatives from human resources and the Staff Senate, along with a representative from the library, student affairs, records, the Gulf Coast Research Center, the faculty, information systems and finance. The associate vice president for human resources shall serve as an *ex officio* member. All members and the chair shall be appointed by the president.
- 4.7 **CONTINUING EDUCATION COMMITTEE.** The Continuing Education Committee shall advise the executive director of continuing and distance education and the provost on policies and programs related to the university's external service mission. The committee shall include one faculty representative elected from and by the full time faculty from each college and the library (two from Arts and Sciences), one representative from the Faculty Senate and the Council of Instructional Departments. The executive director shall serve as an *ex officio* member and chair the committee. Students and community representatives from southeast Texas may be assigned to advisory councils for specific programs.
- 4.8 **DISTANCE EDUCATION COMMITTEE.** The Distance Education Committee shall advise the executive director of continuing and distance education and the provost on policies and procedures pertaining to Lamar's delivery of distance education, including two-way interactive delivery, televised courses, web courses, off-campus courses, and related forms of distance education. The members shall include three elected members of the Academic Information Technology Committee, four elected members of the Administrative Information Technology Committee, and a representative of the Student Government Association. The executive director of continuing and distance education shall chair the committee and serve in an *ex officio* capacity.
- 4.9 **FACULTY PROMOTION COMMITTEE.** The Faculty Promotion Committee shall make recommendations to the provost concerning promotions of faculty members (see Chapter II, section 12). The Faculty Promotion Committee shall be comprised of one tenured faculty member from each college and the library. Members shall be elected by and from the full-time faculty (with at least one year of service) in each college/library. In no instance shall a member of the

committee vote or pass a recommendation on a candidate's promotion to an academic rank higher than his or her own. The committee shall elect its chair.

- 4.10 **FACULTY PROMOTION REVIEW COMMITTEE.** The Faculty Promotion Review Committee shall advise the president on issues concerning promotion policies and guidelines directed to it by promotion committees. In addition, the committee shall act as an appellate body for promotion recommendations made by the provost. The committee shall consist of a faculty member from each college (two from Arts and Sciences) and the library, plus two department chairs and a dean. Members of the committee shall be appointed by the president. The committee shall elect its chair.
- 4.11 **FACULTY SALARY EQUITY COMMITTEE.** The Faculty Salary equity committee shall advise the president on matters pertaining to salary equity, both internal and external equity. The committee shall monitor salaries, by rank and discipline, against those for peer institutions. The committee shall consist of a tenured faculty member elected from each college and the library. The director of institutional research and reporting, the associate vice president for human resources and the senior associate provost shall serve as non-voting *ex officio* members. The committee shall elect its chair.
- 4.12 **FACULTY TENURE COMMITTEE.** The Faculty Tenure Committee shall make recommendations to the provost concerning the granting of tenure to faculty members (see Chapter II, subsection 15.3.12). The committee shall be comprised of one faculty member from each college and the library. Members shall be elected by and from the tenured faculty. The committee shall elect its chair.
- 4.13 **FISHER LECTURE SERIES COMMITTEE.** The Judge Joe J. Fisher Lecture Series Committee shall select the Fisher Lecturer and make arrangements for the lecture. The committee shall consist of an elected faculty member from each college (two from Arts and Sciences—one from the liberal arts and one from the sciences) and the library, plus the Student Government Association president and a representative from the Deans' Council, Council of Instructional Departments, Faculty Senate, Lamar Institute of Technology, Lamar State College-Port Arthur, and Lamar State College-Orange. The senior associate provost, a representative of Judge Fisher's family, and three representatives from university advancement shall serve as *ex officio* members. The chair shall be elected by members.
- 4.14 **HISTORICALLY UNDERUTILIZED BUSINESS (HUB) COORDINATING COMMITTEE.** The Historically Underutilized Business Coordinating Committee shall advise the vice president for finance and operations on laws, policies and procedures pertaining to purchases from HUBs. The committee shall consist of a representative from the library, finance and user services, plus the director of the physical plant. All representatives shall be appointed by the vice president for finance and operations who also shall chair the committee.
- 4.15 **INSTITUTIONAL PATENT COMMITTEE.** The Institutional Patent Committee shall advise the president on issues, policies and laws pertaining the patents and copyrights. Membership shall consist of three appointed

faculty members. The provost, the vice president for finance and operations, and the dean of engineering shall serve as *ex officio* members. The associate provost for research also shall serve as an *ex officio* member and shall chair the committee. All members shall be appointed by the president.

- 4.16 INSURANCE AND BENEFITS COMMITTEE. The Insurance and Fringe Benefits Committee shall advise the vice president for finance and operations on matters pertaining to insurance and benefits for university employees. Members shall include two representatives from Lamar University, the Lamar Institute of Technology, Lamar State College-Port Arthur, and Lamar State College-Orange. The associate vice president for human resources, the director of risk management, and a representative from the payroll office shall serve as *ex officio* members. The chair and members of the committee shall be appointed by the Council of Lamar Presidents.

- 4.17 INTERNATIONAL STUDENT AFFAIRS COMMITTEE. The International Student Affairs Committee shall advise the provost on matters affecting the welfare of international students enrolled at Lamar University. Membership shall consist of a faculty representative from each of the colleges (two from Arts and Sciences); a representative from Student Affairs, and two student representatives. The director of the Lamar Language Institute, the director of International Student Affairs, the vice president for research and dean of graduate studies, the director of academic services, the international student liaison, a representative from the international admissions office, the director of the study abroad program and the presidents of the various international student associations shall serve as *ex officio* members. The faculty representatives shall be elected from and by the full time faculty. The chair shall be elected by the members.

- 4.18 LIBRARY COMMITTEE. The Library Committee shall advise the dean of the library and the provost on matters pertaining to library services and resources. Membership shall consist of a faculty representative elected from and by the full time faculty from each of the colleges (two from Arts and Sciences) and a representative from the Student Government Association and the Lamar Institute of Technology. The library dean shall serve as an *ex officio* member. The chair of the committee shall be elected by the members.

- 4.19 LONG RANGE PLANNING COMMITTEE. The Long Range Planning Committee shall advise the president in the formulation of long range and strategic plans for the university. Members of the Executive Council and the physical plant director along with a faculty representative from each college, and representatives from the Faculty Senate, Council of Instructional Departments, Staff Senate, Deans' Council, and the Student Government Association shall serve on the committee, which shall be chaired by the president.

- 4.20 PARKING AND TRAFFIC ADVISORY COMMITTEE. The Parking and Traffic Advisory Committee shall advise the vice president for student affairs on issues pertaining to campus parking and traffic. Membership shall consist of two faculty members, three student members, two staff members, and a faculty and student representative from LIT. The chief of police, the director of the Physical Plant, a representative from the finance office, and the director of parking shall serve as *ex officio* members. Members and the chair shall be appointed by the vice president for student affairs.

- 4.21 **PERFORMANCE EVALUATION/MERIT SALARY INCREASE APPEALS COMMITTEE.** As described in Section 43.7.2, faculty members shall have the right to appeal the most recent merit-based salary increase recommendation. Appeal shall be made to the dean, in writing, within ten working days of notification of the salary increase recommendation. An appeal of the dean's response must be made, in writing, to the provost within ten working days of receipt. In this case, the provost shall convene the University Performance Evaluation/Merit Salary Increase Appeals Committee for review and recommendation regarding the appeal. Membership shall consist of a dean who is elected by the members of the Academic Council of Deans and who will chair the committee; a department chair, elected by the membership of the Council of Instructional Departments; one elected faculty member from each academic college and the library, and one faculty member elected at-large.
- 4.22 **RECORDS MANAGEMENT COMMITTEE.** The Records Management Committee shall advise the university records manager on the inventory, retention, and disposal of university records, open and confidential records, and vital records. In addition, the committee shall assist the manager with state records laws, the management of university forms, and related matters. Membership shall include two staff and two faculty members. The university records manager and the university risk manager shall serve as *ex officio* member, and the records manager shall serve as chair. Members shall be appointed by the president.
- 4.23 **REGISTRATION AND GRADING COMMITTEE.** The Registration Committee shall advise the registrar and the provost on policies and procedures for student registration and grade reporting. Membership shall consist of a faculty representative elected from and by the full time faculty from each of the colleges (two from Arts and Sciences), plus a representative from the records office, student affairs, continuing and distance education, and the Lamar Institute of Technology. The registrar, the director of academic services, the director of services for students with disabilities, the director of institutional research, the director of cashiering, the assistant vice president for finance, the coordinator of International Student Services, and two representatives from the computer center shall serve as *ex officio* members. The chair shall be elected by the members.
- 4.24 **SAFETY AND HEALTH COMMITTEE.** The Safety and Health Committee shall advise the vice president for finance and operations on matters pertaining to safety and public health in the university community. The committee shall review institutional compliance with public health and safety laws. Members shall be appointed by the vice president for finance and operations and shall include the president of the Student Government Association; four representatives from the physical plant; a faculty representative from engineering and nursing; two representatives from the Lamar Institute of Technology and a representative from university housing. The chief of police, the director of the physical plant, the university risk manager, the university safety specialist, a representative from the chemistry department and a representative from continuing education shall serve as *ex officio* members. The risk manager and safety specialist shall serve as chair and secretary of the committee.

- 4.25 SALARY ADMINISTRATION REVIEW COMMITTEE. The Salary Administration Review Committee shall advise the president on general guidelines for salary administration and act as an appellate body for salary administration decisions. Membership shall consist of a faculty representative from each of the college (two from Arts and Sciences) and the library; plus a representative from information systems, student affairs and the physical plant. The associate vice president for human resources, the president of the Faculty Senate and the president of the Staff Senate shall serve as *ex officio* members. The chair and members of the committee shall be appointed by the president.
- 4.26 SCHOLARSHIP COMMITTEE. The Scholarship Committee shall advise the director of academic services and provost on the scholarship programs of the university. Membership shall consist of a faculty representative from each of the colleges (two from Arts and Sciences). The director of academic services and the director of the honors program shall serve as *ex officio* members. The chair shall be elected by the members.
- 4.27 SICK LEAVE POOL COMMITTEE. The Sick Leave Pool Committee shall advise the vice president for finance and operations on policy and requests pertaining to the sick leave pool. Members shall include the director of risk management, the director of the student health center, two representatives from human resources and a representative from the Lamar Institute of Technology, the professional staff and the classified staff. All members and the chair shall be appointed by the vice president for finance and operations.
- 4.28 STUDENT DISABILITY ISSUES COMMITTEE. The Student Disability Issues Committee shall advise the director of services for students with disabilities and the provost on issues pertaining to campus services and accommodations for students with documented disabilities. Membership shall consist of a representative, appointed by the provost, from residence life; communication disorders; university advancement; continuing and distance education; data, voice, and video networking; the library; the student health center and human resources. In addition, three students elected by and from the Student Government Association shall serve along with the director of the physical plant and the director of service for students with disabilities who shall also serve as chair.
- 4.29 STUDENT SERVICES FEE COMMITTEE. The Student Services Fee Committee shall advise the vice president for student affairs on matters relating to the allocation of student service fees. Membership shall consist of five student representatives appointed by the vice president. In addition, two faculty representatives, the vice president for finance and operations, and the vice president for student affairs shall serve as *ex officio* members. Members of the committee shall be appointed by the vice president for student affairs, who shall chair the committee.

- 4.30 TELECOMMUNICATIONS COMMITTEE. The Telecommunications Committee shall advise the vice president for finance and operations on matters relating to the data, voice and video networking services of the university. Members shall include four representatives from the Academic Information Technology Committee (appointed by the chair), four representatives from the Administrative Information Technology Committee (appointed by the chair), and a student representative appointed by the vice president for finance and operations. The director of data, voice and video networking shall serve as an *ex officio* member and shall chair the committee.
- 4.31 UNIVERSITY INFORMATION TECHNOLOGY COMMITTEE. The University Information Technology Committee shall form serve as the umbrella organization for information technology issues on campus. Membership shall include the chairs of the Academic Information Technology Committee and the Administrative Technology Committee, the provost, the vice president for finance and operations, the assistant vice president for information technology, and a representative from the Faculty Senate and Student Government Association. The provost shall chair the committee.

- 5.1 APPOINTMENT GUIDELINES. The following guidelines shall apply in the appointment of members of university councils and committees:
- 5.1.1 Appointments shall normally be for three year terms.
 - 5.1.2 Appointments shall be approved by the president, or the appropriate executive officer, prior to the annual publication of committee appointments.
 - 5.1.3 Appointees shall not serve on the same committee for a second or subsequent appointment without an interval of at least one academic year, unless approved by the president or appropriate executive officer.
 - 5.1.4 With the exception of *ex officio* appointments, no appointee shall serve simultaneously on more than one standing university committee, unless approved by the president.
 - 5.1.5 Officials making university committee appointments should seek the concurrence of appointees and notify their immediate supervisors.
- 5.2 COLLEGE AND DEPARTMENT COMMITTEES. College and departmental committees shall be convened by chairs and deans, as needed or required, to facilitate the policy and decision-making needs of the departments and colleges. Faculty members shall be expected to serve on these committees.

CHAPTER IV FACULTY-STUDENT RELATIONS

1. CLASSROOM ORGANIZATION AND MANAGEMENT.

To attend any class or laboratory section at Lamar, a student must be properly registered with the university and properly listed on an official class roll supplied by the registrar. Names of students auditing courses shall appear on the official rolls. It is each faculty member's responsibility to check all official class rolls for accuracy and to immediately report inaccuracies to the office of records.

Since it is the duty of the instructor to ensure order in his or her classroom, the instructor is authorized to exclude any student from the classroom for causes deemed sufficient by the instructor. Such action must be reported promptly, in writing, to the chair of the department and to the vice president for student affairs. The report should include all pertinent facts and should note: a) that the student has been advised of the reasons for exclusion from class; b) that the student has been afforded an opportunity to state his or her case informally; and, c) that the student has been advised of the right to appeal the action within five days to the University Discipline Committee. The vice president for student affairs shall initiate procedures in accordance with policies set forth in the *Student Handbook* to determine the necessity for, and extent of, university disciplinary action.

- 1.1 MEETING OF CLASSES. Faculty members shall be responsible for meeting their classes. Each instructor is expected to meet class regularly, punctually and for the appropriate length of time. Every effort should be made to notify students in advance of any deviation from the regular class schedule. (see Faculty Absences).
- 1.2 DISMISSAL OF MULTIPLE CLASSES. Planned dismissal of multiple class meetings must be authorized by the department chair, dean, and provost. In emergency situations, such as power failure, sudden illness, or unsafe conditions, the deans may authorize dismissal of those classes under their supervision.
- 1.3 COURSE SYLLABI. Each instructor shall prepare and distribute a syllabus or course outline for each course taught. The syllabus should be essentially the same for all faculty members who teach sections of the same course and may be prepared through committee action in the department. Each department shall maintain a file of current syllabi on all courses taught by the department.
- 1.4 COURSE INFORMATION FOR SYLLABI. During the first class meeting, instructors shall distribute to their students a written syllabus that includes the course title, number and section; instructor contact information; a course subject outline; attendance requirements (including any make-up policy); course requirements; student learning outcomes; required/optional course materials; faculty office hours; and methods to be used in determining the semester grade. In addition, the syllabus should contain a statement about the availability of services for students with disabilities and a statement about academic honesty expectations. Additional policies and procedures may be added at the discretion of the instructor.

- 1.5 **TEXTBOOKS AND RELATED COURSE MATERIALS.** In accordance with university policy, each department shall determine procedures for the adoption of textbooks and related course materials for classes in that department. Adoption of texts and related instructional materials shall require the completion of requisition forms provided by the department chair. Because of availability and inventory issues, departments are urged to provide as much lead time as possible for the bookstore whenever a textbook change is made.
- 1.6 **OFF-CAMPUS SPEAKERS.** Off-campus speakers invited by instructors to address classes and other student assemblies must have the prior approval of the department chair. The instructor shall be responsible for the selection and scheduling of such speakers. All off-campus speakers shall be governed by instructional standards set forth in this handbook and in the TSUS *Rules and Regulations*. The policy for off-campus speakers invited by student organizations is available in the *Student Handbook*.
- 1.7 **OFF-CAMPUS COURSES.** Off-campus courses shall be offered only in accordance with the policies of Lamar University and the Texas Higher Education Coordinating Board. The Office of Continuing and Distance Education shall coordinate the offering of all off-campus courses.
- 1.8 **NEW COURSES AND PROGRAMS.** Before any new course or program may be offered for academic credit at Lamar University, it must be approved by the home department and college (including department and college curriculum committees) as well as by the University Curriculum Council (or Graduate Council as appropriate) , the provost, the TSUS Board of Regents and the Texas Higher Education Coordinating Board.
- 1.9 **OUT-OF-COUNTRY COURSES, PROGRAMS AND TRAVEL.** As a condition of being permitted to take or participate in university sponsored, out-of-country courses or programs (including trips to Mexico, Canada, and U.S. Territories), all employees and students shall first execute a liability waiver and release of claims in favor of the TSUS Board of Regents, Lamar University, and their officers and employees. All out-of-country official courses and programs (including trips to Mexico, Canada, and U.S. Territories) must be approved, in advance, by the president and the TSUS Board of Regents. All out-of-country official travel (including trips to Mexico, Canada, and U.S. Territories) must be approved, in advance, by the president.
- 1.10 **CLASS ATTENDANCE POLICY.** Regular and punctual class attendance is essential to the attainment of the educational mission of Lamar University. Each instructor should formulate an attendance policy consistent with departmental policies and suited to the needs of the particular course. The policy should be included in the syllabus and explained in detail to the class at the beginning of the semester.

The determination of whether an absence is *excused* (or approved) shall be the responsibility of the instructor, except in cases of approved absences for university-sponsored activities. When absences that are not excused seriously interfere with a student's performance, the instructor may recommend to the department chair that the student be administratively dropped from the course (see Ch. 4, Sec. 2.3).

A list of absences excused due to university-sponsored academic activities shall be maintained in the office of the dean. A list of absences excused due to university-sponsored extracurricular or athletic team activities shall be maintained in the office of the vice president for student affairs. As previously noted, absences also may be excused by the instructor. Students with excused absences shall be allowed to make-up examinations and written assignments without penalty. This privilege does not extend to absences that are not excused.

Students may request that the office of student affairs notify faculty members prior to or during an extended absence. This notification shall not constitute the basis for an excused absence from class. Instead, it shall inform instructors of the reason for the absence and the expected date of the student's return to class.

Students with absences excused for university-sponsored activities should present a properly completed *Excused Absence Form* (available in the office of student affairs) to their instructors. If possible, the form, signed by the approving administrator, should be presented to instructors prior to the student's absence. If not possible, the form should be presented immediately upon returning to class. For student bereavement absence policy, see Sec. 1.15.

- 1.11 **POLICY ON STUDENT ABSENCES ON RELIGIOUS HOLY DAYS.** In accordance with *Texas Education Code 51.911*, Lamar University faculty members shall allow a student who is absent from classes for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable period of time after the absence. It shall be the student's responsibility to notify his or her instructor of the forthcoming absence no later than 15 days into the semester.

- 1.12 **EXAMINATIONS.** By the third class meeting, each instructor shall determine and announce the examination policy and approximate examination schedule for the course. The policy and schedule shall be subject to the review and approval of the department chair. All examinations, quizzes and tests, other than make-up and final examinations shall be scheduled during regular class/laboratory periods and no test or examination may be given on the last scheduled class meeting of the fall or spring semester.

Final examinations shall be given in accordance with the published final examination schedule. Exceptions shall be made only with the written approval of the department chair and dean. Such approval must be obtained at least 14 days before the beginning of the scheduled final examination period.

- 1.13 **OFFICE HOURS.** Scheduled office hours shall be established by all faculty members and shall be announced to the faculty member's students, chair, and dean. The minimum number of office hours for each week shall be set by the dean and observance of office hours shall be subject to review by the chair. Office hours shall be posted on the faculty member's office door at the beginning of each semester and kept on file with the chair. Office hours shall occur during the regular working hours of the university (8 a.m. to 5 p.m., Monday through Friday, except for approved holidays). Instructors who are unable to meet office hours shall make a good faith effort to notify their students.

1.14 ACADEMIC DISHONESTY. Lamar University expects all students to pursue their academic interests in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in their academic endeavors both within and outside of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action.

1.14.1 FORMS AND DEFINITIONS OF ACADEMIC DISHONESTY. The university and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty. This includes but is not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion, and the abuse of resource materials.

1.14.1.1 *Cheating* includes:

- a) copying, without authorization from the instructor, another student's test paper, laboratory report, other report, or computer files, data listings, and/or programs;
- b) using, during a test, materials not authorized by the person giving the test;
- c) collaborating, without authorization, with another person during an examination or in preparing other academic work;
- d) knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying,, or possessing, in whole or in part, the contents of test or assignment that has not been administered or specified;
- e) substituting for another student, permitting any other person, or otherwise assisting any other person, to substitute for oneself or for another student in the taking of an examination or test or the preparation of work to be submitted for academic credit;
- f) bribing another person to obtain a test not yet administered or information about such; and
- g) purchasing, or otherwise acquiring and submitting as one's own work any research paper or other written assignment prepared by an individual or firm. (This section does not apply to the typing of the rough and/or final versions of an assignment by a professional typist).

1.14.1.2 *Plagiarism* shall mean the appropriation of another's work or idea and the unacknowledged incorporation of that work or idea into one's own work offered for academic credit.

1.14.1.3 *Collusion* shall mean the unauthorized collaboration with another person in preparing work offered for academic credit.

1.14.1.4 *Abuse of resource materials* shall mean the mutilation, destruction, concealment, theft, or alteration of materials provided to assist students in the mastery of course materials. Academic work shall mean the preparation of an essay, dissertation, thesis, report, problem, assignment, test, creative work or other project that the student submits as a course requirement or for a grade.

- 1.14.2 PROCEDURES. Procedures for initiation of discipline due to academic dishonesty shall be the same for other violations of the Student Code of Conduct (see *Student Handbook*), except that all academic dishonesty cases shall be considered and reviewed by the faculty member, department chair, dean, and provost.

The faculty member shall conduct a complete, thorough, and impartial investigation of the charge of academic dishonesty and determine whether or not the student was responsible for the violation. If the faculty member determines that the student was responsible for the violation, the faculty member may assess an appropriate and reasonable sanction. The student shall be entitled to a written notice from the faculty member explaining the violation, the penalty, and the student's right to appeal the determination of dishonesty and/or the sanction imposed. The faculty member shall forward a copy of the notice to the provost.

If the student does not accept the decision of the faculty member concerning the determination of dishonesty and/or the penalty imposed, the student may appeal to the faculty member's department chair for review of the case. To do so, the student must submit, in writing, a request for an appeal to the chair within five working days of notification of the right to appeal. The student shall be entitled to a written notice of chair's decision and the student's right to further appeal.

If the student does not accept the decision of the chair concerning the determination of dishonesty and/or the sanction imposed, the student may appeal to the dean for review of the case. To do so, the student must submit, in writing, a request for an appeal to the Dean within five working days of notification of the chair's decision. Prior to rendering a decision about an appeal, the dean may request a review of the case and recommendation from the college's student-faculty relations committee. The student shall be entitled to a written notice of the dean's decision and the right to further appeal.

If the student does not accept the decision of the dean, the student may then appeal to the provost for review of the case. To do so, the student must submit, in writing, a request for an appeal to the provost within five working days of notification of the dean's decision. Before rendering a decision, the provost shall convene an *ad hoc* student-faculty relations committee composed of members from the standing student-faculty relations committees from the other colleges to review the case and offer a recommendation. The student shall be entitled to a written notice of the provost's decision. The decision of the provost shall be final.

No disciplinary action against the student shall become effective until the student has received substantive and procedural due process as described above. The provost may decide that a copy of the record pertaining to a case be forwarded to, reside in, and considered by the office of the vice president for student affairs where it then shall be treated as a disciplinary record as described in the *Student Handbook*. If the provost deems that an investigation, perhaps leading to additional judicial action, is warranted, as in the case of flagrant or repeated violations, the provost may request that the student affairs office initiate further action in accordance with the procedures for student discipline as described in *the Student Handbook*.

All letters of appeal shall consist of a summary of the circumstances, a rationale for disagreement with the decision, and all pertinent documentation.

- 1.14.3 **RESPONSIBILITIES OF INSTRUCTORS.** Instructors shall take reasonable and necessary precautions, including the careful administration and monitoring of examinations and assignments, to prevent acts of academic dishonesty.
 - 1.14.4 **DROPPING COURSES OR WITHDRAWING FROM THE UNIVERSITY TO AVOID PENALTIES FOR ACADEMIC DISHONESTY.** Students may not avoid the penalties associated with academic dishonesty as set forth in the course syllabus (e.g., failure in a course or the lowering of a course grade) by dropping the course or withdrawing from the university. The instructor has the right and obligation to change any student initiated drop (Q) or withdrawal (W) to an appropriate grade that reflects the penalty.
- 1.14 **BEREAVEMENT LEAVE.** Students will be granted emergency leave for reason of death in the student's immediate family. Immediate family is defined within this section as the student's spouse or the student's or spouse's parent, brother, sister, grandparent, child or grandchild. Leave must be requested in writing, with appropriate documentation attached (e.g., obituary notice) from the Vice President for Student Affairs who, if the leave is granted, will inform each of the student's instructors. Leave shall normally not exceed three days. Requests in excess of three days must be justified and approved by the Vice President for Student Affairs. A full three days is not automatically granted since it is intended that such leave be limited to the reasonable amount of time needed for travel, funeral arrangements, funeral services and caring for other family members during the immediate period of bereavement. Class days missed as a result of approved bereavement leave will be excused absences, and students should be allowed to make up any work missed as a result. In addition, any course or university deadlines missed will be postponed for an appropriate period of time beginning with the first class meeting subsequent to the end of the leave period. The written notice to the students' instructors must contain a copy of the request (with documentation) as well as a reminder of the right make up missed work.

2. ENROLLMENT AND GRADING POLICIES.

2.1 ENROLLMENT OF CITIZENS 65 OR OLDER. Citizens who are 65 or older may attend courses on a space-available basis without charge of tuition, but may be required to pay certain course-related fees. Such students should contact the finance office for applicable fees.

2.2 ADDS, DROPS AND WITHDRAWALS. Students registering for classes after the regular registration period must solicit and receive, in writing, approval from the instructor and department chair. Such written approval must be presented to the registrar prior to adding a course. Every student's name should appear on the official class roll. Official rolls are distributed by the office of the registrar and class rosters are available to faculty on the *web for faculty* link to Lamar's homepage. The addition of classes by a student after the official audit day (12th class day of a semester or the fourth class of a summer session, see *University Catalog* for specific dates) is highly discouraged and requires the approval of the instructor, department chair, dean and senior associate provost.

A student may drop a course or withdraw from the university without grade penalty during the first few weeks of the semester. For drops or withdrawals after the penalty-free period, grades shall be recorded as *Q*, *W* or *F* indicating that the student was passing (*Q* or *W*) or failing (*F*) at the time of the drop or withdrawal. A grade of *Q* or *W* may not be assigned unless an official drop or withdrawal has been processed through the office of records and registrar. The deadlines for dropping or withdrawing, with or without penalty, shall be published in the official *University Catalog* and *Class Schedule*.

2.3 INSTRUCTOR INITIATED DROPS. When excessive, unapproved absences seriously interfere with a student's performance, the instructor may recommend to the department chair that the student be administratively dropped from the course. Action to drop the student requires the approval of the department chair. If this action is taken after the penalty-free period, a grade of *F* may be recorded for the course. All drop and withdrawal dates shall be published in the *University Catalog* and class schedule. Instructors should explain and define the meaning of *excessive absences* in the course syllabus and/or at the beginning of the course.

2.4 STUDENTS NOT MAKING TUITION INSTALLMENT PAYMENTS. Students participating in the university's tuition installment program who become delinquent in their payments shall be governed by the following policies.

- a) Upon installment default and notice to the instructor from the finance office, the student shall be barred from class attendance.
- b) A student barred from class for a period of ten class days who has not met his or her financial obligation shall be withdrawn by the finance office. Grade assignment will follow the university's general withdrawal policy.
- c) Once withdrawal occurs, a student shall not be reinstated during that semester or term.
- d) While barred from class, the student's absences shall not be considered excused.

2.5 GRADES AND REPORTS.

- 2.5.1 RETURN OF GRADED MATERIALS. Examination grades and test papers should be returned to students within a reasonable time. Only under rare circumstances should written work be withheld from students until the end of the semester.
- 2.5.2 CHANGE OF GRADES. Grades shall remain as recorded and, with the exceptions noted below, may be changed only by the instructor for good cause. In the event the instructor is no longer employed by Lamar University, the department chair and dean shall have the authority to change grades. A written explanation of the basis for the change shall be placed in the university's official files.
- 2.5.3 CHAIR AND DEAN INITIATED GRADE CHANGES. Grades may be changed by the department chair and the dean when the appropriate student-faculty relations committee (see Appendix H), as a result of an appeals process, rules that a faculty member has violated a university policy, failed to implement a previously announced grading policy or acted in an arbitrary or capricious manner.
- 2.5.4 REVIEW OF GRADING. All academic grades for a specific student as well as the methods used by an instructor to determine the grades shall be subject to review by the appropriate department chair and dean when a review is formally requested, in writing, by the student. The review must conform to guidelines set forth by university policy and federal law (see Family Education Rights and Privacy Act in Appendix G). The department chair and dean must approve any grade change requested by an instructor after final semester grades are recorded.
- 2.5.5 OFFICIAL GRADE REPORTS. Each faculty member shall be responsible for submitting official grade reports on all students who are certified as enrolled in class on the audit class day. These grades must be reported in accordance with the schedule as published in the official *University Catalog*. Grades shall be reported using the *web for faculty* link to Lamar University's homepage (www.Lamar.edu). Exceptions must be approved by the department chair.
- 2.5.6 UNIVERSITY GRADING SCALE. Lamar University shall use a traditional four-point grading system. A "C" average (2.00 cumulative grade point average) or higher shall be considered *satisfactory academic progress* (good standing) and shall be a university graduation requirement for baccalaureate degrees. Candidates for graduate degrees must post a "B" average (3.00 cumulative grade point average) or higher for graduation.

Students with *unsatisfactory* cumulative grade point averages (< 2.00) at the end of a semester or session shall be placed on *academic probation* or, under conditions described in the *General Catalog*, shall be suspended from the university. Following the penalty period, suspended students must obtain written permission from the dean prior to attending a fall or spring semester. Summer

terms and mini-sessions shall be open to suspended students. For more information on suspension and probation, see the *General Catalog*.

The grade of "I" shall be given only when a course requirement, including the final examination, has not been completed because of an unavoidable circumstance. If the remaining work is not completed by the end of the next long (fall or spring) semester, the "I" grade shall be changed to an "F" on the student's transcript. Requests for one semester extensions shall be honored by the records office on recommendation from the instructor and department chair prior to the expiration of the normal deadline. Additional information about grades and grading is available in the *General Catalog*.

- 2.5.7 AUDIT CREDIT. A student desiring to register for a course to receive an audit credit grade of "NG" must have the written approval of the department chair and dean prior to the deadline for dropping or withdrawing from a course without penalty.
- 2.5.8 RETENTION OF GRADES. Student grade records for any class should be retained by the instructor for a period of at least three years. In the event the instructor leaves the employment of Lamar University, it shall be the departing faculty member's responsibility to leave all grade records with his or her department chair. The chair shall retain the records.
- 2.5.9 STUDENT APPEAL OF A COURSE GRADE. Prior to beginning the grade appeals process, the aggrieved student should meet with the instructor who awarded the grade to discuss the situation and to attempt to satisfactorily revolve the problem.

The instructor (defined as one who has the responsibility for a class, special problems section, or thesis/dissertation section) has the authority in his or her class over all matters affecting the conduct of the class, including the assignment of grades. Student performance should be evaluated according to academic criteria made available to all students within the first two weeks of each semester, and grades should not be determined in an arbitrary or capricious manner. When a student disagrees with the final grade given by an instructor, fair play requires the opportunity for an orderly appellate procedure. A student must initiate the appeal procedure within 20 school days (excluding Saturday, Sunday, and official student holidays) of the beginning of the semester subsequent to the one in which the grade was awarded if enrolled that semester (otherwise, within 20 school days of the next semester in which the student is enrolled), or 150 calendar days after the issuance of spring semester grades, should the student not be enrolled during either summer semester.

This appellate process does not involve allegations concerning the competence of a faculty member, the fairness of examinations, the difficulty of a course, or matters of a purely academic nature. Rather, its purpose is to provide for the collection and evaluation of evidence shedding light on an allegation that a grade is invalid because of arbitrary capricious or unethical behavior on the part of an instructor of record.

When a student challenges a grade, the burden of proof lies with the student. The student should be certain that his or her case for appeal is complete and thorough. The grade appeal process should be reviewed carefully, and each step should be followed.

It is the student's responsibility to bring an original Appeal Form for Grade Review, copies of which should be available in each departmental office, each dean's office, and from the Offices of Academic Affairs. A procedural checklist and instructions for the Appeal Form are also available from these sources. Additional information concerning the grade review process is available in Section 25 of this chapter, Appendix H of this handbook, and in the *Student Handbook*.

- 2.5.10 STUDENT RECORDS. Official and permanent student records shall be created by and kept in the custody of the Office of Records and the Registrar. Practices and policies regarding access to and the release of these records shall be in strict conformity with the *Family Education Rights and Privacy Act of 1974 (also known as FERPA or the Buckley Amendment)*. Under the provisions of the *Act*, access to student educational records (or personally identifiable information contained therein) may be given to faculty members only if they have a *legitimate educational interest*. Such information must be used only for the purpose requested. Care should be taken that no personally identifiable information other than *directory information* is released without the written authorization of the student. A student's social security number is interpreted as *personally identifiable* and may not be used to post test scores, grades, etc., without the student's written consent.

The *Act* defines *directory information* as that information the institution has declared it will release routinely and has so officially advised students. Any student may advise the institution—via the records office—not to release any or all of the information designated. The categories of information which have been designated as directory information are found in Appendix G. Also, see Appendix G for full text of notice to students as required by *PL 93-380*.

3. ACADEMIC ADVISING, COUNSELING, AND STUDENT SUPPORT SERVICES.

- 3.1 **STUDENT ADVISING.** The overall program of academic advisement shall be the responsibility of the deans. Each college shall offer a comprehensive program of student advisement. Academic advisement shall be available to all students and shall be mandatory for several types of students including freshmen; new transfer students; students restricted under the provisions of the Texas Success Initiative (TSI); students enrolled under the provisions of individual approval; general studies majors; students on probation or returning from suspension; students changing majors; students majoring in nursing, pre-nursing, sociology, social work, criminal justice, seniors and graduate students in the College of Business; all College of Engineering majors; and all majors in communication disorders, music, theater, and dance. Formal advising periods for the university shall be designated and formally announced by the registrar each semester. During these periods, student majors may confer with their academic advisors and obtain approval for courses for the following semester or term.
- 3.2 **CENTER FOR GENERAL STUDIES.** Undergraduate students who have not selected a major field of study shall be placed administratively in the Center for General Studies and shall matriculate toward the bachelor of general studies degree. The colleges shall be encouraged to counsel and actively recruit general studies students into the traditional majors. Academic advising and student counseling is available in the Center.
- 3.3 **SERVICES FOR STUDENTS WITH DISABILITIES.** The Office of Services for Students with Disabilities shall assist disabled Lamar University students in their efforts to be as successful as possible on the campus. Students who have qualifying disabilities may receive registration assistance, tutoring, adaptive equipment, and other personalized services. Faculty and staff are required by law and policy to provide reasonable accommodations to such students. For additional information, contact the coordinator of services for students with disabilities at 880-8026.
- 3.4 **FACULTY SPONSORSHIP OF STUDENT ORGANIZATIONS.** Each recognized student organization shall be required to have at least one faculty sponsor who is a member of the full-time faculty. Faculty members shall be encouraged to participate in student organizations and related extracurricular activities which contribute to the academic growth and development of students.
- 3.5 **CORE CURRICULUM COURSE SUBSTITUTIONS BASED ON DOCUMENTED DISABILITIES.** Any request for a core curriculum course substitution based on a documented and legally recognized disability must be submitted, in writing, to the coordinator of services for students with disabilities. The coordinator shall review all relevant documentation and, if appropriate, forward the request to the department chair of the student's major. After consultation with the student's academic advisor, the chair shall recommend a suitable and appropriate course substitution and forward the recommendation to the dean within which the student's major is located. The dean shall review and forward the recommendation to the provost for a final decision.

All course substitutions must conform to the principle of *reasonable accommodations* and all requests must be submitted to the coordinator of services for students with disabilities as early as possible and preferably within the first year of a student's enrollment at Lamar University. For more information, contact the office of services for students with disabilities (880-8026).

- 3.6 ALLEGED STUDENT ACADEMIC GRIEVANCES. The university has established procedures for the resolution of alleged student academic grievances in a prompt and equitable manner. As a part of this process, a student-faculty relations committee shall exist in each undergraduate college. The full details of the university procedure for students in reference to alleged grievances are listed in the Appendix H.
- 3.7 SCHEDULING OF INTERCOLLEGIATE ATHLETIC EVENTS. Lamar University shall require all intercollegiate athletic programs to schedule all formal events and practices at times that minimize conflict with the class and examination schedules of student-athletes. It shall be the responsibility of the athletic director to familiarize all coaches with this policy and monitor compliance.

CHAPTER V BENEFITS AND SERVICES

1. RETIREMENT BENEFITS.

All full-time faculty members shall be required to participate in either the Teacher Retirement System of Texas or the State's Optional Retirement Program (ORP). Within ninety days from the contract date of employment, faculty members must select one of these programs. Contribution rates, application procedures, and additional information are available in the office of human resources. Faculty members also are covered by social security and are entitled to all the benefits of the program. Salary deductions are made monthly.

2. INSURANCE, ANNUITIES & WORKERS' COMPENSATION

- 2.1 INSURANCE AND ANNUITIES. Members of the faculty may participate in group accidental death insurance, health care insurance, life insurance, dental insurance, and salary continuation plans. Tax-sheltered annuities also are available for faculty. Further information on insurance and annuities may be obtained from the office of human resources.
- 2.2 WORKERS' COMPENSATION. Lamar University's employees shall be eligible for workers' compensation. If a faculty member is hurt at work and the injuries are within the limits set by law, he or she may be entitled to receive benefits. All work-related injuries should be reported to campus police and the office of human resources for appropriate action by the university's safety program.

3. FACULTY LEAVES

3.1 DEVELOPMENT LEAVES (LEAVES OF ABSENCE WITH PAY). Faculty development leaves shall be available to a limited number of faculty members who have had continuous, full-time employment with the institution for at least two years. Requests for development leaves shall be made according to an annual schedule announced by the senior associate provost. Development leaves shall be granted by the Board of Regents upon recommendations made by the Faculty Senate, the provost, and the president. Faculty members may receive development leaves for an academic year, a semester, a summer session, or part of a summer session. Faculty members who are granted a development leave for an academic year shall receive one-half of their base salary. Faculty members who are granted a development leave for one semester or less shall receive a pro-rated share of their base salary.

3.2 BENEFITS AND LEAVES OF ABSENCE WITHOUT PAY. There may be a time when the interests of a faculty member or the interests of the university are best served by granting a leave of absence without pay. Normally a leave of absence without pay shall not extend beyond the end of the fiscal year (August 31). During the leave of absence without pay, additional benefits, such as creditable service toward tenure and promotion, sick leave time, etc., shall not accrue. Employees granted a leave of absence without pay shall retain their classification and all benefits that have been accrued prior to leave.

Employees on leave without pay for less than one calendar month shall continue to have their employer insurance contribution paid by the state; however, when an employee is on leave without pay for a full calendar month, he or she shall be responsible for payment of both the employee and the employer contributions for insurance. Failure to pay these amounts shall result in cancellation of the insurance and a physical exam may be required to have the insurance reinstated.

Upon return from a leave of absence, the employee shall be reinstated in a position that is the same or similar to the position held at the time the leave was granted, with no loss of seniority or benefits. The university abides by the *Family Medical Leave Act* and *Equal Employment Opportunity Commission Sex Discrimination Guidelines*. For additional information, contact the office of human resources.

3.3 SICK LEAVE. Faculty members employed half-time (.50 FTE) or more shall earn sick leave benefits beginning the first day of employment and ending the last day of service. Sick leave benefits shall be earned at the rate of eight hours for each month of employment and shall accumulate with the unused amount of such leave carried forward each month, so long as the total does not exceed the amount of sick leave permitted by the state.

Sick leave with pay may be taken when sickness, injury, or pregnancy and confinement prevent the employee's performance of duty, or when a member of the employee's immediate family is ill. For purposes of regular sick leave, *immediate family* shall be defined as those individuals related by blood, adoption or marriage who are living in the same household or, if not in the same household, are totally dependent upon the employee for personal care or services on a continuing basis. A faculty member who must be absent from duty because of illness shall notify his or her chair at the earliest practical time, generally before scheduled responsibilities are missed.

To be eligible for accumulated sick leave with pay during a continuous period of more than three working days, a faculty member absent due to illness shall send to his or her chair a doctor's certificate showing the cause or nature of the illness. Upon return to duty after sick leave, the faculty member shall, without delay, complete the prescribed application for sick leave and submits it to his or her chair.

Exceptions to the amount of sick leave a faculty member may take must be authorized by the president. Such exceptions shall be authorized on an individual basis after a review of the particular merits of the case. A statement of any such authorized exceptions and the reasons for them shall be attached to the university's payroll voucher for the payroll period affected by such authorized exceptions. Leaves of absence for faculty members who have exhausted accrued sick leave shall be granted on an individual basis by the president upon the written request and recommendation of the provost. Each department shall receive a monthly report which reflects the current sick leave balance. Questions concerning sick leave should be directed to the office of human resources.

4. FACULTY BENEFITS & SERVICES.

- 4.1 EDUCATIONAL ASSISTANCE PLAN. The Educational assistance plan (the *Plan*) provides faculty with assistance in obtaining additional education and training, and is intended to meet the requirements of *Section 127 of the Internal Revenue Code*. Eligible faculty may be allowed to take one course, tuition-free, per semester provided the course maintains or improves the skills required for the faculty member's current job. For additional information, See Appendix O and contact the office of human resources.

Benefits under the plan shall be subject to the availability of specific funds in the university budget. The university shall not be required to make funds available in any given fiscal year. In the event that available funds in any given year are insufficient to support all applications for benefits, benefits shall be funded in order of receipt of properly completed applications until available funds are exhausted.

- 4.2 SALARY CHECKS. Salary checks shall be issued by the payroll office and either delivered to faculty members through department chairs or deposited in local banks or credit unions. Automatic deposit in a local bank or credit union requires written authorization of the faculty member. Payment stubs are available online through Web for Faculty. The first salary check of each contract year shall be dated October 1 and monthly checks shall be available on the first working day of each subsequent month. New faculty members shall have their salaries paid over 12 months unless they request a change in the salary payment method prior to September 15 with the office of human resources. A change in payment method shall not be permitted after that date.
- 4.3 CREDIT UNION. Faculty members are eligible for membership in the Education First Federal Credit Union. A branch office is located near campus at 4695 Rolfe Christopher Drive.
- 4.4 FACULTY MAIL. Each academic department shall be assigned a university post office box number which should be used as the return address for faculty mail. Members of the faculty may rent personal mail boxes for delivery of mail at the Lamar University Post Office (880-8485).
- 4.5 FACULTY USE OF TELEPHONES AND E-MAIL. Telephones for local use shall be available to faculty on an unrestricted basis. Faculty members must have the approval of the department chair before placing long distance, business-related calls. Under no circumstance shall personal long distance calls be charged to university telephones. Telephone and e-mail for personal reasons should not interfere with one's assigned duties and should be restricted to incidental use.
- 4.6 SERVICES PROVIDED BY THE DIVISION OF UNIVERSITY ADVANCEMENT. Many services to faculty are offered by the office of university advancement (880-8419). Among these are assistance in seeking funds for, or producing public relations programs with, the university's various constituencies; advertising and other promotional services for all university activities, programs, and personnel; media relations and news coverage for university events and activities, and graphics support for official university publications.

- 4.7 **DUPLICATING SERVICES.** Faculty materials may be duplicated by departmental offices or by the Copy Center (880-8875). The Quick Copy Center internally charges departments for services. Materials to be duplicated should be presented
- 4.8 **SUPPLIES.** Faculty shall obtain needed classroom supplies through their departmental office. Many supplies and materials are available through Lamar's Supply Center (880-8486) and be requested by the department chair.
- 4.9 **FACULTY PARKING.** Automobiles and other motor vehicles parked on the university's campus must be registered and display an appropriate university permit. Reserved parking areas are available to faculty members and may be obtained by the payment of an annual parking fee. The parking office shall be responsible for these services (880-8696).
- 4.10 **SPORTS PROGRAMS & TEAMS.** Recreational sports programs shall be available to faculty. Programs include weight control, swimming, tennis, golf, handball, racquetball, volleyball, basketball and other activities. These programs shall be provided through the office of recreational sports (880-2306). Faculty members are encouraged to support Lamar athletics. Admission to intercollegiate athletic events is free with a faculty identification card.
- 4.11 **BOOKSTORE.** The University Bookstore, located in the Setzer Student Center, is a Barnes and Noble retail store offering textbooks, supplies, convenience items, and a rental service for commencement regalia. Faculty and staff are eligible for a ten percent discount on all purchases. Off-campus bookstores are available as well.
- 4.12 **CAMPUS FOOD FACILITIES.** Food services are provided in several campus locations and faculty may dine in any of these locations. The Dining Hall, the Nest and Mirabeau's offer meals and snacks for faculty, students and guests. Catering is available also (880-8005).
- 4.13 **CAREER CENTER, COUNSELING SERVICES AND TESTING.** Career counseling, advising, and testing services are provided by the Career Center, located in the Galloway Building (880-8878). Professional staff members are available to assist students with career concerns.

Through the Student Health Center (880-8466), personal and crisis intervention counseling are available. The Health Center staff members are unable to address problems of a long-term therapeutic nature; however, initial consultation is available and, if necessary, off-campus referrals can be made. Students are not charged for counseling sessions and all counseling contacts are confidential.

The office of testing services (880-8444) coordinates testing required by the university; provides individual interest, aptitude, and personality assessment; and, as a National Testing Center, administers the following: the Graduate Record Examination (GRE), the Law School Admissions Test (LSAT), the Graduate Management Admission Test (GMAT), the Scholastic Aptitude Test (SAT), the American

College Testing Program (ACT), the College Level Examination Program (CLEP), the Miller Analogies Test, and the Texas Success Initiative Program (TSI). These tests are administered on scheduled testing dates and require an application and fee payment in advance of the testing day. Information and application forms may be obtained from the Center.

- 4.14 SPEECH AND HEARING CENTER. The Lamar University Speech and Hearing Center (880-8494) is operated as a clinical laboratory for students and as a service for the southeast Texas area. Faculty members and their immediate families may use the center. Benefits—provided at no charge to Lamar University faculty/staff and their immediate families—include audiological (hearing) evaluation, hearing aid evaluation, communication evaluation, and therapy for correction of communication disorders.
- 4.15 UNIVERSITY ORGANIZATIONS OF INTEREST TO THE FACULTY. Numerous university organizations provide social, educational, and cultural activities to faculty. Among these are the Cardinal Club, which provides support for athletic programs of the university; the Friends of the Arts, which provides support for artistic and cultural activities of the university; and the Friends of the Library, which provides support for the Mary and John Gray Library. Faculty members and members of their family are invited and encouraged to join these organizations. New faculty members are encouraged to join the Association of New Faculty.

APPENDICES

APPENDIX A.

SUMMARY OF ACADEMIC ADMINISTRATIVE PROCEDURES

Any employee may develop and submit an academic policy recommendation through normal administrative channels. All parties in the channel should have the opportunity to express agreement or disagreement with the recommendation.

In those areas of responsibility requiring final approval of the President and/or the Board of Regents, the President reserves the right to make decisions without following the listed procedural steps, provided, in the President's opinion, the best interests of the University are served and the decision is subject to the approval or ratification of the Board of Regents. None of the administrative procedures outlined above shall be construed to limit the powers of the Board of Regents as delineated in Sections 108.01 through 108.37 of the Texas Education Code, 1971.

1. FACULTY RELATIONSHIPS

1.1 Employment: Recruitment, evaluation, determination of salary, rank, and appointment

1.2 Termination: Separation of faculty member by resignation, retirement, non-reappointment or dismissal

1.3 Workload Assignment

1.4 Promotion in Rank

1.5 Appointment to Graduate Faculty

1.6 Awarding of Tenure

ADMINISTRATIVE PROCEDURES

Recommendation by Department Chair to Dean to Provost to President to Chancellor to TSUS Board for approval. See Chapter II.

Recommendation by Department Chair to Dean to Provost to President to Chancellor to TSUS Board for approval. See Chapter II.

Assignment of faculty and staff to teaching, research, advising, and service. Recommendation by Department Chair to Dean, approval by Dean. See Chapter II.

Recommendation by Departmental Committee and Department Chair, to College Committee and Dean, to University Committee and Provost, to President, to Chancellor, to TSUS Board; Approval by Board. See Chapter II.

Standards for selection of graduate faculty established by Graduate Council; recommendations by Department Chair and Dean, to Dean of Graduate Studies to Graduate Council. Approval by Graduate Council. See Chapter II.

Recommendation by Departmental

	Committee to Department Chair, to College Committee and Dean, to University Committee and Provost, to President to Chancellor, to TSUS Board of Regents. Approval by Board. See Chapter II.
1.7 Travel and Routine Absence	For in-state or out-of-state travel, recommendation by Department Chair to Dean, approval by Dean, acting for the President. For out-of-country travel or travel to Washington D.C., recommendations through channels to President for approval and subsequent notification to Chancellor and TSUS Board. For out-of-country travel, liability waiver and release of claims are required.
1.8 Leave of Absence Without Compensation	Recommendation by Department Chair to Dean; approval by Dean with notification to Provost and Vice President for Finance and Operations (VPFO).
1.9 Extended Sick Leave with Compensation	Recommendation by Department Chair to Dean to Provost to President; approval by President with notification to Provost and VPFO.
1.10 Development Leaves	Faculty submits request with recommendations from Department Chair and Dean to Faculty Senate; recommendations from Senate to Provost to President. President recommends to Chancellor, to TSUS Board for final approval.
1.11 Salary Administration	
a. Equity and Merit Adjustments	Recommendation by Department Chair to Dean to Provost; approval by Provost within guidelines and funding established by the TSUS Board of Regents. Departments develop merit salary increase plans, approved by Dean and Provost. Equity adjustments established by Provost with recommendations from Chairs and Deans.
b. Cost-of-Living and Across-the-Board Adjustments	For staff only, as all faculty increases shall be based on merit. Recommendation by VPFO to President to Chancellor, to TSUS Board; decision by TSUS Board of Regents within legislative guidelines and policies.
1.12 Annual Evaluation	Faculty member submits completed F2.08; Department Chair reviews, evaluates, and forwards to Dean; Dean reviews and

1.13 Alleged Grievance

evaluates; copy of evaluation returned to faculty member and Provost. See Chapter II.

Aggrieved party seeks resolution at departmental level; unresolved issue is reviewed at college and university level; then by Provost; by President; by Chancellor, by TSUS Board of Regents. See Chapter II.

ACADEMIC ADMINISTRATIVE RELATIONSHIPS

2.1 Appointment of President

By affirmative vote of a majority of the TSUS Board of Regents. The President shall hold office without a fixed term and at the pleasure of Chancellor and TSUS Board. See Chapter II.

2.2 Removal of President

By majority vote of the TSUS Board of Regents.

2.3 Appointment of Provost & Vice Presidents

Search Committee may be appointed by President; input to Search Committee by faculty, Department Chairs, Deans, and Provost/other Vice Presidents; recommendation by Search Committee to President; by President to Chancellor, to TSUS Board of Regents; final decision by Board of Regents. The President shall recommend annually the re-employment of all administrative officers; approval by Board of Regents. See Chapter II.

2.4 Removal of Vice President

Recommendation by President; approval by Chancellor and TSUS Board of Regents.

2.5 Appointment of Academic Deans

Search Committee may be appointed by Provost; input to Search Committee from faculty, Department Chairs, Deans and Vice Presidents; recommendation by Search Committee to Provost to President to Chancellor to TSUS Board of Regents; decision by Board of Regents. The President shall recommend annually the re-employment of all administrative officers; approval by Board of Regents. See Ch. II.

2.6 Removal of Academic Deans

Recommendation by Provost to President; from President to Chancellor to TSUS Board of Regents; approval by Board of Regents.

2.7 Appointment and Removal of Department Chairs and Program Directors

Recommendation by Dean to Provost, to President, to Chancellor to TSUS Board of Regents; decision by Board of Regents. The President shall recommend annually the re-employment of all administrative officers; decision by Board of Regents. See Chapter II.

2.8 Workload Assignments of Department Chairs and Program Directors

Recommendation by Dean to Provost, approval by Provost subject to guidelines and policies established by the University and TSUS Board of Regents. See Chapter II.

2.9 Development Leaves for Department Chairs

Department Chair development leaves to review committee faculty, recommendation to Provost, to President to Chancellor to TSUS Board of Regents; approval by Board. See Chapter II.

3. STUDENT RELATIONSHIPS

ADMINISTRATIVE PROCEDURES

3.1 Admission to the University

Decision by Director of Academic Services within policies established by the University and the TSUS Board of Regents. See *General Catalog*.

3.2 Admission to Major Programs of Study

Decision by Department Chair

3.3 Admission to College of Graduate Studies

Decision by College of Graduate Studies with approval from department in which the degree is offered. Admissions policies are established by the Graduate Council, approved by the University and the TSUS Board of Regents. See *Graduate Catalog*.

3.4 Admission to Graduate Candidacy

Decision by Department Chair; verification by Dean of the College of Graduate Studies. See *Graduate Catalog*.

3.5 Dropping a Course

A course may be dropped without penalty (Q) during the first six weeks of the semester. The last date for dropping without penalty is established in the official University calendar. For drops after this penalty-free period, grades are recorded as Q or F, indicating that the student was passing or failing at the time of the drop. A

student may not drop a course within 15 class days of the beginning of final examinations without permission of Dean. See *General Catalog*.

3.6 Official Summons

If all other attempts to contact a student have been exhausted, administrative officers may ask a faculty member to deliver an official summons to a student in class. The faculty is expected to cooperate in the delivery of summons to their students in their classroom.

3.7 Special Student Admission to the University (of Parolees, Mental Patients, etc.)

Decision and conditions of admission by the Vice President for Student Affairs upon referral by Director of Academic Services.

3.8 Re-Admission of Academically Suspended Students

Decision by Dean of the College with notification to Director of Academic Services.

3.9 Certification of Graduates

Certification by Dean of the College; verification by Registrar.

3.10 Assignment of Grade

Decision by appropriate member of faculty.

3.11 Change of Grade

Decision by appropriate member of the faculty with approval by Department Chair and Dean. Grading subject to due process review, see appendix H.

4. CURRICULUM

4.1 Addition and Deletion of Programs and Degrees

ADMINISTRATIVE PROCEDURES

Recommendation by faculty, Department Chair, College Curriculum Committee, and Dean of the College, within role and scope of the University as established by the Coordinating Board and TSUS Board of Regents; review by University Curriculum Council/or Graduate Council; recommendation by Provost to President, to Chancellor, to TSUS Board of Regents; approval by Board of Regents subject to approval of The Texas Higher Education Coordinating Board.

4.2 Addition and Deletion of Courses and Revisions of Degree Program

Recommendations by faculty, Department Chair, and College Curriculum Committee to Dean; approval by Dean subject to review by the University Curriculum Committee/Graduate Council and the Provost. Final approval by TSUS Board of Regents with subsequent notification to the Texas Higher Education Coordinating Board. Before any course authorized by the Board of Regents and the Coordinating Board can continue to be taught, the course syllabus must be reviewed, once a year, by the appropriate Department Chair.

4.3 Degree Requirements at the College Level

Recommendations by faculty, Department Chair, College Curriculum Committee, to Dean of the College; approval by Dean subject to review by University Curriculum Council/Graduate Council, and Provost.

4.4 Degree Requirements at the University Level

Recommendation by University Curriculum Council/Graduate Council to Provost; consultation between Provost and the Deans' Council and officers of the Faculty Senate and C.I.D.; recommendation by Provost to President; approval by President; final approval by TSUS Board of Regents with subsequent approval by the Texas Higher Education Coordinating Board.

5. FISCAL AFFAIRS

5.1 Assessment of College Needs for Financial Resources

ADMINISTRATIVE PROCEDURES

Recommendation by faculty, Department Chair, Dean of the College and Budget Development Committee to President with copy to VPFO; by President to Chancellor to TSUS Board of Regents.

5.2 Preparation of Budget Requests

Recommendation by faculty and Department Chair to Dean of the College; from Dean to Provost, to President with copy to VPFO, by President to Chancellor to TSUS Board of Regents, Legislative Budget Board, Legislature, and Governor.

5.3 Allocation of Budget Funds

Consultation between Department Chairs and faculty; recommendation by Department Chair to Dean; by Dean to Provost; by Provost to President with copy to VPFO, by President to Chancellor to TSUS Board of Regents.

5.4 Interdepartmental and Intradepartmental Transfer of Funds

Request by Department Chair to Dean; by Dean to Provost to VPFO; approval by VPFO; disapproval requires concurrence of President.

5.5 Intercollegiate Transfer of Funds

Recommendation by Dean to Provost; by Provost to President with copy to VPFO; VPFO to President; approval by President.

5.6 Accounting, Auditing and Financial Reports

Responsibility of VPFO; monthly financial reports to custodians of accounts showing appropriate itemized account status, such as original amount budgeted, amounts spent and encumbered, and balance available.

APPENDIX B.

CHARTER AND BYLAWS OF THE FACULTY SENATE

1. CHARTER OF THE FACULTY SENATE.

- 1.1 **FUNCTION.** The Faculty Senate shall function as the official coordinating body of faculty views relating to the academic activities of this institution, and shall provide policy guidance for the administration on all matters pertaining to the welfare, conduct, and involvement of employed human resources.

The Faculty Senate shall be charged with the responsibility of providing the President and other members of the administration with a consensus of faculty thinking of the following areas of interest:

- a) Academic procedures,
- b) Academic standards, including admission, progress, and graduation,
- c) Development leaves,
- d) Faculty recruitment and employment,
- e) Faculty research,
- f) Faculty retirement, insurance, and fringe benefits,
- g) Faculty tenure, promotion, and termination and
- h) Teaching loads.

Senate deliberation and action may result either from a request for policy guidance by the administration or from the request of the faculty it represents. The Senate may make recommendations to the appropriate official on any matters which it considers to be of concern to the welfare of the faculty.

- 1.2 **PROCEDURE.** The Faculty Senate shall be organized as a legislative body. It shall elect a president and other such officers as provided for in its bylaws. In its bylaws, the Senate shall establish rules to govern its general meetings, executive sessions, special hearings, and other procedural matters. Bylaws may be amended by majority vote, but must be proposed at the meeting prior to the taking of the vote.

The Senate shall determine a regular meeting place, hour, and day for monthly meetings. Minutes of the Senate shall be sent to the President, Provost, Vice Presidents, Academic Deans, and all faculty members. The Senate shall meet at other times on the request of the President, the Provost, the president of the Senate, or on the written request of five members of the Senate.

- 1.3 **INITIATIVE AND REFERENDUM.** Twenty percent of the voting faculty or a simple majority of the voting faculty of a particular College may petition the Faculty Senate to consider a specific proposal. Consideration then must be given this proposal by the Faculty Senate. If 20 percent of the voting faculty requests a referendum on a specific issue, it shall be mandatory upon the Faculty Senate to submit such issue to a vote of the entire voting faculty. A simple majority of those voting are sufficient to approve such proposals. When a vacancy occurs in the office of the President, the Faculty Senate shall ascertain the recommendation of the faculty through use of recognized research techniques and shall serve as the official voice of the faculty in relaying the recommendation to the Board of Regents with a copy to the officer in charge of the

University.

- 1.4 **STRUCTURE AND ORGANIZATION.** Members of the Senate shall be elected for two-year, staggered terms (one-half being elected each year). The terms of office shall begin with the first day of each fall semester. Elections shall be held in March in each academic College under the supervision of the Senate President, Vice President and Secretary. Vacancies shall be filled by special elections called by the Senate President.

Tenured or full-time faculty members, excluding those with administrative assignments at the Instructional Department Chair level or above, shall be eligible to vote for senators if they have completed one year's service at Lamar. These eligible voters shall constitute the voting faculty. Tenured or full-time faculty members, excluding those with administrative assignments at the Instructional Department Chair level or above, shall be eligible to election to the Senate if they have completed three years' service at Lamar prior to assuming office. Senate faculty members who are appointed to interim or permanent administrative assignments at the Department Chair level or above shall resign their Senate position immediately upon appointment and the respective College shall hold an election for that replacement.

Each Academic College shall be represented by at least one at-large senator, together with a number of other senators that normally should not exceed 12 percent of the College's full time faculty computed to the nearest whole number. Each Department within a College shall be represented by a senator elected by the voting faculty of that Department and chosen from the eligible faculty of the College containing the department. Any department with 13 or more faculty members shall elect 2 senators. Each College shall have at least the departmental senators and one at-large senator. If any additional senators are required in order for a College to achieve its 12 percent representation, then the additional senators shall be elected as at-large senators by the faculty of the College. The Library faculty shall elect two senators. The Developmental Program shall elect one senator.

The number of senators to be elected by each Academic College shall be determined by March 1 of each year by the Provost.

2. **BYLAWS OF THE FACULTY SENATE.** (Included for Faculty information only and are not University policies)

- 2.1 **MEETINGS.** The Senate shall hold a regular meeting during the first week of each month, September through May, or, if the University is not in session the first week of a particular month, September through May, the Senate shall hold its regular meeting during the first week the University is in session for that month. Special meetings may be called as stated in the Charter under **PROCEDURE**. All full-time faculty members, exclusive of Department Chairs and above, are welcome to the meetings of the Faculty Senate except in rare cases when either the officers or the Senate deems a closed meeting is necessary. Visitors will be allowed the floor only by Senate invitation. A regularly-scheduled meeting may be canceled or postponed at the immediately-preceding meeting by a two-thirds vote of the membership.

- 2.2 **OFFICERS.** The officers shall be a President, Vice President, and a Secretary. Officers shall be elected annually from the membership following the conclusion of the last regularly scheduled meeting of the spring semester. Newly elected officers will officially hold office from the first regularly scheduled meeting of the following fall semester.

Eligible voters will be the duly elected Senators for the upcoming fall semester. Voting

shall be by secret ballot.

Officers will be elected from a ballot prepared by the Nominations Committee. This committee shall consist of one Senator from each College and the Library. Senators from the separate Colleges and the Library will meet and select a Nominations Committee representative. Results of these meetings will be transmitted in writing to the Secretary of the Senate prior to the April meeting. It will be the responsibility of the Nominations Committee to meet and propose a slate of officer candidates no later than two weeks before the May meeting. The Secretary of the Senate will distribute the list of candidates to each Senator one week before the May meeting.

An officer may be elected to the same office for two successive terms. After a lapse of one year, the individual is eligible again for election to that same office. The individual may be elected to a different office without the one-year lap.

Officers who resign their position without fulfilling the term of their office shall be replaced at the next regular Senate meeting through nominations from the floor and voting by a majority of those senators present.

The Senate shall work with each College Dean to create a plan to assure the balancing of terms of Senate members in accordance with Article 1.4 of the CHARTER. Senate officers shall be responsible for monitoring each College's procedure.

- 2.3 DUTIES OF OFFICERS. The President shall preside at all meetings, appoint committees, and serve as the official representative of the Faculty Senate in situations where such representation is necessary or desirable. With the Vice President and the Secretary, the President shall set priorities for the monthly agenda. The Vice President shall carry out all duties of the President when the President is absent.

The Secretary shall write and distribute minutes and announcements, take care of general correspondence, and be custodians of all Senate records, policies, and proceedings. In the absence of both President and Vice President, the Secretary shall preside until a President pro-tem can be elected. The Secretary shall issue the call for election of Senate members in March and shall receive results of the elections.

- 2.4 AGENDA. An agenda for each regular meeting shall be established, and the membership informed, as far in advance as possible, but with never less than seven days' notice. New business not on the agenda may be introduced, but no action shall be taken until a later meeting. A formal agenda is not necessary when a special meeting for emergency discussion and action is called.

- 2.5 VOTING. Each Senator, including the officers, shall have one vote. Senators shall be regarded as either present or absent; there shall be no substitutes and no proxies. A quorum shall be a simple majority.

- 2.6 PROCEDURES. In all circumstances not covered by the Charter or the Bylaws, Roberts' Rules of Order shall prevail.

- 2.7 DUTIES OF SENATORS. Senators are expected to attend and actively participate in regular Senate meetings, Senate committee meetings, and special called meetings. Senators who are absent from more than three regular Senate meetings in an academic year will be notified that their attendance is unacceptable and that their name will be dropped from the Senate roster, unless the Senate president determines that there are compelling reasons for the absences. The Senate President will call a special election to replace any Senator that has been dropped from the roster.

APPENDIX C.
**CONSTITUTION AND BYLAWS OF THE COUNCIL OF INSTRUCTIONAL
DEPARTMENTS (CID)**

1. CONSTITUTION OF THE COUNCIL OF INSTRUCTIONAL DEPARTMENTS.

- 1.1 NAME. This organization is to be known as the Council of Instructional Departments.
- 1.2 PURPOSE. The purposes of this Council are:
 - 1.2.1 To act in an official advisory and consultative capacity to the University in its decision-making processes.
 - 1.2.2 To promote two-way communication within the organizational structure of the University.
- 1.3 MEMBERSHIP. The membership of this Council shall be limited to the Heads or Chairpersons of the instructional Departments of the University.

2. BYLAWS OF THE COUNCIL OF INSTRUCTIONAL DEPARTMENTS.

- 2.1 OFFICERS. The Executive Committee shall consist of one representative from each undergraduate College selected by and from the Council members from that College. The Council will select a President and any other officers from the membership of the Executive Committee. The executive Committee is charged with setting the agenda and with communicating the findings of the membership to the appropriate quarters within the University.
- 2.2 ELECTIONS. The Executive Committee for the ensuing academic year shall be elected during the month of April each year.
- 2.3 MEETINGS. The Executive Committee shall call meetings as the occasion demands.
- 2.4 COMMITTEES. The Executive Committee shall appoint ad hoc committees as the occasion demands.
- 2.5 VOTING. Findings shall be made by simple majority of a quorum present and voting, a quorum being at least 51 percent of the membership. Changes of the constitution and bylaws shall require a two-thirds majority vote of the full membership. Any member may require a "show-of-hands" vote. However, any five members may require a secret ballot or roll-call vote.
- 2.6 AGENDA. The Executive Committee shall set the agenda. Whenever practical, the agenda shall be distributed in advance of the meeting. Any member may add to the agenda up to three days prior to the meeting. The Executive Committee may invite any person to speak to the Council and to participate in its discussions.

APPENDIX D.
PATENT AND COPYRIGHT POLICY
The Texas State University System

1. COPYRIGHT POLICY.

- 1.1 **PURPOSE AND SCOPE.** The purpose of The Texas State University System copyright policy is to outline the respective rights which a component university and members of its faculty, staff and student body have in copyrightable materials created by them while affiliated with the component university.
- 1.2 **GENERAL POLICY STATEMENT.** Copyright is the ownership and control of the intellectual property in original works of authorship that is subject to copyright law. It is the policy of the Board of Regents that all rights in copyright shall remain with the creator of the work except as otherwise provided by Section 1.3 of this policy.
- 1.3 **OWNERSHIP OF COPYRIGHT.**
 - 1.3.1 The System and its component universities claim no ownership of fiction, popular nonfiction, poetry, music compositions or other works of artistic imagination that are not institutional works. If title to such works vests within a component university, the University, upon request and to the extent consistent with its legal obligations shall convey copyright to the creators of such works.
 - 1.3.2 Copyright of a work commissioned by a component university shall be held by the University.
 - 1.3.3 Copyright of a *work made for hire* (as defined by the Federal copyright law) shall be held by the University.
 - 1.3.4 Copyright of all materials (including software) that are developed with the significant use of funds, space, equipment, or facilities administered by a component university, including but not limited to classroom and laboratory materials, but without any obligation by the component university to others in connection with such support, shall be held by the component university.
 - 1.3.4.1 For the purposes of this policy, the provision of office or library facilities alone shall not be construed as constituting a significant use of funds, space, equipment, or facilities, except in those situations where the office or library facilities were provided specifically to support the development of the material in question.
 - 1.3.5 Copyright ownership of all material (including software) that is developed in the course of or pursuant to a sponsored research or support agreement (i.e., an agreement which provides funds, space, equipment, or facilities for research purposes,) shall be determined in accordance with the terms of such agreement, or, in the absence of such terms, the copyright shall be held by the component university.
 - 1.3.6 Copyright of mediated courseware developed without specific direction or significant support of the component institution shall remain with the employee. No royalty, rent, or other consideration shall be paid to the employee or former employee when that mediated courseware or a modification thereof is used for instruction by the institution. The employee or former employee shall take no

action that limits the institution's right to use the instructional materials and shall provide written notice on the courseware itself of the institution's right of use.

- 1.3.7 Copyright of mediated courseware developed at the specific direction or with the significant use of funds, space, equipment, or facilities of a component institution shall not be used without its written consent. The institution shall have the right to modify the courseware and decide who will utilize it in instruction. The institution may specifically agree to share revenues and control rights with the employee.

1.3.8 Definitions.

- 1.3.8.1 For purposes of this policy, the provision of office or library facilities alone shall not be construed as constituting a significant use of funds, space, equipment, or facilities, unless they were provided specifically to support the development of the material in question.

- 1.3.8.2 Mediated courseware, includes but is not necessarily limited to, instructional materials delivered over the Internet, synchronous or asynchronous video or audio courses, components of courses, or instructional support materials.

1.4 DISTRIBUTION OF COPYRIGHT ROYALTIES.

- 1.4.1 Creators of copyrightable material not owned by a component university, or to which a component university has relinquished any ownership claim, own the copyrights in their works and are free to publish them, register the copyright and receive any revenues which may result there from.

- 1.4.2 Royalty income received by a component university through the sale, licensing, leasing or use of copyrightable material in which a component university has a property interest will normally be shared with the author and the component university where the material originated.

- 1.4.2.1 The net royalties or other net income received by the component university will, in most instances, be distributed under a formula of 50 percent to the author and 50 percent to the component university.

- 1.4.2.2 Any distribution which grants the author more than 50 percent of net royalties shall require approval of the Board of Regents.

- 1.4.2.3 In the event of multiple authors, the proper distribution of the 50 percent author's share shall be determined by their University President, as appropriate.

- 1.4.2.4 The disposition of the 50 percent dedicated to the University is within the discretion of the University President.

- 1.4.3 In the event that an author contributes a personal work to a component university, a written agreement accepting such contribution shall be executed. The terms of the agreement shall include a statement governing the division of royalties between the component university and the author.

- 1.4.4 In cases of extramural funding, the terms of the funding agreement shall govern the division of any royalties that may result from commercialization of materials resulting there from. In the event that the funding agreement vests royalty rights in a component university, and does not provide any royalty share for the author, the author shall be entitled to the same proportionate share he or she would have received if the work had not been extramurally funded. Such a royalty payment to the author, however, may not violate the terms of the funding agreement. Such share shall be a proportion of whatever share is owned by the component

university under the terms of the funding agreement and this policy.

- 1.5 REVISION OF MATERIALS. Materials owned by a component university under the terms of this policy shall not be altered or revised without providing the author a reasonable opportunity to assume the responsibility for the revision. If the author declines the opportunity to revise such material, the assignment of responsibility for the revision will be made by the President.
- 1.6 WITHDRAWAL OF MATERIALS. Materials owned by a component university shall be withdrawn from use when the component university in consultation with the author deems such use to be obsolete or inappropriate. No withdrawal or other discontinuance shall take place that would violate the terms of any licensing or other agreement relating to the materials.

2. PATENT POLICY.

- 2.1 PURPOSE. The universities within The Texas State University System are dedicated to instruction, research, and public service. It is the policy of the Board of Regents of the System that each component university carry out its scholarly work in an open and free atmosphere and publish results obtained there from freely. The Board recognizes that patentable inventions and discoveries may arise on occasion in the course of scholarly work conducted by the employees and students of its component universities. It is the purpose of this policy to insure that such inventions and discoveries are used and controlled in a fashion that maximizes their benefit to the public, the inventor, and the System.
- 2.2 APPLICABILITY. This policy shall apply to all persons employed by a component university of The Texas State University System and to anyone using facilities owned or under the supervision of a component university in connection with the development of a patentable product.
- 2.3 CONDITION OF EMPLOYMENT AND ENROLLMENT. The patent policy of the Board of Regents, as amended from time to time, shall be deemed to be a part of the conditions of employment of every employee of each component university, including student employees, and of the conditions of enrollment and attendance by every student at each component university.
- 2.4 OWNERSHIP. Except as otherwise described in this policy, every invention or discovery or part thereof that results from research or other activities carried out at a component university, or that is developed with the aid of the University's facilities, staff, or through funds administered by the component university, shall be the property of the component university.
- 2.5 INVENTIONS MADE ON OWN TIME. Inventions or discoveries made by University employees or students in their personal time and not involving the use of University facilities are the property of the inventor except in case of conflict with any other applicable agreement.
 - 2.5.1 For purposes of this policy, an individual's *personal time* shall mean time other than that devoted to normal or assigned functions in teaching, extension, University service, or direction or conduct of research on University premises or utilizing University facilities.
 - 2.5.2 The term *University facilities* shall mean any facility, including equipment and material, available to the inventor as a direct result of the inventor's affiliation with the University, and which would not be available to a non-University individual on the same basis.

- 2.5.3 Persons who claim that inventions or discoveries are made on personal time and without the use of University facilities have the responsibility to disclose all such inventions to the University in accordance with the disclosure procedures applicable to inventions made on University time or with the use of University facilities. It shall be the responsibility of the inventor to demonstrate the basis of the inventor's claim that only personal time and no University facilities were utilized.
- 2.5.4 If the inventor so desires, inventions or discoveries made on personal time and without the use of University facilities may be assigned to the University. Under this arrangement, the procedures will be the same as for inventions or discoveries made by University personnel on University time or with the use of University facilities and materials.
- 2.6 PATENTS ARISING FROM GOVERNMENT SPONSORED RESEARCH. Patents on inventions or discoveries arising from research financed by federal, state, or local government may be controlled by the terms of the grants and contracts specified by the government agency sponsoring the research, or by applicable law. In some cases, the sponsoring government agency may claim rights to patents resulting from the sponsored research.
 - 2.6.1 Except as provided by law or by government-supported grants or contracts, or when no patent rights are claimed by the government agency, or when such rights are waived by the government, patent arising from government sponsored research are controlled by this Patent Policy.
 - 2.6.2 When a patent arising out of research supported under government grants or contracts is owned by a component university, that University will, if requested, agree to a non-exclusive royalty-free license for use of such patent by the sponsoring government agency.
 - 2.6.3 If such a patent is owned by the sponsoring government agency, the component university shall be free to use the invention so covered for its own scientific and educational purposes without payment of royalty or other charge, consistent with applicable law.
- 2.7 PATENTS ARISING FROM RESEARCH SPONSORED BY NON-GOVERNMENTAL ENTITIES. Each University must ensure that its facilities and the results of the work of its employees are applied in a manner which best serves the interests of the public. Likewise, the legitimate interests of a private sponsor who provides financial or other support to research carried out through the component university must be considered.
 - 2.7.1 Component universities should normally reserve the right to ownership of patents on inventions or discoveries arising out of research supported in whole or in part by grants or contracts with non-governmental organizations or firms. Contracts or agreements which are entered into between a University and such organizations or firms should contain clauses setting forth such a reservation unless deviations there from are requested by the sponsor and approved by the University consistent with the public interest.
 - 2.7.2 In the interest of fair treatment to the non-governmental sponsors of research, upon request special provisions may be negotiated which grant ownership of patents arising out of research sponsored by a non-governmental organization or firm to the sponsor of such research. In such cases, the University should: (1) retain the right to use the invention or discovery for its own research, educational, and service purposes without the payment of royalty fees, (2) require the sponsor to use due diligence in the commercial use of the invention, and (3) retain the

right freely to publish the results of its research after a reasonable period necessary to protect the rights of the parties and to allow for the filing of a patent application.

- 2.8 UNIVERSITY PATENT COMMITTEE. The President of each component university shall appoint a University Patent Committee, consisting of no less than three members, one of whom shall be designated by the President to serve as chairman of the Committee. Such Committee shall perform the duties delineated in this policy and such other duties as may be assigned to it by the President.
- 2.9 DUTY TO DISCLOSE DISCOVERIES AND INVENTIONS. All individuals covered by this policy have a duty to disclose in writing their inventions and discoveries promptly to the pertinent University Patent Committee.
 - 2.9.1 The duty to disclose arises as soon as the individual has reason to believe, based on his or her own knowledge or upon information supplied by others, that the invention or discovery may be patentable.
 - 2.9.2 Certainty about patentability is not required before a disclosure should be made.
 - 2.9.3 Individuals shall execute such declarations, assignments, or other documents as may be necessary in the course of invention evaluation, patent prosecution, or protection of patent rights, to insure that title in such inventions shall be held by the component university, where this policy indicates the University shall hold title, or by such other parties as may be appropriate under the circumstances.
- 2.10 REVIEW BY PATENT COMMITTEE. The University Patent Committee, after receiving disclosure of an invention, shall forward a recommendation to the University President concerning such discovery. Such recommendation shall include: (1) the committee's opinion whether the University has an ownership interest in the invention in question, or whether such invention was one developed on personal time and without use of University facilities, and (2) whether and how the University should assert and exploit its ownership interest in any invention or discovery.
- 2.11 WAIVER OF UNIVERSITY INTERESTS.
 - 2.11.1 If the University President, after reviewing the recommendation of the University Patent Committee, concludes that an invention or discovery is one developed on personal time and without the use of University facilities, the President shall advise the inventor that the University asserts no ownership interest in the invention or discovery.
 - 2.11.2 If the University President, after reviewing the recommendation of the University Patent Committee, concludes that a component university should not assert and exploit its interest in an invention developed on University time or with the use of University facilities, the inventor shall be notified that he or she is free to obtain and exploit a patent in his or her own right, and the University shall not have any further rights, obligations or duties thereto except as it may specifically reserve.
- 2.12 PATENT MANAGEMENT. The President of each component university, or any person designated by him or her, is authorized to negotiate with reputable agencies or firms to secure for each University arrangements for the management of inventions and discoveries in which the University decides to assert and exploit its ownership interest.
 - 2.12.1 Such management may include, but is not limited to, competent evaluation of invention and discovery disclosures, expeditious filing of applications for patents, and licensing and administration of patents.
 - 2.12.2 A component institution is authorized to administer its own patent management and licensing program without the use of a patent management agent, if it determines that such arrangement may better serve institutional and public interests.

- 2.13 **LICENSES.** The President of each component university may grant licenses for the use of inventions and discoveries in which the University has an ownership interest.
- 2.13.1 It is recognized under some circumstances the granting of an exclusive license may be appropriate because in the absence of such a condition some inventions or discoveries may not reach the market place for the public benefit.
- 2.13.2 Normally, an exclusive license may be granted for a period not to exceed five years, although the President may grant a longer period of exclusive license when he or she deems it advisable.
- 2.14 **ROYALTIES.**
- 2.14.1 In consideration of the disclosure and assignment of invention rights, the inventor, or the inventor's heirs, successors, and assigns, normally shall receive fifty percent (50%) of the net royalties or other net income arising from an invention or discovery, after a deduction for administrative and patent management costs. Administrative and patent management costs include, but are not limited to, the costs associated with the patenting, licensing, and protection of patent rights. The remaining fifty percent (50%) of net royalties shall accrue to the component university responsible for the invention or discovery. Special facts concerning an invention or discovery may warrant a different distribution of royalties.
- 2.14.2 Agreements with respect to royalties shall be in writing and signed by the inventor and the President of the component university.
- 2.14.3 Any agreement which grants the inventor more than fifty percent (50%) of the net royalties shall require approval of the Board of Regents.
- 2.15 **DISPOSITION OF INCOME.** In the disposition of any net income accruing to a component university from patents, first consideration will be given to the promotion of research.
- 2.16 **AVOIDANCE OF CONFLICTS.**
- 2.16.1 Any employee covered by paragraphs 2.17.2, 2.18.1, or 2.18.2 shall report in writing to the component university president, or his or her designee, the name of any business entity as referred to therein in which the person has an interest or for which the person serves as a director, officer, or employee and shall be responsible for submitting a revised written report upon any change in the interest or position held by such person in such business entity. These reports shall be accumulated in the office of the president (or designee), who shall immediately thereafter file his or her report with the System Administrative Office. Upon approval by the Board of Regents, the report shall be submitted to the Governor and Legislature as required by *Section 51.912(c) of the Texas Education Code*.
- 2.16.2 Prior to signing any consulting agreement that deals with patent rights, trade secrets, or the like, where any University time, facilities, materials or other resources are involved, University personnel and students must bring the proposed agreement to the attention of the appropriate administrators of the component university and either obtain a waiver of University rights or otherwise modify the consulting agreement to conform with this policy, as is determined by the University in its discretion.

2.17 EQUITY INTERESTS.

2.17.1 Owned by the University.

In agreements with business entities relating to rights in inventions and discoveries owned by a component university, the component university may receive equity interests as partial or total compensation for the rights conveyed.

2.17.2 Owned by an Employee.

In accordance with *Section 51.92, Texas Education Code*, and subject to review and approval by the president of a component university, employees of a component university who conceive, create, discover, invent, or develop inventions or discoveries may hold an equity interest in a business entity that has an agreement with the University relating to the research, development, licensing or exploration of those discoveries or inventions.

2.17.3 The component university may negotiate, but shall not be obligated to negotiate, an equity interest on behalf of any employee as a part of an agreement between the University and a business entity relating to inventions and discoveries conceived, created, discovered, invented or developed by the employee and owned by the University.

2.17.4 Dividend income and income from the sale or disposition of equity interests held by a component university pursuant to agreements relating to inventions and discoveries shall belong to the University and shall be distributed in accordance with the provisions of this policy. Dividend income and income from the sale or disposition of an equity interest held by University employee pursuant to an agreement between the University and a business entity relating to rights in inventions and discoveries conceived, created, discovered, invented, or developed by such employee shall belong to the employee.

2.18 BUSINESS/MANAGEMENT PARTICIPATION.

2.18.1 By Employees.

Any component university employee who conceives, creates, discovers, invents, or develops an invention or discovery shall not serve as a member of the board of directors or other governing board, or as an officer or an employee (other than as a consultant in accordance with University and System policies and regulations) of a business entity that has an agreement with the University relating to the research, development, licensing, or exploitation of that invention or discovery without prior review and approval by the president of the component university.

2.18.2 For the University.

When requested and authorized by the Board of Regents, an employee may serve on behalf of the Board as a member of the board of directors or other

governing board of a business entity that has an agreement with a component university relating to the research, development, licensing or exploitation of inventions and discoveries.

APPENDIX E.

POLICIES AND PROCEDURES FOR RESEARCH AND SPECIAL PROGRAMS

1. NON-STATE SUPPORTED RESEARCH AND PROGRAMS.

- 1.1 PROPOSAL DEVELOPMENT. All sponsored research and programs are based on agreement to perform certain functions by members of the University. Therefore, a formalized application and acceptance procedure has been established. This involves presentation of ideas, negotiation of terms of the contract, acceptance, and structure for administering the project at hand.
- 1.2 PROPOSALS. All sponsored programs must have a principal investigator or director, who is free to select the program's subject matter within the limits of institutional policy. The investigator/director should devote a significant portion of time to the contracted undertaking and assure the agency in question of performance in the successful completion of the project.
- 1.3 PROPOSAL PREPARATION. Proposal preparation is largely the responsibility of the principal investigator/director. However, the Office of Graduate Studies and Research and its support services are readily available for the efficient production of proposals. Basic services of the Office of Graduate Studies and Research include typing, graphics and assistance with budgeting and cost projections in conjunction with the research analyst of the Vice President for Finance and Operations. In addition, information concerning agency guidelines and funding programs are available through this office and in the reference section of the library.

A proposal checklist (available from the Office of Graduate Studies and Research) for the preparation of a proposal should be completed before a final draft is submitted to assist principal investigators in preparing the proposal as well as to assist Department Chairs, Deans, and administrators in evaluating the administrative and budgetary aspects of these proposals. The checklist includes many factors which are easily overlooked at the time a proposal is prepared but which can cause annoying problems later.

All submitted proposals must have an approval form for Proposals for Special Projects. These forms may be obtained from the Office of Graduate Studies and Research.
- 1.4 REVIEWS. All proposals must be reviewed and formally approved by Department Chairs, Deans, Directors and the Provost and/or delegated representative. All proposals must be in the Office of Graduate Studies and Research a minimum of 10 working days prior to the deadline specified in the contract or grant. Factors considered in the proposal review may include:
 - a) Eligibility of the Investigator--The individual initiating the proposal must be eligible under the policies of the institution to be a principal investigator.
 - b) Educational Component--The proposal should include an educational component that contributes to the academic programs of the institution and provides training and support of students. The proposal should assist in achieving the objectives of the department and the College.

- c) Freedom to Publish--Questions regarding the investigator's right to publish his or her findings should be ascertained.
- d) Presence at the Institution--Will the proposed activity require the investigator to be absent from the institution for extended periods of time? Is such absence warranted, and will this absence be approved by the Department Chair and Dean?
- e) Percentage of Effort--The amount of effort committed by the investigator to the project should be consistent with other duties.
- f) Human Subjects--If the proposed research or project involves the use of human subjects, does the research protocol comply with governmental requirements and with assurances to be filled by the institution?
- g) Care of Laboratory Animals--If warm blooded animals are to be used in the conduct of the research, have provisions been made to insure adequate and humane care in accordance with prescribed institutional and legal standards?
- h) Budget--Is the budget sufficiently detailed, and is it consistent with the subsequent accounting to be rendered for actual costs? Have all the potential cost items been covered in the estimated budget?
- i) Staff Benefit and Indirect Cost Rates--Have the institution's staff benefit and indirect cost rates been properly applied and included in the proposed budget?
- j) Radiation Hazards--In the event that the proposed activity contemplates use of materials or devices that may pose a radiation hazard, such as isotopes or radiation-producing machines, is there evidence of appropriate planning for safety and control?
- k) Safety and Health--Does the proposed project comply with federal Occupational Safety and Health Act and state industrial safety regulations?
- l) Patent Agreements--Have the sponsor's patent terms been considered? Are patent agreements on file for all persons who may be in a position to make, conceive, or first use inventions, improvements or discoveries under the project?
- m) Copyrights and Rights in Data--Have the sponsor's copyright and rights in data terms been considered? Are they acceptable?
- n) Insurance--Does the proposed activity pose any special property or liability insurance questions?
- o) New Staff--Will the proposed activity require new staff? Would such expansion be consistent with the institution's policies?
- p) Space and Equipment--Can the project be housed within existing space? Is it adequately equipped? If not, are requirements for additional space and equipment consistent with the department's priorities?
- q) Cost-Sharing--Is any cost-sharing commitment made in the proposal accurate and consistent with the institution's plans and budgets?
- r) Long-Term Commitments--Does the proposal commit the institution to continue the proposed activity beyond the period of sponsor funding? If so, do budgeting and planning appropriately support such commitments?

- 1.5 FINAL APPROVAL AND SUBMISSION. After final review and approval have been obtained, the proposal information is returned to the Office of Graduate Studies and Research for submission to the contracting or sponsoring agency.

- 1.5.1 **Negotiation.** During the application process for support for extramural sponsors, negotiations often take place at various stages to establish the scope of the activity and terms and conditions under which the work will be performed. These negotiations often take place between principal investigators and an agency official during the preliminary stages of the proposal development and should not involve specific administration of funds received by the institution. These negotiation aspects are the special concern of the Office of Graduate Studies and Research.

Once the formal proposal is submitted, the terms and conditions governing work are established in negotiations between the sponsoring agency and the authorized individuals in the University. The responsible administrative officer will take the initiative in requesting the sponsor to modify provisions to accommodate policy needs of the institution, again coordinating, when appropriate, with the person responsible for conduct of the project and with the other officials of the University.

All salaries and wages of research personnel will correspond to the existing salary and wage policies of the University. Any exceptions must be approved by the Department Chair, Dean, and the appropriate Vice-President in the rough draft proposal writing stages. If, for example, the principal investigator proposed to devote one-half time to a project and the Department Chair and Dean concur that the research project will require one-half time for one year, the principal investigator may list one-half of the yearly salary rate in the grant application. If the grant application is for more than one year, or overlaps a calendar year, the salary for the second year may not exceed the annual salary rate of the principal investigator plus an anticipated salary adjustment. Laboratory and research assistants are to be compensated at established University rates. Exceptions must be justified and approved by the Associate Provost for Research.

- 1.6 **ACCEPTANCE.** Most grants do not require acceptance by a University official. Based on the submitted proposal, the grant becomes a binding contract when awarded. However, some grants and all contracts require acceptance by an authorized official; the Associate Provost for Research has this responsibility.

Notification of the award of the grant shall be immediately relayed to the Office of Graduate Studies and Research. The recipient of a contract or grant shall file with the Office of Graduate Studies and Research, as they become available, all contracts, forms, and correspondence which materially alter the basic contracts and responsibilities of the institution.

The requested number of copies of all reports by a particular agency should be submitted to the Office of Graduate Studies and Research at least 14 days prior to the deadline date required by the grantor. All materials submitted to the Office of Graduate Studies and Research will be forwarded to the proper offices of the University for review and approval.

- 1.7 **IMPLEMENTATION.** Following the award to the institution, the principal investigator will be furnished a copy of the complete agreement to insure understanding of its provisions. The University, through its established procedures in the Finance Office, will authorize the principal investigator/director to commit funds against the project. Responsibility for compliance with terms of the contract rests first with the principal investigator. Monthly budget print-outs will be provided to the Associate Provost for Research.

- 1.8 PATENT, COPYRIGHT AND ROYALTY AGREEMENTS. All specific matters pertaining to patents, copyrights, and royalties must be in accord with current policy as approved by the Board of Regents. See Appendix D, Patent and Copyright Policy, of this *Handbook*.
- 1.9 DELINQUENT REPORT POLICY. The project director/principal Investigator is expected to comply with the conditions of the award as specified by the sponsor and agreed by the institution. Faculty are expected to submit reports as required by the sponsor and meet deadlines for those reports. Faculty with delinquent reports shall not be permitted to submit proposals for additional sponsored projects until past due reports have been submitted.

2. STATE-SUPPORTED RESEARCH AND SPECIAL PROGRAMS.

- 2.1 ORGANIZATION AND ADMINISTRATION. Faculty Research Grants are administered through the Office of Graduate Studies and Research. The Associate Provost for Research is responsible for the administration of all such grants funded through the University budget. In addition, the Dean serves as chairman of the Research Council. The Dean's responsibilities include communication with the faculty regarding deadlines for the submission of proposals, consultation with faculty members engaged in the preparation of proposals, acceptance and the administration of projects including the handling of progress reports and final reports. The Associate Provost for Research also prepares the research budget and supervises all aspects of the faculty research programs.

A Research Council is appointed to award all grants. The membership of this committee consists of a regular member from each College of the University. This Council recommends policies and procedures, determines priorities for use of funds, reviews all submitted proposals, and makes grant awards. To conduct its business the Council meets at regular intervals throughout the academic year.

2.2 GENERAL REQUIREMENTS.

2.2.1 Eligibility.

- a) All full-time members of the faculty and professional staff are eligible to apply for a research grant.
- b) If any eligible member of the University has had a previous research grant from state funds, terminal or progress reports on such research projects must have been submitted and approved by the Office of Graduate Studies and Research.
- c) A proposal by a member who has a thesis or dissertation in progress, but not completed, will not be approved.

2.2.2 Use of Funds.

Research grants are intended to support research which will be completed within the year during which application is made. These grants are made for no more than one year, and application for renewals are considered on their merits.

2.3 PROPOSALS.

2.3.1 Submission.

Each fall and spring semester, written notice is sent to all faculty members stating that applications for research grants are being accepted for the ensuing academic year and indicating the spring deadline for submitting applications. Faculty members who wish to submit proposals may obtain an application form from the Office of Graduate Studies and Research or any College representative serving on the Research Council. Although this cover form is standard for all proposals, it permits each investigator to use initiative in making the presentation. The investigator should visit with the member of the Research Council representing the College who will review the proposal before its submission to the Council and will present the proposal to the Council when it is in session. After consultation, the investigator is requested to submit twelve (12) copies of the proposal for the members of the Research Council.

2.3.2 Procedure for Processing Applications.

The Associate Provost for Research distributes copies of the project proposals to the members of the Research Council for their study. A subsequent meeting of the Council is called to make disposition of the proposals which have been submitted. In this meeting, the following actions may be taken:

- a) The proposal may be funded.
- b) The proposal may be tabled and the investigator requested to provide further information.
- c) The proposal may not be funded.

No specific statement can be made as to what the Council will or will not approve. Generally the Council looks favorably upon proposals that are pilot efforts to investigate the feasibility of larger efforts that could qualify for external sponsorships. Thus, to some extent the Organized Research funds are considered to be "seed capital." This should not be construed to mean, however, that only proposals for research which hold promise for future extra-state support will be considered by the Council. In general, the Research Council is not likely to look favorably upon research proposals which include renewal of seeding efforts that have not been fruitful, exclusively summer research efforts, travel to meetings, and all requests that can be justifiably handled through other sources.

The Research Council will apply the following guidelines in the evaluation of faculty research proposals:

- a) The individuality of the proposal and its significance to the researcher.
- b) Evidence of interdisciplinary project planning, where appropriate.
- c) The use of sound research methodology and/or creative processes.
- d) The reasonableness of the budget request relative to the proposed project.
- e) Evidence of the applicant's awareness of related research in his or her field.
- f) Evidence that the proposal may result in publication or some other creative product of professional merit.

- 2.4 PROCEDURES FOR GRANT HOLDERS. Monies allocated for faculty research are state monies and are distributed through the University budget. Therefore, procedures for expenditures are governed by the same regulations as all other University operations in which state funds are involved. To facilitate the administration of the faculty research program, the following procedures are routed through the Office of Graduate Studies and Research.

2.4.1 Expenditures.

On April 15, the Research Council will review progress made by each Research Council grantee. If, in the opinion of the Council, progress has not been satisfactory in terms of the original proposal, the grantee will be invited to review his or her summer research budget.

Normally, state research funds will not be utilized for extended travel to places outside the state. For this purpose, extended travel is defined as a trip that requires more than seven days at destination. Exceptions to this must have the approval of the President of the University.

All purchases must be approved by the University purchasing agent. No purchase will be paid by the University unless the purchase order carries a University purchase order number. Funds may not be used to purchase duplications of University owned equipment already available to the researcher. Upon request, a list of equipment on inventory to the Office of Graduate Studies and Research and available to researchers will be provided by the Associate Provost for Research.

The employment of anyone, except full-time faculty members, must comply with the Federal minimum wage. Notice of any increase required by law will be provided.

2.4.2 Reports.

2.4.2.1 Progress Reports.

Twelve copies of a written progress report will be submitted by January 15 and April 20 by each recipient of a research grant for evaluation by the Research Council. This report may be a brief but comprehensive written description of the status of the project. No standard form is required. This report, together with other relevant materials, becomes a part of the permanent record of the project.

2.4.2.2 Final Report.

Twelve copies of a formal terminal report are required of each Faculty Research Grant recipient. This is a written account which contains a summary of the project, its findings, and its conclusion. Two copies of an unpublished manuscript, resulting from the supported research, will satisfy this requirement. A proposal for a new project submitted by a former recipient will not be considered until the Associate Provost for Research has approved the final report of the prior project.

2.4.3 Patent, Copyright, and Royalty Agreements.

All specific matters pertaining to patents, copyrights, and royalties must be in accord with current policy as approved by the Board of Regents. See Appendix D Patent and Copyright Policy of this *Handbook*.

2.4.4 Publications.

Recipients of faculty research grants are encouraged to submit articles resulting from their research projects to professional journals. It is required that acknowledgment of the fact that project support was conducted through a Lamar University Organized Research Grant be given in the article.

2.4.5 Return of Equipment.

Equipment purchased with research funds is the property of Lamar University and will be on the inventory and subject to the jurisdiction of the Office of Graduate Studies and Research. When an individual completes the use of a piece of equipment, the Associate Provost for Research should be notified. Equipment on inventory to the Office of Research Sponsored Programs and assigned to a faculty member is to be maintained out of his or her research budget during the period the research is being conducted and subsequently by the department in which the equipment may be placed by the Associate Provost for Research.

2.5 FISCAL MATTERS, REPORTING REQUIREMENTS AND SALARIES.

2.5.1 Expenditures.

All funds received for a contract or grant shall be deposited in a special University account designated for the purpose by the Finance Office and each requisition for expenditure of these funds shall be directed to the Purchasing Agent. Each requisition for expenditure of these funds shall indicate against which item in the approval budget the requisition is to be charged. All projects, grants, and special programs are subject to University regulations concerning federal compliance.

2.5.2 Reassigned Time and Salary.

It is the policy of the University that the first duty of a member of the faculty is to be a highly competent teacher. Research work, projects, and special grant programs should not interfere with teaching or assigned University duties. However, faculty members are permitted to conduct research during the academic year on reassigned time when the research project is able to compensate for such reassigned time. The amount of reassigned time will be determined with the approval of the appropriate Department Chair, Dean, and Vice President. Reassigned time related to research programs should be negotiated at least two months prior to the beginning of the semester or term in which the research shall begin.

The compensation rate for work on special projects is pro-rated and based on the faculty member's nine month salary. It may not exceed the proportionate share of the base salary for any given period. Compensation for services performed outside of the nine-month academic year is permitted (e.g., all or part of a summer term), with the rate of pay based on the regular nine-month salary rate. For example, assume a faculty member has a nine-month base of \$45,000 (\$5,000 per month) and has 25% FTE reassigned time during the Fall and Spring semesters plus three months of 100% FTE summer employment through a sponsored project. In this example, the nine-month salary would remain at \$45,000 and an additional \$15,000 would be paid for the summer (3 months at the \$5,000/month base).

It is the policy of Lamar University not to provide additional compensation above 100% FTE to faculty and professional/administrative employees in sponsored

projects except in unusual circumstances. For those engaged in sponsored projects, additional compensation in excess of 100% FTE may be granted only with advanced approval from both the Provost and the sponsoring agency, and then only when it can be clearly demonstrated that, because of an individual's specialized knowledge or expertise, he/she is the most appropriate individual to provide the services. Further it must be clear that the services are outside the scope of normal job responsibilities and cross college or departmental lines and/or occur at a separate or remote site.

Since intra-university consulting is assumed to be undertaken as a University obligation requiring no compensation in addition to full-time base salary, faculty members who function as consultants or otherwise contribute to a sponsored project conducted by another faculty member of the same institution should receive no financial compensation through the sponsored project unless the project budgets for their reassigned time. Further, as noted above, this additional compensation should be based on the normal nine-month pay rate and the FTE should not exceed 100% except in unusual circumstances.

In accordance with federal and state tax laws, the University deducts from each paycheck the appropriate withholding tax. As individual circumstances require, the University will make payroll deductions for social security tax, annuity premiums, medical insurance, and other such deductions as may be required.

APPENDIX F.
POLICY GOVERNING THE ACCEPTANCE OF GIFTS, BEQUESTS, AND
DONATIONS TO LAMAR UNIVERSITY

It shall be the policy of Lamar University to actively pursue the acquisition of gifts and bequests within the following policy guidelines:

1. The Board of Regents delegates to the President authority to act in its behalf in accepting gifts, and the President shall render at least quarterly reports to the Board of Regents regarding such activities.
2. The Lamar University Foundation shall normally take title to any personal or real property tendered to the University as a gift where such property is not to be used directly by the University. The acceptance of such property shall be in compliance with policies and procedures established by the Trustees of the Foundation.
3. Any non-monetary gifts or bequests which have been tendered to the University shall not be sold or disposed of unless such action is specifically approved by the Board of Regents. All such commitments to expend funds shall be considered in advance of the acceptance of the gift or bequest involved.
4. It shall be the policy of the University to accept real property only when there is a specific anticipated use of such real property or when there is a reasonable expectation of being able to dispose of the property without due delay. It shall not be the policy of the University to accept indiscriminately gifts of real property for the purpose of speculating in the property or merely to assist a donor in disposing of a piece of property for tax purposes. It is anticipated that the Board of Regents will be notified and approve of the acceptance of a gift involving real property in advance of a commitment being made on the part of the University to take title to the property. Any deviation from this procedure shall be approved by the President and only under unusual circumstances. The University shall not establish the value of the personal or real property for tax purposes on behalf of the donor. Where appropriate, the University may require or accept a valid and appropriately prepared appraisal in accepting a gift or in disposing of property in order to substantiate values.
5. Any equipment, books or similar gifts offered to the University shall be accepted only after appropriate consideration by the officials of the University who would have the responsibility and/or the authority to use, employ or otherwise have reason to accept such items on behalf of the University.

APPENDIX G.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

All Lamar University employees are required to abide by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) a Federal law that protects the privacy of student education records. This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA applies to any person enrolled in an institution of higher education, regardless of age. FERPA stipulates that certain student information, including but not limited to grades, grade point average, academic probation/suspension and social security/student identification number, may NOT be given to a third party without the WRITTEN consent of the student who "owns" the information.

Students have the right to inspect and review their own student education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review the records. Schools may charge a fee for copies.

Students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation of compliance with educational programs;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the education institutions;
- Accrediting organizations;
- Releasing the results of a disciplinary hearing to an alleged victim of a crime of violence;
- Disclosure to parents of any student under the age of 21, a violation of federal, state, local or institutional laws/regulations related to substance abuse;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific State law; and
- Disclosure to parents of *dependent students* (IRS definition), with appropriate documentation on file.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, major field of study, classification, participation in officially recognized activities and sports, weight/height of members of athletic teams, honors and awards, dates of attendance and the last educational agency or institution attended. However, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify students annually of their rights under

FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. FERPA rights end at death.

Lamar University employees may not post grades by social security/student identification number (even a partial number) or in any other manner that personally identifies the student. Employees may not allow anyone other than the student or an agent of the university who has a legitimate need to know to see student information on a monitor or hard copy or to have access to such information, unless they have written permission from the student. Parents are not allowed access to such information unless they file a dependent's statement with a photocopy of the page of their federal income tax form listing dependents as proof that the student is their dependent.

Employees, who fail to take proper measures to safeguard this information, place Lamar University at risk. Such employees may be denied access to University data systems. The penalty for FERPA violations could result in the loss of federal funds for the University, including the ability to provide Federal Financial Aid to our students.

Employees using the University Student Information System (SIS) must be constantly aware of FERPA issues. In particular, students may place a "Directory Hold" on release of ANY information about themselves. In those situations, a privacy notice will be displayed in SIS whenever someone authorized to enter the SIS system keys in the student's identification or social security number. When this occurs a warning will appear stating "**Do not give out any information on a student who has placed a 'Directory Hold' on his/her information.**" If the person requesting the information is not the student, please refer them to the Records Office of Lamar University.

All Lamar University personnel must acknowledge that they understand and accept the responsibility of protecting the privacy of students.

The following information concerning student records maintained by Lamar University is published in compliance with the Family Education Rights and Privacy Act of 1974 (PL 93-380).

1. ACCESS TO RECORDS.

Access to educational records directly related to a student will be granted to him or her unless the type of record is exempt from the provision of the law. Prior consent is not required from a student to disclose information to the Comptroller General of the United States, the Attorney General of the United States, the Secretary of State and State and local educational authorities.

2. CHALLENGE OF RECORDS.

A student has the right to challenge records and information directly related to him or her if it is considered to be inaccurate, misleading or otherwise inappropriate. Issues may be resolved either through an informal hearing with the official immediately responsible or by requesting a formal hearing. The procedure to be followed in a formal hearing is available in the Records Office.

3. RELEASE OF INFORMATION.

Access to records by persons other than the student will be limited to those persons and

agencies specified in the statute. Records will be maintained of persons granted such access and the legitimate interest in each case.

The release of information to the public without the written consent of the student will be limited to the categories of information which have been designated by the University as *directory information* which will be routinely released. The student may request this information be withheld from the public by making written request to the Records Office. Directory information includes name, local and permanent address, telephone listing, e-mail*, major, classification, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, with dates and the last educational agency or institution attended.

If a student does not want the information published or given out the student can come by the Records Office in Wimberly 112 and sign a Directory Hold form. If you do not revoke this form in writing, your records remain sealed which includes future employers checking your degree. Please be aware that a directory hold prevents anyone from receiving information about you.

4. PARENTS ACCESS TO RECORDS

The right of parental access to student records may be established by either of two methods: first, by the student filing a written consent statement, or second, by the parent validating the student's dependence as defined by the Internal Revenue Service.

5. EXPUNGING OF RECORDS

Lamar University purges files and records in accordance with the Texas State Records Retention Schedule. A copy of this schedule is kept by the Records Retention Officer in the Records Department. Examples of Records purged are student's enrollment verification letters, graduation applications, and transcript request.

6. TYPES AND LOCATIONS OF RECORDS

The types, locations and names of custodians of educational records maintained by the University are listed in the table below.

AREA OF ADMINISTRATION	TITLE & OFFICE LOCATION	TYPES OF RECORDS
Admissions	Director of Admissions Wimberly Building	Admissions
Academic Colleges	Dean of College	Academic Personnel
Academic Departments	Chair of Academic Department	Academic Personnel
Administration	Vice President for Finance & Operations, Plummer Building	Employee Personnel
Athletic Records	Athletic Director, Montagne Center	Athletics
Computer Center	Director of Computer Center Cherry Building	Academic/Financial/ Personnel
Finance	Vice President for Finance & Operations, Plummer Building	Financial/Obligatory
Financial Aid	Director of Student Financial Aid, Wimberly Building	Financial Aid
Personnel	Director, Human Resources, Human Resources Building	Personnel Records
Records	Registrar, Wimberly	Permanent Academic Building
Student Affairs	Vice President for Student Affairs, Wimberly Building	Student Government, Personnel, Housing, Disciplinary, Test Scores, Student Organizations & Activities, Placement

Note: Medical, policy and guidance records are exempt from access provisions.

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APPENDIX H.

UNIVERSITY PROCEDURES IN REFERENCE TO STUDENT ACADEMIC GRIEVANCES

To provide for the resolution of alleged academic grievances in a prompt, fair, and equitable process throughout the University, Departments, Colleges and other academic Divisions of the University shall follow the grievance and appeals procedures as published in this Appendix. There shall be in each College a Student-Faculty Relations Committee. It shall be comprised of four faculty members, two undergraduate students, and one graduate student. Department Chairs may not serve as a member of this committee. The members of the committee shall be chosen by procedures established by the College. The chair of the committee shall be selected from the faculty members. Upon appointment of the committee, the Dean of the College shall provide a membership listing to the Provost. In the event that any member of the committee is a party to the alleged grievance or is unavailable for an extended period of time, the Dean shall appoint a substitute member.

The Student-Faculty Relations Committee should be involved in an alleged grievance only after normal procedures for resolving issues have been exhausted. The initial step in the normal procedure should be for the aggrieved party (henceforth referred to as *student*), to discuss the issue with the offending party (henceforth referred to as *instructor*). If the issue is not resolved satisfactorily, the student's second step should be to consult with the instructor's Department Chair. If the Department Chair cannot resolve the issue satisfactorily, the matter should be referred to the Dean, who may convene the College's Student-Faculty Relations Committee. The grievance procedure should be initiated within ten working days of the alleged offense.

The aggrieved student should deliver a written statement of the alleged grievance to the Dean within one calendar week of the written response from the Department Chair. The Dean, at his or her discretion, may render a decision about the appeal or convene the Student-Faculty Relations Committee. If the Dean chooses to convene the committee, the written statement shall be submitted to the committee in a timely fashion with the charge to the committee that it will fully investigate the alleged grievance and present appropriate findings and recommendations to the Dean of the College. To be forwarded, Committee findings and recommendations must receive a majority vote. The Dean shall notify all involved persons and the Provost by separate written communication of the committee's findings and recommendations, and his or her decision regarding the grievance. To assure prompt resolution of alleged grievances, the Student-Faculty Relations Committee shall make every reasonable effort to complete its report within two weeks from the date of receipt of the statement of grievance.

In the event that any party involved in the alleged grievance should seek to appeal the decision and/or recommendation of the Dean, a written appeal should be delivered to the Provost within one calendar week of receiving the Dean's decision. The Provost, at his or her discretion, may render a decision or choose to appoint a review committee from the several College Student-Faculty Relations Committees to hear the appeal and offer findings and recommendations before rendering a decision.

Each review committee appointed by the Provost shall be composed of four members of the faculty selected from the Student-Faculty Relations Committees in Colleges other than the College from which the appeal originated, and three student members, one of whom shall be a graduate student, and all of whom shall be majors in Departments other than the Department from which the appeal originated. The review committee shall include both men and women, and members shall elect a chair and assign other responsibilities and adopt appropriate rules of procedure before the initial presentation of the appeal.

Each review committee shall at the conclusion of its considerations report to the Provost one of the following:

- a) *"In the considered opinion of the review committee, the alleged grievance is in fact a grievance resulting from an institutional policy, procedure, or combination of factors, and the specific redress recommended by the committee is..."*

or,

- b) *"In the considered opinion of the review committee, the alleged grievance is not in fact a grievance resulting from institutional policy or procedures, and the appeal is rejected."*

The report of the review committee shall be completed within two weeks following the appointment of the review committee unless an extension is requested and granted by the Provost.

In the presentation of recommendations by the review committee, reference to instructional personnel must comply with the established policies and procedures regulating tenure and the academic administrative procedures as published in this *Handbook*. The President and Board of Regents reserve the right to hear any further appeal.

Additional procedures of grievance/appeal are provided to University students in the following areas of University service:

- a) Student Academic dishonesty (see Section IV, also *Student Handbook*)
- b) Traffic and Parking Regulations (see *Student Handbook*)
- c) Residency Appeals (see *Student Handbook*)
- d) Discrimination and Sexual harassment (see Appendix I and Section II)

Grades remain as recorded by the instructor of record and can be changed, normally, only by the instructor. In the absence of the instructor, the Department Chair and Dean are charged with the responsibility for changing grades. Grades may be changed by the Department Chair, Dean of the College, or Provost if and when, as a result of the appeals process, it is determined that a faculty member has failed to implement a previously announced grade policy or violated a University or TSUS rule or policy.

All academic grades and grading methods are subject to review by the appropriate Chair and Dean when review is requested by a student regarding a specific grade. The Chair and Dean must approve any change in grade requested by an instructor after final grades are recorded.

APPENDIX I.

GRIEVANCE PROCEDURES FOR FILING, PROCESSING, AND RESOLVING COMPLAINTS OF ALLEGED DISCRIMINATION BASED UPON RACE, COLOR, CREED, SEX, AGE, DISABILITY OR NATIONAL ORIGIN

1. INFORMAL PROCEEDINGS.

A complainant may bring an allegation of violation of this policy to any Dean, Vice President, Associate Vice President or any of the resource persons whose name, address, and telephone numbers are available in Student Affairs or the Human Resources Office. Notice of the allegation should be brought to the attention of the appropriate University Official within ten working days of the alleged violation.

This resource person will counsel the complainant as to the options available under this policy, and will direct the complainant to the appropriate authority to hear the complainant. In determining the appropriate authority to whom the complainant shall be referred, the person to whom the complainant initially brings the allegation shall consult with the Director of Human Resources. In selecting the appropriate authority, consideration shall be given to the level of authority of such procedures and channels of communication available for resolution of the complaint and his or her ability to insure that a thorough and timely review of the complaint shall take place.

Once designated, the appropriate authority will cause the complaint to be put in writing and will initiate an informal, preliminary inquiry to determine whether a reasonable basis for the complainant's allegations exists. At this stage of the proceedings, the identity of the complainant shall not be disclosed without the consent of the complainant.

If the preliminary investigation reveals that there is a reasonable basis for believing that a violation has occurred, the person against whom the complaint was lodged will be notified, and the appropriate authority will conduct an administrative review of the complaint including:

- a) review of the allegations by the complainant;
- b) review of the response of the accused to the allegations;
- c) negotiations to resolve the matter in a manner reasonably acceptable to both interested parties.

All the parties involved at this stage should be cautioned not to publicize or divulge either the nature of the proceedings or the identity of the people involved.

If the administrative official determines that a violation of this policy occurred, the administrative official may issue an oral or written warning, demand a promise not to commit such an abuse again, impose mandatory counseling on the individual who violated the policy or take any other sanction which appropriately reflects the severity of the violation of the policy.

2. FORMAL PROCEEDINGS.

If, after the informal proceedings, the appropriate administrative official concludes that there is no reasonable basis for the complaint, the complainant may pursue a formal complaint in accordance with the procedure outlined in this section.

In addition, after the informal proceedings, the appropriate administrative official concludes that there is a reasonable basis to support the allegations of misconduct and takes appropriate steps to bring the matter to a satisfactory resolution, but either the accused or the complainant is not satisfied with the resolution adopted by the administrative official, the administrative official shall initiate the formal proceedings. Formal proceedings hereunder shall take place in accordance with the following guidelines:

- 2.1 FACULTY. A formal complaint filed against a faculty member shall be directed to the Senior associate provost who in turn should notify the appropriate College Dean and Department Chair within two working days of receipt of the complaint. The College Dean and Department Chair should notify the faculty member concerned within five working days whether further investigation or a recommendation for sanctions is warranted.

Under appropriate circumstances, the Dean of the College may decide to convene an *ad hoc* committee to review the facts surrounding the case and make recommendations for resolution of the complaint. Decisions regarding the complaint and any recommendations for sanctions by the College Dean and Department Chair shall be reported to the Provost who shall then advise the President. The President shall notify the faculty member and the complainant of the decision.

- 2.2 STAFF. A formal complaint filed against a staff member shall be directed to the Director of Human Resources who in turn should notify the appropriate Department Chair or Division Head within two working days of receipt of the complaint. This officer should notify the staff member concerned and investigate the case and determine within five working days whether further investigation or a recommendation for sanctions is warranted.

Under appropriate circumstances, the Department Chair may convene an *ad hoc* committee to review the facts surrounding the case and make recommendations for resolution of the complaint. Decisions regarding the complaint and any recommendations for sanctions by the Department Chair or Division Head shall be reported to the Director of Human Resources who in turn shall advise the President. The President shall notify the staff member and the complainant of the decision.

- 2.3 STUDENT. A formal complaint filed against a student shall be directed to the Vice President for Student Affairs who should investigate the case and determine within five working days whether further investigation or a recommendation for sanctions is warranted. Under appropriate circumstances, the Vice President may convene an *ad hoc* committee to review the facts surrounding the case and to make recommendations for resolution of the complaint. The Vice President for Student Affairs shall notify the student and the complainant of the decision.

- 2.4 STUDENT EMPLOYEE. Graduate assistants, whether teaching or non-teaching, and persons holding a post-doctoral appointment will be considered faculty for the purposes of these procedures. All other student employees (graduate and undergraduate) are considered faculty for the purpose of these procedures.

3. REPORTING.

The responsible administrative official for informal proceedings, and the appropriate reviewing committee, board, or panel, in the case of a formal proceeding, shall submit in writing their final recommendation or resolution regarding the complaint to the Affirmative Action Officer of the University.

4. PROTECTION OF THE COMPLAINANT AND OTHERS.

- 4.1 STEPS TO AVOID RETALIATION. All reasonable action will be taken to assure the complainant and those testifying or participating in other ways in the complaint proceedings will suffer no retaliation as a result of their participation. Steps to avoid retaliation may include:
- a) lateral transfer of one or more of the parties in an employment setting and comparable move if a classroom setting is involved;
 - b) arrangements that academic and/or employment evaluations concerning the complainant be made by an appropriate individuals other than one who may be in a position of authority to retaliate;
 - c) counseling of any person(s) who might have a motive and opportunity to retaliate;
 - d) taking such other actions as may be reasonable in the circumstances.
- 4.2 AUTHORITY TO SUSPEND FACULTY. In extraordinary circumstances, the President may, at any time during or after an investigation of a complaint, suspend from teaching responsibilities any faculty member or teaching assistant accused if, after review and investigation, the President finds it is reasonably certain: a) the alleged offense has occurred and b) the accused would be in a position to do immediate harm to members of the University community if the accused continues to teach the class.
- 4.3 AUTHORITY TO SUSPEND STAFF. In extraordinary circumstances, the President may, at any time during or after an investigation suspend the staff member from responsibilities if, after review and investigation, the President finds it is reasonably certain that: a) the alleged offense has occurred and b) the accused would be in a position either to retaliate against, or in any way do serious harm to members of the University community if the accused continues to work in that unit or department.
- 4.4 AUTHORITY TO SUSPEND STUDENT. In extraordinary circumstances, the President may, at any time during or after an investigation of a complaint, suspend an accused student from a specific class or from the University altogether if, after review and investigation, the President finds it is reasonably certain that: a) the alleged offense has occurred and b) the accused would be in a position either to retaliate against, or in any way do serious harm to, the enrollment in that particular class or the University community.

5. APPEAL FROM SANCTIONS.

- 5.1 FACULTY. If a recommendation for suspension or termination is made against a tenured faculty member the faculty member may request a due process hearing as provided in the *Faculty Handbook*. Appeals by non-tenured faculty members are subject to Chapter II of the *Handbook*.
- 5.2 STAFF. Appeals from recommended sanctions against staff personnel shall be handled in accordance with procedures outlined in the *Staff Handbook*.
- 5.3 STUDENT. Appeals from recommended sanctions against students shall be directed to the Campus Discipline Committee as set out in the *Student Handbook*.

- 5.4 RETALIATION PROHIBITED. Retaliatory action of any kind taken against any individual as a result of that person's attempt to seek redress under the applicable procedures if it is prohibited. Such action shall be regarded as a separate and distinct cause for complaint.
- 5.5 MALICIOUS COMPLAINTS. If it is determined that an allegation is totally without foundation, and if there is evidence of malicious intent, the complaint may be subject to disciplinary action.

APPENDIX J.

ETHICAL STANDARDS AND CONFLICT OF INTEREST REGULATIONS

Lamar University recognizes and encourages the involvement of University personnel in private enterprise. Such involvement benefits the community economically and the employee both personally and professionally. However, certain business arrangements or employment opportunities may constitute a breach of ethical standards resulting in a conflict of interest between the University and the employee. The policy of Breach of Ethical Standards, promulgated by the *Texas Government Code*, Chapter 572 and The Texas State University System's *Rules and Regulations*, Ch. VIII. is applicable to Lamar University as follows:

1. BREACHES OF ETHICAL STANDARDS.

Breach of ethical standards may occur in any of the following cases:

- a) conflict of interest,
- b) failure to disclose financial interests,
- c) gratuities and kickbacks,
- d) contingent fees,
- e) restrictions on employment of University employees,
- f) contemporaneous employment prohibited, and
- g) use of confidential information.

2. DEFINITIONS.

The following words and terms, when used in this section shall have the following meanings, unless the context clearly indicates otherwise.

- 2.1 **CONFIDENTIAL INFORMATION.** Information which is available only because of one's status as a University employee.
- 2.2 **DIRECT OR INDIRECT PARTICIPATION.** Involvement through decision, approval, disapproval, recommendations, preparation of any contract, or of any part of a procurement process, influencing the content of any specification of procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity.
- 2.3 **EMPLOYEE.** Employee shall broadly include members, officers and employees of the University, as well as members, officers and employees of other state agencies acting pursuant to delegated authority from the University, or in connection with any matter involving that agency with the University.
- 2.4 **FINANCIAL INTEREST.** Financial interest shall refer either to a personal receipt, or right to receive, money or other valuable property or benefits under the actual or proposed contract; the holding of a position in a business such as an officer, director, trustee, partner, employee, or the like, or holding any position of management; or the ownership of substantial stock, or other interest in a business. Substantial in this context shall not include token ownership or ownership which would not normally be able to influence the

decisions of the business.

2.5 IMMEDIATE FAMILY. Immediate family shall include spouses, parents, brothers, and sisters and sons and daughters of the employee.

2.6 PERSON. A person shall be an individual or business entity.

3. CONFLICT OF INTEREST.

3.1 CONTRACTS. It shall be a breach of ethical standards for any employee to participate directly or indirectly in the procurement of any University contract when the employee knows that:

- a) the employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;
- b) the employee or any member of the employee's immediate family has a financial interest in a business or organization submitting a bid for that contract;
- c) any other person with whom the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

3.2 BLIND TRUSTS AND RETIREMENT PROGRAMS. Employee participation in blind trusts, or retirement programs of business entities, submitting bids to the University shall not be a breach of ethical standards provided disclosure of such participation is made to the University, and no other conflict is shown.

3.3 FAILURE TO DISCLOSE. Failure to disclose financial interests in business entities.

3.3.1 It shall be a breach of ethical standards for an employee to fail to report a financial interest in a procurement, or in a business entity submitting a bid in response to a procurement.

3.3.2 Upon discovery of an actual or potential conflict of interest due to a financial interest in a business entity submitting a bid in response to a procurement, an employee shall promptly file a written statement of disqualification and shall withdraw from further participation, if any, the employee may have in the transaction.

4. GRATUITIES AND KICKBACKS.

4.1 GRATUITIES. It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee, or for any employee to solicit, demand, accept, or agree to accept from another person, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any processing or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or any contract or subcontract, or to any solicitation or proposal therefore.

4.2 KICKBACKS. It shall be a breach of ethical standards for any payment, gratuity, or offer of employment to be made to an employee by or on behalf of a contractor or subcontractor in connection with the award of a contract.

5. PROHIBITION AGAINST CONTINGENT FEES.

- 5.1 CONTINGENT FEES. It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a contract from the University upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.
- 5.2 REPRESENTATION OF CONTRACTOR. Every person, before being awarded a contract by the University, shall represent, in writing, that such a person has not retained anyone in violation of Paragraph (1) above. Failure to do so is a breach of ethical standards.

6. RESTRICTIONS ON RECRUITMENT OF EMPLOYEES.

- 6.1 EMPLOYMENT. No person shall offer an employee of the University, or of any agency exercising delegated authority from the University, employment with the offeror, if that employee is involved significantly in the handling of a procurement in which the offeror is interested.
- 6.2 APPEARANCE OF FORMER EMPLOYEES. A former employee may not appear before the Board of Regents on behalf of any person having business before the University, if the former employee is paid for such appearance, and the appearance involves a specific transaction the former employee was significantly involved with while an employee. Other than such a situation there are no restrictions on former employees in making appearances before the Board.
- 6.3 BUSINESS. It shall be a breach of ethical standards for a business in which an employee has a financial interest knowingly to act as a principal, or as an agent for anyone other than Lamar University, in connection with any:
 - a) judicial or other proceeding, application, request for a ruling, or other determination;
 - b) contract;
 - c) claim; or
 - d) charge of controversy in which the employee either participates personally and substantially through decision, approval, disapproval, recommendation, the rendering of advice, investigation or otherwise, or which is the subject of the employee's official responsibility, where Lamar University is a party or has a direct and substantial interest.

7. CONTEMPORANEOUS EMPLOYMENT PROHIBITED.

It shall be a breach of ethical standards for any employee who is participating directly or indirectly in the procurement or contracting process to become or be, while such an employee, the employee of any person contracting with Lamar University.

8. USE OF CONFIDENTIAL INFORMATION.

It shall be a breach of ethical standards for any employee knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.

9. DISCLOSURE OF BUSINESS.

The University provides a Disclosure of Business Affiliation available through the Human Resources Office. In order to assure compliance with state policies and laws and to protect our employees, each employee of Lamar University with an affiliation with an organization that does business with the University must advise the University by means of the Disclosure of Business form.

10. BREACH OF CONTRACT.

A breach of ethical standards enumerated in Subsection A of this section shall bar the offending person from receiving a contract which may have been awarded to such person except for the breach. If a contract has already been awarded, the University may decide to cancel the contract, or, where applicable remove the person from University bidders' lists. An employee who breaches ethical standards as set out in this section may be reprimanded, suspended or dismissed.

APPENDIX K.

POLICY STATEMENT ON ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

Acquired Immune Deficiency Syndrome (AIDS) is a fatal disease which has become a nationwide public health problem. In health related matters Lamar University acknowledges the seriousness of this problem and follows the guidelines of recognized authorities including: The National Center for Disease Control, the United States Public Health Service, the Texas Department of Health and the American College Health Association. Further, the University shall conform its actions to the Texas Communicable Disease Prevention and Control Act and other law.

There is no current evidence that individuals infected with Human Immunodeficiency (HIV), the *AIDS Virus*, can infect other individuals by casual contact. Accordingly, there is no reason to exclude individuals with the Acquired Immunodeficiency Syndrome, (AIDS), AIDS-Related Complex (ARC), or a positive test for antibody to HIV Virus, from campus academic, social, or cultural activities. Therefore, on the basis of current knowledge of the disease, individuals sharing common living space, work or study areas, libraries, classrooms, recreational facilities, and theaters do not represent a problem or public threat to the campus community.

Students and employees of the University who may become infected with the AIDS virus shall not be excluded from enrollment or employment, or restricted in their access to University services or facilities, unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual or of other members of the University community.

When circumstances arise that require review, the President will seek the advice of the Director of University Health Services, the attending physician, the University Safety and Health Committee and any other relevant parties. An opportunity will be provided for any person involved to discuss his or her circumstances. Members of the University Safety and Health Committee will be available to review the issues and provide recommendations to the President for resolution.

In the event of public inquiry concerning University policy, programs, or statistics related to AIDS on campus, the Vice President for University Advancement will serve as the official spokesperson for the University and will enlist the cooperation of the Director of the University Health Service and the University Safety and Health Committee as necessary to prepare an appropriate response. All inquiries from the press, elected public officials, or the public in general will be referred to the spokesperson. The medical records of individuals shall remain confidential, but public information shall be disclosed upon request in accordance with the Texas Open Records Act, the Family Education Rights and Privacy Act, and the Texas Communicable Disease Prevention and Control Act. General information and national statistics considered public knowledge are not subject to restriction.

In the event an individual is identified with AIDS, or a positive test for AIDS, ARC, or a positive test for HIV antibody, appropriate existing University resources for emotional, educational, social, and medical support will be made available to all concerned individuals.

Persons who know, or have a reasonable basis for believing, that they are infected with the AIDS virus are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly in accordance with such knowledge for the protection of other members of the University community.

APPENDIX L.

GENERAL WORLD WIDE WEB USE POLICY

This policy is a summary of the World Wide Web (WWW) policy found in the Information Resources Security Manual (IRSM). Refer to the IRSM for details concerning WWW usage.

Lamar University recognizes the value and potential of utilizing the Internet and so allows and encourages students, staff, and faculty to use this facility within established guidelines. Units may create electronic home pages, personal pages and publications pages that carry out official University business in support of the University's mission. Contents of all electronic pages must be consistent with Lamar University and Texas State University System policies and local, state, and federal laws. This includes links to other pages or computers; therefore, a page may be considered in violation if it contains links to a page that violates the policy.

All unit websites and pages that are the electronic equivalent of a printed publication will be in a format as prescribed by the Web Advisory Committee. Copyright laws apply to electronic publishing as well as print publishing. Electronic publications are subject to the same University policies and standards as print publications.

Lamar University resources may not be used to create web pages primarily for personal business or personal gain, except as permitted by other University or System policies. Personal pages that provide information about individuals are allowed and encouraged. All web authors publishing to pages or sites housed on Lamar University web servers are required to be familiar with and abide by the standards and policies set forth within.

I. OVERVIEW.

Lamar University, through its connection to the Internet computer network, provides Lamar faculty, staff and students with access to the World Wide Web (WWW) information facility. Throughout the WWW, information is made available through online documents called "pages." An organized group of pages is referred to as a website, and the base page (similar to a table of contents) is commonly known as the "home page." Pages are stored and maintained on network-connected computers called Web servers.

The World Wide Web is a powerful tool used to present information in a convenient and dynamic format to users of the Internet or an intranet. Recognizing the scope of the WWW and its impact on the University, the President shall appoint a Web Advisory Committee. The committee will meet at least once each semester and will act as the general manager of the Class I Official Lamar University website and its policies.

For purposes within this document, the term "webmaster" refers to one or more Lamar University employees assigned by the department of Systems and Programming to perform tasks as set forth in this document.

For the purposes of clarification, the Lamar University website will be divided into three separate classifications as follows:

Class I Official Pages are pages that represent the university as a whole and do not represent a particular unit, department, or college. These pages are developed and maintained by the webmaster, and the Division of Institutional Advancement is responsible for its content, timeliness, and adherence to these policies.

Class II Official Pages are sub-sites of the Lamar University website that represent individual departments, units, or colleges. These pages are developed and maintained by each department individually, and each department is responsible for its content, timeliness, and adherence to these policies.

Unofficial pages are personal pages that do not represent Lamar University and belong to and are maintained by faculty, staff, or students. Their respective owners are responsible for their content, timeliness, and adherence to these policies.

2. PURPOSE.

The purpose of policies set forth by the Web Advisory Committee for World Wide Web publishing at Lamar University shall be to define the scope of the Official Lamar University website and its appropriate use. It is also the purpose of these policies to ensure that everyone creating University Unit web pages, as well as personal pages, is working from the same assumptions and understands and complies with all policies and laws governing such endeavors.

- 2.1 GENERAL. Contents of all electronic pages must be consistent with Lamar University and Texas State University System (TSUS) policies and all local, state and federal laws. This includes links or automatic refreshes to other pages or computers; therefore, a page may be considered in violation if it contains links or automatic refreshes to a page that violates the policy. Violations will result in appropriate corrective action.

All web publishers are responsible for knowing Lamar University's publishing policies. These policies will be shown on a page linked from the Official Lamar University website and will include statements about relevant TSUS policies, copyright laws, intellectual property policies, and relevant state and federal statutes. The Lamar University Computer Use policy will also be linked.

World Wide Web servers, or the material contained within these servers, operating within Lamar University's telecommunications infrastructure, may not be used in any manner prohibited by law or disallowed by licenses, contracts or University regulations. University units that create web pages are accountable for the information they publish and should be aware of University policies regarding confidential records, nondiscrimination policies, harassment policies, use of University property policies, and intellectual property policies. The Web Advisory Committee reserves the right to refuse the use of the University's telecommunications infrastructure for the dissemination of information that is inappropriate or which violates policies or laws. Should any of these guidelines or related regulations or laws be violated, the offending material may be removed from the network while the matter is referred to the appropriate authority or authorities. Violators will be subject to University rules and regulations.

- 2.2 CLASS I OFFICIAL LAMAR UNIVERSITY HOME PAGE GUIDELINES. The Official Lamar University Home Page supports the mission and purposes of the University by

providing an online channel for distributing information about the University to the world. The page contains a wide range of information that may be of interest to members of the Lamar University community and to those seeking information about the University. It should serve as a means of fostering collegiality and communication. Because of its potentially vast global audience, it is important that Web pages associated with Lamar University present accurate information in ways that enhance the University's mission.

Page information must be accurate, current and appropriate for online use. One manager must be responsible for the content and timeliness of the page and this person's name and e-mail address must appear on each page along with the date of last revision.

1. Pages must comply with style guidelines established by the Web Advisory Committee.
2. Pages must avoid unnecessary duplication of information and effort as well as contradictory or erroneous information.
3. Pages must comply with all policies and laws, especially those governing copyright.
4. Pages must be treated as if they were being published in a hard copy format and are subject to University publication regulations and policies.
5. Official pages are the only documents allowed to display the official Lamar University logo and should be denoted by that logo. This logo is subject to the graphic policies as set forth by University Advancement.
6. An online version of these policies will be linked from the Official Lamar University website.
7. Pages should be reasonably attractive and quick to load. If this determination cannot be made by the webmaster, the Web Advisory Committee shall determine whether these standards are met.
8. Pages must be easily accessible from and have a standard graphic link returning to the official Lamar University Home Page.
9. Pages may be in any digital form including audio, video, graphics, and text.
10. Public domain information contained in Official pages must have requisite permission and appropriate citations.
11. Official pages must be updated as necessary or at least once a semester. This should include checks of the validity of all hypertext links.
12. Examples of appropriate material:
 - a. Policy statements, reports, and procedures.
 - b. Course descriptions and schedules.
 - c. Instructional materials including syllabi, lecture notes, tutorials, etc. (All copyrighted materials must be used with permission).
 - d. Campus calendars and guides.
 - e. Announcement of events.
 - f. Descriptions of units, their services, resources, and locations.
 - g. Research project descriptions.
 - h. Faculty information and publications.

13. Examples of inappropriate materials:
 - a. Derogatory or libelous materials or materials that infringe on the rights of others.
 - b. Materials which violate policies or laws.
 - c. Confidential materials including records protected by the Family Educational Rights and Protection Act.
 - d. Materials that are abusive, profane or sexually offensive.
 - e. Advertisements for commercial products or enterprises.

- 2.3 CLASS II OFFICIAL LAMAR UNIVERSITY WEB PAGE GUIDELINES. All academic and administrative departments and other University units are encouraged to publish information about themselves and to be linked to the Official Lamar University Home Page, provided such information supports the mission of the University. Deans and Department Chairs may decide how to publish departmental and college Web pages. All aspects of page development are the responsibility of the Deans and Chairs. It is the responsibility of the creating unit to designate whether the information contained in their Web Pages is intended for Internet-wide use or University-only use. For those units wishing to display Web Pages, the following guidelines shall be followed:

Page information must be accurate, current and appropriate for online use. One manager must be responsible for the content and timeliness of the page and this person's name and e-mail address must appear on each page along with the date of last revision.

1. Pages must comply with style guidelines established by the Web Advisory Committee.
2. Pages must avoid unnecessary duplication of information and effort as well as contradictory or erroneous information.
3. Pages must comply with all policies and laws, especially those governing copyright.
4. Pages must be treated as if they were being published in a hard copy format and are subject to University publication regulations and policies.
5. Official pages are the only documents allowed to display the official Lamar University logo and should be denoted by that logo.
6. Pages should be artistically appealing and quick to load. The Web Advisory Committee shall determine whether these standards are met.
7. Pages must be easily accessible from and have a standard graphic link returning to the Official Lamar University website.
8. Pages may be in any digital form including audio, video, graphics, and text.
9. Public domain information contained in Official pages must have requisite permission and appropriate citations.
10. Pages must be updated as necessary and at least once a semester. This should include checks of the validity of all hypertext links.
11. Examples of appropriate material:
 - a. Policy statements, reports, and procedures.
 - b. Course descriptions and schedules.
 - c. Instructional materials including syllabi, lecture notes, tutorials, etc. (All copyrighted materials must be used with permission).
 - d. Campus calendars and guides.

- e. Announcement of events.
- f. Descriptions of units, their services, resources, and locations.
- g. Research project descriptions.
- h. Faculty information and publications.

12. Examples of inappropriate materials:

- a. Derogatory or libelous materials or materials that infringe on the rights of others.
- b. Materials which violate policies or laws.
- c. Confidential materials including records protected by the Family Educational Rights and Protection Act.
- d. Materials that are abusive, profane or sexually offensive.
- e. Advertisements for commercial products or enterprises.

2.4 UNOFFICIAL HOME PAGES. Unofficial Home pages are personal pages that are created and maintained by individual faculty, staff, and students. The University expects and, in an effort to foster creativity and individuality, encourages unofficial Web pages. Guidelines for such pages linked from the Official Lamar University Home Page are presented above. Students, faculty and staff may create unofficial pages linked from the Official Lamar University website. The following disclaimer must appear on all unofficial personal websites on the entry page:

"The views and opinions expressed in this document are strictly those of the author(s) and do not necessarily reflect the views or opinions of the State of Texas, the Regents or officials of The Texas State University System, the Lamar University Administration, and Lamar University colleges or departments, or any recognized Lamar University organization. Comments on the contents of this document should be directed to the author(s)."

2.4.1 Examples of appropriate materials:

- 1. Original works of art.
- 2. Original writings.
- 3. Resumes and biographical materials
- 4. Research results, data and/or discussion.

2.4.2 Examples of inappropriate materials:

- 1. Derogatory or libelous materials or materials that infringe on the rights of others.
- 2. Materials which violate policies or laws.
- 3. Confidential materials including records protected by the Family Educational Rights and Protection Act.
- 4. Materials that are abusive, profane or sexually offensive.
- 5. Advertisements for commercial products or enterprises.

3. CONSEQUENCES.

- 3.1 NOTIFICATION. If pages are found not to comply with guidelines, the webmaster or other authorized personnel will contact the owner of the account under which the offending page resides to request that changes be made to conform to these policies. The account holder must make these changes within ten working days and notify the webmaster that such changes have been made. Serious violations may require immediate disconnection with notification and authority of the appropriate Vice President or President, and notification of the offending party.
- 3.2 CORRECTIVE ACTION. If compliance has not been achieved in the specified time period, the appropriate Vice President (see below) will be notified and, with his/her authority, corrective action will be taken. This may include, but is not limited to, removal of the link to the offending personal page(s) and notification of Computer Center personnel for assessment of adherence to Computer Use Policy. Serious violations may require immediate disconnection with notification and authority of the appropriate Vice President or President, and notification of the offending party.

Students - Vice President of Student Affairs

Faculty - Provost

Staff - Vice President of Finance and Operations

In the event that a person or department repeatedly violates these policies, the webmaster or other authorized party may require that the person or department is temporarily refused access to publish on HAL or other university servers pending a final decision by the Web Advisory Committee.

- 3.3 APPELLATE PROCESS. Any student, staff, or faculty member who feels that he or she has been wrongly accused of violating these policies may appeal the decision by filing an appeal with the Web Advisory Committee. Written requests to appear before the Web Advisory Committee must contain the following information and be sent to the appropriate Vice President at the address noted below. A hearing will be scheduled with the Web Advisory Board and the accused party may present his or her argument. The Web Advisory Committee will make a written recommendation to the appropriate vice president, who will then render a final decision. All violations and actions taken will be reported to the Web Advisory Committee.

Name

Social Security Number

Telephone number, email address, or other means of contact during business hours

(8 a.m. - 5 p.m.)

URL of offending web page(s)

Reason for appeal

Signature

Please send appeal(s) to the appropriate Vice President's office as listed below:

Students

Vice President for Student Affairs
Re: WWW General Use Policy Appeal
P.O. Box 11950
Beaumont, Texas 77710

Faculty
Provost
Re: WWW General Use Policy Appeal
P.O. Box 10002
Beaumont, Texas 77710

Staff
Vice President for Finance and Operations
Re: WWW General Use Policy Appeal
P.O. Box 10003
Beaumont, Texas 77710

APPENDIX M.
EVALUATION OF ACADEMIC ADMINISTRATION
Deans and Associate/Assistant Deans

1. GENERAL PROCEDURES

- 1.1 Except during those years when comprehensive evaluations occur, deans and associate/assistant deans shall be evaluated annually by their respective supervisors*. In conducting an annual evaluation, the supervisor of the administrator being evaluated may obtain input from faculty and other constituencies served by the administrator being evaluated. The supervisor may use both objective and subjective measures in annual evaluations.
- 1.2 After three full years of service, and every third year hence, each dean or associate/assistant dean shall receive a comprehensive evaluation. The comprehensive review will occur during the fall semester that begins a fourth year of service. This evaluation shall consider performance during the previous three years. To assist in the evaluation, an Administrator Review Committee (ARC) shall be constituted as described below.
 - 1.2.1 The ARC normally shall be comprised of four faculty members and a department chair. In the case of the Dean of the Library, there shall be five faculty. All members of the ARC shall be tenured.
 - 1.2.2 Two of the faculty members (three in the case of the library dean) of the ARC shall be elected by a vote of the college faculty or relevant faculty constituents (e.g., in the case of the Associate Vice President for Research/Graduate Dean, constituents would be the Graduate Faculty and those faculty who make use of the services of the Research Office; in the case of the Dean of the College of Business, constituents would be faculty from the College of Business). The two elected faculty shall not be from the same academic department. The elections shall be conducted by a member of the Faculty Senate and the Senior associate provost.
 - 1.2.3 Except in the case of the Dean of the Library, one of the committee members shall be a department chair elected by a vote of the chairs within the relevant administrative unit. In the case of the Associate Vice President for Research/Graduate Dean, the department chair shall be elected by the Council of Instructional Departments.
 - 1.2.4 After consultation with the administrator to be evaluated, the Provost and the President of the Faculty Senate shall appoint the remaining two faculty members of the ARC. One shall be from a College or unit other than that of the administrator being evaluated. The other shall be appointed from within the College and shall be chosen to seek balance on the committee. In the case of the Graduate Dean, the faculty members may be from any College.
 - 1.2.5 The Provost is the supervisor for deans, and the deans are the supervisors for associate and assistant deans.
- 1.3 The comprehensive review will be conducted using an evaluation procedure and instrument approved first by the Provost and then by the President.
 - 1.3.1 The ARC shall develop a review instrument which relates to the administrator's

- job description and follows, in substance, the attached model. The instrument shall be designed to elicit faculty views pertinent to an evaluation of college leadership and programs.
- 1.3.2 The supervisor shall provide the administrator being evaluated an opportunity to review the proposed instrument and make suggestions concerning the deletion, addition, or revision of items.
 - 1.3.3 The administrator being evaluated may provide faculty with a written list of relevant accomplishments, achievements and activities.
 - 1.3.4 The Provost shall maintain a data bank of previously-used survey items to be made available to subsequent ARCs as they create new survey instruments.
 - 1.4 The ARC shall administer the approved instrument to all full-time faculty with at least one year of service in the College or unit directly affected by the administration of the person being evaluated, except faculty on leave who are not in residence. In order to affirm a valid process, the Committee should take such steps as are reasonable to ensure that only those faculty members who should provide input do so (e.g., only eligible faculty from a dean's college should complete and return the evaluation instrument) and that no faculty member submits more than one evaluation instrument.
 - 1.5 The ARC shall collect and tabulate the responses and produce for the appropriate supervisor a statistical summary of the data. In addition, the Committee shall compile and forward the written responses to specific items. The raw or primary data gathered by the Committee will be considered strictly confidential, will not be made available to the administrator being reviewed, and will be returned to the supervisor.
 - 1.6 The activities listed below shall be performed by the supervisor.
 - 1.6.1 Prior to initiating the evaluation, the supervisor should meet with the administrator to hear his or her personal assessment of his or her work, and to raise any issues pertinent to the evaluation.
 - 1.6.2 The supervisor may solicit constructive input, as appropriate, from any individual or group (e.g., staff, students, other university administrators, external constituencies) concerning the performance of the administrator.
 - 1.6.3 The supervisor will meet with the ARC to discuss the entire evaluation, including the manner in which results will be made available to the faculty in the College or unit.
 - 1.6.4 The supervisor will meet with the administrator to review and discuss the evaluation.
 - 1.6.5 The supervisor will write an evaluation with recommendations and forward it to the Provost (in the case of associate/assistant deans) or to the President (in the case of deans). The supervisor's evaluations shall include a summary of noted strengths and weaknesses. When weaknesses are noted, the supervisor should present suggestions for remediation.
 - 1.6.6 Once the Provost or President, as appropriate, has accepted the supervisor's review/recommendations, the supervisor should take such actions as are appropriate to the recommendations. This will include meeting with the administrator who has been evaluated and discussing the outcome, recommendations, and actions to be taken. At this meeting, the evaluated administrator will be presented with a copy of the supervisor's summary and recommendations. Following the meeting, all faculty within the administrator's unit will be provided with suitable summary information on the outcome of the evaluation process.

- 1.6.7 Documents generated as part of this comprehensive review process shall be kept as a confidential file by the Provost. These documents shall be made available to subsequent ARCs when the administrator in question again receives a comprehensive review.

2. RECOMMENDED TIMETABLE.

- 2.1 The ARC should be formed by April 1 of the semester preceding the evaluation.
- 2.2 The survey instrument(s) should be prepared and delivered to the Provost by September 15 of the formal evaluation year.
- 2.3 Administration of the survey instrument should be completed by October 15 of the formal evaluation year.
- 2.4 Additional input from staff, students, and others should be collected by November 1 of the formal evaluation year.
- 2.5 The summary document and associated recommendations should be completed by December 1 of the formal evaluation year.
- 2.6 The Provost or President, as appropriate, will review the summary document and recommendations, take action, and provide the unit's faculty with suitable summary information on the outcome of the review by February 1 of the formal evaluation year.

APPENDIX N.

PROCEDURES FOR THE EVALUATION OF DEPARTMENT CHAIRS

1. INTRODUCTION.

It is the responsibility of the dean of each college to complete the evaluation of department chairs in their unit in a timely manner. In the completion of the evaluation, each dean shall draw upon the results of a university approved survey instrument administered as described in these procedures, F2.08C reports from the review period, and other documented sources of information as deemed appropriate by the dean. To assist in the review process, the dean will work with three faculty members chosen as described below.

2. GENERAL PROCEDURES.

- 2.1. The dean shall inform the department chair prior to initiating the formal review.
- 2.2 The dean shall conduct an election among the tenured faculty within the department to select the first faculty member to assist in the review. The dean, after consultation with the elected faculty member and the department chair, will appoint two additional tenured faculty members to assist in the review. One of them will be from the department, and the other will be from another department (either within or outside of the college), chosen to seek balance on the committee.
- 2.3 The assisting faculty will arrange for the administration of the survey instrument to the departmental faculty in a manner that preserves confidentiality. The assisting faculty will compute summary statistics and provide the summary and raw instruments to the dean.
- 2.4 All full-time faculty who have been with the department for at least one year may participate in completing the survey.
- 2.5 The dean and assisting faculty will survey adjunct faculty and/or staff as appropriate.
- 2.6 The dean and the assisting faculty will meet to discuss the results of the survey, the manner in which the outcomes should be summarized, and how the outcome will be communicated to the department. The summary evaluation shall include, but not be limited to, the overall faculty evaluation, as well as strengths and weakness of the chair.
- 2.7 The dean shall complete the administrative evaluation form for chairs and also prepare a written evaluation of the chair, taking into consideration all information available.
- 2.8 The dean shall discuss outcomes and recommended action(s) with the provost.
- 2.9 The dean shall provide the written evaluation to the chair and arrange a meeting with the chair to discuss outcomes and indicated actions (if any).
- 2.10 The dean shall convey the summary information to the department as agreed above.
- 2.11 All steps in the evaluation process shall be completed during the fall semester in which the review is initiated.

Approved Spring, 2007

APPENDIX O.
NEW POLICIES RELATED TO TENURE AND PROMOTION
CHANGES GENERALLY APPLICABLE TO FACULTY HIRED BEGINNING FALL
2004

1. A faculty member will apply for tenure in the fall semester of the sixth year of full time service, taking into consideration any credit for prior service approved upon hiring (in writing and included in the initial contract). It should be noted that collegiality as it impacts the teaching, research/scholarship/creative activity, service, and student relationships components of a faculty member=s responsibilities is a consideration. To make recommendations in these cases, the departmental tenure committee will consist of all faculty members who hold tenure, but excluding administrators in the position of chair and above and those who have been elected to serve on college and university tenure committees (i.e., no one may vote more than once regarding the tenure of a faculty member). As is current policy, substantive evaluation of candidates whose departments do not have at least three qualified faculty to serve on the tenure committee will be conducted by the college tenure committee, with tenured departmental colleagues encouraged to provide written guidance. For exceptional cases in which the president, subsequent to the recommendation of the appropriate faculty committees, chair, college dean and the Provost, decides that a compelling university interest will be served, tenure may be granted earlier. As currently permitted in the *Faculty Handbook*, a faculty member or academic administrator may be hired with tenure. A faculty member denied tenure by the Board of Regents upon recommendation of the President will receive an irrevocable, terminal contract for the subsequent academic year.

2. Faculty who are in at least the fourth year of full-time service as an assistant professor may apply for promotion to the rank of associate professor. (That is, a candidate may apply as early as the fall of the fourth year of service for promotion in the fifth year.) The criteria for promotion to the rank of associate professor will be those delineated in the *Faculty Handbook* and supplemented by written departmental guidelines, and are reflective of those for tenure, while taking into consideration that this action may come as much as two years earlier. To make recommendations in these cases, the departmental promotion committee will consist of all faculty members at the rank of associate or full professor, but excluding administrators in the position of chair and above and those who have been elected to serve on college and university promotion committees (i.e., no one may vote more than once regarding the promotion of a faculty member). Faculty who which to apply for promotion to the rank of associate professor earlier than the fall of the fourth year must be able to demonstrate to the satisfaction of the promotion committees (department, college, university) as well as the appropriate administrators (chair, dean, provost) that their qualifications are extraordinary in terms of national standards. As is current policy, substantive evaluation of candidates whose departments do not have at least three qualified faculty to serve on the promotion committee will be conducted by the college promotion committee, with departmental colleagues at or above the rank to which the candidate aspires encouraged to provide written guidance. In exceptional cases as described in #1 above, the president may grant early promotion to the rank of associate professor.

3. Each academic department will develop and publish written guidelines to assist faculty members in their development of a balanced program of teaching, research/scholarship/creative activity, and service appropriate for tenure and promotion in the unit. These documents must be approved by the faculty, chair, dean, and provost, and must be reviewed at least every five years.

4. The department promotion committee will consist of all faculty at the rank of associate or full professor in the department, excluding administrators in the position of chair or above and those who have been elected to serve on college and university promotion committees. In the case of candidates for promotion to the rank of professor, the department promotion committee will consist of all faculty at the rank of professor in the department. The department tenure committee will consist of all tenured faculty in the department, excluding administrators in the position of chair and above and those who have been

elected to serve on college and university tenure committees. The chairs of the departmental tenure and promotion committees shall be elected by the membership of each. In large departments, faculty may elect to have smaller screening committees for promotion and tenure, but in every case the entire constituency (as described above) must vote on the issue.

5. In general, the successful candidate for tenure and for promotion to associate professor will have demonstrated sustained, high quality performance in all three mission areas (i.e., teaching, scholarship/research/creative activity, service/administration).

6. The results of the second and fourth year reviews for each probationary faculty member must be conducted by peers--preferably the department tenure committee--include input from the chair, and be reviewed by the dean and provost.

7. The tenure file will contain copies of the second and fourth year peer reviews as well as all annual evaluations. The promotion file will contain all annual evaluations since the last promotion.

8. In each department, a peer review of probationary faculty will be conducted as part of the annual evaluation each spring. In the second and fourth years, existing guidelines and #6 above apply. In other years, the tenured faculty will review the current F2.08 (without evaluative comments by the chair or dean; or an equivalent summary developed and submitted for this purpose by the probationary faculty member), vote relative to Asatisfactory progress[®] or Aunsatisfactory progress[®] toward tenure, and the chair of the department tenure committee will provide the faculty member with a brief, written summary of the rationale. However, the review in the first year -- which normally will occur after the faculty member has been at Lamar University approximately six months -- will not require a vote on progress toward tenure. Although this review occurs in conjunction with the annual evaluation, it shall not be a component of the review for merit pay.

9. NOTE: While these changes generally apply only to those faculty hired for Fall, 2004, and beyond, a department may by majority vote elect to implement them earlier.

August, 2004

APPENDIX P.

POLICY ON FINANCIAL INCENTIVES TO ENCOURAGE FUNDED RESEARCH¹

1. PURPOSE.

The purpose of this policy is to encourage the attraction of competitive external² funding for research, scholarship, and/or creative activity by full-time, E&G faculty (i.e., those whose positions are supported completely via State appropriated and/or designated funds, but not excluding the holders of endowed positions which may be partially supported via such funds) through a financial incentive program. There are two phases of this effort, each of which will be administered at the college level by a committee consisting of the dean, an elected department chair, and two elected senior faculty members (preferably Regents-/University Professors, but in any case they must be research-active). The first phase is designed to encourage faculty without prior substantial external funding to begin to develop a track record, and thus be able to move into the second phase. The second phase involves the identification of a percentage of time to be devoted to this activity, the computation of an increase in salary based upon that percentage, and a three-year, salary hold harmless³ period. This approach provides the potential for enhanced compensation for the faculty member while increasing his/her research mission, allows for lulls in the funding cycle, and under certain circumstances gives additional incentive to department chairs to encourage such activity.

While variations in this umbrella policy are permissible with approval of the faculty member, college committee, Provost, and VPFO, this policy applies to all full-time, tenure track and tenured E&G faculty at Lamar University, and must be in compliance with applicable laws and policies of the Texas State University System, the State of Texas, and U.S. Government agencies.

2. GUIDELINES.

General guidelines are as follows:

- 2.1 PHASE 1. For faculty who have not attracted over the past three years an average of at least \$75,000/yr. in external funding³.

Process: Qualification for this phase requires the faculty member to attract external funding which includes at least 25% released time during the academic year (i.e., agency provision of 25% of the 9-month salary). In this case, a one-time payment of 10% of the academic year salary will be made to the faculty member, and the home department will receive both \$2080 each long semester for an adjunct to cover the faculty member's reassigned time and an amount equivalent to 5% of the academic year salary to enhance research initiatives. For 50% of 9-month salary released time attracted (i.e., agency support of half-time release during the academic year), a one-time payment of 20% of academic year salary will be made to the faculty member, an amount equivalent to 10% of the academic year salary will be given to the home department, and \$4160 for each long semester will be provided for the hiring of adjuncts to support the reassigned time. Maximum payment will be 40% of 9-month salary for 100% released time during academic year (along with 15% and \$16,640 to the department). Payments will be made at end of the funding period, which is September 1 through May 31 each year. For amounts greater than 25% but less than 100%, a pro-rata share will be paid. The College committee may establish additional guidelines and will create the process -- which must be approved by the Provost and VPFO -- through which a faculty member

moves into Phase II.

- 2.2 PHASE 2. For faculty who have attracted over the past three years an average of at least \$75,000/yr. in external funding³.

Process:

2.2.1. The request for participation in this program must be initiated, in writing, by the faculty member and approved by the College committee and Provost. There will be no reduction in teaching assignment as part of such an agreement, except as stipulated by the funding agency when a portion of the salary is paid via grant/contract.

2.2.2. The base salary of a faculty member who is selected for such an assignment will be determined through an algorithm including the following components: establishment of an agreed-upon percentage of research effort, calculation of a reduction in State funding based upon the percentage, increase in salary based upon potential grant funds, and a supplemental allocation based upon the percentage of research effort to the home department for use in enhancing research⁴. For example:

- a. Prof. Jones, a 1.0 FTE faculty member who earns \$50,000 per academic year, is accepted into this program.
- b. It is agreed among Prof. Jones, the chair, and the college committee that his non-research FTE will be 0.90, with 10% of his time devoted to the attraction of competitive external funding.
- c. Thus, his base salary from the State becomes \$45,000, and he may increase this amount through competitive grants and contracts up to an additional \$10,555.
- d. For a three-year period, Prof. Jones' salary will be increased to \$55,555, whether or not he is able to attract the additional \$10,555 per year in external funds.
- e. Jones' home department will receive the \$5000 in savings from his salary (see c. above)⁴, and will retain any amount above \$10,555 released through agency funding.
- f. Prof. Jones' success will be reviewed annually by the chair and college committee, and if after three years he has been successful (i.e., has attracted an average of at least \$10,555/year in released time salary support from funding agencies, assuming that the college/department has not decided to waive the department allocation as described in endnote #4), he may -- at the discretion of his chair and the college committee -- be continued in the program at the same or higher percentage of research effort. On the other hand, if he has not been successful as determined by his chair and the college committee, Jones will be returned to 100% State funding at the salary he held when entering the program (plus any applicable merit and equity raises).

3. OTHER POLICIES.

- 3.1 Research effort percentages must be in multiples of .05 FTE, with a maximum of 0.20. (For example, in Jones' case above, if his non-research FTE were .85, the State-funded base salary would be \$42,500; the 3-year annual salary would be \$58,824; Jones would have to attract an average of \$16,324 in academic year cash release monies from funding agencies annually over the 3-year period to be considered successful; and the home department would receive \$7500 per year⁴).

The research effort percentage must be approved by the chair, college committee, and Provost based upon a written college policy.

- 3.2 A faculty member with such an assignment can thus not only increase the academic year salary by the amount described above, but also will increase the summer stipend which is based upon the academic year salary.
- 3.3 Faculty selected for such an assignment by the college committee must have demonstrated the ability to attract competitive external support for their research, scholarship, and/or creative activity according to the guidelines above; must show promise for continued success; and must complete annual milestones established by the chair and college committee with respect to proposal submissions, publications, presentations, direction of theses and dissertations, etc. Each college committee shall develop guidelines as to the circumstances under which a faculty member will be returned to complete State funding of the 1.0 FTE. Again, when this occurs the salary will return to the original amount, plus any raises granted during the period of enhanced research assignment.
- 3.4 If a faculty member participating in this program returns to the previous State funded 1.0 FTE status, he/she may not be reconsidered for such an assignment for a period of at least three academic years.

4. NOTES (from superscripts above).

1. This policy will be implemented effective with the beginning of FY 05, and will be reviewed for possible modification at least every three years.
2. For the purposes of this policy, Aexternal@ funding is defined to be monies awarded for research, creative activity, and/or teaching initiatives on a competitive basis (i.e., there is a quality and competence review conducted as a rationale for making the award) in response to a written (or, in some cases, oral) solicitation by an agency with no official ties to Lamar University (i.e., its budget is not primarily supported by appropriated and/or designated funds).
3. For the purposes of this policy, the \$75,000 includes all direct costs provided by the funding agency, excluding institutional match. The amount counted toward the \$75,000 in a given year for a multiple year project will be the total direct costs divided by the number of years of project support as contained in the funding letter. Only awards for those projects for which full indirect costs as allowed by the agency are collected by Lamar University qualify toward the \$75,000 total. In the case of multiple principal investigators, an appropriate percentage of total direct costs counting toward the \$75,000 threshold for each principal investigator will be established by the P.I.s and approved by the college committee prior to the final funding notification.
4. A college committee may decide, via majority vote and upon approval by the dean and provost, to waive the departmental allocation for the entire college or a specific department. In this case, the amount of salary support/released-time funding the faculty member must attract in order to be successful will be reduced by that amount. It should be noted that State funds replaced as a result of agency provided cash release will be recovered, and money required to hire adjuncts to provide reassigned

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time must be provided via department/college resources and/or additional external funding.

8/31/04

APPENDIX Q.

POLICY ON PROMOTION FROM INSTRUCTOR TO ASSISTANT PROFESSOR FOR CURRENT FACULTY (PRIOR TO FALL 2002)

1. POLICY.

A faculty member employed at the rank of instructor prior to the Fall Semester 2002, and without stipulations to the contrary in the contract, is expected to teach and pursue professional development opportunities that enhance instructional effectiveness and to participate in department service activities, but generally does not have research/scholarship/creative activity expectations. Such a person may be eligible for promotion to assistant professor (and hence placement on tenure track) under the following conditions:

- 1.1 For an instructor who has been employed at Lamar University in a continuous, full time position for at least five academic years, earns with Chair, Dean, and Provost approval of the appropriateness of the degree to department and college missions the terminal degree, possesses credentials appropriate for a tenure track, entry level appointment in the discipline, and the dean has determined a present need in the department and in the college for such a position, the following process may be followed for promotion to the rank of assistant professor. (Note: Alternatively, the faculty member may opt to apply for promotion via the normal peer review process as outlined in the *Faculty Handbook*, Chapter II.)
- 1.2 The faculty member must have official documentation of completion of the approved terminal degree before the process can be initiated.
- 1.3 The faculty member must apply for promotion in the normal fashion as outlined in the *Faculty Handbook* and university Form F2.09 (with the exceptions that follow), constructing a dossier and submitting it for consideration to the departmental tenured faculty, department chair, college promotion committee, dean, and Provost. The department faculty must recommend the promotion by majority vote, and the chair and dean must each provide the Provost with a written evaluation and recommendation.
- 1.4 This process may take place at any time during the academic year, but the promotion will be effective only at the beginning of the Fall or Spring Semester following formal recommendation by the Provost and the President, and approval by the Board of Regents.
- 1.5 The salary for a faculty member promoted to the rank of assistant professor under this policy will be set at the same level as that for a new tenure track, assistant professor hire in the discipline or sub-discipline (as appropriate) in the department. If credit for prior service toward tenure and promotion is requested, it must be approved by the Chair, Dean, and Provost, and the date for tenure review included in all subsequent contracts.

2. ELIGIBILITY.

This policy applies only to faculty hired as instructors prior to the Fall Semester, 2002. Beginning with the Fall Semester, 2002, faculty hired at the rank of instructor who choose to pursue an appropriate (as agreed upon by the faculty member, Chair, Dean, and Provost) terminal degree and, upon completion of that degree, seek promotion to the rank of assistant professor (and placed on the tenure track) shall participate in the normal peer review and evaluation process as described in the *Faculty Handbook* (Chapter II). Approval to count any of the time spent in the rank of instructor as prior service toward tenure must be approved by the Chair, Dean, and Provost prior to initiation of the promotion process.

4/02/02

APPENDIX R.
COMMONLY USED UNIVERSITY FACULTY FORMS
(OBTAIN ORIGINAL FROM DEPARTMENTAL OR COLLEGE OFFICES)

FORM:

F2.08 (Faculty Annual Review)
F2.08C (Department Chair Annual Review)
F2.09 (Recommendation for Faculty Promotion)
F2.10 (Application for Tenure)
G-4 (Application/Recommendation for Membership on the Graduate Faculty)
Outside Employment Form

FACULTY ANNUAL REVIEW

LAMAR UNIVERSITY

College _____

Report and Evaluation for:

May 1, 20XX - April 30, 20XX

Name _____

Department _____

Tenured _____ Not Tenured _____

Rank _____

FACULTY EVALUATION PROCEDURE

1. Annually, the department chair shall provide a copy of the department and college goals to each faculty member.
2. Each faculty member will complete the annual report setting forth faculty goals that are compatible with department and/or college goals and his/her accomplishments that have contributed significantly to department and/or college goals in three areas:
 - instruction,
 - research, publication, and creative endeavor, and
 - professional services to the discipline, university, and/or community.
3. The department chair shall assess the faculty member's contribution to department and college goals based on the annual report submitted by each faculty member and other factual information.
4. The department chair also shall evaluate the extent to which the faculty member's accomplishments enhance the professional prestige and reputation of the department and/or advance valuable knowledge, skills, or associations that will benefit students and/or other faculty members.
5. The department chair shall fill out the F2.08 form including written recommendations for improvement, if warranted, in each of the three areas of the report.
6. The department chair shall discuss with each faculty member the basis for the evaluative judgments and recommendations and provide to the faculty member a written summary of the evaluations, recommendations, and discussion. The faculty member may respond in writing to the department chair's evaluations and recommendations. This response shall be included with the annual review when it is forwarded to the dean.
7. The department chair shall send the form to the dean for review; the dean shall confer with the department chair and then complete a separate assessment including written recommendations for improvement, if warranted, in each of the three areas of the report.
8. The faculty member may respond in writing to the dean's assessments. This response shall be forwarded with the completed evaluation to the Provost for review.
9. The dean shall send a copy of the completed report to the Provost and to the chair; the chair shall send a copy to the faculty member and shall be available to discuss the basis for the evaluative judgments and recommendations, if the faculty member desires consultation.
10. When a faculty member receives an overall satisfactory performance evaluation from the chair and the dean, the evaluation process is concluded.
11. When a faculty member receives two overall unsatisfactory performance evaluations from both the department chair and the dean within any three year period, procedures outlined in the Faculty Handbook apply.

I. TEACHING AND INSTRUCTIONAL ACTIVITIES

Report your teaching and instructional goals that are compatible with department and/or college goals and your accomplishments in instructional activities that have contributed significantly to department and/or college goals.

Goals:

Accomplishments:

	Exceeds	Meets	Does Not Meet
Rating	Expectations	Expectations	Expectations

Chair_____

Dean_____

Chair's Comments:

Dean's Comments:

II. RESEARCH, PUBLICATION, AND CREATIVE ENDEAVOR

Report your goals in research, publication, and creative endeavor that are compatible with department and/or college goals and your accomplishments in research, publication, and creative endeavor that have contributed significantly to department and/or college goals.

Goals:

Accomplishments:

	Exceeds	Meets	Does Not Meet
Rating	Expectations	Expectations	Expectations

Chair_____

Dean_____

Chair's Comments:

Dean's Comments:

III. PROFESSIONAL SERVICES TO THE DISCIPLINE, UNIVERSITY, AND/OR COMMUNITY

Report your professional service goals that are compatible with department and/or college goals and your accomplishments in professional service that have contributed significantly to department and/or college goals.

Goals:

Accomplishments:

	Exceeds	Meets	Does Not Meet
Rating	Expectations	Expectations	Expectations

Chair_____

Dean_____

Chair's Comments:

Dean's Comments:

IV. SUMMARY EVALUATION / RECOMMENDATIONS BY DEPARTMENT CHAIR AND DEAN

Summarize the evaluative judgments made, the basis of each rating, any recommendations, and the discussion with the faculty member.

Chair's Recommendations:

Dean's Recommendations:

Merit-Based Salary Increment Recommendations:

	High		Minimum	No
Recommendation	Merit	Merit	Merit	Merit

Chair_____

Dean_____

Signature of Department Chair_____

Date_____

Overall performance: __satisfactory __unsatisfactory

Signature of Dean_____

Date_____

Overall performance: __satisfactory __unsatisfactory

CHAIR ANNUAL REVIEW**LAMAR UNIVERSITY**

College _____

Report and Evaluation for:

May 1, 20XX - April 30, 20XX

Name _____

Department _____

Tenured _____ Not Tenured _____

Rank _____

CHAIR EVALUATION PROCEDURE

1. Annually, the department chair shall provide a copy of the department and college goals to each faculty member.
2. Each chair will complete the annual report setting forth goals that are compatible with department and/or college goals and his/her accomplishments that have contributed significantly to department and/or college goals in four areas:
 - instruction,
 - research, publication, and creative endeavor, and
 - professional services to the discipline, university, and/or community.
 - administration
3. The dean shall assess the chair's contribution to department and college goals based on the annual report submitted by the chair and other factual information.
4. The dean also shall evaluate the extent to which the chair's accomplishments enhance the professional prestige and reputation of the department and/or advance valuable knowledge, skills, or associations that will benefit students and/or other faculty members.
5. The dean shall fill out the F2.08C form including written recommendations for improvement, if warranted, in each of the four areas of the report.
6. The dean shall discuss with each chair the basis for the evaluative judgments and recommendations and provide to the chair a written summary of the evaluations, recommendations, and discussion. The chair may respond in writing to the dean's evaluations and recommendations. This response shall be included with the annual review when it is forwarded to the Provost
7. The dean shall send a copy of the completed report to the Provost
8. When a chair receives an overall satisfactory performance evaluation from the dean, the evaluation process is concluded.
9. When a chair receives two overall unsatisfactory performance evaluations from the dean within any three year period, procedures outlined in the Faculty Handbook apply.

I. TEACHING AND INSTRUCTIONAL ACTIVITIES

Report your teaching and instructional goals that are compatible with department and/or college goals and your accomplishments in instructional activities that have contributed significantly to department and/or college goals.

Goals:

Accomplishments:

	Exceeds	Meets	Does Not Meet
Rating	Expectations	Expectations	Expectations

Dean _____

Dean's Comments:

II. RESEARCH, PUBLICATION, AND CREATIVE ENDEAVOR

Report your goals in research, publication, and creative endeavor that are compatible with department and/or college goals and your accomplishments in research, publication, and creative endeavor that have contributed significantly to department and/or college goals.

Goals:

Accomplishments:

	Exceeds	Meets	Does Not Meet
Rating	Expectations	Expectations	Expectations

Dean _____

Dean's Comments:

III. PROFESSIONAL SERVICES TO THE DISCIPLINE, UNIVERSITY, AND/OR COMMUNITY

Report your professional service goals that are compatible with department and/or college goals and your accomplishments in professional service that have contributed significantly to department and/or college goals.

Goals:

Accomplishments:

	Exceeds	Meets	Does Not Meet
Rating	Expectations	Expectations	Expectations

Dean _____

Dean's Comments:

IV. ADMINISTRATIVE LEADERSHIP

Report your goals in administrative leadership that are compatible with the department, college, and/or university goals and your accomplishments in administration that have contributed significantly to department, college, and/or university goals.

Goals:

Accomplishments:

	Exceeds	Meets	Does Not Meet
Rating	Expectations	Expectations	Expectations

Dean _____

Dean's Comments:

V. SUMMARY EVALUATION / RECOMMENDATIONS BY DEAN

Summarize the evaluative judgments made, the basis of each rating, any recommendations, and the discussion with the faculty member.

Dean's Recommendations:

Merit-Based Salary Increment Recommendations:

	High		Minimum	No
Recommendation	Merit	Merit	Merit	Merit

Dean _____

Signature of Dean _____

LAMAR UNIVERSITY
PROMOTION/TENURE RECOMMENDATION FORM

F2.09/F2.10

_____ Promotion in Rank

_____ Tenure

Name of Faculty Member_____
Highest Degree_____
Year_____
Institution_____
Present Rank or Title_____
College_____
Department

Initial Appointment at Lamar: Date: _____ Rank: _____

Credit (in years) for Prior Experience toward: Promotion: _____ Tenure: _____

Full-Time Professional Experience: _____

(Including current academic year) Non-Coll/Univ

Non-Lamar Coll/Univ

Lamar

Total

Number of Years in Current Rank at Lamar (including current academic year): _____

ACTION OF COLLEGE:	RECOMMENDED	NOT RECOMMENDED	NUMBER OF VOTES (Y -N - ABSTAIN)	CANDIDATE NOTIFIED ON:
DEPARTMENT COMMITTEE (By Oct. 18)				
DEPARTMENT CHAIR (By Nov. 1)				
COLLEGE COMMITTEE (By Nov. 22)				
DEAN (By Dec. 13)				

Signatures:

Chair, Department Committee_____
Date_____
Chair, College Committee_____
Date_____
Department Chair_____
Date_____
Dean_____
Date

ACTION OF UNIVERSITY:	RECOMMENDED	NOT RECOMMENDED	NUMBER OF VOTES (Y - N - ABSTAIN)	CANDIDATE NOTIFIED ON:
UNIVERSITY COMMITTEE (By Jan. 31)				
Provost				

Signatures:

Chair, University Committee Date

President Date

____ Approved ____ Disapproved

Provost Date

(8/04)

LAMAR UNIVERSITY
APPLICATION FOR FACULTY PROMOTION

Name _____ Date _____

Department _____

Present Academic Rank _____

SERVICE SUMMARY:

A. Years of full-time Lamar University faculty service to next Fall as:

Instructor _____

Assistant Professor _____

Associate Professor _____

B. Years of full-time faculty service other than Lamar University:

Institution

Rank

Length of Service

C. Credit for prior service: _____ years. [Attach documentation (e.g., offer letter)]

D. Total years of full-time faculty experience _____.

DEGREE(S) AND GRADUATE WORK:

A. Degree Summary:

<u>Degree</u>	<u>Date Awarded</u>	<u>Institution</u>
---------------	---------------------	--------------------

B. Graduate Hours Completed Beyond Highest Degree:

<u>Institution(s)</u>

AUTHORIZATION:

I authorize release of personnel and academic records to appropriate bodies in consideration of my application for promotion.

Signature

Date

I. MINIMUM CRITERIA FOR PROMOTION

Criteria for promotion delineated in the *Faculty Handbook* are listed below. In addition, the candidate should consult department guidelines for promotion. (NOTE: Substantive changes implemented in Fall, 2004, impact only those faculty who have been hired Fall, 2004, and later. Questions should be directed to the chair, dean, and/or provost.) These criteria represent minimum levels of achievement necessary to be considered for promotion. In general, the successful candidate for promotion to a professorial rank will have demonstrated sustained, high quality performance in all three mission areas. Because promotion criteria for Library faculty are different from other academic faculty, the Library Dean should modify the F2.09 to fit the criteria used for their faculty.

Instructor

Master's degree from a regionally accredited institution.

Assistant Professor

Doctorate from a regionally accredited institution and promise to develop as a teacher and scholar. In some disciplines for which the doctorate is not the terminal degree and/or in exceptional circumstances as determined by department faculty, chair, dean, and provost, promotion to this rank may be approved.

Associate Professor

Doctorate from a regionally accredited institution; four years as a full-time assistant professor at Lamar University; demonstrated proficiency in teaching; recognized scholarly production, research, or professional achievement; and productive participation in college and university affairs.

Professor

Doctorate from a regionally accredited institution; six years as a full-time associate professor at Lamar University; superior teaching effectiveness; recognized scholarly production, research, or professional achievement; substantial contribution to college and university affairs; and demonstrated performance as a leader.

II. INFORMATION TO BE INCLUDED WITH APPLICATION FOR ASSOCIATE AND FULL PROFESSOR

Suggested information for each of the six categories of promotion criteria are listed below. Clear distinctions must be made on basis of achievements on the international, national, regional, state, and local levels, and whether or not the contributions have been refereed. (See department guidelines.)

A. Teaching Proficiency/Superior Teaching Effectiveness.

1. Candidate's knowledge of his/her teaching field and ability to articulate this knowledge through effective teaching. Information could come from several sources such as faculty, students, administrative personnel, and former students.
2. Significant contributions to the development of courses, curricula and other teaching activities.
3. Direction of theses and dissertations.

B. Scholarly Production and/or Research.

1. Publications (may include reprints in Volume II).
2. Scholarly/professional works; e.g., production of shows, recitals, recordings, musical compositions commissions, performances, demonstrations, lighting, and set or costume design.
3. Scholarly papers presented at professional meetings.
4. Service as a commentator, panelist, or discussant at professional meetings.
5. Maintenance of a current perspective in discipline through attendance at professional meetings, workshops, seminars, or credit courses, and completion of additional graduate work, degrees, or certificates.
6. Direction and leadership of extra-curricular seminars, workshops, demonstrations, or comparable creative activities (not related to regular classroom teaching).
7. List of funded research and scholarly activities by title, funding source, amount, and period of funding.
8. List of non-funded research and scholarly activities.

C. Professional Achievement.

1. Recognition for achievement in discipline; e.g., honors, awards, medals, commendations from professional academic organizations, educational institutions, governmental agencies or private foundations.

2. Professional service, such as service as an officer in state, national, or international organization, or as chairperson of professional committees.
 3. Community service, such as consultation in area of professional competence.
- D. Participation In College and University Affairs (for Associate Professor)/Substantial Contribution to College and University Affairs (for Professor).
1. Service on College and University Councils and Committees and/or Faculty Senate.
 2. Service as chair of College and University Councils and Committees.
 3. Service as academic advisor and/or freshman orientation.
 4. Sponsorship of academic organizations.
 5. Assisting with administrative duties of Department or College.
- E. Demonstrated Performance as a Leader (for Professor).
1. Service in leadership roles in Department, College, or University.
 2. Recognition by peers for leadership ability.
- F. Other Information.

Include any other information deemed appropriate in considering this application.

III. FACULTY PROMOTION PROCEDURES

- A. Candidates are obliged to inform themselves of the criteria, policies and procedures for promotion consideration as listed in the *Faculty Handbook*, in the Information Section of this document, and in their department's guidelines.
- B. It is the candidate's responsibility to prepare the Promotion Dossier (see attached guidelines) and provide any required supporting documents. Generally, the Department Chair will lend advice and clerical assistance.
- C. It is vital that each candidate present a clear, complete and well-organized dossier. All candidates, but especially those being considered for promotion to Professor, should submit a career file; i.e., information

concerning accomplishments during their entire professional career should be included. Candidates should list items in the various categories chronologically for their entire career with a clear indication of those which have occurred "since promotion to or appointment as Associate Professor at Lamar" (for Professor candidates) or "since appointment at Lamar as Assistant Professor" (for Associate Professor candidates).

D. The Promotion Dossier is to contain the following information assembled in the order indicated:

1. Each promotion dossier may consist of no more than two volumes. If two actions are under consideration (e.g., promotion to associate professor and tenure), a single dossier is acceptable, but two separate forms (i.e., F2.09 and F2.10) are required. Separate appendices will no longer be accepted beyond the department level.
2. VOLUME I must be a standard size, three-ring binder with spine no thicker than three inches and materials organized into five sections separated by dividers. The applicant's name and the action (e.g., promotion to associate professor, promotion to professor) must be indicated clearly on both the front cover and spine of the binder. (Documents in Volume I must be easily removable so that copies can be made. Do not use plastic document sleeves or spiral binding.)

Section A will consist of the completed F2.09.

Section B will include a current curriculum vitae. The candidate may include an essay highlighting special accomplishments in front of the curriculum vitae. There must be clear delineation in the vitae as to the scope (i.e., local, state, regional, national/international) and the review process (i.e., peer reviewed or not) for each publication listed. If credit for prior service is being claimed, a copy of the appointment letter and/or initial contract detailing the commitment must be included here.

Section C will consist of evaluative letters originating at the various levels of review (e.g., departmental, school, college). Letters from external reviewers, if solicited by the candidate or department committee (designate which), should be included in this section as well.

Section D will consist of copies of all F2.08 forms since the candidate joined Lamar University if the action is promotion to the ranks of assistant or associate professor. Otherwise, include F2.08 for each year since last promotion.

Section E is used only if the action is tenure, and will consist of copies of the 2nd and 4th year reviews.

3. VOLUME II will also be a standard size, three-ring binder with a spine of no more than three inches. The applicant's name and the action (e.g., promotion to associate professor, promotion to professor) must be indicated clearly on both the front cover and spine of the binder. It should contain all supporting documentation and be divided into four sections. The method of presentation of this material is left to the discretion of the candidate, but care should be taken to ensure that it can be handled easily by persons involved in the evaluation process.

Section A - TEACHING. This section will include documentation of teaching effectiveness and should contain at least printed summaries of all student evaluations administered since appointed or since the last promotion. Additional student evaluations, student comments, description and results of other departmentally approved methods of teaching evaluation, course syllabi, examples of instructional

materials developed, description of special contributions made to course/curriculum development, etc., may be included.

Section B - RESEARCH, SCHOLARSHIP, CREATIVE ACTIVITIES. This section will include such items as reprints of journal articles, examples of creative work, copy of cover pages of book chapters and successful grant applications, summary of citations, awards/scholarships/fellowships/honors received, etc.

Section C - SERVICE. This section will include a summary of university, professional, and community service, as well as documentation supporting the value and effectiveness of these contributions.

Section D - STUDENT RELATIONSHIPS. This section will include a description of advising of undergraduates and graduate students, direction of thesis, dissertations, and undergraduate research, involvement with student organizations, along with documentation of the quality and effectiveness of these activities.

- E. All materials must be submitted as described above, and are not to be bound (except in the 3-ring binders).
- F. THE DEAN MUST SUBMIT THE ORIGINAL DOSSIER (BOTH VOLUMES) AND 8 COPIES OF THE CONTENTS OF VOLUME I (EACH COPY SECURED BY A STAPLE OR CLIP AND PLACED IN A SEPARATE FILE FOLDER) TO THE PROVOST BY THE SPECIFIED DATE.

LAMAR UNIVERSITY**F2.09/F2.10****PROMOTION/TENURE RECOMMENDATION FORM**

_____ Promotion in Rank

_____ Tenure

 Name of Faculty Member Highest Degree Year Institution

 Present Rank or Title College Department

Initial Appointment at Lamar: Date: _____ Rank: _____

Credit (in years) for Prior Experience toward: Promotion: _____ Tenure: _____

Full-Time Professional Experience: _____

(Including current academic year) Non-Coll/Univ Non-Lamar Coll/Univ Lamar Total

Number of Years in Current Rank at Lamar (including current academic year): _____

ACTION OF COLLEGE:	RECOMMENDED	NOT RECOMMENDED	NUMBER OF VOTES (Y -N - ABSTAIN)	CANDIDATE NOTIFIED ON:
DEPARTMENT COMMITTEE (By Oct. 18)				
DEPARTMENT CHAIR (By Nov. 1)				
COLLEGE COMMITTEE (By Nov. 22)				
DEAN (By Dec. 13)				

Signatures:

 Chair, Department Committee Date Chair, College Committee Date

 Department Chair Date Dean Date

ACTION OF UNIVERSITY:	RECOMMENDED	NOT RECOMMENDED	NUMBER OF VOTES (Y - N - ABSTAIN)	CANDIDATE NOTIFIED ON:
UNIVERSITY COMMITTEE (By Jan. 31)				
Provost				

Signatures:

Chair, University Committee Date

President Date

____ Approved ____ Disapproved

Provost Date

(8/04)

LAMAR UNIVERSITY
APPLICATION FOR TENURE

Name _____ Date _____

Department _____

Present Academic Rank _____

SERVICE SUMMARY:

A. Years of full-time Lamar University faculty service to next Fall: _____

B. Years of full-time creditable service at other institutions:

Institution

Rank or Title

Length of Service

C. Credit for prior service: _____ years [Attach documentation (e.g., offer letter)].

D. Total years of creditable service: _____

DEGREE(S) AND GRADUATE WORK:

[illegible]

AUTHORIZATION:

I authorize release of personnel and academic records to appropriate bodies in consideration of my application for tenure.

Signature _____

Date _____

I. CRITERIA FOR TENURE

Application for tenure will occur in the fall semester of the sixth year of full-time service, taking into consideration any credit for prior service approved upon hiring (in writing and included in the initial contract). Criteria for tenure delineated in the *Faculty Handbook* are listed below. In addition, the candidate should consult departmental guidelines for tenure. (NOTE: Substantive changes implemented in Fall, 2004, impact only those faculty who have been hired for the Fall, 2004, and later. Questions should be directed to the chair, dean, and/or provost.) These criteria represent minimum levels of achievement necessary to be considered for tenure. In general, the successful candidate for tenure will have demonstrated sustained, high quality performance in all three mission areas. It should be noted that collegiality as it impacts the teaching, research/scholarship/creative activity, service, and student relationships components of a faculty member's responsibilities is a consideration. The criteria listed in the *Faculty Handbook* are:

- a. Effectiveness as a teacher.
- b. Research and scholarship (publication, creative production, oral presentations to learned societies, office in professional organizations, etc.).
- c. Organization and Committee Service.
- d. Student relationships, including advising, counseling, and supervision.

II. INFORMATION TO BE INCLUDED WITH TENURE APPLICATION

The following are examples of information which the tenure candidate and Department Chair might provide as appropriate evidence and documentation for the tenure criteria. Clear distinctions must be made on the basis of achievements on the international, national, regional, state, and local levels, and whether or not the contributions have been refereed. (Also see departmental guidelines.)

A. Effectiveness as a Teacher

1. Instructional material developed by the candidate.
2. Special contributions made to course and curriculum development.
3. Evidence of quality of teaching (student evaluations, visits to classes by peers and/or Department Chair, reviews of examinations, and judgment of department faculty).

B. Research and Scholarship

1. Publications, books, articles, and creative works.

2. Evidence of the quality of research and/or creative work.
3. Evaluation of the quality of publications and scholarly productivity.
4. Contacts with learned societies, including names of organizations, offices held, and meetings attended.
5. Evidence of professional development.
6. Awards, scholarships, fellowships, and honors received.
7. List of funded research and scholarly activities by title, funding source, amount, and period of funding.
8. List of non-funded research and scholarly activities.

C. Organizational and Committee Service

1. Evidence and evaluation of public and University service.
2. Evidence of strong contribution toward achievement of departmental goals.

D. Student Relationships, Advising, Counseling, and Supervision

1. Evidence of academic advising of undergraduate and/or graduate students.
2. Evidence of the quality of academic advising.
3. Evidence of involvement with student organizations.

III. TENURE PROCEDURES

- A. Candidates are obliged to inform themselves of the criteria, policies and procedures for tenure consideration as listed in the *Faculty Handbook*, and in the Information Section of this document, and in their department's guidelines.
- B. It is the candidate's responsibility to prepare the Tenure Dossier and provide any required supporting documents. Generally, the Department Chair will lend advice and clerical assistance.
- C. It is vital that each candidate present a clear, complete and well-organized dossier. Candidates should submit a career file; i.e., information concerning accomplishments during their entire professional career should be included. List items chronologically in the various categories for entire career.

D. The Tenure Dossier is to contain the following information assembled in the order indicated:

1. Each tenure dossier may consist of no more than two volumes. If two actions are under consideration (e.g., promotion to associate professor and tenure), a single dossier is acceptable, but two separate forms (i.e., F2.09 and F2.10) are required. Separate appendices will no longer be accepted beyond the department level.
2. VOLUME I must be a standard size, three-ring binder with spine no thicker than three inches and materials organized into five sections separated by dividers. The applicant's name and the words "Tenure Dossier" must be indicated clearly on both the front cover and spine of the binder. (Documents in Volume I must be easily removable so that copies can be made. Do not use plastic document sleeves or spiral binding.)

Section A will consist of the completed F2.10.

Section B will include a current curriculum vitae. The candidate may include an essay highlighting special accomplishments in front of the curriculum vitae. There must be clear delineation in the vitae as to the scope (i.e., local, state, regional, national/international) and the review process (i.e., peer reviewed or not) for each publication listed. If credit for prior service is being claimed, a copy of the appointment letter and/or initial contract detailing the commitment must be included here.

Section C will consist of evaluative letters originating at the various levels of review (e.g., departmental, school, college). Letters from external reviewers, if solicited by the candidate or department committee (designate which), should be included in this section as well.

Section D will consist of copies of all F2.08 forms since the candidate joined Lamar University.

Section E will consist of copies of the 2nd and 4th year reviews.

3. VOLUME II will also be a standard size, three-ring binder with a spine of no more than three inches. The applicant's name and the words "Tenure Dossier" must be indicated clearly on both the front cover and spine of the binder. It should contain all supporting documentation and be divided into four sections. The method of presentation of this

material is left to the discretion of the candidate, but care should be taken to ensure that it can be handled easily by persons involved in the evaluation process.

Section A - TEACHING. This section will include documentation of teaching effectiveness and should contain at least printed summaries of all student evaluations administered since joining Lamar University. Additional student evaluations, student comments, description and results of other departmentally approved methods of teaching evaluation, course syllabi, examples of instructional materials developed, description of special contributions made to course/curriculum development, etc., may be included.

Section B - RESEARCH, SCHOLARSHIP, CREATIVE ACTIVITIES. This section will include such items as reprints of journal articles, examples of creative work, copy of cover pages of book chapters and successful grant applications, summary of citations, awards/scholarships/fellowships/honors received, etc.

Section C - SERVICE. This section will include a summary of university, professional, and community service, as well as documentation supporting the value and effectiveness of these contributions.

Section D - STUDENT RELATIONSHIPS. This section will include a description of advising of undergraduates and graduate students, direction of thesis, dissertations, and undergraduate research, involvement with student organizations, along with documentation of the quality and effectiveness of these activities.

- E. All materials must be submitted as described above, and are not to be bound (except in the 3-ring binders).
- F. THE DEAN MUST SUBMIT THE ORIGINAL DOSSIER (BOTH VOLUMES) AND 8 COPIES OF THE CONTENTS OF VOLUME I (EACH COPY SECURED BY A STAPLE OR CLIP AND PLACED IN A SEPARATE FILE FOLDER) TO THE PROVOST BY THE SPECIFIED DATE.

COLLEGE OF GRADUATE STUDIES G-4 FORM

[This form is also available on-line at <http://dept.lamar.edu/graduatestudies>.]

Application/Recommendation for Membership on the Graduate Faculty

Name _____ Date: _____

Dept. & Rank _____ P.O. Box: _____

Current Classification: _____

Classification Sought:

_____ **Full** (5 years): tenured faculty with terminal degree, recent scholarly/creative production, professional development, and recommendation of department or program graduate faculty, department chair, and college dean.

_____ **Initial** (3 years, renewable for 3 years): tenure-track faculty with terminal degree, scholarly/creative production, professional development, and recommendation of department or program graduate faculty, department chair, and college dean.

_____ **Associate** (3 years): visiting, part-time, and adjunct faculty not meeting all criteria for Full or Initial Membership. Associate members may teach graduate courses but may not serve on dissertation, thesis, or graduate project committees. Requires recommendation of department chair and college dean. Associate Members may not vote in the deliberations of the Graduate Faculty and cannot serve on the Graduate Council.

_____ **Special** (1 semester) for _____ semester (e.g., Fall): faculty not qualifying under other classifications. Requires professional development, effective teaching, and recommendation of department chair and college dean. In extraordinary cases Special Membership may be granted to non-faculty who have practical experience required by a student for thesis/dissertation research or field study. Special Members may not vote in the deliberations of the Graduate Faculty and cannot serve on the Graduate Council; however, individual colleges and departments may determine whether Special Members can vote in their deliberations.

- I. **Education:** degrees, institutions, dates (complete this section if applying for Special, Associate, or Initial Membership. Do not complete this section if you are applying for Full Membership unless you have completed additional coursework/degrees since your last review).

II. **Certifications:** list relevant certifications, licenses, and other professional qualifications.

III. **Experience:** Graduate instruction in the last 5 years

A. Graduate Courses Taught

- _____ No experience, no courses taught
 _____ fewer than 5 graduate courses taught
 _____ 5 to 10 graduate courses taught
 _____ More than 10 graduate courses taught

B. Oral and Written Examination Committees

- _____ None
 _____ Fewer than 5
 _____ 5 to 10
 _____ More than 10

C. Theses, Field Studies, and/or Dissertations *Directed*

- _____ None
 _____ Fewer than 5
 _____ 5 to 10
 _____ More than 10

D. Thesis, Field Study, and/or Dissertation Committee *Membership* (excluding those committees in which you served as Director).

- _____ None
 _____ Fewer than 5
 _____ 5 to 10
 _____ More than 10

E. Evidence of Graduate Teaching Effectiveness (examples include involvement of graduate students in research, creative, and scholarly activities; innovative use of graduate teaching assistants; co-authoring of papers/presentations with students; unique teaching projects which directly involved graduate students; teaching awards earned; and, at your option, summaries of student evaluations of classroom teaching. Attach additional sheet/s if necessary. ***If applying for Full Membership, present information relating only to last five years. At your option you may submit copies of those sections of your annual evaluation forms that relate to teaching effectiveness.***)

- F. Other Contributions to Graduate Programs (grants that support graduate students, involvement in the creation of new graduate degrees, development of new graduate courses, successful graduate recruitment efforts, etc.).
- IV. **Scholarly Activity:** Research, Publications, Creative Works/Performances, Grants, etc. (Give full bibliographical information, indicate whether or not work was refereed/juried/ peer reviewed. Describe grants received and creative works completed. Attach additional sheets if necessary. *If applying for Full Membership, present information relating only to last five years. At your option, you may submit copies of those sections of your annual evaluation forms which relate to scholarly/creative activity).*
- V. **Dean and Chair Recommendation:** Select either option

I recommend this candidate for graduate faculty membership and, in the case of applicants for Full and renewed Initial Membership, certify that the graduate faculty of the candidate's department or program have provided input concerning this action.

_____	_____
Department Chair	Date
_____	_____
College Dean	Date

I do not recommend this candidate for graduate faculty membership. In the case of applications for Full and renewed Initial Membership, I have considered input from the graduate faculty of the candidate's department or program.

_____	_____
Department Chair	Date
_____	_____
College Dean	Date

ANNUAL REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT

Name _____ Department _____

Date of Outside Employment: Beginning _____ Ending _____ (No later than end of fiscal year)

Nature of Outside Employment (if Outside Employment involves another State agency, name the agency):

During this period, how many hours in the average month will you be involved in this outside employment? _____

When and where will this work typically be done? _____

(IF NECESSARY, ATTACH ADDITIONAL SHEETS DESCRIBING OTHER OUTSIDE EMPLOYMENT.)

Will University resources be used? 9 Yes No (If Yes, please explain.) _____

I certify that the outside employment described in this request is in full compliance with the guidelines outlined in Chapter V of *Rules and Regulations* for The Texas State University System.

Signature of Faculty Member Making Request

Date

Chair

Date

Approval Recommended

Disapproval Recommended

Comment:

Dean

Date

Approval Recommended

Disapproval Recommended

Comment:

Provost

Date

Approval Recommended

Disapproval Recommended

Comment:

Signed copies to: WHITE--Human Resources GREEN--Provost YELLOW--Chair PINK--Dean GOLD--Faculty Member Rev. OE 9/2001 Provost

LAMAR UNIVERSITY
SUPPLEMENTAL REQUEST
 FOR APPROVAL OF OUTSIDE EMPLOYMENT

Name _____ Department _____

Date of Outside Employment: Beginning _____ Ending _____ (No later than end of fiscal year)

Nature of Outside Employment (if Outside Employment involves another State agency, name the agency):

During this period, how many hours in the average month will you be involved in this outside employment? _____

When and where will this work typically be done? _____

(IF NECESSARY, ATTACH ADDITIONAL SHEETS DESCRIBING OTHER OUTSIDE EMPLOYMENT.)

Will University resources be used? 9 Yes No (If Yes, please explain.) _____

I certify that the outside employment described in this request is in full compliance with the guidelines outlined in Chapter V of *Rules and Regulations* for The Texas State University System.

 Signature of Faculty Member Making Request

 Date

 Chair

 _____ Approval Recommended

Date _____ Disapproval Recommended

Comment:

 _____ Approval Recommended

Date _____ Disapproval Recommended

 Dean

Comment:

 _____ Approval Recommended

Date _____ Disapproval Recommended

 Provost

Comment:

Signed copies to: WHITE--Human Resources GREEN--Provost YELLOW--Chair PINK--Dean GOLD--Faculty Member Rev. OE 9/2001 Provost

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